

**Board of Governors
Internal Elections**

**Student Governor
Election Information and Guidelines**

IMPORTANT DATES 2025		
Call for nominations	Monday, September 15	
Nomination submission period	September 15 to September 24	Closes at noon on September 24
Campaign period	September 15 to September 25	
Voting	Thursday, September 25	8:00 am to 8:00 pm
Results announced	Friday, September 26	

INTRODUCTION

Congratulations on taking the first step toward becoming a nominee for the Student Governor position on the Board of Governors.

Canadore College is governed by a Board of Governors responsible for setting the vision, strategy, and overall outcomes of the institution. The Board is comprised of up to 17 volunteer governors: 12 external members, three elected employees from academic staff, support staff and administrative staff, a student member elected by the student body, and the President.

Canadore's Board is a policy governance board. This means that the board determines the ends and ensures that policies, processes, and structures are in place to support the effective operation of the College, to fulfill its mandate, and to meet its objectives. The Board has delegated the management of the College to the President.

The Canadore College Board of Governors is not a representational board; members bring diverse perspectives to discussions at the Board table and do not represent the interests of individual groups.

What is the role of the Student Governor?

In this leadership opportunity, the Student Governor:

- ✓ Participates in discussions that set Canadore's overall strategic direction which includes areas such as program approval, policy matters, annual budgets, objectives, and business plans;
- ✓ Participates openly in discussions, being respectful of the process, fellow members, and differing points of view;
- ✓ May represent the Board at events;
- ✓ Conducts themselves in a professional, respectful, and collegial manner while carrying out their responsibilities;
- ✓ Gains experience in a leadership and governance role; and
- ✓ Attends meetings and is prepared to discuss agenda items by carefully reviewing materials prior to each meeting.

The Student Governor serves a term of one year and may serve a second term provided they continue to be eligible.

When and where are meetings held?

The Board of Governors meetings are hosted in a hybrid format (in person and virtual). Meetings are typically held in the President's Boardroom at the College Drive Campus though meetings may be held in other locations throughout the academic year. There are six board meetings per year (October, November, January, April, May, June); other meetings may be called at the discretion of the chair or for special purpose discussions. Meetings are held the 3rd Tuesday of the month from 5 p.m. to approximately 8 p.m. with Committee of the Whole and Regular meetings held on the same day.

Confidentiality as a Student Governor

The Board discusses confidential topics in 'in camera' sessions. These sessions are closed to the public. All members of the Board participating in an in-camera session shall keep all information, discussions, and proceedings strictly confidential.

In accordance with the *Canadore College Board of Governors Procedural By-laws*, the Board may go in camera on the following topics: individual personnel matters, strategic labour relations, real and personal property transactions, litigation in which the Corporation is involved, and other matters which by their nature require confidentiality so as to preserve the legitimate interests of the Corporation.

BECOMING A CANDIDATE

How do I become a Candidate?

If you are interested in running for Student Governor, please read these Guidelines carefully. You should also familiarize yourself with the [Roles and Responsibilities of Governors](#), Board [by-laws](#), and relevant [legislation](#). This information and more can be found on the Board page of the College's [website](#).

Qualifications

You may qualify as a nominee if you:

- 1) are a student in good standing, enrolled in a course or program of instruction at Canadore College;
- 2) are eighteen (18) years of age or older;
- 3) are not an undischarged bankrupt;
- 4) have not been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
- 5) have not been found to be incapable by any court in Canada or elsewhere; and
- 6) have not been declared an ineligible individual under the *Income Tax Act* (Canada).

Nomination process

1. Complete a *Nomination Form – Student Governor*. Be sure all the information provided is accurate. Incomplete and/or inaccurate forms will not be accepted. Get ten (10) current Canadore College students to support your nomination. Submit the completed Nomination Form to the Secretary of the Board by the date indicated at the bottom of the Form. Only original, paper forms will be accepted. Late nominations will not be accepted.
2. Once you have obtained 10 nominators to support your nomination, you and your nominators will be validated by the Registrar's Office. Incomplete and/or inaccurate nominations will not be approved.
3. You will be informed by the Secretary of the Board, by email, of your eligibility as a candidate. You may begin campaigning once your eligibility has been confirmed.
4. You may submit a candidate profile (max. 250 words) and provide a high-resolution head shot photo to use during the campaign and to be posted on the College's website. Your profile should provide:
 - a. your background information;
 - b. your involvement in the Canadore community and activities, if any; and
 - c. the experience and skills you would bring to the Board.

CAMPAIGN GUIDELINES

How does campaigning work?

Campaigning is your opportunity to solicit votes by sharing who you are and why you want to pursue the opportunity of serving on the Board of Governors. You can do this by speaking with your fellow students, posting on social media, and posting your profile and photo on the College's website.

The campaign period is listed under Important Dates. You may not campaign until your eligibility has been confirmed by the Secretary of the Board.

Campaign communications and materials, electronic and printed, must not violate any Canadore policy; they must be respectful, must use appropriate language, and may not disparage other candidates. Any campaign communication found to be inappropriate will result in disqualification.

Campaign posters, if used, may not be affixed to painted surfaces or windows with any kind of adhesive tape.

The Canadore College logo may not be used without permission.

Campaign materials (e.g. social media posts) can remain in place until the end of voting, at which time they must be removed.

Candidates and their supporters are not permitted to engage voters for the purpose of soliciting votes on voting day.

Violating Campaign Guidelines

Any violation of these guidelines or any of Canadore's policies could result in disqualification.

VOTING

Voting takes place via electronic ballot using a secure third-party voting platform, *Simply Voting*. All votes cast are confidential.

Eligible voters will receive a link to the voting platform.

The date and time for voting is listed under Important Dates.

POST ELECTION

Results of the election will be communicated the day after the online poll closes, first to the incumbent then to the broader student population.

All campaign materials must be removed after the election.

The new student governor will meet with the Secretary of the Board prior to attending their first Board meeting.

CANDIDATE CHECKLIST

This checklist is provided to ensure that you have completed the required steps to be considered as a candidate.

- ☐ I have reviewed the *Canadore College Board of Governors Procedural By-laws*, Roles and Responsibilities of Governors, and relevant legislation.
- ☐ I have acquired the name, signature, and student number of 10 nominators.
- ☐ I have submitted my profile to the Secretary of the Board (not mandatory).
- ☐ I have submitted my head shot to the Secretary of the Board (not mandatory).
- ☐ I understand the campaign guidelines.