

ELECTION AUTHORITY

In accordance with sections 12(2) and 17(2) of the College and Institute Act (the Act), the Registrar is required and empowered to “establish, after consultation with the chair of the Board and the chief officers of the representative groups, rules that are necessary and consistent with this Act for the conduct of the elections” for both the Board of Governors and Education Council. In the event of conflict between the procedures and the Act, the Act shall prevail.

DEFINITIONS

According to the College and Institute Act:

“Educational Administrator” means a Dean, Vice President or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution, and does not include the President;

“Faculty” members are defined as "an instructor, librarian, tutor, counsellor, research associate, program coordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the Labour Relations Code, for the institution and faculty members specifies to be a faculty member";

“Representative Group” means a bargaining agent for faculty or staff, or a student society for which fees are collected

“Student” means a person the Registrar recognizes to be enrolled and in good standing in a course or program of studies at the institution;

“Support Staff” is defined as the employees of the institution who are not the President, educational administrators, or faculty members.

SCHEDULE FOR ELECTIONS

The election of student, faculty, and support staff representatives for both the Board of Governors and Education Council will normally be scheduled in the spring of each year. If needed, a by-election will be held in the fall to fill vacancies. Terms will always end in July, therefore seats filled through by-election will be less than the full term. With the agreement of the relevant representative group, the Registrar can choose not to hold a by-election for a vacant seat.

If a vacancy is longer than two (2) months, a constituency group may appoint an observer; otherwise, seats will remain vacant until the next by-election or regular election. The Registrar (or designate) is responsible for preparing the election schedule and will distribute the schedule to involved representative groups prior to the election.

REPRESENTATION AND TERMS OF OFFICE

NOTE: an individual may **not** seek election nor hold office for **both** the Board of Governors and Education Council.

BOARD OF GOVERNORS:

Representative Group	Seats	Term*	Selection
Community representatives	8+	-	Lieutenant Governor
Students	2	1 year	Election
Support staff	1	3 years	Election
Faculty	1	3 years	Election
President (ex-officio)	1	-	Legislation
Chair of Education Council (ex-officio)	1	2 years	Legislation

EDUCATION COUNCIL:

Representative Group	Seats	Term*	Selection
Students	4	1 year	Election
Support staff	2	2 years	Election
Faculty	10	2 years	Election
Administration	4	2 years	President

* Terms are normally August 1st to July 31st. All terms end July 31st, thus by-elections may alter term length.

NOMINATIONS

The nomination period will commence according to the published election schedule. Candidates must be eligible voters of their representative group (faculty, support staff or student) and Nominators must be eligible to vote for the person they are nominating. Each candidate shall be nominated in writing and require the signatures of five (5) eligible voters from the relevant representative group. Nomination forms, along with full instructions and deadlines, will be available through the Office of the Registrar at the start of each nomination period.

Once completed, nomination forms must be submitted electronically**. Candidates may provide a biographic or platform statement and a photo along with completed nomination forms; detailed requirements (platform length, photo resolution, etc.) will be provided to candidates. All nomination forms and supporting information (photo, platform, bio) must be received by the close of nominations and will be reviewed by the Registrar (or designate) to ensure eligibility criteria has been met. If a nomination is deemed ineligible, the candidate will be notified by the Registrar's Office within three working days after the close of the nomination period. If there is only one candidate for a particular seat, the election will typically include a YES / NO vote on the candidate; however, a representative group may choose to opt-out prior to the start of the nomination period and have any single candidate seats determined by acclamation.

**Candidates unable to submit electronically must make arrangements with the Registrar prior to the close of nominations.

ELIGIBILITY TO VOTE AND HOLD OFFICE

STUDENTS

Eligibility to Vote:

All students who are registered in at least one credit or upgrading (0-level) course.

Eligibility to Hold Office:

To be eligible to stand for election and hold office, a student must be enrolled in at least one credit or upgrading (0-level) course, be in good academic standing (GPA 2.0+, not on probation or Required to Withdraw), and have an anticipated enrolment status that spans the appointment term (a minimum of 8 months). If an elected student's enrolment is terminated or suspended, the seat will be declared vacant.

SUPPORT STAFF

Eligibility to Vote:

All non-exempt support staff members who are employed by the College and in good standing with their representative group are eligible to vote. Individuals on long-term disability, educational leave, or leave without pay shall be eligible to vote provided they meet the above conditions.

Eligibility to Hold Office:

To be eligible to stand for election and hold office, a support staff member must be employed by the College, in good standing with their representative group, and maintain an employment contract for the period of the term of office. To ensure breath of representation, it is preferred that no two persons from the same area / department hold elected office at the same time for the same representative body.

FACULTY

Eligibility to Vote:

A faculty member who is in good standing with their representative group and has an employment contract that covers the period of the term of office is eligible to vote.

Eligibility to Hold Office:

To be eligible to stand for election and hold office, a faculty member must be in good standing with their representative group and maintain an employment contract for the period of the term of office.

Specific to Education Council:

The College and Institute Act mandates that the rules for election of members to the Education Council must reflect the distribution of programs and provide for representation of program and education support areas. To meet this mandate and ensure equity and fairness in representation, consideration will be given each election cycle by the Registrar to balancing the representation from each faculty, support area, and/or discipline/department, the results of which will be published at the onset of the nomination period. Decision factors may include: feedback from representative group leadership, the current composition, number of instructors per faculty/area, student enrolment numbers per faculty/area, historical representation, and the College's strategic priorities.

When there is more than one candidate for one seat but no nominations in another, the seat will be assigned to minimize vacancies and maximize the number of faculty representatives on Education Council.

CAMPAIGNING

The Registrar's Office will announce the listing of all candidates and those who have been acclaimed within three (3) working days following the close of nominations. Campaigning will be limited to the period of time between the announcement of candidates until the commencement of voting. Dates are determined and publicized by the Registrar.

With the exception of college bulletin boards and resources managed by the representative groups, all candidates are prohibited from utilizing college communication resources. This includes email distribution lists (ie. departmental listservs), websites (including SharePoint), or other tools and information available to the candidate as a member of the college community. Should all candidates within a representative stakeholder group agree to the use of a specific college medium, an exception may be made at the discretion of the Registrar.

Candidates are responsible for all physical campaign materials (e.g. posters) and the removal of same by noon on the day following the election period. Candidates will adhere to Facilities procedures regarding signage and posters, and any guidelines established by the Registrar.

CONDUCT OF CANDIDATES & AGENTS

To ensure fairness, integrity, and professionalism, candidates (and their agents) will conduct themselves in accordance with all relevant college and representative group policies, and shall abide by any election regulations and guidelines as established by the Registrar; failure to do so may result in disqualification. A disqualification may be appealed under the election appeals procedure.

Once elected, members are expected to act in the best interests of the institution.

VOTING

Voting will be conducted electronically*** and will commence at the end of the campaign period in accordance with the schedule published by the Registrar (normally lasting a minimum of three (3) workdays).

Voting methods and procedures will ensure that only eligible voters cast ballots, that anonymity is guaranteed for voters, and only votes cast within the designated voting period will be considered. Voters may cast only one ballot for each representative group to which they are eligible to vote, and the candidate who receives the most votes in a particular category shall be considered elected. The Registrar (or designate) will be responsible for the counting of votes. In the case of a tie vote the Registrar, in conjunction with the two candidates, will decide the outcome by coin toss.

The Registrar (or designate) will be responsible for informing all candidates of the results and will announce the name(s) of the successful candidate(s) to the college community. Ballot totals will be available upon request to candidates only.

****For those unable to vote electronically, in-person and mail-in ballots may be made available and must be requested from the Office of the Registrar at least seven (7) calendar days before the start of the voting period.*

APPEALS

Only the election procedures may be appealed, and Candidates are eligible to file a written request for an appeal to the Registrar within 72 hours of the announcement of the election results. Appeals must include the specific grounds for appeal indicating that due process was not followed, important evidence was missing, or the decision was inconsistent with the principles of natural justice. All candidates of the affected representative group will receive a copy of each appeal prior to the Appeals Committee meeting.

An Elections Appeal Committee will consist of one representative from each representative group (Students, Support Staff, Faculty) appointed by their executive, and who was not a candidate in the election in question. The Registrar will sit as ex-officio chair and will be non-voting. In matters involving an appeal of the Registrar, the Vice President Student Experience shall chair the proceedings. The Appeals Committee Chair will allow the candidate(s), and others if applicable, an opportunity to speak to the Committee. These candidates must confirm their attendance with the Chair at least twenty-four (24) hours prior to the Appeals Committee hearing. Time limitations and a schedule will be at the discretion of the Appeals Committee Chair, taking into consideration the number of appeals and candidates wishing to address the Appeals Committee. Once the candidate(s) and others (if applicable) have addressed the Appeals Committee, the Committee will consider all evidence presented. Deliberations will take place in-camera, and the Committee will make a decision by secret ballot which may include but is not limited to:

- Over-ruling the original decision
- Denying the appeal
- Recommendations to the Registrar with respect to future elections
- Requiring a new election

The Appeals Committee decision will be final.

Those who have been declared elected are confirmed in their seats until the appeals have been concluded.