

## SENATE ELECTION TIMELINE 2012

<b>Nominations Open for all positions</b> (faculty forms to be submitted to Dean) (student forms to be submitted to Senate Office –JOR-1227)	<b>Monday, February 6, 2012</b>
<b>Information session for potential candidates:</b>	<b>Friday, February 10, 2012 12:00-1:30 p.m. JOR-1410</b>
<b>Nominations Close:</b>	<b>Wednesday, February 15, 2012 by 12:00 noon</b>
<b>Mandatory student candidate session</b>	<b>Thursday, February 16, 2012 4:00-5:00 p.m. JOR-1410</b>
Faculty Nomination forms forwarded to Senate by Deans:	Friday, February 17, 2012
Student Nomination forms forwarded to Deans by Senate:	Friday, February 17, 2012
Candidates' profiles due to Senate for posting:	Friday, February 17, 2012
E-Mail messages announcing student, faculty candidates:	Wednesday, February 22, 2012
Student voter Eligibility lists verified by Registrar's Office:	Friday, March 2, 2012
<b>On-Line voting (students and faculty):</b>	<b>Monday, March 5 to Thursday, March 8, 2012</b>
Verification of on-line votes (students and faculty):	Thursday, March 8, 2012
Election results for Chairs/Directors, Librarian and Senate Associates (CUPE) forwarded to Senate by:	Thursday, March 15, 2012
Election report to Senate:	Tuesday, April 3, 2012

## SENATE ELECTION POLICIES AND PROCEDURES

### 1. SENATE MEMBERSHIP

#### 1.1. Elected Senators (51)

- 1.1.1. **Chairs/Directors (6):** One from each Faculty, elected by and from the Chairs/Directors in that Faculty
- 1.1.2. **Faculty (18):** Three from each Faculty, elected by and from the full-time members of that Faculty.
- 1.1.3. **At-Large faculty (4):** Elected by and from all full-time faculty. (No more than 2 from any one Faculty, unless there are insufficient candidates from other Faculties to fill all at-large positions.)
- 1.1.4. **Continuing Education faculty (2):** Elected by and from all full-time teaching faculty who are teaching, or who have taught, at least one course in the Chang School of Continuing Education in the year of their election, or who serve on continuing education committees such as the Chang School Council.
- 1.1.5. **Librarian (1):** Elected by and from the full-time librarians.
- 1.1.6. **Ryerson Faculty Association (RFA) (1):** Specifically elected to the position, as determined by the RFA, who is eligible to serve on Senate as defined by the Ryerson Act.
- 1.1.7. **Canadian Union of Public Employees (CUPE) Local 3904:** Specifically elected to the position, as determined by CUPE, who is eligible to serve on Senate as defined by the Ryerson Act.
- 1.1.8. **Faculty Undergraduate Students (6):** One from each of the five Faculties, elected by and from undergraduate students registered in that Faculty (see eligibility).
- 1.1.9. **At-Large Undergraduate Students (4):** Elected by and from all undergraduate students (see eligibility). (No more than 2 from any one Faculty, unless there are insufficient candidates from other Faculties to fill all at-large positions.)
- 1.1.10. **Continuing Education Students (2):** Elected by and from those students enrolled in a Continuing Education course creditable to a degree, diploma or certificate program, and not enrolled in an undergraduate or graduate program.
- 1.1.11. **Graduate Students (2):** Elected by and from those students of the University enrolled in a graduate studies program
- 1.1.12. **Ryerson Students' Union (RSU) (1):** Elected specifically to the position as specified in the By-laws of RSU and who meets the definition of a student as defined in the Ryerson Act.
- 1.1.13. **Continuing Education Students' Association of Ryerson (CESAR) (1):** Elected specifically to the position as specified in the By-laws of CESAR (see 1.1.12)
- 1.1.14. **Alumni (2):** Elected by and from alumni of the University.

#### 1.2. Senate Associates (Non-Voting) (up to 5)

- 1.2.1. **Chang School Representatives (2):** Elected by and from Chang School Program Directors
- 1.2.2. **Part-time, Sessional and Continuing Education Instructors (CUPE Local 3904, Units 1 and 2) (2):** Elected by and from all CUPE 1 and 2 instructors who are teaching at least one course in the year of their election.

#### 1.3. Ex-Officio Voting Members (18)

- 1.3.1. As defined in the Ryerson Act: Chancellor, President, Vice Presidents (4), Deans (7), Registrar and Chief Librarian.
- 1.3.2. As stipulated in Senate By-laws: Associate Vice Provosts (3)

**2. TERMS (July 1 of the year elected – June 30 of year in which term ends.)**

- 2.1.** Elected faculty: 2 years, re-election possible for a second consecutive term
- 2.2.** Elected students: 1 year, re-election possible for a second consecutive term
- 2.3.** Elected alumni: 2 years, re-election possible for a second consecutive term
- 2.4.** Participating Associates: 2 years, re-election possible for a second consecutive term

**3. ELECTORAL RESPONSIBILITIES****3.1. The Chief Electoral Officer (Secretary of Senate) shall:**

- 3.1.1.** set the timeline for Senate elections;
- 3.1.2.** provide instructions on the conduct of elections;
- 3.1.3.** provide standard nomination forms;
- 3.1.4.** co-ordinate the central dissemination of information about the election, primarily through electronic notices, official election proclamation posters displayed on campus and advertisements in student newspapers;
- 3.1.5.** forward copies of student nomination forms to Deans;
- 3.1.6.** convene an orientation session for potential candidates;
- 3.1.7.** post candidate information on the Ryerson web-site;
- 3.1.8.** coordinate the posting of ballots on the Ryerson website;
- 3.1.9.** verify the results of on-line voting; and
- 3.1.10.** announce arrangements for at-large faculty and/or student all-candidate meeting, if requested by two or more candidates; and
- 3.1.11.** report election results to Senate, including the number of votes received by each candidate and the total number of votes cast for each position.

**3.2. The Deans of the Six Faculties shall (see timelines for dates):**

- 3.2.1.** collect and verify faculty nomination forms (both for Faculty and at-large seats) from their Faculty;
- 3.2.2.** forward faculty nomination forms to the Chief Electoral Officer the day after the close of nominations;
- 3.2.3.** receive approved student nomination forms from Senate;
- 3.2.4.** announce faculty and student candidates to their Faculties by means of an e-mail memorandum and poster at least one day prior to the start of elections;
- 3.2.5.** announce arrangements for faculty and/or student all-candidate meeting, if requested by two or more candidates and inform all at-large candidates of the meeting; and
- 3.2.6.** conduct the election of one Chair/Director from the Faculty and forward the nomination forms and election results to the Chief Electoral Officer.

**3.3. The Dean of The Chang School of Continuing Education shall (see timeline for dates):**

- 3.3.1.** prepare lists of full-time faculty, and student voters and candidates eligible to vote and be nominated from the Chang School;
- 3.3.2.** collect and verify faculty nomination forms for the Chang School seats;
- 3.3.3.** forward faculty nomination forms to the Chief Electoral Officer the day after the close of nominations;
- 3.3.4.** receive completed student nomination forms from Senate;
- 3.3.5.** announce faculty and student candidates to eligible voters by means of an email memorandum and poster at least one day prior to the start of elections;
- 3.3.6.** announce arrangements for faculty and/or student all-candidate meeting, if requested by two or more candidates and inform all at-large candidates of the meeting; and
- 3.3.7.** conduct an election of two Participating Associates (non-voting) by and from eligible Chang School Program Directors.

**3.4. The Dean of the School of Graduate Studies shall**

- 3.4.1.** receive student nomination forms from Senate;
- 3.4.2.** announce student candidates by means of an e-mail memorandum and poster at least one day prior to the start of elections; and
- 3.4.3.** announce arrangements for all-candidate meetings, if requested by two or more candidates

**3.5. The Chief Librarian shall (see timelines for dates):**

- 3.5.1.** conduct the election of one Librarian from the full-time Librarians and forward the nomination forms and election results to the Chief Electoral Officer by the deadline date;
- 3.5.2.** announce candidates by means of an email memorandum and poster at least one week prior to elections; and
- 3.5.3.** announce arrangements for all-candidate meetings, if requested by two or more candidates.

**3.6. RFA, CUPE, RSU and CESAR** shall each inform the Chief Electoral Officer of the process and timelines for the election of their representatives, conduct these elections by and from their eligible constituencies, and report the results to the Chief Electoral Officer immediately following their elections.

**3.7. The Alumni Director** shall solicit nominations for two alumni representatives, eligible as defined below, and shall hold elections in a manner agreed upon with the Chief Electoral Officer.

**4. VOTER AND CANDIDATE ELIGIBILITY**

**4.1. Chair and Faculty:** According to the Ryerson Act faculty Senators must be “full-time employees of the University whose principal duty is the performance of the teaching function or research function of the University”. Continuing Education representatives must meet these criteria and be deemed eligible by the Dean of Continuing Education. Chairs and Directors are eligible to vote in Faculty elections, but may not nominate, second or be candidates.

**4.2. Librarian:** All full-time RFA Librarians are eligible to be nominated and vote.

**4.3. Student:**

**4.3.1. Faculty, Graduate Studies and At-Large:** Students registered in an undergraduate program or course of study in a Faculty, leading to a degree or diploma of the University, are eligible to be candidates or nominators and voters in that Faculty. Students registered in a graduate program are similarly eligible in the School of Graduate Studies. Students who have not registered in any courses for the past three semesters are not eligible.

**4.3.2. Continuing Education:** Students enrolled in a Continuing Education course creditable to a degree, diploma or certificate program, and not enrolled in an undergraduate or graduate program, are eligible to be candidates or nominators and voters in the School of Continuing Education.

**4.4. Alumni:** “Persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University or Ryerson University and who are no longer registered as students.”

**5. NOMINATION PROCESS**

**5.1. Announcement of Elections:** A University-wide Proclamation will be posted in all campus buildings, on the Senate website and in campus newspapers, and an email memorandum will be sent to all faculty and students prior to the opening of nominations informing them of the dates of Senate elections, the date for the opening of nominations, the date nominations close, and where further information and nomination forms can be obtained.

- 5.2. Nomination period:** The nomination period shall be posted by the Chief Electoral Officer.
- 5.3. Nomination Forms:** The appropriate official nomination form, posted on the Senate website, must be completed and filed as indicated.
- 5.3.1.** The eligibility of all faculty nominees/nominators and seconders must be verified by the Dean or Chief Librarian.
  - 5.3.2.** Students must submit nomination forms to Senate Office (JOR-1227).
  - 5.3.3.** All nominations must be signed and seconded.
  - 5.3.4.** Nominators and Seconders may only sign as many nomination forms as there are positions for that office. (e.g. 2 faculty nominations from a particular Faculty.)
  - 5.3.5.** The Senate will have the eligibility of student nominees, nominators and seconders verified by the Registrar.
  - 5.3.6.** Nominees will be informed if they, their nominator and/or seconder is ineligible.
  - 5.3.7.** The Chief Electoral Officer must receive all nomination forms, which have been date-stamped upon receipt in the Deans' offices for faculty, and verified by the Registrar's office for students, by the day following the close of nominations.
- 5.4. Faculty Nominations:** As faculty-at-large and CE faculty elections are held before the Faculty elections, those nominated for the Faculty-at-large or CE positions will be asked to indicate on their nomination forms if they wish to stand for election in their Faculty if not elected to the at-large or CE position.
- 5.5. Mandatory Student Information Session and Statement:** All student nominees are required to attend a mandatory information session on campaign practices and to sign a statement indicating that they understand the campaign rules and the principles of the democratic voting process. This is required for students to be candidates in the election.
- 5.6. Posting for Senate website:** Each candidate may supply a short paragraph on themselves and their candidacy and a digital photograph for posting on the Senate website. This must be submitted by the date indicated on the nomination form.
- 5.7. Acclamation:** If at the close of nominations the number of candidates is equal or less than the number of seats available for that constituency, the candidates shall be acclaimed.
- 5.8. Insufficient nominations:** If there are insufficient nominations for any position, the Senate Academic Governance and Policy Committee Nominating Sub-Committee shall present nominees, in keeping with the general rules of distribution, directly to the Senate.

## 6. CAMPAIGN PROCESS

### 6.1. Publication of candidates' names

- 6.1.1.** A notice will be issued *via* the official Ryerson e-mail system immediately after the close of nominations to identify all candidates, list the dates of the elections and provide the on-line voting procedure.
- 6.1.2.** A section will be created on the Senate website for the posting of candidate campaign materials. Materials are subject to the approval of the Chief Electoral Officer.
- 6.1.3.** Each Dean will send an email to their faculty and students and post the names of candidates in their Faculty and the At-Large candidates.
- 6.1.4. Campaign period:** Candidates may not campaign until they receive notification from the Senate that their nomination has been accepted. Campaigning may continue through the end of the voting period.

## 6.2. Campaign conduct

- 6.2.1. **Freedom to campaign:** All candidates are to be given equal opportunity to campaign. No candidate may allow or condone any actions to destroy, deface, move, cover or remove signs, banners, or any form of publicity installed by other candidates or supporters.
- 6.2.2. **Campaign material protocol:** Candidates must represent themselves accurately in any publicity about their accomplishments, positions, or any other data intended to influence voters.
- 6.2.3. **Campaigning in Computer Labs:** Candidates, or those acting on behalf of a candidate, are prohibited from soliciting votes in computer labs by word or by handing out or hanging campaign materials.
- 6.2.4. **Group advertising:** Any advertising of candidates by an official Ryerson University organization, such as CESAR, CUPE, RFA, RSU, Student Course Unions, etc. must mention all members of the candidates' constituency. (For example, The Ryerson Faculty Association may mention on its website the upcoming election and all the RFA candidates.)
- 6.2.5. **Use of telephone or email systems:** The use of non-personal telephone or email system groups, or mandatory (institutional) listservs to broadcast or send messages regarding individual candidates is prohibited. The Chief Electoral Officer should be contacted if there are any questions about appropriate electronic campaigning.
- 6.2.6. **Obstructing Access to staircases, library and other campus facilities:** Candidates and/or their representatives may not obstruct access to any campus facility or staircase. This includes setting up of tables, standing in front of such facilities to hand out campaign material or speak to potential voters, or any other activity that impedes normal pedestrian movement on campus.

## 7. VOTING PROCESS

- 7.1. **Communication:** Information on voting will be distributed *via* Ryerson email, posted on the Senate website, published in relevant student newspapers, alumni magazines and on posters throughout the University.
- 7.2. **Voting period:** The period of on-line voting will be established by the Chief Electoral Officer.
- 7.3. **Voting sequence:** All student elections (At-Large and Faculty) will be held at the same time. Faculty-at-large and CE faculty elections are held before the Faculty elections
- 7.4. **On-Line Voting Process**
  - 7.4.1. Students and faculty will be notified of the dates and times of the vote, as well as the candidates, through their Ryerson official e-mail account.
  - 7.4.2. Only students certified as eligible by the Office of the Registrar on the Wednesday of the week preceding the election shall be eligible to vote.
  - 7.4.3. Only faculty who meet the criteria for their constituent group shall be eligible to vote in that group.
  - 7.4.4. Computer and Communications Services (CCS) shall coordinate the process of posting faculty and student ballots on the Ryerson Course Management system (my.ryerson.ca). Ballots will reflect only the constituency in which the faculty or student can vote.
  - 7.4.5. Each faculty member and student will have access to a ballot that only contains the names of the Faculty and At-Large candidates for whom they are eligible to vote.
- 7.5. **Online Voting Protocol:** Voters are entitled to cast their ballots in secret. To ensure that ballots are cast in a manner that upholds the democratic process, candidates, or those acting on behalf of a candidate are prohibited from:
  - 7.5.1.1. Establishing polling stations.
  - 7.5.1.2. Assisting voters in the casting of their vote.

**7.5.1.3.** Observing voters as they vote.

**7.5.1.4.** Providing computers to voters for the process of voting.

**7.5.1.5.** Interfering with the voting process or participating in the casting of any ballot other than their own.

**7.6. Non-Compliant behaviour:** Any infractions of the above campaign conduct or voting process will be dealt with by the Chief Electoral Officer, or, where necessary, referred to the Academic Policy and Governance Committee of the Senate which will impose appropriate remedies or penalties. Penalties may include: public correction of false statements or written retractions/apologies in Ryerson University campus newspapers, revocation of eligibility of the candidate or overturning of the election results. Students may also be subject to penalties under the Student Code of Non-Academic Conduct.

**7.7. Voter Turnout:** No minimum voter turnout is required to validate an election.

### **7.8. Election Results**

**7.8.1.** The results of the election will be established electronically by the Chief Electoral Officer, with the assistance of a representative of CCS. If a candidate wishes to have one examiner present to witness the validation, the Chief Electoral Officer must be notified at least three (3) working days in advance. Examiners must have written authorization from the candidate they represent. Candidates may not act as examiners.

**7.8.2.** At-Large candidates will be elected such that there are normally no more than three (3) faculty and two (2) students from any one Faculty. (e.g. if a fourth faculty member or third student from a Faculty receives the next highest number of votes, that person is excluded and the next highest who qualifies is elected.) Only if there is an insufficient number of Senators elected through this process will excluded candidates become elected.

**7.8.3.** The Deans shall be notified immediately of the results of the elections.

**7.8.4.** Once all candidates have been notified by the Senate of the election results, the names of those elected shall be posted on the Senate website.

**7.8.5.** A report including the number of votes received by each student candidate will be prepared for Senate.

**7.8.6.** In the event that two or more candidates receive the same number of votes, the winner will be determined by means of either a coin toss (for two candidates) or a dice toss (for more than two candidates). The toss will be administered by the Chief Electoral Officer and the results shall be final.

**7.8.7.** Insufficient number of candidates – see section 5.9.

### **7.9. Appeals**

**7.9.1.** The Chief Electoral Officer shall hear any grievances which may arise in the electoral process and provide a report to the Academic Governance and Policy Committee (AGPC) on the grievances and their disposition.

**7.9.2.** If the Chief Electoral Officer and/or the AGPC deem it necessary, a committee will be convened to deal with any grievances.