

Thompson Rivers University Election Procedures for Board of Governors, Senate, Planning Council for Open Learning and TRU Community Trust Board of Directors

The procedures included in this document are in accordance with the [Thompson Rivers University Act](#) and the [University Act](#) of the Legislative Assembly of British Columbia. (see *section 4.0*)

In the event of any conflict between these procedures and the Acts, the Acts will prevail.

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1.0 General Election Procedures

1.1 Schedule of Elections

- i. **Fall Elections** will be completed by the end of December. (Before winter break). The nomination process will usually take place in the month of September. Candidates elected in the fall election cycle will commence their term beginning January 1.
- ii. **Winter elections** will be completed by the end of April. The nomination process will usually take place in the month of February. Candidates elected in the winter election cycle will commence their term beginning September 1.
- iii. **By-elections** will be held in the event that an elected candidate cannot complete their term of office and that their seat cannot be filled by other means as defined in the University Act. By-elections will be incorporated into the next possible fall or winter election cycle.

The election timeline for each cycle will be determined by the Registrar and posted to the TRU elections web page.

1.2 Election Register

As per section 45 of the University Act, an election register of faculty, staff and students eligible to run and vote will be prepared at the commencement of each election cycle according to constituent vacancies that have been identified.

Human Resources is responsible for providing the Registrar with an alphabetical list containing the names and email addresses of all eligible faculty and staff members.

The Registrar is responsible for generating the list of names and email addresses of all eligible students.

The election register must be open to inspection at all reasonable office hours by all eligible faculty, staff and students. The election register cannot be copied or distributed.

Only those persons named in the election register are entitled to vote in an election. When requested, a representative of the Registrar will be available to confirm eligibility.

1.3 Nominations

At the commencement of an election cycle, the Registrar will publish on line the call for nominations, along with a list of vacancies, the election schedule, and the nomination forms.

The nomination period will begin with the call for nominations and will be a minimum of five (5) business days in length. Late nominations will not be accepted after the close of nominations.

All nominations must be in writing, using the nomination forms made available by the Registrar. Nomination forms must be signed by the nominee indicating their consent to the nomination, and by three (3) nominators who are eligible to vote.

TRU Open Learning students running as student members for the Planning Council for Open Learning may self-nominate.

All student nominees are encouraged to confirm their eligibility with Enrolment Services prior to initiating the nomination process to ensure they are eligible to run in the election.

The Registrar or designate will acknowledge receipt of all nominations and will confirm candidate eligibility via email.

All nominees are encouraged to review relevant legislation, by-laws, and terms of reference for the governing bodies to which they seek election. (*see: relevant legislation attached, [TRU Senate](#), [Board of Governors](#), [Planning Council for Open Learning](#),*)

The nomination period will be followed by four (4) weeks before the voting period commences.

1.4 Candidate Statements

Candidates that meet election eligibility requirements will be invited to submit a brief candidate statement. Candidate statements shall be no more than 300 words and may include the following information:

- a) Credentials earned and the dates of them
- b) Occupation
- c) Other offices currently or previously held, either at TRU or at other organizations
- d) Professional or business interests
- e) Publications
- f) Community involvements
- g) Volunteer activities
- h) Student candidates may wish to include program/area of study

Candidate statements are to be submitted electronically in Word or PDF format, with file size no larger than 10MB.

Candidate statements received will be published on line as PDFs with content as-is. Candidates are advised to omit personal contact information.

1.5 Campaigning

The campaign period shall commence as soon as possible and no later than five (5) business days following the end of the nomination period. Candidates may begin to campaign only after the Registrar has confirmed the eligibility of all candidates and published the names of all candidates online. The campaign period will continue up to and including the voting period.

All candidates are required to act responsibly and with integrity when campaigning. The following guidelines are provided to assist candidates in planning campaign materials and activity:

- a) Campaign materials must not contain information other than that related to the candidate's platform and information regarding the schedule of the election
- b) Campaign materials must comply with TRU's Posting Procedures policy (ADM 01-3)
- c) Campaign activity must comply with TRU's area and table booking rules issued by Ancillary Services
- d) Campaigning must not disrupt classes or regular campus operations;
- e) Candidates must not be engaged with eligible voters when they are aware, or ought to reasonably be aware, that they are voting, and must not provide any electronic devices or login credentials to voters for the purpose of voting;
- f) Candidates are responsible for the removal of all campaign materials within a reasonable time following the close of the elections.

Campaign materials and activity found to be in violation of university policies, rules, or procedures, including the guidelines listed here, may result in disqualification from the election.

1.6 Voting and Results

- i. **Voting period:** The voting period will be a minimum of three (3) business days commencing no sooner than four (4) weeks after the close of nominations. Voting will close as per election timeline published by the Registrar. Voting will be conducted by anonymous and secure on-line ballot. No ballots will be accepted after the close of voting.
- ii. **Results:** In an election where only one candidate is to be elected, the candidate with the highest number of votes will be declared elected. In an election where more than one candidate is to be elected, the candidates with the highest number of votes will be declared elected.

The Registrar will communicate all election results within five (5) business days of the close of elections as per the following procedures:

- a) Each candidate will be notified by email of their own outcome;
 - b) All election results, including voting counts and outcomes of all candidates, will be posted online;
 - c) All election results, including voting counts and outcomes of all candidates, will be reported to the Senate at the next possible meeting following the election.
- iii. **Tie votes:** In the event of a tie between two or more candidates for an office, the Senate must cast the deciding vote according to the following procedures:
- a) Tied nominees will be made aware, by email, of Article 16(2)-*University Act*, and that Senate will address the tied vote at the next available Senate meeting;
 - b) The Registrar will provide to Senate, the biographic information of candidates for vacancies resulting in a tie vote for Senate's consideration;
 - c) The Registrar will present the election results in the public Senate session, and indicate that the tie votes will be discussed and decided by secret ballot in an in-camera Senate session immediately to follow;
 - d) Tie-vote results will be reported by the Registrar publicly on the elections web site the following day;
 - e) Tie-vote counts will not be announced - final vote counts published on the elections web site will indicate one (1) additional vote for the successful candidate in the tie break.
- iv. **Acclamation:** Should nominations produce a number of candidates equal to or less than the number of positions being elected, then no voting through the balloting process will take place and the candidates nominated will be elected by acclamation.

If a candidate has withdrawn or been disqualified and, as a result, the number of remaining candidates is equal to or less than the number of vacant positions the remaining candidate will be elected by acclamation.

1.7 Withdrawals

A candidate who wishes to withdraw their nomination must notify the Office of the Registrar in writing. Upon receipt of a written withdrawal of nomination, the candidate will cease to be a candidate for election.

When a candidate's written notice of withdrawal is received before the start of voting, the candidate's name will be excluded from the electronic ballot.

When a candidate's written withdrawal is received after the start of voting, the election will continue with the remaining candidates and the withdrawn candidate will be listed on the electronic ballot with the notation "candidate withdrawn". Voters who have already cast a vote for a candidate who withdraws after the start of voting will not be permitted to re-cast their vote.

1.8 Disqualification

Campaign materials and activity found to be in violation of university policies, rules, or procedures may result in disqualification from the election. The decision to disqualify will be made by the Registrar.

If a candidate is disqualified before the start of voting, the candidate's name will be excluded from the electronic ballot.

If a candidate is disqualified after the start of voting but before the election closes, the election will continue with the remaining candidates and the disqualified candidate will be listed on the electronic ballot with the notation "disqualified". Voters who have already cast a vote for a disqualified candidate will not be permitted to re-cast their vote.

If a candidate is disqualified after the election closes, and they have been declared the winner, the candidate with the next highest number of votes will be declared the winner.

A disqualification may be appealed under the election appeals procedure.

2.0 Vacancies and Eligibility

2.1 Board of Governors

- i. **Elected positions:** The TRU board of governors is composed of 15 members. The following positions are filled by election:
 - a) Two (2) faculty members elected by the faculty members
 - b) Two (2) students elected from students who are members of an undergraduate student society or a graduate student society
 - c) one (1) person elected by and from the employees of the university who are not faculty members

- ii. **Reappointment or re-election:** The appointed members of the board are eligible for reappointment and the elected members are eligible for re-election, but those members must not hold office for more than 6 consecutive years.

- iii. **Board Faculty Representatives (two members):**

Eligibility for nomination: all faculty members, who are members of the TRU Faculty Association (TRUFA), paying TRUFA dues, and actively employed at the call for nominations, with an employment appointment term of sufficient length to complete their three (3) year term in office, are eligible to be elected as Faculty Representatives to the Board. *University Act, section 19(c)*.

Eligibility to vote: all faculty members of the TRU faculty (TRUFA), paying TRUFA dues, who are actively employed at the commencement of nominations are eligible to vote for faculty representatives on the Board.

- iv. **Board Student Representatives (two members):**

Eligibility for nomination: a student running for election to the Board must be in good standing (as per below), a member of a TRU student society, and actively enrolled (registered) in a credit course or program at TRU at the commencement of nominations and for a period consistent with the one (1) year term of office.

Eligibility to vote: all students in good standing (as per below), who are actively enrolled (registered) in a credit course or program at TRU (campus or Open Learning) at the commencement of nominations.

Good standing: A student in good standing is defined for the purposes of these elections procedures as being in good academic standing (as per policy ED 3-2 and ED 5-0) with no active sanctions related to academic or non-academic conduct.

v. **Board Non-Faculty Representative (one member):**

Eligibility for nomination and to vote: all employees of TRU and TRU-OL are actively employed at the commencement of the nomination process except for TRU faculty members.

Nominees must be actively employed at the call for nominations, and have an employment term allowing them to complete a three (3) year term of office.

vi. **Continued Eligibility:** A member of the board who ceases to be eligible during his or her term of office immediately ceases to be a member of the board. (*University Act 23 (1)*).

2.2 Senate

i. **Elected positions:** The following Senate positions are filled by election:

- a) two (2) faculty members for each faculty, elected by faculty members of the faculty
- b) four (4) students elected by the students
- c) four (4) members of the teaching staff in the Open Learning Division, elected by members of the teaching staff in the Open Learning Division
- d) two (2) support staff, elected by the support staff (ie: employees of the university who are not officers of the university, deans, faculty members)

Fall elections: The following positions will be elected in the fall election cycle:

- a) Faculty members from: Faculty of Adventure, Culinary Arts and Tourism, Faculty of Arts, Faculty of Law, School of Business and Economics, School of Nursing
- b) Support staff
- c) Open Learning Teaching Staff

Winter elections: The following positions will be elected in the winter elections:

- a) Faculty members from: Faculty of Education and Social Work, Faculty of Science, Faculty of Student Development, School of Trades and Technology
- b) Students

ii. **Senate Faculty Representatives (two members for each faculty):**

Eligibility for nomination: Faculty members from within a faculty for which there is a vacancy, who are members of the TRU Faculty Association (TRUFA) (paying TRUFA dues), and actively employed at the commencement of the nomination process with an employment appointment term of sufficient length to complete a three (3) year term in office.

A faculty member whose appointment crosses two (2) or more faculties may only be nominated to represent one (1) of the faculties. Faculty members must declare to the Registrar on their nomination form in which faculty they wish to stand for election and vote.

Eligibility to vote: Faculty members from within a Faculty for which there is a vacancy, who are members of the TRU Faculty Association (TRUFA) (paying TRUFA dues), and actively employed at the commencement of the nomination process. Voting for candidates will be done by faculty members from within each faculty, school or division.

There are nine Faculties and Schools for purposes of these elections: Faculty of Arts; Faculty of Education and Social Work; Faculty of Law; Faculty of Science; Faculty of Student Development; School of Business & Economics; School of Nursing; Faculty of Adventure, Culinary Arts and Tourism; School of Trades and Technology.

iii. **Senate Open Learning Teaching Staff Representatives (four members):**

Eligibility for nomination and/or voting: Only members of the Teaching Staff in the Open Learning Division (TRUOLFA) at the time of the commencement of the nomination process are eligible to vote for, and/or be elected as, an Open Learning Teaching Staff representative on the university Senate. Nominees must have an employment appointment term of sufficient length to complete their three (3) year term in office.

iv. **Senate Support Staff Representatives (two members):**

Eligibility for nomination and/or voting: all employees of TRU and TRU OL, who are actively employed at the commencement of the nomination process are eligible to be nominated and/or to vote, excluding the following: Faculty (TRUFA members), Open Learning Teaching Staff (TRUOLFA members), Deans, and Officers of the University (ie: the President and the University Registrar), Vice Presidents, and the University Librarian (as per Senate by-laws, article II).

Nominees must have an employment appointment term of sufficient length to complete a three (3) year term in office.

v. **Senate Student Representatives (four members):**

Eligibility for nomination and/or voting: All students in good standing (as per below), who are actively enrolled (registered) in a credit course or program at TRU (campus or Open Learning) at the commencement of nominations are eligible to be nominated and/or to vote in student elections for Senate.

Good standing: A student in good standing is defined for the purposes of these elections procedures as being in good academic standing (as per policy ED 3-2 and ED 5-0) with no active sanctions related to academic or non-academic conduct.

Nominees must be actively enrolled in a credit course or program of sufficient length to complete their one (1) year term in office.

2.3 Planning Council for Open Learning

- i. **Elected positions:** The following Planning Council for Open Learning positions are filled by election:
 - a) two (2) members of the teaching staff in the Open Learning Division, elected by the teaching staff in the Open Learning Division
 - b) one (1) student enrolled in the Open Learning Division and elected by the students
- ii. **Planning Council for Open Learning OL Teaching Staff Representatives (two members):** Eligibility for nomination and/or voting: only members of the Teaching Staff in the Open Learning Division who are paying dues (TRUOLFA) are eligible to vote for, and be elected as, OL Teaching Staff representatives on the TRU Planning Council (PCOL). Nominees must have an employment appointment term of sufficient length to complete their three (3) year term in office.
- iii. **Planning Council for Open Learning Student Representative (one member):** Eligibility for nomination: all TRU Open Learning students in good standing (as per below), who are actively enrolled (registered) in TRU Open Learning in a credit course or program of sufficient length to complete their one (1) year term in office at the commencement of nominations are eligible to be nominated for the Planning Council for Open Learning.

Eligibility to vote: all students in good standing (as per below), who are actively enrolled (registered) at TRU or TRU Open Learning in a credit course or program at the commencement of nominations.

Good standing: A student in good standing is defined for the purposes of these elections procedures as being in good academic standing (as per policy ED 3-2 and ED 5-0) with no active sanctions related to academic or non-academic conduct.

2.4 TRU Community Trust Board of Directors

- i. **Elected positions:** The following TRU Community Trust Board of Directors positions are filled by election:
 - a) One (1) faculty representative
 - b) One (1) student representative
- ii. **TRU Community Trust Faculty Member (one member):** Eligibility for nomination: all faculty members, who are members of the TRU Faculty Association (TRUFA) (paying TRUFA dues) at the call for nominations, with an employment appointment term of sufficient length to complete their three (3) year term in office, are eligible to be elected as Faculty Representatives to the TRU Community Trust Board of Directors.

Eligibility to vote: all faculty members of the TRU faculty (paying TRUFA dues) who are actively employed at the commencement of nominations are eligible to vote for faculty representatives on the TRU Community Trust Board of Directors.

iii. **TRU Community Trust Student Representative (one member):**

Eligibility for nomination and/or voting: All students in good standing who are actively enrolled at TRU (including Open Learning) at the commencement of nominations, in a credit course or program, are eligible to be nominated and to vote. Student nominees must be actively enrolled in a credit course or program of sufficient length to complete their one (1) year term in office.

Good standing: A student in good standing is defined for the purposes of these elections procedures as being in good academic standing (as per policy ED 3-2 and ED 5-0) with no active sanctions related to academic or non-academic conduct.

2.5 Filling Vacancies

i. **Board of Governors**

Board vacancies are to be filled as per Part 6, Section 25 of the University Act.

ii. **Senate and Planning Council for Open Learning**

Senate vacancies are to be filled as per Part 7, Section 36 of the University Act.

As per Section 4, Part 3a) of the Thompson Rivers University Act, Planning Council for Open Learning vacancies are to be filled in the same manner as outlined for Senate in Part 7, Section 36 of the University Act.

For the purposes of section 36(4)(b) of the University Act, if a vacancy occurs on Senate or the Planning Council for Open Learning in the case of an elected member it shall be filled by the candidate who received the most votes among those who were nominated but not elected in the most recent election. In the event the seat was filled by acclamation, the constituency represented by the seat will designate a replacement from within their constituency in accordance with procedures the constituency considers to be fair.

3.0 Appeals

An appeal with respect to election procedures, results, or candidate disqualification must be made in writing to the Secretariat within thirty (30) days of the announcement of election results or decision to disqualify.

Appeals will be considered by the Senate Appeals Committee in accordance with its procedures.

Ballots will be retained for thirty (30) days following election results being announced, or upon the resolution of an appeal, whichever is later.

4.0 Relevant Legislation

4.1 From the [Thompson Rivers University Act](#):

Part 1: Definitions

- **"board"** means the board of governors of the university;
- **"faculty"** means an educational administrative division of the university constituted by the board;
- **"faculty member"** means a person employed by the university as an instructor, a lecturer, an assistant professor, an associate professor, a professor, or in an equivalent position designated by the senate;
- **"Planning Council for Open Learning"** means the Planning Council for Open Learning established under section 11;
- **"president"** means the president appointed under section 7;
- **"registrar"** means the registrar appointed under section 7;
- **"senate"** means the university council continued as the senate under section 8;
- **"student"** means a person who is enrolled in a credit course at the university;

Part 4: Application of University Act

(1) Part 4, sections 13, 14 (2) and (3), 16, 17, 19, 19.1, 19.2, 20, 21, 22, 23, 24, 25, 26, 27.1, 28, 29, 30, 31, 32, 33, 34, 36, 38, Parts 8 and 9, sections 48, 49, 50, 51, 52, 53, 54, 55, 56, 57 and 58, Part 11 and sections 68, 69, 70, 70.1 and 71 of the [University Act](#) apply for the purposes of this Act.

(3). A reference in section 36 of the [University Act](#) to

- (a) "senate" is to be read as a reference to "senate or Planning Council for Open Learning"

Part 8: Senate

(2) The senate is composed of the following:

- (a) the chancellor;
- (b) the president, who is its chair;
- (c) the academic vice president or equivalent;
- (d) the deans of faculties;
- (e) the chief librarian;
- (f) the registrar;
- (g) two faculty members for each faculty, elected by faculty members of the faculty;
- (h) four students elected by the students;
- (i) one alumni member who is not a faculty member, appointed by the president on nomination by the alumni association;

- (j) one administrator of the Open Learning Division, appointed by the president;
 - (k) subject to subsection (5), 4 members of the teaching staff in the Open Learning Division, elected by members of the teaching staff in the Open Learning Division;
 - (l) two support staff, elected by the support staff;
 - (m) one non-voting member of the senate, if appointed to the senate by the board to serve for one year.
- (3) For the purposes of subsection (2) (g), "faculty" does not include the Open Learning Division.
- (4) For the purposes of subsection (2) (l), "**support staff**" means employees of the university who are not
- (a) officers of the university, or
 - (b) deans or faculty members.
- (5) If the total number of faculty members elected for the purposes of subsection (2) (g) exceeds 20, the number of members of the teaching staff in the Open Learning Division to be elected under subsection (2) (k) is
- (a) 20% of the total number of faculty members elected for the purposes of subsection (2) (g), if the number so calculated is a whole number, and
 - (b) if the number calculated under paragraph (a) is not a whole number, the whole number that is next highest to the number calculated as described in paragraph (a).

Part 11: Planning Council for Open Learning

The Planning Council for Open Learning is composed of the following members:

- (a) the academic vice-president, who is its chair;
- (b) two deans, appointed by the president;
- (c) two officers of the university, appointed by the president;
- (d) two persons who are faculty members referred to in section 8 (2) (g), elected by the senate;
- (e) two members of the teaching staff in the Open Learning Division, elected by the teaching staff in the Open Learning Division;
- (f) two persons nominated by the presidents of the universities under the *University Act* and the *Royal Roads University Act*, appointed by the president;
- (g) two persons nominated by the presidents of the institutions under the *College and Institute Act*, appointed by the president;
- (h) one student enrolled in the Open Learning Division and elected by the students;
- (i) one alumni member who is not a faculty member, appointed by the senate on nomination by the alumni association;
- (j) up to 2 additional persons appointed by the president.

4.2 From the [University Act](#):

Part 6 – Board of Governors

Section 19: Composition of board

(1) The board of a university, other than the University of British Columbia, is composed of 15 members as follows:

- (a) the chancellor;
- (b) the president;
- (c) 2 faculty members elected by the faculty members;
- (d) 8 persons appointed by the Lieutenant Governor in Council, 2 of whom are to be appointed from among persons nominated by the alumni association;
- (e) 2 students elected from students who are members of an undergraduate student society or a graduate student society;
- (f) one person elected by and from the employees of the university who are not faculty members.

Section 19.1: Best Interests of university

The members of the board of a university must act in the best interests of the university.

Section 20: Term of office

- (1) Each member of the board elected under section 19 (1) (c) and (f) and (2) (c), (d), (h) and (i) holds office for 3 years and after that until a successor is elected.
- (1.1) Each member of the board appointed under section 19 (1) (d) and (2) (e) holds office for a term of up to 3 years and after that until a successor is appointed.
- (2) Each member of the board elected under section 19 (1) (e) or (2) (f) or (g) holds office for one year and after that until a successor is elected.
- (3) The chancellor and president are members of the board for so long as they hold their respective offices.

Section 21: Reappointment or re-election

The appointed members of the board are eligible for reappointment and the elected members are eligible for re-election, but those members must not hold office for more than 6 consecutive years.

Section 22: Removal from office

- (1) The Lieutenant Governor in Council may, at any time, remove from office an appointed member of the board.
- (1.1) Despite section 19, the Lieutenant Governor in Council may, on a resolution passed by the vote of at least a 2/3 majority of the members of the board, remove from office a member of the board
 - (a) elected under section 19 (1) (c), (e) or (f) or (2) (c), (d), (f), (g), (h) or (i), or
 - (b) appointed under section 19 (1) (d) or (2) (e)

- if the board is satisfied that the person should be removed for cause.
- (2) Unless excused by resolution of the board, a member who does not attend at least half of the regular meetings of the board in any year is deemed to have vacated his or her seat.

Section 23: Persons not eligible

- (1) The following persons are not eligible to be or to remain members of the board:
- (a) members of the Parliament of Canada;
 - (b) members of the Executive Council or of the Legislative Assembly;
 - (c) [Repealed 2006-15-45.]
 - (d) a member of the public service in the ministry;
 - (e) a member of the public service designated by the minister.
 - (f) [Repealed 2003-48-32.]
 - (g) [Repealed 2018-36-3.]

- (2) A member of the board who ceases to be eligible during his or her term of office immediately ceases to be a member of the board.

Section 24: Vacancies on the board

- (1) 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 of office 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.
- (2) A declaration under subsection (1) is conclusive evidence of the vacancy.

Section 25: Method of filling vacancies and effect of vacancy

- (1) If a vacancy exists in respect of an appointed member, the Lieutenant Governor in Council must appoint a person to fill the vacancy.
- (2) If a vacancy exists in respect of an elected member, the appropriate body must elect a replacement.
- (3) A person appointed under subsection (1) or elected under subsection (2) holds office for the remainder of the term for which the person's predecessor was appointed or elected.
- (4) A vacancy on the board does not impair the authority of the remaining members of the board to act.

Part 7 – Senate

Section 36: Term of office

- (1) The term of office of a member of the senate, other than one elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k), is 3 years and after that until a successor is appointed or elected.
- (2) The term of office of a member of the senate elected under section 35 (2) (h), 35.1 (2) (h) or (3) (h) or 35.2 (2) (h) or appointed under section 35.2 (2) (k) is one year and after that until a successor is elected.

- (3) Members of a senate who remain eligible under section 35, 35.1 or 35.2 may be reappointed or re-elected in the manner provided under section 35, 35.1 or 35.2 for further terms.
- (4) If a vacancy arises on the senate, the vacancy must be filled,
- (a) in the case of an appointed member, by the body possessing the power of appointment, or
 - (b) in the case of an elected member, in the manner specified by the senate.
- (5) A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person's predecessor was appointed or elected.
- (6) The secretary of the senate must enter a declaration of the vacancy in the minutes of the senate.
- (7) A declaration under subsection (6) is conclusive evidence of the vacancy.

Part 9 – Nominations, Elections and Voting

Section 43: Rules for elections

- (1) The senate must make and publish all rules necessary and consistent with this Act in respect of nominations, elections and voting.
- (2) The registrar must conduct all elections that are required.

Section 44: Nomination paper to registrar

A nomination paper is not valid unless at least 4 weeks before the date of the election

- (a) it is delivered at the office of the registrar, or
- (b) if sent by mail, it is received by the registrar.

Section 45: Election register

- (1) In every year in which an election is to take place, the registrar must prepare an alphabetical list, to be called the election register, of the names and known addresses of all members of the convocation who are entitled to vote at an election.
- (2) The election register must be open to inspection at all reasonable hours by all members entitled to vote.
- (3) The registrar must similarly keep an alphabetical list of the names of all students who are members of the undergraduate student society or the graduate student society.

Section 46: Voters to be registered

Only those persons whose names appear in the election registers are entitled to vote at an election.

Part 11 – President and Registrar

Section 59: President and powers

- (1) There must be a president of the university, who is to be the chief executive officer and must generally supervise and direct the academic work of the university.

Section 64: Registrar

(1) There must be a registrar, who must keep the records and perform the duties that the board or senate may require.