

## ELECTION RULES AND PROCEDURES

The following rules and procedures for both the College Board and Education Council elections are in accordance with the College and Institute Act. In the event of any conflict between the rules and procedures and the Act, the College and Institute Act shall prevail.

The Registrar is responsible for the administration of elections.

### DEFINITIONS

According to the College and Institute Act:

**Educational Administrator** is defined as "a dean, vice president or similar employee of the institution whose primary responsibility is to administer the institution's educational program."

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For a regular and by-election, the campaign period shall be no less than seven (7) calendar days inclusive of voting days.

Each candidate is required to act reasonably, responsibly and in good faith; and shall be required to ensure they are aware of and comply with, all rules, policies and procedures of the College.

- Campaign materials shall only contain information related to the candidates' platform and related information regarding the schedule of the election.
- Candidates may not collect the personal information of members for the purpose of emailing them or contacting them during the election period regarding the election.
- Campaign materials and their use may not contradict College policies regarding communication and technology use and must respect the privacy rights of individuals.
- With the exception of college bulletin boards and resources managed by the representative groups, all candidates are prohibited from utilizing college communication resources.
  - This includes email distribution lists (ie

rules and/or guidelines established by the Registrar; failure to do so may result in disqualification. A disqualification may be appealed under the election appeals procedure.

Once elected, members are expected to act in the best interests of the institution.

## APPEALS

Only the election procedures may be appealed, and candidates are eligible to file a written request for an appeal to the Registrar within three (3) business days of the announcement of election results. Appeals must provide specific grounds for the appeal, indicating that due process was not followed, important evidence was missing, or the decision was inconsistent with the principles of natural justice.

An Elections Appeal Committee will be made of the following:

College Board Appeal	Education Council Appeal
Board Chair ( <i>voting</i> )	Education Council Chair ( <i>voting</i> )
College President & CEO ( <i>voting</i> )	One Senior Administrator ( <i>voting</i> )
One Board representative ( <i>voting</i> )	One Education Council representative ( <i>voting</i> )
Registrar ( <i>ex-officio chair and non-voting</i> )	Registrar ( <i>ex-officio chair and non</i> )