

ELECTION OF REPRESENTATIVES TO THE BOARD OF GOVERNORS AND EDUCATION COUNCIL RULES AND REGULATIONS

PURPOSE

The *College and Institute Act* intends to democratize the governance of colleges and institutes through the inclusion of faculty, support staff, and students on the College's Board of Governors and Education Council. The following rules and regulations are intended to meet that commitment.

ROLE OF THE BOARD OF GOVERNORS

The Board of Governors is responsible for determining the broad goals for the College. Members of the Board are advocates of the College and work for the benefit of the College as a whole. The NIC Board of Governors is a policy governance Board which makes policy level decisions to guide the organization.

The Board of Governors meets approximately once per month. Regular attendance and preparation for meetings is required. Members who miss three consecutive meetings are no longer members of the Board. From time to time, Board members are asked to participate on subcommittees of the Board.

ROLE OF EDUCATION COUNCIL

The Education Council has two main functions: to advise the Board on the development of educational policy (eg. the mission statement, the educational goals and priorities of the College); and to set policy related to program and services (eg. implementation of courses or programs, libraries, procedures for student discipline).

Education Council meets monthly, with meetings usually scheduled for the third Friday of each month.

REPRESENTATION

BOARD OF GOVERNORS

The *College and Institute Act* provides for the election or appointment of representatives to the Board of Governors, as follows:

Representative Group	Number	Term (years)	Membership by
Community representatives	8 or more	Indefinite	Appointment by the Lieutenant Governor in Council
Students	2	1	Election
Support staff	1	3	Election
Faculty	1	3	Election
President [<i>ex officio</i>]	1	Indefinite	Legislation
Chair of Education Council [<i>ex officio</i>]	1	2	Legislation

EDUCATION COUNCIL

The *College and Institute Act* provides for the establishment of an Education Council comprised of the following voting members:

Representative Group	Number	Term (years)	Membership by
Students	4	1	Election
Support staff	2	2	Election
Faculty	11	2	Election
Administration	4	2	Appointment by the President

ELECTIONS

The Registrar is responsible for conducting all elections, as specified in the *College and Institute Act*. Decisions made by the Registrar concerning the enforcement of the election rules and regulations are final. The election of student, faculty and support staff representatives for the Board of Governors shall be scheduled in the fall of each year. The election of student, faculty and support staff representatives for Education Council shall be scheduled in the winter of each year with their term starting in September of the current year. The newly elected Education Council members and those members whose terms carry on into the following year will constitute the "Education Council in Waiting" (ECW). Newly elected members of the ECW are encouraged to sit as non-voting observers in at least one Education Council meeting during the March to June period. At the Registrar's discretion, a by-election may be held once a year to fill vacant positions.

The elections shall be conducted by either an in-person ballot or by mail-in ballot. In the case of in-person ballots, one (1) polling station will be located on each main campus/centre and ancillary site and balloting shall be over a maximum of four (4) days. Mail-in ballots must be requested from the Office of the Registrar at least seven (7) calendar days before the start of the election period. Electoral officers for each campus/centre will be designated by the Registrar's Office to supervise elections at the College's locations. Voting will occur during each location's regular hours of operation.

TERMS OF OFFICE

BOARD OF GOVERNORS

The term of office for faculty and support staff representatives on the Board of Governors is three (3) years. The term of office for student representatives on the Board of Governors is one (1) year. All terms of office commence November 1 of the election year and conclude October 31 of the year when the term ends.

Students: A student elected to the Board of Governors must be enrolled in good standing for a period which extends through the entire one (1) year term of office. For students in semester based programs, enrolment must be in sequential Fall and Winter terms. For students in continuous entry and exit or fixed term vocational programs, enrolment must be for at least eight (8) months. If an elected student's enrolment is terminated for any reason, the position will be declared vacant.

Faculty: A faculty member elected to the Board of Governors must be employed by the College in sessional and/or regular contracts for a period that extends through the entire three (3) year term of office. If an elected faculty member's employment with the College is terminated, the position will be declared vacant.

Support staff: A support staff member elected to the Board of Governors must be employed by the College for a period that extends through the entire three (3) year term of office. If an elected support staff member's employment with the College is terminated, the position will be declared vacant.

EDUCATION COUNCIL

The term of office for faculty and support staff representatives on the Education Council is two (2) years. The term of office for student representatives on the Education Council is one (1) year. All terms of office commence September 1st of the election year and conclude August 31 of the year when the term ends.

Students: A student elected to the Education Council must be enrolled in good standing for a period which extends through the entire one (1) year term of office. For students in semester based programs, enrolment must be in the sequential Fall and Winter terms. For students in continuous entry and exit or fixed term vocational programs, enrolment must be for at least eight (8) months. If an elected student's enrolment is terminated for any reason, the position will be declared vacant.

Faculty: A faculty member elected to the Education Council must be employed by the College in sessional and/or regular contracts for a period that extends through the entire two (2) year term of office. If an elected faculty member's employment with the College is terminated, the position will be declared vacant.

Support staff: A support staff member elected to the Education Council must be employed by the College for a period that extends through the entire two (2) year term of office. If an elected support staff member's employment with the College is terminated, the position will be declared vacant.

VOTERS LISTS

FACULTY

The voters list shall be comprised of all faculty members who are employed by the College and who are members of NICFA. Individuals on long-term disability, educational leave or leave without pay shall be eligible to vote provided they meet the above condition.

The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at each campus/centre and ancillary site at least seven (7) calendar days before the election period begins.

SUPPORT STAFF

The voters list shall be comprised of all support staff members who are employed by the College and who are members of CUPE. Individuals on long-term disability, educational leave or leave without pay shall be eligible to vote provided they meet the above condition.

The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at each campus/centre and ancillary site at least seven (7) calendar days before the election period begins.

STUDENTS

The voters list shall be comprised of all students in credit programs who are registered in at least one (1) course and/or enrolled in a recognized program and whose tuition and other fees are paid in full when the election is called.

The voters list for a student election will be provided by the Registrar and will be separated by campus/centre. A student can cast only one (1) vote for each seat available. A copy of the voters list will be available for viewing at each campus/centre and ancillary site at least seven (7) calendar days before the election period begins.

ELIGIBILITY TO RUN FOR OFFICE OR VOTE

FACULTY

Board of Governors

One (1) faculty representative shall be elected from the membership at large, with all faculty members on the voters list who meet the terms of office entitled to stand for election. A faculty member who is also employed as a support staff member may only stand for election in one category.

Eligible faculty may cast one (1) ballot for the faculty representative.

Education Council

The *College and Institute Act* mandates that the rules for election of members to the Education Council must reflect the distribution of programs and provide for representation of program and education support areas. The program groupings that follow have been established to ensure compliance with the requirements of the *College and Institute Act* regarding geographic and program distribution. Consideration has also been given to balancing the numbers of faculty in each grouping.

The distribution of seats amongst programs and disciplines shall be in accordance with the following groupings:

# Seat(s)	Campus	Major Program Area
2	Comox Valley	Academic
1	Comox Valley	Health & Human Services
1	Comox Valley	Developmental/Trades & Technical/Student Services/Library
1	Campbell River	Academic
1	Campbell River	Health & Human Services/Developmental/Student Services/Library
1	Campbell River	Trades & Technical
1	Port Alberni	Academic/Developmental/Student Services/Library
1	Port Alberni	Health & Human Services/Trades & Technical
1	Mt Waddington	Any discipline
1	DL/Centres	Any campus/centre
11	Total	

Major Program Areas: See Appendix 1 for a list of the categorization of the College's programs into the above major program areas. The Registrar, in consultation with the chief officer of the Faculty Association, will allocate a new program or discipline to the appropriate grouping.

Each campus/centre and major program area group category shall be entitled to the one (1) representative on the Education Council. Eligible faculty members are entitled to vote for one (1) representative in their campus/centre and major program area category.

Any faculty member on the voters list who meets the terms of office may stand for election to represent a campus/centre and major program area category grouping. A faculty member whose appointment crosses more than one grouping may be nominated to represent only one (1) of the groupings. A faculty member whose appointment crosses more than one major program area grouping may vote for each major program area. A faculty member whose appointment in a major program area crosses more than one campus may be nominated and vote only at their primary campus. A faculty member who is also employed as a support staff member may only stand for election in one category.

SUPPORT STAFF

Board of Governors

One (1) support staff representative shall be elected from the membership at large, with all support staff members on the voters list who meet the terms of office being entitled to stand for election. A support staff member who is also employed as a faculty member may only stand for election in one category.

Education Council

Two (2) positions shall be elected to represent the membership at large. Any support staff member on the voters list who meets the terms of office may stand for election. A support staff member who is also employed as a faculty member may only stand for election in one category.

STUDENTS

Board of Governors

Two (2) positions shall be elected to represent the student body at large. To be eligible for nomination and continued participation on the Board of Governors a student must be enrolled in a course or a program of study. Students in good standing who meet the terms of office may stand for election. Good standing is defined as having no current notations regarding academic standing, student conduct or outstanding fees.

A student candidate for the Board of Governors may not be directly employed by the College as a faculty, staff, or administrative member.

Education Council

Four (4) positions shall be elected to represent the student body at large. To be eligible for nomination and continued participation on Education Council a student must be enrolled in a course or a program of study. Students in good standing who meet the terms of office may stand for election. Good standing is defined as having no current notations regarding academic standing, student conduct or outstanding fees.

A student candidate for the Education Council may not be directly employed by the College as a faculty, staff, or administrative member.

Decisions made by the Registrar concerning eligibility to run for office or vote are final.

NOMINATIONS

Nomination papers will be available from the Student Services office on any campus once a call for election has been made. Instructions and deadlines for the receipt of nominations will be made available at the same time. Original or faxed copies of the nomination form must be received by the Office of the Registrar by the date and time established for the close of nominations. No exceptions will be made.

Nominations require the signature of two eligible voters. Nominees must provide a short biographic statement (up to 500 words) along with completed nomination forms.

FACULTY

Each candidate shall be nominated in writing. The nomination must be signed by two (2) faculty members in the same campus/centre and major program area category who are on the voters list, and by the nominee. Nominations for persons who are not on the voters list or for whom there are not at least two (2) eligible co-signers will be disallowed.

SUPPORT STAFF

Each candidate shall be nominated in writing. The nomination must be signed by two (2) support staff members on the voters list and by the nominee. Nominations for persons who are not on the voters list or for whom there are not at least two (2) co-signers who are on the voters list will be disallowed.

STUDENTS

Each candidate shall be nominated in writing. The nomination must be signed by two (2) students on the voters list and by the nominee. Nominations for persons who are not on the voters list or for whom there are not at least two (2) co-signers who are on the voters list will be disallowed.

CANDIDATE LISTS

Candidate lists for each election will be posted on all campuses no later than three (3) working days following the close of nominations.

ELECTION TIMELINES

The Registrar will establish timelines for the annual fall Board of Governors election and Education Council by-election based upon the following. The Registrar may adjust this schedule as necessary.

Date	Action
The last Monday in August	Information about fall election published. Call for nominations.
The third Friday in September	Nominations close at 4pm.
The fourth week of September	Nominees ratified. Candidates declared. Campaigning period begins.
The second week of October	Election period. Ballots counted. Results announced.
The third week of October	Appeal period ends on the Friday.

The Registrar will establish timelines for the annual winter Education Council election and Board of Governors by-elections based upon the following. The Registrar may adjust this schedule as necessary.

Date	Action
On or before January 15 th	Information about by-election published. Call for nominations.
The second Friday in February	Nominations close at 4pm.
The third week in February	Nominees ratified. Candidates declared. Campaigning period begins.
The last full week of February	Election period. Ballots counted. Results announced within ten working days of the closing of the "polls"
The second week of March	Appeal period ends on the Friday.

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 are 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.

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. Candidates are responsible for the removal of all posters and other campaign material immediately following the close of the elections.

COUNTING OF BALLOTS

The counting of ballots will be completed within 24 hours of the closing of the polling stations. A constituency group may appoint up to two (2) scrutineers to represent the candidate during the counting of the ballots. The scrutineer's primary function is to ensure that the ballot counting is in accordance with the provisions of these rules and regulations. Results are confidential until officially announced by the Registrar.

In the event of a tie, the Registrar will order a recount of ballots to be completed on the first working day after the original count. Should there still be a tie, a random selection will occur (e.g. coin toss) to determine the successful candidate for the position. The candidates involved in a tie will have the right to be present during the random selection.

In the event of a very close election, a recount of ballots may be requested. Only a candidate for the particular position may make such a request and the Registrar must receive it no later than five (5) working days from the date the results of the election are declared.

DECLARATION OF ELECTION

BOARD OF GOVENORS

Faculty

The successful candidate shall be the candidate with the greatest number of votes. Should there be only one (1) valid nomination for the position by the close of nominations, the person nominated will be declared elected by acclamation.

Support staff

The successful candidate shall be the candidate with the greatest number of votes. Should there be only one (1) valid nomination for the position by the close of nominations, the person nominated will be declared elected by acclamation.

Students

The successful candidates shall be the two (2) candidates with the greatest number of votes. Should there be only two (2) or fewer valid nominations by the close of nominations, the person(s) nominated will be declared elected by acclamation.

EDUCATION COUNCIL

Faculty

The successful candidate for each position shall be the candidate with the greatest number of votes. Should there be only one (1) valid nomination for a position by the close of nominations, the person nominated will be declared elected by acclamation.

Support staff

The successful candidates shall be the two (2) candidates with the greatest number of votes. Should there be only two (2) or fewer valid nominations by the close of nominations, the person(s) nominated will be declared elected by acclamation.

Students

The first seat will be awarded to a candidate from a College Centre who receives the greatest number of valid votes with a minimum of 20 valid votes. If no candidate from a College Centre receives 20 valid votes, the position will be awarded per the process for the remaining seats.

Seats 2 and 3 will be awarded to the candidates receiving the greatest number of votes overall.

The remaining seat(s) will be awarded to the candidate(s) with the next greatest number of votes unless this result would provide 3 representatives from the same campus/centre. In this case, the candidate(s) with the next greatest number of votes from a campus/centre having no more than two (2) representatives on Education Council shall be awarded the seat(s).

Should there be only four (4) or fewer valid nominations by the close of nominations, the person(s) nominated will be declared elected by acclamation.

ANNOUNCEMENT OF RESULTS

The names and voting counts for all candidates will be publicized. The results of each election will be posted at all locations. The President, the Chair of the Board of Governors, and the Chair of Education Council will be informed of the results at the time they are posted.

APPEALS

Appeals regarding the conduct of an election for membership on the Board of Governors or Education Council will be heard by an Elections Appeal Committee. Chaired by the Registrar (non-voting), the Elections Appeal Committee will be established in consultation with the President and the chief officers of the representative groups. The Elections Appeal Committee will be comprised of a faculty member, an administrator, a support staff member, and a student. Appeals must be submitted to the Registrar no later than five (5) working days from the date the results of the election are declared.

DESTRUCTION OF BALLOTS

Provided there has not been an appeal or a request for a recount, ballots for an election will be destroyed after seven (7) working days have elapsed from the date the results of the election are announced. In the event of an appeal or a request for a recount, the ballots will be destroyed at the conclusion of the appeal or recount.

VACANCIES DURING A TERM OF OFFICE

In the event that a position becomes vacant for any reason, at his/her discretion, the Registrar may call a by-election once a year. By-elected members shall serve the remainder of the original incumbent's term.

Appendix 1

Faculty Representation on Education Council

Academic Division

- Applied Business Technology
- Business Administration
- Animal Health Care Technology
- English
- Fine Arts
- Humanities/Social Science
- Math & Science
- Professional Photography
- Tourism & Hospitality

Developmental & Access/ESL

- Adult Basic Education
- Access for Students with Disabilities
- English as a Second Language

Distributed Learning

- For election purposes, Distributed Learning is defined as flexible instruction methods other than face-to-face and that extend the reach of the traditional classroom. This entails teaching and interacting with groups or individuals at multiple campuses/centres or other locations either within or outside of the region College region.

Health & Human Services Division

- Bachelor of Science in Nursing
- Early Childhood Education
- Health Care Assistant
- Hospital Unit Clerk
- Human Service Worker
- Practical Nursing

Student Services/Library

- Assessment Services
- Counselling
- Library

Trades & Technical Division

- Mechanical & Metal Trades
- Electrical, Piping & Wood Trades
- Career Technical