
Type:	C (Institutional)	Last Approved:
Executive Responsibility:	President & Vice-Chancellor	Next Review:
Administrative Responsibility:	<u>Registrar & Director of Enrolment Services</u>	Policy: 11.26

STATEMENT:

Rules for the election are intended to be in accordance with the University Act. In the event of any conflict the Act, by law, shall prevail.

A Call for Nominations will be made across each campus to fill vacancies on the Board of Governors. Before the end of March, an election will be conducted to fill vacancies in the following positions as indicated:

2 Faculty	3-year term
1 Support Staff	3-year term

All candidates will be elected by voters within their designated group.

1. Nominations and Campaign Period

- 1.1 The nomination period shall commence ~~six (6)~~ at least five (5) weeks prior to the election.
- 1.2 Nomination forms must include the names and signatures of three (3) nominators along with the name and signature of the candidate.
- 1.3 Nomination deadlines will be noted on the nomination form. No nominations will be accepted after the deadline.
- 1.4 Upon receipt of the nomination form, the Registrar's Office will ensure all candidates and nominators are eligible voters in their constituency groups.
- 1.5 The signature of the candidate will indicate an intention to stand for election, as well as a statement indicating ability and intent to fulfill the term.
- 1.6 Nominators and candidates must be eligible voters of their representative group.
- 1.7 Nomination forms will be available from the Registrar or designate.

~~8. The campaign period shall commence two (2) weeks following the start of the nomination period.~~

1.8 The campaign period will last four (4) weeks.

1.9 Candidates are responsible for removing all printed campaign materials at the end of the campaign election period.

1.10 ~~If only one candidate is nominated, no formal vote is necessary and the candidate will be declared elected by acclamation~~If the number of nominations does not exceed the number of positions available to a constituency the candidate(s) will be declared elected by acclamation.

1.12 Should ~~the a~~ constituency fail to nominate sufficient candidates to fill all vacancies, those positions will remain vacant until the next scheduled election.

2. Eligibility

2.1 Eligibility to Hold Office

- a. Support Staff holding regular appointments are eligible to be elected only to the Support Staff position on the Board.
- b. Faculty mMembers holding regular appointments (either representative group) are eligible to be elected only to the Faculty position on the Board.
- c. ~~Employees who are also members of the~~ Vancouver Island University Students' Union ~~Members who are employed by Vancouver Island University~~ who hold a regular appointment are not eligible to be elected to the student positions on the Board.

2.2 Eligibility to Vote

- a. Faculty and Support Staff who are dues paying members of the appropriate representative group at the time of the election are eligible to vote.

2.3 Filling Vacancies

2.3.1 There are multiple ways that a vacancy may arise on the Board prior to the Board Member fulfilling his/her term of office:

- a. Resignation on their own accord.
- B Termination¹ or suspension². In the event that an employee's contract of employment is terminated or suspended for whatever reason, he or she will be deemed to have resigned from office as a member of the Board, effective the date of termination or suspension.

¹ Termination means after all appeal processes have been exhausted

² Suspension means after all appeal processes have been exhausted

2.3.2 Filling Vacancies by By-Election:

- a. If the length of time remaining in the term of office at the time of vacancy is more than six (6) months, the vacancy will be filled by a by-election using the normal election rules and timelines.
- b. If the length of time remaining in the term of office at the time of vacancy is more than ~~two (2)~~three (3) months but less than six (6) months, the vacancy will be filled by a by-election using an accelerated timeline as follows:
 - i. Call for Nominations – one (1) week
 - ii. Campaign – one (1) week (this is normally four (4) weeks)
 - iii. Election – one (1) week
- c. If the length of time remaining in the term of office at the time of vacancy is ~~two (2)~~three (3) months or less, the position will be assumed by the incoming elected Board Member.

4. Voting Procedure and Term of Office

4.1 Whenever possible, voting will be done electronically by secure online voting.

When electronic voting is not possible, voting will be done by polling station or mail-out ballots, and across all four campuses. In these cases, vote tallies will be done by hand.

4.2 Candidates with the highest numbers of votes shall be elected. Ties will be recounted; if still tied, the outcome will be decided by a coin toss conducted by the Registrar.

4.3 Results of elections, both by vote and acclamation, will be released by the Registrar to the candidates, Chief Officer of each representative group, "A Point of VIU", the "Navigator", the University Secretary, and the President's Council. University employees will also be notified by e-mail.

- a. When announcing the result of the election, only the names of the successful candidates will be released.
- b. Voting tallies will be released only to ~~only~~ the candidates ~~and the President~~ upon request.

4.4 The term of office is July 1st to June 30th.

5. Appeals

It is recognized there may be challenges to the conduct of elections. To consider these challenges an Appeals Committee shall be convened. This committee shall:

- 5.1 Be composed of one (1) appointed representative of: Administration, Canadian Union of Public Employees (CUPE), Vancouver Island University Students' Union, Vancouver Island University Faculty Association (VIUFA) and BC Government Employees' Union (BCGEU). The appointed representative cannot be a candidate.
- 5.2 The Chair of this committee shall be the Administrator.
- 5.3 The committee will have the following mandate:
 - a. To hear appeals of election rules, regulations, and conduct.
 - b. To consider all evidence presented and take appropriate action including; overrule the objection, make recommendations to the Registrar with respect to future elections, or direct the Registrar to implement actions including a new election when necessary.
- 5.4 Appeals may be filed up to one (1) week from the posting of election results. Following the appeal deadline all ballots will be destroyed.
- 5.5 Appeals must be addressed to the Registrar and must specify the circumstances being challenged.
- 5.6 Appeals will be considered as quickly as possible and will normally be decided within one (1) week of receipt of all materials and information required to conduct the appeal.
- 5.7 A \$25 Appeals Fee must accompany any formal Appeal. ~~This~~ This fee is refunded if the appeal is successful.

Related Procedures:

- [Procedure 11.26.001 Rules for Election to the Board - Students](#)
- [Procedure 11.26.003 Nominations by the Alumni Association for Appointed Members of the VIU Board of Governors](#)
- [Procedure 11.26.004 Selection, Appointment, Re-appointment of a Board Member](#)
- [Procedure 11.26.005 Selection, Appointment, Re-appointment of a Chancellor](#)

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Note: Although this is a Board related procedure, according to Section 43 (1) of the University Act the senate must make and publish all rules necessary and consistent with this Act in respect of nominations, elections and voting.