

2021 Board of Governors Alumni Representative Nomination and Election Processes and Procedures

This document guides the process for all phases of the Alumni Association's Election of the Alumni Representative to the Board of Governors. Please note the processes outlined below are in conjunction with the Alumni Association of the University of Manitoba By-Laws and the University of Manitoba Act.

Board of Governors Elections – Eligibility & Requirements to serve on the Board

- 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.
- All members of the Board of Governors have a fiduciary duty to act only in the best interests of the University. At the time of appointment to the board, each Member shall sign and file a declaration with the University Secretary indicating that he/she has read, understands and agrees to comply with this Code.
- During his/her term of office, each Member:
 - shall carry out his/her functions with honesty, integrity, independence, and good faith, and shall act only in the best interests of the University
 - shall act responsibly with the prudence of a reasonable individual
 - shall respect the confidentiality of information received in the performance of duties, as well as the confidentiality of the deliberations of the Board, both during and after his/her tenure on the board or its committees
 - shall respect the authority of the Board and Board decisions once made
 - shall prepare for, attend and participate in meetings of the Board, and committees as appropriate
 - shall declare any real or apparent conflict of interest as soon as he/she is aware of it
 - shall not assist any person or any organization in its dealings with the University when such intervention may result in real or apparent preferential treatment to that person or organization by the University

- shall not use, for his/her personal benefit or advantage, or for the benefit or advantage of any family member, any information acquired in the exercise of their office that is not otherwise generally available to the public
 - shall not use, directly or indirectly, any facilities, property or services of the University, nor allow them to be used, for purposes other than as expressly approved by the University
 - shall not make use of any confidential information obtained as a Member, in order to derive therefrom a benefit or advantage for himself/herself or that of any family member
- 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 election shall be announced in in the December 2020 alumni e-news, on the UM alumni website and via the UM alumni social media channels
- Nominations open – February 11 – March 15, 2021
- Deadline for submission for candidates requesting to be nominated by the Alumni Association Board of Directors – March 1, 2021
- Alumni Association Board of Directors selection meeting – March 8, 2021
- Deadline for submission from candidates nominated by alumni – March 15, 2021
- Election period – April 14 – May 14, 2021
- Ballot count where all candidates and scrutineers are invited to attend – May 20, 2021 at noon
- Notify University Secretary of successful candidate in writing – May 20, 2021 by 4 pm
- Publicly announce successful candidate – May 26, 2021
- Successful candidate takes office – June 1, 2021

Board of Governors Elections – Communications/Notifications

- **Nominations and voting timeline announcements** are shared on the UM website, via social media, and electronically to all known alumni addresses. Information will include:
 - dates of nomination and election periods (open and close)
 - date of announcement of winner
 - if the incumbent is intending to run again, who the incumbent is and the incumbent's intention to run for another three-year term
 - alumni can direct further inquiries to the UM Alumni website regarding election details and a full list of candidates
- **Announcement of candidates and opening of election details** will be emailed to all known alumni email addresses and include a picture and bio of each candidate. In the case there are many candidates running in the election, alumni will be directed to the website where this information will be found. The notice will include if the incumbent is running again and who the incumbent, and will be labelled as such. Candidates will be listed alphabetically by surname.
- **University of Manitoba Alumni website** will include details of both the nomination and election process, updated forms and relevant dates. Pictures and bios of all candidates will be included by the start of the election period. All voting will be conducted via the UM Alumni website. Alumni can also download a ballot from the website, which they will then email or fax to Alumni Relations.
- The announcement of the nomination and election process will appear in UM Today *The Magazine*, UM alumni website and social media channels.
- The timing and coordination of electronic promotions shall be the responsibility of External Relations.

Nomination Process

Candidates can be nominated/self-nominated two different ways:

Method 1: Nominated by the Alumni Association Board of Directors with written consent from the nominee

- The Alumni Association will 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.

- The Alumni Association will seek out candidates for nomination and potential candidates can apply to be considered for nomination.
- If the incumbent is running for an additional term, he / she will be automatically included as one of the candidates the Alumni Association Board of Directors nominates ensuring he/she is still eligible and follows the Board of Governors' conflict of interest policy.
- Not all new candidates requesting to be nominated by the board may be approved. If candidates are applying for nomination their request must be sent to Alumni Relations by March 1, 2021. If not approved by the board, candidates may still be nominated by 25 graduates of the University of Manitoba as an alternative (see section "Method 2").
- When selecting candidates for nomination, the Alumni Association may take into consideration the following factors:
 - Evidence of continued connection to the UM since graduation
 - Statement of intent for wanting to serve on the Board of Governors
 - Desire to ensure diversity, inclusion and equity of overall candidate pool
 - Gaps in present make up in overall Board of Governors and / or alumni representatives on the Board of Governors
- A member of the Alumni Association's Nominating Committee may contact candidates intending to be nominated by the Alumni Association for further details on their interest in serving on the Board of Governors and request for nomination. The Nominating Committee may share these findings confidentially with the Alumni Association Board of Directors. Candidates agree to share their contact information with Nominating Committee members for this intended purpose.
- 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.

Method 2: Nominated by 25 graduates of the University of Manitoba with written consent from the nominee

- It is the responsibility of the potential candidate to ensure those who sign the nomination form are Graduates of the University of Manitoba and their information is legible. Alumni Relations will verify if all signatories are University of Manitoba Graduates.
- Potential candidates are able to replace signatories if not all can be verified as University of Manitoba Graduates as long as this is completed within the nomination period.
- Candidates interested in running for election will be notified if there is an incumbent and if he/she is intending to run again.
- The Nominating Committee will present all candidates to the Board of Governors' Secretary to ensure there are no overt conflicts of interest that would prevent these candidates from serving as an alumni representative.

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 once the election period opens, unless a paper ballot is requested
- Full biographical information and photographs of all candidates, as well as a section on voting procedures, deadline for the return of ballots, and address ballots are to be returned (if sent via mail or fax) will be made available on the University's website
- The biographical information will clearly indicate if and who the incumbent is, and whether candidates have been nominated by the Alumni Association Board of Directors or by alumni. This information will not be included on the ballot.

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 31st 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 and / or the Director of Alumni Relations at the University of Manitoba.