

# 2023 Memorial University Board of Regents Alumni Election Guidelines

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## 1. **DEFINITIONS AND INTERPRETATION**

- 1.1. Unless the context specifies or requires otherwise, with these procedures, the following terms shall have the following meanings:

**Act** – *Memorial University Act*

**AE** – Office of Alumni Engagement

**Alumni** – An alumni (or alumnus/alumna) is defined as any individual who has received a degree, diploma, post-graduate certificate, or certificate requiring undergraduate or academic admission from Memorial University including Memorial College, the Marine Institute, Grenfell Campus, Harlow Campus, Labrador Campus, and all predecessors. In all cases, the program of study must have been approved by the Senate of Memorial University or the Academic Council of the Marine Institute (or their predecessors).

**University** – Memorial University, including Memorial University College, the Marine Institute, Grenfell Campus, Harlow Campus, Labrador Campus, and all predecessors

- 1.2. Unless the context specifies otherwise, wherever used in these procedures, terms and phrases defined in the *Memorial University Act* have meaning as follows:

**Alumni association** (section 22.(2)(b) of the *Act*) – the collection of all Alumni

**Elected by** (section 22.(2)(b) of the *Act*) – elected by and from

## 2. **BOARD OF REGENTS' MEMBERSHIP**

The composition of Memorial University's Board of Regents is prescribed in section 22 of the *Act* as follows:

- The Chancellor of Memorial University;
- President and Vice-Chancellor of Memorial University;
- Provost and Vice-President (Academic) of Memorial University;
- Six (6) elected positions by the alumni association of Memorial University;
- Seventeen (17) members appointed by the Lieutenant-Governor in Council;
- Four (4) members being full-time students of the university, one candidate each recommended by the four student unions; and the
- Chairperson of the Board.

## 3. **TERMS FOR ELECTED MEMBERS**

### 3.1. Term Length

The term length for an elected alumna/us on the Board is three years, as per section 26.(1) of the *Act*.

### 3.2. Term Commencement for Elected Members

September 1<sup>st</sup> of the year elected.

### 3.3. Term End for Elected Members

August 31<sup>st</sup> of the last year of term.

### 3.4. Multiple Terms

Elected members are eligible for re-election after a three year term, but shall not hold office for more than 6 consecutive years, as per section 27.(2) of the *Act*.

### 3.5. Vacancies

When vacancies occur before the end of the term of the elected member, the candidate with the next highest number of votes in the most recent election is recommended for appointment. The recommended candidate must be appointed by the Lieutenant-Governor in Council as per section 30.(1) of the *Act*.

The newly appointed candidate serves the balance of the three-year term created by the vacancy.

## 4. **ELECTORAL OFFICERS**

### 4.1. Election Procedures

AE has the authority and responsibility for conducting alumni elections for the six designated Board of Regents' positions and does so every three years. This includes, but is not limited to:

- Developing and publishing necessary regulations, information and forms;
- Soliciting and confirming nominations;
- Issuing ballots – electronic and otherwise;
- Holding the election(s);
- Tabulating and announcing the results (see section 9.8); and
- Monitoring and reviewing related processes.

### 4.2. Returning Officer

The Associate Vice-President (public engagement and external relations) (AVP), is the Returning Officer and is responsible for the elections. Decisions specific to the conduct of elections and interpretation of these procedures will be made by the AVP in consultation with the Alumni Elections Committee and when appropriate and necessary, with the Board Chair.

### 4.3. Alumni Elections Committee

The Alumni Elections Committee is responsible for adjudicating on appeals that involve candidate eligibility, election outcomes and/or decisions of the Returning Officer.

The Alumni Elections Committee may include, but is not limited to, the following:

- Associate Vice-President (public engagement and external relations);
- Executive Director, University Governance Secretariat;
- Former Board of Regents Alumni Member;
- Executive Director, Marketing and Communications; and
- Associate Director, Alumni Engagement.

## 5. **CRITERIA FOR CANDIDACY**

Members of the alumni association are eligible with the exception of:

- Individuals who have been admitted to and are currently registered in a program or course of study that leads to a degree, diploma or certificate of the University at the time of nominations;
- A person who is a member of the teaching staff or employed by the University or of an affiliated college or institution at the time of nominations;
- A person who performs or undertakes to perform a duty or service for the University for which they receive or is entitled to receive remuneration from money of the University;

- Pensioners of the University; and
- Individuals who are not in good financial standing with the University.

Memorial University is committed to equity, diversity and inclusion. We encourage nominations from all qualified alumni including women, people of any sexual orientation, gender identity or expression, Indigenous peoples, visible minorities and racialized people, and people with disabilities. If you have any questions or require any assistance with the nomination process, please reach out to the [Office of Alumni Engagement](#) for support.

## **6. THE NOMINATION PROCESS**

### **6.1. Considering Candidacy**

The election process is initiated with a university-wide Proclamation seeking nominations.

The Proclamation is communicated broadly via the AE [website](#), email and social media channels.

The nomination process lasts a minimum of four weeks. During this period, candidates may be nominated by another individual or they may self-nominate and must submit the Nomination Package by the posted deadline.

Prospective candidates are encouraged to familiarize themselves with the [governance structure](#) of the University and to connect with the [Office of the Board of Regents](#) with any questions surrounding the role and duties of being a “Regent” . Prospective candidates are also encouraged to review the [Code of Conduct](#) and the [travel](#) policies for Board of Regent members.

Nominations received after the posted deadline will not be accepted. All information pertaining to deadlines will be posted on the University’s alumni [website](#) and indicated in the Nomination Package.

### **6.2. Confirmation of Nominations**

AE is responsible for reviewing the Nomination Packages for completeness and against the criteria for candidacy. AE may refuse a Nomination Package if found to be incomplete or not meeting the criteria posted.

A Nomination Package consists of the completion of the online Board of Regents Alumni Nomination Form that includes the following:

- Personal Information – includes address, contact details, degree information and current occupation specifics of the nominee;
- Nominee Biographical/Campaign Statement (250 words or less) – to be posted online and should provide voters an overview of who the nominee is, why they are interested in being a Regent and the value/experience they would bring to the board; and
- Nominee High-resolution Photograph (JPEG) – to be posted online along side the nominee’s Biographical/Campaign Statement.

Other items submitted (e.g. CVs, resumes, articles, etc...) will not be utilized in the process.

For electoral purposes, candidates should use the name that appears on their student/alumni records. In the event a candidate wishes to use a nickname or short form name, the candidate must submit the alternate name in their Nomination Package. AE has the discretion to determine whether the alternate name may be used. The decision is final.

Once the candidates' nominations have been confirmed by AE, the candidates are notified immediately.

**6.3. Acclamation**

When the nomination period has closed, if the number of candidates nominated and confirmed is equal to or less than the Board positions available for election, the candidates shall be declared elected by acclamation and no ballot is necessary.

Whenever the number of candidates at the time of the deadline is less than the number of vacancies, the Returning Officer may, at their discretion, extend the deadline for nominations for those vacancies, or may organize a separate by-election to fill the remaining vacancies.

**6.4. Withdrawing Nomination**

A person nominated as a candidate in the election may withdraw their nomination by submitting a signed statement to AE.

**7. THE CAMPAIGN PROCESS**

**7.1. Publication of Candidates' Names**

The campaign process begins with a university-wide Proclamation announcing the names of the candidates and will be posted on AE's website and communicated broadly.

**7.2. Candidate Assistance**

AE's website is used only for the posting of candidates required Biographical/Campaign Statement and photo. For complete description of these items, please see section 6.2. Formatting specifications and other details pertaining to these items can be found in the candidate Nomination Package.

**7.3. Campaign Period**

A candidate may begin campaigning only after AE has issued official notification of the campaign start. Campaigning is not permitted prior to the Proclamation. The voting period is normally thirty calendar days.

**8. CANDIDATE CONDUCT DURING THE CAMPAIGN PROCESS**

**8.1. General Standard of Conduct**

All candidates shall conduct themselves and their activities in a manner that the University deems to be reasonable and fair and which are consistent with the [Vision, Mission, and Values](#) of Memorial University and the Board [Code of Conduct](#), which include treating each other with respect and fairness, being responsible, and being honest. Candidates who are successful in becoming Regent must also adhere to the same standards.

**8.2. Campaign Material Protocol**

Candidates must represent themselves accurately regarding their accomplishments, positions held, or any other data intended to inform voters.

**8.3. Freedom to Campaign**

All candidates shall have an opportunity to campaign. No candidate, individual, or campaign group can perform or condone the acts of destroying, defacing, moving, covering, removing or altering signs, banners, or any form of publicity, physical or electronic, that is installed, posted or communicated by other candidates or their supporters.

**8.4. Use of Social Media and Networking Tools**

The use, directly by candidates or by others on behalf of candidates, of address lists, listservs, email contacts and distribution lists that are owned and/or operated by Memorial University, to broadcast or send campaigning messages, is not permitted. Candidates may use their own personal contact lists and social media channels, and may share information or post to Memorial social media sites. Individuals may not post to Memorial social media sites as owners/administrators of those sites, or request endorsement by the owners/administrators of those sites.

**8.5. Decisions Regarding Inappropriate Activity**

The Returning Officer, and when required the Alumni Elections Committee, decides on a case-by-case basis whether an activity is inappropriate and what applicable penalty, up to and including disqualification as consideration as a candidate. Consideration will be given to the seriousness of the activity and whether it is a first or subsequent violation.

Possible penalties include but are not limited to:

- Public correction of false statement to be made at the candidate's expense, if practical.
- Public written retractions/apologies at the candidate's expense, if practical.
- Overturning the final Election results for the candidate(s) involved and filling the vacancy as per section 3.5 above.

**9. VOTING**

**9.1. Method of Communicating Election Information**

Notification of election dates and voting procedures for alumni will be posted on the AE [website](#) and promoted via email and social media channels as the elections near.

**9.2. Voting Period**

The voting period will be determined by the Alumni Elections Committee and is normally a minimum thirty calendar days.

**9.3. Method of Voting**

The preferred method of voting will be on-line but to ensure fair access, upon request a paper ballot can be mailed to an individual. Paper ballots would have to be post-marked with a date no later than the last day of elections.

**9.4. Eligibility to Vote**

All Alumni, defined herein, are eligible to vote. AE will confirm the eligibility through a review of Memorial University records. Each alumna/us is permitted to cast a maximum of six votes on the ballot, and only one vote for any candidate. Alumni may submit only one ballot, either on-line or paper.

**9.5. Minimum Voter Turnout**

No minimum voter turnout is required to validate an election.

**9.6. Tabulation of Results**

All on-line and paper ballot tabulations are conducted under the direction of the Returning Officer. The tabulations are ranked from the highest to the lowest in the number of votes received. The six (6) candidates with the highest number of votes and who accept the position are considered the elected candidates.

**9.7. Ties**

In the case of a tie for the sixth place, the Returning Officer decides the outcome by lot and in the presence of a representative from the Office of General Counsel at Memorial University.

**9.8. Availability of election results**

The number of votes for candidates will be publicly available after the tabulations are completed and decisions made on any appeals that may be presented to the Returning Officer (see section 10 below).

**10. APPEALING DECISION OF THE RETURNING OFFICER**

**10.1. Submitting an Appeal**

Candidates have the right to appeal a decision of the Returning Officer unless otherwise indicated in this document. Any such appeal requires written documentation outlining the reason(s) for the appeal, along with relevant supporting documentation. If the Election is still underway, the document and supporting information shall be sent to the Alumni Election Committee within 24 hours of formal notification of the appeal. If the Election has concluded the document should be sent to the Committee within ten working days of the last voting day.

**10.2. Decision of the Alumni Election Committee**

An Alumni Election Committee hearing shall be scheduled within ten working days of receiving the written appeal, if the Election has concluded. If the Election is currently underway, the hearing shall be convened within 24 hours of receiving the appeal. The appellant will be permitted to make oral representations during the hearing.

All decisions made by the Alumni Election Committee are final and not subject to further appeal. Written decisions will be sent to the appellant with a copy to the Board Chair.

**11. APPEALING DECISION OF CANDIDATES ELECTION RESULTS**

**11.1. Submitting an Appeal**

Candidates have the right to appeal a decision of the election results unless otherwise indicated in this document. Any such appeal requires written documentation outlining the reason(s) for the appeal, along with relevant supporting documentation. The document and supporting information shall be sent to the Alumni Election Committee within 72 hours of formal notification of his/her election results.

**11.2. Decision of the Alumni Election Committee**

An Alumni Election Committee hearing shall be scheduled within five working days of receiving the written appeal. The appellant will be permitted to make oral representations during the hearing. All decisions made by the Alumni Election Committee are final and not subject to further appeal.

Written decisions will be sent to the appellant with a copy to the Board Chair.