

Internal Elections to the Board of Governors Guidelines and Procedures Spring 2011 Elections

The following Guidelines and Procedures for the conduct of internal elections to the Niagara College Board of Governors are in accordance with and subject to the Board By-law no. 4 on Internal Elections.

The Secretary of the Board, as defined in Board by-law, or his/her delegate will perform the duties of Chief Returning Officer (CRO) for the elections. The Secretary of the Board will select his/her delegate as CRO and any further returning officers prior to the call for nominations. The Notice of Election and Call for Nominations will include the names of the CRO and returning officers.

The CRO is responsible for the co-ordination and conduct of the election process and supervising the election procedures. The CRO has the authority establish guidelines and procedures for the election of members to the Board of Governors. Candidates will be required to and agree in writing to abide by Board By-law no. 4 as well as these Guidelines and Procedures. Failure to do so will result in the candidate's disqualification from running in the election.

Election of the student representative will be coordinated with the Student Administrative Council (SAC). The CRO is responsible for ensuring that the SAC election procedures for electing the Student Governor are not in conflict with the Board's election procedures.

Nominations:

Nominations will be received for a minimum of two-weeks and will close at 4 p.m. on the last day of the nomination period. Nomination forms together with the meeting schedule and information on the role and responsibilities of Governors will be available on the elections web page at <http://niagaracollege.ca/bogelections>. Each nomination requires two seconders from the nominee's constituent group.

All candidates are to receive a copy and must familiarize themselves with the following documents:

- Board of Governors By-law #4 – Internal Elections
- Guidelines and Procedures for Internal Elections
- Responsibilities of the Board of Governors
- Notice of Election and Call for Nominations

Balloting:

Balloting will take place as described in the Election Notice.

Voter List:

Confirmation of eligibility to vote, including the assigned campus, will be sent via e-mail before the close of nominations by the CRO. Only staff who meet the criteria outlined in the Election Notice are eligible to vote and only those named on the official voter list will be allowed to cast a ballot and only at the campus they have been assigned. Individuals who believe they are eligible to vote and do not receive notification are to notify the CRO by the deadline for changes to the voter list as noted in the Election Notice.

Rules for Campaigning:

Campaigning will take place as announced in the Election Notice, closing at 4:00 p.m. on the last day of the campaign period.

Candidates may:

- Campaign, at one's own expense, during the official campaigning period
- Hold meetings/debates and have access to college facilities to hold such meetings so far as space is available. Any rooms required for speeches/debates must be booked through the Scheduling Department scheduling@niagaracollege.ca
- Use, within reason, College equipment to prepare campaign material (including use of computers, printers and photocopiers), upon obtaining approval from their supervisor. The CRO may identify alternate equipment to be used for campaigning purposes (i.e. Board office photocopier)
- Send up to 2 e-mails during the campaigning period to the eligible voters via the CRO – the CRO retains the right to review the content and to refuse to send an e-mail deemed to be in contravention of these guidelines. Candidates should expect a minimum of two business days for e-mail to go out.
- Post information, via the CRO, related to the campaign on the designated area of the Board of Governors website - the CRO retains the right to review the content and to refuse to post material deemed to be in contravention of these guidelines. Candidates should expect a minimum of two business days for material to be posted.
- Post information on staff bulletin boards only – any material posted elsewhere will be removed. Candidates must remove their campaign materials from staff bulletin boards two business days after the election has ended.

Any other form of campaigning must be approved in advance by the CRO

Candidates may not:

- Conduct activities that are disruptive to ongoing operations or that negatively impact the image of the College
- Engage in negative campaigning tactics (smearing opposing candidates, personal attacks, etc.)
- Make any slanderous, racist, sexist or otherwise unprofessional comments during campaigning
- Post information other than on staff bulletin boards without the approval of the CRO
- Use official College stationary or letterhead for campaigning
- Post material inside polling station or on door of polling station
- Engage in electioneering on Election Day, including posting material at any campus, sending e-mails or any other form of campaigning. However, this does not rule out:
 - i) candidates introducing themselves;
 - ii) agents urging voters to vote;
 - iii) providing information about location of polls and hours of operation;

The CRO will send an email reminding people to vote.

Attachments:

1. Election Timetable
2. Election Notice
3. Nominations Form
4. Information for Candidates / Board Duties and Responsibilities