



**2018 UNIVERSITY OF TORONTO SCARBOROUGH
CAMPUS COUNCIL ELECTIONS
ADMINISTRATIVE STAFF NOMINATION FORM**

Please ensure that this form is completed in full and that you type or print clearly. Failure to do so may invalidate your nomination.

The nomination form and accompanying documentation must be submitted to Room BV502 or Room BV504, Bladen Wing, UTSC, by **Friday, January 12, 2018, at 5:00 p.m.**

Section I: Personal Information

Title: ☐ Dr. ☐ Ms ☐ Mr. Mx

Last Name:

First Name:

Name (as it will appear on the ballot):

Job Title:

Department:

University Mailing Address:

University Telephone number:

University Telephone number:

Preferred email address:

Section II: Candidate's Responsibility

It is the Nominee's responsibility to file a bona fide nomination. Errors or irregularities in these papers constitute grounds for rejection of the nomination. Errors or irregularities may be corrected prior to the close of nominations. Please refer to the *Election Guidelines 2018* for additional instructions. The Deputy Returning Officer (DRO) or Chief Returning Officer (CRO) will attempt to notify candidates of the existence of any errors or irregularities during this period, but are not obligated to do so. Candidates are advised to complete and submit their nomination papers early in the nomination period.

2018 UTSC Campus Council Elections: Administrative Staff Nomination Form

Name: _____

Section III: Definitions

For election to the UTSC Campus Council, the candidate and nominators must have a primary appointment at the University of Toronto Scarborough. Normally, one of the two administrative staff positions will be reserved for a librarian.

The definition of “**Administrative Staff**” below is an extract from the *Election Guidelines 2018*. It is your responsibility to ensure that you are eligible by consulting the *Election Guidelines 2018*, which provides more details for this definition and the eligibility criteria.

“Administrative Staff” means the staff-appointed employees of the University, University College, the Constituent Colleges and the Federated Universities who are not members of the Teaching Staff thereof”.

Section IV: Candidate Statement

The nominee may submit a typed biographical statement or other comments, up to a limit of 100 words. The candidate's name will not be counted in the 100-word total if placed at the beginning of the statement. Abbreviations and acronyms will be counted as one word. The nominee's URL will not be counted in the 100 word limit and should be placed at the end of the statement. **This statement may be published in the campus media and will be linked to the ballot on the web. If a statement exceeds 100 words, only the first 100 words will be printed.**

- ☐ I have attached a copy of the candidate statement; **AND**
- ☐ I have sent a copy of the candidate statement by email to the Deputy Returning Officer campuscouncil@utsc.utoronto.ca

Section V: Nominations

There is **one (1) seat** for an Administrative Staff member who is normally a Librarian on the UTSC Campus Council. No more than one person shall be elected from each department or equivalent unit. Nominations are not required from the following Department since it is already represented on the Committee.

- **The Registrar's Office**

I, the undersigned candidate, certify that I am eligible to serve on the University of Toronto Scarborough (UTSC) Campus Council, and I have consented to stand for election to that Office. If elected to serve on the UTSC Campus Council, I understand that I must resign from the Council if, during my term, I cease to be a member of the constituency from which I was elected. I approve my 100-word statement that is attached, and I agree to the terms of and to abide by the *Election Guidelines 2018*.

Signature:

Date:

2018 UTSC Campus Council Elections: Administrative Staff Nomination Form

Name: _____

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of *The University of Toronto Act, 1971*. This personal information is necessary and is collected for the purpose of administering the Governing Council elections. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the Chief Returning Officer, Office of the Governing Council, at 416-978-8427.

Nominees for the UTSC Council must ensure that at least **five members of their constituency** sign the nomination form. Each nominator must include his/her printed full name and academic/administrative unit on the nomination form. Because some nominees may be declared invalid, you are encouraged to have additional nominators sign your form.

The Undersigned hereby nominate _____ as a candidate for election in the Administrative Staff estate to serve a term from July 1, 2018 to June 30, 2021 on the UTSC Campus Council. PLEASE TYPE OR PRINT CLEARLY.

PRINTED FULL NAME	DEPARTMENT	SIGNATURE
1.		
2.		
3.		
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10.		

Thank you for your interest in participating in governance at the University of Toronto Scarborough.