REPORT OF THE OPERATIONS/AGENDA COMMITTEE

FOR APPROVAL

1. Revised Senate Election Procedures

Recommended: That the revised Senate Election Procedures as detailed in **Appendix 1A** be approved.

Background:

The Senate Election Procedures have not been reviewed and revised in a comprehensive way for many years. Attached as **Appendices 1A** and **1B** are the revised version and the current version. Because of the many structural changes that were made, it was not feasible to provide a red-line version to show all the changes. Following is a summary of what has been done.

Editorial

- The document has been restructured for faculty, staff and student members under three main headings: General (for information that is common to all), Eligibility (for candidacy and for voting), and Procedures. This has had the effect of eliminating a great deal of repetition that is in the current document and creates a much better flow for the document.

- References to specific paragraphs of the UWO Act have been removed and language in the document simplified to make the document more user friendly.

- A number of housekeeping changes have been made to make language consistent throughout, correct dates and timelines, remove references to ex officio membership, etc.

- Reference to 5 business days vs. 5 days for notification of irregularities.

- The reference to spoiled ballots has been removed as we do all voting electronically and there is no possibility of there being a spoiled ballot.

- The requirement to list the valid nominations in Western News, in a student newspaper and on official student notice boards has been removed. The announcement of candidates is done electronically now.

- Requirements for call for elections for faculty and staff have been synchronized.

Substantive

- Paragraph A.1.6(a). The current nomination rules for faculty provide that they can be nominated with 10 signatures or by 10% of the eligible faculty within their Faculty or School, whichever is fewer. We are recommending that the 10% provision be removed. We have never had an instance where a faculty member has presented a nomination form with fewer than 10 signatures. Further, it is not clear how we would administer the 10% rule. For example, what would be the date at which the number of eligible faculty would be determined? Finally, we note that there is also another way in which faculty can be nominated: through a recommendation of the Nominating Committee of the Faculty Council. This, in fact, is the way in which many faculty nominations come to us, especially from the smaller faculties.

- Paragraph A.1.14. We have added a provision with respect to the number of candidates for whom electors are permitted to vote when there is more than one seat available. This deals with the problem we had last year with a student constituency election.

- Paragraph A.4.1(e). For Administrative Staff, we have provided a mechanism by which seats can be filled in the event that calls for nomination do not yield any candidates.

- The onus has been removed from student nominees to validate signatures of the nominators with the Registrar's office within 24 hours before nominations close. The Secretariat is able to do this electronically.

SENATE ELECTION PROCEDURES

The University of Western Ontario Act (1988) defines in Sections 24 and 25 the composition of Senate, general provisions for election of members, including eligibility for candidacy and voting, the establishment of a staggering of terms at the time of first elections, and a provision for the designation of constituencies within units.

A. CONSTITUENCIES: FACULTY, ADMINISTRATIVE STAFF, UNDERGRADUATE STUDENTS, GRADUATE STUDENTS

A.1 General

1. The Secretary of the Senate shall be the Chief Returning Officer.

2. The schedule for calling of nominations, publication of candidates' names, and timelines for balloting shall be as published by the Secretary of the Senate.

3. Elections of faculty from the Affiliated University Colleges are conducted by each Affiliated University College, with the winners' names being forwarded to the Secretary of Senate.

4. With the exception of faculty elected from the Affiliated University Colleges, candidates for election must be nominated by means of an official nomination form available from the Secretary of the Senate and accessible on the Secretariat's website: http://www.uwo.ca/univsec/

5. Nomination forms for staff and students must be signed by 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.

6. Nomination forms for faculty from the Constituent University shall be signed in one of the following ways:
   (a) by 10 members eligible to vote in the academic unit or constituency to be represented; or
   (b) by the Nominating Committee of the Council of the Faculty or School through the Chair of the Nominating Committee or the Dean.

7. Nominees must declare on the nomination form:
   (a) that they are willing to stand as candidates for election and to serve if elected; and
   (b) that they meet the eligibility requirements for the constituency.

8. Any person nominated who is not available to sign the nomination form is permitted to notify the Secretary of Senate by mail, fax or email of his/her intention to be a candidate up until the final deadline for call for nominations.

9. Nominees may submit with the nomination form a biographical statement or other comments up to a limit of 75 words and/or 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/or the digital photograph of the candidate will be posted on the election website and linked to the ballot, and by submitting the statement and/or photograph, candidates agree to such posting.

10. Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the Secretary of the Senate.

11. When only sufficient nominations to fill the vacancies for any unit or constituency are received, the Secretary of Senate shall declare the person or persons nominated elected by acclamation.

12. Except where election is by acclamation, election shall be by secret ballot by those eligible to vote

in the constituency concerned.

13. Balloting will be conducted during a designated period at an election site linked to Western's homepage : http://www.uwo.ca

14. Where more than one seat is vacant in any constituency, voters may vote for candidates up to the maximum number of seats available. Candidates with the most votes will be the winners and will fill the vacant seats in order of plurality.

15. If in any election there is a tie vote, the election shall be determined by lottery conducted by the Secretary of Senate in the presence of the candidates concerned or their agents.

16. An election shall not be invalidated by any irregularity which does not affect the outcome of such election. Notification of any irregularity must be received by the Secretary of Senate within five business days of the closing of the polls.

17. The results of the election shall be announced as soon as possible after the close of balloting. The number of votes received by each candidate will be made public.

18. All election data will be retained for a period of thirty days following publication of the election results, and then destroyed if no appeal is pending.

19. A list of voting results, validated by the Secretary of Senate, shall be retained for a period of two years.

20. In accordance with the UWO Act, the following pertains with respect to terms for the various constituencies represented on Senate:

(a) Faculty, Administrative Staff and Members of the General Community are elected to two-year terms. They may serve two consecutive terms, following which they are not eligible for further election until after a lapse of two years.

(b) Students are elected to one-year terms. They may serve four consecutive terms, following which they are not eligible for further election until after a lapse of two years.

(c) When an individual is elected to complete the term of another Senator, that time is not included in the individual's eligibility to serve in his/her own right.

(d) Eligibility for re-election to Senate is unaffected by a Leave of Absence taken during a regular membership term. That is, the period of Leave shall not be construed as a break in the continuity of a regular membership term.

A.2 Elected Representatives – Distribution of Seats

A.2.1 *Faculty*

Constituency	Seats
School of Graduate and Postdoctoral Studies (One from each of the following disciplinary groupings: Arts & Humanities/Music; Social Science; FIMS & Business; Education; Health Sciences; Medicine & Dentistry; Engineering; Science. Two from SGPS At Large)	10
Faculty of Arts & Humanities	5
Schulich School of Medicine & Dentistry (4 from Medicine; 1 from Dentistry	5
Faculty of Science	5

Faculty of Social Science	5
Faculty of Health Sciences	4
Faculty of Information and Media Studies	2
Faculty of Education	2
Faculty of Engineering	2
Faculty of Law	2
Don Wright Faculty of Music	2
Richard Ivey School of Business	2
Affiliated University Colleges (2 each)	6

A.2.2 ***Administrative Staff***

Two members of the full-time administrative staff elected thereby.

A.2.3 ***Students***

Constituency	Seats
Undergraduate Students:	
Faculty of Social Science and FIMS	2
Faculty of Science	1
Faculty of Arts & Humanities and Don Wright Faculty of Music	1
Faculties of Education, Engineering and Law, and the Richard Ivey School of Business	1
Faculty of Health Sciences and the Schulich School of Medicine & Dentistry	2
Affiliated University Colleges	2
At-Large	6
Graduate Students	4

A.3 Eligibility

A.3.1 ***Faculty***

(a) To be eligible for election to the Senate, a faculty member (includes those holding Clinical Academic appointments) must be a member, either full-time or part-time, at the rank of Assistant Professor or higher, of the academic unit or constituent parts thereof as designated by the Senate or affiliated university college to be represented, and must have held an academic appointment in the University or affiliated university college for at least two academic years.

(b) To vote for representatives of constituent university Faculties and Schools, members of faculty of the University must be listed as such in the records of the Division of Human Resources. To vote for faculty representatives of affiliated university colleges, members of the faculty of the colleges must be listed as such in the relevant records of the Affiliated University College in question.

(c) A member of faculty holding an appointment in more than one academic unit (or constituency within that unit) other than the School of Graduate and Postdoctoral Studies may be nominated only in the unit designated as the "Home Faculty/School". Such a member of faculty is, however, eligible to vote in each academic unit in which he or she is a member.

A.3.2 ***Administrative Staff***

All employees of the University in full-time continuing positions who are not members of the faculty, and who are listed as such in the records of the Division of Human Resources, are eligible for election and to vote. A member of full-time administrative staff who is registered as a student is not eligible to vote in the undergraduate or graduate student constituencies.

A.3.3 Students

Any full- or part-time student who is registered, at the time of the call for nominations, in one of the academic units comprising the constituency is eligible to be a candidate and to vote in the constituency except that those who are otherwise included in a Faculty or Administrative Staff constituency shall not be eligible to be a candidate for election or vote. In any given Senate election, a student may not be a candidate in more than one constituency.

A.4 Procedures

A.4.1 Faculty and Staff

(a) The Secretary of Senate shall call for nominations, normally within the first three weeks of January each year.

(b) Completed nomination forms must be submitted to the Secretary of Senate not less than seven but not more than 14 consecutive days from the official date of call for nominations. The Secretary of Senate shall then publish official lists of the valid nominations on the Secretariat's website as soon as possible after the close of nominations. The official lists shall be organized by constituency and by last name alphabetically, showing the rank (for faculty), title and academic/administrative unit of each nominee.

(c) Elections shall be conducted by electronic ballot.

(d) If at any annual election no nominations are received for a faculty constituency, Senate may appoint a member upon the recommendation of the unit/constituency concerned.

(e) If at any annual election no nominations are received for the administrative staff constituency, the Secretary of Senate shall issue as soon as possible after the close of nominations a second call for nominations, followed by a by-election. The timeline and procedures for the by-election will be as given in paragraphs (b), (c) and (f) of this section. In the event that a by-election fails to yield a candidate, the seat(s) shall be filled in accordance with the procedures for filling of mid-year vacancies (see section C.7, below).

(f) The Secretary of Senate shall publish the names of the successful candidates in an official notice of the Senate to be posted at the University Secretariat's Office and on its website, as soon as possible after the close of the balloting. The successful candidates for each unit/constituency shall be those who obtain the largest number of votes in each unit/constituency concerned.

A.4.2 Students

(a) Elections to the Undergraduate and Graduate Student Constituencies are normally timed to run in conjunction with the USC Elections. The Secretary of Senate 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 Senate not less than seven but not more than 14 consecutive days from the official date of call for nominations in the case of undergraduate academic faculty constituencies and graduate student constituencies. In the case of the undergraduate student At Large constituency, the completed nomination forms must be submitted to the Secretary of Senate within 21 consecutive days from the official date of call for nominations.

(b) If, at any annual election, an undergraduate academic constituency fails to nominate a representative(s), the seat(s) thus unfilled shall be added to the six of the undergraduate "At Large" constituency for that year only and filled at the subsequent "At Large" election.

(c) If one or more "At Large" seats are not filled, the Senate may appoint the required number of members upon the recommendation of the University Students' Council.

(d) If at any annual election insufficient nominations are received for the graduate student constituency, Senate may appoint member(s) to fill vacant seat(s) upon the recommendation of the *ad hoc* Nominating Committee outlined in the procedure for the Filling of Mid-Year Vacancies and Leaves of Absence (see section C.6(c)).

(e) A mandatory all-candidates meeting will be scheduled for student 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 disqualified from candidacy. Following the all-candidates meeting, the Secretary of the Senate 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 or the relevant affiliated university college.

(f) The Secretary of the Senate 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 Senate 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 Senate, the policies and procedures of the Senate shall take precedence and the final authority for resolving all disputes in such matters shall rest with the Secretary of the Senate.

(g) The Secretary of Senate shall publish the names of the successful candidates in an official notice of the Senate to be posted at the University Secretariat's Office and on its website, as soon as possible after the close of the balloting. The successful candidates shall be those who obtain the largest number of votes in each constituency concerned.

B. CONSTITUENCIES: REPRESENTATIVES OF THE GENERAL COMMUNITY

1. Senate membership includes five persons from the general community, one of whom shall be active in or associated with the field of secondary school education, consisting of

(a) The President of the Alumni Association of the University or a person designated by the President of the UWAA, and two members of the Association appointed by the Association, and
(b) two persons elected by Senate.

2. The Senate shall elect the members of a Subcommittee of the Nominating Committee composed of five members of Senate and the Chair of the Nominating Committee, who shall be Chair of the Subcommittee.

3. The Subcommittee shall, after receiving advice from such bodies or individuals as it may deem appropriate and in knowledge of the appointments to be made by the Alumni Association, present to Senate the nominees for representatives of the general community.

4. Members of the General Community are elected to two-year terms. They may serve two consecutive terms, following which they are not eligible for further election until after a lapse of two years.

C. FILLING OF MID-YEAR VACANCIES AND APPOINTMENT OF ALTERNATES

1. Vacancies are created either through resignation or requests for leaves of absence.

2. The appointee to fill a vacancy must meet all criteria for Senate membership as defined in the UWO Act and these Procedures.

3. Where a vacancy on the Senate occurs before the term of office for which a person has been appointed or elected has expired,

(a) If the vacancy is that of an appointed member, the vacancy may be filled by the same authority which appointed the person whose membership is vacant;

(b) If the vacancy is that of an elected member, the Senate in its sole discretion shall determine if the vacancy is to be filled; and

(c) A person appointed or elected to fill a vacancy shall hold office for the remainder of the term of office of the person whose membership is vacant.

4. When a vacancy has been declared in respect of an elected member and if Senate has determined that the vacancy is to be filled, it shall do so by appointing a replacement from among the candidates of that unit/constituency who were unsuccessful in the last election in a priority determined by their plurality in that election.

When no appointment can be made by the above procedures:

5. ***Faculty***

Senate may appoint a member upon the recommendation of the unit concerned.

6. ***Students***

(a) In the case of a vacant seat in an undergraduate student constituency, if the vacancy occurs between July 1st and April 30th of the following year: (i) where there is no runner up in the constituency from the last election or when the runner(s) up are unable to or unwilling to fill the vacancy, the replacement will be appointed from among the At Large runners up registered in the relevant Faculty in a priority determined by their plurality in that election; (ii) when no appointment can be made by this procedure, the *ad hoc* Nominating Committee will nominate a replacement from the relevant constituency.

(b) In the undergraduate student constituency, an *ad hoc* Nominating Subcommittee comprised of the undergraduate student Senators and chaired by the Chair of the Senate Nominating Committee, shall nominate a replacement to Senate through the Operations/Agenda Committee

(c) In the graduate student constituency, if the vacancy occurs between July 1st and April 30th of the following year, an *ad hoc* Nominating Subcommittee comprised of the graduate student Senator(s) and to include at least one representative of general graduate students (to be named by the Society of Graduate Students if that group is not represented by a continuing Senator) and MBA students (to be named by the Master of Business Administration Association if that group is not represented by a continuing Senator) and chaired by the Chair of the Senate Nominating Committee, shall nominate a representative or a replacement to Senate through the Operations/Agenda Committee.

(d) If a student vacancy occurs subsequent to April 30th and prior to July 1st of the same year, the Senator-elect in the constituency will be invited by the Secretary of Senate to assume the vacant

seat. In the case of undergraduate constituencies where there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their plurality in that election.

7. ***Administrative Staff***

An *ad hoc* Nominating Subcommittee comprised of five members of the administrative staff, appointed by the Senate Nominating Committee and chaired by the Chair of the Senate Nominating Committee, shall nominate a replacement to Senate, through the Operations/Agenda Committee.

8. ***General Community Members Elected by Senate***

The members of the Nominating Subcommittee for Representatives from the General Community shall be reconvened. A replacement shall be nominated to Senate through the Operations/Agenda Committee.

Revised July 2008

SENATE ELECTION PROCEDURES

The University of Western Ontario Act (1988) defines in Sections 24 and 25 the membership composition of Senate, general provisions for election of members, including eligibility for candidacy and voting, the establishment of a staggering of terms at the time of first elections under this Act, and a provision for the designation of constituencies within units.

As set forth in Section 1(1) of the Act, the following definitions are applicable:

"academic staff"	means those persons employed by the University whose duties are primarily those of performing and administering teaching and research functions and who are included in the instructor, lecturer and professorial ranks;
"academic unit"	means a faculty, school, college or other academic division however designated by the University which offers programs leading to a degree;
"administrative staff"	means those employed by the University who are not members of the academic staff;
"Alumni Association"	means the organization of alumni recognized by the Board;
"Faculty"	means the full-time members of the academic staff of the University including the Vice-Chancellor and academic Deans and such of the part-time members of the academic staff of the University as the Senate may from time to time determine;
"membership year"	means any twelve-month period or periods established from time to time by the Board and by the Senate respectively;
"student"	means any person who is registered as a full-time or part-time student in an academic unit of the University, but, except in subclause 24.(1)(e)(i)[1], does not include a student of an affiliated university college.

Eligibility for Re-Election - General

Pursuant to Senate Resolution, Sections 25(6) and (7) are interpreted as follows:

(1) An individual, other than an ex officio member or a member elected under clause 24(1)(e) [student representative], who has served the maximum number of membership terms on Senate, as stipulated in Section 25(6), shall not be eligible for re-election to Senate as a representative of any academic unit (or constituency within a unit) until two years have elapsed following expiration of the second of two consecutive terms.

(2) An individual elected under clause 24(1)(e) [student representative] who has served a maximum number of membership terms on Senate, as stipulated in Section 25(7), shall not be eligible for re-election to Senate as a representative of any student unit (or constituency within a unit) until two years have elapsed following expiration of the fourth of four consecutive terms.

(3) The eligibility for re-election to Senate shall be unaffected by a Leave of Absence taken during a regular membership term. That is, the period of Leave shall not be construed as a break in the continuity of a regular membership term.

Appointment of Alternates

Pursuant to Section 24(4):

[1] Students from an Affiliated University College who are elected to Senate

24.(4) Where the Senate grants leave of absence to any member, the Senate may provide, in such manner as it determines, for an alternate member who shall have all the powers of a member of the Senate.

When an elected member of Senate is granted leave of absence by the Senate, he/she shall be replaced by an alternate member as required by Section 24(4) and the alternates shall be the candidates, in order, who stood highest among the unsuccessful candidates of the unit in the last election. When no alternate is available by this procedure, the Senate may appoint an alternate upon the recommendation of the unit concerned, except in the case of students, administrative staff, and Representatives of the General Community elected by Senate, in which case the Senate shall appoint an Alternate in accordance with the procedure for Filling of Vacancies.

Filling of Vacancies

Pursuant to Section 27:

27. Where a vacancy on the Senate occurs before the term of office for which a person has been appointed or elected has expired,

(a) if the vacancy is that of an appointed member, the vacancy may be filled by the same authority which appointed the person whose membership is vacant; and

(b) if the vacancy is that of an elected member, the Senate in its sole discretion shall determine if the vacancy is to be filled, and, if so, the manner and procedure for doing so,

and a person appointed or elected hereunder shall hold office for the remainder of the term of office of the person whose membership is vacant.

When a vacancy has been declared in respect of an elected member and if Senate has determined that the vacancy is to be filled, it shall do so by appointing a replacement from among the candidates of that unit who were unsuccessful in the last election in a priority determined by their plurality in that election.

When no appointment can be made by this procedure:

(1) Representatives of Faculty

Senate may appoint a member* upon the recommendation of the unit concerned.

(2) Representatives of the Students

In the case of a vacant seat in an undergraduate Faculty constituency, if the vacancy occurs between September and April: (1) where there is no runner up from the last election or when the runner(s) up are unable to unwilling to fill the vacancy, the replacement will be appointed from among the At Large runners up registered in the relevant Faculty in a priority determined by their plurality in that election; (2) when no appointment can be made by this procedure, the *ad hoc* Nominating Committee will nominate a replacement* from the relevant constituency.

In the case of September to April vacancy where there is no runner up:

An *ad hoc* Nominating Subcommittee comprising the undergraduate student Senators and chaired by the Chair of the Senate Nominating Committee, shall nominate a replacement* to Senate through the Operations/Agenda Committee. (Note: student Senators whose Leave of Absence or resignation is in effect by the date when the ad hoc Subcommittee meets shall be ineligible to participate.)

An *ad hoc* Nominating Subcommittee comprising the graduate student Senator(s) and to include at least one representative of general graduate students (to be named by the Society of Graduate Students if that group is not represented by a continuing Senator) and MBA students (to be named by the Master of Business Administration Association if that group is not represented by a continuing Senator) and to be chaired by the Chair of the Senate Nominating Committee, shall nominate a

representative or a replacement* to Senate through the Operations/Agenda Committee. (Note: student Senators whose Leave of Absence or resignation is in effect by the date when the ad hoc Subcommittee meets shall be ineligible to participate.)

If the vacancy occurs for both the May and June meetings, prior to the commencement of new terms in July, the Senator-elect in the constituency will be invited by the Secretary of Senate to assume the vacant seat. In the case of undergraduate constituencies wherein there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their plurality in that election.

(3) Representatives of the Administrative Staff

An *ad hoc* Nominating Subcommittee comprising five members of the administrative staff, appointed by the Senate Nominating Committee, chaired by the Chair of the Senate Nominating Committee, shall nominate a replacement* to Senate, through the Operations/Agenda Committee.

(4) Representatives of the General Community Elected by Senate

The members of the Nominating Subcommittee for Representatives from the General Community shall be reconvened. A replacement* shall be nominated to Senate through the Operations/Agenda Committee.

* In all cases, the appointee to fill a vacancy must meet all criteria for Senate membership as defined in the Act (1988) and Senate Election Procedures.

REPRESENTATIVES OF FACULTIES, SCHOOLS AND AFFILIATED UNIVERSITY COLLEGES

Academic Units and Constituencies

Pursuant to Section 24.(1)(b) and (1)(d) and 24.(2) [1997 reallocation of Senate seats], members of Faculty shall be elected as follows:

24.(1)(b) members of the Faculty, elected in the following numbers:

(i)	School of Graduate and Postdoctoral Studies	- ten members
(ii)	Faculty of Arts and Humanities	- five members
(iii)	Schulich School of Medicine & Dentistry	- five members
(iv)	Faculty of Science	- five members
(v)	Faculty of Social Science	- five members
(vi)	Faculty of Health Sciences	- four members
(vii)	Faculty of Information and Media Studies	- two members
(viii)	Faculty of Education	- two members
(ix)	Faculty of Engineering	- two members
(x)	Faculty of Law	- two members
(xi)	Don Wright Faculty of Music	- two members
(xii)	Richard Ivey School of Business	- two members
(xiii)	subject to approval by two-thirds of the members of Senate, any other academic unit that may be established hereafter	- one member

24.(1)(d) three members from each affiliated university college, one of whom shall be the academic head of that college and the others to be elected as provided in section 25, who shall have voice in all matters but shall not vote on resolutions, recommendations or requests submitted to the Board where such matters do not directly involve the affiliated university colleges as shall be determined by the Senate.

Pursuant to Senate Resolution, the following constituencies comprise the School of Graduate and Postdoctoral Studies representation:

8 members - 1 holding graduate membership in each of the following constituencies, to be elected thereby:

Arts and Humanities and Music
Social Sciences
Information and Media Studies and Business Administration
Education
Health Sciences
Medicine & Dentistry
Engineering
Sciences

2 members - elected by the members of the School of Graduate and Postdoctoral Studies at large

Pursuant to Senate Resolution, the following constituencies comprise the Schulich School of Medicine & Dentistry representation on Senate:

1 member - elected from and by Dentistry
4 members - elected from and by Medicine & Dentistry at large

Candidate and Voter Eligibility

To vote for representatives of constituent university Faculties and Schools, members of Faculty of the University must be listed as such in the records of the Records Section of the Division of Human Resources. Since these records may not include all Affiliated University College faculty, for the Brescia University College, Huron University College and King's University College constituencies, the respective College may conduct its own internal election and report the name of the winner to the Senate Secretariat.

Pursuant to Section 25(1) and 25(2),

25.(1) The election of a member of the Senate under clause 24(1)(b) or (d) shall be by secret ballot of the members of the academic unit or affiliated university college to be represented who hold the rank of assistant professor or higher, but in all other respects such an election shall be in accordance with the manner and procedures established and determined by the Senate.

25.(2) To be eligible for election to the Senate under clause 24(1)(b) or (d), a person must be a member of the academic unit or constituent parts thereof as designated by the Senate or affiliated university college to be represented, must hold the rank of assistant professor or higher, and must have held an academic appointment in the University or affiliated university college for at least two academic years.

Pursuant to Senate Resolution:

(1) A member of faculty, holding an appointment in more than one academic unit (or constituency within that unit) other than the School of Graduate and Postdoctoral Studies, may accept nomination only in that unit designated as the "Home Faculty/School". Such a member of faculty would, however, be eligible to vote in each academic unit in which he or she is a member.
(2) Persons holding part-time academic appointments with the rank of Assistant Professor or higher shall be eligible for election and to vote in their appropriate academic units.
(3) Persons holding Clinical Academic appointments with the rank of Assistant Professor or higher shall be eligible for election and to vote in their appropriate academic units.
(4) If, at any annual election, no nominations are received for a faculty constituency, Senate may appoint a member upon the recommendation of the constituency concerned.

Procedures

The Secretary of Senate shall, within the first three weeks of January each year, call for nominations of candidates to represent the academic units.

The nomination of a candidate shall be on a prescribed form available at the Office of the Secretary of the

Senate and accessible on an election website [http://www.uwo.ca/univsec/election]. Such form shall be signed in one of the following ways:

a. by 10 members or 10%, whichever is the lesser, of the members eligible to vote in the academic unit or constituency to be represented;
b. by the Nominating Committee of the Council of that unit through the Chair of the Nominating Committee.

Nomination forms signed only by the Chair of a Nominating Committee or, if the Chair is unavailable, the Dean shall be valid when the Chair or Dean is reporting for the Committee.

The agreement of the nominee to be a candidate for election shall be shown by the signature of said nominee on the nomination form or in an attached letter. Any person nominated, who might not be available to sign the nomination sheet, shall be permitted to notify the Secretary of Senate by mail of his/her intention to be a candidate up until the final date for nomination call. The nominee may submit with the nomination form a biographical statement or other comments up to a limit of 75 words. This statement (if submitted) and a digital photograph of the candidate (if he or she agrees to having it taken by the University Secretariat) will be posted on the Election Website and linked to the ballot.

Completed nomination forms must be submitted to the Secretary of Senate not less than seven but not more than fourteen consecutive days from the official date of call for nominations. The Secretary of Senate shall then publish official lists of the valid nominations in Western News as soon as possible thereafter. The official lists will be by unit and by name alphabetically, showing the rank (and department, if applicable) of each nominee.

Balloting will be conducted during a designated period at an election site linked to Western's Homepage on the Internet.

The Secretary of Senate shall publish the names of the successful candidates in an official notice of the Senate, within forty-eight hours of the closing of the poll. The successful candidates for each unit shall be those who obtain the largest number of votes in each unit concerned.

REPRESENTATIVES OF THE GENERAL COMMUNITY

Pursuant to Section 24(1)(g), members from the general community shall be elected as follows:

24.(1)(g) five persons from the general community, one of whom shall be active in or associated with the field of secondary school education, consisting of,

(i) the President of the Alumni Association of the University or a person designated by such President, and two members of the Association appointed by the Association, and
(ii) two persons appointed by Senate.

The Senate shall, during the month of January each year, elect the members of a Subcommittee of the Nominating Committee composed of five members of Senate and the Chair of the Nominating Committee, who shall be Chair of the Subcommittee.

The Subcommittee shall, after receiving advice from such bodies or individuals as it may deem appropriate and in knowledge of the appointment to be made at the election by the Alumni Association, present to Senate at its March meeting the nominees for a representative of the general community in conformity with clause (g) of subsection 1 of Section 24 of the Act. Senate shall elect one member for a two-year term (from July 1 - June 30).

REPRESENTATIVES OF THE ADMINISTRATIVE STAFF

Pursuant to Section 24(1)(f), there shall be representation on Senate from the administrative staff, defined in Section 1(1)(d) as "employees of the University who are not members of the academic staff".

24.(1)(f)two members of the full-time administrative staff elected thereby.

Candidate and Voter Eligibility

All employees of the University in full-time continuing positions, who are not members of the faculty, and who are listed as such in the records of the Records Section of the Division of Human Resources, are eligible for election and to vote. A member of full-time administrative staff who is registered as a student is not eligible to vote in the undergraduate or graduate student constituencies.

If, at any annual election, no nominations are received for the administrative staff constituency, the Secretary of Senate shall issue as soon as possible after the close of nominations a second call for nominations, followed by a by-election. The timetable and procedures will be the same as those set out in the Procedures below.

Procedures

The Secretary of Senate shall, during the month of January each year, call for nominations of candidates to represent administrative staff.

The nomination of a candidate shall be on a prescribed form available at the Office of the Secretary of the Senate, signed by 10 members of the full-time administrative staff. The agreement of the nominee to be a candidate for election shall be shown by the signature of said nominee on the nomination form or in an attached letter. Any person nominated who might not be available to sign the nomination form shall be permitted to notify the Secretary of Senate by mail of his/her intention to be a candidate up until the final date for call for nominations. The nominee may submit on the reverse side of the nomination form a biographical statement or other comments up to a limit of 75 words. This statement (if submitted) and a digital photograph of the candidate (if he or she agrees to having it taken by the University Secretariat) will be posted on the Election Website and linked to the ballot.

Completed nomination forms must be submitted to the Secretary of Senate not less than seven but not more than fourteen consecutive days from the official date of call for nominations. The Secretary of Senate shall publish official lists of the valid nominations in Western News as soon as possible thereafter. These lists shall be by name alphabetically, showing the title and department of each nominee.

Balloting will be conducted during a designated period at an election site linked to Western's Homepage on the Internet.

The Secretary of Senate shall publish the names of the successful candidates in an official notice of the Senate, within forty-eight hours of the closing of the poll. The successful candidates shall be those who obtain the largest number of votes.

REPRESENTATIVES OF THE STUDENTS

Pursuant to Section 24(1)(e), students shall be elected as follows:

24.(1)(e) eighteen students of whom,

(i) fourteen shall be undergraduate students of the University and its affiliated university colleges and be elected by such undergraduate students, and

(ii) four shall be graduate students elected by the graduate students.

Candidate and Voter Eligibility

Pursuant to Section 25(3):

25.(3) The election of a member of the Senate under clause 24(1)(e) shall be by secret ballot and for a term of one membership year, but in all other respects such an election shall be in accordance with the manner and procedures established and determined by the Senate.

Pursuant to Senate Resolution:

(1) Student members shall be elected from and by the following constituencies:

a) Undergraduate Students

(i)	Faculties of Social Science and Information and Media Studies	- two members
(ii)	Faculty of Science	- one member
(iii)	Faculties of Arts and Humanities and the Don Wright Music	- one member
(iv)	Faculties of Education, Engineering, Law, and the Richard Ivey School of Business	- one member
(v)	Faculties of Health Sciences and the Schulich School of Medicine & Dentistry	- one member
(vi)	Brescia University College, Huron University College, and King's University College	- two members
(vii)	At Large	- six members

b) Graduate Students - four members

(2) If, at any annual election, an undergraduate academic constituency fails to elect a representative(s), the seat(s) thus unfilled shall be added to the six of the undergraduate "at large" constituency for that year only and be filled at the subsequent "at large" election.

If one or more "at large" seats are not filled, the Senate may appoint the required number of members upon the recommendation of the University Students' Council.

If, at any annual election, insufficient nominations are received for a graduate student constituency, Senate may appoint member(s) to fill vacant seat(s) upon the recommendation of the *ad hoc* Nominating Committee outlined in the procedure for the Filling of Vacancies (see above).

(3) In accord with the definition of a student as set forth in Section 1(1)(l) and Section 24(1)(e) of the Act, any full- or part-time student who is registered, at the time of the call for nominations, in one of the academic units comprising the constituency is eligible to be a candidate and to vote in the constituency except that those who are otherwise included in a Faculty or Administrative Staff constituency shall not be eligible to be a candidate for election. In any given Senate election, a student may not be a candidate in more than one constituency.

(4) In accord with Section 25(7) of the Act, a student is not eligible to be elected for more than four consecutive terms, excluding therefrom the balance of an unexpired term for a person appointed or elected under Section 27, but is eligible for re-election after a lapse of two years after the expiration of the fourth of the four consecutive terms (S.3321.06).

Procedures

The Secretary of Senate shall, within the three weeks of January each year, call for nominations for candidates to represent the undergraduate and graduate student constituencies.

Nomination of a candidate shall be on a prescribed form, available at the Office of the Secretary of the Senate, signed by 10 members of the student constituency eligible to vote. The onus is on the nominee to validate signatures with the Registrar's Office by presenting the nomination form to that office at least 24 hours prior to the official close of nominations. The agreement of the nominee to allow his/her name to stand shall be shown by his/her signature on the nomination form or in an attached letter. The nominee may submit on the reverse side of this form a biographical statement or other comments up to a limit of 75 words.

The completed nomination form must be submitted to the Secretary of Senate not later than 14 consecutive days from the official date of call for nominations in the case of undergraduate academic faculty constituencies and graduate student constituencies. In the case of the undergraduate student "at large" constituency, the completed nomination forms must be submitted to the Secretary of Senate within

21 consecutive days from the official date of call for nominations. At the close of nominations, any nomination form bearing fewer than 10 valid signatures shall be declared invalid. Any student nominee will be automatically disqualified from candidacy when neither the nominee nor his/her representative attends the All Candidates' Mandatory Advisory Meeting held following the close of nominations.

The Secretary of Senate shall publish as soon as possible after each nomination closing date an official list of valid nominations showing for each nominee his/her program of studies and Faculty/School affiliation, and, if submitted, a brief biographical statement. The list shall be published in the Western News and offered for publication in the student newspaper and for posting on official student notice boards.

Balloting will be conducted during a designated period at an election site linked to Western's Homepage on the Internet. The Secretary of the Senate 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 Senate 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, the policies and procedures of the Senate shall take precedence and the final authority for resolving all disputes in such matters shall rest with the Secretary of the Senate.

The Secretary of Senate shall publish the names of the successful candidates in an official notice of the Senate within forty-eight hours of the closing of the poll. The successful candidates shall be those who obtain the largest number of votes.

PURSUANT TO THE ABOVE PROCEDURES:

1. When only sufficient nominations to fill the vacancies for any unit are received, the Secretary of Senate shall declare the person or persons nominated elected by acclamation.

2. If in any election there is a tie vote, the election shall be determined by lot between the tied candidates. The determination by lot shall be carried out by the Secretary of Senate in the presence of the candidates concerned or their agents.

3. An election shall not be invalidated by any irregularity which does not affect the outcome of such election. Notification of any irregularity must be received by the Secretary of Senate within five days of the closing of the polls.

4. The results of the election shall be announced as soon as possible after the close of balloting. The number of votes received by each candidate will be made public, as well as the number of spoiled ballots received.

5. All election data will be retained for a period of thirty days following publication of the election results, and then destroyed if no appeal is pending.

   A list of voting results, validated by the Secretary of Senate shall be retained for a period of at least two years.

This information is kept current at the following web site:
http://www.uwo.ca/univsec/senate/election.pdf