

# RULES AND PROCEDURES FOR CONDUCTING ELECTIONS

## BOARD OF GOVERNORS AND EDUCATION COUNCIL

### 1. Authority

In accordance with sections 12(2) and 17(2) of the College and Institute Act, the Registrar is required to establish rules for the purpose of conducting elections for positions on the Board of Governors and Education Council. In the event of conflict between these rules and procedures and the Act, the Act shall prevail.

### 2. Definitions

|                                |  |
|--------------------------------|--|
| <b>Act</b>                     | Means the College and Institute Act.   |
| <b>Board</b>                   | Means the Board of Governors.  |
| <b>Candidate</b>               | Means the individual nominated to stand for election.  |
| <b>Council</b>                 | Means Education Council.   |
| <b>Chief Elections Officer</b> | Means the Registrar or an individual appointed by the Registrar to conduct an election.  |
| <b>Elections Page</b>          | Means the webpage maintained on the Okanagan College website that is accessible to all eligible Candidates and voters and includes relevant election information.  |
| <b>Election Schedule</b>       | Means the specific dates and deadlines established and published by the Chief Elections Officer for an election.   |
| <b>Faculty/Instructor</b>      | Means any faculty member or vocational instructor employed by Okanagan College who is a member of the Okanagan College Faculty Association or BC General Employees' Union (Vocational Instructors).  |
| <b>Program Area</b>            | Means any program administered by Arts, Business, Foundational, Health, Office Administration, Science, Social Development, Technologies and Trades.   |
| <b>Preference List</b>         | Means the list based on Appendix B and established and posted prior to each election by the Registrar in consultation with the Education Council Chair to identify the programs or regions candidates are being sought from.                                     |
| <b>Rules</b>                   | Means the rules and procedures outlined in this document.  |
| <b>Support Staff</b>           | Means any individual employed by Okanagan College who is a member of the BC Government and Service Employees' Union (Support Staff) or covered by the Terms and Conditions for Exempt and Excluded Employees and is not in a position excluded under Appendix A. |



## 5. Eligibility to Vote and Hold Office

The following is intended to capture an individual's primary relationship with Okanagan College and is used to determine who is eligible to nominate, be nominated, and vote for a vacancy on the Board or the Council. In circumstances where a Candidate or voter appears to fall into more than one category, the Registrar shall make the final determination about eligibility.

A voters list of eligible employees will be provided by the Associate Vice President of People Services to the Chief Elections Officer within a deadline set in the Election Schedule.

### All Candidates

To be nominated and hold office, all Candidates must meet the following conditions:

- Not stand for election for more than one position covered by these rules at a time.
- Not hold elected seats on the Board of Governors and Education Council at the same time.

Should any elected representative not continue to be eligible to hold office during their term, they are immediately considered to have resigned their seat.

### Faculty/Instructor Positions

**Eligibility to**





The Registrar may delay or refuse to conduct a by-election if, in their judgement after consultation with the representative groups, it is deemed to be unreasonable or because the timing would exclude a significant portion of an affected representative group.





## **Appendix B – Regions and Program Areas**

The College and Institute Act requires that the Registrar establish rules that reflect the distribution of the institution's program areas for students elected to the Education Council and reflects the geographic distribution of the institution's programs and support areas for all individuals elected to Education Council.<sup>4</sup>

### **Regions**

The following list of regions will be updated as necessary and will be used in discussion with the Chair of Education Council to establish the Preference List each election:

- Shuswap/Revelstoke
- North Okanagan
- Central Okanagan
- South Okanagan - Similkameen

### **Program Areas**

The following list of program areas will be updated as necessary and will be used in discussion with the Chair of Education Council to establish the Preference List each election:

- Arts
- Business
- Foundational
- Technology
- Health
- Science
- Social Development
- Trades and Apprenticeship

(As of March 2024)