

**Procedures for Election to the
Langara College Curriculum Review Committee**

(August 2020)

Rules for Elections

These rules for the election of The Chair of the Curriculum Review Committee, Faculty and Support Staff representatives are intended to be in accordance with the College and Institute Act. In the event of any conflict, the College and Institute Act shall prevail.

The Registrar is responsible for the administration of elections.

A. Need for Elections

Elections will be conducted to fill internal positions on the Curriculum Review Committee according to the provision of the College and Institute Act, Chapter 52, Part 3, Section 17.

B. Schedule for Elections

Regular elections for Faculty and Support Staff to the Curriculum Review Committee will normally occur in October of odd numbered years with new representatives announced by November 15. Terms of office will usually begin in December. The election schedule for a particular year will be prepared by the Registrar or designate and sent to each constituent group prior to the election period.

C. Eligibility

C.1 Eligibility to Vote (voters list)

Faculty

Under the College and Institute Act, a faculty member is defined as:

"an instructor, librarian, tutor, counsellor, research associate, program coordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the Labour Relations Code, for the institution and faculty members specifies to be a faculty member."

For the purposes of voting, all academic faculty who paid Faculty Association dues in the month immediately preceding the election are eligible. Markers are not included.

Support Staff

Under the College and Institute Act, support staff are defined as:

"the employees of the institution who are not the president, educational administrators or faculty members."

For the purposes of voting all CUPE (local 15) members employed at the time of election are eligible.

C.2 Eligibility for Nomination

Faculty, support staff and students may not seek or hold more than one position on Education Council and the Curriculum Review Committee at one time. Faculty may seek or hold more than one position on the College Board, the Program Review Committee and the Curriculum Review Committee at one time.

Faculty

For the purpose of nomination any faculty member on the voters list who has an academic employment contract that covers the period of the term of office is eligible to be elected.

Support Staff

For the purpose of nomination any support staff member on the voters list who has an employment contract with Langara College that covers the term of office and who has a minimum of one year's experience working with admissions, registration, graduation, or curriculum at Langara College is eligible to be elected.

C.3 Eligibility to Hold Office

In order to continue to hold office on the Curriculum Review Committee, the following criteria must continue to be met or the representative will forfeit their position.

Faculty

During the term of office for the Curriculum Review Committee, a faculty member must:

1. continue to meet the definition of a faculty member specified in the College and Institute Act.
2. continue to be an employee of Langara College.

Support Staff

During the term of office for the Curriculum Review Committee, a support staff representative must:

1. continue to meet the definition of a support staff specified in the College and Institute Act.
2. continue to be an employee of Langara College. Termination of employment with Langara College will forfeit the position unless there are exceptional circumstances such as a pending grievance resolution.

D. Representation

Faculty

Faculty will elect a total of 5 representatives who serve for a term of two years and may be elected to further terms:

1. There will be 5 academic faculty members nominated and elected to represent the academic faculties as defined in Appendix B. The academic faculties will nominate and elect one representative each. The current representative areas are:

- Arts
 - Management
 - Nursing
 - Science
 - Social Sciences and Community Programs
2. Voting for representatives will take place within each academic faculty.
 3. Faculty will be considered eligible to be nominated and vote within the faculty in which they hold a contract. Faculty with contracts in more than one faculty may vote in each faculty in which they hold a contract.

Support Staff

Support staff will elect one representative who will serve for a term of two years and may be elected to further terms. The support staff representative will be elected from the support staff at large.

E. Nominations

All members of the voters list in each constituency group may nominate candidates for the Curriculum Review Committee as follows.

Faculty

1. Each nominee must complete an official nomination form including two supporting signatures from faculty members on the voters list
2. Eligibility to be nominated and to co-sign a nomination will be validated from an authorized voters list as defined on the College Information System.
3. 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
4. Each nominee must sign the nomination form indicating that they intend to stand for election, that they are willing and able to serve for the term of office, and that they meet the nomination eligibility criteria.
5. Nominations must be submitted within a specified period of time to be determined and publicized by the Registrar. Nominations received after this deadline will not be considered.
6. Each nominee will provide to the Registrar, if desired, a candidate's statement of no more than 200 words.
7. All candidates' statements will be made available to eligible voters by way of a public webpage.
8. If no nomination is received for a faculty, the Dean will direct appoint a faculty representative to stand on the Curriculum Review Committee for the term. The Dean may sit on the committee in the interim for one meeting.

Support Staff

1. Each nominee must complete an official nomination form including two supporting signatures from support staff on the voters list.
2. Eligibility to be nominated and to co-sign a nomination will be validated from an authorized voters list as defined on the college information system.
3. 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
4. Each nominee must sign the nomination form indicating that they intend to stand for election, that they are willing and able to serve for the term of office, and that they meet the nomination eligibility criteria.
5. Nominations must be submitted within a specified period of time to be determined and publicized by the Registrar. Nominations received after this deadline will not be considered.
6. Each nominee will provide to the Registrar, if desired, a candidate's statement of no more than 200 words.
7. All candidates' statements will be made available to eligible voters by way of a public webpage.

F. Election Process

Campaigning

1. At the close of nominations, the Registrar will make candidate statements available by way of a public webpage
2. Campaigning will be limited to the period of time between the announcement of candidates and the day prior to the commencement of balloting. The dates will be determined and publicized by the Registrar.
3. Nominees shall ensure that any campaign information (including Social Media) is removed from public display not less than ten hours prior to the start of balloting.

Balloting

4. Balloting will commence at the end of the campaign period in accordance with the schedule published by the Registrar.
5. Balloting procedures will ensure that only eligible voters cast ballots and that anonymity is guaranteed for voters.
6. Only ballots cast within the designated polling period will be considered.
7. The Registrar will be responsible for the counting of ballots.
8. **Academic Faculty:** Faculty may cast one vote for a representative of the academic faculty that holds their employment contract. Faculty with contracts in more than one faculty may vote in each faculty in which they hold a contract. The candidates who receive the most votes in each of the faculties shall be considered elected.
9. **Support Staff:** Eligible support staff may cast votes for up to one support staff representative. No more than one ballot per voter may be cast for each candidate. The candidate with the most votes will be considered elected.
10. In the case of a tie vote, the Registrar, in conjunction with the two candidates, will decide the outcome by a toss of a coin.
11. If there is only one nominee, the election will be by acclamation.

G. Announcement of Results

1. The Registrar will be responsible for informing all candidates of the results.
2. The Registrar will announce the name of the successful candidate(s) to the College community.
3. Ballot totals will be available to candidates only.

H. Appeals

Candidates are eligible to file a written request for an appeal within 72 hours of the announcement of the election results.

1. Only the election procedures may be appealed.
2. 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.
3. An Elections Appeal Committee for the Curriculum Review Committee will consist of one representative from each constituency group (Support Staff, Faculty, and Administrator). The Registrar will sit as ex-officio chair and will be non-voting.
4. In the event of a conflict of interest, another representative will be selected in consultation with the appellant.
5. The appellant may attend the appeal hearing.
6. Decisions rendered by the Appeal Committee are final and binding.

I. By-elections

1. By-elections will be held in the event that a candidate cannot complete a term of office.
2. A by-election will not be held if there is three months or less to serve in the term.

J. Disqualification of Candidate

1. The Registrar or designate may disqualify any candidate who does not comply with the campaign guidelines.
2. The decision on disqualification is subject to appeal under the election appeals procedure.

K. Election of Chair

1. The election of Chair will be held in December each year by and from the voting members of Curriculum Review Committee.
2. The election of Chair will be presided over by the Registrar or their delegate.
3. The delegate must be a non-voting member of Curriculum Review Committee or a non-council member.
4. The Registrar or delegate will conduct the vote in a manner deemed appropriate by EDCO.

Appendix A

Election Timelines

Faculty and Support Staff

- 1) Call for nominations and posting of Voters' list: normally ten (10) weekdays.
- 2) Campaign period: normally the five (5) weekdays and weekend spanning the period between the close of nominations and the start of balloting.
- 3) Balloting: normally five (5) weekdays.