

Board of Governors – Internal Election Procedures

Associated Policy: Special Resolution III.1 – Appointment of Members of the Board of Governors

Policy Sponsor: University Secretary

Date: TBC

Purpose:

The purpose of these Procedures is to outline the general rules and guidelines that will govern the conduct of elections for internal (faculty, staff, student) positions on Trent University's Board of Governors.

Procedure:

1. General

- a. In accordance with Special Resolution III.1 – Appointment of Members of the Board of Governors, the Board's Nominating & Governance Committee has the overall responsibility and authority for elections of the Board of Governors.
- b. The Chief Electoral Officer is the University Secretary. The responsibilities of the CEO may be delegated to other staff within the University Secretariat. The CEO has the following responsibilities:
 - i. Set the timelines for the elections.
 - ii. Coordinate the dissemination of information on the election to all constituents, including posting on the Board Recruitment website.
 - iii. Providing nominations forms and instructions on the election process.
 - iv. Holding an information session for all candidates (mandatory for student candidates) following the nomination period.
 - v. Verifying the eligibility of all candidates.
 - vi. Verifying election results.
 - vii. Investigate and report any complaints, irregularities, and/or infractions to the Nominating & Governance Committee.
 - viii. Report election results to the Board of Governors, through the Nominating & Governance Committee.

2. Call for Nominations

- a. The Call for Nominations for faculty, staff, and student elections is typically scheduled in the Winter term of any given year. The need for by-elections or other special circumstances may require an adjustment to the nomination period timing
- b. The Nomination period will be open for no less than 7 days.
- c. Candidate eligibility is determined in accordance with Special Resolution III.1 – Appointment of Members of the Board of Governors.

- d. The University Secretariat will create and share an electronic Self-Nomination form for candidates putting their names forward, and an electronic Supporting Nomination form for individuals in their constituency to nominate candidates.
- e. The University Secretariat must receive an electronic Self-Nomination and the required number of Supporting Nominations (15 for students, 2 for faculty and staff) for each candidate to be eligible to stand for election. Candidates cannot submit Supporting Nominations for themselves.
- f. All candidates shall provide the University Secretariat with a brief candidate statement (maximum 250 words) and may submit a digital photograph. The candidate statement and photo (if provided) will be posted on the University's MyTrent portal, as well as on the voting site.
- g. An information session will be scheduled by the University Secretariat and is open to all internal candidates, however, attendance is mandatory for all student candidates in order for them to be eligible to run for the position.
- h. When the nomination period has closed:
 - i. If more than one nomination is received for any constituency, an election will be held.
 - ii. If only one nomination has been received for any constituency, the candidate shall be acclaimed (subject to recommendation by the Nominating & Governance Committee and final approval by the Board of Governors).
 - iii. If no nominations are received for any constituency, the seat will remain empty and a by-election will be held, following these procedures.
- i. Candidates will receive notification of their eligibility to stand by the CEO.

3. Campaigning

- a. Campaigning may begin following the close of nominations and once a candidate has received confirmation of their eligibility from the CEO and closes at the end of the voting period.
- b. All candidates shall conduct themselves and their activities in a manner that is considered reasonable, respectful, ethical, and fair.
- c. Candidates are responsible for ensuring that their campaign is in compliance with all University policies (any college postering policies, Discrimination and Harassment Policy, Charter of Student Rights and Responsibilities, Free Speech Policy, etc.).
- d. No candidate may interfere with the campaigning of another candidate, including but not limited to, communication of any misinformation about another candidate, and/or the destruction, defacing, moving, or removal of campaign materials.
- e. Campaigning is not allowed in instructional spaces, even with the permission of the course instructor.
- f. Candidates may spend up to \$100 on campaign materials. Please keep all receipts as the CEO may ask to review them at any time. Any donated campaign materials will be valued and included in the spending limit.
- g. Candidates are not permitted to use in their campaign any services or resources that are accessible to them by virtue of their employment at the University and/or position within an association, college, or group. This includes, but is not limited to office supplies, equipment, technology, support staff, and distribution lists.
- h. Any campaign material must be taken down within 3 days of the close of election.

4. Voting

- a. Voting for Board of Governors positions is conducted online.
- b. The voting period will be at least 48 hours in duration.
- c. Notification of the voting period will be communicated by email to the relevant constituencies and will be posted on the University's MyTrent portal.
- d. No minimum voter turnout is required to validate an election.
- e. Eligible voters may only vote once for each position within their respective constituency.

5. Post-Elections

- a. Election results will be reviewed and communicated by the CEO to the candidates of each respective constituency as soon as possible after the close of voting.
- b. In the event of a tie, the CEO will determine the successful candidate by writing the names of each of the tied candidates on pieces of paper that are folded and put into a box. The CEO will draw a piece of paper in the presence of two independent witnesses, and the candidate whose name appears on the selected paper will be the winner.
- c. Following the close of elections, the successful candidates will meet with the Board Chair (or designate), the Nominating and Governance Committee Chair (or designate), and the University Secretary, who will decide whether the recommendation for appointment to the Board will move forward to the Nominating & Governance Committee. Candidates will be asked to provide their resume/curriculum vitae in advance of the meeting. The meeting will discuss the role and responsibilities of governors and provide an overview of issues of confidentiality and conflict of interest. The appointment will move forward to the Nominating & Governance committee if it is deemed appropriate for both the candidate and the Board.
- d. Recommendations for appointment will track through the Nominating & Governance Committee to the Board of Governors.
- e. A notice will be posted on the University's MyTrent portal informing the Trent Community who the successful candidates are.

6. Violations of Election Procedures

- a. Allegations of violation of election procedures and/or University policies must be submitted to the CEO in writing. Complaints submitted anonymously will not be investigated.
- b. Complaints must be submitted within forty-eight (48) hours after the incident took place or within 24 hours following the close of voting (whichever is sooner).
- c. The CEO will investigate, consider, and attempt to resolve any complaints that arise regarding the electoral process.
- d. If the complaint cannot be resolved, the CEO will bring the complaint forward to the Nominating & Governance Committee for final decision.

Related Policies, Procedures and Guidelines:

- a) Special Resolution III.1 – Appointment of Members of the Board of Governors

Date for Next Review:

N/A