

Purpose

The rules and procedures included in this document outline the process to be undertaken by the College of New Caledonia for all Board or Education Council Elections The rules and procedures for elections are in accordance with the College and Institutes Act In the event of a disagreement between the procedures and the College and Institutes Act the College and Institutes Act will prevail

The rules and regulations shall guide elections to fill vacancies in the following positions,

1.	Board	
	faculty	year term
	operational staff	year term
	students	year term

2. Education Council

faculty	year term
operational staff	year term
students	year term

3. Election – Dates and Notice

a Faculty Exempt Staff and Operational Staff

Election Dates normally elections to the College Board and Education Council shall be conducted in the spring term and no later than April Notice a minimum thirty days' notice of Election Day shall be provided to faculty and operational staff members Nominations nominations shall be received by the Registrar and will close ten days following notice of election A minimum of ten days' notice of candidates shall be given to members of faculty and operational staff

b Students

Election Dates normally elections to the College Board and Education Council shall be conducted in the fall term Notice a minimum thirty days' notice of Election Day shall be provided to students Nominations nominations shall be received by the Registrar and will close ten days following notice of election

4. Eligibility to Vote and Serve

- a Faculty In order to be eligible to vote and serve on the College Board or Education Council a faculty member must be an employee of the College as defined by the faculty Collective Agreement at the time the election is called
- b Operational Staff In order to be eligible to vote and serve on the College Board or Education Council a operational staff member mu

5. Nominations

- a Number of Nominations
 - i Faculty all nominations of candidates for membership on the College Board or Education Council shall be signed by not less than three faculty members entitled to vote in the particular area along with the name and signature of the candidate
 - ii Operational Staff all nominations of candidates for membership on the College Board or Education Council shall be signed by not less than three operational staff members entitled to vote in the particular election along with the name and signature of the candidate
 - iii Exempt Staff all nominations of candidates for membership on the College Board shall be signed by not less than three exempt staff members entitled to vote in the particular election along with the name and signature of the candidate
 - iv Students all nominations of candidates for membership on the College Board or Education Council shall be signed by not less than five students entitled to vote in the particular election along with the name and signature of the candidate
- b Faculty exempt staff operational staff and students may not seek or hold more than one position on Education Council and the College Board at one time
- c Cross Program Instructions A faculty member who instructs in more than one program area must declare on the nomination paper the Program area which she he will stand for election
- d Nomination Paper Any eligible faculty exempt or operational staff member or student may stand for election
 - i All nomination forms must be submitted to the Registrar's office within the time nominations are open The signature of the candidate will indicate an intention to stand for election as well as indicating ability and intent to fulfill the term
 - ii Nominees must be willing and able at the time of election to fulfill the commitment to attend the scheduled meetings and serve the full length of the term of office
 - iii Each nominee will provide to the Registrar if desired a candidate s statement of no more than words
 - iv At the close of nominations the Registrar will make candidate statements available to the public
- e Acclamation In the event of receiving a single nominee to a position on the College Board or Education Council the candidate shall be awarded membership by acclamation

- f If no nominations for a particular area are received within the initial nomination period the Registrar will extend the nomination period by one week
- g

- iii Students Two students shall be elected at large by all eligible students
- c Voting Regulations Faculty Exempt and Operational Staff
 - i Cross Faculty A faculty member who instructs in more than one Program area must declare what Program area they will be voting in by the close of nomination
 - ii Voting methods may consist of but shall not be limited to mail ballot or online
 - iii Elections shall be conducted anonymously and the voting method shall be at the discretion of the Registrar
 - iv There shall be a voting period of one week beginning at , am on the first day and ending at , pm on the final day
 - v If conducted by mail ballots must be mailed not less than two weeks before the start of the election period
 - vi If conducted by mail ballots may be returned to the Registrar by mail or by delivery to the Registrar's office
 - vii If conducted by mail only those ballots signed mailed and post marked no later than the day after the close of voting or those received at the Registrar's office before pm on the last day fixed for the election shall be counted
- d Voting Regulations Students
 - i Elections shall be conducted by ballot and at the polling stations or online
 - Voters will identify themselves at the polling station their name will be checked off the voters list and they will be handed the appropriate ballot Ballots will be marked in a private area and deposited by the voter into a ballot box
- e Counting of Ballots
 - i The counting of ballots shall occur within two working days after the close of voting or if conducted by mail there will be a one week time period between the end of voting and the counting of ballots to allow all return envelopes to be received
 - ii The Registrar shall in the company of two witnesses count all ballots Scrutineers one each appointed by the Faculty operational staff and students exempt staff if the election is for the Board of Governors may be included as observers Scrutineers must be eligible to vote but cannot be candidates for an election in which they serve as scrutineer
 - iii The candidate receiving the most votes shall be declared the elected member of the College Board or the Education Council
 - iv Results of the election shall be posted within one working day and communicated to all college campus locations Vote counts shall not be published and are considered confidential

- v Ballots shall be destroyed immediately following the appeal period or in the case of an appeal immediately following the conclusion of the said appeal
- f Recounts In the event of a very close election or a tie a recount of ballots may be requested within five working days following the counting of ballots The purpose of a recount is to ensure that all ballots were accepted or rejected by the same standards and that the counting was correct If a vote is still tied after a recount a coin toss conducted by the Registrar shall decide the outcome

8. Appeals

- a Appeal Period An appeal regarding the conduct of an election must be made in writing not later than pm three working days after the results of the election are announced
- b Only the election procedures or disqualification may be appealed
- c Appeals must include the specific grounds for appeal indicating that due process was not followed important evidence was missing or that the decision was inconsistent with the principles of natural justice
- d In the event of a conflict of interest another representative will be selected in consultation with the appellant
- e The appellant may attend the appeal hearing
- f Decisions rendered by the Appeal Committee are final and binding
- g To consider challenges to the conduct of elections an A w c

9. Disqualification of Candidate

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