

# **Election Rules and Procedures - Board of Governors and Education Council**

## **1. Authority**

These rules and procedures are established by the Registrar under sections 12(2) and 17(2) of the College and Institute Act to govern elections for positions on the Board of Governors and Education Council. If any conflict arises between this document and the Act, the Act will prevail.

The Registrar administers all elections for student, faculty, and support staff positions on the Board of Governors and Education Council.

## **2. Definitions**

Act: The College and Institute Act.

Board: The Board of Governors.

Campaigning: 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.

Candidate: An individual nominated to stand for election.

Council: The Education Council.

Chief Elections Officer: The Registrar or an individual appointed by the Registrar to conduct an election.

Department Area: Administrative grouping of programs, faculty, and resources, under a dean.

Educational Administrator: Dean, Director, Vice President or similar employee that is classified as being part of the excluded employment group within the institution.

Elections Page: A webpage or myNIC announcement accessible to all eligible votes and candidates containing official election information.

Election Schedule: The dates and deadlines published by the Chief Election Officer for each election.

Faculty Member: An instructor, librarian, tutor, counsellor, research associate, program coordinator or other employee covered by the North Island College Faculty Association (NICFA) faculty agreement.

Representative Group: One of the following groups from which candidates for election belong

- North Island College Faculty Association (NICFA)
- Canadian Union Public Employee (CUPE) Local 3479
- North Island Students' Union (NISU)

Student: A person recognized by the Registrar as enrolled and in good standing in a program or pathway that includes courses for academic credit recognition (including Upgrading/Adult Basic Education).

Support Staff: An employee who is not the President, a faculty member or an educational administrator, and is part of the CUPE Local 3479.

### **3. Board of Governors and Education Council Elected Members**

#### **3.1 Board of Governors Elected Members**

<i>Representative Group</i>	<i>Number of Positions</i>	<i>Term Length</i>	<i>Date of Appointment</i>
Students	2	1 year	October 1 to September 30
Support Staff	1	3 years	May 1 to April 30
Faculty	1	3 years	May 1 to April 30

#### **3.2 Education Council Elected Members**

<i>Representative Group</i>	<i>Number of Positions</i>	<i>Term Length</i>	<i>Date of Appointment</i>
Students	4	1 year	October 1 to September 30
Support Staff	2	2 years	May 1 to April 30
Faculty	10	2 years	May 1 to April 30

The Registrar with agreement from Chair of the Board and Council can extend or retract an appointment date to support a change in the election rules and procedures or the Education Council bylaws.

#### **3.3 Eligibility to Vote and Hold Office**

Eligibility is determined by an individual's primary relationship with North Island College. If an individual appears to fall into more than one category, the Registrar will determine the appropriate category.

If an elected representative becomes ineligible during their term, their seat will be declared vacant and filled in the next applicable election or by a by-election (see section 7.2).

### 3.4 Faculty/Instructor Positions Eligibility

Eligibility to stand for election and to hold office	<p>Candidates must:</p> <ul style="list-style-type: none"> <li>• be in good standing with their representative group</li> <li>• hold an employment contract or have a reasonable expectation of a contract that covers the full term of office</li> <li>• for the Board position: Not exceed the maximum of two <u>consecutive</u> terms (a total of six years)</li> </ul>
Eligibility to vote for this representative	<p>Faculty voters include all NICFA members employed on election day.</p> <p>Eligible faculty may cast:</p> <ul style="list-style-type: none"> <li>• one (1) ballot for the faculty representative on the Board</li> <li>• one (1) ballot for each of the faculty positions on the Education Council (total 10)</li> </ul>

### 3.5 Support Staff Positions Eligibility

Eligibility to stand for election and to hold office	<p>Candidates must:</p> <ul style="list-style-type: none"> <li>• be in good standing with CUPE Local 3479</li> <li>• hold an employment contract, or have reasonable expectation of one, for the full term</li> <li>• for Board position: Not exceed the maximum of two consecutive terms (six years total)</li> </ul>
Eligibility to vote for this representative	<p>Eligible support staff may cast:</p> <ul style="list-style-type: none"> <li>• one (1) ballot for the support staff representative on the Board</li> <li>• one (1) ballot for each of the support staff representative position on the Education Council (total 2)</li> </ul>

### 3.6 Student Positions Eligibility

Eligibility to stand for election and to hold office	<p>Candidate must:</p> <ul style="list-style-type: none"><li>• be registered in at least one course in both fall and winter terms in a program or pathway that consists of courses for academic credit (including Upgrading/Adult Basic Education)</li><li>• be in good standing by the Registrar, meaning no current student conduct notations and no outstanding fees for the academic term immediately preceding the term of office</li><li>• not be employed by the College as, faculty, support staff or an educational administrator</li></ul>
Eligibility to vote for this representative	<p>Student voters include all students registered in at least one credit course in a Board of Governors approved program at the time of the election.</p> <p>Eligible students may cast:</p> <ul style="list-style-type: none"><li>• one (1) ballot for each available student seat on the Board and the Education Council</li></ul>

## **4. Elected Member Distribution**

### 4.1 Student Representatives

The Act requires that the Registrar establish rules that reflect the distribution of the institution's program and regional areas where there are multiple elected positions to the Board and Council.

To ensure representation across program areas:

- If candidates come from multiple program areas, the two highest-voted candidates from different areas will be elected
- If multiple candidates come from the same area, the candidate with the most votes from that area and the highest-voted candidate from another area will be elected
- If all candidates are from the same area, the two candidates with the highest votes will be elected
- If only two candidates run and are from the same program area, both are acclaimed

#### 4.2 Education Council Faculty Representatives

To provide faculty representation from programs and regional areas across the College, the Registrar has determined that distribution of Faculty seats on the Council shall be in accordance with the following groupings:

<i>Campus</i>	<i>Decanal or Department Area</i>	<i># of Faculty Positions</i>
Comox Valley	Faculty from the decanal area of Arts, Science & Management	1
Comox Valley	Faculty from the decanal area of Health & Human Services	1
Comox Valley	Faculty from the decanal area of Trades & Technology, or from any non-instructional service area	1
Campbell River and Micalakwila	Faculty from the decanal area of Trades and Technology	1
Campbell River and Micalakwila	Faculty from the decanal area of Health and Human Services	1
Campbell River and Micalakwila	Faculty from the decanal area of Arts, Science & Management or Indigenous Education	1
Port Alberni and the West Coast Region	Faculty from the decanal area of Health & Human Services or Arts, Science & Management	1
Port Alberni and the West Coast Region	Faculty from the decanal area of Trades & Technology, Indigenous Education, or from any non-instructional service area	1
Any campus/centre	Faculty from Indigenous Education	1
Any campus/centre	Faculty from any area un(der)represented campus or area	1
	Total	10

When there are no Faculty nominations for one or more of the distributed areas above, then the Registrar may assign the seat from another campus, decanal or department area based on the highest votes.

When there is more than one Faculty nominee for one seat but no Faculty nominations in another, the Registrar may assign a seat from another category to maximize the number of faculty representatives on Education Council. Reassignment may only occur when all nominations can be acclaimed to a seat.

## **5. Nominations**

Nomination papers can be downloaded from myNIC portal or NIC elections website, once a call for election has been made or within the election announcement on myNIC. Instructions and deadlines for the receipt of nominations will be made available in communication sent out regarding the election process.

All nominations must be in writing on the election nomination form. Candidates may nominate themselves, or they may be nominated by a member of their representative group (faculty may nominate faculty, support staff may nominate support staff, and students may nominate students).

Original or scanned copies of the nomination form must be received by the Registrar's Office by the date and time established for the closing of nominations. Completed forms may be emailed to the Registrar at [registrar@nic.bc.ca](mailto:registrar@nic.bc.ca)

Nominees must provide a short biographical statement (up to 500 words) along with completed nomination forms for the application to be valid. This statement is shared publicly with the voting members to support them in getting to know the candidates that are running for elected positions.

Candidate lists for each election will be posted on myNIC within three (3) working days following the close of nominations.

## **6. Election Procedures**

1. Elections will be conducted electronically.
2. The Election page or myNIC announcements will be updated as needed and include:
  - a. The election rules and procedures
  - b. The annual election schedule. This schedule will include relevant dates and deadlines and follow the election timelines in appendix 1
  - c. nomination forms
  - d. upcoming election information, candidate names and biographies
  - e. Chief Elections Officer's contact information

## **7. Election Periods and Term Length**

### **7.1 Student**

The election of student representatives for the Board of Governors and Education Council will normally be scheduled in September of each year, and student representatives will be elected for a one (1) year term that will commence on October 1 in the election year and conclude on September 30 of the following year.

If needed, a by-election will be held in the winter (preferably February) to fill vacancies, and the terms for such vacancies will be truncated to ensure the next election occurs within the standard election cycle. In consultation with the relevant board or council chair, the Registrar can hold an off-cycled by-election for a vacant seat, or the seat may remain temporarily vacant.

### **7.2 Faculty and Support Staff**

The election of faculty and support staff representatives for the Board of Governors and Education Council will normally be scheduled in February of each year. Faculty and support staff representatives will be elected on the Board of Governors for a term of three (3) years and Education Council for a term of two (2) years that will commence on May 1 in the election year and conclude on April 30th three years later for the Board and two years later for Council.

The maximum term length for faculty and support staff representatives on the Board of Governors is two consecutive terms (six years total). After serving two terms, individuals must observe a one-term break (three years) before becoming eligible to run again.

If needed, a by-election will be held in September to fill vacancies, and the terms for such vacancies will be truncated to ensure the next election occurs within the standard election cycle. In consultation with the relevant board or council chair, the Registrar can hold an off-cycled by-election for a vacant seat, or the seat may remain temporarily vacant.

## **8. Campaigning**

Candidates may campaign from the day the candidate list is posted. Campaigning must be done on the individual's own time, and the cost of campaign materials is the candidate's.

Materials produced and distributed for the campaign must not undermine an individual or group as per the College's policies on discrimination and harassment. Candidates are responsible for the removal of all posters and other campaign materials immediately following the close of the elections.

Campaigning should not disrupt class instruction or regular campus operations. If polling stations are required, no candidate information may be placed in the immediate area of the polling station on the day of the election. Campaign material placed in the immediate area of the polling station will be removed.

## **9. Counting of Ballots**

- Ballots will be counted within 24 hours of the close of voting unless delays occur due to unforeseen circumstances or College closure
- Results remain confidential until officially released by the Registrar

### **Tie Procedures:**

- The Registrar will order a recount the next working day
- If still tied, a random selection (e.g., coin toss) will determine the winner
- The Registrar will invite tied candidates, a chosen witness for each, and the president of the relevant representative group



**Recounts:**

- Only candidates may request a recount.
- Requests must be submitted within five working days of the announcement of results.

**10. Announcement of Results**

The elected candidates will be publicized on the myNIC announcements. Final voting counts for all nominees will be held by the Registrar's Office and will be available to the candidates by request.

**11. Appeal Procedure**

Declared winners remain in their seats during any appeal.

**Grounds for Appeal:**

A candidate may appeal only if:

- the College or Chief Elections Officer did not follow these rules;
- another candidate did not comply with the rules; and
- the non-compliance resulted in an unfair process

**Filing an Appeal:**

- Appeals must be submitted by email to **registrar@nic.bc.ca** within three business days of the results.
- Appeals must include the grounds and any supporting documents.

**Appeals Committee:**

The Registrar will convene a committee composed of:

- two representatives from the appellant's representative group
- two administrators

**Process:**

The committee may request documents or submissions (written or oral) before making a decision.

**Final Decision:**

The decision of the Appeals Committee is final and will be provided in writing to all parties.

## 12. Destruction of Ballots

As voting is electronic, the Registrar's Office will receive a vote-count report from IT.

This report is retained until the appeal period ends. If no appeal or recount request is submitted, the report will be destroyed four days after the appeal period closes

## Appendix 1

### ELECTION SCHEDULE

The Registrar will establish timelines for the annual fall and winter election based upon the following guidelines.

#### Fall (September) Election Timeline

Date	Action
The third Monday of August	Information about the elections will be published. First call for nominations
Within the first 3 days in September	Final call (email) for Nominations
The second Monday of September	Nominations close
The second Friday of September	Nominees ratified. Candidates declared. The campaign period begins
The second Friday through to the third Friday of September	One week campaign period
The fourth Monday and Tuesday of September	Election period. Ballots will be open for 48 hours
The fourth Thursday and Friday of September	Ballots counted. Results announced no later than 5 pm on Friday
The first Wednesday in October	Appeal period closes

### **Winter (February) Election Timeline**

<b>Date</b>	<b>Action</b>
The third Monday of January	Information about the elections will be published. First call for nominations
Within the first 3 days in February	Final call (email) for Nominations
The second Monday of February	Nominations close
The second Friday of February	Nominees ratified. Candidates declared. The campaign period begins
The second Friday through to the third Friday of February	One week campaign period
The fourth Monday and Tuesday of February	Election period. Ballots will be open for 48 hours
The fourth Thursday and Friday of February	Ballots counted. Results announced no later than 5 pm on Friday
The first Wednesday of March	Appeal period closes

The Registrar can adjust these timelines as necessary depending on holidays, start of term and other factors that may require a tightening or extension of timelines.