MAUT-LS Discussion Papers on Governance-Related Committees

Discussion Paper #3: Sample Nomination and Election Procedures

**prepared by Marc Richard on behalf of
the Executive of the MAUT Librarians' Section**

March 4, 2013

Preface

The present document is the third in a series of discussion papers prepared by the Executive of the MAUT Librarians' Section on the subject of governance-related committees. The first paper presented some opening considerations and provided a list of committees. The second paper outlined some questions to be considered regarding how governance-related committees should be established and filled. The third paper presents some sample materials on nomination and election processes. Additional discussion papers, potentially including recommendations from the MAUT-LS Executive, may be prepared thereafter.

Contents

The sample materials presented here were used for four different elections in the past two years:

- The selection in 2012 of Librarian Representatives on Senate
- The selection in 2011 of the Secretary of Library Council
- The selection in 2012 of Senate representatives on the Committee to Advise on the
      Selection of a Principal and Vice-Chancellor
- The selection in 2012 of members of the MAUT-LS Professional Issues Committee

Each sample includes three documents:

- The call for nominations
- The election instructions (or a vote count update, in the case of sample 1b)
- The announcement of the election results

SAMPLE 1a:
Librarian Representatives on Senate (2012) : Nomination

From: Bruna Ceccolini On Behalf Of C. Colleen Cook, Dr.
Sent: Tuesday, March 27, 2012 4:09 PM
To: Librarians Library
Subject: Call for nominations - Librarian Representatives on Senate

Hello,

Attached please find a memo outlining a call for nominations and subsequent election for two librarian representatives to the University Senate for the term of September 1, 2012 through August 31, 2015. Joan Hobbins and Marc Richard's terms are ending August 31, 2012 and I thank them on our behalf for their service to the University, Library and to us as librarians.

Continuing representatives are:

    C. Colleen Cook (ex-officio)
    Daniel Boyer - September 1, 2011 - August 31, 2014

Senate plays many important roles and functions in the McGill University community. Please be thoughtful in considering who best will represent the Library to the University. Having attended a few Senate meetings myself I have to say that service is time consuming but vital to the general governance and advisory functions of the University. One must not be tenured to run for Senate. One may be elected to subsequent terms and one may self-nominate. Please note deadlines for nominations and the election outlined in the attachment. We will follow the process for nominations and election used in the most recent election for Senate.

Thank you for taking time to participate in this important process!
Best wishes,
Colleen

[Attachment]:

To: All Librarians   Date: March 27, 2012

From: C. Colleen Cook   Subject: CALL FOR NOMINATIONS
       Trenholme Dean of Libraries   LIBRARIAN REPRESENTATIVES ON SENATE

      The Deans have been notified that we need to hold elections for University Senators whose terms are concluding.

Nominations are invited for two librarians to serve three-year terms as librarian representatives on Senate, replacing Joan Hobbins and Marc Richard, whose terms are concluding 31 August 2012. Article 6.1.1 of the University Statutes states, in part, that librarian members elected to Senate shall be elected for a term of three years, shall be eligible for re-election and shall be from an electorate composed of all librarians performing the function of librarian in the University's library system. Senate membership should represent a wide cross-section of the University community. Senate members need not be tenured. Each librarian should consider seriously the contribution he/she might make and also consider seriously others within the Library who would make valued contributions. The elected librarians will serve terms from September 1, 2012 to August 31, 2015. It is possible to self nominate.

Continuing representatives are:

C. Colleen Cook (ex-officio)
Daniel Boyer- September 1, 2011 to August 31, 2014

Nomination and Election Process

All nominations must be in writing, signed by the nominee, and carry the signature of two librarians who are proposing the nomination. Nominees are requested to submit a short biographical sketch, (3 or 4 lines) which will be sent with the ballot. Nominations should be submitted to Bruna Ceccolini, Office of the Dean of Libraries, no later than 5:00 p.m., Tuesday, April 10, 2012. A list of librarians eligible for nomination is attached.

If only two nominations are received, the nominees will be appointed by acclamation. If more than two nominations are received, an election will be held to elect the two librarian representatives on Senate from the list of candidates who have accepted nomination. Continuing Senator Daniel Boyer and Bruna Ceccolini will count ballots for both the nomination process and subsequent election. Each librarian will vote by secret ballot from 13 April 2012 to 27 April 2012. If no candidate receives more than 50% of the ballots cast, a run-off election will be held to elect the two representatives from the three candidates having received the greatest number of votes in the first round of voting. If only one candidate receives more than 50% of the ballots cast in the first round of voting, that candidate shall be declared elected and a run-off election will be held to elect the other representative from the two candidates having received the next greatest number of votes. The run-off election, if it is required, will be conducted from 30 April 2012 to 14 May 2012.

SAMPLE 1b:
Librarian Representatives on Senate (2012) : Vote Count Update

From: Bruna Ceccolini On Behalf Of C. Colleen Cook, Dr.
Sent: Monday, April 30, 2012 4:43 PM
To: Librarians Library
Subject: Senate Election

Dear Colleagues,

The voting period for the election of two librarian representatives on Senate closed on Friday, April 27. The vote count which was originally planned for today has been postponed until Wednesday, May 2, since Daniel Boyer is currently away from the University. He will return on May 2, at which time he and Bruna Ceccolini will count the ballots.

If the vote count shows that no candidate has received more than 50% of the ballots cast, a run-off election will be held to elect the two representatives from the three candidates having received the greatest number of votes in the first round of voting. If only one candidate has received more than 50% of the ballots cast in the first round of voting, that candidate shall be declared elected and a run-off election will be held to elect the other representative from the two candidates having received the next greatest number of votes. The run-off election (if needed) was originally scheduled to last from 30 April 2012 to 14 May 2012. Because of the delay in conducting the vote count for the first round of balloting, the run-off election, if it is required, will begin on (or soon after) 2 May, 2012. The voting period will last for two weeks.

Regards,

C. Colleen Cook, PhD
Trenholme Dean of Libraries and
 Professor School of Information Studies McGill University
3459 McTavish Street
Montreal, Quebec
H3A 0C9

Tel: 1-514-398-4677
Fax: 1-514-398-3561

SAMPLE 1c:
Librarian Representatives on Senate (2012) : Result Announcement

From: Bruna Ceccolini
Sent: Friday, May 18, 2012 4:40 PM
To: Librarians Library
Subject: Senate Election Results

From: Daniel Boyer, Me

Dear Colleagues

I am pleased to report that **Maya Kucij** and **Marc Richard** will represent us for the next three years on the University Senate.   I would like to thank all those who participated in this important collegial exercise by letting their names stand for election.

Congratulations Maya and Marc!

Daniel

McGill University Senator

SAMPLE 2a:
Secretary of Library Council (2011) : Nomination

Call for Nominations for the Position of
Secretary of the Library Council for 2011-2012

June 20, 2011

Colleagues,

As was discussed at the Library Council meeting of June 14, 2011, one of the new Council's tasks will be to designate a Secretary. This step is required by article 2.4 of the Council's terms of reference, which states:

> 2.4 The Library Council shall appoint a Secretary of Council.

A Library Council Nominating Committee has therefore been established by Dean Cook, with the nomination process for the Secretary of Council as its first order of business. The members of the Nominating Committee are Marc Richard and Ann Marie Holland.

Nominations are hereby invited for one person to serve as Secretary of Council for a term of one year. All members of the Library Council are eligible to serve as Secretary. Council membership is defined by article 2.1 of the Council's terms of reference, which states:

> 2.1 The Library Council shall consist of the Trenholme Dean or Director of Libraries, all persons holding an appointment as a member of the librarian academic staff in the McGill University Libraries, and those persons holding an appointment as Curator, Head of Special Collections, Archivist and Head of Digital Initiatives in the McGill University Libraries.

As is indicated by article 3.1 (e) of the terms of reference, Council is responsible for developing and adopting the rules and regulations that will govern its proceedings. This development process will include defining the duties of the Secretary, since these are not specified by the terms of reference. It is anticipated, however, that the Secretary would be responsible for various tasks connected with each Council meeting, such as: a) receiving proposals for agenda items; b) preparing the draft agenda; c) notifying Council members of the date, time and location of the next meeting; d) recording the results of such votes as may be taken; and e) preparing the draft minutes.

Nomination Process

Nominations for the position of Secretary of Council may be submitted by any member of the Library Council. Self-nominations are permitted. To submit a nomination, please send an email (using your McGill account) to both members of the Library Council Nominating Committee (marc.richard@mcgill.ca and ann.holland@mcgill.ca) giving the name of the person or persons you are nominating. Nominations must be received no later than than 5:00 p.m., July 6, 2011. The members of the Library Council Nominating Committee will be responsible for contacting the nominees to ask if they accept nomination.

Election Process

If only one nomination is received, the nominee will be appointed by acclamation. If more than one nomination is received, an election will be held to elect the Secretary of Council from the list of candidates who have accepted nomination. Each member of Council will vote by secret ballot from July 7 to July 21, 2011. If no candidate receives more than 50% of the ballots cast, a run-off election will be held to elect the Secretary of Council from the two candidates having received the greatest number of votes. This run-off election, if it is required, will be conducted from July 22 to August 1.

We encourage you to consider serving as Secretary of Council, or to nominate a colleague to serve in this important capacity.

Sincere regards,

Marc Richard
Ann Marie Holland
Members, Library Council Nominating Committee

SAMPLE 2b:
Secretary of Library Council (2011) : Election

TO: Members of the McGill University Library Council

FROM: Marc Richard and Ann Marie Holland
            Members of the Library Council Nominating Committee

DATE: July 7, 2011

MAIL BALLOT: SECRETARY OF LIBRARY COUNCIL

Following the call for nominations issued on June 20, 2011, for one person to serve as Secretary of Library Council, two nominations have been received. The members of the Library Council Nominating Committee have contacted the nominees and have confirmed that they accept nomination. A mail ballot will therefore be held.

Please vote for **ONE** of the names appearing on the ballot by placing an "X" beside it. The individual who receives the greatest number of votes will be elected.

Place the ballot in the small anonymous envelope and seal. Place this sealed envelope inside the larger self-addressed envelope, seal, complete all sections as instructed (print and sign your name) and return. Failure to follow these directions could result in a spoiled ballot.

All ballots must reach the Office of the Dean of Libraries by 5:00 p.m., Thursday, July 21, 2011. At the close of the election, the members of the Library Council Nominating Committee will verify the names on the outer envelopes against the electoral list. The outer envelopes will be opened and discarded; the inner envelopes will then be opened and the votes will be counted. Results of the mail ballot will be transmitted to all the nominees, then announced to the members of the Library Council.

Secretary of Library Council

BALLOT

Lui, Vincci   ☐

Swanick, Sean   ☐

PLACE AN "X" BESIDE ONE NAME ONLY

Return this portion as per the above instructions

SAMPLE 2c:
Secretary of Library Council (2011) : Result Announcement

From: C. Colleen Cook, Dr.
Sent: Friday, July 22, 2011 11:29 AM
To: Librarians Library
Subject: Election Results for Sec of Library Council

Hello All,

On behalf of the membership of Library Council I wish to thank Marc Richard and Ann Marie Holland for their service on the Nominating Committee for Secretary of Library Council. They have just sent me the results of the ballot below.

I am enjoying the warm weather and hope all of you are as well.

Best wishes,
Colleen

Election Result for Library Council Secretary

The members of the Library Council Nominating Committee have counted the votes cast in the election for the position of Library Council Secretary, for which the two candidates were Vincci

Lui and Sean Swanick. Vincci Lui has been elected to the position. We thank both Vincci and Sean for having accepted nomination as candidates, and we congratulate Vincci on her election.

Regards,

Marc Richard and Ann Marie Holland
Members, Library Council Nominating Committee

SAMPLE 3a:
Advisory Committee for Principal (2012) : Nomination

Date: March 8, 2012

To: Members of Senate

From: Stephen Strople, Secretary-General

Subject: CALL FOR NOMINATIONS: COMMITTEE TO ADVISE ON THE SELECTION OF PRINCIPAL AND VICE-CHANCELLOR

Professor Heather Munroe-Blum's second term as Principal and Vice-Chancellor will end on June 30, 2013. As stipulated in the Statutes of McGill University (Article 1.3.4.1), a Committee to advise the Board of Governors on the appointment of the Principal and Vice-Chancellor, chaired by Mr. Stuart (Kip) Cobbett, Chair of the Board, will have the following composition:

The Chair of the Board of Governors, Chair
The Chancellor
2 members appointed by the Board of Governors
2 members appointed by the Senate
1 member appointed by the Students' Society of McGill University
1 member appointed by the Post-Graduate Students' Society of McGill University
2 members appointed by the Council of the McGill Association of University Teachers
2 members appointed by the Board of Directors of the Alumni Association
2 members elected by the Administrative and Support Staff

The Senate Nominating Committee has recommended that the Senate representatives be chosen by election (rather than from names proposed by the Nominating Committee), in a manner consistent with recent past-practice.

Nominations are now called from members of Senate for two representatives and two alternates. Alternates shall serve only in the event that the designated members are unable to serve, in which case they shall be permanent replacements. Representatives of Senate need not be Senators. Any member of Senate may nominate an individual or endorse a nomination. Nominations require the endorsement of two Senators and the consent of the person being nominated. No Senator may nominate more than one candidate. Nominees shall submit a statement of 100-words (maximum) on why they wish to be elected. This statement, together with the nomination form, must be submitted by the deadline indicated below. This statement should also be submitted electronically to pauline.frixione@mcgill.ca.

The official nomination form is attached and may be printed or photocopied as needed. Nominations on other than this official form will not be accepted. Nomination forms must be completed in full.

Nominations are to be submitted to Ms. Pauline Frixione, Chief Returning Officer, Secretariat by 12:00 noon on March 21, 2012. An election by electronic ballot will follow the close of nominations.

Stephen Strople
Secretary-General

Secretariat Secrétariat
845 Sherbrooke Street West, Room 313 845 rue Sherbrooke ouest, suite 313
Montreal, Quebec H3A 2T5 Montréal, Qc H3A 2T5
Tel.: (514) 398-3948 / Fax: (514) 398-4758 Tel.: (514) 398-3948 / Télécopieur: (514) 398-4758

SAMPLE 3b:
Advisory Committee for Principal (2012) : Election

From: Pauline Frixione
Sent: Thursday, March 22, 2012 1:01 PM
Subject: eVote for Senate to Advisory Committee for Principal
Importance: High

Please find below information regarding the upcoming election to the Advisory Committee for Principal.

The instructions are also attached for your ease of reference.

Following a Call for Nominations to Senate for __two__ members and __two__ alternates to serve on the Advisory Committee for Principal, __five__ nominations were received and an election will be held.

To read the personal statements of each nominee please visit:

http://www.mcgill.ca/secretariat/elections/senate

Voting will be by electronic ballot which requires you to log on to the website below and follow the steps as outlined.

The election will begin today, Thursday, March 22 at 1 pm and conclude Wednesday, March 28, 2012 at 12 noon.

Please vote for __four candidates__ (two members and two alternates) by assigning the number 1 to your first choice, number 2 to your second choice, and so on to signify your four choices in ranked order.

The two candidates receiving the largest and second largest total will be elected as members to the Advisory Committee. The candidates with the third and fourth largest total will be elected as alternates. An alternate will serve only in the event that an elected member is unable to serve, in which case the alternate shall be a permanent replacement.

You may vote by going to https://mcgill.omnivox.ca and following the steps outlined below:

1. **LOG IN** *using your McGill __username and password__ in the 'employee' box and follow the instructions provided. (The word 'employee' is the default in the software).*
2. *Select* **SURVEYS/ELECTIONS** *on the left hand side of the page.*
3. *Select* **ACTIVE CONSULTATION**.
4. **VOTE** *by following the instructions on the screen.*

5. *CONFIRM* your selection.
6. *QUIT*.

Should you encounter any technical difficulties please contact McGill ICS Support at 514-398-3398 or http://www.mcgill.ca/it/

Pauline M. Frixione | Chief Returning Officer | Secretariat | McGill University | James Administration Building, 845 Sherbrooke Street West, Room 313C, H3A 0G4 | 514-398-3093 | pauline.frixione@mcgill.ca | www.mcgill.ca/students/graduation/convocation

SAMPLE 3c:
Advisory Committee for Principal (2012) : Result Announcement

From: Pauline Frixione
Sent: Wednesday, March 28, 2012 3:10 PM
Subject: Results of Senate Election to the Advisory Committee for Principal

Good afternoon,

The electoral process ended today, Wednesday, March 28 at noon. 74 members of Senate cast their votes.

The results are the following:

Members on the Advisory Committee*:

Professor John Galaty

Professor R. Bruce Lennox

<u>Alternates:</u>

Professor Samuel Benaroya

Professor Anthony Paré

Thank you to everyone who took part in the election process.

__in alpha order__

Pauline M. Frixione | Chief Returning Officer | Secretariat | McGill University | James Administration Building, 845 Sherbrooke Street West, Room 313C, H3A 0G4 | 514-398-3093 | pauline.frixione@mcgill.ca | www.mcgill.ca/students/graduation/convocation

<u>SAMPLE 4a:</u>
<u>MAUT-LS Professional Issues Committee (2012) : Nomination</u>

From: MAUT-LS - MAUT Librarians' Section [mailto:MAUT-LS@LISTS.MCGILL.CA] On Behalf Of Macy Zheng
Sent: Thursday, August 16, 2012 2:54 PM
To: MAUT-LS@LISTS.MCGILL.CA
Subject: [MAUT-LS] Nominations for PIC - for election of members - announcement

Dear Colleagues,

Now that the amendments to the MAUT-LS Bylaw are approved, we need to have an election for the membership of the MAUT-LS Professional Issues Committee (PIC). This email serves as a call for the nomination of members to fill the seven elected-seat vacancies on the Professional Issues Committee.

The amended Bylaw states:

"PIC shall consist of up to seven elected members, one of whom serves as Chair of PIC, plus one ex-officio member appointed each year by the MAUT-LS Executive from amongst the members of the Executive. Any current dues-paying member of MAUT-LS is eligible to be nominated for service as one of the elected members of PIC. [...] The elected members of PIC serve two-year terms, which are staggered so that approximately half the elected seats become vacant each year. Elected members of PIC can be re-elected."

Because of the required staggering of terms, approximately half of the members to be elected will serve a two-year term (2012-2014), with the remaining members to be elected will serve a one-year term (2012-2013). Members are eligible for re-election.

At the February 2012 MAUT-LS general meeting, the membership concurred that we would continue using in the future the email nomination process which was first used in the fall of 2011 to fill a vacancy on the Executive.

Interested candidates and potential nominators for the PIC vacancies now being filled should therefore proceed by sending the following emails to the following people:

- The first nominator should email one or more members of the MAUT-LS Nominating Committee, nominating a candidate to be a member of PIC. This email can (and preferably should) be copied to the second nominator and the candidate.

- The second nominator should likewise email the MAUT-LS Nominating Committee to nominate the candidate. This email can (and preferably should) be copied to the first nominator and the candidate.

- After the two nominations have been sent, the candidate should email the MAUT-LS Nominating Committee to state that he or she accepts the nomination and agrees to serve if elected or acclaimed.

Any current member of MAUT-LS is eligible to make a nomination and/or to be a candidate for the position.

The period for nominations will run from August 20, 2012 until 5 p.m. on Friday, September 14, 2012.

Once the nominations are received an electronic ballot will be prepared. The number of votes each candidate receives will determine the positions that will be filled on the committee. Two year terms will first be filled by the three nominations with the most votes, and then single year terms will be filled by the remainder of the candidates in rank order by number of votes. For any tie votes, the Nominating Committee will arrange for a straw vote.

If you have any questions, feel free to contact any member of the Nominating Committee for 2012-2013. Its members are:

Macy Zheng (Chair)
Susan Murray
Marc Richard

SAMPLE 4b:
MAUT-LS Professional Issues Committee (2012) : Election

From: Genevieve Gore [mailto:genevieve.gore@mcgill.ca]
Sent: Monday, September 24, 2012 4:27 PM
To: ....
Subject: MAUT-LS: Election for Terms of Office of PIC Members

Dear ....,

You have been invited to submit your vote to determine the terms of office of elected PIC members.

MAUT-LS: Vote to Determine the Terms of Office of Elected PIC Members

Dear Colleagues,

The period for nominations to the seven elected positions on the MAUT-LS Professional Issues Committee (PIC) closed at 5:00pm, September 14th.

We have received the following nominations: Eamon Duffy, Sara Holder, Julie Jones, Jessica Lange, Brian McMillan, Andrea Miller-Nesbitt, and Martin Morris.

All the nominees have accepted the nominations and have agreed to serve. There are seven vacant positions, and seven nominees.

As we noted in our August 16th call for nominations, the recent amendments to the MAUT-LS Bylaw stipulate that:
"The elected members of PIC serve two-year terms, which are staggered so that approximately half the elected seats become vacant each year. Elected members of PIC can be re-elected."

Because of this requirement, and because this is the first year in which the PIC membership is being filled under the revised Bylaw, we are holding an election to determine which nominees

will serve an initial term of two years and which nominees will serve an initial term of one year. We thank you in advance for your participation.

Regards,
Genevieve Gore
Secretary-Treasurer, MAUT-LS

On behalf of the
MAUT-LS Nominating Committee
Macy Zheng, Chair
Susan Murray
Marc Richard

To participate, please click on the link below.

Sincerely,

Genevieve Gore (genevieve.gore@mcgill.ca)

Click here to place your vote:
https://surveys.mcgill.ca/limesurvey/.............................

SAMPLE 4c:
MAUT-LS Professional Issues Committee (2012) : Result Announcement

From: MAUT-LS - MAUT Librarians' Section [mailto:MAUT-LS@LISTS.MCGILL.CA] **On Behalf Of** Macy Zheng
Sent: Thursday, October 18, 2012 3:51 PM
To: MAUT-LS@LISTS.MCGILL.CA
Subject: [MAUT-LS] PIC Election Results

Dear colleagues,

The voting period for the PIC election closed yesterday, and the results of the vote are as follows.

The four candidates elected to the term of office running from now until the Spring 2014 MAUT-LS General Meeting, listed in alphabetical order, are: Julie Jones, Jessica Lange, Brian McMillan and Andrea Miller-Nesbitt.

The three candidates elected to the term of office running from now until the Spring 2013 MAUT-LS General Meeting, listed in alphabetical order, are: Eamon Duffy, Sara Holder and Martin Morris.

Congratulations and thanks to all the candidates for agreeing to serve on the Professional Issues Committee, and thanks also to all the members who voted in this election.

Regards,

MAUT-LS Nominating Committee

Macy Zheng, Chair

Susan Murray

Marc Richard