



## BOARD OF GOVERNORS ELECTIONS

### FREQUENTLY ASKED QUESTIONS

#### Table of Contents

General Information .....	1
Qualifications .....	3
Nominations Process .....	3
Campaign Rules and Guidance .....	5
The Voting Process .....	9
Further Questions .....	10

## GENERAL INFORMATION

### What is the difference between the Board of Governors and the Senate?

The Board of Governors is responsible for the financial, administrative, and strategic oversight of Toronto Metropolitan University. The Senate is responsible for the University's academic governance.

### How do I learn more about the Board of Governors?

Visit the Board website (<https://www.torontomu.ca/governors/>) or contact the Board Secretariat ([boardsecretariat@torontomu.ca](mailto:boardsecretariat@torontomu.ca)) for more information. You may also attend the public session of a Board meeting. The schedule and livestream link are posted on the Board of Governors website (<https://www.torontomu.ca/governors/meetings/>).

### How do I learn more about the Board of Governors Elections?

Visit the Board Elections website (<https://www.torontomu.ca/governors/elections/>) to view available positions, important dates, and the Election Policy and Procedures, or contact the Board Secretariat ([boardsecretariat@torontomu.ca](mailto:boardsecretariat@torontomu.ca)).

### What are the duties and expected time commitment of a Board member?

Board members are expected to attend all Board and assigned Committee meetings and to review Board materials in advance to ensure thoughtful participation in discussion and decision-making. Board meetings are typically two hours long and are held in September, November, January, March, April, and June. Additional time commitments may include Committee meetings, Governance Essentials seminars, University events such as Convocation, and occasional Board retreats and strategy sessions.

### What are the expectations of a Board Member?

Board members are expected to adhere to the [Code of Conduct](#) for the Board of Governors and comply with the [Toronto Metropolitan University Act](#), [By-Laws](#), policies and procedures of the University. Board members are required to act honestly, ethically, and in the best interests of the University. This includes preparing for and participating actively in meetings, respecting confidentiality, avoiding and disclosing conflicts of interest, and upholding the University's mission, values, and reputation at all times.

### **When does the term begin for a Board member?**

Board members begin their terms of office on September 1.

### **How long is the term in office?**

- Students – one year
- Faculty – two years
- Staff – two years
- Alumni – three years

### **Do Board Members get paid?**

No. Board members do not receive compensation. However, the role offers many non-monetary benefits. Board members are invited to a wide range of Toronto Metropolitan University and Board events, have opportunities to connect with diverse leaders and stakeholders, and gain valuable insight into the University and the Ontario university sector.

### **What happens if a Board member misses a meeting?**

Board members are expected to attend Board meetings on a regular basis. Members who attend fewer than 50% of regular Board meetings may be asked to step down.

### **What are the dates and locations of board and committee meetings?**

Board meetings are typically held in September, November, January, March, April, and June. Meetings are held in person at Jorgenson Hall, 14th floor, or online via Zoom. All Committee meetings are virtual and held on Zoom.

## **QUALIFICATIONS**

### **Is Canadian citizenship or permanent residency status required to be a Board member?**

No, Canadian citizenship or permanent residency is not a requirement to serve as a Board member.

### What if my constituency status changes?

Board members must maintain the eligibility status of the constituency from which they are elected throughout their term in office as a Board member. If you expect your constituency status to change after the nomination period closes, you should not run in the election.

*Toronto Metropolitan University Act, 1977* states “that a student member who graduates during his or her term of office may serve for the remainder of such term”.

## NOMINATIONS PROCESS

### Who or what are nominees and nominators?

A nominee is a potential candidate seeking election to the Board of Governors. A nominator is a person from the same constituency who supports a nominee’s candidacy. Each nominee requires two nominators. Nominees and nominators must be from the same constituency.

For student elections, nominees and nominators must all be students registered in a program or course of study at TMU, but they are not required to be in the same program or course of study.

### Where do I get a nomination form?

You can download your nomination form at [www.torontomu.ca/governors/elections/](http://www.torontomu.ca/governors/elections/). Nomination forms will be available at the start of the nomination period.

### Can I receive an extension to the nomination deadline?

No. The nomination deadline is non-negotiable; late nominations will not be accepted for any reason. In addition, nomination forms containing errors, omissions, or missing information will not be accepted.

It is strongly recommended that nomination forms be submitted well in advance of the deadline to allow time to correct any issues identified upon submission. Signatures must be either handwritten or electronic (using Adobe or DocuSign). Typewritten signatures will not be accepted.

### Can I withdraw my nomination form?

Nominees may withdraw their nomination form by writing to the Returning Officer ([returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca)) before the end of the nomination period.

### Am I required to use my legal name to run as a candidate?

Your nomination form and all campaign materials must have your legal name. You may add a nickname in brackets, subject to prior approval by the Returning Officer.

### Are there any other eligibility requirements to run?

You are required to be in compliance with the University Act, By-laws, policies and procedures of the University as well as the Code of Conduct, at all times. Your academic standing or other requirements must not interfere with your ability to carry out Board duties such as attending meetings or University events.

### Can I nominate myself, and how many candidates can one person nominate?

Yes. You may nominate yourself, provided you meet the eligibility criteria. A person may nominate up to the number of available positions (for example, if there are three student vacancies, a nominator may sign nomination forms for up to three candidates).

### Can I speak to a Board member about his/her experience before I decide to run?

Yes. Please email the Board Secretariat at [boardsecretariat@torontomu.ca](mailto:boardsecretariat@torontomu.ca) to arrange this.

## CAMPAIGNING RULES AND GUIDANCE

### Where and how can I campaign?

Election-related materials may be posted around campus in a safe and appropriate manner. Materials cannot be posted on doors, glass surfaces, inside washrooms, or in any way that could alter, damage, or deface University property. Facilities Management and Development will be notified of the Election period to help ensure properly displayed materials are not removed.

You may campaign in classrooms only with the permission of the instructor. Teaching assistants are not permitted to campaign in any classroom.

Campaigning is not allowed at official University events, including Convocation or any event hosted or organized by the University or its departments.

You may use student newspapers to campaign, at your own expense.

All parties, including candidates and supporters, shall conduct themselves and their activities in a manner which the Election Procedures Committee deems to be reasonable and fair. All parties, including candidates and supporters, shall conduct themselves consistently with all applicable University policies, including, but not limited to the Civility Policy, Discrimination and Harassment Policy, the Student Code of Non-Academic Conduct, and Student Computing Guidelines.

#### **Can I use the Toronto Metropolitan University logo?**

No, you cannot use the Toronto Metropolitan University logo on your posters or campaign material. The logo is the property of the University and cannot be used by any person without express consent from the University. The University does not permit the use of the logo by election candidates. This includes all aspects of the visual representation, including the shapes, font, and colours. Anything on campaign material that might infer or imply endorsement by TMU is prohibited. If in doubt, always ask the Returning Officer before proceeding.

#### **When does the campaign period start and end?**

You may officially begin campaigning once you receive confirmation of your status as a candidate. This confirmation will be sent by email from the Board Secretariat Office after the close of the nomination period. The campaign period continues until the last day of voting.

#### **Can I campaign as a slate?**

Candidates may campaign together as a slate, but the Board Secretariat will only recognize candidates on an individual basis.

#### **When do I need to hand in my platform statement?**

The Board Secretariat Office will email a link to a Google Form to approved candidates to submit their platform statements. The form will specify the date when platform statements will be published.

### Do campaign materials need official approval prior to posting around the campus?

Campaign materials do not need official approval, but they must comply with all relevant rules. If candidates are unsure whether their campaign materials comply with the rules, they should ask the Returning Officer for guidance.

### Can I plan an activity if there is no rule about it in the Elections Policies and Procedures?

Don't take chances.

Inquire with the Returning Officer at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca) prior to engaging in any activity that is not specifically addressed in the Election Policies and Procedures.

Candidates may be disqualified for any offending activities that are expressly prohibited and those that may be against the general standard of fairness. It is therefore always best to inquire first.

### Can I email or voice mail a voting reminder to my friends and colleagues?

Candidates may personally email or voicemail any person they know to remind them to vote. Candidates are not permitted to use any official TMU University listservs or phone lines for these activities.

### What activities are prohibited around voters and voting areas?

- Campaigning is prohibited in the library or in or near any computer lab during voting days.
- Providing individuals access to a device for the purposes of voting is prohibited.
- QR codes: Candidates may direct voters to mytorontomu.ca, but they cannot observe voting
- Candidates may not interfere with voting, assist voters, or observe ballots
- Promotional items may be distributed, but not in exchange for votes
- If you are unsure whether an activity is permitted, contact the Returning Officer at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca)

### What do I do if someone else is engaging in prohibited activities?

Contact the Returning Officer at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca) with the details of the contravention. A report of any contravention must be supported with sufficient detail and evidence. Making unfounded or frivolous complaints is also prohibited and may be penalized.

The Returning Officer is responsible for enforcing the rules and procedures related to the election. No other individual is permitted to attempt to enforce these rules or procedures under any circumstances.

**Is there a limit on how much a candidate can spend on their campaign?**

No, there is no spending limit. However, keep in mind that successful campaigns do not necessarily require large expenditures.

**Can I ask for an endorsement?**

Official Toronto Metropolitan University organizations, such as TMAPS, TMFA and TMSU, cannot endorse individual candidates and must include all candidates of the same constituency in any election related announcements (e.g. Toronto Metropolitan Faculty Association may mention on its website the upcoming election and all the TMFA candidates running).

**What is the most effective campaign method?**

Generally, face and name recognition are important. Candidates may build recognition by speaking with colleagues and making themselves known and visible to their voters.

You are allowed to use print media such as posters and newspapers as well as electronic media, such as your own personal accounts on social media (ex. Instagram, LinkedIn) and other social networks, personal emails and websites.

If you are a student candidate you may campaign in a lecture or classroom setting if you are granted permission of the teaching faculty first. Teaching faculty must provide an opportunity to all candidates if granted permission to one.

**Am I allowed to hand out campaign promotional items like buttons, stickers or candies?**

Yes, you can hand out campaign promotional items provided they comply with all the relevant rules and are not distributed in exchange for vote.

## THE VOTING PROCESS

### Who is eligible to vote for what position?

- Only alumni voters vote for alumni member election
- Only faculty voters vote for faculty member election
- Only staff voters vote for staff member election
- Only student voters vote for student member election

Appropriate ballots will appear on the voting website for each voter who logs in to the voting system.

### How Do I Vote?

#### Alumni Voters:

You can access the voting website through the personalized link you received in your email (<https://elections.torontomu.ca/alumni>). If you did not receive a link, please contact the Returning Officer c/o the Board Secretariat ([boardsecretariat@torontomu.ca](mailto:boardsecretariat@torontomu.ca)).

#### Faculty, Staff, and Student Voters:

Voting website link is available on [my.torontomu.ca](https://my.torontomu.ca). You will need your TMU user ID and password to log in to the portal.

### Where do I vote?

You can vote from anywhere with Internet access by logging in to **MyTorontoMU** to visit the voting website. Be mindful of your surroundings and do not leave your computer unattended while logged in.

### Can I provide laptops or set up voting booths for the voters?

No, actively soliciting votes by providing voters with a laptop or other device or areas to vote is strictly prohibited.

## FURTHER QUESTIONS

### I still have questions. Who can I contact for answers?

Questions should be sent by email to the Returning Officer at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca). Responses will be sent to all candidates.