2019 ELECTION NOMINATION PACKAGE

ELECTION OF EMPLOYEE BOARD MEMBER
FOR THE PERIOD JULY 1, 2019 – JUNE 30, 2021

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Overview

As required by *The Red River College Act*, every two years Red River College staff elect a co-worker to serve on the Board of Governors. The Act also states that employee Board members may be elected for further terms.

In 2017 Andrew Warren was elected for a term ending June 30, 2019 and he has decided not to seek a second term. An election to determine a new employee Board member for the period July 1, 2019 to June 30, 2021 will be held **May 30 through June 5, 2019**.

Expectations and Role

Board members are remunerated $150 per month. Regular board meetings are held once a month on Monday evenings from September to June and a full or half-day planning session is held in the fall. Occasionally special board meetings are called and may be held anytime.

In addition to attending board meetings, expectations of the position include attending convocation ceremonies and acting as an ambassador for the Board at college functions. The employee member may facilitate a college council (section 21 of *The RRC Act*) if he/she wishes.

The employee Board member’s role is to bring an employee perspective to the Board’s discussions and deliberations. As outlined in the Board of Governors Conflict of Interest Policy, the employee member will be excused from discussions related to labour negotiations for the bargaining unit in which he/she belongs.

See the *RRC Board Governance Process Policies (Appendix 1)* for further information regarding expectations and role of the Board and its members.

Dates to Note

Nomination period begins – **Tuesday, April 30**
Nomination period closes – **Tuesday, May 14, 12:00 p.m.**
Candidates to be announced – **Wednesday, May 15**
Campaign period – **Wednesday, May 15 to Wednesday, May 29**
Online voting period – **Thursday, May 30 to Wednesday, June 5**
Election winner announced – **Thursday, June 6**

Eligibility

Permanent and term Red River College employees as of **Tuesday, May 14, 2019** are eligible for nomination and to sign nomination forms.

*Staff considering standing for election should note the provision in the Act requiring the employee member’s Board appointment to cease when his/her employment with the College ends.*

Permanent and term employees during the period **Thursday, May 30 to Wednesday, June 5, 2019** are eligible to vote.
Nomination Procedures

1. Nominations must be submitted on a Nomination Form (Appendix 2) and signed by the nominee and five employees.

2. All nomination forms must be received by the Board Administration Office, C7-19A by 12:00 p.m., Tuesday, May 14, 2019.

3. Nominees will receive email confirmation that their Nomination Form has been received by the Board Office.

4. The nominees’ employment status (regular or term with end date) will be confirmed with Human Resource Services prior to announcement of the nominees.

5. The candidates’ names will be announced on Wednesday, May 15, 2019 in the RRC Staff News.

6. In the event that a single nomination is received, the Board Executive Administrator will declare the nominee elected by acclamation and no voting will be held.

Campaign Procedures

Candidates can campaign from May 15 - 29.

1. A Meet the Candidates page will posted on the 2019 Board Election website on Thursday, May 15. Each candidate is to provide the Board Administration Office with a biography and optional photo as soon as possible after submitting their nomination.

   Candidate information on the webpage can be amended or updated anytime throughout the campaign period upon request.

2. Candidates may post two messages in the RRC Staff News during the campaign period.

3. Candidate messages will also be added to the Meet the Candidates webpage.

4. Sometimes candidates invite questions directly from RRC staff. There is no requirement for individual employees to send their questions or comments to every candidate. If any questions or comments are received by the Board Office, they will be forwarded to all candidates.

5. Candidates may place posters on RRC bulletin boards during the campaign period, and are responsible for their removal after the election. RRC bulletin boards are identified with a red banner at the top (RRCSA boards have a yellow banner). Most candidates use the boards in the high traffic areas only.

6. Candidates usually print their posters on their departmental printers since it is a college-related activity. If a departmental manager is not comfortable incurring this minor cost, please contact the Board Office.

7. Candidates may provide a PDF copy of their poster to the Board Office so it can be sent to the Regional Campuses with a request to post it.
8. Campaign messaging and materials do not need approval from the Board Office however, a candidate will be notified by the Board Administrator if his/her messaging should be reconsidered.

Election Procedures

1. Online voting will be held Thursday, May 30 through Wednesday, June 5, 2019. The online voting system is managed by the Research and Planning Department.

2. Eligible employees will receive an email message on May 30 providing a link to the online voting system and contact information for questions and technical difficulties. The link allows each employee to vote once.

3. The online voting system does not personally identify who has submitted a ballot.

4. Online voting closes at 4:00 p.m., Wednesday, June 5. The results are usually available shortly after 4:00 p.m. All candidates will be advised of the election winner via email from the Board Office as soon as possible.

5. The number of votes received by each candidate and their ranking is kept confidential. The Board Administrator will provide candidates with their individual results upon request.

6. The election winner will be announced on Thursday, June 6, 2019 in the RRC Staff News.

7. In the event of a tie vote, a second election limited to the tied candidates will be held within one week. The election procedures will be the same with online voting for seven days.

8. If the second election ends in a tie between two candidates, the winner will be determined by a coin toss. In the unlikely event of a second three-candidate tie, the winner will be determined by drawing lots.

9. The candidate with the largest number of votes will be appointed to the Board of Governors for a two-year term beginning July 1, 2019.

10. If during the two-year term the employee member is not able to continue the Board position, another election will be held for a term ending on June 30 of the second year. However, if this occurs prior to the September 2019 Regular Board Meeting, the candidate who received the next highest number of votes in the June 2019 election will be offered the position.

Additional Information – Board Membership

1. In addition to receiving the monthly payment set by the Province, all Board members are entitled to reimbursement of out-of-pocket expenses such as parking for attending college-related events, and for mileage if a meeting or activity is outside of Winnipeg.

2. The RRC Board strives to limit the amount of paper used at its meetings. Board meeting material is distributed in PDF format four days in advance and members are encouraged to bring their devices to meetings to view it.
3. A private team site for RRC Board members provides extensive reference and meeting material, including presentations received at Board meetings.

4. The Red River College Governance site at http://blogs.rrc.ca/governance/ contains information about the Board’s role, authority, policies and membership, as well meeting minutes since 1993 when the Board was established.

Contact Information

The election is coordinated by the Board Administration Office. For further information contact:

Kathi Gudmandson  
*Executive Administrator to the Board of Governors*  
*Corporate Secretary*  
*C7-19A, Notre Dame Campus*  
*Tel: (204) 632-2374*  
*kgudmandson@rrc.ca*
GOVERNANCE PROCESS POLICIES 3.0 – 3.4

Board Governance – Policy 3.0

1.0 Global Governance Commitment

1.1 The Board’s purpose is to ensure that Red River College achieves appropriate results for the people of Manitoba at an appropriate cost and avoids unacceptable actions and conditions.

1.2 On behalf of the Government of Manitoba, the Board will govern Red River College with a commitment to learning, respect, inclusiveness, integrity, sustainability, and service to the community.

2.0 Governing Style

2.1 The Board will govern Red River College through the policies its makes and with an emphasis on:

a) providing strategic leadership
b) obtaining stakeholder input
c) encouraging diversity of viewpoints
d) making collective decisions
e) maintaining a clear distinction between board and presidential roles

2.2 More specifically, the Board will:

a) maintain an awareness of its trusteeship obligations to the public
b) cultivate a sense of group responsibility
c) use individual expertise to enhance the group as a whole
d) direct, control and inspire the College through broad written policies reflecting the Board’s values and perspectives
e) focus on intended long-term impacts
f) enforce upon itself whatever discipline is necessary to fulfill its governance commitment
g) monitor and regularly discuss Board processes and performance

3.0 Board Job Description

3.1 The Board’s job is to represent the residents of Manitoba in determining and ensuring appropriate organizational performance of Red River College. The Board’s authority is granted by the Provincial Government through The Red River College Act CCSM.

3.2 To distinguish the Board’s job from that of the College staff, the Board will focus on the following outputs:
a) Linkage between the College and the residents of Manitoba
b) Written governing policies that address: Mandate, Executive Limitations, Governance Process, Board-President Linkage
c) Self-evaluation of Board performance
d) Influence at all political levels and within business, industry and the community
e) Support of College development/fundraising

4.0 Board Linkages

4.1 The owners of Red River College are defined as the people of Manitoba (through the Manitoba Government). The Board is responsible to the Minister of Education and Training for ensuring the business and affairs of the College are conducted in accordance with the laws of Manitoba.

4.2 Board members will make governance decisions as representatives of the owners as a whole rather than based on personal or constituent interests.

4.3 The Board will seek to strengthen Red River College’s relationships with stakeholders.

4.4 The Board will provide representation at the College’s convocation ceremonies.

4.5 The Board will actively support College development and fundraising.

5.0 Role of the Chair

5.1 The Chair is responsible for the integrity of the Board’s processes, and represents the Board to outside parties. The Chair is the official spokesperson of the Board unless otherwise delegated, beyond reporting of board decisions.

5.2 The Chair will ensure that the Board operates consistently with its own policies and within applicable legislation.

5.3 The Chair’s authority to make decisions is limited to areas that fall under Governance Process and Board-President Relationship policies, except where the Board has specifically delegated portions of this authority to others. The Chair will use any reasonable interpretation of the provisions in these policies.

5.3.1 The Chair has no authority to make decisions within the scope of Mandate and Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.

5.4 The Chair will preside at all Regular and Special Board meetings.

5.5 In the absence or unavailability of the Chair, the Vice-Chair will carry out all responsibilities of the Chair. The Chair will ensure that the Vice-Chair is informed of the Board’s processes and current and pending Board issues.
Board Operations – Policy 3.1

1.0 Conducting Business

1.1 The Board will conduct business in accordance with its Procedural By-law and relevant legislation.

1.2 The Board will provide direction on non-policy matters through Board motions, resolutions and minutes.

1.3 The Board will not make charitable donations or indirect contributions to organizations through the use of College resources.

2.0 Confidential Matters

2.1 Matters deemed to be confidential by the Board will be dealt with in a closed portion of a meeting. RRC officers, employees and guests may attend closed portions of meetings as determined by the Chair.

2.2 Meeting minutes of the closed portion of a meeting will report on resolutions passed, with the exception of those related to confidential matters, and may include a statement regarding other agenda items dealt with.

2.3 Resolutions passed involving confidential matters will be acknowledged in the minutes of a closed session but may not be fully disclosed due to privacy and legal considerations.

3.0 Rules of Order

3.1 The Board will adopt rules of order for use at its meetings. When further interpretation of the rules is required, Robert’s Rules of Order NR will be used.

3.2 Upon request during a meeting, the Secretary to the Board will provide clarification regarding the rules of order.

4.0 Agendas

4.1 Board meeting agendas will be developed by the Secretary to the Board in consultation with the Chair and the President, and reviewed by the Executive Committee.

4.2 Board meeting material will be prepared by the Secretary. Under normal circumstances the meeting material will be delivered to members of the Board approximately four days prior to the meeting.

4.3 Regular Board Meeting agendas without supporting material will be available to the public.
5.0 Meetings

5.1 Under normal circumstances, Regular Board meetings will be held in the evening once a month from September through June.

5.2 Under normal circumstances, Regular Board meetings will be held in the 7th floor boardroom in the C Tower of the Notre Dame Campus.

5.3 Upon Board approval, new items will be added to a meeting agenda as requested by Board members, the President and the Secretary.

6.0 Annual Work Plan

6.1 An annual work plan will be developed that facilitates Board fulfillment of fiduciary duties and performance that is consistent with Board process policies.

6.2 The Board's annual term will run from July 1 to June 30.

6.3 At the first meeting of each term the Board will be provided with a work plan of anticipated major agenda items for each meeting during the year. This document will be developed by the Secretary to the Board in consultation with the Board Chair and the President, and reviewed by the Executive Committee.

6.4 The annual work plan will include, but is not limited to:

   a) a Board Planning Session
   b) review/approval of President’s Annual Performance Evaluation
   c) review/approval of President’s Compensation
   d) review of progress towards achieving the Strategic Plan
   e) review of RRC Risk Register
   f) approval of RRC tuition and fees
   g) approval of RRC annual operating and capital budgets
   h) approval of annual honorary award recipients
   i) meeting with the College’s external auditors
      - approval of annual audited financial statements
      - approval of annual compensation disclosure report
   j) education about governance processes
   k) education about RRC initiatives, programs and services
   l) the annual Board Self-Assessment Survey

6.5 Regular Board activities that may or may not occur annually include:

   a) review of Board policies
   b) review of Board by-laws
   c) approval of RRC Strategic Plan
   d) community reception and Board meeting at an RRC Regional Campus
7.0  **Board Member Orientation / Education**

7.1  The Board Secretary will maintain a Board of Governors Handbook that will include comprehensive information related to the operation of the Board of Governors and the College. The handbook will be provided to all members of the Board.

7.2  The Board Secretary will maintain an online confidential Board of Governors Team Site that will contain historical and current information and resources for Board member orientation and education purposes.

7.3  All newly appointed Board members will have an opportunity to attend an orientation meeting to acquaint them with the role of the Board and its governance process, the Board's expectations of its members, and current Board priorities and activities.

7.4  Board members will be provided with opportunities to tour the College’s facilities to familiarize themselves with the College and its operations.

7.5  Board members will be provided with opportunities for training and education to enhance their governance capabilities.

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**Code of Conduct and Conflict of Interest – Policy 3.2**

1.0  **Code of Conduct**

This code of conduct is intended to set basic rules of conduct for Board Members in order to maintain the Board’s integrity and the confidence of the community.

1.1  Board Members will be ethical and responsible, and treat one another, students and staff with respect.

1.2  Board Members will not communicate any matter designated as confidential to anyone who is not entitled to this information, and use reasonable care to abide by the confidentiality of any information in perpetuity.

1.3  Board Members will not attempt to exercise individual authority over any Board or College matter, except as explicitly set forth in Board policies.

   1.3.1  Board Members' interaction with the President or with staff will recognize that any individual Member or group of Members does not have any authority other than that explicitly stated in Board policies.

   1.3.2  Board Members' interaction with the public, the media or other entities will recognize the same limitation and the similar inability of any Member(s) to speak for the Board.

   1.3.3  Board Members will make no evaluations of the President or staff outside of the official process.

   1.3.4  Board Members will refer employees to the appropriate reporting lines within the administration to bring their concerns to the Board.
1.4 Board Members will be familiar with Board policies and with their fiduciary responsibilities as outlined in legislation.

1.5 Board Members will be prepared for each meeting and for the discussion of any item.

1.6 Board Members are encouraged to take part in educational activities that will assist them in carrying out their responsibilities.

1.7 Board Members will attend board and committee meetings on a regular and punctual basis. Absence of a Member from more than two consecutive Regular Board meetings without authorization by Board resolution will be cause for requesting the Minister to replace the Member.

1.8 A Board Member who is formally alleged to have violated the Code of Conduct will be informed in writing of all the details surrounding the alleged breach, and will be allowed to present his or her view of the alleged breach at a closed session at the next Board meeting. Members who are found to have violated the Code of Conduct may be subject to censure by the Board. The Board may also petition the Minister to revoke the appointment of the Member.

2.0 Conflict of Interest

This conflict of interest policy is intended to protect the Board’s integrity and the confidence of the community in situations when a Board Member’s personal interest, whether real or perceived, could supersede his/her dedication to the best interest of the College.

2.1 Annually each Board Member will complete and sign a Conflict of Interest Disclosure Statement that is reviewed by the Board Chair and retained by the Board Secretary.

2.2 Any Board Member having a potential conflict of interest will declare the details of that potential conflict to the Chair, or to the Vice-Chair in the case of the Chair declaring, before discussion of the question and in the case of a conflict, absent himself/herself from the portion of the meeting during which discussion or voting affected by that conflict takes place.

2.3 If a Board Member is unsure if he or she has a potential conflict, a ruling should be sought from the Chair.

2.4 The Employee Board Member will excuse him/herself during discussions related to labour negotiations for the bargaining unit in which he/she belongs.

2.5 A Board Member who applies for employment with the College is to resign from the Board (not applicable to the Employee Board Member).

2.6 No Board Member, except the Employee Board Member for whom the College Conflict of Interest Policy applies, will enter into a business arrangement with the College in which they are interested directly or indirectly except:

- on a written and competitive sealed quotation basis; and
- having declared any interest in, and the applicable Member having refrained from voting on.
2.7 A Board Member will not use his/her position to secure special privileges, favours or exemptions for themselves or any other person.

2.8 A Board Member who abstains from participation due to conflict of interest is still included in determining quorum.

2.9 The meeting minutes will record all declarations of conflict of interest.

Committee Principles – Policy 3.3

*The Red River College Act* regulates the following Board committees and their terms of reference. Where the Act is silent on the terms of the committees, this policy will apply.

a) Executive Committee  
   b) Finance and Audit Committee  
   c) Planning Committee

Other board committees may be formed by board action to assist the Board in performing its job. Board committees are to be created sparingly, and only after other methods of providing the necessary assistance to the Board have been determined to be inadequate. Such committees will be structured to minimally interfere with the wholeness of the Board’s job.

1. Board committees will assist the Board in its job by preparing policy alternatives and implications for Board deliberation.

2. Board committees will not interfere with delegation from the Board to the President.

3. Board committees will not help or advise the College staff, with the exception of the Investment Committee.

4. Board committees may not act or speak for the Board except when formally given such authority for specific and time-limited purposes.

5. Board committees must be comprised of at least three Board members except for the Investment Committee.

6. Board committees may include non-Board members.

7. Board committees will submit their reports to the Board in a timely manner either verbally or in written form.

8. For the purposes of this policy, a Standing Committee is a committee that will have an ongoing purpose and operate indefinitely until determined otherwise by the Board; an Ad Hoc Committee will have a specific purpose and cease to exist once its task is completed. All board committees will be ad hoc committees unless otherwise stated.

9. Board committees may form subcommittees to undertake special tasks. Such subcommittees will report directly to the committees under which they were formed.
Delegation to the Executive Committee – Policy 3.4

The Executive Committee will act in an executive capacity in specific matters delegated to it by the Board, and perform the following duties on behalf of the Board:

a) review Regular Board Meeting agendas and the Administration and Planning Committees’ agendas;

b) develop agendas for annual Board planning meetings;

c) consider all correspondence addressed to the Board that is of a sensitive or confidential nature to determine further action;

d) determine the suitability of requests to address the Board;

e) consider Board succession planning;

f) annually assess the President’s performance for report and recommendation to the Board;

g) review matters pertaining to the President’s employment agreement;

h) negotiate with the President the terms and conditions of his/her employment contract for report and recommendation to the Board;

i) receive regular updates on the status of the College’s collective bargaining;

j) make recommendations to the Board regarding direction for the College’s collective bargaining;

k) determine and recommend to the Board the employment terms and conditions of the Excluded Employees group;

l) conduct business on behalf of the Board during the Board’s summer recess.

View the entire Board of Governors’ Board Policy Manual here.
ELECTION OF EMPLOYEE MEMBER
TO THE RED RIVER COLLEGE BOARD OF GOVERNORS

NOMINATION FORM
Five employee signatures are required for the nomination to be valid

Name of Nominee

_____________________________

Five Names and Signatures Supporting Nomination

1. ____________________________
   Print Name                      Signature

I agree to let my name stand for election to the Red River College Board of Governors.

2. ____________________________
   Print Name                      Signature

Nominee’s Signature

3. ____________________________
   Print Name                      Signature

Date

4. ____________________________
   Print Name                      Signature

5. ____________________________
   Print Name                      Signature

Return this form to the Board Administration Office, C7-19A, by 12:00 p.m., Tuesday, May 14, 2019