

Policy Number	2.2
Approval Body	Senate
Policy Officer	President
Approval Date	May 2010

2.2 ELECTIONS

ENABLING LEGISLATION + LINKED POLICIES

University Act

Rules for Elections:

Section 43 (1) The senate must make and publish all rules necessary and consistent with this Act in respect of nominations, elections and voting.

Board of Governors Bylaws

Senate Bylaws

Collective Agreements – all

OBJECTIVE

The objective of this policy is to clearly articulate the procedures for elections to the Emily Carr University of Art + Design (University) Board of Governors (Board) and Senate as outlined in the *University Act*.

SCOPE

This policy applies to all members of the University community eligible to be elected or vote in elections for positions on the Board or Senate.

POLICY

1. Elections to the Board and Senate will be in accordance with the *University Act*. The following positions are elected to the Board of Governors:
 - two faculty members elected by the faculty members
 - two students elected by the students who are members of an undergraduate student society or graduate student society
 - one person elected by and from the employees of the university who are not faculty members

The following positions are elected to the Senate:

- two faculty members for each faculty, elected by faculty members of the faculty
 - four students elected by students
 - two support staff elected by the support staff
2. The terms of office are three years for faculty and employees elected to the Board, three years for faculty and support staff elected to the Senate and one year for students elected to the Board or Senate. Vacancies on the Board or Senate will be handled as outlined in the *University Act*.

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3. The Registrar will conduct all elections for the Board and Senate.
 4. Candidates for positions to the Board and Senate must be nominated by members of the group associated with the position.
 5. A nomination paper is not valid unless at least four weeks before the date of the election it is delivered at the office of the Registrar or, if sent by mail, received by the Registrar.
 6. All nominations of candidates must be signed by at least three persons entitled to vote in the election.
 7. The Registrar must immediately send a written notice of nomination to each person nominated as a candidate, with a request that the candidate indicate a willingness to stand for the position and agreement to serve the term.
 8. The Registrar will require each candidate provide the following information:
 - (a) the candidate's degrees and the dates of them;
 - (b) the candidate's occupation;
 - (c) offices held by the candidate at a university or in any other organization;
 - (d) the candidate's other professional or business interests;
 - (e) the candidate's publications
 9. This information will be printed with the list of candidates and voting instructions and will be posted no later than the week following nominations.
 10. In every year in which an election is to take place, the Registrar must prepare an alphabetical list, to be called the election register, of the names and known addresses of all members of the convocation who are entitled to vote at an election. The election register must be open to inspection at all reasonable hours by all members entitled to vote.
 11. The Registrar must similarly keep an alphabetical list of the names of all students who are members of the undergraduate student society or the graduate student society.
 12. Only those persons whose names appear in the election registers are entitled to vote at an election.
 13. Voting will be held at least four weeks after the close of nominations.
 14. Balloting will take place over at least a three day period. The Registrar will determine an appropriate method for voting that maintains confidentiality of the process but allows for maximum amount of voter participation.
 15. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been elected.
 16. The Registrar must report the results of the election to the Board or Senate at its first meeting following the election.
 17. If there is a tie vote between two or more candidates, the Senate must cast the deciding vote.

DEFINITIONS

The following definitions have been drawn from the University Act, Board Bylaws and Senate Bylaws and applied to the University:

Faculty Member: A person employed by the university as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by the Senate; this will include all regular and sessional faculty members and in

order to be nominated, a sessional faculty member's appointment must be consistent with the term of the position

Student: A person who is presently enrolled at the university in a credit course or who is designated by resolution of the Senate as a student

Employee: Employees of the university who are not faculty members, the President or Registrar and who hold permanent positions at the university

Support Staff: Employees of the university, other than a member of a faculty, a member of the teaching staff, the Deans, the President, the Vice Presidents, the Librarian or the Registrar who hold permanent positions at the university

Officers: President + Vice-Chancellor, Vice President Finance + Administration and the Vice President Academic + Provost

POLICY SUPPORTS

Board of Governors Nomination Form (sample attached, original form available from Student Services)

Senate Nomination Form (sample attached, original form available from Student Services)

**BOARD OF GOVERNORS NOMINATION FORM
FACULTY / STUDENTS / EMPLOYEES**

Return to: The Registrar

Please use only one nomination form per candidate.

BOARD NOMINATION

We, the undersigned, nominate _____ as a candidate for election to the Board as a representative of the:

- Faculty Members of the University for a three (3) year term commencing *tba*.
- Students of the University for a one (1) year term commencing *tba*.
- Employees of the University for a three (3) term commencing *tba*.

1. _____
(Name Printed) (Signature) (Position/Department or Program/Year)

2. _____
(Name Printed) (Signature) (Position/Department or Program/Year)

3. _____
(Name Printed) (Signature) (Position/Department or Program/Year)

STATEMENT OF NOMINEE

I, _____, have read the University Act (copies are available from the Registrar), and am willing to stand for election as nominated above.

Print your name as you want it to appear on the ballot:

Name: _____

Position + Department (Faculty + Employees) or Program + Year (Students): _____

Date: _____

**Deadline for receipt of nomination forms in Student
Services is *tba***

**SENATE NOMINATION FORM
FACULTY / STUDENTS / SUPPORT STAFF**

Return to: The Registrar

Please use only one nomination form per candidate.

SENATE NOMINATION

We, the undersigned, nominate _____ as a candidate for election to the Senate as a representative of the:

- Faculty of Culture + Community for a three (3) year term commencing *tba*.
- Faculty of Design + Dynamic Media for a three (3) year term commencing *tba*.
- Faculty of Visual Art + Material Practice for a three (3) year term commencing *tba*.
- Faculty of Graduate Studies for a three (3) year term commencing *tba*.
- Students of the University for a one (1) year term commencing *tba*.
- Support Staff members of the University for a three (3) term commencing *tba*.

1. _____
(Name Printed) (Signature) (Position/Department or Program/Year)
2. _____
(Name Printed) (Signature) (Position/Department or Program/Year)
3. _____
(Name Printed) (Signature) (Position/Department or Program/Year)

STATEMENT OF NOMINEE

I, _____, have read the University Act (copies are available from the Registrar), and am willing to stand for election as nominated above.

Print your name as you want it to appear on the ballot:

Name: _____

Position + Department (Faculty + Support Staff) or Program + Year (Students): _____

Date: _____

Deadline for receipt of nomination forms in Student Services is *tba*