

# ALUMNI ASSOCIATION OF THE UNIVERSITY OF MANITOBA

## Board of Governors Alumni Representative Election Process and Timelines

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The Alumni Association Board of Directors' Nominating Committee oversees the nomination phase of the annual Board of Governors Alumni Representative election. The University of Manitoba's External Relations unit is responsible for the administration and management of both the nomination and election phases with the Director responsible for Alumni Relations serving as the election agent and the University Secretary as the scrutineer.

This document outlines the nomination and election processes and timelines of the annual election and is in conjunction with the Alumni Association of the University of Manitoba By-Laws and the University of Manitoba Act.

### BOARD OF GOVERNORS ELECTIONS – ELIGIBILITY

- Those eligible for candidacy are Graduates with degrees, diplomas and certificates as approved by Senate.
- Any candidate elected to the Board is required to adhere to the Code of Conduct for Members of the Board of Governors <http://umanitoba.ca/admin/governance/931.html>. Prospective candidates should carefully consider whether they have any personal, business, or occupational interests that would put them in a real or perceived conflict of interest serving on the Board of Governors prior to letting their name stand for election.
- Those eligible to vote are Graduates with degrees, diplomas and certificates as approved by Senate.

### TERMS IN OFFICE

Alumni elected by the Graduates to serve on the Board of Governors may do so for a maximum of three (3) consecutive three (3) year terms.

### BOARD OF GOVERNORS ELECTIONS – TIMELINES/MILESTONES

- The notice of the nomination and election periods, and all associated timelines will be announced in the fall issue of the *UM Today The Magazine*
- Nominations open Friday, February 15, 2019, 9 AM (Central)
- Requests to be nominated by the Alumni Association Board close Friday, March 1, 2019 4 PM (Central)
- Nominations made by 25 graduates close Friday, March 15, 2019 4 PM (Central)
- Alumni Association Board of Directors notified of candidates running – Friday, April 5, 2019
- Candidates notified of who is running – Wednesday, April 10, 2019
- Candidates announced to alumni via website – Friday, April 12, 2019
- Election opens Monday, April 15, 2019, 9 AM (Central)
- Elections period ends – Wednesday, May 15, 2019
- Ballot count where all candidates and scrutineers are invited to attend – Wednesday, May 22, 2019 at noon
- Notify University Secretary of successful candidate in writing – Wednesday, May 22, 2019 by 4 PM
- Publicly announce successful candidate – Thursday, May 23, 2019
- Successful candidate takes office – Saturday, June 1, 2019

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## BOARD OF GOVERNORS ELECTIONS – COMMUNICATIONS/NOTIFICATIONS

- Request for nominations and voting timeline announcements shared on the U of M website, via social media, and electronically to all known alumni addresses. Information will include: dates of nominations (open and close), dates of elections (open and close), date of announcement of winner and the election processes. In this communications about the request for nominations, it will clearly mention if there is an incumbent, who the incumbent is and the incumbent's intention to run for another three-year term. Alumni can direct further inquiries to U of M Alumni website regarding election details and a full list of candidates.
- Announcement of candidates and opening of election to be emailed to all known alumni email addresses, which will include a picture and bio of each candidate. The notice shall notify alumni whether the election is contested or uncontested. The incumbent will be labelled as the incumbent and will be listed first (if participating), whereas other candidates will be listed alphabetically by surname.
- University of Manitoba Alumni website – to include election process details, forms and relevant dates. Pictures and bios of all candidates to be included by the start of the election period. Information about the incumbent (if participating) is to be the first bio listed and noted as the incumbent. All voting will be done via the U of M Alumni website. Alumni can also download a ballot from the website which can be emailed or faxed to the Alumni Relations.
- The announcement of the election shall appear in *UM Today: The Magazine*.
- The timing and coordination of electronic promotions shall be the responsibility of External Relations.

## NOMINATIONS

- The Association shall annually nominate two (2) or more candidates for election as a member of the Board of Governors by the Graduates to succeed the elected member whose term is about to expire, and two (2) or more candidates for election as a member of the Board of Governors to fill any vacancy in the Board of Governors to be filled by election by the Graduates.
- For the purposes of this section, if the Association is unable to nominate two (2) or more candidates because of an unwillingness or lack of interest by those approached, the conditions of this section will be deemed to have been met.
- The nomination of a candidate may also be made by twenty-five (25) Graduates and accompanied by the written consent of the nominee.
- Candidates seeking Board nomination shall apply, by 4 PM on March 1 to the Nominating Committee for consideration to be nominated by the Alumni Association Board of Directors as well as provide written consent.
- Once nominations close, nominees will be made aware of the number of candidates running and who they are, including if an incumbent is running again and who the incumbent is.

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## **ELECTION PROCESS**

The election shall be conducted by online voting, or by such other means as permitted by the Alumni Association.

## **BALLOTS**

- An electronic ballot shall be provided to all Graduates as soon as possible following the close of nominations, unless a paper ballot is requested
- Full biographical information and photographs of all candidates shall be available on the University's website
- A section on voting procedures, deadline for the return of ballots, and address ballots are to be returned (if sent via mail or fax)
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## **COUNTING THE BALLOTS**

- The counting of ballots shall take place after the close of the election and will be verified by the U of M advancement team
- The counting of ballots shall take place in the Association offices by or under the supervision of the Director responsible for Alumni Relations, who serves as the agent of the election.
- The University Secretary will serve as scrutineer.
- In the case of a tie, the winner shall be decided by the tossing of a coin.

## **ELECTION RESULTS**

The results of the election shall be forwarded in writing, no later than May 31 of each year, to the Secretary of the Board of Governors.

## **COST OF THE ELECTION**

- The cost of the election and its related advertising is to be borne by the University, as legislated in subsection 12(1) of The University of Manitoba Act.

## **FAILURE TO HOLD AN ELECTION**

- In the event that only a single candidate is nominated, the Board shall appoint that candidate to succeed the elected member whose term is about to expire. This appointment is subject to the approval of the Board of Governors who, under subsection 12(4) of The University of Manitoba Act, may take alternative steps to fill the vacancy.
- In the event that there is no nominee, the Board shall appoint a candidate.

## **QUESTIONS ON ELECTION PROCESSES**

All questions regarding the processes of the election shall be directed to the chair of the nominating committee of the Alumni Association Board of Directors.