



CUASA Nominations and Elections:

Descriptions and Procedures
for the 2020-2021 Academic Year



Contents

Procedures and Deadlines for Nominations.....	3
Steering Positions Open for Nominations	4
Teaching Releases for Steering Positions.....	5
Position Description – President.....	6
Position Description – Vice President	7
Position Description – Treasurer.....	8
Position Description – External Relations Officer	10
Position Description – Communications Officer	11
Position Description – Chair, Grievance Policy and Administration	12
Position Description – Chair, Equity	13
Position Description – Chair, Nominations and Elections	14
Position Description – Instructor Representative	15
Position Description – Professional Librarian Representative	16
Nomination form for Steering	17
CUASA Membership Form.....	19

Disclaimer

Should any information in this document conflict with the CUASA Constitution and Bylaws, or previously approved position descriptions, those documents will be considered the final authority.

Procedures and Deadlines for Nominations

For Steering:

All Steering nominations must be made using the form found at the back of this booklet.

Two signatures from Association members are required as nominators, and the nominee must also sign to accept the nomination. Once all three signatures have been made, the form can be remitted to the CUASA Office (2003 Dunton Tower) either in person or via internal mail.

Nominations for the position of President must be received by 4:00pm on Tuesday, March 31. In accordance with Article IX: Elections and Vacancies of the CUASA Constitution, the election for President shall occur prior to the April General Meeting, currently scheduled for Tuesday, April 28. All members of the Association are eligible to vote for the position of President.

Nominations for all other Officer positions will remain open until Monday, April 27. CUASA Council elects the Officers of the Association after the April General Meeting. These elections will take place at the Council Meeting on Thursday, May 21.

For Council:

Members of each sub-unit elect Council Representatives. The CUASA Office prepares specific forms for each sub-unit listing the names of Association members eligible to be nominated or serve as nominees. Please contact Deborah Jackson in the CUASA Office (613-520-5607; deborah.jackson@cuasa.ca) for the Council nomination form for your sub-unit.

Two signatures from Association members in a sub-unit are required as nominators, and the nominee must also sign to accept the nomination. Once all three signatures have been made, the form can be remitted to the CUASA Office (2003 Dunton Tower) either in person or via internal mail.

The list of sub-units currently without a Council representative can be found at <https://cuasa.ca/governance/council>.

Note:

All nominees and nominators have to be Association members. Anyone who is not an Association member will have to sign a membership card before they can be nominated or nominate someone else. Membership cards can be found at the back of this booklet.

Steering Positions Open for Nominations

The term of office for each Steering position is two years, from July 1, 2020 to June 30, 2022.

The following positions are open for nomination:

- President
- Vice President**
- Treasurer
- External Relations Officer
- Communications Officer
- Chair, Grievance Policy and Administration
- Chair, Equity
- Chair, Nominations and Elections
- Instructor Representative
- Professional Librarian Representative

** Note:

For Vice President, this will be a by-election for a one-year term to finish the present term of office.

Teaching Releases for Steering Positions

In accordance with Article 18.8(a), the positions of President and Chair, Grievance Policy and Administration are not required to teach more than one full course during the term of office.

For all other positions, both Steering and Council have authorized that all Steering members will receive a 0.5 credit course release. The Instructor representative will receive a 1.0 credit course release. If an Instructor holds a different position on Steering, they will receive an additional 0.5 release, where possible.

Position Description – President

1. CUASA Steering Committee
 - chairs meetings and may only vote to break a tie
 - may not move or second motions
 - provides a report on the Association’s activities since the last meeting
2. Ex officio voting member of CUASA Council
 - provides a report on the Association’s activities since the last meeting
3. Member - Finance Committee
 - entitled to vote and to move and second motions
 - may, with another committee member, call for a committee meeting
 - is a signing Officer for the Association’s finances
4. Signing of Memoranda of Agreement
 - one of those designated to sign Memoranda (three signatures are required)
5. CAUT Council Meeting - Alternate or Delegate
 - attends the CAUT Council meetings in April and November as either the alternate or delegate from CUASA
 - entitled to move and second motions and to vote on CUASA’s behalf
6. Committees
 - ex-officio member of all CUASA standing committees and all ad hoc committees which Council may establish from time to time
 - Co-Chair Joint Committee to Administer the
7. Miscellaneous
 - provides a report on the Association’s activities to the Annual General Meeting
 - lobbying of provincial and federal politicians
 - writes support and solidarity letters
 - meets with management
 - ensures that CUASA policies are implemented
 - directly supervises the Director and Senior Grievance and Arbitration Officer
 - supervises other CUASA staff via the Director
 - attends committee meetings as required
 - acts as the principal spokesperson and leader of the Association
 - works to protect and advance the interests of the Association
 - transacts any other business as may be required by the office of the President and which may be necessary for the proper functioning of the Association

Position Description – Vice President

1. CUASA Steering Committee
 - entitled to vote and to move and second motions
2. Ex officio voting member of CUASA Council
 - chairs meetings and my only vote in case of a tie
 - not entitled to serve as a Council sub-unit representative
3. Member - Finance Committee
 - entitled to vote and to move and second motions
 - may, with another committee member, call for a committee meeting
 - may be a signing Officer for the Association's finances
4. Presides at General Meetings
 - presides at CUASA's Annual General meeting
 - introduces incoming President-Elect of CUASA to members at Annual General Meeting
 - presides at any other General Meetings
5. Signing of Memoranda of Agreement
 - one of three Presidential Officers designated to sign Memoranda of Agreement
6. Committees
 - member Joint Committee of the Administration of the Agreement (JCAA)
7. Miscellaneous
 - assist the President in carrying out his or her duties
 - normally perform the duties of the President in the absence of the President

Position Description – Treasurer

1. CUASA Steering Committee
 - entitled to vote and to move and second motions
 - provides oral or written reports on CUASA’s finances and on financial matters for decision
 - recommends the annual budget and mil rate
2. Ex officio voting member of CUASA Council
 - entitled to vote and to move and second motions
 - ensures that attendees sign the attendance sheet
 - provides oral or written reports on CUASA’s finances and on financial matters for decision
 - recommends the annual budget and mil rate
3. Annual General Meeting
 - entitled to vote and to move and second motions
 - provides oral or written reports on CUASA’s finances and on financial matters for decision
 - recommends the annual budget and mil rate
4. Committees
 - Chairs Finance Committee
 - calls meetings of the Finance Committee
 - ensures minutes of Finance Committee meetings are taken
 - monitors application of Finance Committee decisions
 - makes Finance Committee recommendations to Steering with respect to matters such as:
 - i. annual budget and mil rate
 - ii. investment portfolio
 - iii. CUASA Scholarship
 - iv. staff salaries and benefits
5. Signing Officer of the Association
 - one of three signing officers; two must sign each cheque
6. Minutes of Steering, Council and Annual General Meetings
 - ensures that the written record of the Association’s decisions, actions and activities is accurate, complete and accessible
 - ensures that meeting attendees sign the attendance sheet
 - ensures that minutes are taken
 - reviews minutes to ensure accuracy prior to presentation for approval at subsequent meetings

- moves acceptance of minutes
 - ensures that any amendments to the minutes are minuted
 - ensures that the minutes are archived
7. Moves acceptance of Minutes at meetings
- as the Officer responsible for the written record, moves acceptance of all Minutes for which s/he has oversight
8. Miscellaneous
- deals with auditor and annual audit
 - liaison with investment manager
 - liaison with affiliated bodies with respect to dues
 - signs audit documents for CAUT and OCUFA
 - signs Payroll's T4 dues certification and certification of member dues collected directly
 - supervises the office staff with respect to bookkeeping and accounting functions

Position Description – External Relations Officer

1. CUASA Steering Committee
 - may move or second motions
 - makes reports to Steering
 - makes reports to Steering on OCUFA’s activities
 - represents CUASA in decisions taken by OCUFA
2. Ex officio voting member of CUASA Council
 - may move or second motions
 - makes reports to Council
 - makes reports to Council on OCUFA’s activities
3. OCUFA Director
 - External Relations Officer is CUASA’s OCUFA Director
4. Annual General Meeting
 - makes reports to the Annual General Meeting on OCUFA’s activities
5. Duties
 - communications with organizations that CUASA is affiliated to
 - communications with the general public designed to advance the interests of the Association
 - liaison with the CUASA staff in response to OCUFA requests for information as required
 - is the delegate or trustee who attends, or delegates attendance responsibilities, for: CAUT Council meetings, NUCAUT meetings, CAUT Defence Fund, CLC Conference

Position Description – Communications Officer

1. CUASA Steering Committee
 - may move or second motions
 - makes reports to Steering
2. Ex officio voting member of CUASA Council
 - may move or second motions
 - makes reports to Council
3. Miscellaneous
 - Advise the President on internal and external communications;
 - Assist the President in responding to media requests;
 - With Association staff:
 - develop and maintain a greater awareness in the campus and wider community of the Association, its activities and its members;
 - encourage member awareness of the activities and initiatives taken by the Association on their behalf; and,
 - communicate relevant information to the membership regarding activities of other organizations including local labour councils, CAUT and OCUFA.
 - Act as the editor of the CUASA Communiqué

Position Description – Chair, Grievance Policy and Administration

1. CUASA Steering Committee
 - may move or second motions
 - provides oral or written reports
 - recommends cases for arbitration
2. Ex officio voting member of CUASA Council
 - may move or second motions
 - provides oral or written reports
 - recommends cases for arbitration
3. Grievance Policy and Administration Committee
 - responsible for:
 - generating policy, especially with respect to proposed changes in substantive clauses of the Collective Agreement where grievance experience has indicated that changes are necessary
 - in conjunction with the CUASA staff, making initial contacts with grievors and managers
 - investigation of, and basic research on, grievances
 - making recommendations to Council regarding the support or non-support of grievances at the arbitration stage or of cases covered by the terms of the Tenure and Dismissal Document
 - training Council representatives to develop expertise in handling grievances
4. Committees
 - member Joint Committee to Administer the Agreement
 - member Negotiating Team (if elected by Council) to ensure that contract language is congruent with grievance concerns
 - member of the Collective Bargaining Committee
 - reports to Annual General Meeting

Position Description – Chair, Equity

1. CUASA Steering Committee
 - may move or second motions
 - makes reports to Steering
 - makes reports to Steering on Equity activities
2. Ex officio voting member of CUASA Council
 - may move or second motions
 - makes reports to Council
 - makes reports to Council on Equity activities
3. Annual General Meeting
 - makes reports to the Annual General Meeting on Equity activities
4. Committees
 - Chair of Equity Committee
 - Committee responsibilities:
 - consulting with members, particularly those from equity seeking groups, on equity issues
 - promoting awareness and understanding of equity issues among CUASA members
 - working collaboratively with other organizations to address equity issues
 - representing CUASA on relevant university-level committees pertaining to equity issues
 - communications with organizations that CUASA is affiliated to
 - communications with the general public designed to advance the interests of the Association
 - working collaboratively with other CUASA committees where equity-related issues arise
5. Miscellaneous
 - liaison with the CUASA staff in response to Equity requests for information as required

Position Description – Chair, Nominations and Elections

1. CUASA Steering Committee
 - may move or second motions
 - provides oral or written reports
2. Ex officio voting member of CUASA Council
 - may move or second motions
 - provides oral or written reports
3. Committee
 - Chair of Nominations and Elections Committee
 - Committee responsibilities:
 - managing the process for elections to vacant positions on CUASA bodies, for CUASA representatives to University committees and for elected delegates to any organization to which CUASA is affiliated
 - ensuring that CUASA members are aware of elections in which they are eligible to participate and of the duties of the vacant positions
 - in the absence of volunteers, encouraging CUASA members to stand as candidates for elected offices

Position Description – Instructor Representative

1. CUASA Steering Committee
 - may move or second motions
2. Ex officio voting member of CUASA Council
 - may move or second motions
3. Miscellaneous
 - liaison with the Instructors as to their concerns and passes these on to the appropriate committees as required

Position Description – Professional Librarian Representative

1. CUASA Steering Committee
 - may move or second motions
2. Ex officio voting member of CUASA Council
 - may move or second motions
3. Miscellaneous
 - liaison with the Librarians as to their concerns and passes these on to the appropriate committees as required



Office of the Nominations and Elections Committee

Dear Colleague:

The following Steering Committee positions are currently vacant or will become vacant on July 1, 2020.

President; Treasurer; Chair Grievance; Communications Officer; Chair, Nominations & Elections; External Relations Officer; Chair, Equity; Librarian Representative, and Instructor Representative.

This means that we must elect a new person for each of these positions for the academic years 2020-2022. Nominations for these positions are now open.

You are invited to submit a nomination for this office. The nomination form printed below may be used, and must include the signatures of both the nominee and if possible two other members of CUASA.

Nominations must be sent into the CUASA Office.

NOMINATION FORM

To: CUASA Nominations and Elections Committee

2003 Davidson Dunton Tower

We, the undersigned members of CUASA, wish to nominate _____

for the following position _____ for the years 2020-2022.

(Signature of Nominator)

(Signature of Nominator)

Date: _____

I accept the nomination: _____

(Signature of Nominee)



Office of the Nominations and Elections Committee

Dear Colleague:

The following Steering Committee positions are currently vacant or will become vacant on July 1, 2020.

President; Treasurer; Chair Grievance; Communications Officer; Chair, Nominations & Elections; External Relations Officer; Chair, Equity; Librarian Representative, and Instructor Representative.

This means that we must elect a new person for each of these positions for the academic years 2020-2022. Nominations for these positions are now open.

You are invited to submit a nomination for this office. The nomination form printed below may be used, and must include the signatures of both the nominee and if possible two other members of CUASA.

Nominations must be sent into the CUASA Office.

NOMINATION FORM

To: CUASA Nominations and Elections Committee

2003 Davidson Dunton Tower

We, the undersigned members of CUASA, wish to nominate _____

for the following position _____ for the years 2020-2022.

(Signature of Nominator)

(Signature of Nominator)

Date: _____

I accept the nomination: _____

(Signature of Nominee)

APPLICATION FOR MEMBERSHIP

NAME: _____ **DEPARTMENT:** _____
OFFICE: _____ **PHONE (OFFICE):** _____
EMAIL: _____ **PHONE (HOME):** _____
(if possible)

I hereby apply for and accept membership in the Carleton University Academic Staff Association and agree to abide by its Constitution and Bylaws.

SIGNATURE: _____ **DATE:** _____

Mail completed applications to the CUASA Office, Room 2003 Dunton Tower

The email address above is the one that CUASA will use. Should there be a change to your email address or you wish to change it, please notify the CUASA office directly, otherwise the email address listed above will be used.

For Office Use Only:

RX [] ML [] ELECT [] Labourware [] CAUTB []
ACUASA EMAIL [] HBK/LET [] CUINFO [] CUASA-MEMBERS []

APPLICATION FOR MEMBERSHIP

NAME: _____ **DEPARTMENT:** _____

OFFICE: _____ **PHONE (OFFICE):** _____

EMAIL: _____ **PHONE (HOME):** _____
(if possible)

I hereby apply for and accept membership in the Carleton University Academic Staff Association and agree to abide by its Constitution and Bylaws.

SIGNATURE: _____ **DATE:** _____

Mail completed applications to the CUASA Office, Room 2003 Dunton Tower

The email address above is the one that CUASA will use. Should there be a change to your email address or you wish to change it, please notify the CUASA office directly, otherwise the email address listed above will be used.

For Office Use Only:

RX [] ML [] ELECT [] Labourware [] CAUTB []

ACUASA EMAIL [] HBK/LET [] CUINFO [] CUASA-MEMBERS []