



POLICY RELATING TO THE ADMINISTRATIVE AND SUPPORT STAFF ELECTORAL COLLEGE

Effective Date: November 22, 1989

Originating Office: Board of Governors

Supersedes /Amends: September 18, 1986

Policy Number: BD-12

SCOPE

This policy applies to all situations in which permanent full-time and permanent part-time members of the administrative and support staff are to be selected as representatives to the Board of Governors and any University-wide committee which requires administrative and support staff representation.

Composition and Designation of Members

1. The Electoral College shall consist of representatives of associations and unions recognized by the University for this purpose. Each association or union so recognized shall be eligible to designate one representative to the Electoral College for every fifty members, or part thereof, of the permanent full-time and permanent part-time, administrative and support staff which it represents, provided that no such representation shall be granted to any association, union or part thereof for any group of employees numbering less than ten. Representatives shall serve for staggered terms of not more than three years and may be reappointed. The number of representatives for each association and union shall be determined by the Associate Vice-President, Human Resources on the basis of the numbers of employees paying association or union dues on the final payroll of the month prior to that in which there is a call for nominations.
2. Initially, the Associate Vice-President, Human Resources shall inform each association and union of the number of representatives which it may appoint to the Electoral College and the associations and unions shall inform the Associate Vice-President, Human Resources, in writing, of the names of their representatives who must be permanent full-time and permanent part-time members of the administrative and support staff. Thereafter, names shall be added or deleted by the associations and unions in accordance with the confirmed changes in their memberships. The associations and unions may, at any time, replace their representatives on the Electoral College, permanently or temporarily, provided that written notification of such replacement reaches the Associate Vice-President, Human Resources at least twenty-four hours prior to any meeting of the Electoral College in which case the new

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representative will participate. No member of the Electoral College shall participate, in any manner other than that of nominee, in any of the Electoral College's business relating to a position for which he or she has been nominated. A member of the Electoral College so nominated, should be replaced, at least temporarily, by his or her association or union. No individual shall serve as a representative elected by the Electoral College and as a member of the Electoral College at the same time.

Elections

3. Any permanent full-time or permanent part-time member of the administrative and support staff may be nominated and any permanent full-time or permanent part-time member of the administrative and support staff may endorse a nomination. No other nominations or endorsements shall be valid. The Associate Vice-President, Human Resources shall call for nominations at such times as may be necessary to ensure as full and continuous representation as possible for the administrative and support staff and shall publish such calls in a manner deemed reasonable and likely to reach all administrative and support staff. Nomination forms shall be submitted to the Associate Vice-President, Human Resources within three weeks of the call for nominations and must include the endorsement of ten members of the administrative and support staff, for nominations to the Board of Governors, and the endorsement of five members of the administrative and support staff for University wide committees, together with an undertaking of the nominee to serve if elected and any information concerning the nominee which the Associate Vice-President, Human Resources may request to assist the Electoral College in its deliberations.
4. The Associate Vice-President, Human Resources shall convene and chair a meeting of the Electoral College within one week of the close of nominations and thereafter as frequently as is reasonable to ensure the prompt election of representatives. Once the Electoral College has been convened, the Associate Vice-President, Human Resources will charge the Electoral College to elect a chairperson of the meeting, at this point the Associate Vice-President, Human Resources will withdraw from the meeting.
5. The Associate Vice-President, Human Resources shall provide the office and secretarial services required by the Electoral College.

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6. The Electoral College may request nominees to supply information in addition to that included in their nomination papers and may interview some or all of the nominees for any position.
7. Each member of the Electoral College shall have one vote for each position to be filled and voting shall be by secret ballot without provision for proxy voting. The Associate Vice-President, Human Resources does not vote. Election shall require majority (50% plus 1) of the valid votes cast for a particular position. In the event that a majority is not achieved on the first ballot, second and subsequent ballots will be held, the nominee with the least number of votes being deleted each time. In initially filling more than one position on a single body, representatives shall be elected for various terms, unless prohibited elsewhere, so that subsequent elections for single vacancies will occur at equal intervals. In filling more than one vacancy the candidate receiving the highest number of votes shall serve the longest term, the candidate receiving the second highest number of votes shall serve for the second longest term and so on until all vacancies are filled.
8. Representatives elected by the Electoral College shall be eligible for re-election subject to nomination in the same manner as other candidates unless this is prohibited elsewhere.
9. Vacancies caused by death, disqualification, resignation or other unforeseen circumstances relating to an elected representative, shall be filled as soon as possible by the Electoral College, in the manner prescribed above, for a period equal to the unexpired period residue of the term of the representative being replaced.
10. Immediately following the completion of all elections, the Associate Vice-President, Human Resources shall publish the results in a manner deemed reasonable and likely to reach all administrative and support staff.
11. Any question relating to the interpretation of this policy shall be settled by the Ombuds Office.

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Amendments

12. Any amendments to this Policy must be agreed upon by the majority of all associations and unions involved in the Electoral College.

Approved by the Board of Governors on 18 September 1986; and amended by the Electoral College on 22 November 1989.