

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

1. Preamble

- 1.1 The Rules to Govern Elections to the Board of Governors and the Senate (the "Rules to Govern Elections") have been developed to meet the requirements set out in the Act. In the event of any conflict between these Rules and the Act, the Act will prevail.
- 1.2 The Senate has the authority to amend the Rules to Govern Elections as provided in section 43 of the Act.
- 1.3 In accordance with the 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.

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3. Eligibility

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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.

sketch and any other information the candidate considers relevant and 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 paper 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

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

- a) allow the election to continue with the remaining candidates 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 _____, there must be at least four weeks between the deadline for nominations and the start of the election.

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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 split 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

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) 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

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

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