

## Memorial University Board of Regents Alumni Elections 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 of Newfoundland Act*

**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 of Newfoundland including Memorial College, the Marine Institute, Grenfell 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).

**AE** – Alumni Engagement, Office of Public Engagement

**University** – Memorial University of Newfoundland, including Memorial College, the Marine Institute, Grenfell Campus and all predecessors

1.2 Unless the context specifies otherwise, wherever used in these procedures, terms and phrases defined in the *Memorial University of Newfoundland 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

**Shall hold office until the next meeting of convocation when convocation shall elect from its members** (section 30.(2) of the *Act*) – in filling vacancies the new candidate serves for the balance of the term of the candidate being replaced and the subsequent election is in accordance with the procedures described herein.

### 2. BOARD OF REGENTS' MEMBERSHIP

As per section 22 of the *Act*, the University's senior most governing body is the Board of Regents. Of the thirty (30) positions constituting the Board six (6) are elected positions by the alumni. Seventeen (17) members will be appointed by the Lieutenant-Governor in Council of whom 3 shall be the same persons who are appointed under subsection 10(2.1) of the College Act, 1996 and four (4) members will be appointed by the Lieutenant-Governor in Council being full-time students of the university.

### 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 9.8);
- Monitoring and reviewing related processes.

### **4.2 Returning Officer**

The Associate Vice-President (public engagement and external relations), 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 University President.

### **4.3 Alumni Elections Committee**

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

## **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;
- A person who is a member of the teaching staff of the University or of an affiliated college or institution;

- A person who performs or undertakes to perform a duty or service for the University for which he or she receives or is entitled to receive remuneration from money of the University; and
- Pensioners of the University.

As per sections 31 and 32 of the *Act*.

## **6. THE NOMINATION PROCESS**

### **6.1. Deciding to Become a Candidate**

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

The Proclamation is communicated broadly.

The nomination process lasts a minimum of four weeks. During this period, candidates may be nominated or may self-nominate by completing and submitting the Nomination Package by the stated deadline. Nominations received after the 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.

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 and the candidates have been confirmed, if the number of candidates nominated 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 his/her 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 his/her 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. This Proclamation 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 profiles/platform statements. Formatting specifications and other details pertaining to these statements 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 permitted prior to and throughout the voting period. The voting period is normally thirty calendar days.

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

### **8.1 General Standard of Fairness**

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 principles of the Memorial University Code, which include treating each other with respect and fairness, being responsible and being honest.

### **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, in consultation with 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.

### **9.2 Voting Period**

The voting period will be determined by AE and is normally a minimum thirty calendar days.

### **9.3 Method of Voting**

The method of voting (on-line or paper ballot) will be determined by AE.

### **9.4 Eligibility to Vote**

All Alumni, defined herein, are eligible to vote. AE will confirm the eligibility through a review of University records. Each alumna/us is permitted 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 the recommended elected candidates. These candidates must be appointed by the Lieutenant-Governor in Council as per section 30.(1) of the *Act*.

### **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 publically 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 University President.

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

#### **11.1 Submitting an Appeal**

Candidates have the right to appeal a decision of his/her 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 University President.