



**BOARD OF GOVERNORS
ELECTION POLICIES AND PROCEDURES**

Document approved by:
Approval Date:

Ryerson University Election Procedures Committee
January 2017



TABLE OF CONTENTS

1. RENEWAL OF BOARD MEMBERSHIP THROUGH ANNUAL BOARD ELECTIONS

- 1.1 Appointed
- 1.2 Ex-officio
- 1.3 Elected

2. TERMS FOR ELECTED MEMBERS

- 2.1 Terms
- 2.2 Term Commencement for elected members
- 2.3 Term End for Elected Members

3. ELECTORAL OFFICERS

- 3.1 Election Procedures Committee
- 3.2 Returning Officer
- 3.3 Responsibilities of the Returning Officer
- 3.4 Appeals Committee

4. CRITERIA FOR CANDIDACY

- 4.1 Alumni
- 4.2 Teaching Faculty
- 4.3 Administrative Staff
- 4.4 Students

5. THE NOMINATION PROCESS

- 5.1 Deciding to Become a Candidate
- 5.2 Alumni Nomination Process
- 5.3 Responsibility of Nominator
- 5.4 Acclamation
- 5.5 Withdrawing Nomination
- 5.6 Nomination Process for Board Members Filling an Unexpired Vacancy

6. THE CAMPAIGN PROCESS

- 6.1 Publication of Candidates Names
- 6.2 Candidate Assistance
- 6.3 Campaign Period
- 6.4 Student Candidates Meeting

7. CANDIDATE/CAMPAIGN GROUP CONDUCT DURING THE CAMPAIGN PROCESS

- 7.1 General Standard of Fairness
- 7.2 Campaigning Material Protocol
- 7.3 Freedom to Campaign
- 7.4 Campaigning on the Board Website
- 7.5 Group Advertising
- 7.6 Campaigning in the Classroom
- 7.7 Slate Campaigning in Elections

8. THE VOTING PROCESS

- 8.1 Method of Communicating Election Information
- 8.2 Voting Period
- 8.3 Method of Voting
- 8.4 Eligibility to Vote
- 8.5 Minimum Voter Turnout
- 8.6 Procedures re Winning or Tying a Board Election
- 8.7 Tabulation of Results
- 8.8 Scrutineers

9. PROHIBITED ACTIVITY DURING THE ELECTION

- 9.1 Inaccurate Material
- 9.2 Destruction or Defacing of Signs /Posters
- 9.3 Use of Institutional Email or Phone or On-Line Groups
- 9.4 Campaigning at Convocation or at Other University Events
- 9.5 Prohibited Conduct during Voting Period
- 9.6 Reporting Prohibited Activity
- 9.7 Decisions Regarding Prohibited Activity
- 9.8 Possible Penalties for Engaging in Prohibited Activity
- 9.9 Further Penalties

10. APPEALING DECISION OF THE ELECTION PROCEDURES

COMMITTEE

10.1 Election Procedures Committee

10.2 The Appeal Panel

11. ELECTION TO THE BOARD OF GOVERNORS

11.1 Retaining Membership



1. RENEWAL OF BOARD MEMBERSHIP THROUGH ANNUAL BOARD ELECTIONS

Annually, all students, teaching faculty, administrative staff, and alumni will have an opportunity to seek election to those positions on the Ryerson University Board of Governors stipulated as elected from students, teaching faculty, administrative staff, and alumni in accordance with the Act and General By-Laws of the University. The number of positions available in each constituency will vary from year to year. Each constituency will elect a candidate from among themselves only.

The Board of Governors of Ryerson University is made up of 24 members:

1.1 Appointed

Nine members appointed by the Government;
Two members appointed by the Board;

1.2 Ex-officio

The President and Vice Chancellor;
The Chancellor;

1.3 Elected

- **Alumni:** Three members one of whom shall be elected annually
- **Teaching Faculty:** Three members, two of whom shall be elected in each odd numbered year and one of whom shall be elected in each even numbered year.
- **Administrative Staff:** Two members, one of whom shall be elected annually.
- **Students:** Three Students, all of whom shall be elected annually.

2. TERMS FOR ELECTED MEMBERS

The terms for the Alumni, Teaching, Administrative Staff and Students on the Board are the following:

2.1	Alumni	Three year term
	Teaching Faculty	Two Year term
	Administrative Staff	Two year term
	Students	One year term

(Note: If elected to the Board of Governors a new member has the option to seek an immediate second and third term)

2.2 Term Commencement for elected members

September 1st of the year elected

2.3 Term End for Elected Members

August 31st of the last year of term

3. ELECTORAL OFFICERS

3.1 Election Procedures Committee

(a) Purpose

The Ryerson University Election Procedures Committee has the overall responsibility and authority for conducting Board of Governors elections and University Referenda unless otherwise determined by the Ryerson University Board of Governors. This includes developing and publishing necessary forms, information, and regulations as well as reviewing the Policies and Procedures Related to Board of Governors Elections on an annual basis.

(b) Membership

The Committee is chaired by the General Counsel and Secretary of the Board of Governors and has a membership from full and part-time students, teaching faculty, administrative staff and alumni as defined in By-Law No. 1 being the General By-Laws of Ryerson University, in addition the Committee appoints a Returning Officer from among the employees of the University.

3.2 Returning Officer

The Returning Officer is responsible for the conduct of elections within the policies and procedures established by the Ryerson University Election Procedures Committee. Any and all decisions specific to the conduct of elections will be made by the Returning Officer.

3.3 Responsibilities of the Returning Officer

The Returning Officer shall:

- set the timeline for Board elections;

- provide instructions on the conduct of elections;
- provide standard nomination forms;
- co-ordinate the central dissemination of information about the election; ,
- convene an information session for potential candidates before nomination period is over
- convene an information session for all candidates (mandatory for student candidates) after the nomination period has concluded
- post candidate information on the Ryerson Board of Governors web-site;
- verify the results of on-line voting; and
- report election results to the Board of Governors including the number of votes received by each candidate and the total number of votes cast for each position.

3.4 Appeals Committee

The Appeals Committee is a sub-committee of the Election Procedures Committee and is responsible for adjudicating appeal matters that involve candidate eligibility and non-compliance conduct of individual involved in Board elections. For more information please see section on “Appeals Process”. Note: The Appeals Committee has no jurisdiction over the Ryerson University Alumni Association Nomination Process.

4. **CRITERIA FOR CANDIDACY**

Alumni, Teaching Faculty, Administrative Staff and Students must meet the following criteria in order to stand for a position on the Board of Governors.

4.1 Alumni

- Must be eighteen years of age or older
- Have received degrees, diplomas or certificates from Ryerson University (or any of its predecessor institutions).
- Not be a registered student in a program or course of study that leads to a degree, diploma or certificate of the University. (If it is impossible for the Registrar’s Office to determine, by using reasonable means, whether the program or course of study leads to a degree, diploma or certificate, then the Election Procedures Committee will aim to resolve the ambiguity in favour of allowing the individual to stand for candidacy.)

- Not be an employee of the University.

4.2 **Teaching Faculty**

- Must be eighteen years of age or older
- Must be a full-time tenured or probationary teaching faculty whose principal duties include research and/or teaching functions of the University, including employees holding the Offices of Dean, Chair, Assistant Chair of department, or Academic Director. A full-time employee is defined as a regular teaching faculty member or probationer, tenure stream and is not a Limited Term Faculty or CUPE member.

4.3 **Administrative Staff**

- Must be eighteen years of age or older
- Must be a full-time employee of Ryerson University who is not a member of the teaching faculty and is serving in a regular capacity on a continuing basis. This is defined as either a full-time career employee or a term employee who has completed a minimum of 12 months continuing employment for greater than 24 hours per week.

4.4 **Students**

- Must be registered in a program or course of study at Ryerson University leading to a degree, diploma or certificate of the University. * See Appendix "A"

5. **THE NOMINATION PROCESS**

5.1. **Deciding to become a Candidate**

The Election Process is announced at the beginning of February with the publication of a university-wide Proclamation calling for nominations to the Board of Governors election. During the nomination process candidates are requested to fill out a nomination form; supply relevant information and signatures. The nomination form must be submitted in person to the Board Secretariat by a specified deadline. Incomplete nominations or nominations submitted after the deadline will not be accepted. All information pertaining to deadlines will be publically available

The Ryerson University Election Procedures Committee is responsible for determining that the criteria for candidacy are met and that all the requirements of the nomination process have been met. The Election Procedures Committee can refuse a nomination form if it does not conform to acceptable guidelines.

For electoral purposes candidates should use the name that appears on their student records. In the event a candidate wishes to use a nickname or short form name the candidate must submit that alternate name to the Chief Returning Officer who has the discretion to determine whether the alternate name may be used such discretion not be exercised unreasonably. The decision of the Chief Returning Officer is final.

Once the candidates nominations have been approved by the Ryerson University Election Procedures Committee, the candidate will be notified immediately by the Returning Officer.

Following official notification all candidates will then be able to campaign in accordance with the procedures set down in this document.

5.2 Alumni Nomination Process

Alumni who have met the criteria for nomination and whose nominations have been approved by the Election Procedures Committee have their nomination forms forwarded to the Ryerson University Alumni Association (RUAA) Board of Directors for review after the nomination deadline has past.

RUAA's Board of Directors vets the nominees using Board approved competencies criteria and then provides a slate of candidates to the Board Secretariat within a designated period of time as established by the Board Secretariat.

The nominees are informed by the Returning Officer of RUAA's decision and the slate of candidates are advertised in the next publication of the Ryerson University Magazine.

5.3. Responsibilities of the Nominator

The Nominator is only entitled to sign as many nomination forms as there are membership positions available in the constituency. For example – three student vacancies on the Board means that a nominator can only sign up to three different student candidates' nomination forms.

5.4 Acclamation

When the nomination period has closed, and if the number of candidates nominated is equal or less than the Board positions available in a particular constituency, the candidates shall be acclaimed.

5.5 Withdrawing Nomination

A person nominated as a candidate in the election may withdraw their nomination by submitting a signed statement to the Returning Officer before the deadline for nominations.

After the nomination deadline requests for withdrawal will be dealt with on a case by case basis by the Returning Officer.

5.6 Nomination Process for Board Members Filling an Unexpired Vacancy

Any Board Member filling an unexpired vacancy who wishes to retain membership must complete the nomination process pursuant to Section 5.1.

6. THE CAMPAIGN PROCESS

6.1 Publication of Candidates' Names

The campaign process begins on a date to be determined with the publication of a university-wide Proclamation announcing the names of the candidates as well as on-line voting information. It is up to the candidate to verify the correct spelling of the candidate's name with the Returning Officer or designate.

6.2 Candidate Assistance

The following service will be made available to all candidates, at no cost to the candidate, but at the discretion of the Election Procedures Committee.

-
- Posting Candidate Information on the Board of Governors Website

More comprehensive information related to dates, deadlines and use of these services will be made available to candidates and also published on the Board Election website at www.ryerson.ca/governors/elections.

6.3 Campaign Period

A candidate is only allowed to begin campaigning on receiving official notification from the Returning officer that he/she is on the ballot. Campaigning is permitted throughout the voting period.

6.4 Student Candidates Meeting

Student candidates are required to attend a candidates' information session at a time and place to be determined by the Returning Officer.

7. CANDIDATE/CAMPAIGN GROUP CONDUCT DURING THE CAMPAIGN PROCESS

7.1 General Standard of Fairness

All parties shall conduct themselves and their activities in a manner which the Election Procedures Committee deems to be reasonable and fair. All parties shall conduct themselves consistently with all applicable University policies, including, but not limited to the Civility Policy, Discrimination and Harassment Prevention Policy, the Student Code of Non-Academic Conduct, and Student Computing Guidelines.

7.2 Campaign Material Protocol

Candidates and campaign individuals/groups must represent themselves accurately in any publicity about their accomplishments, positions, or any other data intended to influence voters.

7.3 Freedom to Campaign

All candidates, individuals and/or campaign groups shall have an opportunity to campaign. No candidate, individual, or campaign group is allowed or is to condone the destruction, defacing, moving, covering or removing of signs, banners, or any form of publicity installed by other candidates or supporters.

7.4 Campaigning on the Board Website

A website sponsored by the Ryerson University Election Procedures Committee is available to all candidates to post their platform statements. All materials are to be submitted within a timeframe which the Returning Officer determines to be reasonable for posting on the Board Election website.

7.5 Group Advertising

Any advertising of candidates by an official Ryerson University community organization, such as CESAR, RFA, RSU, RESS, RCS and student course unions must include mention of all members of that candidate constituency. (For example – The Ryerson Faculty Association may mention on its website the upcoming election and all the RFA candidates running).

7.6 Campaigning in the Classroom

Campaigning in the classroom is permitted with the permission of the professor.

7.7 Slate Campaigning in Elections

Candidates may campaign together as a slate but the Board Secretariat will only recognise candidates on an individual basis.

8. THE VOTING PROCESS

8.1 Method of Communicating Election Information

Notification of elections dates and voting procedures for students, administrative staff, teaching faculty and alumni will be published electronically.

8.2 Voting Period

The voting period will be determined annually by the Election Procedures Committee.

8.3 Method of Voting

The method of voting (on-line or paper ballot) will be determined by the Ryerson University Election Procedures Committee. In the instance of a paper ballot, within two (2) weeks of the election, ballots will be mailed to all Administrative Staff and Teaching Faculty named on the Human Resources lists, who will then return their ballot by mail to the Returning Officer to arrive no later than 4:30 p.m. on the final date of the election. Note: Voting by paper ballot is only available to those individual/groups identified by the Elections Procedures Committee.

8.4 Eligibility to Vote

Student - The Registrar will make known to the Ryerson University Election Procedures Committee those students who are entitled to vote. (If it is impossible for the Registrar's Office to determine, by using reasonable means, whether the program or course of study leads to a degree, diploma or certificate, then the Election Procedures Committee will aim to resolve the ambiguity in favour of allowing the individual to vote.)

Administrative Staff and Teaching Faculty - Human Resources will provide a list of the teaching faculty and administrative staff eligible to vote. The definition of Administrative Staff is the same as defined in Section 4.3.

Alumni – The Alumni Relations department will determine, through their records and with the assistance of the Registrar, who is entitled to vote.

8.5 Minimum Voter Turnout

No minimum voter turnout is required to validate an election

8.6 Procedures re Winning or Tying a Board Election

For elections, depending on the number of vacancies in each constituency group, the candidate (s) with the highest number of votes will be deemed the successful candidate (s). In the case of a tie, the procedure outlined in Article 3.8(a) of the General By-Laws of Ryerson University will be followed. Article 3.8 states:

In the event of any tie vote for any office being filled pursuant to this Article 3, a recount shall be held within seven days of the Election at a time and place and in a manner prescribed by the Ryerson University Election Procedures Committee. In the event that the recount confirms the tie vote, a single deciding vote shall be cast by the Returning Officer for that candidate whose name appears on the piece of paper pulled by the Returning Officer from a hat containing one piece of paper for each candidate who is tied with one or more other candidates for first place in such Election.

8.7 Tabulation of Results

All on-line and paper ballot tabulations are conducted under the direction of the Returning Officer.

8.8 Scrutineers

Each candidate shall be permitted to have one scrutineer present at the tabulation of the election results. Candidates are not allowed to accompany their designated scrutineers to the tabulation of election results. No candidate may ask another candidate to serve as his/her scrutineer. Candidates must contact the Returning Officer, at least 24 hours prior to the tabulation of the election results, if they wish to have a scrutineer present.

9. **PROHIBITED ACTIVITY DURING THE ELECTION**

9.1 Inaccurate Material

All candidates must represent themselves accurately in any publicity about their accomplishments, positions, or any other data intended to influence voters. If complaints are received of errors or falsehoods, and are substantiated with sufficient documented support, the Returning Officer may issue instructions for addressing the offence, and the candidate(s) and their immediate group of supporters must abide by these instructions.

9.2 Destruction or Defacing of Signs/Posters

No individual, or campaign group is allowed or is to condone the destruction, defacing, moving, covering or removing of signs, banners, or any form of publicity installed by other campaign groups or supporters. Any campaign materials posted by an individual or group not registered with the Ryerson Election Procedures Committee will be removed.

9.3 Use of Institutional Email or Phone or On-Line Groups

The use of telephone or email system groups or institutional (University, course union, student union, etc.) listservs or on-line groups to broadcast or send messages is not permitted. For greater certainty ALL candidates are strongly encouraged to seek the advice

of the Returning Officer before use of listservs or broadcast groups to ensure that their use would not constitute prohibited activity under these procedures.

9.4 Campaigning at Convocation or at Other University Events

Soliciting Votes or Campaigning during any University events, including convocation ceremonies and/or pre or post-reception functions held by the University is strictly forbidden.

9.5 Prohibited Conduct during Voting Period

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:

- Establishing polling stations
- Assisting voters in the casting of their vote.
- Observing voters as they vote.
- Providing computers to voters for the process of voting
- Interfering with the voting process or participating in the casting of any ballot other than one's own.
- Soliciting Votes in Computer Labs by handing out flyers

9.6 Reporting Prohibited Activity

All Complaints must be submitted in writing and signed before being sent to the Returning Officer. The Returning Officer will not take action regarding anonymous complaints. However if prohibited activity is suspected the Returning Officer will provide a warning to those who may be suspected of this activity.

9.7 Decisions Regarding Prohibited Activity

The Returning Officer decides on a case by case basis whether an activity is prohibited under this Code and the appropriate penalty. Consideration will be given to the seriousness of the prohibited activity and whether it is a first or subsequent violation.

9.8 Possible Penalties for Engaging in Prohibited Activity

In addition to the specific consequences indicated above, the Returning Officer may issue the following penalties:

- Direct the offending party to make public correction of false statement
- Direct the offending party to make public written retractions/apologies

- Revoke the eligibility of the candidate to participate in Board elections.
- Overturn the Election results for the candidate(s) involved and hold another Election within a reasonable timeframe, as determined by the Elections Procedures Committee.

9.9 Further Penalties

All students engaging in prohibited activities may also be subject to consequences under the Ryerson University Student Code of Non-Academic Conduct (<http://www.ryerson.ca/senate/policies/pol61.pdf>) or other policies, procedures or guidelines of the University.

10. **APPEALING DECISION OF THE RETURNING OFFICER**

10.1 Election Procedures Committee

Appeals related to decisions of the Returning Officer require a written document outlining the reason(s) for the appeal. Please note that if the Election is still underway the document and supporting information shall be sent to the Committee within one working day of formal notification of the appeal. If the Election has concluded the document should be sent to the Committee within ten working days of the last voting day.

The Ryerson University Election Procedures Committee will then reconstitute itself for these appeals by reducing its numbers to include only the Chair, Secretary, and another member of the Election Procedures Committee chosen by the committee members from among themselves. This sub-committee shall be known as the Appeal Panel.

10.2 The Appeal Panel

The Appeal Panel hearing shall be convened within five working days of receiving the written appeal, if the Election has concluded. If the Election is currently underway, the panel shall convene within two working days of receiving the appeal. The appellant or appellant group will be permitted to make oral representations before the Appeal panel if they wish.

All decisions made by the Appeal Panel are final and not subject to further appeal.

Decisions, including brief written reasons, will be sent both to the appellant and Members of the Board of Governors. The decision will also be posted on the Board of Governors Election website.

11. **ELECTION TO THE BOARD OF GOVERNORS**

11.1 Retaining Membership

Candidates who have been elected will forfeit their candidacy and/or membership if any of the criteria for Board candidacy has not been maintained. (For example: a faculty or staff member of the Board who has resigned from Ryerson University, or a student who is no longer enrolled in a course of study leading to a degree, diploma or certificate).

APPENDIX "A"

- Criteria for Student Candidacy – for more information please reference the February 28, 2012 Election Procedures Committee Appeal Panel Decision.

JULIA SHIN DOI
GENERAL COUNSEL AND SECRETARY OF THE BOARD OF GOVERNORS

ELECTION PROCEDURES COMMITTEE

APPEAL PANEL DECISION

IN THE APPEAL OF THE DECISION OF THE RETURNING OFFICER

APPELLANT: [REDACTED]

RESPONDENT: Catherine Redmond, Returning Officer

DATE OF HEARING: Tuesday, February 28, 2012

DECISION: The appeal is denied and the decision of the Returning Officer is upheld.

The Appellant appealed the decision of the Returning Officer that the Appellant is not eligible to stand as a candidate for a student position on the Board of Governors on the grounds that the Appellant is not registered in a program or course of study at Ryerson University leading to a degree, diploma or certificate of the University pursuant to section 4.4 of the *Election Policies and Procedures*.

The Appellant submitted that Ryerson's Administrative Management Self-Service (RAMSS) indicated that the Appellant's program was [REDACTED].

The Returning Officer submitted that the Appellant was not currently registered for a course and therefore, not registered in a program or course of study according to the Registrar who was not able to verify the Appellant as a student. The Returning Officer further submitted that it was the established practice of the Election Procedures Committee to require a candidate for a student position on the Board of Governors to be registered for a course at the time they stood for election and throughout their term of office. The Returning Officer noted that the Appellant was not on the Registrar's list of students eligible to vote in the election for the Board of Governors..

The *Ryerson University Act*, s. 1(1)(i) defines "student" to mean "a person who is registered as such in a program or a course of study at the University that leads to a degree, diploma or certificate of the University." Subsection 4(1)(f) provides that the Board of Governors of Ryerson University shall be composed of "three members elected by the students from among themselves for a term of one year.(emphasis added)"

Based on the evidence and the provisions of the *Ryerson University Act*, the Appeal Panel upholds the decision of the Returning Officer that the Appellant is not eligible to stand as a candidate for a student position on the Board of Governors as the Appellant is not currently registered as a student.

**DATED as of the 29th day of February,
2012.**



**Julia Shin Doi,
Chair**

**APPEAL
PANEL:**

Julia Shin Doi, Shinae Kim (CESAR), Olga Payne

(Staff) OTHERS IN ATTENDANCE:

**Josie Lee (Secretary), Rob Centa (Counsel), Sean Carson
(Guest)**