

Election Procedures

Special Resolution: No. 9

Effective Date: November 24, 2016

Revised: January 30, 2014

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

**A. CONSTITUENCIES: FACULTY-AT-LARGE, ADMINISTRATIVE STAFF,
UNDERGRADUATE STUDENTS, GRADUATE STUDENTS**

A.1 General

- (1) The Secretary of the Board of Governors shall be the Chief Returning Officer.
- (2) The schedule for calling of nominations, publication of candidates' names, and time lines for balloting shall be as published from time to time by the Secretary of the Board. Normally, nominations are open for approximately three weeks in early January, followed by a one- to two-week campaign period (depending on constituency), with a two-day web-voting period following the close of campaigning.
- (3) Candidates for election must be nominated by means of an official nomination form available from the Secretary of the Board and accessible on the Secretariat's website:
<http://www.uwo.ca/univsec/>
- (4) Nomination forms must be signed by ten (10) persons eligible to vote in the constituency concerned. A nominator may not nominate more candidates than there are seats to be filled in the constituency.
- (5) The nomination forms shall convey information on eligibility for and restrictions upon election to the Board, as provided in the University Act, collective agreements 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.
- (7) Nominees may submit with the nomination form a biographical statement or other comments up to a limit of 75 words and a digital photograph for publication. The Secretary shall have discretion in restricting the published statement to 75 words should that submitted be in excess of this limit. The statement, and a digital photograph 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 Secretary of the Board.
- (9) When only sufficient nominations to fill the vacancies for any constituency are received, the Secretary of the Board shall declare the person(s) 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 Bylaws Committee.
- (10) Except where election is by acclamation, election shall be by secret ballot by those eligible to vote in the constituency concerned.
- (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 plurality of votes 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 Secretary of the Board in the presence of the tied candidates or their agents.
- (13) An election shall not be invalidated by any irregularity which does not affect the outcome of such an election. Notification of any irregularity must be received by the Secretary of the Board within five 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 Secretary of the Board, 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: Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments*, at the rank of Assistant Professor or higher who has held academic appointments at the University for at least four academic years.
- (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; and
 - (b) all Clinical Academics appointed under *Conditions of Appointment: Physicians Appointed in Clinical Departments and Clinical Divisions of Basic Science Departments*, 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 section of the Division 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 section of the Division of Human Resources. A member of the full-time administrative staff of the University who is a member of Faculty is not eligible for election or to vote in the administrative staff constituency.
- (2) All members of the full-time administrative staff of the University, except those who are members of Faculty, 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 Constituent 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 Constituent University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the undergraduate student constituency.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All full-time and part-time undergraduate students in the Constituent 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 Constituent University as may be verified by the official student records of the University. Full-time and part-time 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.
- (2) Students registered at an Affiliated University College are ineligible for candidacy.
- (3) All Graduate Students in the Constituent 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 Secretary of the Board shall call for nominations.
- (2) Completed nomination forms must be submitted to the Secretary of the Board in accordance with the deadline provided in the posted Election Schedule. The Secretary of the Board shall publish the list of valid nominations on the Secretariat's website as soon as possible 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 at an election site linked to Western's homepage: <http://www.uwo.ca>.

- (4) The Secretary of the Board shall publish the name(s) of the successful candidate(s) in an official notice of the Board to be posted at the University Secretariat's Office and on its 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 normally timed to run in conjunction with the USC and SOGS presidential elections. In years in which there is a vacancy in these constituencies, the Secretary of the Board will normally issue a call for nominations during the second week of classes in January. Completed nomination forms must be submitted to the Secretary of the Board not less than seven but not more than fourteen consecutive days from the official date of call for nominations.
- (2) A mandatory all-candidates meeting will be scheduled for candidates during the week following the close of nominations. Student nominees who do not attend or have not made arrangements to send an alternate will be automatically disqualified from candidacy. Following the all-candidates meeting, the Secretary of the Board shall publish a list of valid nominations on the Secretariat's website for each constituency. 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 Secretary of the Board may employ the USC Election Committee to supervise campaigning by candidates but any decision that a candidate be disqualified may be appealed to the Secretary of the Board 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 ByLaw 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 Secretary of the Board.
- (4) For graduate students, the Secretary of the Board 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 Secretary of the Board 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 Secretary of the Board.
- (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 & By-Laws Committee of the Board of Governors.

B. CONSTITUENCIES: FACULTY ELECTED BY SENATE; ALUMNI MEMBER; 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 Faculty and a member of the Senate at the time elected.
- (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 except that the cost of such elections may be borne by the Board, subject to the approval of the Board.

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 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 or by ballot as may be determined by 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 Secretary of the Board 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 their plurality in that election, and provided that to be thus eligible a candidate must have polled at least 20% of the votes cast in that election. Failing such circumstances, the Secretary of the Board 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.