Here are the dates and important deadlines, as well as the election procedures, that you must know before you can be nominated as a candidate.

### Number of Board Seats Available

The following seats are available in the 2018 support staff election:

- One position for a three-year (3) and six (6) months mandate, from December 10, 2018 to June 30, 2022
- One position for a two-year (3) and six (6) months mandate, from December 10, 2018 to June 30, 2021

### Important Dates:

- **November 5, 2018**  
  Beginning of the call for nomination period
- **November 14, 2018**  
  End of the call for nomination period (including the submission of a short biography, a letter of intention and a photo)
- **November 16, 2018**  
  Beginning of the campaigning period
- **November 23, 2018**  
  End of the campaigning Period (11:59 pm)
- **November 26 to November 29, 2018**  
  On-line voting
- **November 30, 2018**  
  Announcement of the results
- **November 30 to December 5, 2018**  
  Appeal period
- **December 6, 2018**  
  Announcement of the elected representatives
- **December 10, 2018**  
  Appointment to the Board of Governors

### Eligibility to nominate and stand for election

In order to be eligible to stand as a candidate for election to the Board, nominees must be full-time support staff at the University of Ottawa.
Nominations

Duly completed nomination forms accompanied by a short biography, a letter of intention and a photo must be submitted to Catherine Schweizer cschweiz@uottawa.ca Office of the Secretary-General no later than 5:00 pm on Wednesday November 14, 2018.

Nomination forms are available online at the Board of Governors website: Election to the Board of Governors

Incomplete nominations or nominations submitted after the deadline will not be accepted.

The nominees will be acclaimed if the number of nominations is equal to or less than the number of seats available.
We will held an election if the number of nominations exceeds the numbers of seats available.

Validation of nominations

Validation of nominations will take place on Thursday, November 15, 2018 and candidates will be advised of the results as soon as practicable thereafter.

Candidates may withdraw their nominations by submitting a signed statement to Catherine Schweizer cschweiz@uottawa.ca at the Office of the Secretary-General.

Biography and Photo

A short biography, a letter of intention and a photo will be posted on the Board election website and must be send by email to Catherine Schweizer cschweiz@uottawa.ca at the Office of the Secretary-General no later than 5:00 pm on Wednesday November 14, 2018.

Campaigning

Candidates may start campaigning once their candidacy has been confirmed by the Office of the Secretary-General. Each candidate has the right to campaign and inform members of the support staff of her or his candidacy; all candidates are given the opportunity to have their biography, letter of intention and photo posted on the Board of Governors website.

- Campaigning will begin on Friday, November 16, 2018 and will end on Friday, November 23, 2018.
- The use of print media such as posters and newspapers as well as electronic media such as Facebook, Twitter and other social networks, personal emails and websites is permitted.
Voting

Online voting will take place from Monday, November 26, 2018 to Thursday, November 29, 2018. Eligible members of the support staff will receive an email with an individualized link to vote.

Counts

Counts of the on-line ballots will be conducted by the firm Big Pulse and will be verified. The results of the election will be made available immediately following completion of the counts.