

SIMON FRASER UNIVERSITY

S.74-132

MEMORANDUM

To..... SENATE

From..... SENATE COMMITTEE ON AGENDA AND RULES

Subject..... RULES OF SENATE - ELECTIONS

Date..... OCTOBER 18, 1974

MOTION 1. "That for the regular November meeting to permit of discussion and adoption of items pertaining to elections under Paper S.74-132, Senate suspend the 'Rule VIII - Method of Amending - Alteration of these Rules of Senate shall require written notice at a regular meeting of Senate prior to the meeting at which a vote on the proposed alteration is taken, which vote shall require an affirmative vote by two-thirds of the voting members present to carry.'"

MOTION 2. "That Senate approve, as set forth in Paper S.74-132, the Rules of Senate under Rule IV. ELECTIONS."

MOTION 3. (To be made if there is appropriate action on Motion 2)
"That the Rules of Senate now approved under IV. ELECTIONS be effective immediately to supersede the previous rules on elections covered herein."

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MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject RULES OF SENATE - ELECTIONS

Date OCTOBER 18, 1974

At recent meetings of Senate attention has been given to the requirement for Rules of Senate to be adjusted to permit of elections to the Board of Governors and to Senate under the new Universities Act. At the October meeting of Senate there was extensive discussion of Paper S.74-120 - "New Universities Act - Elections to the Board of Governors, Elections to Senate, Nominations, Elections and Voting." The purpose was to identify the principles and practices which Senate wishes to adopt in connection with elections to Senate and to the Board of Governors and related topics.

It was identified that on the basis of those discussions rules would be written up consistent with the form of the other rules of Senate, with the desire to place these before Senate at its November meeting for adoption. It was identified that such action would require a suspension of rules and the particular rules were described. Alternatively, if there were not suspension the proposed rules would be before Senate at the November meeting as notice of motion with adoption to take place at the December meeting.

Members are reminded of "Rule IX. Suspension of the Rules - A motion to suspend these rules of Senate shall require an affirmative vote by two-thirds of the voting members present to carry."

In view of the extensive discussion at the October meeting the Senate Committee on Agenda and Rules recommends as follows:

MOTION 1:

That for the regular November meeting to permit of discussion and adoption of items pertaining to elections under Paper S.74-132, Senate suspend the "Rules VIII - Method of Amending - Alteration of these Rules of Senate shall require written notice at a regular meeting of Senate prior to the meeting at which a vote on the proposed alteration is taken, which vote shall require an affirmative vote by two-thirds of the voting members present to carry."

Members are reminded that under the Rules of Senate number IV has been identified for elections. The paper provided follows the rule style and is headed IV. ELECTIONS.

In the event that items are adopted with appropriate consistency and likely capability of being followed legally, the Senate Committee on Agenda and Rules at the close of action will recommend as follows:

MOTION 3 (To be made if there is appropriate action on Motion 2)

That the Rules of Senate now approved under IV. ELECTIONS be effective immediately to supersede the previous rules on elections covered herein.

In view of the extensive discussion at the October meeting, for discussion and approval of the present paper the Committee recommends that there be formal motion to approve all the rules set forth. If there be any proposed rule for which a member considers a change must be made he should make formal motion to divide the question, separating out the rule or rules to be further considered. A seconder would be required.

It is to be noted that certain wordings herein are designed to keep the rules acceptable under current legislation with the understanding that if changes to legislation are made it would be intended then to bring forward to Senate any appropriate changes to the rules.

MOTION 2

That Senate approve, as set forth in Paper S.74-132, the rules of Senate under Rule IV. ELECTIONS.

Explanatory Note: Items D. 6, 7, 8 - Nominations, have been added. D. 6 and D. 7 reflect conditions of the Act. D. 8 represents a clause previously applicable for student elections to Senate now expanded to include the Board and availability of the principle to all candidates. Item G. 3 (j) was suggested for inclusion at the last meeting. A number of items from the previous meeting have been consolidated and renumbered.

Subject: New Universities Act - Elections to the Board of Governors;
Elections to Senate; Nominations, Elections and Voting.

RULES OF SENATE

IV. ELECTIONS

A. Elections for the New Board and New Senate

1. That, subject to approval of appropriate rules covering nominations, elections, and voting:

a) The nomination and election of members to the Board of Governors under the new Universities Act be undertaken in the Spring semester 1975, and completed by the end of April.

b) The nomination and election of members to the Senate under the new Universities Act be undertaken in the Spring semester 1975, and completed by ~~the end of April~~ 15.

c) Hereafter the normal date of assumption of office in the regular elections to the Board and to Senate shall be June 1st.

d) Subject to elections to the Board under a) above and to Senate under b) above, request be made to the Lieutenant-Governor in Council to fix the date for the current composition of the Board and of the Senate as provided in the former Act to be until midnight May 31, 1975.

B. Time in Office: Continuity on Senate

1. In the first elections of faculty members to Senate under the new legislation, members shall be elected for such periods as shall ensure that thereafter the terms of office of approximately one-third of these memberships shall terminate each year.

C. Membership on Senate - Dean of Graduate Studies

1. Pursuant to the provision of Section 35(1) the Dean of Graduate Studies shall hold membership on Senate, with such membership adding two to the faculty members to be elected, and one to the student members to be elected.

D. Nominations

1. All nominations of candidates for membership on the Senate or on the Board as faculty members shall be signed by not less than five members entitled to vote in the particular election.

2. All nominations of candidates for membership on the Senate or on the Board as students shall be signed by not less than five students entitled to vote in the particular election.

3. All nominations of candidates for membership on the Senate who are to be elected by and from the Convocation shall be signed by not less than five members entitled to vote in the election. Faculty members may sign nomination papers, may vote, but cannot be candidates.

4. All nominations of candidates for membership on the Board being elected by and from full-time employees of the University who are not faculty members shall be signed by not less than five members entitled to vote in the particular election.

5. All nominations of candidates through the Alumni Association with two to be appointed by the Lieutenant-Governor in Council shall be signed by not less than five members of the Alumni Association entitled to make nominations.

6. All nominations of candidates for Chancellor shall be signed by not less than seven persons entitled to vote in the election of the Chancellor.

7. With the exception of nominations through the Alumni Association, the nomination paper must be signed by the candidate who shall state that he is willing to permit his name to stand in the election, or on written enquiry from the Registrar the candidate must indicate he is willing to stand.

8. a) Each candidate for election to the Board or to the Senate shall be requested to provide to the Registrar information respecting his degrees, the dates thereof, his occupation, offices held by him at a university or in any other organization, his other professional or business interests and his publications.

b) Each candidate for election to the Senate is permitted to include along with or in lieu of a curriculum vitae a statement not to exceed 250 words on the candidate's views on academic and related matters rightfully falling under the jurisdiction of Senate as laid down by the Universities Act. Similarly each candidate for election to the Board of Governors may include such a statement on related matters falling under the jurisdiction of the Board.

E. Alumni Association

1. For the purposes of making nominations 'Graduate' shall be deemed to refer to those who have completed requirements for a degree from Simon Fraser University or those who have completed the Professional Development Program at SFU or those who complete such other programs at SFU as Senate may in future designate.

F. Students; Student Association

1. For the purposes of nominations and voting in the elections of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at a university in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in a credit course or courses in the semester in which nominations are due, or
- ii) Those in good standing who were registered in a credit course or courses in the immediately previous semester who certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.

For the purposes of these elections for graduate students it includes any student duly registered as a graduate student other than one who currently is designated with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of a university:- for the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. A candidate's eligibility to continue to hold office as a representative of students on the Board of Governors or on Senate requires the following:

- i) Must not miss more than one registration during the one year term of office.
- ii) Must not withdraw from the University or be required to withdraw from the University.

G. Faculty Members. Full-time Employees who are Not Faculty Members

1. For the purposes of nominations and elections to the Senate and to the Board of Governors all persons holding positions whether as faculty members or as professional administrative and support staff shall be entitled to be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.

2. For the purposes of nominations and elections to the Senate and to the Board of Governors by and from faculty members, only faculty members employed in a manner deemed to be of a continuing engagement nature shall be entitled to stand as candidates and to vote in the pertinent faculty member elections to Senate and to the Board.

- a) This shall include those with appointments as described holding the rank of instructor, lecturer, assistant professor, associate professor, professor.
- b) It shall not include teaching assistants or associates, associates of the centres, graduate associates.

- c) It shall not include post-doctoral fellows, or those employed full-time funded from external grants.
 - d) It shall not include sessional lecturers.
 - e) It shall not include research associates.
 - f) It shall not include short-term lecturers in Continuing Education.
 - g) It shall not include demonstrators or senior demonstrators.
 - h) It shall not include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on recommendation of the President under Academic Policy 20 3 d further described in 4 b and 5 b.
 - i) It shall not include those Associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, other than under 3 d further described under 4 b and 5 b.
3. For the purposes of nominations and elections to the Board of Governors by and from full-time employees of the University who are not faculty members, all persons holding employment as professional administrative and support staff or non-academic staff shall be entitled to be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.
- a) It shall include research associates. (See current Policy AC 9)
 - b) It shall include demonstrators or senior demonstrators.
 - c) It shall include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on recommendation of the President under Academic Policy 20 3 d further described in 4 b and 5 b.
 - d) It shall not include those associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, other than under 3 d further described under 4 b and 5 b.
 - e) It shall not include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors.
 - f) It shall not include teaching assistants or associates, associates of the centres, graduate associates.
 - g) It shall not include post-doctoral fellows, or those employed full-time funded from external grants.

- h) It shall not include sessional lecturers.
- i) It shall not include short-term lecturers in Continuing Education.
- j) An employee, who has been a full-time employee of the University other than a faculty member for more than three consecutive semesters but who does not have any other entitlement to vote for a member for the Board of Governors may request in writing from the Registrar that he/she be permitted to be a candidate and/or to vote in the election to the Board by and from members of staff who are not faculty members. Such request shall be authorized provided service is continuing and has remained continuous over not less than the three previous consecutive semesters.

H. Election of Faculty Members to the Board of Governors or to Senate By and From Faculties Jointly

1. In the election of faculty members by and from Faculties jointly, candidates receiving the highest numbers of votes among the candidates shall be declared elected.

To be eligible as a candidate or to vote the individual must be a faculty member.

I. Election of Faculty Members to Senate By and From an Individual Faculty

1. In the election of faculty members by and from the Faculty of Arts to Senate, in order to be declared elected a candidate must receive a majority of votes (at least 50% plus 1) with use of the alternative vote as defined in the election regulations of that Faculty as approved by Senate, and winners will be determined as outlined therein.

2. In the election of faculty members by and from any other individual Faculty, the candidates receiving the highest numbers of votes among the candidates will be declared elected.

J. General Regulations Covering Nominations and Voting in the Elections to Senate and the Board and of the Chancellor

1. The due date for nominations shall be not earlier than ten days and not later than fifteen days following the date of the call for nominations in the case of elections by and from the faculty members, by and from the students, and by and from members of staff who are not faculty members. It shall be not earlier than twenty days and not later than twenty-eight days in the case of the elections by Convocation to Senate and of the Chancellor.

2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.

3. The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the

faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by and from students and in the elections by Convocation to Senate and of the Chancellor.

4. In the regular elections to the Senate and to the Board balloting is to be completed not later than April 15 in any year.

K. General Regulations Covering Elections to Senate and the Board

1. a) When elections are being held for the position of Chancellor and for the Board of Governors, a candidate may accept nomination to run for only one seat or office in those elections. Similarly, when elections are being held for the position of Chancellor and for Senate, a candidate may accept nomination to run for only one seat or office in those elections.

b) When elections are being held for the Board of Governors and for Senate a qualified candidate may accept nomination to run for office in both those elections.
2. a) When elections are being held for the position of Chancellor and also for the Board of Governors or for the Senate, an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present seat in order to be a candidate in the new Chancellor election. Such resignation may be effective for the normal date of change-over of office or earlier, but must be filed not later than the last date for receipt of nominations for the new election.

b) When elections are being held for the Board of Governors and/or for the Senate, an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present Board seat in order to be a candidate in the new Board election or from the present Senate seat in order to be a candidate in the new Senate election. Such resignation may be effective for the normal date of change-over of office or earlier but must be filed not later than the last date for receipt of nominations for the new election.
3. In the election of students to the Senate, those students with the highest number of votes shall be elected provided there is at least one student from each Faculty.
4. In the election of students to the Board, the two students with the highest number of votes shall be elected.

5. The Secretary shall state the names of the persons elected, and reveal the votes recorded. The ballots may be destroyed after announcement of the results.

6. After the ballots have been received by the Registrar, he shall, at the place, day and hour fixed in the notice of election, be responsible for the opening of the ballots, and in the presence of such of the candidates or their representatives as officially attend, the counting of the votes for each candidate.

L. Vacancies on Senate; Vacancies on the Board

1. Where a vacancy arises in the case of an elected faculty member to Senate or to the Board, or an elected student member to Senate or to the Board a by-election will be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.

2. Where a vacancy arises in the case of an elected faculty member, or an elected student member, or an elected full-time employee of the University who is not a faculty member to the Board, a by-election will be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.

3. In the case of a vacancy of a member appointed under Section 35(j) replacement can be only under that section.

4. Any Senate member who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence from Senate.

5. Where a vacancy arises in the case of a member of convocation elected to Senate the remaining convocation senators shall constitute a nominating committee to bring forward at least two names for each such vacancy and Senate shall decide by ballot vote the candidate or candidates selected. It shall be required that there be at least four months remaining in the unexpired term at the time for call for nominations.

M. General Regulations for Elections Conducted at Senate

1. For electoral purposes at Senate voting shall be by ballot on appropriate forms provided by the Secretary.

2. For elections conducted at Senate a ballot showing more or less votes than the number of vacancies to be filled shall be invalid.

3. In elections at Senate if there is a tied vote there shall be an additional ballot to choose between the persons concerned.

4. The Secretary shall state the names of the persons elected, preferably in alphabetical order, without the number of recorded votes being revealed. The ballots may then be destroyed.