

**Wednesday, November 15, 2017**

**Public Session**

**10:00 a.m. – 10:55 a.m.**

**North Campus, ERC 3023**

**Toll-Free: 1-877-385-4099 Participant Passcode: 1028954#**

**Members:** Karyn Brearley (Chair), Doug Allingham, Lisa Edgar, Andrew Elrick, Francis Garwe, Jay Lefton, Tim McTiernan

**Staff:** Robert Bailey, Becky Dinwoodie, Craig Elliott, Cheryl Foy, Doug Holdway, Susan McGovern

**AGENDA**

| <b>No.</b> | <b>Topic</b>   | <b>Lead</b>  | <b>Allocated Time</b> | <b>Suggested End Time</b> |
|------------|--|--------------|-----------------------|---------------------------|
| <b>1</b>   | <b>Call to Order</b>   | Chair        |                       |                           |
| <b>2</b>   | <b>Agenda (M)</b>  | Chair        |                       |                           |
| <b>3</b>   | <b>Conflict of Interest Declaration</b>                              | Chair        |                       |                           |
| <b>4</b>   | <b>Approval of Minutes of the Meeting of September 27, 2017* (M)</b> | Chair        |                       |                           |
| <b>5</b>   | <b>Chair's Remarks</b>   | Chair        |                       |                           |
| <b>6</b>   | <b>President's Remarks</b>   | T. McTiernan |                       | 10:10 a.m.                |
| <b>7</b>   | <b>Governance</b>  |              |                       |                           |
| 7.1        | 3-Year Governance Plan* (D)  | C. Foy       | 15                    | 10:25 a.m.                |
| 7.2        | Compliance (U)   | C. Foy       | 5                     | 10:30 a.m.                |
| 7.3        | <b>Policy:</b><br>(a) Policy Framework Review (P)(D)                 | C. Foy       | 15                    | 10:45 a.m.                |
| <b>8</b>   | <b>Nominations</b>   |              |                       |                           |
| 8.1        | Election Process 2018-2019* (M)                                      | B. Dinwoodie | 5                     | 10:50 a.m.                |
| <b>9</b>   | <b>Other Business</b>  | Chair        |                       |                           |
| <b>10</b>  | <b>Termination (M)</b>   | Chair        |                       | 10:55 a.m.                |
|            |  |              |                       |                           |
|            | * - Documents attached   |              |                       |                           |
|            | D - Discussion   |              |                       |                           |
|            | M - Motion   |              |                       |                           |
|            | P - Presentation   |              |                       |                           |
|            | U - Update   |              |                       |                           |

Becky Dinwoodie, Secretary



**BOARD OF GOVERNORS**  
**Governance, Nominations and**  
**Human Resources Committee**

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**Public Session Minutes for the Meeting of September 27, 2017**

**Attendees:** Karyn Brearley (Chair), Doug Allingham, Robert Bailey (acting President), Francis Garwe

**Staff:** Becky Dinwoodie, Craig Elliott, Cheryl Foy, Douglas Holdway, Susan McGovern

**Regrets:** Andrew Elrick, Jay Lefton

**Guests :** Mike Eklund, Christine McLaughlin, Glenna Raymond (*teleconference*), Hannah Scott (*teleconference*)

**1. Call to Order**

The Chair called the meeting to order at 10:04 a.m.

**2. Agenda**

*Upon a motion duly made by D. Allingham and seconded by R. Bailey, the Agenda was approved as presented.*

**3. Conflict of Interest Declaration**

There were no conflict of interest declarations.

**4. Approval of Minutes of the Meeting of June 7, 2017**

*Upon a motion duly made by D. Allingham and seconded by R. Bailey, the minutes were approved as presented.*

**5. Chair's Remarks**

The Chair welcomed the committee to the first meeting of the new Board year. It is an exciting time to be on campus, especially with recent addition of the SIRC building. The committee will be discussing several significant items, including the By-law Review Project, Executive Compensation Plan and the student Sexual Violence Policy implementation. She noted that the committee has a busy year ahead.

## 6. President's Remarks

R. Bailey wished everyone “Happy New Year” in academic terms. He commented that the university had a good start-up.

## 7. Governance

### 7.1 By-law Review Project – Draft By-laws 1 & 2

The Chair introduced the draft by-laws. She noted the tremendous amount of work that went into the project. She listed the members of the working group. She reported that there have been extensive discussions and active participation by all members of the group. Upon presentation of the by-laws, the mandate of the working group will be fulfilled and the group will be defunct. The governance bodies will be responsible for the work flowing from completion of the by-laws.

The Chair invited C. Foy to present the draft by-laws. C. Foy commented that there has been a lot of discussion and that the review has been a 2-year process.

(F. Garwe arrived at 10:09 a.m.)

C. Foy noted that most of the amendments to By-law No. 1 were clean-up. She reviewed the key changes to the by-laws set out in the related committee reports. She reminded the committee that the proposed composition of Academic Council was presented to the committee early on in the process since it would result in a significant increase in the size of Council. The rationale for the proposed composition is to increase faculty and student involvement, as well as reflecting the desire of faculty members to have a majority of faculty members on Academic Council.

C. Foy discussed the feedback received from the Academic Council consultation sessions, which was summarized in the addendum report circulated to the committee. As a result of the consultations, the working group recommended maintaining an administrative staff member as part of the Academic Council composition. C. Foy reviewed the options for maintaining an administrative staff member while also keeping a majority of faculty on Council.

G. Raymond added that she was pleased by the feedback provided at the Academic Council consultation session. She noted that Academic Council is a collective of the academy - it is important to ensure the voices of all members are heard and to improve the engagement of the entire Council.

C. Foy added that the By-law Review Working Group has developed a “parking lot” of issues that flow from the by-law review. Once the By-laws are approved, GNHR will be presented with a draft governance plan for both governing bodies.

The committee had an engaged discussion regarding the Working Group’s recommended options. The consensus of the committee was to add an additional elected at-large faculty representative, as described in option 2 of the addendum. The committee felt that this option reflected the goal of increasing participation and engagement.

*Upon a motion duly made by D. Allingham and seconded by F. Garwe, pursuant to the recommendations of the Board of Governors By-law Review Project Working Group, the Governance, Nominations and Human Resources Committee recommended By-law Number 1, as presented, and By-law Number 2, as amended to reflect the changed Academic Council composition as described in option 2 of the addendum, for approval by the Board of Governors.*

The Chair commented that she believes the revised by-laws will provide a solid foundation for the university's governance going forward. The Board has a desire to improve bicameral governance and the updated by-laws are a significant step forward in that regard. The recommended composition of Academic Council will allow more faculty involvement and the delegation of authority to Council is much clearer. She also noted that governance is not a static, one-time project – it requires continuous work and she encouraged individuals at all levels of the university to work together to strengthen the university's governance.

## **7.2 Board Processes**

The Chair discussed the changes to Board processes that will be implemented during the upcoming Board year driven by last year's Board assessment results. The changes will include:

- switching the order of the public & non-public sessions to reduce duplication of discussion & encourage more public discussion;
- use of an updated cover report, which will serve as an executive summary of the agenda item;
- the intention of including a report for each item is to reduce presentation time at each meeting and free up additional time for Board discussion;
- reinforcing the expectation that Board members review written materials in advance of the meeting; and
- reducing the level of detail in meeting minutes, which will help reduce the volume of material & improve efficiency of the Secretariat.

The goal of these changes is to improve efficiency, reduce the length of meetings and make the meetings more impactful. The committee will monitor and assess the effectiveness of the changes throughout the year.

## **7.3 Executive Compensation Plan**

R. Bailey provided a brief update on the status of the Executive Compensation Plan. There has been no further development with respect to the university's draft plan. R. Bailey responded to questions from committee members.

**7.4 Policy:**

**(a) Implementation of Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence**

R. Bailey reviewed the key points of the related report with the committee and answered the committee's questions. He confirmed that training sessions are underway with faculty and staff members. R. Bailey advised that the Board will be given an update on the percentage of training completed at the AGM in June.

**8. Other Business**

**9. Termination**

*There being no other business, upon a motion duly made by D. Allingham and seconded by F. Garwe, the public session of the meeting terminated at 10:43 a.m.*

Becky Dinwoodie, Secretary

DRAFT

# Board of Governors' & Academic Council Governance Plans



Presented to: GNHR Committee

By: Cheryl Foy

Date: November 15, 2017

# Agenda

- Context
- Objective
- Review of Governance Priorities
- Draft Governance Plan
- Discussion

# Context

- GNHR work plan for 2017-2018
- Continuous improvement of governance processes
- Resource limitations



# Objective

- To obtain GNHR's feedback on the proposed governance priorities set out in the draft plan

# Review of Governance Priorities

## **Recently Completed:**

- By-law Review Project – updated By-laws approved October 2017
- Annual Board Practices Assessment – review completed March 2017 & implemented for 2016-2017 review

## **Ongoing:**

- Board Orientation
- Board Engagement & Effectiveness
- Board Recruitment with focus on Diversity
- Board Succession & Leadership
- Policy Framework
- University Risk Management

## **Other Board Related Governance Priorities**

- Implementation of updated By-laws by September 2018
- Strengthening Bicameral Governance
- Board & Stakeholder Relationships

# Review of Governance Priorities

## Academic Council Related Governance Priorities

### Recently Completed:

- By-Law Review Project (Academic Council composition & delegation of authority)

### Planned:

- Review of Academic Council Committee Terms of Reference
- Implementation of By-law No. 2
- Review of Appeals Process

# Draft Governance Plan

| <b>2017-2018 Board Priorities</b>  |                       |
|--|-----------------------|
| <b>Board Quality</b>   | <b>Suggested Lead</b> |
| <b>1. Leadership Succession Planning</b> – develop & implement a Board & Committee leadership succession plan taking into consideration opportunities & challenges facing the university | GNHR Chair            |
| <b>2. Governor Recruitment</b> – implementation of a targeted recruitment process in order to strengthen Board diversity   | GNHR Chair            |
| <b>Board Governance</b>  |                       |
| <b>1. Presidential Transition</b> – oversight of presidential transition   | Board Chair           |
| <b>2. Implementation of Updated By-laws</b> – develop a By-law implementation plan to guide the implementation of the updated By-laws  | University Secretary  |

# Draft Governance Plan

| <b>2018-2019 Board Priorities</b>   |                       |
|---|-----------------------|
| <b>Board Quality</b>  | <b>Suggested Lead</b> |
| <b>1. Board Education</b> – assess & determine governors' governance education needs, as well as educational needs depending on specific institutional & general post-secondary sector issues | University Secretary  |
| <b>2. Board Engagement</b> – continue to monitor governor attendance in light of Board attendance requirements  | University Secretary  |
| <b>3. Governor Succession Planning</b> - build & maintain a pool of eligible governor candidates; implement succession planning for governors   | GNHR Chair            |
| <b>Board Governance</b>   |                       |
| <b>1. By-law Orientation</b> – conduct governor orientation session on the updated By-laws  | University Secretary  |
| <b>2. Strengthen Bicameral Governance</b> – develop initiatives designed to increase engagement with Academic Council & strengthen bicameral governance                                       | University Secretary  |

# Draft Governance Plan

| <b>2019-2020 Board Priorities</b>   |                       |
|---|-----------------------|
| <b>Board Quality</b>  | <b>Suggested Lead</b> |
| <b>1. Governor Recruitment</b> – update & maintain skills matrix of governors & Board requirements to help identify skills/industry/diversity gaps on the Board                                     | University Secretary  |
| <b>2. Implement Committee Evaluation</b> – include evaluation of understanding & advancement of committee mandate, discussion level, member engagement, committee materials, efficiency of meetings | University Secretary  |
| <b>Board Governance</b>   |                       |
| <b>1. Governor Orientation</b> – update & implement standardized governor orientation session & material for new governors  | University Secretary  |

| <b>2017-2018 Academic Council<br/>Governance Priorities*</b>   | <b>Suggested<br/>Lead</b> |
|--|---------------------------|
| <b>1. Implementation of Updated By-laws</b> – develop By-law No. 2 implementation plan for Academic Council’s review                     | University Secretary      |
| <b>2. Review Committees’ Terms of Reference</b> – in context of By-law No. 2, Academic Council & By-law Review Working group discussions | University Secretary      |
| <b>3. By-law Orientation</b> – conduct Academic Council orientation session on the updated By-laws                                       | University Secretary      |

\*for review & discussion by Academic Council

# Discussion

- GNHR's feedback on the draft governance plans & identified priorities



# Questions?



## COMMITTEE REPORT

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**SESSION:**

Public   
 Non-Public

**ACTION REQUESTED:**

Decision   
 Discussion/Direction   
 Information

**TO:** Governance, Nominations & Human Resources Committee (GNHR)

**DATE:** November 15, 2017

**PRESENTED BY:** Becky Dinwoodie, Assistant University Secretary

**SUBJECT:** 2018-2019 Election Process

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**COMMITTEE MANDATE:**

- In accordance with its Terms of Reference, the Board of Governors Recruitment, Appointment and Leadership Policy, and the Board of Governors Procedures for the Election of Faculty, Non-Academic Staff and Student Governors (“Election Procedures”), GNHR has overall responsibility and authority for elections to the Board of Governors
- The Chief Electoral Officer (CEO) (the University Secretary or designate) is responsible for recommending the timelines for Board elections to GNHR under section 3.2 of the Election Procedures

**MOTION FOR CONSIDERATION:**

*Pursuant to the recommendation of the Chief Electoral Officer, the Governance, Nominations and Human Resources Committee hereby approves the proposed 2018-2019 Board of Governors Elections Timeline, as presented.*

**BACKGROUND/CONTEXT & RATIONALE:**

- The Office of the University Secretary coordinates the annual spring Board elections
- All of the elected Board members’ terms end as of August 31, 2018

- This will result in 4 vacancies for elected positions on the Board:
  - 2 Teaching Staff governors
  - 1 Administrative Staff governor
  - 1 Student governor (graduate or undergraduate)
- The number of students serving on the Board has been reduced from two to one in accordance with the updated By-law No. 1, which was approved at the Board meeting on October 26
- The proposed election timeline was developed keeping in mind the timing of Reading Week and mid-term/final exam schedules

**RESOURCES REQUIRED:**

- n/a

**IMPLICATIONS:**

- n/a

**ALIGNMENT WITH MISSION, VISION, VALUES & STRATEGIC PLAN:**

- n/a

**ALTERNATIVES CONSIDERED:**

- n/a

**CONSULTATION:**

- n/a

**COMPLIANCE WITH POLICY/LEGISLATION:**

- The proposed process and timeline comply with the Election Procedures

**NEXT STEPS:**

- Upon the Committee's approval, the CEO will work with the I.T., Global Communications and Student Life areas to conduct the Board elections
- The CEO will return to GNHR in April with nominations for the successful candidates

**MOTION FOR CONSIDERATION:**

*Pursuant to the recommendation of the Chief Electoral Officer, the Governance, Nominations and Human Resources Committee hereby approves the proposed 2018-2019 Board of Governors Elections Timeline, as presented.*

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**SUPPORTING REFERENCE MATERIALS:**

- Board of Governors Elections 2018-2019 – Process & Timeline
- Board of Governors Procedures for the Election of Faculty, Non-Academic Staff and Student Governors

# Board of Governors Elections 2018-2019

## Process and Timeline

Presented to: GNHR

Presented by: Becky Dinwoodie

Date: November 2017



# Board of Governors

## Vacant Elected Positions 2018-2019

| Governor Position                      | Vacancy     |
|--|-------------|
| Teaching Staff                         | 2 positions |
| Administrative Staff                   | 1 position  |
| Student<br>(undergraduate or graduate) | 1 position  |

# Board of Governors

## Election Timeline 2018-2019

| Process   | Proposed Dates  |
|---|---|
| Nomination & Election Process Announcements               | Monday, February 12   |
| Nominations Open  | Monday, February 26   |
| Nominations Close   | Monday, March 12  |
| Review of Candidate Eligibility                           | Tuesday, March 13 to Friday, March 16   |
| Candidate Information Meetings<br>(mandatory)             | Monday, March 19 & Tuesday, March 20  |
| Campaign Period (if required)                             | Monday, March 26 – Wednesday, April 4   |
| Voting Period (if required)                               | Wednesday, April 4 until Friday, April 6  |
| Voting Results Presented to GNHR for<br>Recommendation    | Thursday, April 19<br>(pending any outstanding investigations per Election<br>Procedures) |
| GNHR's Recommendation Reported to Candidates              | Friday, April 20  |
| GNHR's Recommendations presented to Board for<br>Approval | Wednesday, May 9  |



|                     |   |
|---------------------|---|
| Classification      | BRD 1000.01   |
| Parent Policy       | Board of Governors Recruitment, Appointment and Leadership Policy |
| Framework Category  | Board   |
| Approving Authority | Board of Governors  |
| Policy Owner        | University Secretary  |
| Approval Date       | June 25, 2015   |
| Review Date         | June 2018   |
| Supersedes          | N/A   |

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## BOARD OF GOVERNORS PROCEDURES FOR THE ELECTION OF FACULTY, NON-ACADEMIC STAFF AND STUDENT GOVERNORS

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### PURPOSE

1. The purpose of these procedures is to outline the general rules and guidelines that will govern the conduct of elections for Elected Governor positions on the UOIT Board of Governors.

### DEFINITIONS

2. For the purposes of these procedures the following definitions apply:

**“Campaigning”** means any attempt to influence voters or solicit votes with respect to any candidate during the election process.

**“Campaign Period”** means the designated timeframe during which candidates may campaign.

**“Chief Electoral Officer (CEO)”** means the University Secretary or designate who is responsible for the conduct of the elections within the established policies and procedures, as amended.

**“Elected Governors”** means the members of the Board who are elected from within their relevant constituencies within the University. This includes Faculty, Non-Academic Staff and Student Governors.

**“Election Conduct Warning”** means a notice in writing made to a candidate of a violation of election procedures.

**“Nomination Period”** means the designated timeframe during which candidates may submit nomination materials to be considered as a candidate in the election.

**“Student Governor”** means a member of the Board who is elected by and from within the student population of the University.

**“Voting Period”** means the designated timeframe during which online voting will occur.

### PROCEDURES

#### 3. General

- 3.1. In accordance with the Board of Governors Recruitment, Appointment and Leadership Policy, the Governance, Nomination and Human Resources Committee (GNHR), or its successor Committee, will have overall responsibility and authority for elections to the Board of Governors.

- 3.2.** The Chief Electoral Officer (CEO) shall have the following responsibilities in the conduct of the Board of Governors elections:
- a)** Recommending the timelines for Board elections to GNHR;
  - b)** Updating of the Board of Governors elections website;
  - c)** Disseminating information about the elections to relevant constituency groups;
  - d)** Providing nomination forms and instructions on the conduct of the Board elections;
  - e)** Convening a mandatory information session for all candidates prior to the start of the Campaign Period.
  - f)** Verifying the eligibility of all nominees for the Board elections;
  - g)** Establishing campaign expense guidelines as required.
  - h)** Providing interpretation of the election procedures.
  - i)** Investigating and reporting to GNHR any irregularities and infractions of campaigning or voting procedures and the recommendation of sanctions;
  - j)** Verifying the results of online voting and reporting election results to GNHR and the Board of Governors for confirmation.
  - k)** Making recommendations to GNHR on the updating and revision of Board election policy and procedures.
- 3.3.** Email communication regarding Board of Governors elections will be to official UOIT addresses only (@uoit.ca or @uoit.net).

#### **4. Nomination**

- 4.1.** Individuals who wish to stand for election must fill out the required nomination forms and provide all other relevant information requested by the CEO. Nomination materials must be submitted according to the specified process and deadlines. Incomplete nomination materials or nomination materials submitted after the deadline will not be accepted.
- 4.2.** Candidate eligibility is determined in accordance with the Board of Governors Recruitment, Appointment and Leadership Policy, as amended.
- 4.3.** Nominations require a minimum of five (5) signatures from nominators who are deemed eligible from within the relevant constituency group of the nominee. Nominees are not eligible to sign their own nomination forms.
- 4.4.** The CEO is responsible for determining that all criteria for eligibility for both nominees and nominators has been met.
- 4.5.** Nominees will receive notification of their eligibility status by the CEO. Only nominees who have received confirmation of eligibility will be allowed to stand for election and campaign.
- 4.6.** Nominees for Student Governor are required to attend a candidates' information session at a time and place to be determined by the CEO.



- 4.7. When the Nomination Period has closed, if the number of candidates nominated is equal or less than the Board positions available in a particular constituency, the candidates shall be acclaimed.
- 4.8. A nominee may withdraw their nomination by submitting a signed statement to the CEO any time before the close of nominations and at any time thereafter up to two business days following the close of nominations.

## 5. Campaigning

- 5.1. If a candidate chooses to Campaign, he/she will only do so during the Campaign Period.
- 5.2. All candidates shall conduct themselves and their activities in a manner which is considered reasonable, respectful, ethical, and fair.
- 5.3. Candidates are responsible for ensuring that all aspects of their campaign are in compliance with UOIT policies and all applicable municipal, provincial and federal laws.
- 5.4. No candidate may campaign or allow campaigning on their behalf that is in violation of the election procedures.
  - a) Candidates are personally responsible and accountable for those individuals acting on their behalf.
  - b) Candidates who are aware of unauthorized campaigning on their behalf must report the issue to the CEO.
- 5.5. No candidate is allowed to interfere or condone interference with another candidate's campaign including but not limited to, communication of any misinformation about another candidate, misuse of social media, and/or the destruction, defacing, moving or removal of physical campaign materials.
- 5.6. Candidates are required to check their UOIT email at least once every 24 hours during the Campaign Period for information from the CEO relating to the election. Candidates will be deemed to be notified and responsible for all information 24 hours after it was sent.
- 5.7. Candidate names and personal statements will be posted to the Board of Governors election website at the beginning of the Campaign Period.
- 5.8. Candidates are not entitled to use in their campaign any service or resource that is accessible by virtue of their employment at the University and/or position within a campus group or organization. This includes but is not limited to office supplies, equipment, technology, support staff, and distribution lists.
- 5.9. All expenses incurred during the course of the election campaign are the responsibility of the candidate.
- 5.10. All campaign information must include:
  - a) Name of the candidate;
  - b) Position for which the candidate is campaigning;
  - c) The address of the official Board of Governors election website;

- d) An accurate English translation of any information in other languages;
  - e) A reminder to vote during the Voting Period.
- 5.11.** Campaign information may not include the UOIT logo.
- 5.12.** Candidates must represent themselves accurately in all campaign information about their accomplishments, certifications, academic credentials, positions held and any other statements intended to influence voters.
- 5.13.** Campaigning may not interfere in any way with the normal orderly function of the University. Campaigning is not allowed during classes even with the permission of the course instructor.
- 5.14.** Campaigning may only be done on-campus and in an open, public space (e.g. hallways, atriums) and is prohibited in the following areas:
- a) All University administrative, academic and service offices;
  - b) All instructional areas including classrooms, lecture theatres, seminar rooms, labs, meeting rooms and board rooms;
  - c) Libraries, prayer rooms, designated study areas, the Health Centre, the Flex Centre and change-rooms, bathrooms, cafeterias and food service outlets;
  - d) Student residences;
  - e) Other locations as determined by the CEO.
- 5.15.** Campaigning at University events is strictly prohibited.
- 5.16.** Candidates are allowed the use of paper posters and handbills for campaign purposes. No other physical campaign materials are permitted.
- 5.16.1.** Posters may be no larger than eleven inches by seventeen inches (11"x17") and handbills may be no larger than eight and a half inches by eleven inches (8.5" x 11"). Campaign materials do not need to be approved by the CEO in advance of distribution.
- 5.16.2.** Candidates are limited to a maximum of twenty-five (25) posters on each of the North or Downtown locations. There is no limit to the number of handbills that may be distributed.
- 5.16.3.** Posting of any kind on any glass surface, on bulletin boards that are designated for specific departments/purposes, in stairwells, in the bathrooms or outside of buildings is prohibited.
- 5.16.4.** Posters can only be affixed to surfaces by using wall putty such as fun tack or sticky tack. Tape of any kind is prohibited.
- 5.16.5.** All campaign materials must be removed and disposed of within 48 hours following the close of the Voting Period.
- 5.17.** Candidates are allowed use of any freely accessed internet site or social media platform for campaigning purposes.

- 5.17.1.** Candidates who use social media to campaign for elections must create a new account for the elections such that all candidates will start the campaign with zero followers. Only one new account on each chosen platform may be created by each candidate.
- 5.17.2.** Candidate's personal social media accounts may not be used for election purposes.
- 5.17.3.** Candidates are not allowed to utilize any official UOIT social media accounts.
- 5.17.4.** Communication using social media or posted online must comply with the campaign information requirements outlined in these procedures.
- 5.17.5.** All online content and social media use must be public. Candidates must share any social media account/group names, addresses or handles, and links to websites or internet pages with the CEO within 24 hours of being created. All candidates choosing to use social media must provide access (i.e. add, invite, friend, be followed by) to the administrative account provided by the CEO.
- 5.17.6.** Where applicable to the platform all social media communication must include the hashtag provided by the CEO.
- 5.17.7.** Candidates may not publish, broadcast, tweet, retweet, post, pin, "tag" or communicate any information related to opposing candidates.
- 5.17.8.** All online posting and social media activity must cease at the beginning of the Voting Period and all online accounts must be deactivated within twenty-four (24) hours after the close of the Voting Period.

## **6. Voting**

- 6.1.** Voting for Board of Governors elections will be conducted online.
- 6.2.** The Voting Period will be forty-eight (48) hours in duration.
- 6.3.** No minimum voter turnout is required to validate an election. Eligible voters are entitled to vote once for each position within their respective constituency.
- 6.4.** The CEO and administrative staff of the University Secretariat are ineligible to vote.
- 6.5.** In order to respect the integrity of the election process voters are entitled to cast their ballots in secret. Candidates or those acting on behalf of a candidate are prohibited from:
  - a)** Establishing polling stations;
  - b)** Providing a personal computer or any other personal electronic device for the purpose of voting;
  - c)** Assisting voters in casting of their vote;
  - d)** Observing voters as they vote;
  - e)** Interfering with the voting process;
  - f)** Casting a ballot other than one's own;
  - g)** Conducting exit polls.

- 6.6. Notification of the Voting Period and voting process will be communicated by email to relevant constituencies and posted to the Board of Governors elections website.

## 7. Election Results

- 7.1. Depending on the number of vacancies in each constituency group, the candidate(s) with the highest number of votes in the election will be deemed the successful candidate(s).
- 7.2. In the event of a tie the CEO shall determine the successful candidate by means of conducting a coin toss in the presence of the candidates in question, under the observation of two impartial witnesses.
- 7.3. In the event that a successful candidate is disqualified as a result of misconduct in the election process the candidate with the next highest number of votes will be deemed the successful candidate.
- 7.4. Election results will certified and communicated by the CEO. Election results may be withheld at the discretion of the CEO pending the outcome of any investigations into allegations of election misconduct.

## 8. Violations of the Election Procedures

- 8.1. Allegations of violation of the election procedures must be submitted to the CEO in writing and signed. Complaints submitted anonymously will not be investigated.
- 8.2. Allegations of violations of the election procedures must be made within one (1) business day of the alleged infraction. Complaints may be made up to one (1) business day following the end of the Voting Period.
- 8.3. Alleged violations of election procedures will be investigated by the CEO:
  - a) The CEO shall inform the respective candidate of the allegations in writing, along with details of the violation that has been alleged to have occurred. The identity of complainants will be kept confidential.
  - b) Candidates will be given one (1) business day to comment upon the allegations being made.

## 9. Penalties

- 9.1. Where a violation of the elections procedures is deemed to have occurred, the CEO will implement penalties on a case by case basis, depending on the severity of the infraction.
- 9.2. If a candidate is found to have committed a violation of the election procedures, one or more of the following penalties may be imposed:
  - a) Election Conduct Warning;
  - b) Public correction and/or apology for false statements in campaign information;
  - c) Penalties under the Student Conduct Policy;
  - d) Disqualification of the candidate from the Board elections;
  - e) Such other penalties as the CEO may consider to be reasonable and appropriate to the circumstances.

- 9.3.** The following conduct will result in immediate disqualification of a candidate from the elections:
- a)** Failure to maintain the requirements for eligibility as outlined in the Board of Governors Recruitment, Appointment and Leadership Policy.
  - b)** Violation of any procedure related to the online voting process.
  - c)** Violation of an Election Conduct Warning from the CEO.
  - d)** Any subsequent violation under these procedures whether or not an Election Conduct Warning has been issued in respect of such subsequent violation.
  - e)** Failure to report to the CEO a violation of the election procedures by individuals acting on their behalf where the candidate ought reasonably to have known the conduct occurred.
  - f)** Failure to cooperate with the CEO in the investigation of an allegation of election misconduct.
  - g)** Any misrepresentation or misinformation communicated regarding an opposing candidate.
  - h)** Any other violation found by the CEO to be a serious violation of these procedures or electoral guidelines.

**10. Appeals**

- 10.1.** Appeals related to the decision of the CEO may be made in writing to the Chair of GNHR.
- 10.2.** Appeals must be made within one (1) business day of the receipt of the CEO decision and must contain:
  - a)** The specific decision being appealed;
  - b)** Written documentation of the reason(s) for the appeal;
  - c)** A summary of the evidence in support of grounds for appeal.
- 10.3.** If an appeal is submitted while the election is still underway, GNHR will render a decision on the appeal within 24 hours, or as soon as practicable.
- 10.4.** If a candidate is appealing disqualification from the election, the candidate will be allowed to continue their campaign until the outcome of the appeal is determined.
- 10.5.** Decisions of GNHR are binding.

**11. Election Recall**

- 11.1.** Where the CEO has determined that significant irregularities or violations of election procedures have occurred, a recommendation may be made to GNHR for the election results to be overturned and a new election held.

**RELEVANT LEGISLATION**

12. University of Ontario Institute of Technology Act, 2002, SO 2002, c 8, Sch O  
By-Law Number 1 of the University of Ontario Institute of Technology

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

13. Board of Governors Recruitment, Appointment and Leadership Policy