

# **A Procedure for the Conduct of Elections to the Applied & Technical Studies Faculty Council**

These procedures have been developed to meet the requirements of the Voting Membership as outlined in the Applied & Technical Studies Faculty Council, Terms of Reference.

## **1. DEFINITIONS**

The following definitions apply to the Faculty of Applied & Technical Studies at the University of the Fraser Valley (UFV).

- a. "Faculty member" means a person employed by UFV as an instructor, lecturer, assistant professor, associate professor, or professor on a permanent contract.
- b. "Sessional Faculty member" means a person employed by UFV as an instructor, lecturer, assistant professor, associate professor, or professor on a per course semesterly contract.
- c. "Relief Faculty member" means a person employed by UFV, on-call, as an instructor or lecturer on a fiscal year contract.
- d. "Support staff" means employees of UFV who are not (a) officers of the university, or (b) deans or faculty member.
- e. "Student" means a person who is presently enrolled at UFV in a credit course.
- f. "Officer of the University" is the president, a vice-president, or associate vice-president.
- g. "Employee of UFV" refers to people who have a permanent or continuing employment contract with UFV.

## **2. TERMS OF MEMBERSHIP**

### **2.1. Positions**

The following positions are elected to the Applied & Technical Studies Faculty Council:

- a. One vice-chair elected by faculty members of the Faculty of Applied & Technical Studies.
- b. Two sessional/relief faculty members, elected by sessional/relief faculty members of the Faculty of Applied & Technical Studies.

- c. Two support staff elected by the support staff of the Faculty of Applied & Technical Studies.
- d. Two students elected by students of the Faculty of Applied & Technical Studies.

## **2.2. Terms of Elected Positions**

The terms of the elected positions to the Applied & Technical Studies Faculty Council and after that until a successor is elected are:

- a. Vice Chair - two years
- b. Sessional/Relief Faculty – one year
- c. Support Staff – two years
- d. Students –one year

Terms begin each Fall

## **2.3. Vacancies**

The Chair of the Applied & Technical Studies Faculty Council must enter a declaration of the vacancy in the minutes of Faculty Council meeting as appropriate. This is conclusive evidence of the vacancy.

The Council Assistant will conduct a by-election in a timely manner. If three or fewer months are remaining in the term of the vacated position, the position will remain vacant until the regular annual elections take place.

A person elected to fill a vacancy holds the position for the remainder of the term for which the person's predecessor was elected.

## **3. ELECTION PROCEDURES**

The elections will be conducted by the Council Assistant.

### **3.1. Nominations**

- a. A notice of the regular annual election and call for nominations for vice chair and support staff positions shall be made in March.

A notice of the regular annual election and call for nominations for sessional/relief faculty shall be made in April.

A notice of the regular annual election and call for nominations for student positions shall be made in September.

Nominations will be open for 3 weeks.

If no candidates are nominated the call for nominations may be extended for 2 weeks. If no candidates are nominated after the extension, the position shall be filled by an appointment, by the Chair of the Applied & Technical Studies Faculty Council.

- b. Candidates must be nominated to a position by the following number of members of the group associated with the position:
  - Vice Chair – nominated by 5 faculty
  - Support Staff – nominated by 5 support staff
  - Student – nominated by 5 students
  - Sessional/Relief Faculty – nominated by 1 sessional/relief faculty
- c. Candidates must be members of the group that elects them. They must sign the nomination indicating a willingness to stand for the position and agreement to serve the term.
- d. Each candidate may provide a statement of up to 150 words on the candidate's views on matters rightfully falling under the jurisdiction of the Applied & Technical Studies Faculty Council.

The statement will be printed and/or posted electronically with the list of candidates and voting instructions. These will be posted no later than the week following nominations.

### **3.2. Election Registers or Voters' Lists**

Voters for a representative of a group must be members of that group. Only those persons whose names appear in the election registers are entitled to vote at an election.

#### **a. Faculty**

The Council Assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the faculty that are entitled to vote at an election.

#### **b. Support Staff**

The Council Assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the support staff that are entitled to vote at an election.

c. Sessional/Relief Faculty

The Council assistant will, upon a call for nominations, prepare an election registers or voters' list, which is an alphabetical list of the names and UFV addresses of the sessional/relief faculty who are entitled to vote at an election.

d. Students

The Council Assistant obtains program lists of the names of all registered students enrolled in a program under the Faculty of Applied & Technical Studies at the call for nominations and just before voting begins.

### **3.3. Voting**

- a. The voting will be held at least 2 weeks after the close of nominations.
- b. Candidates may conduct an election campaign until the voting begins. The candidates are responsible for removing all posters and campaign material within sight of any designated polling station prior to the start of voting.
- c. Balloting will take place over at least 4 days, but preferably a 7-day period. The Chair of the Applied & Technical Studies Faculty Council will determine an appropriate method(s) for voting that maintains the confidentiality of the process, but allows a maximum amount of voter participation.

### **3.4. Results**

- a. The Council Assistant must report the results of the election to the committee at the first meeting following the election or by email should the next meeting be more than 5 weeks away.
- b. The candidate with the highest number of votes will be declared the winner.
- c. If there is a tie vote between two or more candidates for an office, the Chair of the Applied & Technical Studies Faculty Council must cast the deciding vote.

## **4. APPEALS**

Any appeal of the contents and/or conduct of the election shall first be made to the Chair of the Applied & Technical Studies Faculty Council. If the matter is not resolved, then it may be referred to Senate.

## **5. CHANGES TO THE PROCEDURES**

The Chair of the Applied & Technical Studies Faculty Council will review the procedures after each election and make recommendations for changes to the Faculty Council.