

The Ontario Public Interest Research Group of Peterborough

Board of Directors Nomination Package

What Does the OPIRG Board Do?

The OPIRG Board of Directors is comprised of 7 individuals. Most often, Board Members are Trent students, but faculty, community members, and former staff/interns/volunteers/researchers, as well as those with no previous OPIRG experience are also encouraged to apply. A maximum of 3 members of the Board can be non-students.

The role of the OPIRG Board is to:

- Support OPIRG's projects and support the work of the Working Groups, and Committees;
- Be part of the planning, visioning and setting of priorities for the organization;
- Be responsible for the organization as defined by the Corporations Act, OPIRG bylaws and policies, and the Board Contract;
- Be the employer as defined by the Collective Agreement with CUPE 1281;
- Be responsible for the financials of the organization;
- Work collectively with the staff to oversee the work of the organization.

Board Members cannot receive any remuneration for their work with OPIRG.

No experience is necessary to join the Board of Directors, but some skills and experiences would be an asset:

- Ability to work well and communicate within a volunteer based, grassroots, non-profit setting;
- Experience with consensus decision-making;
- Experience with drafting policy;
- Conflict resolution skills;
- Experience working with students and/or community groups.

How Much Time is Required?

The Board of Directors requires a time commitment that varies weekly, which must fulfill:

- Minimum of 2-4 hours a week in service of the organization to take place in the OPIRG office;
- At least 1 year on the Board, normal commitment is 2 years;
- One 2-hour meeting or training every other week;
- Participation in committees and take up Board Portfolios.

Once you become a Board Member, you are also responsible for the following:

- Abiding by OPIRG constitution, bylaws, policies, and the collective agreement;
- Fulfilling your portfolio and/or committee responsibilities;
- Preparing for meetings, which involves being aware of the agenda, as well as reading and responding to correspondence in a timely fashion;
- Communicating reasons for meeting absence(s) and giving adequate notice;
- Acting in accordance with the principles of consensus decision-making;
- Acting in accordance with anti-oppression principles (working against such things as racism, homophobia, sexism, classism, ableism, transphobia, colonialism, etc.)

Board Members are not to express opinions on behalf of the organization unless specifically given leave to do so.

You are also required to be familiar with OPIRG Peterborough's:

- Working Groups, Projects and Committees;
- Mission Statement;
- Collective Agreement;
- Bylaws;
- Budget and Financial Statements;
- Policy Package.

Nomination & Election of OPIRG Board of Directors at the Annual General Meeting (AGM)

Overview:

If you are interested in being on the OPIRG Board, you will need to fill out a nomination form and submit to OPIRG staff at opirg@trentu.ca by **March 19, 2018 by 5:00pm.**

Nomination Eligibility

- In order to be eligible to be an OPIRG Peterborough Board Member, nominees must be current members in good standing of the Ontario Public Interest Research Group, Peterborough.
- Members in good standing fall into two categories:
 - Student members: full time, undergraduate Trent students who has paid the OPIRG Peterborough levy fee and who has not requested a levy refund. Student members also include part-time and graduate students who pay the OPIRG Peterborough fee equal to the levy;
 - Community members: anyone who is not a Trent student, but has paid the OPIRG Peterborough fee equal to the levy.
- Any person who is a member of another chapter of the Ontario Public Interest Research Group is not eligible for membership in OPIRG Peterborough.
- There are seven positions on the Board. A maximum of three positions are available to community members on the OPIRG Peterborough Board.
- Acceptance of a nomination by the Chief Returning Officer does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified.

2017 ELECTION TIMELINE

Nominations Open: March 2

- Nominations packages will be available on the OPIRG Peterborough Facebook page (www.facebook.com/opirg.peterborough), on the website (www.opirgptbo.ca) and in the OPIRG office, Sadleir House, 751 George St. North, room 102.
- You will need to get signatures of 5 members (levy-paying students or associate members) and answer some questions about why you want to be on the board. Your nomination form must be signed by you.
- A nomination form and the nomination questions must be submitted to opirg@trentu.ca by the deadline. Upon receiving the completed form, a receipt will be issued to you.

Nomination Interview with 2 current Board members: March 2 to March 19 – throughout period in which nomination forms are being accepted

Meetings times and locations will vary according to the availability of existing Board Members. During this meeting the current Board Members will clarify election procedures and requirements, discuss OPIRG Board responsibilities and time commitment, and other information.

- If you are interested in being on the Board, you need to set up a meeting with two existing members of OPIRG Peterborough Board of Directors. **This meeting is mandatory for all candidates.** Other meetings may be called by the Chief Returning Officer as needed. (If two Board Members are not available, a special resolution may be passed for the Board to appoint only one Board Member to conduct the interview).
- The two existing Board Members shall interview applicants and choose appointees based on the following qualifications:
 - Parity of the Board (OPIRG Peterborough strives to ensure broad and adequate representation of historically marginalized groups on the Board);
 - Demonstrated commitment to the mission of the organization;
 - Whether minimum requirements for membership on the Board has been reached.

To set up a meeting email opirg@trentu.ca.

Nominations Close: by 5:00 pm, March 19, 2018

- All nominations must be submitted by above deadline in order to be considered for eligibility.

Extension of Nomination Period (by special resolution only) – extension would bring us to date of election itself

- If the current OPIRG Board makes a special resolution and the Chief Returning Officer consents, the nomination period may be extended by one week.

Campaigning

- No candidates will be permitted to produce their own posters or promotional materials (including leaflets, banners, and others).
- The use of email or other methods (including websites, Facebook, blogs and Twitter) to promote individual candidates is **prohibited**. Any person, including candidates, may use these electronic means to promote the election in general, including providing a link to the OPIRG website where more information on each of the candidates will be available.
- Candidates' answers to a set of standard questions will be available to members (see attached Nomination form for questions). The Chief Returning Officer and OPIRG representatives may post candidates' bios and answers to these questions on the OPIRG website and/or display them outside the OPIRG office and/or in other locations deemed appropriate.
- Candidates in breach of any of the outlined rules or guidelines will be subject to disqualification and/or alternate consequences deemed appropriate by the Chief Returning Officer.

Elections: March 23, 2018 – during OPIRG Peterborough's Annual General Meeting, at the Student Centre Event Space, 3pm

Elections will take place at the Annual General Meeting (AGM) of OPIRG Peterborough.

- Information provided by the applicants (in the nomination package) will be made available (in print) to those in attendance at the AGM. Order of appearance of candidates' information will be chosen at random.
- Applicants will be given an opportunity to introduce themselves, if they choose to, and briefly state why they wish to be an OPIRG Board Member and what they would be able to contribute to the organization. Candidates should make every effort to be present at the AGM. However, if there is a legitimate reason they cannot attend, another person may be appointed to read their nomination statements.
- Voting shall be by secret ballot. (Election of Board Members is one of the rare occasions OPIRG does not use consensus).
- Each member of OPIRG Peterborough shall have one ballot.
- Each member of OPIRG Peterborough shall be entitled to vote for as many Directors as are to be elected. If there are more candidates than there are open board positions (e.g.: if there are 5 open board positions and 9 candidates running, members shall vote for a maximum of 5 candidates).
- The Chief Returning Officer will count ballots.
- The Chief Returning Officer, the Board, and the Candidates shall see the full voting results in order to ensure the election was properly counted, and any candidate may call for one recount before the announcement of the results. The names of elected candidates shall be announced in alphabetic or random order, and the election shall be declared closed.

QUESTIONS?

Contact opirg@trentu.ca



OPIRG Peterborough

Board of Directors Nomination Form

Deadline for nominations is March 19 at 5:00pm. Should you require any help or accommodation in filling out the forms or typing up the answers to the following pages, please contact OPIRG Peterborough's Coordinator at opirg@trentu.ca We will be glad to help.

For details regarding the nomination process or the eligibility criteria, please refer to OPIRG Peterborough's Nomination Package (the first 4 pages of this package).

For more information or further questions opirg@trentu.ca.

Date:

Name:

Student number (if applicable):

Address:

Phone:

E-mail:

Membership:

- Full time undergraduate Trent student who has paid the OPIRG Peterborough levy and not received a refund
- Part time or graduate Trent student who has paid a fee equal to the OPIRG Peterborough levy
- Community member who has paid a fee equal to the OPIRG Peterborough levy

Have you read OPIRG's nomination package in its entirety?

Yes No

Do you agree with and commit to abiding by OPIRG's values, policies and mission statement?

Yes No

I have read and understand OPIRG Peterborough's mission, values and the responsibilities of being a Board Member.

I agree to abide by these and wish to put myself forth as a nominee for the Board.

Signature: _____

Date: _____

Please submit the below information with your name and contact information to opirg@trentu.ca. Should you

require any help or accommodation in filling out the forms or typing up the answers, please contact OPIRG Peterborough's Coordinator at opirg@trentu.ca.

Questions distributed at AGM to inform voters (may also be posted on OPIRG website. A few sentences or a paragraph or two will suffice for the answer to each question.):

Why do you want to be a Board Member of OPIRG Peterborough?

What plans do you have for your term on the OPIRG Board?

What do you understand social and environmental justice to be? What social and environmental justice issues are you passionate about?

Which of the following governance skills do you possess that would help with the board:

- a) financial skills;
- b) reporting activities and accountability to membership;
- c) creation of policies;
- d) representing membership;
- e) activities in the Provincial network of which OPIRG Peterborough is a part;
- f) being an employer – hiring and setting wages for workers
- g) visioning and strategic planning;
- h) organizational skills such as project management;
- i) volunteer management and programming

Which of those skills would you have the capacity to develop in the next two to three months with the mentorship of an outgoing board member?

Please also submit a candidate statement for use in election materials:

Nomination Signatures

Nominees must submit to OPIRG the name, student number (where applicable) and signatures of 5 members in good standing approving their nomination.

With my signature below, I declare my nomination for OPIRG Peterborough Board of Director

[candidate name]

[candidate signature]

I further certify that my membership in OPIRG is in good standing. For more information on what it means to be in good standing please see the **Nomination Eligibility** section of the **OPIRG Nomination Package**.

Name

Student Number

Signature

Must be a full time undergraduate Trent student who has NOT received a levy refund, OR a part time or graduate Trent student or community member who has paid the equivalent (indicate "CM" for Community Member, "PT" for part time or "GS" for grad student)

1) _____

2) _____

3) _____

4) _____

5) _____