

Alumni Association Council Application Information Package 2020

Thank you for your interest in seeking a position on the Ontario Tech University Alumni Association Council (AAC).

GENERAL INFORMATION

The purpose of the Council is to represent the alumni community and support the university.

The Council:

- Represents the alumni community and the interest of its members.
- Establishes and reviews long-term plans and strategies.
- Approves the Council's annual budget.
- Oversees and supports Council programs in conjunction with the Alumni Office.
- Communicates regularly with the alumni community and the university.
- Creates opportunities for alumni success.

Please read through our Terms of Reference carefully prior to submitting your application package and direct any questions to the Electoral Officer via alumni@ontariotechu.ca.

Positions and Terms of Office

There are 10 volunteer Council member positions, which work as a rotating Council in order to maximize continuity from term to term. Each year, a portion of Council members' office terms will expire and at the Annual Meeting of General Members (AGM), the same number will be ratified.

There are currently **five (5) positions** open for election during the 2020 AGM; all of which hold a two-year term.

Important Dates

Monday, June 1	Application period opens.
Friday, August 28	Deadline Extended! Applications are due by 11:59 p.m. EDT.
Early September	Candidate interviews.
Friday, September 11	All candidates notified of their status.
Monday, September 14	Online voting begins at 10 a.m..
Friday, September 25	Online voting closes at 11:59 p.m. EDT.
Saturday, October 3	Results announced.

ELECTORAL OFFICER AND ELECTIONS COMMITTEE

The Electoral Officer for the election will be determined on an annual basis in May. The Electoral Officer is responsible for upholding the integrity of the election, as well as the spirit and principles of this document.

The Electoral Officer:

- Reviews the application packages to confirm the candidacy of applicants.
- Implements the rules and processes outlined in the application package.
- Announces the successful candidates at the AGM.
- Responds to questions, concerns, or complaints from candidates or general members of the Alumni Association.
- May not run as a candidate or endorse any candidate during the election process.

The Elections Committee of the Council exists to:

- Review and propose edits of the applications and elections policies and package to the Council.
- Appoint the Electoral Officer in May of each year, external to the Council's membership, to oversee the applications and elections process leading up to and including the AGM in October.
- Actively promotes the applications and elections process through maximizing geographic, faculty, class, and overall diversity in seeking candidates.
- Conduct interviews of candidates in order to gauge suitability, in consultation with the Governance Committee for the approved slate.
- In consultation with the Governance committee, recommend slate of candidates to the Council for presentation and approval at the AGM.
- Recommend candidates for appointment to the Council for vacancies that occur between AGMs, due to reasons outlined in Section 4.11 of the Terms of Reference.

ELECTION RULES

- It is the candidate's responsibility to ensure that their campaign (including campaign materials and/or advertisements) conforms to Ontario Tech bylaws and policies, as well as all applicable municipal, provincial, and federal laws.
- Candidates shall not use any university corporate email services to send mass internal or external emails, or any other university resources for their campaign, including, but not limited to: the use of office supplies, equipment, or technology.
- Any complaints regarding other candidates should be forwarded to the Electoral Officer via alumni@ontariotechu.ca.
- Only written and email communications will be accepted by the Electoral Officer.
- Any expenses incurred during the course of the election campaign are the responsibility of the candidate.

APPLICATION PROCESS

- The application period is outlined in the Important Dates section of this package. During this period, candidates are requested to fill out an online application form, including all relevant information.
- The online application form is to be completed on or before the application closing date. As part of the application process, candidates are required to submit an updated resume, outlining any experience they have had which they feel would be relevant to a role within the

Council. Incomplete applications or applications submitted after the deadline will not be accepted and any such candidate will not be eligible to join the 2020 Council.

Eligibility: Candidates must be full general members of the Alumni Association meaning they have earned a degree approved by the university's Academic Council. This excludes those who may hold an honorary degree.

- As per Terms of Reference subsection 5.4, "Council members may not serve for more than four consecutive years, unless permission is granted via resolution passed at [an] Annual General Meeting."
- Council members serving their final fourth year who wish to, or are still considering running for a successive term beyond the four year limit, may request the Council put forth a resolution at the AGM allowing their term to extend beyond the 4 year limit.
- Resolution of the extension shall follow the same voting regulations as the AAC candidate process.

Acclamation: When the application period has closed and if the number of candidates is equal to the number of positions available, the candidate(s) shall be acclaimed. If there are less candidates than the number of AAC positions available, the candidate(s) shall be acclaimed and the Governance Committee shall seek additional candidates to fill the remaining positions.

Withdrawal of application: A candidate in the election may withdraw their application by submitting a notice in writing of such person's withdrawal addressed to the Electoral Officer via alumni@ontariotechu.ca.

Candidate interviews: Those candidates whose applications have been approved via email from alumni@ontariotechu.ca will be contacted by a member of the Governance Committee to schedule a candidate interview. This interview will serve to obtain more information about a given candidate and the skills and experience that they could bring to the Council.

Candidate selection: Members of the Governance Committee will use the information compiled during candidate interviews to complete a candidate skills matrix in order to determine which candidates best fill gaps within the Council. The recommended candidates will then be presented as a slate to the Council for approval.

Candidate slate approval: Once the Council has approved the slate of candidates, all candidates will be informed of their status. The recommended candidates will be notified by a Council representative. The recommended candidates will also be posted on the Alumni Association website for review by members, in addition to an explanation of why these candidates were chosen.

- **Campaign period:** A candidate may only begin campaigning once receiving official notification that they are on the ballot from the Electoral Officer and that the campaign period has begun.
- **Standard of fairness:** All parties shall conduct themselves and their activities in a manner that the Electoral Officer deems to be reasonable and fair. Candidates must represent themselves accurately in any publicity related to their accomplishments, positions, or any other data intended to influence voters.
- **Infractions:** All alleged infractions during the campaign period will be investigated by the Electoral Officer and handled on a case-by-case basis. In most cases, the first occasion of an offense will result in a warning; the second occasion will result in disqualification (if

substantiated), depending on the severity of the infraction. Infractions may include (but are not limited to):

- Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the alumni community of their candidacy.
- Campaigning outside of the designated campaign period.
- Seeking support and/or endorsement from university staff.
- Use of the university's logo.
- Violation of the principles outlined in the Election Rules section.

CAMPAIGN PROCESS

Following official notification from a Council representative, all candidates will then be permitted to campaign in accordance with the procedures set out herein and only within the prescribed timeline as outlined under the Important Dates section.

Publication of candidates' names: The campaign process begins on Monday, September 14, 2020 at 10 a.m. EDT as set out in the Important Dates section. The names and biographies of the candidates will be posted at the launch of the campaign period.

VOTING PROCESS

Voter eligibility:

Voters must be full general members of the Alumni Association, as defined in the Terms of Reference and described herein.

Selection:

As candidates will be presented as a slate, voters will have the option to vote to approve the slate of candidates recommended by the Council.

Voting period and method:

Monday, September 14 to Friday, September 25, 2020 via the Alumni Directory online at:

<https://alumni.ontariotechu.ca>
