

## ELECTION RULES AND PROCEDURES

The following rules and procedures for both the College Board and Education Council elections are in accordance with the College and Institute Act. In the event of any conflict between the rules and procedures and the Act, the College and Institute Act shall prevail.

The Registrar is responsible for the administration of elections.

### DEFINITIONS

According to the College and Institute Act:

**Educational Administrator** is defined as “a dean, vice president or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the institution, and does not include the president”.

**Faculty member** is defined as “an instructor, librarian, tutor, counsellor, research associate, program coordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the Labour Relations Code, for the institutions and faculty members specifies to be a faculty member”.

**Student** is defined as “a person the Registrar recognizes to be enrolled and in good standing in a course or program of studies at the institution”.

- For the purposes of elections, a student is an individual who is enrolled in at least one credit course and in good standing at the institution.

**Support Staff** is defined as “the employees of the institution who are not the president, educational administrators or faculty members”.

### SCHEDULE FOR ELECTIONS

The regular nomination and election of faculty, student and staff representatives for the College Board and Education Council will normally be scheduled in the winter semester of each year, and will be completed by April 15. New members assume office September 1. Terms will always end August 31, therefore, positions filled through by-election will be less than the full term.

If needed, by-elections will be held to fill vacancies. If a vacancy is less than three (3) months, a by-election will not be held. The Registrar (or designate) is responsible for preparing the election schedule and will distribute the schedule to involve representative groups prior to the election.

The specific dates of nominations, campaigning, and voting shall be established by the Registrar.



## REPRESENTATION AND TERM OF OFFICE

Faculty, students and support staff may not hold an elected position on both the College Board and Education Council concurrently.

Faculty and support staff may serve no more than two (2) full consecutive terms on the College Board and Education Council. Faculty and staff may subsequently serve again following a break in holding the elected position.

Students may serve no more than three (3) full consecutive terms on the College Board and Education Council. Students may subsequently serve again following a break in holding the elected position.

### FACULTY

#### *College Board*

Faculty will elect one representative to the College Board who will serve for a term of three (3) years and may be elected to one (1) additional consecutive term. The Faculty representative will be elected from the faculty at large.

#### *Education Council*

Faculty will elect a total of ten (10) representatives to the Education Council who serve for a term of two (2) years and may be elected to one (1) additional consecutive term.

- There will be two (2) faculty members nominated and elected as Members at Large.
- There will be eight (8) faculty members nominated and elected to represent the academic and divisions and support program areas. The academic divisions and program areas will nominate from within their respective areas and elect one representative each.
  - Faculty of Child, Family and Community Services
  - Faculty of Commerce and Business Administration
  - Faculty of Health Sciences
  - Faculty of Humanities and Social Sciences
  - Faculty of Language, Literature & Performing Arts
  - Faculty of Science & Technology
  - Learning Resources
  - Student Affairs and Services

During the term of office for the College Board or Education Council, a faculty member must:

- Continue to meet the definition of a faculty member as defined in the College and Institute Act.
- Continue to be an employee of Douglas College, as defined in the Collective Agreement Between Douglas College and Douglas College Faculty Association.

If any of the above-mentioned conditions are not met, the representative must forfeit the seat on the College Board or Education Council.

### STUDENT

A student candidate may not be directly employed by the College as a faculty, support staff or administrative member.

### ***College Board***

Students will elect two (2) representatives to the College Board who will serve for a term of one (1) year and may be elected to two (2) additional consecutive terms. The student representatives will be elected from the students at large.

### ***Education Council***

Students will elect four (4) representatives to the Education Council who will serve for a term of one (1) year and may be elected to two (2) additional consecutive terms. The student representatives will be elected from the students at large. At least one is from the Coquitlam campus and one is from the New Westminster campus.

- A student from the Coquitlam campus is a student who is registered in 50% of their courses offered at the Coquitlam campus.
- A student from the New Westminster campus is a student who is registered in 50% of their courses offered at the New Westminster campus.

During the term of office, a student member of the College Board or the Education Council must:

- Maintain registration in at least one credit course at the College for at least two (2) semesters of the term of office.
- Not withdrawn or be required to withdraw from the College.

## **SUPPORT STAFF**

### ***College Board***

Support staff will elect one (1) representative to the Board who will serve for a term of three (3) years and may be elected to one (1) additional consecutive term. The support staff will be elected from the support staff at large.

### ***Education Council***

Support staff will elect two (2) representatives to the Education Council who will serve for a term of two (2) years and may be elected to one (1) additional consecutive term. The support staff will be elected from the support staff at large.

During the term of office for the College Board or Education Council, a support staff member must:

- Continue to meet the definition of a support staff member as defined in the College and Institute Act.
- Continue to be an employee of Douglas College, as specified above.

If any of the above-mentioned conditions are not met, the representative must forfeit the seat on the College Board or Education Council.

## **NOMINATION**

The nomination period will commence according to the published election schedule. Candidates must be voters of their representative group (faculty, student or support staff) and nominators must be eligible to vote for the person they are nominating.

- Each nominee must complete an official nomination form. Each nomination must be supported by nominators within the constituent group (see below for number of nominators to support nomination):
  - Faculty – 3 nominators



- Student – 15 nominators (nominators must attend at least 50% of their courses at the campus which the candidate seeks to represent)
- Support Staff – 3 nominators
- Eligibility to be nominated and to co-sign a nomination will be validated from an authorized voters list
- Nominations must be submitted within a specified period of time to be determined and publicized by the Registrar. Nominations received after this date will not be considered.
- Each nominee must submit a candidate's statement of no more than 250 words electronically along with their nomination form.
- All candidates' statements will be made available to eligible voters.

## **FACULTY**

All regular and contract faculty are eligible for nomination, with the exception of faculty who are on an approved leave from the College (other than Education Leave) at the time of the election or during the term of office.

All regular and contract faculty are eligible to vote in the elections.

Voting for representatives will take place within each academic division and support program area. Faculty holding appointments in more than one department will be considered eligible to be nominated or vote within the department where he or she teaches the highest percentage of their individual course load. If the percentage is equal, the faculty member must designate his/her constituency of choice to the Registrar.

## **STUDENT**

All students who are registered in a minimum of one credit course at the time of the call for nomination or election are eligible for nomination or to vote.

## **SUPPORT STAFF**

All regular support staff are eligible for nomination, with the exception of staff who are on an approved leave from the College (other than Education Leave) at the time of the election or during the term of office.

All regular support staff and auxiliaries who have worked in the six months prior to the election, are eligible to vote.

## **ELECTION PROCESS**

### **NOTICE PERIOD**

There shall be not less than seven (7) calendar days of notice provided to each representative group prior to the opening of nominations for a regular election. Notice for a by-election shall be seven (7) calendar days.

### **NOMINATION PERIOD**

The nomination period for a regular and by-election shall be fourteen (14) calendar days.

### **CAMPAIGNING RULES**

At the close of nominations, the Registrar (or designate) will announce candidate names and make candidate statements available. Candidate campaigning and the voting process will occur over a period designated by the Registrar (or designate). Prospective nominees must not campaign until the Registrar has designated them as a candidate.



For a regular and by-election, the campaign period shall be no less than seven (7) calendar days inclusive of voting days.

Each candidate is required to act reasonably, responsibly and in good faith; and shall be required to ensure they are aware of and comply with, all rules, policies and procedures of the College.

- Campaign materials shall only contain information related to the candidates' platform and related information regarding the schedule of the election.
- Candidates may not collect the personal information of members for the purpose of emailing them or contacting them during the election period regarding the election.
- Campaign materials and their use may not contradict College policies regarding communication and technology use and must respect the privacy rights of individuals.
- With the exception of college bulletin boards and resources managed by the representative groups, all candidates are prohibited from utilizing college communication resources.
  - This includes email distribution lists (ie: departmental list-serves, websites, or other tools and information available to the candidate as a member of the college community). Should all candidates with a representative stakeholder group agree to the use of a specific college medium, an exception may be made at the discretion of the Registrar.
- Candidates may not campaign in a classroom during a class period.
- Candidates shall ensure all physical campaign materials posted on bulletin boards are removed by noon the day following the election period. Candidates will adhere to Facilities procedures regarding signage and posters, and any guidelines established by the Registrar.

## **VOTING**

Voting will be conducted electronically, and will commence in accordance with the schedule published by the Registrar.

Balloting procedures will ensure that only eligible voters cast ballots, that anonymity is guaranteed for voters, and only votes cast within the designated voting period will be considered. Voters must be part of the official voters list to cast a ballot. Voters may cast only one ballot for each representative group to which they are eligible to vote, and the candidate who receives the most votes in a particular category shall be considered elected. The Registrar (or designate) will be responsible for tabulating the ballots. In the case of a tie, the Registrar, in conjunction with the two candidates, will decide the outcome by a toss of a coin. Candidates may request a recount if the official tabulation indicates there is a margin of difference between candidates of ten (10) votes or less.

The Registrar (or designate) will be responsible for informing all candidates of the results and will announce the name(s) of the successful candidate(s) to the College community. Ballot totals will be available upon request to candidates only.

## **CONDUCT OF CANDIDATES**

To ensure fairness, integrity, and professionalism, candidates will conduct themselves in accordance with all relevant College and representative group policies, and shall abide by any election and campaign regulations,

rules and/or guidelines established by the Registrar; failure to do so may result in disqualification. A disqualification may be appealed under the election appeals procedure.

Once elected, members are expected to act in the best interests of the institution.

**APPEALS**

Only the election procedures may be appealed, and candidates are eligible to file a written request for an appeal to the Registrar within three (3) business days of the announcement of election results. Appeals must provide specific grounds for the appeal, indicating that due process was not followed, important evidence was missing, or the decision was inconsistent with the principles of natural justice.

An Elections Appeal Committee will be made of the following:

<b>College Board Appeal</b>	<b>Education Council Appeal</b>
Board Chair ( <i>voting</i> )	Education Council Chair ( <i>voting</i> )
College President & CEO ( <i>voting</i> )	One Senior Administrator ( <i>voting</i> )
One Board representative ( <i>voting</i> )	One Education Council representative ( <i>voting</i> )
Registrar ( <i>ex-officio chair and non-voting</i> )	Registrar ( <i>ex-officio chair and non-voting</i> )

In matters involving an appeal of the Registrar, the Associate Vice-President, Academic and Student Affairs shall chair the proceedings. In the event of a conflict of interest with voting members that the Registrar has determined, another voting member will be selected in consultation with the appellant. The appellant will attend the hearing. Decisions rendered by the Appeal Committee are final and binding. Those who have been declared elected are confirmed in their positions until the appeal has been concluded.