

Procedure Title:	Election of Internal Members to the Board of Governors
Procedure ID:	Board Procedure - BP-003
Manual Classification:	Board of Governors
Linked to Policy:	The Sir Sandford Fleming College of Applied Arts and Technology By-Law 1
Approved by Board of Governors:	March 23, 2022
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Next Review Date:	April 1, 2025
Contacts for Procedure Interpretation:	Manager of Operations – President's Office

1.0 – Background

The following operating procedure is in accordance with Ontario Regulation 34/03 under the Ontario Colleges of Applied Arts and Technology Act, 2002, and The Sir Sandford Fleming College of Applied Arts and Technology By-Law 1.

2.0 – Administration of Operating Procedure

2.1 The Office of the President is responsible for administration of the operating procedure on behalf of the Governance Committee and the Board of Governors.

2.2 The President appoints the Manager of Operations – President's Office as the Election Officer to oversee the process for internal elections. The Election Officer is also responsible for identifying upcoming internal Governor vacancies to the Governance Committee.

2.3 The President appoints the Senior Administrative and Media Relations Advisor to oversee college election communications and candidate campaigning.

3.0 – Constituent Groups

3.1 All members of the four (4) constituent groups of Fleming College (academic, administrative, support staff and student), as defined below, have an opportunity to participate in the nomination and election process.

3.2 Definitions of constituent groups:

- (a)** "Academic staff member" means an employee who is employed full or part-time by the college as a professor, counsellor, instructor or librarian.
- (b)** "Administrative staff member" means an employee 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 by the college as a member of the office, clerical, technical, health care, maintenance or building service staff.
- (d) "Student member" means a person enrolled full or part-time in a course or program of instruction at Fleming College. "Program of instruction" means a group of related courses leading to a degree, diploma or certificate.

4.0 – Nominations

4.1 The President's Office will issue a call for nominations in the Winter semester via website, college email and the college's social media platforms. The call for nominations will include the internal Governor positions for which the elections are being held and details of the electoral process including the deadline for nominations.

4.2 A nominee is a member of their respective constituent group (academic, administrative, support staff and student), who declares their interest in being a candidate to run for election.

4.3 To be considered a candidate for an internal Governor position the nominee must:

- complete and submit the required electronic self-nomination form; and,
- have four (4) individual nominators from their respective constituent group complete and submit the required electronic nominator form.

4.4 A nominee is eligible to be nominated for one constituent group only.

4.5 A nominator must be a member of the same constituent group as the candidate.

4.6 A nominator may nominate more than one nominee of the same constituent group.

5.0 – Candidate Qualifications

5.1 Qualified candidates will have completed and submitted the required electronic nominee form and will have four (4) nominators from their respective constituent group submit the required electronic nominator forms, as per sec. 4.3.

5.2 Candidate qualifications:

- (a) For the student constituent group, the candidate must:
 - be enrolled full or part-time in a course or program of instruction at Fleming College. "Program of instruction" refers to a group of related courses which upon completion lead to a degree, diploma or certificate.
 - be a student in good standing; and
 - be a student for the duration of the term they would serve.
- (b) For the academic/administrative/support staff constituent group, the candidate must:
 - be an employee working at Fleming College in a full-time/part-time/sessional/partial load position;
 - be an employee of their consistent group for the duration of the term they would serve; and,
 - not be a member of the Senior Management Team.

- (c)** The following individuals are disqualified from being an internal governor candidate:
- an individual who is less than 18 years of age, or
 - an individual who has the status of a bankrupt, or
 - an individual who is a student or an employee of another postsecondary institution, or
 - an individual who is an employee of the federal or provincial government.

5.3 Qualified candidates are eligible to run in only one of the constituent groups as described in sec. 3.0.

5.4 Where only one candidate has been officially nominated and deemed qualified for candidacy then the candidate will be declared elected by acclamation.

6.0 – Confirmation of Candidacy

6.1 The Election Officer will review all nominees and determine if they are qualified for candidacy using the applicable criteria as defined in sec. 5.0.

6.2 Nominees who have met the required criteria for their respective constituent group will be confirmed as candidates qualified to stand for election.

6.3 Prior to campaigning all qualified candidates must meet with the Election Officer and Senior Administrative and Media Relations Advisor to review and agree to abide by the Election of Internal Members to the Board of Governors, Board Procedure - BP-003.

6.4 Failure to meet with the Election Officer and Senior Administrative and Media Relations Advisor will result in the nominee's disqualification for candidacy.

7.0 – Notice of Election

7.1 Notice of the election will be communicated by the President's Office via website, college email and the college's social media platforms.

7.2 Should no candidate for a constituent group be nominated, the election period for that constituent group may be extended at the discretion of the Governance Committee.

8.0 – Campaigning

8.1 The campaigning period will commence at least ten (10) days prior to the election date (final day of voting).

8.2 The Senior Administrative and Media Relations Advisor, on behalf of the candidates will:

- notify each college constituent group via college email of their internal Governor candidates for election; and,
- announce each of the internal Governor candidates for each constituent group using the college's email and social media platforms.

8.3 Candidates must ensure their campaign materials are reviewed and endorsed by the Senior Administrative and Media Relations Advisor prior to posting/publishing.

8.4 Candidates must adhere to all College policies and procedures including (but not limited to) the policies and procedures related to employee and student conduct, discrimination and harassment, and posting of signs.

8.5 Campaigning concludes end of business on the day prior to election date.

8.6 No lobbying for candidates may occur on election day. Failure to comply with sec. 8.5 will result in the candidates disqualification.

9.0 – Voting

9.1 A voter is a member of the constituent group as defined in sec. 3.0 who is permitted to cast a ballot in the internal Governor election.

9.2 Voting will take place using the college's electronic voting system through Fleming College's Business Intelligence and Research Services. The electronic voting system will require voters to log in and be authenticated as an eligible voter.

9.3 Voting will open and close at a designated date and time as determined by the Election Officer.

9.4 Voting will close no later than one (1) month prior to the regular meeting of the Board in June of each year.

10.0 – Election Results

10.1 Votes will be tabulated by Fleming College's Business Intelligence and Research Services.

10.2 Fleming College's Business Intelligence and Research Services will provide to the Election Officer and the Senior Administrative and Media Relations Advisor the official tabulation of the election results no later than 1 (one) business day after the vote closes.

10.3 The Election Officer will notify the President, the Chair of the Governance Committee, and the Chair of the Board of Governors of the election results in writing. Notification will include the name(s) of the internal Governors either elected or acclaimed.

10.4 The Election Officer will advise all candidates of the election results in writing, via college email.

10.5 The Senior Administrative and Media Relations Advisor will advise the College community of the election results via college email.

10.6 The Governance Committee will submit the names of the elected or acclaimed internal Governors to the Board of Governors for official appointment at the next scheduled Board meeting.

10.7 In the event that two candidates for a constituent group receive the same number of votes the result will be determined by the Governance Committee. The decision of the Governance Committee is final and binding.

11.0 – Election Appeal

11.1 Within five (5) business days of the election results, a candidate may appeal the election result by submitting their appeal in writing to the Office of the President.

11.2 Ten (10) days after receiving the nominee's appeal, an Election Appeal Committee consisting of the College President, the Chair of the Governance Committee, and the Chair of the Board of Governors will review the appeal and render a decision.

11.3 The decision of the Election Appeal Committee is final and binding.

12.0 – Terms

12.1 Term limits are stipulated by the Regulation under the Ontario Colleges of Applied Arts and Technology Act, 2002 and are in accordance with Sir Sandford Fleming College's By-law 1. sec. 5.0.

12.2 All Internal Governors take office on the first day of September in the year of their election.

12.3 Internal Governors, other than the elected student, are elected for a term not to exceed three (3) years.

12.4 Internal Governors, other than the elected student, are eligible for re-election for successive terms not to exceed six (6) years in total; however, following two (2) years' continuous absence from the Board, an individual is eligible for re-election.

12.5 The elected student shall serve a two (2) year term and are eligible for re-appointment so long as they maintain their status as a student as defined in section 3.2 (d). A student shall not serve for more than three (3) years consecutively; however, following two (2) years' continuous absence from the Board, a student is eligible for re-election.

12.6 Should the elected student graduate prior to the expiration of their term, they may remain as a Governor until August 31st of the year in which they graduate.

13.0 – Mid-term Vacancies

13.1 The Election Officer will report internal Governor mid-term vacancies to the President, the Chair of the Governance Committee, and the Chair of the Board of Governors.

13.2 The Governance Committee and the Election Officer will assess the circumstances surrounding the vacancy and determine the appropriate course of action.

14.0 – Related Documents

- Ontario Regulation 34/03 under the Ontario Colleges of Applied Arts and Technology Act, 2002
- The Sir Sandford Fleming College of Applied Arts and Technology By-Law 1

15.0 – History of Amendments & Reviews

- Operating Procedure approved by the Board of Governors, June 28, 2017

