

ELECTION OF REPRESENTATIVES TO THE UNIVERSITY BOARD AND SENATE RULES AND REGULATIONS

REPRESENTATION

BOARD OF GOVERNORS

The *University Act* provides for the election or appointment of representatives to the Board of Governors as follows:

Member Category	Number	Term (Years)	Membership By
Chancellor	1	3	First Chancellor appointed by Board 2008
President	1	Indefinite	Appointed by the Lieutenant Governor in Council
Community representatives	6 or more	up to 3	
Students	2	1	Election
Professional Support Staff	1	3	Election
Faculty Members	2	3	Election
Alumni Association Nominees	2	up to 3	Appointed by the Lieutenant Governor in Council

SENATE

The *University Act* provides for the establishment of a Senate, comprised of the following voting members:

Member Category	Number	Term (Years)	Membership by
Chancellor	1	3	Legislated
President	1	Indefinite	Chair of Senate, Legislated
Academic Vice President	1	Indefinite	Legislated
Deans of Faculties	8	Indefinite	Legislated
Chief Librarian	1	Indefinite	Legislated
Registrar	1	Indefinite	Legislated (non-voting)
Faculty Members	16	3	Election
Students	4	1	Election
Professional Support Staff	2	3	Election
Alumni Member	1	3	Appointed by President on nomination by the alumni association
Board Appointee	1	1	Appointed by the Board (non-voting)
Librarian	1	2	Transition Language

Terms for appointed and elected positions for Board and Senate are one year for students and three years for all other positions. These terms are for the years specified and after that until a successor is elected or appointed. This does not apply to the non-voting Board appointee to Senate.

DEFINITIONS

“Professional Support staff” means employees of the University who are not officers of the University, deans, chief librarian or faculty members (from the *University Act*).

“Faculty” means an educational administrative division of a university constituted by the board as a Faculty, or the dean and faculty members of a Faculty, as the context requires (from the *University Act*).

“Officers” of Kwantlen Polytechnic University includes the President, Vice Presidents, Associate Vice Presidents, and the University Secretary.

“Faculty Member” means a person employed by the university as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by the Senate (from the *University Act*).

ELECTIONS

The Registrar is responsible for conducting all elections, as specified in the *University Act*. Decisions made by the Registrar concerning the enforcement of the election rules and regulations are final. The election of faculty, professional support staff and student representatives shall normally be scheduled in the spring of each year.

The elections shall be conducted by an in-person ballot or by mail-out ballot or by on-line ballot, *with the on-line balloting preferred*. In the case of in-person ballots, one (1) polling place will be located on each campus and balloting shall be on one (1) day only. A candidate may appoint a scrutineer to represent the candidate at each polling station. The scrutineer’s primary function is to represent the candidate at the polling station and to protect the candidate’s interests by observing the proceedings to ensure that the election is conducted in accordance with the provisions of these rules and regulations.

TERMS OF OFFICE

BOARD

The term of office of faculty and professional support staff representatives on the Board shall be three (3) years, normally commencing on September 1 of the year in which they were elected. The term of office of student representatives on the Board shall be one (1) year, commencing on September 1 of the year in which they are elected.

A faculty member elected to the University Board must have an appointment, consistent with the term of office from the faculty. If an elected faculty member’s appointment with the University is terminated for any reason, the position will be declared vacant.

A professional support staff member elected to the University Board must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.

A student elected to the University Board must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no current notations on the student’s records related to academic standing, student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student’s enrollment is terminated for any reason, the position will be declared vacant.

SENATE

The term of office of faculty and professional support staff representatives on the Senate shall be three (3) years, normally commencing on September 1 of the year in which they were elected. The term of office of student representatives on the Senate shall be one (1) year, commencing on September 1 of the year in which they were elected.

A faculty member elected to the Senate must have an appointment, consistent with the term of office, within an educational administrative division of the University constituted by the board as a Faculty. If an elected faculty member’s appointment with the University is terminated for any reason, the position will be declared vacant.

A professional support staff member elected to the Senate must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member's employment with the University is terminated for any reason, the position will be declared vacant.

A student elected to Senate must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no current notations on the student's record related to academic standing or student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student's enrollment is terminated for any reason, the position will be declared vacant.

VOTERS LIST

FACULTY

BOARD

The voters list shall be comprised of all faculty members. All faculty members with a current appointment during the period of election will be eligible to vote.

The voters list for a faculty election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at all campus Enrolment Services offices once an election or by-election has been called.

Faculty members are expected to vote on their home campus when an in-person election method is used. However, they may change the campus on which they will vote by submitting a request in writing to the Registrar. A *Request to Amend Voters List* form may be used for this purpose. The request must be received by the Registrar at least ten (10) calendar days prior to the date of the election. The first voters list will be made available for viewing no later than five (5) calendar days prior to the date of the election.

FACULTY

SENATE

The voters list shall be comprised of all faculty members with appointments within educational administrative divisions of the University constituted by the board as a Faculty. All faculty members with a current appointment during the period of election will be eligible to vote.

The voters list for a faculty election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at all campus Enrolment Services offices once an election or by-election has been called.

Faculty members are expected to vote on their home campus when an in-person election method is used. However, they may change the campus on which they will vote by submitting a request in writing to the Registrar. A *Request to Amend Voters List* form may be used for this purpose. The request must be received by the Registrar at least ten (10) calendar days prior to the date of the election. The first voters list will be made available for viewing no later than five (5) calendar days prior to the date of the election.

PROFESSIONAL SUPPORT STAFF

BOARD AND SENATE

The voters list shall be comprised of all professional support staff who are not officers of the University, deans, chief librarian or faculty members. Professional support staff who have an appointment consistent with the term of office will be eligible to vote. The term of employment must be for at least ten (10) months each year.

The voters list for a professional support staff election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at all campus Enrolment Services offices once an election or by-election has been called.

Professional support staff members are expected to vote on their home campus when an in-person election method is used. However, they may change the campus on which they will vote by submitting a request in writing to the Registrar. A *Request to Amend Voters List* form may be used for this purpose. The request must be received by

the Registrar at least ten (10) calendar days prior to the date of the election. The final voters list will be made available for viewing no later than five (5) calendar days prior to the date of the election.

STUDENTS

BOARD AND SENATE

The voters list shall be comprised of all students in credit programs who are registered in at least one (1) course and/or enrolled in a recognized program and whose tuition and other fees are paid in full at the time of the call for election.

The voters list for a student election will be provided by the Registrar. The voters list will be arranged numerically by student number. A copy of the voters list will be available for viewing at ALL campus Enrolment Services offices once an election or by-election has been called.

For an in-person election, students are expected to vote on their home campus. Students may change the campus on which they will vote by submitting a request in writing to the Registrar. A *Request to Amend Voters List* form may be used for this purpose. The request must be received by the Registrar at least ten (10) calendar days prior to the date of the election. The final voters list will be made available for viewing no later than five (5) calendar days prior to the date of the election.

ELIGIBILITY TO RUN FOR OFFICE OR VOTE

FACULTY

BOARD

The faculty representatives shall be elected from the faculty at large, with all faculty members who have appointments consistent with the term of office entitled to stand for election. A faculty member who is also employed as a professional support staff member or who is also a student may only vote and stand for election in one category. Faculty members must declare to the Registrar in which category they wish to stand for election and vote.

SENATE

Two (2) faculty members, whose appointment is consistent with the term of office, from each Faculty will be elected by the members of that Faculty. Elections for each representative shall be limited to faculty members in that particular Faculty.

A faculty member whose appointment crosses two (2) or more Faculties may only be nominated to represent one (1) of the Faculties. Faculty members must declare to the Registrar in which Faculty they wish to stand for election and vote. A faculty member who is also employed as a professional support staff member or who is also a student may only vote and stand for election in one category. Faculty members must declare to the Registrar in which category they wish to stand for election and vote.

There are eight Faculties for purposes of these elections:

Faculties

Faculty of Design

Faculty of Business

Departments

Fashion Design and Technology
Graphic Design for Marketing
Interdisciplinary Design Studies
Interior Design

Accounting
Applied Business Technology/Legal Administration
Applied Communications
Business Management
Business Quantitative Methods
Computer Business Systems
Computing Science and Information Systems
Economics

	Information Technology Journalism Marketing Management Public Relations
Faculty of Academic and Career Advancement	Academic and Career Preparation Access Programs for People with Disabilities English Language Teaching to Adults (CELTA) Career Choices and Life Success English Language Studies English Language Training Family Childcare University Transitions
Faculty of Community and Health Studies	Psychiatric Nursing Nursing Community Support Worker Graduate Nurse Internationally Educated Re-Entry Graduate Nurse Qualifying Graduate Nurse Re-entry Health Unit Coordinator Home Support/Resident Care Attendant Special Education Teacher Assistant
Faculty of Humanities	Creative Writing English Fine Arts Modern Languages Philosophy Music
Faculty of Science and Horticulture	Biology Chemistry Environmental Protection Technology Mathematics Physics Horticulture
Faculty of Social Sciences	Anthropology Criminology Geography/Geology History Political Science Psychology Sociology
Faculty of Trades and Technology	Appliance Servicing Automotive Service Technician CADD Electrical Farrier Masonry Metal Fabrication Millwright Parts and Warehousing Plumbing Public Safety Communications Welding

PROFESSIONAL SUPPORT STAFF

BOARD

One (1) professional support staff representative shall be elected from the membership at large, with all staff members on the voters list being entitled to stand for election. A professional support staff member who is also a faculty member or a student may only vote and stand for election in one category. Professional support staff members must declare to the Registrar in which category they wish to stand for election and vote.

SENATE

Two (2) positions shall be elected to represent the membership at large. Any professional support staff member on the voters list may stand for election. A professional support staff member who is also a faculty member or a student may only vote and stand for election in one category. Professional support staff members must declare to the Registrar in which category they wish to stand for election and vote.

STUDENTS

BOARD

Two (2) positions shall be elected to represent the membership at large. A student elected to the Board must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no current notations on the student's record related to academic standing or student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student's enrollment is terminated for any reason, the position will be declared vacant.

SENATE

Four (4) positions shall be elected to represent the membership at large. A student elected to Senate must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no current notations on the student's record related to academic standing or student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student's enrollment is terminated for any reason, the position will be declared vacant.

NOMINATIONS

Nomination papers will be available from the Enrolment and Registrar Services office on all campuses once a call for election has been made. Instructions and deadlines for the receipt of nominations will be made available at the same time. The close of nominations shall be 4 weeks prior to the date of the election. Original copies of the nomination must be in the hands of the Registrar by the date and time established for the close of nominations. No exceptions will be made.

If only as many candidates are nominated for the senate as are required to be elected, the candidates are declared to have been elected.

The election will be held no less than 4 weeks after the close of nominations.

A nomination paper is not valid unless at least 4 weeks before the date of the election it is delivered to the office of the Registrar, or if sent by mail, is received by the Registrar.

FACULTY

Each candidate shall be nominated in writing, the nomination to be signed by three (3) persons from that Faculty entitled to vote in the election of the senate. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed. The registrar will immediately send a written notice of nomination to each person nominated as a candidate for membership in the senate, with a request that the candidate forward to the registrar information about the following:

- (a) The candidate's degrees and the dates of them
- (b) The candidate's occupation and credentials
- (c) Offices held by the candidate at a university or any other organization
- (d) The candidate's other professional or business interests
- (e) The candidate's publications

PROFESSIONAL SUPPORT STAFF

Each candidate shall be nominated in writing, the nomination to be signed by three (3) professional support staff members on the voters list and by the nominee indicating a willingness to run for election. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed.

STUDENTS

Each candidate shall be nominated in writing, the nomination to be signed by three (3) students on the voters list and by the nominee indicating a willingness to run for election. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed.

CANDIDATE LISTS

Candidate lists for each election will be posted on all campuses and on-line where applicable no later than three (3) working days following the close of nominations.

CAMPAIGNING

Candidates may campaign from the day the candidate list is posted. All candidates are required to act with honesty and integrity in their campaigns. Fair play rules will apply. Campaigning must be done on the individual's own time and the cost of the campaign materials must be borne by the candidate. The Registrar as Chief Returning Officer has the necessary authority to take action as is deemed appropriate.

For in-person elections, no candidate information may be placed in the immediate area of the polling station on the day of the election. Candidates or their representatives cannot remain immediately within the polling stations during the election. The polling station staff will determine an appropriate distance. During the voting period the polling station staff will remove any candidate information that is found in the immediate area of the polling station or can ask that a candidate or their representative leave the polling station area if any materials are being worn or distributed. Candidates are responsible for the removal of all posters and other campaign material immediately following the close of the elections.

COUNTING OF BALLOTS

For on-line elections, the counting of ballots occurs automatically by the system. For in person and mail-out elections the counting of ballots will be completed within 24 hours of the closing of the polling stations. A candidate may appoint a scrutineer to represent the candidate during the counting of the ballots. The scrutineer's primary function is to represent the candidate and to protect the candidate's interests by observing the proceeding to ensure that the ballot counting is in accordance with the provisions of these rules and regulations.

In the event of a tie, for in person and mail-out elections the Registrar will order a recount of ballots to be completed within 24 hours of the original count. In the event of a tie between two or more candidates for an office, the Senate must cast the deciding vote. Random selection will occur in the event of a tie for the Board of Governors election.

In the event of a very close election, a recount of ballots may be requested for in person and mail out elections. Only a candidate for the particular position may make this request and the Registrar must receive it no later than five (5) calendar days from the date the results of the election are declared.

DECLARATION OF ELECTION

BOARD

FACULTY

The successful candidate shall be the candidate with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

PROFESSIONAL SUPPORT STAFF

The successful candidate shall be the candidate with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

STUDENTS

The successful candidates shall be the two (2) candidates with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

SENATE

FACULTY

The successful candidate for each position shall be the two (2) candidates with the greatest number of votes for their faculty. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

PROFESSIONAL SUPPORT STAFF

The successful candidates shall be the two (2) candidates with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

STUDENTS

The successful candidates shall be the four (4) candidates with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

ANNOUNCEMENT OF RESULTS

The names and voting counts for all candidates will be publicized. The results of each election will be posted on bulletin boards on all campuses and on-line through *myKwantlen*. The registrar will report the results of the senate election(s) to the senate at its first meeting following the election.

COMPLAINTS/APPEALS

1. In the case of any election that is not conducted on-line, ballots will be retained for a 14-day appeal period and then will be destroyed.
2. Any complaint or appeal with respect to election procedures or results must be made to the Registrar within 7 days of the announcement of election results. Complaints and appeals will be considered by a three-member Elections committee of the Senate as to what action, if any, should be taken. In addition to the three members from the Senate, the Registrar will be a non-voting member and act as its Chair. Decisions of the Elections Appeal Committee are final and binding.

DESTRUCTION OF BALLOTS

Provided there has not been an appeal or a request for a recount, ballots for an election that was not held on-line will be destroyed after fourteen (14) calendar days have elapsed from the date the results of the election are announced. In the event of an appeal or a request for a recount, the ballots will be destroyed at the conclusion of the appeal or recount.

VACANCIES DURING A TERM OF OFFICE

BOARD

If a vacancy arises on the board because of the death of a member or for another reason before the end of the term of office for which a member has been appointed or elected, the secretary of the board must enter a declaration of the vacancy in the minutes of the board. A declaration is conclusive evidence of the vacancy.

If a vacancy exists in respect of an appointed member, the Lieutenant Governor in Council must appoint a person to fill the vacancy. If a vacancy exists in respect of an elected member, the appropriate body must elect a replacement. A vacancy on the board does not impair the authority of the remaining members of the board to act.

SENATE

If a vacancy arises on the senate, the vacancy will be filled, in the case of an appointed member, by the body possessing the power of appointment, or in the case of an elected member, in the manner specified below.

If a vacancy occurs on senate, in the case of an elected member it shall be filled by the candidate who received the most votes among those who were nominated but not elected in the most recent election. In the event the seat was filled by acclamation, the following steps will occur. If the seat is declared vacant between the months of February and September, a by-election will take place in the fall to find a replacement. If the seat is declared vacant between the months of October and January and the remainder of the term is less than one year in length, a regular election will occur in the spring and the outstanding months remaining on the vacant term will be added to term of office for the seat up for election. If all the seats in a given constituency are acclaimed, a random selection from the acclaimed candidates will occur to assign the remaining term of office. If more than one seat is being elected in this grouping, then the candidate who receives the most votes will be awarded the extended term of office. If the remainder of the term is more than one year, a by-election will occur.

The secretary of the senate (the Registrar) must enter a declaration of the vacancy in the minutes of the senate. A declaration under subsection 36(6) is conclusive evidence of the vacancy.

A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected. A vacancy on the senate does not impair the authority of the remaining members of the senate to act.