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| Administrative Responsibility: | Registrar | Policy: | 11.26 |

Rules for the election are intended to be in accordance with the University Act (the Act). In the event of any conflict the Act, by law, shall prevail.

A call for nominations will be made across each campus to fill student vacancies on the Board of Governors. Before the end of March, an election will be conducted to fill student vacancies as follows:

2 Students 1-year term.

1. Nominations and Campaign Period

The institution may partner with the Vancouver Island University Students’ Union (VIUSU) in the running of the election as per student electoral rules. In such a case the Students’ Union must present electoral rules to the Registrar, not less than two (2) weeks prior to the nominations period, for approval.

- 1.1 The nomination period shall commence at least five (5) weeks prior to the election.
- 1.2 Nomination forms must include the names, student numbers, and signatures of fifteen (15) nominators along with the name, student number, and signature of the candidate.
- 1.3 Nomination deadlines will be noted on the nomination form. No nominations will be accepted after the deadline.
- 1.4 Upon receipt of the nomination form, the Registrar’s Office will ensure all candidates and nominators are students in good standing¹.
- 1.5 The signature of the candidate will indicate an intention to stand for election, as well as a statement indicating ability and intent to fulfill the term and duties.
- 1.6 Nominators and candidates must be eligible voters of the Vancouver Island University Students’ Union consistent with Section 19(1)(e) of the Act.

¹A student in good standing at Vancouver Island University is enrolled in at least one credit course in the current or previous semester or enrolled in an applied, technical, or developmental program.

- 1.7 Nomination forms will be available from the VIU Students' Union, the Registrar, or designate, and shall be submitted to the Registrar.
- 1.8 The campaign period shall commence two (2) weeks following the end of the nomination period.
- 1.9 The campaign period will last two (2) weeks.
- 1.10 Candidates are responsible for removing all printed campaign materials at the end of the election period.
- 1.11 If the number of nominations does not exceed the number of positions available to a constituency the candidate(s) will be declared elected by acclamation.
- 1.12 In the event of an insufficient number of candidates to fill all vacancies those positions will remain vacant until the next scheduled election.

2. Eligibility

2.1 Eligibility to Hold Office

- a. Members of VIUSU who are registered and in good standing in a recognized course or program at the time of the election are eligible to be elected only to the student positions on the Board.
- b. Faculty and staff members of VIU who hold a regular appointment and who are also members of the Vancouver Island University Students' Union are not eligible to be elected to the student positions on the Board.

At the start of each new semester, the Registrar's Office will verify that all student representatives on the Board are in good standing and not employed by Vancouver Island University in a regular appointment.

2.2 Eligibility to Vote

- a. Students who are current members of the VIUSU and are registered in good standing in a course or program at the time of the election are eligible to vote.

3. Vacancies Arising During a Term of Office

3.1 Determination of a Vacancy

Vacancies may arise on the Board prior to the Board Member fulfilling his/her term of office as follows:

- a. Resignation on his/her own accord.

- b. Student is suspended² from courses or program. In the event that a student is suspended, he or she will be deemed to have resigned from office as a member of the Board.
- c. Consistent with Section 24(1) of the Act, if a vacancy arises on the Board because of the death of a member or for any other reason before the end of the term for which a member has been appointed or elected, the secretary of the Board must enter a declaration of the vacancy in the minutes of the Board.

Note: Consistent with Section 20(2) of the Act, elected students hold office for one year and after that until a successor is elected.

3.2 Filling Vacancies by By-Election

- a. If the length of time remaining in the term of office at the time of vacancy is more than six (6) months, the vacancy will be filled by election using the normal election rules and timelines.
- b. If the length of time remaining in the term of office at the time of vacancy is more than three (3) months but less than six (6) months, the vacancy will be filled by election using an accelerated timeline as follows:
 - i. Call for Nominations – one (1) week;
 - ii. Campaign – one (1) week (this is normally two (2) weeks); and,
 - iii. Election – one (1) week.
- c. If the length of time remaining in the term of office at the time of vacancy is three (3) months or less, the position will be assumed by the incoming elected Board Member.

4. Voting Procedure and Term of Office

- 4.1 Whenever possible, voting will be done electronically by secure online voting.
 - a. When electronic voting is not possible voting will be done across all campuses by polling station or mail-out ballots. In these cases, vote tallies will be done by hand.
- 4.2 Candidates with the highest numbers of votes shall be elected. Ties will be recounted; if still tied, the outcome will be decided by a coin toss conducted by the Registrar.
- 4.3 Results of elections, both by vote and acclamation, will be released by the Registrar to the candidate(s), Chief Officer of the VIU Students' Union, "A Point of VIU", the "Navigator", the University Secretary, and the President's Council. .

² Suspension means after all appeal processes have been exhausted.

- a. When announcing the result of the election, only the name(s) of the successful candidate(s) will be released.
- b. Voting tallies will be released to only the candidate(s) upon request.

4.4 The term of office is July 1st to June 30th.

5. Appeals

It is recognized there may be challenges to the conduct of elections. To consider these challenges an Appeals Committee shall be convened

5.1 This committee shall be comprised of one (1) representative from:

- Administrative staff;
- Support staff;
- VIUFA faculty;
- BCGEU faculty; and,
- VIUSU student member.

The representative cannot be a candidate.

5.2 The Chair of this committee shall be the Administrator.

5.3 The committee will have the following mandate:

- a. To hear appeals of election rules, regulations, and conduct.
- b. To consider all evidence presented and take appropriate action including:
 - i. overrule the objection;
 - ii. make recommendations to the Registrar with respect to future elections;
or,
 - iii. direct the Registrar to implement actions, including a new election when necessary.

5.4 Appeals may be filed up to seven (7) working days from the posting of the election results. Following the appeal deadline all ballots will be destroyed.

5.5 Appeals must be addressed to the Registrar and must specify the circumstances being challenged.

5.6 Appeals will be considered as quickly as possible and will normally be decided within one (1) week of receipt of all materials and information required to conduct the appeal.

5.7 A \$25 Appeals Fee must accompany any formal appeal. This fee is refunded if the appeal is successful.

Related Procedures:

- Procedure 11.26.002 Rules for Election to the Board – Faculty and Staff
- [Procedure 11.26.003 Nominations by the Alumni Association for Appointed Members of the VIU Board of Governors](#)
- Procedure 11.26.004 Selection, Appointment, Re-appointment of a Board Member
- Procedure 11.26.005 Selection, Appointment, Re-appointment of a Chancellor

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Note: Although this is a Board related procedure, according to Section 43 (1) of the University Act the Senate must make and publish all rules necessary and consistent with this Act in respect of nominations, elections and voting.

Approved by the VIU Board of Governors March 28, 2013.