

BOARD PROCEDURE: Internal Election of Board Members

REFERENCE NUMBER:	BP-003
APPROVAL DATE:	<i>Original:</i> March 2000
REVISION DATE(S):	January 27, 2003 (By-law 1-102 Appendix F); June 23, 2004; June 22, 2011; June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	2022

In accordance with Regulation under the *Ontario Colleges of Applied Arts and Technology Act, 2002*, all members of the four constituent groups of Sir Sandford Fleming College (Academic, Administrative, Support Staff and Student) shall have an opportunity to participate in the nomination and election process for membership on the Board.

1. Definition of Constituent Groups

- (a) "Academic staff member" means a person who is employed full- or part-time by the College as a professor, counsellor, instructor or librarian.
- (b) "Administrative staff member" means a person who is employed full- or part-time by the College who does not fit the definition of an Academic staff member or a Support staff member.
- (c) "Support staff member" means a person who is employed full- or part-time by the College as a member of the office, clerical, technical, health care, maintenance, building services, shipping, transportation, cafeteria or nursery staff.
- (d) "Student member" means a person enrolled full- or part-time in a course or program of instruction at Fleming College who is elected by and from within the student population.

"Program of instruction" means a group of related courses leading to a degree, diploma or certificate.

- 1.1 For each of the staff groups, eligibility will be determined by employee status on the date of the election. In order to be nominated or to vote, persons in each category must remain an employee of the College under the terms of the Collective Agreement for his/her constituent group or the Administrative Terms and Conditions of Employment.
- 1.2 All members of the Executive Leaders Team are excluded from eligibility to run as the Administrative staff member but are eligible to nominate and to vote.
- 1.3 Students must be aged 18 or older, a current Fleming College student, and returning as a Fleming College student in September in order to be nominated. The student member must have (at the time of nomination) and maintain (if elected) good academic standing, a 2.0 Grade Point Average (GPA) or higher.
- 1.4 Contractors and vendors are not employees of the College and are not eligible to stand for election or vote.

2. Vacancies

- 2.1 Each January, the Board Secretary identifies to the Executive Committee the upcoming vacancies from among the internal Board members.

2.2 As the term of office for Student governor is one year, a student governor election shall be announced and held annually as part of the above election process.

3. Election Dates

3.1 Elections shall be held no later than April 30 in any year.

4. Chief Election Officer and Duties

4.1 The Board of Governors appoints the Board Secretary as Chief Election Officer (hereafter known as the Election Officer) to oversee the process for all internal elections.

4.2 The Election Officer is responsible for preparing all written and electronic communications to inform the constituents of the election.

5. Call for Nominations

5.1 The Election Officer will issue a Call for Nominations in February/March each year through internal email and posted on appropriate areas of the College's website or applicable Portal. The call will include the positions for which the elections are being held, details of the electoral process including the election date and deadline for nominations. It is the responsibility of all students and staff, including those who are absent from the workplace because of short- or long-term disability, maternity leave, sabbatical or other valid reason, to access the information via the Portal.

5.2 A valid nomination includes the names, signatures and student/employee number of four nominators from the same constituency group. Two nominators must be from a Fleming College campus other than that of the nominee, e.g. a Sutherland student must have two student nominators from either the Frost, Haliburton or Cobourg Campuses.

5.3 Nominees and nominators for a governor from a constituent group must be members of that constituent group.

5.4 A candidate is eligible to stand in nomination in one constituent group only.

5.5 A member of a constituent group may sign the nomination paper for more than one candidate of the group for nomination.

6. Confirmation of Nomination

6.1 Candidates must provide a statement of intent which is made public as part of the announcing of candidates. The statement and completed nomination form is confirmation of a candidate's willingness to stand for election. All those nominated attend an information/orientation session with the Election Officer prior to the Election Notice going out.

6.2 Information for each group will be available on the Fleming College website and will provide details of the process including dates and deadlines, roles/responsibilities of a Governor, and Quick FAQs.

6.3 The Election Officer will review all nomination papers for conformity to this procedure and treat all nominations in confidence.

6.4 The names of all valid nominated candidates for each group, in alphabetical order, will be prepared by the Election Officer and posted on the College's website or applicable portal, notifying the constituent group(s) of their candidates.

7. Campaigning

- 7.1 The candidates' statement of intent becomes part of the election notice which begins the campaign period.
- 7.2 Campaign costs are at the expense of the candidate. A small budget of no more than \$50 for each candidate may be expensed through the Board Office. To be reimbursed, a completed Expense Statement including itemized receipts must be provided within four weeks following the election.
- 7.3 Candidates must adhere to all College policies and procedures including (but not exclusively) the policies and procedures related to employee and student conduct, discrimination and harassment, and posting of signs. Use of social media is acceptable.
- 7.4 Any and all signs or posters must be removed 24 hours prior to the first voting day. No lobbying for candidates may occur during posted voting days. All campaigning ends at the close of business as posted.
- 7.5 All staff candidates will be provided the opportunity to participate in one broadcast email to be sent globally to their constituent group through College Communications. Student candidates work through the Directors of Communications for the Student Administrative Council and Frost Student Association.

8. Voting

- 8.1 Electronic voting will be carried out through Fleming Data Research. The system allows only one vote per person. Electronic voting stations may be set up to allow voters who do not have access to computers the opportunity to vote.
- 8.2 It is the responsibility of all students and staff, including those who are absent from the workplace because of short- or long-term disability, maternity leave, sabbatical or other valid reason, to access the information via the Portal.
- 8.3 The results of voting will be tabulated electronically by Fleming Data Research.
- 8.4 Candidates will be informed of the results immediately following the close of the election process. The Board of Governors will be informed of the results at the next Board meeting.
- 8.5 If only one nomination to represent a constituency group has been received at the close of nominations, that individual will be declared elected by acclamation.

9. Equality of Votes:

- 9.1 In the event two candidates receive an equal number of votes, the results shall be determined by a drawing of lots by the candidates themselves under the supervision of the Election Officer.
- 9.2 The winner of such drawing shall be declared to have been elected. Representatives from the applicable academic and support staff unions and the Fleming College Administrative Staff Association can also be present at the draw if they choose.
- 9.3 The draw will be held as soon as possible after the candidates have been notified of the need for a tie-breaking draw.

10. Dispute Resolution Procedure

- 10.1 A nominee is responsible for notifying the College President in writing of an election dispute within 48 hours of the polls closing. An Election Appeal Committee (consisting of the College

President, one Governor from the Board Executive, two internal board members and a member of the local union executive) will convene for the purpose of resolving a dispute.

11. Term

- 11.1 Subject to legislative requirements, the term of appointment for the academic, administrative and support staff internal members is for three years (September 1 through to August 31) renewable once subject to re-election.
- 11.2 The term of appointment for the student governor is one year, renewable once subject to re-election.
- 11.3 The student constituency group may also elect a second representative whose term runs parallel to that of the student governor. The student with the next highest number of votes from a Campus other than that of the election winner will be declared the **Student Observer**.
- 11.4 Should such a candidate decline, the appointment of the next runner-up from other campuses will be sought. In the event of no such replacement (i.e. the individual was acclaimed), the Board may endeavour to appoint a Student Observer.
- 11.5 Elections and/or interim appointments may be necessary at other times should resignations occur.

12. Mid-term Vacancies

- 12.1 The term originally established will be maintained to ensure staggered terms for internal Governors.
- 12.2 In case of resignations during an elected term, the candidate with the next highest number of votes will be invited to assume the vacant position. Should this candidate decline, the next candidate in line will be invited to serve.
- 12.3 In the event of no such replacement (i.e. the individual was acclaimed), the Board may endeavour to appoint a replacement for the duration of the term.

History of Amendments/Reviews:

Section(s)	Date	Comments
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)