



The University of British Columbia – Enrolment Services

Regulations for Elections to the Board of Governors and the Senates

Effective: 15 October 2013

1) General

- a. This document governs the election of representatives of the Vancouver and Okanagan campuses of the University to the Board of Governors, and the Okanagan and Vancouver Senates of the University (hereafter the Senates or Senate as required).
- b. The Registrar shall be responsible for the conduct of all required elections.
- c. Voting shall be accomplished by means satisfactory to the Registrar, including the Internet and paper ballots, with a preference given to Internet voting.
- d. Notices of calls for nominations, voting, and results shall be made via the Internet, and by other means deemed appropriate by the Registrar.
- e. The nomination period for each election shall last for a minimum of ten (10) days, and may be extended if deemed necessary by the Registrar. Notice of such an extension shall be given as per Section 1(d) above.
- f. Nominations must be received by the Registrar at least four (4) weeks before the date of the election, which shall be defined as the day when the election polls close.
- g. Polls in each required election shall be open for a minimum of five (5) days, and candidates shall be given at least seven (7) days notice prior to the opening of polls. In exceptional circumstances, the Registrar reserves the right to extend voting.
- h. Only those persons eligible to hold an office shall be deemed as eligible to be nominated.
- i. These regulations notwithstanding, the Registrar may allow Faculties to conduct elections for their representatives to Senate using such regulations acceptable to both the Faculty and the Registrar, and student organizations to conduct elections for student representatives to the Senate and the Board of Governors using such regulations acceptable to both the student organization and the Registrar with the proviso that the Registrar reserves

the right to assume the conduction of any election at any time, and requirements of the *University Act (RSBC 1996, c. 468)* are respected.

- j. If there is a tie between two (2) or more candidates for a position set out in these regulations:
 - i. The Okanagan Senate shall cast the deciding vote for those positions on the Okanagan Senate;
 - ii. The Vancouver Senate shall cast the deciding vote for those positions on the Vancouver Senate; and
 - iii. The Council of Senates shall cast the deciding vote for all other positions.

- k. A copy of these regulations shall be posted on the Internet.

2) Board of Governors

- a. The following offices are to be elected:
 - i. Two (2) Faculty Representatives, elected by and from the academic staff of the Vancouver campus of the University with the rank of Professor, Associate Professor, Assistant Professor, Professor of Teaching, Senior Instructor, Instructor II, Instructor I, and 12-Month Lecturer;
 - ii. One (1) Faculty Representative, elected by and from the academic staff of the Okanagan campus of the University with the rank of Professor, Associate Professor, Assistant Professor, Professor of Teaching, Senior Instructor, Instructor II, Instructor I, and 12-Month Lecturer;
 - iii. Two (2) Student Representatives, elected by and from the students of the Vancouver campus;
 - iv. One (1) Student Representative, elected by and from the students of the Okanagan campus;
 - v. One (1) Staff Representative, elected by and from all staff of the Vancouver campus who do not hold an academic appointment set out in Section 2(a)(i); and
 - vi. One (1) Staff Representative, elected by and from all staff of the Okanagan campus who do not hold an academic appointment set out in Section 2(a)(ii).

- b. Those persons who are ineligible as per Section 23 of the *University Act (RSBC 1996, c.468)* are ineligible for election to the Board of Governors.
- c. Each candidate for the Board of Governors must be nominated by at least seven (7) persons eligible to vote in the respective election.
- d. Each candidate must consent to their nomination before standing for election.
- e. Generally, the nomination and consent required by Sections 2(c) and 2(d) above shall be deemed by the signing of a nomination form provided by the Registrar. Confirmation of nomination may also be given to the Registrar by other means, including electronic means. However, the nominee's consent must be indicated by the signing of the nomination form provided by the Registrar (electronic signatures are not acceptable for this purpose but documents signed, scanned, and sent electronically are acceptable).
- f. The deadline for all nominations shall be as determined by the Registrar.
- g. Each candidate is requested to provide the Registrar with a statement of no more than two hundred and fifty (250) words to be made available to prospective voters. The use of hyperlinks in these statements is not permitted. In addition to this statement, each candidate is requested to also provide the Registrar with the following information:
 - i. The candidate's academic and honorary degrees;
 - ii. The candidate's current occupation;
 - iii. The candidate's current and past academic, societal, governmental, or commercial offices held;
 - iv. The candidate's current professional or business interests; and
 - v. The candidate's list of publications.
- h. The information requested in Section 2(g) must be provided to the Registrar at least seven (7) days prior to the opening of polls or by an earlier date specified by the Registrar if this date is specified in the call for nominations. Failure to provide this information by the day specified may result in it not being made available to voters by the Registrar.

- i. In cases where only the number of nominations received by the close of nominations is equal to or less than the number of positions available, those candidates nominated shall be declared elected, and any remaining seats shall be filled in accordance with Section 2 (j).
- j. In cases where a vacancy exists for a Representative to the Board of Governors between normal elections, a new election shall be called by the Registrar forthwith, to be held in accordance with these regulations insomuch as possible. A person so elected shall complete the remainder of the original term of office.

3) Senate

a. Okanagan Senate

i. The following offices are to be elected:

1. A number of Representatives of the Faculty equal to twice the number of senate members set out in Section 35.1 (3) (a) through (f) of the *University Act (RSBC 1996, c. 468)*, elected by and from the academic staff of the Okanagan campus of the University with the rank of Professor, Associate Professor, Assistant Professor, Professor of Teaching, Senior Instructor, Instructor II, Instructor I, and 12-Month Lecturer;
2. A number of Representatives of the Students equal to the number of people set out in Section 35.1 (3) (a) through (f) of the *University Act (RSBC 1996, c. 468)*, elected by and from the students of the Okanagan campus;
3. Two (2) Representatives of the Convocation, elected by and from the Convocation of the University, provided that no faculty member eligible under Section 3(a)(i) above may run for or hold these offices; and,
4. Such other positions on Senate that Senate directs are to be filled by election, including additions to those positions enumerated above.

b. Vancouver Senate

i. The following offices are to be elected:

1. A number of Representatives of the Faculty equal to twice the number of senate members set out in Section 35.1 (2)

- (a) through (f) of the *University Act (RSBC 1996, c. 468)*, elected by and from the academic staff of the Vancouver campus of the University with the rank of Professor, Associate Professor, Assistant Professor, Professor of Teaching, Senior Instructor, Instructor II, Instructor I, and 12-Month Lecturer;
2. A number of Representatives of the Students equal to the number of people set out in Section 35.1 (3) (a) through (f) of the *University Act (RSBC 1996, c. 468)*, elected by and from the students of the Vancouver campus;
 3. Four (4) Representatives of the Convocation, elected by and from the Convocation of the University, provided that no faculty member eligible under Section 3(b)(i) above may run for or hold these offices; and
 4. Such other positions on Senate that Senate directs are to be filled by election, including additions to those positions enumerated above.
- c. The election of the Representatives of the Faculty shall be conducted in such a way to ensure that at least two (2) representatives of each Faculty at that campus are elected, provided that at least two (2) candidates from each Faculty are nominated. Seats beyond the two allotted per faculty shall be elected by and from the joint faculties of Okanagan or Vancouver campus as applicable.
- d. The election of the Representatives of the Students shall be conducted in such a way to ensure that at least one (1) representative of each Faculty at that campus is elected, provided that at least one (1) candidate from each Faculty is nominated. Seats beyond the one allotted per Faculty shall be elected by and from the student body as a whole of the Vancouver or Okanagan campus as applicable.
- e. Each candidate for the Senate must be nominated by at least three (3) persons eligible to vote in the respective election.
- f. Each candidate must consent to their nomination before standing for election.
- g. Generally, the nomination and consent required by Sections 3(e) and 3(f) above shall be deemed by the signing of a nomination form provided by the Registrar. Confirmation of nomination may also be given to the Registrar by other means, including electronic means. However, the nominee's consent must be indicated by the signing of the nomination

form provided by the Registrar (electronic signatures are not acceptable for this purpose but documents signed, scanned, and sent electronically are acceptable).

- h. The deadline for all nominations shall be as determined by the Registrar.
- i. Each candidate is requested to provide the Registrar with a statement of no more than two hundred and fifty (250) words to be made available to prospective voters. The use of hyperlinks in these statements is not permitted. In addition to this statement, each candidate is requested to also provide the Registrar with the following information:
 - i. The candidate's academic and honorary degrees;
 - ii. The candidate's current occupation;
 - iii. The candidate's current and past academic, societal, governmental, or commercial offices held;
 - iv. The candidate's current professional or business interests; and
 - v. The candidate's list of publications.
- j. The information requested in Section 3(i) must be provided to the Registrar at least seven (7) days prior to the opening of polls, or by an earlier date specified by the Registrar if this date is specified in the call for nominations. Failure to provide this information by the day specified may result in it not being made available to voters.
- k. In cases where the number of nominations received is equal or less than the number of positions available, those candidates nominated shall be declared elected, and the Senate shall fill any remaining vacancies as specified in Sections 3 (l) through (n).
- l. In cases where a vacancy exists for a Representative of the Faculty to a Senate, or for a Representative of the Joint Faculties, such a position shall be offered - in the order of the number of votes received - to the persons who received the most number of votes in the most recent election to that office who were not elected, provided that such person received a number of votes at least equal to 20% of the number of voters who cast a ballot in the election. If there are no such persons who are willing or able to accept the position, the vacancy shall be filled through a by-election.
- m. In cases where a vacancy exists for a Representative of the Students to a Senate, such a position shall be offered - in the order of the number of votes received - to the persons who received the most number of votes in

the most recent election to that office who were not elected. If no such persons are willing or able to accept the position, the vacancy shall be filled by Senate on the recommendation of the Student Council of the Vancouver or Okanagan campus as applicable.

- n. In cases where a vacancy exists for a Representative of the Convocation to Senate, such a position shall be offered - in the order of the number of votes received - to the persons who received the most number of votes in the most recent election to that office who were not elected. If no such persons are willing or able to accept the position, the vacancy shall be filled by the Senate on the recommendation of the remaining Representative(s) of the Convocation on that Senate.

4) Electoral Integrity

- a. Activities that, in the opinion of the Registrar, are contrary to the good conduct of the election may result in a candidate or candidates being disqualified and / or the election being declared void by the Registrar, subject to appeal to the Elections Committee of the Council of Senates (hereafter, the Committee). The action taken by the Registrar shall stand until the Committee has ruled on the matter, but no new election shall occur nor candidate or candidates declared elected until the Committee has ruled.
- b. No candidate or any person acting on behalf of a candidate may use University resources that are not equally available to other candidates to further a campaign.
- c. The Registrar may take such remedial actions as he or she deems necessary to enforce these regulations, correct or mitigate any unfair advantage received by any candidate, or to contend with any situation not covered by these regulations, subject to appeal to the Committee. In considering such an appeal, the Committee may uphold or reject the action taken, or substitute its own action in place. The action taken by the Registrar shall stand until the Committee has ruled on the matter.
- d. For an action to be taken by the Committee, the Registrar must receive a formal statement of appeal. No such statement shall be accepted more than forty-eight (48) hours after voting has been completed except for those solely contesting the actual tabulation of results. Statements contesting the vote totals reported must be received by the Registrar within two (2) days of the publication of the official results of the election in question.
- e. In deciding appeals under Sections 4 (a) and (c), the Committee shall determine its own procedures, with the provisos that:

- i. its determination of appeals shall be final and;
- ii. it shall not invalidate an election if it is satisfied that the election was conducted in good faith or the matter under appeal did not materially affect the result.