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Office of the University Secretary

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MEMORANDUM

DATE: April 14, 2023

TO: All Support Staff

FROM: Jeff Leclerc, University Secretary

SUBJECT: **Call for Nominations - Board of Governors Support Staff Assessor**

Nominations are being sought for a Support Staff Assessor and an Alternate Assessor on the Board of Governors, each for a two-year term commencing on June 1, 2023 and ending on May 31, 2025.

The position of Support Staff Assessor was created to enable the Board of Governors to benefit from a support staff perspective during its meetings. The Assessor attends meetings of the Board and its Executive Committee and has the same rights and obligations as a member of the Board and the Executive Committee, except that an Assessor may not make or amend motions, or vote.

Duties to the Board include:

- providing a general support staff perspective on matters brought before the Board
- attending and contributing to debate at Board and Executive Committee meetings
- participating as a member of ad hoc committees that specify support staff membership
- reviewing agenda materials and preparing questions/comments, where appropriate
- representing support staff at Board and University functions, such as convocation

Duties to Support Staff include:

- referring specific matters to the appropriate unit or officer in the University
- explaining the role, composition and operation of the Board of Governors

All full-time support staff are eligible to be elected and to vote, providing their names are on the employee list printed approximately 45 days prior to the election, which will be held on the third Friday in May.

The Nomination Form is attached in an electronic, form-fillable version. It is also available at:

<http://umanitoba.ca/admin/governance/forms/index.html>

The Nomination Form must be signed by 5 support staff members and by the nominee to signify his/her acceptance of the nomination, and returned to the Office of the University Secretary, 312 Administration Building, by 12:00 noon on the last Friday in April.

The time frame for consideration of the nominations and ballots is as follows:

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|----------------|--|
| April 14, 2023 | Memo and nomination forms to be sent to all eligible support staff members |
| April 28, 2023 | Nominations to be received no later than 12:00 noon |
| May 5, 2023 | Electronic ballots to be provided to all eligible support staff members |
| May 19, 2023 | Ballots to be submitted no later than 12:00 noon |
| May 26, 2023 | Ballots counted, confirmed and results announced |

The Assessor will be the nominee who receives the highest number of votes. The Alternate Assessor will be the nominee who receives the second highest number of votes.

For additional information regarding the Board of Governors, the role of the Support Staff Assessor, and for the electronic copy of the Nomination Form, please see:

<https://umanitoba.ca/governance/support-staff-assessor-board-governors>

or feel free to contact me directly at Jeff.Leclerc@umanitoba.ca or at 204-474-6167. Thank you.

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