



Election Procedures

Effective Date: November 16, 2023

Supersedes: September 22, 2022; September 21, 2021; November 19, 2020;
November 26, 2016; January 30, 2014

Pursuant to the provisions for membership on the Board of Governors (hereinafter referred to as the Board) as set out in the University of Western Ontario Act 1982 as amended in 1988 and 2016 (hereinafter referred to as the Act) and By-Law No. 1, the following shall be the procedures for election or appointment to the Board.

For purposes of these Election Procedures, “the University” means Western University, excluding the Affiliated University Colleges; and

The “Affiliated University Colleges” means Brescia University College, Huron University College, and King’s University College.

A. THE ELECTION OF FACULTY-AT-LARGE, ADMINISTRATIVE STAFF, UNDERGRADUATE STUDENT, AND GRADUATE STUDENT MEMEBRS

A.1 General

- (1) The University Secretary shall have responsibility for overseeing all aspects of Board elections including engaging and promoting the electoral process, administering elections including voting, ruling on election matters in accordance with these Procedures, and communicating information to the public and candidates.
- (2) The schedule for calling for nominations, publication of candidates' names, and timelines for campaigning and balloting shall be as published by the University Secretary on or before November 30 each year. Normally, nominations are open for approximately two weeks in early January, followed by a campaign period.
- (3) Candidates for election must be nominated by means of an official nomination form available from the University Secretary and accessible on the University Secretariat website.
- (4) Nomination forms must be supported by 3 persons eligible to vote in the constituency to be represented.

- (5) The nomination forms shall convey information on eligibility for and restrictions upon election to the Board, as provided in the Act, collective agreements, memorandums of agreement and Board policy.
- (6) Nominees must declare on the nomination form:
 - (a) that they are willing to stand as candidates for election and to serve if elected;
 - (b) that they meet the eligibility requirements for the constituency; and
 - (c) that they are validly supported in their nomination, including the specifics of that support (such as the names of nominators).
- (7) Nominees must submit with the nomination form a statement of interest up to a limit of 200 words and may submit a digital photograph for publication. The statement and digital photograph (if provided) of the candidate will be posted on the election website and linked to the ballot, and by submitting the statement and photograph, candidates agree to such posting.
- (8) Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the University Secretary.
- (9) When only sufficient nominations to fill the vacancies for any constituency are received, the University Secretary shall declare the person or persons elected by acclamation, except when more than one seat with varying term lengths are to be filled and a vote is required to determine the candidate who shall serve the longer term. Where no candidates are nominated for the faculty or staff constituencies, the seat shall remain vacant until the next election. Where no candidates are nominated for a student constituency, the seat shall be filled in a manner determined by the Governance and By-Laws Committee.
- (10) Except where election is by acclamation, election shall be by secret ballot by those eligible to vote in the constituency concerned. Names shall be listed on the ballot by last name alphabetically.
- (11) The candidate receiving the largest number of votes shall be elected. Should there be more than one seat to be filled in a constituency in any given election, the candidate with the most votes received shall be elected to the longer membership term and the candidate with the next highest number of votes shall be elected for the shorter membership term.
- (12) In cases where two or more candidates receive the same number of votes, the tie shall be broken by a lottery conducted by the University Secretary in the presence of the tied candidates or their agents.

- (13) An election shall not be invalidated by any irregularity which, as determined by the University Secretary, does not affect the outcome. Notification of any irregularity must be received by the University Secretary within five business days of the closing of the polls.
- (14) The results of the election shall be announced as soon as possible after the closing of balloting. The number of votes received by each candidate will be made public.
- (15) A list of voting results, validated by the University Secretary, and nomination forms shall be retained for a period of at least two years.

A.2 Eligibility

A.2.1 Faculty-at-Large Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be a full-time member of the Faculty of the University, or a Clinical Academic appointed under *Conditions of Appointment for Physicians (2017)*, at the rank of Assistant Professor or higher who has held academic appointments at the University for at least four academic years. Elected faculty whose employment status at the University ends during their term shall cease to be Board members.
- (2) The following members of Faculty are **eligible to vote**:
 - (a) all full-time members of the academic staff of the University at the rank of Lecturer, Assistant Professor, Associate Professor, or Professor;
 - (b) all Clinical Academics appointed under *Conditions of Appointment for Physicians (2017)*, at the rank of Assistant Professor, Associate Professor, or Professor; and
 - (c) all part-time members of the academic staff of the University at the rank of Assistant Professor or higher who are listed as such in the records of Human Resources.

A.2.2 Administrative Staff Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be a member of the full-time administrative staff of the University and be listed as such in the records of Human Resources. A member of the full-time administrative staff of the University who is a member of Faculty (excluding limited duties appointments) is not eligible for election in the administrative staff constituency. Elected administrative staff whose employment status at the University ends during their term shall cease to be Board members.

- (2) All members of the full-time administrative staff of the University, except those who are members of Faculty (excluding limited duties appointments), are **eligible to vote** in the administrative staff constituency.

A.2.3 Undergraduate Student Constituency (2 members)

- (1) To be **eligible for election**, a candidate must be an undergraduate student in the University who will have completed one academic year as a full-time student or the equivalent as a part-time student by the start date of the term of the seat. Full-time and part-time undergraduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the undergraduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All full-time and part-time undergraduate students in the University are **eligible to vote** in the undergraduate student constituency.

A.2.4 Graduate Student Constituency (1 member)

- (1) To be **eligible for election**, a candidate must be a graduate student in the University as may be verified by the official student records of the University. Graduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the graduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All graduate students in the University are **eligible to vote** in the graduate student constituency.

A.3 Procedures:

A.3.1 Faculty-At-Large/Administrative Staff Constituencies

- (1) In a year in which vacancies occur in the Faculty-at-Large or Administrative Staff Constituencies, the University Secretary shall call for nominations.
- (2) Completed nomination forms must be submitted to the University Secretary in accordance with the deadline provided in the posted Election Schedule. The

University Secretary shall publish the list of valid nominations on the University Secretariat website within two business days after the close of nominations. The official list shall be organized by constituency with candidates listed alphabetically by last name and with the title and academic/administrative unit of each nominee.

- (3) Balloting will be conducted during a designated period using a secure electronic platform.
- (4) The University Secretary shall publish the names of the successful candidates on the University Secretariat website, as soon as possible after the close of balloting.

A.3.2 Undergraduate Student and Graduate Student Constituencies

- (1) When possible, elections to the Undergraduate and Graduate Student Constituencies are timed to run in conjunction with the University Students' Council (USC) and Society of Graduate Students (SOGS) presidential elections. Calls for nomination will be issued in accordance with the posted Election Schedule. Undergraduate students may be required to submit a bond to the USC, subject to the USC's By-Law #2 – Election Procedures of the University Students' Council.
- (2) A mandatory all-candidates meeting will be scheduled for undergraduate student candidates following the close of nominations. Undergraduate student nominees who do not attend or have not made arrangements to send an alternate will be disqualified from candidacy. Following the all-candidates meeting, the University Secretary shall publish a list of valid nominations on the University Secretariat website for the undergraduate and graduate student constituencies. The official list shall be by last name alphabetically and show for each candidate the academic program and year of registration as recorded in the official student records of the University.
- (3) For undergraduate students, the University Secretary may employ the USC Election Committee to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the University Secretary by 4:00 p.m. of the second working day following the date of the letter notifying the candidate of the Election Committee's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in USC By-Law #2 and those of the Board, the policies and procedures of the Board shall take precedence and the final authority for resolving all disputes in such matters shall rest with the University Secretary.
- (4) For graduate students, the University Secretary may employ the SOGS CRO and Appeals Review Commission to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the

University Secretary by 4:00 p.m. of the second working day following the date of the letter notifying the candidate of the Appeals Commission's decision that the candidate be disqualified. Where there is inconsistency between the policies and procedures stated in SOGS election regulations and those of the Board, the policies and procedures of the Board shall take precedence and the final authority for resolving all disputes in such matters shall rest with the University Secretary.

- (5) When either the USC or SOGS processes are not employed, candidates will be required to adhere to the campaign requirements and processes established by the Governance and By-Laws Committee of the Board.

B. CONSTITUENCIES: FACULTY ELECTED BY SENATE; ALUMNI MEMBERS; BOARD-ELECTED MEMBERS

B.1 Faculty Elected by Senate (2 members)

- (1) To be eligible for election by the Senate, the candidate must be a member of the faculty constituency of Senate (see A.2.1 of the Senate Election Procedures) and a member of the Senate at the time of election.
- (2) The election of members to the Board by the Senate shall be the responsibility of the Senate and by such procedure as the Senate shall determine.

B.2 Members Elected by the Alumni Association (4 members)

The election of members to the Board by the Alumni Association shall be the responsibility of the Association.

B.3 Members Elected by the Board (4 members)

- (1) The election of members by the Board under section 9(1) of the Act, clause (h) shall be by a majority of those members of the Board entitled to vote in such election present at the meeting at which the election takes place, provided that a quorum of fourteen such eligible members are present.
- (2) The Senior Policy and Operations Committee shall be responsible for the identification of candidates as vacancies occur and shall make nominations to the Board.
- (3) Voting shall be by show of hands, ballot or electronic means as may be determined by the Chair of the Board.

C. FILLING OF VACANCIES - Elected and Appointed Members

C.1 When a vacancy occurs prior to the expiration of the membership term of a member elected by the faculty-at-large, the administrative staff, or students, action in respect to the filling of the vacancy shall be as follows:

- (1) If the time remaining in the term of office is six months or less, the seat shall normally remain vacant until the next regular election. However, for faculty, administrative staff and student constituencies, if the time remaining in the term of office is six months or less and the vacancy occurs after the February elections and prior to the commencement of new terms in July, the member-elect in the same constituency will be invited by the University Secretary to assume the vacant seat.
- (2) If the time remaining in the term of office is more than six months but less than two years, the vacancy shall be filled from among the eligible candidates of the constituency concerned who were unsuccessful in the last election, in a priority determined by the votes received from most to least in that election, and provided that to be thus eligible a candidate must have polled at least 30% of the votes cast in that election. Failing such circumstances, the University Secretary shall call a by-election.
- (3) If the time remaining in the term of office is more than two years, the vacancy shall be filled by a by-election.

The conduct of a by-election shall be the same as that of a regular election.

C.2 When a vacancy occurs prior to the expiration of the membership term of a member elected or appointed by the Council of the City of London, the Lieutenant Governor in Council, the Alumni Association, the Senate, or the Board, the body responsible for electing or appointing such member shall be requested to appoint a person to fill the vacancy for the time remaining in the membership term except that if the time remaining in the term of office is six months or less, the Board may declare by resolution that the seat remain vacant until the next regular appointment period.