



Policy Number	2.2
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
Approval Date	May 2010
Revision	October 2013, January 2017

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 (in good standing) elected by the students who are members of a 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 (in good standing) 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*.

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 (as indicated in the below definitions).
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. In some cases, Senate may advise if a reduced period is acceptable.
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 posted publicly to the community with the list of candidates and voting instructions no later than the week following nominations.
10. Like all members of the University community, Candidates are expected to act in good faith, and with honesty and integrity. Candidates are responsible for familiarizing themselves with the University's election policy and following guidelines set forth as part of the election process.

Campaigning guidelines

- Campaigning may begin from the time candidate information is made available until the close of polling.
- Campaigning includes, but is not limited to, posters, signs, websites, social media, and telephone/email campaigns
- Campaigning must take place on the candidate or supporter's own time, with any costs incurred borne by candidates themselves
- Encouraging voter participation in the election process is the responsibility of the University, and not that of individual Candidates, groups, or supporters
- Candidates shall not be present at polling unless to vote.

In the event that Candidates violate campaigning guidelines, the Registrar is authorized to respond and gather information in consultation with Senate as is deemed appropriate.

11. In every year in which an election is to take place, the Registrar must provide an alphabetical list, to be called the election register, of the names 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.
12. In the case of faculty/staff elections, Human Resources will prepare the election register of eligible voters. Employees who may be both faculty and non-faculty during the electoral period will be designated by their primary role (as determined by percentage of workload, e.g. 60/40 etc.). Where this is equal (50/50), the employee will be asked to select and declare, for the duration of the period of equal workload, to identify as faculty or non-faculty for voting and candidacy.

13. For Faculty Senate elections, in the case where a faculty member is teaching in more than one faculty, for voting purposes, they will be designated by their permanent or primary Faculty assignment (as determined by percentage of assignment). Where this is equal, the faculty will be asked to select and declare (for the duration of the period of equal workload) to identify which Faculty for voting and candidacy.
14. The Registrar must similarly keep an alphabetical list of the names of all students who are members of the student society.
15. Only those persons whose names appear in the election registers are entitled to vote at an election.
16. Voting will be held at least four weeks after the close of nominations.
17. 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.
18. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been elected.
19. The Registrar will report the results of the election, including to the Board or Senate at its first meeting following the election. In order to protect anonymity in the electoral process. The list of those who voted in the election shall not be made publically available. The Registrar may report the number of votes cast to the community, and may offer summative data to the candidates and to the Board or Senate.
20. If there is a tie vote between two or more candidates, the results must be brought to Senate who must cast the deciding vote. Senate may determine how they may cast their vote (e.g. holding a run-off election, coin toss, or secret ballot during a senate meeting).

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 regular or non-regular. In order to vote, Non-Regular faculty members must be contracted to teach at the time of the election. In order to be nominated, a non-regular 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 and who is in good standing for a period consistent with the term of the position. Good standing is defined as having no current notations on the student's record related to academic standing or student conduct or outstanding fees. If a nominated student is not in good standing, the student will not be eligible to stand for nomination. If an elected student's enrolment is terminated for any reason during the term of office, the position will be declared vacant.
- Employee: A person employed by the University who are not faculty members, the President or Registrar and who hold permanent positions at the university

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, the Vice President Academic + Provost and the Vice President Enrolment + Student Services / Registrar

POLICY SUPPORTS

Board of Governors Nomination Form (available from Student Services)

Senate Nomination Form (available from Student Services)