



## BOARD OF GOVERNORS ELECTIONS

### FREQUENTLY ASKED QUESTIONS

#### THE BASICS

##### **Do Board members get paid?**

No, but there are many benefits. Board members are invited to numerous TMU and Board events and have opportunities to meet many interesting people. By being on the Board you increase your knowledge of Toronto Metropolitan University and the Ontario university system.

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

The difference in the simplest terms is that the Board of Governors is responsible for the financial well-being of the University and the Senate is responsible for the academic well-being of the University.

##### **How do I learn more about the Board of Governors or running as a candidate**

Contact the Board Secretariat ([gcbs@torontomu.ca](mailto:gcbs@torontomu.ca)) or visit the Board Election website ([www.torontomu.ca/governors/elections/](http://www.torontomu.ca/governors/elections/)). You may also attend a Board meeting – they are open to the public and the schedule is posted on the website ([www.torontomu.ca/governors/meetings/](http://www.torontomu.ca/governors/meetings/)).

##### **What are the duties of a Board member?**

Board members are responsible for attending Board meetings and assigned Committee meetings. Members are also responsible for reading Board materials to be prepared to discuss and debate the issues with other Board members at the meetings.

##### **What time commitment is required of a Board member?**

Board meetings are held in September, November, January, March, April, and June. There are also Committee meetings, Governance Essentials seminars, and full-day Board Retreats. The board schedule for the year is set in September and posted to [www.torontomu.ca/governors/meetings/](http://www.torontomu.ca/governors/meetings/).

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

Board members start their term in office on September 1.

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

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

### **What kind of people do Board members meet?**

Board members meet a wide variety of individuals with skills and expertise in many areas such as finance, law, human resources, public administration, and academia. External members of the Board are specifically appointed for their expertise in the areas relevant to the Board and the University.

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

Board members are very busy and may find that they have been absent from one or two meetings. However, members may be asked to step down if they attend at less than 50% of the regular meetings.

### **When and where are the Board meetings held?**

Board meetings are held in September, November, January, March, April, and June. Meetings are usually scheduled towards the end of the month and are held at Jorgenson hall, 14<sup>th</sup> floor. Committee meetings are held throughout the year.

### **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.

## THE NOMINATION PROCESS

### Who or what are nominees and nominators?

A nominee is a potential candidate who wants to run in the election to be elected as a member of the Board of Governors. A nominator is a person who wishes to support the nominee's nomination. 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/).

### Can I get an extension to the nomination period if I am late or sick?

No, the nomination deadline is non-negotiable. Nominations must be received prior to the deadline, late nominations will not be accepted.

### My nomination form has a mistake or is missing some information. Can I still submit it?

No, nomination forms with any errors or omissions will not be accepted. It is very strongly recommended that nomination forms are submitted well in advance of the deadline, so that you may have time to correct any errors or omissions that you may discover at the submission desk.

**All signatures on nomination forms must be handwritten. Electronic signatures are acceptable but typewritten signatures are not.**

### 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.

### When do I need to hand in my Platform Statement?

The Board Secretariat will email a link to a Google Form for approved candidates to submit their platform statements. Please submit your statement as soon as possible to ensure it is posted on the Board Election website. The form will include the date when platform statements will be published.

### **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.

### **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”.

### **Can I run if I am suspended or on academic probation?**

Yes, but you might want to consider the time commitment. Your service to the Board may interfere with your academic commitment.

### **Can I nominate myself?**

Yes, you can be one of your nominators provided you meet the eligibility criteria.

### **How many candidates can a person nominate?**

A person can only nominate as many candidates as there are positions available. (For example – three student vacancies means that a nominator can sign the nomination form of up to three candidates only.)

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

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

## **THE CAMPAIGN PROCESS**

### **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 can I officially begin campaigning?**

You may officially begin campaigning after you receive confirmation of your status as a candidate. You will receive an email from the Returning Officer after the close of the nomination period.

### **What is the role of the Returning Officer?**

The Returning Officer is responsible for interpreting and enforcing the bylaws and elections procedures as it relates to nominations, campaigning and voting for the Board of Governors elections. This includes responding to questions, providing compliance guidance, receiving and investigating complaints and issuing decisions. You can reach the Returning Officer at [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca)

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

The campaign period extends to 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.

### **Do campaign 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.

### **Do my posters need an official stamp?**

No, but if you have any doubts about whether your poster complies with the election rules, you should email a copy of your poster to [returningofficer@torontomu.ca](mailto:returningofficer@torontomu.ca) for guidance prior to distribution.

### **Where can I display campaign posters?**

Election related materials may be posted around the campus in a safe and appropriate manner. Materials cannot be posted on any door, glass surface, or inside any washroom or in any manner that may alter, damage, or deface University property. Facilities Management and Development will be reminded of the Election period with a request that properly displayed election materials are not removed during this period.

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

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

### **Can I campaign in classrooms?**

You may campaign in classrooms if the responsible instructor gives his/her permission.

**If you are a teaching assistant, you are prohibited from campaigning in any classroom.**

### **Can I campaign at Toronto Metropolitan University events?**

No, campaigning is not permitted at official University events. These include Convocation and any other event that the University or one of its departments acts as the host or the organizer.

### **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.

### **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.

### **Can I use the student newspapers to campaign?**

Yes, at your own expense.

### **Is there a cap on the amount of campaign funds that a candidate can spend?**

No. But note that successful campaigns do not necessarily spend a great amount of money.

### **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 Facebook, Twitter 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

## 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 ([gcbs@torontomu.ca](mailto:gcbs@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 anywhere you have access to the Internet to visit the voting website. Be conscious of the space and do not leave your computer unattended while logged in to the voting system.

### **How do I get a user name and password in order to be able to vote?**

If you do not have a username and password for logging into the portal or for using e-mail at TMU, you can obtain them at [www.torontomu.ca/accounts/](http://www.torontomu.ca/accounts/) by filling in the online forms. Please note that this process may take some time and you may wish to obtain these in advance of the voting period.

If you need further assistance, contact the CCS help desk. CCS contact and hours are available at [www.torontomu.ca/ccs/contact-it-help/](http://www.torontomu.ca/ccs/contact-it-help/)

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

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

## **FURTHER QUESTIONS**

### **Can I plan an activity if there is no rule about it in the Election 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.

### **I still have questions, who can I contact for answers?**

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

**Questions will not be answered by phone or in person.**