

# RULES FOR ELECTION TO THE BOARD OF GOVERNORS AND EDUCATION COUNCIL

The following rules for the elections are in accordance with the College and Institutes Act and have been established after consultation with a representative of each constituent group. In the event of any conflict, the Act shall prevail.

## A. Need for Elections

Elections will be conducted by the Registrar to fill internal positions on the College Board and the Education Council according to the provision of the College and Institutes Act, Chapter 52, Part 3, Sections 9, 12, 15, & 17.

Terms will normally run from August 01 to July 31 for a one-, two-, or three-year period.

## B. Schedule for Elections

Regular elections to the Board of Governors and Education Council will normally occur annually in spring. If necessary a by-election will be held in fall. Each election and by-election schedule will be prepared by the Registrar or designate and sent to each constituent group prior to the election nomination period.

## C. Eligibility for Nomination

### Faculty:

An eligible faculty member is one who is in good standing with either the CCFA or BCGEU (as set out in the CCFA Constitution or the BCGEU Constitution & Bylaws) and who has an employment contract that covers the period of the term of office is eligible to be nominated and elected.

#### **For the Board: (3-year term\*)**

Any eligible faculty member can be elected.

#### **For the Education Council: (2-year term\*)**

A total of ten seats are available for faculty representation on Education Council. The elected representation is distributed as follows:

- by Union/Association: CCFA (8 seats maximum), and BCGEU (2 seats maximum)
- by School/Division: a maximum of two members from each grouping:
  - Access
  - Arts & Science
  - Business & Centre for Sport & Exercise Education
  - Health & Human Services
  - Trades & Technology
  - Student Experience (Student Services, Registrar's Office, Learning Services, Co-op, IR), Partnerships (International), and Administration (Ancillary, ITS)

\* Terms will always end in July, therefore vacancies filled through by-election in fall will be slightly less than a full 2 or 3 year term.

#### **Support Staff:**

An eligible support staff member is one who is in good standing with CUPE Local 2081 (as set out in the CUPE By-laws) and who has an employment contract with Camosun College that spans the appointment term is eligible to be elected.

#### **For the Board: (3-year term\*)**

Any eligible support staff may hold office.

#### **For the Education Council: (2-year term\*)**

Two support staff will be elected, one from Lansdowne and one from Interurban, for a 2-year term. Staff members working at off-campus partnership sites may choose one campus affiliation

\* Terms will always end in July, therefore vacancies filled through by-election in fall will be slightly less than a full 2 or 3 year term.

#### **Student:**

An eligible student is one who meets the following criteria to be elected:

- Has a cumulative GPA of 2.0 or higher;
- Is registered in a minimum of one course at the time of nomination;
- Has an anticipated enrolment status that spans the appointment term (a minimum of 8 months for semester, a minimum of 9 months for quarter);
- Has no current suspension in accordance with the Student Conduct Policy

#### **For the Board: (1-year term\*)**

Two students will be elected; one from Lansdowne and one from Interurban.

#### **For the Education Council: (1-year term\*)**

Four students will be elected; two from Lansdowne and two from Interurban

\* Terms will always end in July, therefore vacancies filled through by-election in fall will be slightly less than a full year.

An individual faculty member, support staff member, or student may **not** seek election nor hold office for **both** the Board of Governors and Education Council.

## **D. Eligibility to Hold Office**

In order to continue to hold office, the following criteria must continue to be met:

#### **Faculty**

An elected faculty member will maintain good standing with either CCFA or BCGEU and who maintains an employment contract for the period of the term of office.

#### **Support Staff**

An elected support staff member will maintain good standing with CUPE Local 2081 and who maintains an employment contract for the period of the term of office.

## **Student**

An elected student who:

- Maintains a cumulative GPA of 2.0 or higher;
- Is registered in a minimum of one course per semester or quarter with an enrolment status that spans the appointment term (minimum of 8 months for semester, minimum of 9 months for quarter);
- Continues to have no suspensions in accordance with the Student Conduct Policy

## **E. Eligibility to Vote**

### **Faculty:**

Any faculty member who is in good standing with either the CCFA or BCGEU and has a faculty employment contract at the time of election is eligible to vote. For Board of Governors, all faculty members may vote for the faculty candidate of their choice, regardless of faculty affiliation.

### **Support Staff:**

Any support staff member who is in good standing with the CUPE Local 2081 and has a support staff employment contract at the time of the election is eligible to cast one ballot for the support staff candidate of their choice.

### **Student:**

Any student who is in good standing and is registered into a program or course at the time of the election is eligible to cast one ballot for the student candidate of their choice.

## **F. Filling Vacancies**

Vacant positions will be filled through election and by-election. If needed, a by-election will be held in the fall of each year to fill vacancies since the time of the regular spring election for the remaining duration of the term of the vacant seat(s). Terms will always end in July therefore positions filled through by-election in fall will be slightly less than the full term.

If a vacancy is longer than two months, a constituency group may appoint an observer; otherwise, seats will remain vacant until the next by-election or regular election.

## **G. Nominations and Campaign Period**

- i. The Registrar is responsible for ensuring nomination forms will be available from specified locations and through the Registrar's Office up to noon on the last day of the nomination period;
- ii. The nomination period will commence according to the published election schedule and will continue up to a maximum of two weeks;
- iii. **Student** nomination forms must include the names, student numbers, and signatures of 15 student nominators, together with the name, student number, and signature of the candidate.

**Faculty** nomination forms must include the names, employee numbers and signatures of three faculty (CCFA and/or BCGEU) nominators, together with the name, employee number and signature of the candidate.

**Support Staff** nomination forms must include the names, employee numbers and signatures of three support staff nominators, together with the name, employee number and signature of the candidate.

The signature of the candidate will indicate an intention to stand for election, that they meet the nomination eligibility, and will confirm a statement that indicates the ability and intent to fulfill the term.

- iv. Candidates must be eligible voters of their constituent group (faculty, support staff or student) and ensure their nomination form is complete and meets the criteria within the Rules for Election.
- v. Nominators must be eligible to vote for the person they are nominating.
- vi. Completed nomination forms are to be submitted by the deadline to the specified locations at Lansdowne and Interurban campuses.
- vii. All nomination forms will be reviewed after the nomination period closes by the Registrar or designate and ensure eligibility criteria has been met. If a nomination is deemed ineligible, the candidate will be notified by the Registrar's office within two working days after the close of the nomination period.
- viii. The Registrar's Office will announce the listing of all candidates and those who have been acclaimed by 6 pm two working days following the close of the nomination period.
- ix. A candidates' orientation meeting will be held at the beginning of the campaign period. It is the sole responsibility of the candidate to ensure they are familiar with all the rules for election and abide by the information provided at the candidates' orientation, whether in attendance or not.
- x. The campaign period shall commence three working days following the close of the nomination period and continue up to a maximum of two weeks.
- xi. Promotion of the election, including the candidates' orientation meeting, is the responsibility of the constituent groups.

## **H. Campaign Material**

All campaign material will be in accordance with the College Mission and Values and Human Rights Legislation.

Each candidate will be permitted to submit a platform statement (100 word maximum) to the Registrar's Office at the beginning of the campaign period. The Registrar's Office will display candidate platform statements at polling locations.

Candidates are responsible for all campaign materials and the removal of same by midnight the last day of the election period. No campaigning or campaign material can be within the area of the polling stations except the candidate platform statements document produced by the Registrar's Office. Candidates will adhere to Facilities procedures regarding signage and posters, and any guidelines established by the Registrar.

## **I. Conduct of Candidates**

Candidates will conduct themselves in accordance with the College Mission and Values, Human Rights Legislation, the employee Standards of Conduct Policy, the Student Conduct Policy, and constituent groups' constitutions or code of ethics.

Campaigning shall be limited to the period between the announcement of candidates and the day prior to the day of voting.

Candidates shall abide by any regulations established by the Registrar.

## **J. Voting**

- i. A voters list for each constituency group will be prepared and available at the specified voting locations.
- ii. One polling station will be located at each of the Lansdowne and Interurban campuses.
- iii. Voters may cast only one ballot for each constituent group to which they are eligible to vote, at one campus of their choice.
- iv. Polling stations will be staffed and open for a minimum of two voting days at the specified times and locations.
- v. Voters will identify themselves to the election polling clerk, their name will be checked off the voters list and they will be handed the appropriate ballot. In the case of student voters, their student card will be required as identification. Faculty and staff must provide photo ID.
- vi. Ballots will be marked in private and deposited by the voter into a ballot box.
- vii. Each candidate may appoint a scrutineer. The scrutineer observes the counting of ballots. Scrutineers must be eligible to vote, but cannot be candidates for an election in which they serve as scrutineer. Scrutineers must be identified to the Registrar three working days prior to the start of voting.
- viii. Votes /ballots will be counted by a minimum of two individuals, one of which must be the Registrar or designate. Ballots which are unclear as to the intent of the voter will be declared spoiled and remain uncounted.
- ix. Candidates with the highest numbers of votes in each category shall be elected. Ties will be recounted; in the case of tie votes, the tie will be broken by the Registrar via a coin-toss that is administered in the presence of the tied candidates.
- x. Totals from the elections, together with names of declared winners, will be released by the Registrar's Office to each candidate, each constituent group, and to the editors of Nexus and Camnews, and will be posted at designated areas in the Registrar's Office. These announcements will be made within two working days following the election.

## **K. Appeals Committee**

It is recognized that there may be challenges to the election process. To consider these challenges, an Appeals Committee will be convened by the Vice President, Student Experience. This committee will:

- Be composed of one member of each constituent group appointed by their executive (the member cannot have been a candidate in the election);
- Dependent on the nature of the appeal, be chaired by the Registrar or designate, or by the Vice President, Student Experience or designate. In either case, the Chair is non-voting;

- Have a mandate to hear the appeals based on the rules for election.
- Will make a recommendation to the Chair who will use majority rule (vote) for final decision

## **L. Appeals Procedure**

- i. All appeals must be received in the Registrar's Office, signed and in writing no later than 3:00 pm two working days after the results of the election are announced.
- ii. All candidates of the affected constituent group will receive a copy of each appeal prior to the Appeals Committee meeting.
- iii. Each candidate and the Registrar or designate will have an opportunity to respond to the appeal in writing. Each response will be signed and received in the Registrar's office no later than 3:00 pm two days after receipt of the appeal.
- iv. Appeals that question the conduct of candidates or the election process will be chaired by the Registrar or designate. In the case of an appeal against the conduct of the Registrar or designate, the Vice President, Student Experience, or designate, will chair the Appeals Committee.
- v. The Appeals Committee Chair will allow each of the candidates, and if applicable the Registrar or designate, an opportunity to speak to the Committee. These candidates must confirm their attendance with the Chair 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.
- vi. Each confirmed candidate addressing the Appeals Committee will be allowed a support person. This support person is not permitted to address the Committee.
- vii. Once all confirmed candidates and if applicable, the Registrar, have addressed the Appeals Committee, the Committee will consider all evidence presented. Deliberations will take place in-camera. The Committee will make a decision, which may include but is not limited to:
  - Over-ruling the appeal
  - Recommending to the Registrar with respect to future elections
  - Requiring a new election
- viii. The Appeals Committee decision will be final.

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

## **M. Rules for Election**

The rules for election are in accordance with the College and Institutes Act, Part 3, Sections 9, 12, 15 & 17 and are developed in consultation with the constituent groups. In addition, the Registrar will establish a process whereby these rules will be reviewed at least every five years, in consultation with the constituent groups, to ensure these rules meet the needs of the College.