

## **APPENDIX I TO THE BYLAWS OF THE GENERAL FACULTIES COUNCIL ELECTIONS PROCESS**

### **1.0 STAGE 1: POPULATING THE COUNCIL WITH ACADEMIC STAFF POSITIONS**

#### **1.1 Elected members who are Academic Staff**

- 1.1.1 Faculty Councils and School Councils will elect representatives from the full-time members of the academic staff serving in the faculty or school, who will comprise GFC members under section 23 (b) of the *Act*.
- 1.1.2 Elected positions will be, as far as possible, distributed proportionally to reflect the number of academic staff in each faculty and school; and, apportionment ratios will be reviewed by Executive Committee to the Council at least every three (3) years.
- 1.1.3 Any person holding an academic staff appointment, including members seconded to out-of-scope positions, may seek nomination and be elected to a seat on Council, unless they hold *ex-officio* membership or a separate appointment under the *Act* section 23 (d) [Motion GFC-13-11-25-2019].
- 1.1.4 Election processes in faculties and schools should include solicitation of statements of interest from candidates in written or spoken form.

#### **1.2 “Additional Members” Who are Academic Staff**

- 1.2.1 Academic staff who comprise a portion of the “additional members” appointed under the *Act* section 23(a) (d) by the statutory membership defined in sections 23 (a), (b) and (c), may be nominated through election along with the regular elected academic staff members, so long as:
  - 1.2.2.1 The position is identified on the ballot as an appointable position (e.g. if three positions are electable, and one is appointable, the ballot shall indicate that the fourth position be put forward by appointment).
- 1.2.2 Alternately, a Faculty or School Council may approve provisions about how any additional academic staff positions allotted by Council are determined and who shall be eligible for appointment by the Council.
  - 1.2.2.1 Terms of Reference would apply to full-time continuing or non- academic staff.
- 1.2.3 For academic staff who are not members of a faculty, school, or the library, a separate nomination and where viable election process shall take place; and,

- 1.2.4 The statutory membership of Council defined in sections 23 (a), (b) and (c) shall use their power to appoint additional members to confirm those representatives selected by academic units. Normally, these appointments will be presented for approval of the core membership at the last Council meeting of the year.

## **2.0 STAGE 2: POPULATING THE STANDING COMMITTEES OF COUNCIL**

- 2.1 Once the Council is populated, a process to nominate and elect members to its standing committees shall be conducted. The process will be administered by the Chair in collaboration with the Office of University Governance, normally through an electronic ballot.
- 2.2 During an electronic ballot, in the instance of a tie vote for a single position, or a tie for the last position on a ballot with multiple positions, the outcome shall be determined by drawing lots, overseen by the Office of University Governance.
- 2.3 In the event there is only one nominee for a given position, it will be deemed elected by acclamation.
- 2.4 If there are insufficient candidates for any given position, the incoming Executive Committee will undertake additional recruitment efforts and appoint appropriate GFC members to fill the outstanding vacant positions.

## **3.0 POSITIONS ON STANDING COMMITTEES FOR ACADEMIC STAFF AT LARGE**

- 3.1 Standing committees and their subsidiaries may include appointed positions for academic staff who are not current Council members. Such appointable academic staff “at-large” positions:
  - 3.1.1 Will be defined in the terms of reference of the standing committee or subsidiary body; and,
  - 3.1.2 Shall normally have a term of two (2) years
- 3.2 Recruitment of nominees shall be determined by the existing membership of the committee. Nominees shall be appointed by the Executive Committee of the Council on recommendation of the committee. In general, such positions will be used to provide a diverse representation and enhance the knowledge and expertise of the committee.

## **4.0 ELECTION OF GFC VICE-CHAIR AND ACADEMIC STAFF MEMBER TO THE BOARD OF GOVERNORS**

- 4.1 The process for electing the Vice-Chair and Academic Staff Member to the Board will be administered by the Chair in collaboration with the Office of University Governance. The election will normally use an electronic ballot except in the case of a single nominee, in which case a simple motion may be used.
- 4.2 The Vice-Chair is normally elected for one (1) year and shall not serve more than two consecutive terms.

- 4.3 The Academic Staff Member of the Council is elected to the Board for a term not exceeding three (3) years and shall not serve greater than six (6) years.

4.3.1 A Member who has served six (6) may be reappointed if at least three (3) years have elapsed since the end of their last term.

4.3.2 An Academic Staff Member elected to the Board may complete their term despite concluding their term on the Council.

4.3.2.1 An Academic Staff Member elected to the Board may not be re-elected if they are not a member of the Council.

## **5.0 VACATED POSITIONS**

- 5.1 If a member elected to the Council or one of its standing committees becomes unable to fulfil the responsibilities of the position, the nominee on the original ballot with the next highest number of votes will be asked to fill the vacancy. If that is not possible, Executive Committee will undertake additional recruitment efforts and appoint members to fill the outstanding vacant positions.

- 5.2 Persons on leave for four or more months normally do not serve on the Council and would be directed by the Chair to resign their position.

## **6.0 SERVING ON STANDING COMMITTEES OF COUNCIL**

- 6.1 The normal expectation for academic staff serving on the Council is to serve on at least one standing committee of the Council during their term.

## **7.0 REVIEW OF APPORTIONMENT RATIOS**

- 7.1 GFC Executive Committee review of apportionment and communication of apportioned representatives to faculties and schools must not take place later than March 1 of a given year, to allow adequate time for elections to be planned at the faculty and school level.

**8.0 Critical Path for Population of Council and its Standing Committees**

<b>Action</b>	<b>Date</b>	<b>What</b>
Apportionment	By Feb	Review academic staff complement in each faculty and school and confirm distribution of electable positions to each in proportion.
	By Mar 1	Communicate changes to Faculties and Schools.
Election of representatives	By May 15	Faculties and school councils elect representatives to replace terms ending under section 23 b)  Faculties, schools, and library submit to Council additional academic staff members appointable under section 23 d)
Additional members	By May 31	SAMU submit to Council additional students appointable under section 23 d)  Alumni Relations submit to Council alumni representative appointable under section 23 d)
Appointment of additional members	June	Additional representatives under section 23 (d) identified through local elections are appointed by the core statutory GFC membership in section 23 (a), (b) and (c)
Elect Vice-Chair and Board Representative	June	Elect Council Vice Chair and, if required, the Board Representative.
Change-Over in Membership	July 1	Change-over of members with terms ending June 30, and new members starting effective July 1  GFC Executive Committee members from preceding year shall remain in effect until a new GFC Executive Committee is established by the election of the Council Vice- Chair and Faculty Co-Chairs of standing committees.
Standing committee elections	July 1	Initiate process for electing GFC members to GFC standing committees. Conducted through electronic vote.
Members at Large of standing committees	Mid Aug.	Standing committees meet and identify needs for additional members – evaluate strengths, gaps, desirable knowledge and experience, representation of units, etc. Academic Co-Chair invites possible members.
	Early Sept	GFC Executive approves additional appointments to standing committees of members at large.