

# NOMINATION PACKAGE

## ELECTION OF STUDENT REPRESENTATIVES TO THE SENATE

**The deadline for nominations is 4:30 pm, Tuesday, September 17, 2019**

### Enclosed:

- Nomination form for student representatives on the Senate
- University Act, part 7
- Rules to Govern Elections to the Board of Governors and the Senate

### Additional information:

- Senate Handbook

<http://www.uvic.ca/universitysecretary/senate/operation/governance/index.php>

Copies are also available at the Office of the University Secretary, Room A138, Michael Williams Building.

A decorative graphic in the bottom right corner consisting of diagonal stripes in blue, dark blue, red, and yellow. A yellow circle is overlaid on the stripes, containing the text "GET INVOLVED IN GOVERNING UVIC!".

GET  
INVOLVED IN  
GOVERNING  
UVIC!



## Election of 4 Student Representatives to the Senate

- Faculty of Education (1 position)
- Faculty of Fine Arts (1 position)
- Faculty of Human and Social Development (1 position)
- Faculty of Law (1 position)

Note: Please print all information in blue or black ink.

### Nominators Information

We, the undersigned, nominate \_\_\_\_\_ for election to the **SENATE** from the student association (U.V.S.S.):

	First and Last Name	Signature	Student Number
1.			
2.			
3.			

**Note:** All signatories for undergraduate student nominees must be members of the University of Victoria Student’s Society.

### Nominee Information

First and Last Name:			
Student Number:			
Faculty:			
Study Level:	<input type="checkbox"/> undergraduate		
Email address:			
Phone number – home:		Phone number – cell:	
Address:		Postal Code:	

### Declaration of Nominee (please check):

- I agree to allow my name to stand in this election.
- I declare that I am a student\* and will maintain this status during my term in office.
- I understand that it is my responsibility to submit with this nomination a **300-word biographical sketch**.
- I agree to follow the Rules to Govern Elections to the Board of Governors and the Senate.
- I have read the reverse side of this nomination form and understand the rules of eligibility, the term of office, and the voting procedures.

\* Eligibility defined on reverse of this page.

**Nominee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Withdrawal by a person duly nominated as a candidate for election shall be made in writing to the University Secretary (see Rules to Govern Elections to the Board of Governors and the Senate, paragraph 8.1).

**Return this form and candidate documentation by:**  
**4:30 P.M., Tuesday, September 17, 2019**  
**Office of the University Secretary, A138, Michael Williams Building**



## Election of 4 Student Representatives to the Senate

- Faculty of Education (1 position)
- Faculty of Fine Arts (1 position)
- Faculty of Human and Social Development (1 position)
- Faculty of Law (1 position)

### Eligibility

A student is defined in the academic calendar as a person who is enrolled at this University in at least one credit course. Persons eligible to make nominations and to vote shall be students who are members of the student societies. The student societies are the University of Victoria Students' Society or the Graduate Students' Society of the University of Victoria.

For the purposes of election to the Senate, a student is an undergraduate or graduate student who meets the definition of "student" in the academic calendar and is registered in the current term.

### Term of Office

Candidates duly elected to the Senate will take office from the date of election until June 30, 2020. A student elected to the Senate from the student societies must be registered in two of three academic terms during his or her term of office in order to be eligible to continue to serve on the Senate.

### Voting

In accordance with section 9(b) of the Rules to Govern the Conduct of Senate Procedures, voting will take place on the floor of Senate at its meeting on **Friday, October 4, 2019, at 3:30 p.m.**, in the Senate and Board Room Chambers, Room A180, University Centre. In addition to the students elected, a list of alternates will be established to fill automatically any vacancies in the same category which occur during the specified term.

# University Act - Part 7

## Part 7 — Senate

### Senate of university other than University of British Columbia or special purpose, teaching university

- 35** (1) The senate for each university other than the University of British Columbia or a special purpose, teaching university is continued.
- (2) The senate of each university other than the University of British Columbia or a special purpose, teaching university is composed of the following:
- (a) the chancellor;
  - (b) the president, who is the senate's chair;
  - (c) the academic vice president or equivalent;
  - (d) the deans of faculties;
  - (e) the chief librarian;
  - (f) the director of continuing education;
  - (g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine;
  - (h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected;
  - (i) 4 persons who are not faculty members, elected by and from the convocation;
  - (j) one member to be elected by the governing body of each affiliated college of the university;
  - (k) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

## University Act - Part 7

### Senates of the University of British Columbia

**35.1** (1) The University of British Columbia must have a Vancouver senate and an Okanagan senate.

(2) The Vancouver Senate is composed of the following:

- (a) the chancellor;
- (b) the president, who is the senate's chair;
- (c) the academic vice president who must work through a part not specified under section 3.1 or equivalent;
- (d) the deans of faculties who must work through a part not specified under section 3.1;
- (e) the chief librarian or a person designated for the purpose by the chief librarian;
- (f) the director of continuing education or a person designated for the purpose by the director;
- (g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine, but only faculty members employed through parts not specified under section 3.1 can vote or be elected;
- (h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected, but only students studying through parts not specified under section 3.1 can vote or be elected;
- (i) 4 persons who are not faculty members, elected by and from the convocation;
- (j) one member to be elected by the governing body of each affiliated college of the university;
- (k) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

(3) The Okanagan Senate is composed of the following:

- (a) the chancellor;
- (b) the president, who is the senate's chair;
- (c) the academic vice president who must work through a part specified under section 3.1 or equivalent;

## University Act - Part 7

- (d) the deans of faculties who must work through a part specified under section 3.1;
- (e) the chief librarian or a person designated for the purpose by the chief librarian;
- (f) the director of continuing education or a person designated for the purpose by the director;
- (g) a number of faculty members equal to twice the number of senate members provided in paragraphs (a) to (f), to consist of 2 members of each faculty elected by the members of that faculty, and the remainder elected by the faculty members in the manner that they, in joint meeting, determine, but only faculty members employed through parts specified under section 3.1 can vote or be elected;
- (h) a number of students, equal to the number of senate members provided in paragraphs (a) to (f), elected from the students who are members of an undergraduate student society or a graduate student society, in a manner that ensures that at least one student from each faculty is elected, but only students studying through parts specified under section 3.1 can vote or be elected;
- (i) 2 persons who are not faculty members, elected by and from the convocation;
- (j) additional members, determined by the senate, without altering the ratio set out in paragraphs (g) and (h).

### **Senate of a special purpose, teaching university**

- 35.2** (1) A special purpose, teaching university must have a senate.
- (2) The senate of a special purpose, teaching university is composed of the following:
- (a) the chancellor;
  - (b) the president, who is its chair;
  - (c) the academic vice president or equivalent;
  - (d) the deans of faculties;
  - (e) the chief librarian;
  - (f) the registrar;
  - (g) two faculty members for each faculty, elected by faculty members of the faculty;
  - (h) four students elected by the students;
  - (i) one alumni member who is not a faculty member, appointed by the president on nomination by the alumni association;

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(j) two support staff elected by the support staff;

(k) one non-voting member of the senate, if appointed to the senate by the board to serve for one year.

(3) For the purposes of subsection (2) (j), "**support staff**" means employees of the special purpose, teaching university who are not

(a) officers of the special purpose, teaching university, or

(b) deans or faculty members.

(4) The senate of a special purpose, teaching university must make bylaws for the conduct of the business of the senate, including bylaws specifying the duties of members of the senate in conflict of interest situations.

(5) The senate of a special purpose, teaching university has the power and duty to do all of the following:

(a) regulate how its meetings and proceedings are conducted, including determining

(i) the quorum necessary for the transaction of its business, and

(ii) how a vice chair, who is to chair meetings in the absence of the president, is annually elected;

(b) set criteria for awarding certificates, diplomas and degrees, including honorary degrees;

(c) set curriculum content for courses leading to certificates, diplomas and degrees;

(d) set qualifications for admission;

(e) set policies concerning examinations and evaluation of student performance;

(f) set residency requirements for awarding credentials for courses and programs;

(g) set policies concerning student withdrawal from courses, programs or the special purpose, teaching university;

(h) set criteria for academic standing, academic standards and the grading system;

(i) set criteria for awards recognizing academic excellence;

(j) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;

(k) set policies on curriculum evaluation for determining whether

(i) courses or programs, or course credit, from another university or body are equivalent to courses or programs, or course credit, at the special purpose, teaching university, or

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- (ii) courses or programs, or course credit, from one part of the special purpose, teaching university are equivalent to courses or programs, or course credit, in another part of the special purpose, teaching university.
- (6) The senate of a special purpose, teaching university must advise the board, and the board must seek advice from the senate, on the development of educational policy for the following matters:
- (a) the mission statement and the educational goals, objectives, strategies and priorities of the special purpose, teaching university;
  - (b) the establishment, revision or discontinuance of courses and programs at the special purpose, teaching university;
  - (c) the preparation and presentation of reports after implementation by the special purpose, teaching university without prior review by the senate of
    - (i) new non-credit programs, or
    - (ii) programs offered under service contract;
  - (d) the priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
  - (e) the establishment or discontinuance of faculties at the special purpose, teaching university;
  - (f) the evaluation of programs and educational services;
  - (g) the library and resource centres;
  - (h) the setting of the academic schedule;
  - (i) the qualifications for faculty members;
  - (j) the adjudication procedure for appealable matters of student discipline;
  - (k) the terms for affiliation with other post-secondary bodies;
  - (l) the consultation with community and program advisory groups concerning the special purpose, teaching university's educational programs;
  - (m) other matters specified by the board.

### Term of office

- 36** (1) The term of office of a member of the senate, other than one elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k), is 3 years and after that until a successor is appointed or elected.



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- (2) The term of office of a member of the senate elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k) is one year and after that until a successor is elected.
- (3) Members of a senate who remain eligible under section 35, 35.1 or 35.2 may be reappointed or re-elected in the manner provided under section 35, 35.1 or 35.2 for further terms.
- (4) If a vacancy arises on the senate, the vacancy must be filled,
  - (a) in the case of an appointed member, by the body possessing the power of appointment, or
  - (b) in the case of an elected member, in the manner specified by the senate.
- (5) A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.
- (6) The secretary of the senate must enter a declaration of the vacancy in the minutes of the senate.
- (7) A declaration under subsection (6) is conclusive evidence of the vacancy.

### **Powers of senate of university named in section 3**

- 37** (1) The academic governance of the university is vested in the senate and it has the following powers:
- (a) to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;
  - (b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
  - (c) to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;
  - (d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;
  - (e) to establish a standing committee to meet with the president and assist the president in preparing the university budget;
  - (f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;

## University Act - Part 7

- (g) to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;
- (h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;
- (i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;
- (j) to award fellowships, scholarships, exhibitions, bursaries and prizes;
- (k) to determine the members of the teaching and administrative staffs who are to be members of each faculty;
- (l) to make rules for the management and conduct of the library;
- (m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;
- (n) to provide for the preparation and publication of a university calendar;
- (o) to make recommendations to the board considered advisable for promoting the interests of the university or for carrying out the objects and provisions of this Act;
- (p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;
- (q) to establish a standing committee to consider and take action on behalf of the senate on all matters that may be referred to the senate by the board;
- (r) subject to the approval of the board, to enter into agreements with any corporation or society in British Columbia entitled under any Act to establish examinations for admission to the corporation or society, for the purpose of conducting examinations and reporting results, and those corporations or societies have power to enter into the agreements;
- (s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;
- (t) to make rules respecting the reporting of results of examinations referred to in paragraphs (r) and (s);
- (u) to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;

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(v) to establish a standing committee of final appeal for students in matters of academic discipline;

(w) to establish a standing committee on relations with other post secondary institutions in British Columbia;

(x) to require any faculty to establish an advisory committee consisting of students of the faculty and members of the community at large.

(1.1) For the purposes of subsection (1), the academic governance and powers at the University of British Columbia are vested in

(a) the Okanagan senate for the purposes related to the parts specified under section 3.1, and

(b) the Vancouver senate for the purposes related to the parts of the university not specified under section 3.1.

(2) A vice chair elected under subsection (1) (a) must not serve more than 2 consecutive terms.

(3) No part of the cost of examinations referred to in subsection (1) (r) or (s) may be a charge on or be paid out of university funds.

(4) In this section, "**university**" means a university named in section 3 (1).

### Approval by board

**38** (1) A certified copy of every resolution or order of the senate or council, providing for any of the matters or things mentioned in section 37 (1) (i), (p) and (u), must be sent to the board within 10 days of the resolution or order being passed.

(2) A resolution or order referred to in subsection (1) has no effect until approved by the board.

### Council of senates of the University of British Columbia

**38.1** (1) A council of senates of the University of British Columbia is established for the University of British Columbia and is composed of the following:

(a) the chancellor;

(b) the president, who is the chair;

(c) the academic vice president or equivalent, for the parts specified under section 3.1;

(d) the academic vice president or equivalent, for the parts of the university not specified under section 3.1;

(e) 4 persons, who are not referred to in paragraphs (a), (b), (c) or (d), elected by the Vancouver senate from among its members;

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- (f) 4 persons, who are not referred to in paragraphs (a), (b), (c) or (d), elected by the Okanagan senate from among its members;
  - (g) one or 2 persons designated by the president and, if 2 are designated, one must be designated for the Okanagan Senate and one must be designated for the Vancouver Senate;
  - (h) up to 10 chairs of the standing committees of the Vancouver senate elected by the persons referred to in paragraphs (a) to (g);
  - (i) up to 10 chairs of the standing committees of the Okanagan senate elected by the persons referred to in paragraph (a) to (g).
- (2) The vice chair of the council is the member of the council specified by the president and serves as chair in the absence of the president.
- (3) The term of office on the council of a person referred to in subsection (1) (e) or (f) is 3 years from the date of their election and they may continue in office after that date until another person is elected to the position.
- (4) The fact that persons referred to in subsection (1) (e) or (f) cease to be members of the Vancouver senate or the Okanagan senate does not disqualify them from completing their term of office on the council of senates of the University of British Columbia.

### **Powers of the council of senates of the University of British Columbia**

- 38.2** (1) The president, the board, the Vancouver Senate, the Okanagan Senate or the council may direct that a matter that the Vancouver senate or the Okanagan senate might consider, is considering or has considered in the exercise of that senate's powers under section 37 is referred to the council for consideration and disposition.
- (2) If a direction is made under subsection (1),
- (a) the council may act to consider and dispose of the matter under section 37 as though it were a senate,
  - (b) the Vancouver senate or the Okanagan senate involved must cease to act under section 37 concerning the matter insofar as the council may act under paragraph (a), and
  - (c) the council may substitute its disposition in respect of the matter for any disposition the Vancouver senate or the Okanagan senate may have made.
- (3) The council may regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business.
- (4) Sections 37 (1) (e), (o) and (u) and 43 (1) do not apply to the Vancouver senate or the Okanagan senate and the council may act under those sections as though it was a senate.

**RULES TO GOVERN ELECTIONS  
TO THE BOARD OF GOVERNORS AND THE SENATE**

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## 1. Preamble

- 1.1 The Rules to Govern Elections to the Board of Governors and the Senate (“Rules to Govern Elections”) have been developed to meet the requirements set out in the *University Act*. In the event of any conflict between these Rules and the *University Act*, the Act will prevail.
- 1.2 Senate has the authority to amend the Rules to Govern Elections, as provided in section 43 of the *University Act*.
- 1.3 In accordance with the *University Act*, the University Secretary is responsible for the conduct of all elections that are required.
- 1.4 The Rules to Govern Elections will be reviewed by the Senate Committee on Agenda and Governance at least every five years.

## 2. Definitions

- 2.1 The following definitions will apply in determining the eligibility of persons to submit nominations and to stand for and vote in elections to the Board of Governors and the Senate.
  - a) **A Faculty** is an academic unit approved as a Faculty by the Senate and Board of Governors.
  - b) **A faculty member** is a person who is classified in university records as "faculty" and designated as "regular, at the rank of lecturer, assistant teaching professor, teaching professor, assistant professor, associate professor or professor", or in an equivalent position designated by the Senate. This excludes employees classified as "visiting," "adjunct," or "sessional".
  - c) **An employee** of the university is a person who:
    - (i) is not a faculty member as defined in 2.1 b); and
    - (ii) is designated as "regular" or "continuing" in university records.
  - d) **A professional librarian** is a person whose classification in university records includes the term "librarian" and the designation "continuing".
  - e) **A continuing sessional** is a person classified in university records as having continuing sessional status.
  - f) **A student** is an undergraduate or graduate student who meets the definition of “student” in the academic calendar and is registered in the current term.
  - g) **Student societies** are the University of Victoria Students’ Society and the Graduate Students’ Society of the University of Victoria.

### 3. Eligibility

- 3.1 In the context of the *University Act*, the definitions in section 2.1 will apply in determining the eligibility of persons to be elected to the Board of Governors or the Senate.
- 3.2 In the context of the *University Act*, the definitions in section 2.1 (b), (c), (d) and (e) will apply in determining the eligibility of persons to continue to serve on Senate.
- 3.3 A student elected to the Board of Governors or the Senate from the student societies must be registered in two of the following academic terms, 1<sup>st</sup> term of winter session, 2<sup>nd</sup> term of winter session or any term of the summer session, during his or her term of office in order to be eligible to continue to serve on the Board of Governors or the Senate.
- 3.4 A faculty member or an employee of the University of Victoria, as defined in section 2.1 b) or 2.1 c), who is on leave of absence or study leave will continue to be eligible to vote and to serve on the Senate or the Board of Governors subject to the provisions of the *University Act* and to the rules of either body.
- 3.5 For the purpose of determining eligibility to be elected to and serve on the Senate and Board of Governors, the University Secretary is authorized to grant eligibility based on medical, compassionate or other grounds.

### 4. Elected offices

#### Board of Governors

- 4.1 Pursuant to section 19(1) of the *University Act*, the Board of Governors will include the following elected representatives:
  - a) 2 faculty members elected by faculty members;
  - b) 2 students, 1 graduate student elected by members of the graduate students' society and 1 undergraduate student elected by members of the undergraduate students' society.
  - c) 1 employee elected by employees of the university who are not faculty members.

#### Senate

- 4.2 Pursuant to the proportional composition required under Section 35(2) of the *University Act*, Senate will include the following elected representatives:
  - a) 32 faculty members elected by faculty members (two faculty members from each Faculty elected by faculty members in that Faculty, with the remainder elected as at-large faculty members).

- b) 16 students elected by students who are members of the student societies with at least one student from each Faculty and three students from the Faculty of Graduate Studies.
- c) 4 members elected by and from the convocation, as defined in the *University Act*.

Additional elected members

Pursuant to section 35 (2)(k) of the *University Act*, the following elected representatives have been added to the Senate:

- d) 1 professional librarian elected by professional librarians.
- e) 1 continuing sessional elected by continuing sessionals.

## 5. Terms of office

### Board of Governors

- 5.1 Persons elected to the Board of Governors by and from faculty members will normally take office on July 1 for a three-year term ending on June 30 of the third year.
- 5.2 The person elected to the Board of Governors by and from the employees will normally take office on July 1 for a three-year term ending on June 30 of the third year.
- 5.3 Persons elected to the Board of Governors by and from members of the student societies will normally take office on July 1 for a one-year term ending June 30 of the following year.
- 5.4 Any eligible person elected to the Board of Governors to fill a vacancy arising for any reason other than the normal expiry of the term of the member will take office immediately upon election and will fulfill the remaining term of the member who is being replaced.

### Senate

- 5.5 Persons elected to the Senate by and from faculty members will normally take office on July 1 for a three-year term ending on June 30 of the third year.
- 5.6 Persons elected to the Senate by and from the members of the student societies will normally take office on July 1 for a one-year term ending on June 30 of the following year.
- 5.7 Persons elected to the Senate by and from the convocation will normally take office on July 1 for a three-year term ending on June 30 of the third year.
- 5.8 The person elected to the Senate by and from professional librarians will



normally take office on July 1 for a three-year term ending on June 30 of the third year.

- 5.9 The person elected to the Senate by and from continuing sessionals will normally take office on July 1 for a three-year term ending on June 30 of the third year.
- 5.10 Any eligible person elected to Senate to fill a vacancy arising for any reason other than the normal expiry of the term of the member will take office immediately upon election and will fulfill the remaining term of the member who is being replaced. Vacancies will be filled in accordance with the Rules to Govern Elections and section 9 of the Rules to Govern the Conduct of Senate Procedures.

## **6. Nominations**

- 6.1 Calls for nominations will be issued electronically or by other means deemed appropriate by the University Secretary.

### Calls for nominations

- 6.2 A call for nominations will normally be issued in the second term of the winter session for positions becoming vacant on July 1.
- 6.3 A call for nominations may also be issued on an *ad hoc* basis to fill a position that becomes vacant before the end of a member's term.
- 6.4 A call for nominations will be issued at least five business days before the deadline for nominations. A first call for nominations will normally be issued ten business days before the deadline for nominations.
- 6.5 The deadline for nominations may be extended by the University Secretary.

### Nomination paper

- 6.6 A nomination paper must be:
  - a) signed by a candidate, who will state that he/she is eligible to hold office and is willing to stand in the election;
  - b) signed by at least three persons who are eligible to vote in the election; and
  - c) delivered to the University Secretary by 4:30 p.m. on the day of the deadline for nominations.
- 6.7 The University Secretary will invite a candidate to submit, along with the nomination paper, a statement of candidacy including a brief biographical

sketch and any other information the candidate considers relevant. The statement of candidacy will not exceed 300 words and will be made available on the University Secretary's website and by any other means deemed appropriate by the University Secretary.

- 6.8 The University Secretary will make all reasonable efforts to notify candidates of any errors or irregularities in their nomination papers before the deadline for nominations but is not bound to do so.
- a) Errors and irregularities in a nomination paper must be corrected before the deadline for nominations.
  - b) A nomination paper that contains errors or irregularities after the deadline for nominations will be deemed invalid.
- 6.9 If no nomination papers are submitted before the deadline for nominations or the number of nomination papers is fewer than the number of available positions, the University Secretary may issue a second call for nominations. If the second call for nominations fails to produce a candidate, the University Secretary may use his/her discretion to issue additional calls for nominations or leave a position vacant.

## **7. Announcement of candidates**

- 7.1 The names of all candidates will normally be posted on the University Secretary's website within five business days following the deadline for nominations.
- 7.2 Candidates in an election will be informed of the election period.

## **8. Withdrawal of nomination**

- 8.1 A candidate who seeks to withdraw his/her nomination must notify the University Secretary in writing. Upon receipt of a written withdrawal of nomination, the candidate will cease to be a candidate for election.
- 8.2 In the event that a written withdrawal of nomination is received after the deadline for nominations and paper ballots have been prepared or the election has started, the votes the candidate receives in the election will not be counted.
- 8.3 When possible, notification of the withdrawal of a candidate will be included with the paper ballot.
- 8.4 When an electronic vote is to be conducted and a candidate's written withdrawal of nomination is received before the start of the election, the candidate's name will be excluded from the electronic ballot.
- 8.5 When an electronic vote is conducted and a candidate's written withdrawal of nomination is received after the start of the election and the number of

vacancies is less than the number of remaining candidates, the University Secretary may:

- a) allow the election to continue with the remaining candidates, in which case the electronic ballot will indicate that the candidate withdrew; or
- b) cancel the election and conduct a new election.

8.6 Electronic votes received for a candidate who has withdrawn will be deemed invalid.

## **9. Campaign period**

9.1 In accordance with the *University Act*, there must be at least four weeks between the deadline for nominations and the start of the election.

9.2 The University Secretary may set specific dates for campaigning.

### Campaigning guidelines

9.3 Candidates are expected to conduct themselves in a manner respectful of other candidates.

9.4 Candidates are expected to make all reasonable efforts to represent facts accurately.

9.5 Candidates must follow the Rules to Govern Elections and any additional regulations issued by the University Secretary under the authority of the Rules to Govern Elections. Failure to do so may result in the candidate's disqualification from the election.

9.6 Complaints about campaigning must be made in writing to the University Secretary.

## **10. Election register**

10.1 The election register, which may be electronic, will be open to inspection by all persons entitled to vote in an election, in the office of the University Secretary between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday, except on holidays and when the university is closed.

## **11. Voting**

11.1 For elections, other than of students to the Board of Governors and Senate, the election period will be a minimum of five business days. For elections of students to the Board of Governors and Senate, the election period will be a minimum of three business days. In exceptional circumstances, the University

Secretary may extend an election period.

- 11.2 Candidates will be given at least five business days notice prior to the start of the election period.
- 11.3 Only those persons whose names appear in the election register are entitled to vote in an election.
- 11.4 Voting will be by secret ballot.
- 11.5 Voting will be conducted electronically except when the University Secretary determines that a paper ballot is necessary.

#### Electronic voting

- 11.6 In order to vote electronically, voters will be required to verify their eligibility by means specified by the University Secretary.
- 11.7 Voters may vote for up to the number of candidates that corresponds to the number of vacant seats or may opt to spoil their ballots.

#### Paper ballots

- 11.8 A person entitled to vote will mark his/her paper ballot, then insert it into a ballot envelope and insert the ballot envelope into an identification envelope. The person voting must identify him/herself by completing the identification envelope in accordance with instructions provided.
- 11.9 The University Secretary will appoint and supervise three independent scrutineers for each election conducted using paper ballots.
- 11.10 The scrutineers will, when counting paper ballots, follow the procedures established by the University Secretary to guarantee that a marked paper ballot cannot be matched to the voter.
- 11.11 The scrutineers will be responsible for validating all paper ballots or for verifying the method of the election and validation of the paper ballot counting, and for counting and recording votes, if required.
- 11.12 Any person entitled to vote in an election may be present at the counting and recording of votes.
- 11.13 A paper ballot is not valid if:
  - a) the voting member cannot be identified;
  - b) the voting member has not followed the instructions on the ballot and identification envelopes;
  - c) it contains any identifying mark; or
  - d) it is marked for more candidates than there are vacancies.

11.14 Paper ballots and identification envelopes will be held by the University Secretary for a period of one year (in accordance with section 31 of the *Freedom of Information and Protection of Privacy Act*) following the announcement of election results. At the end of that time, the paper ballots and identification envelopes will be confidentially destroyed.

11.15 The official results of each election, as validated by the University Secretary and the scrutineers, will be retained by the University Secretary until such time as they are transferred to the university archives in accordance with the university's records management manual.

## **12. Spoiled ballots**

12.1 Spoiled ballots will be recorded but are not valid for the purposes of calculating election results.

## **13. Election results**

### Acclamation

13.1 Candidates will be acclaimed for a vacant position if:

- a) the number of candidates nominated is equal to or less than the number of vacant positions; or
- b) a candidate has withdrawn his or her nomination and, as a result, the number of remaining candidates is equal to or less than the number of vacant positions.

### Equality of votes

13.2 In the event of an equality of votes between two or more candidates in an election, the final result will be decided by lot amongst the candidates, under the direction of the University Secretary.

### Announcement of results

13.3 The University Secretary will normally publish election results on the University Secretary's website and will include the number of eligible voters in an election, the number of votes received by each candidate and the number of spoiled ballots.

13.4 The University Secretary will report the outcome of an election to the Senate at its first meeting following the election.

## **14. Complaints and Appeals**

- 14.1 Any complaints about the election procedures, campaigning or results must be made in writing to the Senate Committee on Agenda and Governance, in care of the University Secretary, within five (5) business days of the announcement of the election results.
- 14.2 The Senate Committee on Agenda and Governance will review any complaints and will determine on behalf of Senate what action should be taken. The committee's decision is final and not subject to appeal.

## **15. General Provisions**

- 15.1 In the event that unforeseen or unusual circumstances prevent the carrying out of any of the above procedures, the University Secretary will exercise his/her discretion in altering the procedures to fit the circumstances, and will report any action taken to the Senate Committee on Agenda and Governance at its next regular meeting.

Incorporating latest revisions made by Senate on:

6 March 1985  
4 April 1990  
3 April 1991  
1 April 1992  
11 January 1995  
8 October 1997  
7 November 2001  
9 January 2004  
4 February 2005  
2 November 2007  
1 May, 2009  
9 April, 2010  
6 January 2012  
6 May 2016