

# RULES AND PROCEDURES FOR CONDUCTING ELECTIONS

## BOARD OF GOVERNORS AND EDUCATION COUNCIL

### 1. Authority

In accordance with sections 12(2) and 17(2) of the College and Institute Act, the Registrar is required to establish rules for the purpose of conducting elections for positions on the Board of Governors and Education Council. In the event of conflict between these rules and procedures and the Act, the Act shall prevail.

### 2. Definitions

<b>Act</b>	<b>Means the College and Institute Act.</b>
<b>Board</b>	<b>Means the Board of Governors.</b>
<b>Campaigning</b>	<b>Means any activity by a candidate, be it through social media, posters, discussion, or announcements, to encourage or entice a constituent to vote for them or another specific candidate.</b>
<b>Candidate</b>	<b>Means the individual nominated to stand for election.</b>
<b>Council</b>	<b>Means Education Council.</b>
<b>Chief Elections Officer</b>	<b>Means the Registrar or an individual appointed by the Registrar to conduct an election.</b>
<b>Elections Page</b>	<b>Means the webpage maintained on the Okanagan College website that is accessible to all eligible Candidates and voters and includes relevant election information.</b>
<b>Election Schedule</b>	<b>Means the specific dates and deadlines established and published by the Chief Elections Officer for an election.</b>
<b>Faculty/Instructor</b>	<b>Means any faculty member of the College.</b>





	<b>between Clanagan College (Support Staff) and the BC Government and Service Employees' Union (2019 2022 and as renegotiated).</b>
<b>Eligibility to nominate or vote for this representative</b>	<b>Be considered a Student on the day the election is held</b>

**6 Conduct of Candidates**

To ensure fairness, integrity, and professionalism, candidates and their agents must conduct themselves in accordance with all relevant College bylaws and policies and shall abide by any election regulations and guidelines as established by the Chief Elections Officer. Failure to do so may result in disqualification

**7. Election Procedures**

Elections will be conducted electronically:

- a) The Election Page will be updated in January, or as needed throughout the year; and will include:
  - a The Election Rules and Procedures
  - b The anticipated annual election cycle including relevant dates and deadlines
  - c The Election Schedule once confirmed by the Chief Elections Officer:
  - d All official nomination forms
  - e Information of upcoming elections, names of nominated Candidates and biographies as appropriate
  - f The name and contact information for the Chief Elections Officer:
  - g The names of the Election Appeal Committee

**Nominations**

- a) The nomination period will last at least ten business days
- b) Nomination forms must include the signatures of the Candidate and three nominators. The nominators must be eligible to vote for the Candidate being nominated
- c) Candidates must sign a declaration attesting to their eligibility and their willingness and ability to serve throughout their term
- d) Candidates may submit a headshot type photograph and a 200 word biography with their nomination form
- e) Nomination forms should be submitted electronically prior to the specified time on the last day of the nomination period<sup>2</sup> and must be received by the deadline date and time stipulated
- f) A late submission of the photograph will be accepted. No changes or submission are accepted for the biography.

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<sup>2</sup> Candidates unable to submit nomination forms electronically must make submission arrangements with the Chief Elections Offices prior to the close of the nomination period



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- b) The Election Appeals Committee shall decide its own process, including whether they require any further information or if they wish to hear oral submissions prior to making their decision
- c) Decisions by the Election Appeals Committee are final and will be communicated to the parties to the appeal in writing

**9 By-Elections**

Should a seat become vacant, and the residual term of the vacancy exceed four months, a by-election will be held and the successful Candidate will fill the remainder of the term. The by-election shall be held at a time deemed reasonable by the Registrar in consultation with the President and the Board or Council Chair:

The Registrar may delay or refuse to conduct a by-election if, in their judgement after consultation with the representative groups, it is deemed to be unreasonable or because the timing would exclude a significant portion of an affected representative group.

**10 Supporting References, Policies, Procedures and Forms**

- [Election Website](#)
- [Election Campaigning Procedures](#)
- [Board of Governors Website](#)
- [Education Council Website](#)

**History / Revisions**

Date	Action
2024-06-10	Minor revisions for clarity only.
2024-03-01	Combined Board of Governors Election Rules and Education Council Rules

## **Appendix A - Excluded Positions**

Under the College and Institute Act, the elected employee members of the Board of Governors and Education Council consist of “faculty” and “support staff” members. The following definitions are found in the Act for these representative groups:

**“support staff” means the employees of the institution who are not the president, educational administrators or faculty members;**

**“faculty member” includes an instructor, librarian, tutor, counsellor, research associate, program coordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the Labour Relations Code, for the institution and faculty members specifies to be a faculty member;**

Further the Act defines “educational administrators” as follows:



## Appendix B – Regions and Program Areas

The College and Institute Act requires that the Registrar establish rules that reflect the distribution of the institution's program areas for students elected to the Education Council and reflects the geographic distribution of the institution's programs and support areas for all individuals elected to Education Council<sup>4</sup>.

### Regions

The following list of regions will be updated as necessary and will be used in discussion with the Chair of Education Council to establish the Preference List each election

- Shuswap/Revelstoke
- North Okanagan
- Central Okanagan
- South Okanagan- Similkameen

### Program Areas

The following list of program areas will be updated as necessary and will be used in discussion with the Chair of Education Council to establish the Preference List each election

- Arts
- Business
- Foundational
- Health & Social Development
- Science
- Technology
- Trades and Apprenticeship

(As of June 2024)

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<sup>4</sup> Articles 12(3) and 17(3) of the College and Institutes Act