The Constitution of the Faculty of Arts & Science Council was passed by the General Committee in April 2006, and by Governing Council in June 2006. The By-Laws outlining the rules for elections to that Council and its Committees were passed by the General Committee in April 2006. The following principles are the interpretations and applications of those by-laws that elaborate Faculty practices pertaining to elections to positions on A&S Council and its standing committees. They do not substitute for or override any features of the two parent documents.

1. CHIEF ELECTORAL OFFICER

   1.1. The Secretary of Council shall act as Chief Electoral Officer and, subject to the Constitution, the By-Laws, and these guidelines, shall have exclusive authority to determine all matters relating to the conduct of elections, such as those in Sections 3, 4, 5 and 6 below.

   1.2. The Chief Electoral Officer may appoint such Returning Officers and Deputies as he/she thinks necessary.

   1.3. An appeal may be taken from a decision of the Chief Electoral Officer to the Executive/Agenda Committee of Council, and the decision of that Committee shall be final.

   1.4. When an appeal is taken to the Executive Committee, the election shall proceed at the appointed time or times but the Committee may authorize the holding of a new election at such time as it determines.

2. CONSTITUENCIES

   2.1. The principal definitions of the constituencies are to be found in the Constitution. Further interpretations are as follows:

      a. “Part-time” and “full-time” shall be defined according to the current Arts & Science Calendar.

      b. “Registered students” shall mean registered in the session in which they are nominated and registered in the session in which they are to serve.

      c. Undergraduate students will be allowed to self-identify as “humanities” or “social science” or “science” students for the purposes of these elections, given the wide variety of course and program combinations possible in the Faculty, and may only nominate and vote in one of these constituencies.

3. HOLDING OF ELECTIONS

   3.1. The dates for nominations and elections will be communicated widely using the normal means of communication, electronic and otherwise. A period of ten business days will be allowed between notification and the nomination deadline, and between the close of nominations, and between close of nominations and the election period. Electronic or web media will be the primary mode of notification. Dates of nominations and elections,
candidates’ statements, and election results will be posted on the governance pages of the Faculty’s web site.

3.2. An election for a position will only be held when the number of candidates exceeds the number of positions to be filled. In other cases, those nominated will be considered acclaimed.

3.3. Those campaigning in elections are expected to conduct themselves in a spirit of civility, mutual respect and fair play. They are also to communicate this expectation to their supporters.

4. NOMINATIONS

4.1. Nominations must be submitted to the Office of the Faculty Registrar on the official Nomination Form by the announced deadline. They must contain the names of two nominators who are members of the relevant constituency and are not the nominee, and the signature of the nominee, indicating the nominee’s willingness to stand for the position.

4.2. Nominations for positions will close at the nominating deadline. If no one has been nominated for a position, the deadline may be extended by the Chief Elections Officer.

4.3. Nominees will be allowed a brief personal statement to be posted on the Faculty’s governance page for election purposes.

5. POLLING

5.1. Elections will be web-based where possible, with verification and secrecy of balloting ensured. If web vehicles are not available, other electronic means will be used, with a paper option available until elections become web-based.

5.2. Where positions are constituency-specific, only members of the relevant constituency may vote for candidates for those positions.

5.3. A voter may vote for any number of candidates up to the total number of positions to be filled in the relevant category (in keeping with 2.1c), and the candidates with the highest number of votes shall be elected.

5.4. Elections resulting in a tie will be resolved by a coin toss, conducted by the Chief Electoral Officer.

VACANCIES

5.5. If a position becomes or remains open after the normal election period, the Chief Election Officer may fill the position by re-opening nominations for a fixed period and holding a by-election if necessary. If needed, such by-elections will normally occur in November and/or January.