

**Procedures for Election to the  
Langara College Education Council**

(revised September 22, 2020)

**Rules for Elections**

These rules for the election of Faculty, Support Staff and Student 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 Education Council according to the provision of the College and Institute Act, Chapter 52, Part 3, Sections 15 and 17.

**B. Schedule for Elections**

Regular elections for Faculty and Support Staff to the Education Council will normally occur in March of odd numbered years with new representatives announced by April 15. Terms of office will usually begin the following May 1. 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.

Regular elections for students to the Education Council will normally occur in September and January/February each year. Terms of office will usually begin by October 15 and March 1 respectively.

**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 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.

## **Student:**

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

"a person the Registrar recognizes to be enrolled and in good standing in a course or program of studies at the institution."

For the purpose of voting, the Registrar defines a 'student in good standing' as a person who:

1. is officially registered in one or more regular credit courses at the time of the election;
2. has paid all fees in full at the time of the election;
3. is not on academic suspension or required to withdraw from all courses;
4. has not been suspended or expelled from the College for any reason.

## **C.2 Eligibility for Nomination**

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

### **Faculty**

For the purpose of nomination any faculty member on the voters list who has an 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 is eligible to be elected.

### **Student**

For the purposes of nomination any student on the voters list who meets the following criteria is eligible to be elected:

1. has a cumulative GPA of 2.0 or higher or is a new student to Langara College;
2. is registered in a minimum of one regular credit course at the time of nomination;
3. has an anticipated enrolment status that spans the appointment term (a minimum of 8 months);
4. is in good standing as per section C.1.

## **C.3 Eligibility to Hold Office**

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

## **Faculty**

During the term of office for Education Council, 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 Education Council, 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.

## **Student**

During the term of office for Education Council, a student representative must:

1. maintain a cumulative GPA of 2.0 or higher;
2. be registered in a minimum of one regular credit course per semester for the term of office;
3. maintain good financial standing with the College;
4. not be on academic suspension or required to withdraw from all courses;
5. not be suspended or expelled from the College for any reason.

## **D. Representation**

### **Faculty**

Faculty will elect a total of 10 representatives who serve for a term of two years and may be elected to further terms:

1. There will be 4 faculty members nominated and elected at large.
2. There will be 5 faculty members nominated and elected to represent the academic faculties as defined in Appendix B. The academic faculties will nominate from within their respective areas and elect one representative each. The current representative areas are:
  - Arts
  - Management
  - Nursing
  - Science
  - Social Sciences and Community Programs
3. There will be 1 faculty member nominated and elected to represent the support program areas as defined in Appendix B. The current support program areas are defined as:
  - Library and Counselling (1 member represented from each of these departments in alternating terms)
4. Voting for representatives will take place within each academic faculty and support program areas.

5. Faculty will be considered eligible to be nominated and vote within the faculty or program areas in which they hold a contract. Faculty with contracts in more than one faculty or program area as defined in Appendix B may vote in each faculty or program area in which they hold a contract.

### **Support Staff**

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

### **Students**

Students will elect four representatives who serve for a term of one year and may be elected to further terms.

## **E. Nominations**

All members of the voters list in each constituency group may nominate candidates for Education Council 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.

### **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.

## Students

1. Each nominee must complete an official nomination form including 5 supporting signatures from students 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 200-word candidate's statement.
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. **a. Faculty (Academic Faculty/Program area):** Faculty may cast one vote for a representative of the academic faculty or program area that holds their employment contract. The candidates who receive the most votes in each of the faculties/program areas shall be considered elected.  
**b. Faculty (At Large):** Faculty may cast one vote for each at-large representative position that is vacant. In some cases, Faculty may cast up to 4 votes if all 4 positions are vacant. No more than one ballot per voter may be cast for each candidate. The at-large candidates with the most votes will be considered elected.
9. **Support Staff:** Eligible support staff may cast votes for up to two support staff representatives. No more than one ballot per voter may be cast for each candidate. The two candidates with the most votes will be considered elected.
10. **Students:** Each student on the voters list may cast votes for up to two student representatives. No more than one ballot per voter may be cast for each candidate. The two candidates with the most votes will be considered elected.
11. 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.
12. 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 Education Council will consist of one representative from each constituency group (Students, Support Staff, Faculty). 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.

## **Appendix A**

### **Election Timelines**

#### Faculty, Support Staff and Students

- 1) Call for nominations and posting of Voters' list: normally ten (10) weekdays. The nomination period for students may be reduced to five (5) 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.

Appendix B  
Education Council Membership

The College and Institutes Act (1996) defines the composition of Education Council in Section 15 (membership) and Section 17 C (election rules reflecting distribution and representation).

In accordance with the Act, Langara's Education Council consists of

- 4 students elected by students
- 4 educational administrators appointed by the president
- 2 at large support staff elected by support staff

To reflect the 2018 reorganization of the academic faculties, the 10 faculty positions are apportioned as follows:

- 10 faculty members elected by faculty members
  - 5 faculty members representing each of the faculties of
    - Arts
    - Science
    - Social Sciences and Community Programs
    - Nursing
    - Management
  - 1 library/counselling representative (elected from each of these departments in alternating terms)
  - 4 faculty at large