



### ELECTION TO THE BOARD OF GOVERNORS - STAFF NOMINATION FORM

#### 1. Candidate Information (refer to Page 2 for information on qualifications)

Name:	Employee No:
Department:	
Toronto Metropolitan Extension:	Email:

#### 2. Nominator Information

##### First Nominator (must be Staff member and eligible voter)

Name:	Employee No:
Department:	
Toronto Metropolitan Extension:	Email :
Signature:	Date:

##### Second Nominator (must be Staff member and eligible voter)

Name:	Employee No:
Department:	
Toronto Metropolitan Extension:	Email:
Signature:	Date:

#### 3. Candidate's Consent to Nomination

I, _____ hereby consent to nomination for election to the Board of Governors of Toronto Metropolitan University.	
Signature of Candidate:	Date:
Signature of Witness (must be nominator):	Date:

#### 4. Candidate's Acknowledgement

<p><b>I acknowledge that I have read the Board Election Policies and Procedures Document and have familiarized myself with the policies and procedures governing the Board elections. I affirm that I understand the election rules and that failure to comply with the Board Election Policies and Procedures may result in my disqualification as a candidate.</b></p>	
Signature of Candidate:	Date:

**As defined by the Toronto Metropolitan University Act, 1977, the General By-Laws of Toronto Metropolitan University and Board practices.**

**The Candidate must be:**

- a. An "Administrative staff" - defined as a full-time employee of the University who is a not member of the teaching faculty and is serving in a regular capacity on a continuing basis, which is defined as either a full-time career employee or a term employee who has completed a minimum of 12 months continuing employment for greater than 24 hours per week.
- b. Eighteen years of age or older
- c. Not serving as a member of a Board or similar body at any other post-secondary institution

**Nomination Process**

- a. Nominations of a candidate by two members of the Administrative Staff must be made in writing.

**NOTE: Candidate must meet these qualifications, otherwise nomination is invalid.**

**Protection of Privacy**

Pursuant to s. 38(2) of the *Freedom of Information and Protection of Privacy Act*, the information on this form is collected under the authority of the *University Act* and is needed to process this nomination form in connection with the upcoming Toronto Metropolitan University Board of Governors election and other related or consistent purposes. All personal information that is collected is used, stored, and destroyed in accordance with Toronto Metropolitan University's Information Protection and Access Policy. If you have questions about the collection, use, and disclosure of this information by Toronto Metropolitan University please contact the Returning Officer via email at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca).

**Information below to be filled out by Toronto Metropolitan Administration**

**Section 4 and 5 to be completed by the Assistant Vice President Human Resources**

**4. Validation of Qualifications of Candidate**

Following an examination of the records, I certify that \_\_\_\_\_ (*name of candidate*), having declared that s/he is a member of the Administrative Staff as defined in the Toronto Metropolitan University Act, 1977 is therefore qualified to stand for Administrative Staff election to the Board of Governors.

Signature, Assistant Vice President, Human Resources:	Date:
---	-------

**5. Validation of Qualifications of Nominators**

Following an examination of the records, I certify that \_\_\_\_\_ (*name of first nominator*) and \_\_\_\_\_ (*name of second nominator*) are members of the Administrative Staff as defined in Article 3.6 (c) of the General By-Laws of the Board of Governors.

Signature, Assistant Vice President, Human Resources:	Date:
---	-------

**Section 6 to be completed by Secretary, Election Procedures Committee**

**6. Approval of Election Procedures Committee**

The Toronto Metropolitan Election Procedures Committee, having considered the foregoing, approves that the name of \_\_\_\_\_ (*name of candidate*) be placed on the Administrative Staff ballot in the election for the Board of Governors.

Signature, Secretary, Toronto Metropolitan Election Procedures Committee:	Date:
--	-------

**PLEASE NOTE** A candidate may withdraw their nomination by submitting a signed statement to this effect to the Returning Officer before the close of nominations.