



Election procedure for the election of the Chair and Vice-Chair

Policy 3.2

Section:	Election and Appointment		
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Policy

The following is a summary of the election procedure to be followed at the first meeting of Council after each election of Councillors for the purpose of electing the Chair and Vice-Chair in accordance with the by-laws of the College and Bourinot's Rules of Order, as applicable.

For the purpose of this policy, "members of Council" means the Councillors elected or appointed in accordance with the by-laws of the College ("Professional Councillors") and members of the Council appointed by the Lieutenant Governor in Council ("Publicly-Appointed Councillors"), and "a member of Council" means any one of the members of Council.

Background

1. The Chair and Vice-Chair shall be elected annually by the Council from among the members of Council at the first meeting of Council after each election of Councillors.
2. All nominations for the office of Chair and Vice-Chair must be received by the Nominating Committee on or before a date to be set by the Nominating Committee. No other nominations will be accepted.

Election Procedure

1. The election will be conducted by a member of Council (excluding any nominee for the office of Chair or Vice-Chair) or other person appointed by Council or the Executive Committee for such purpose. The person so appointed will chair that portion of the Council

meeting relating to the election of the Chair and Vice-Chair. In the balance of this policy, the person so appointed is referred to as the “Chair for Election Purposes”.

2. The election of the Chair is conducted and completed first. Then the election of the Vice-Chair is conducted and completed.
3. The Chair for Election Purposes will announce that the meeting is open for the election of the named office and will advise Council of the name(s) of each candidate(s) who has been duly nominated for the office.
4. If only one nomination is received for the named office, the candidate so nominated will be declared elected by acclamation.
5. If more than one nomination is received for the named office, a vote by secret ballot will take place.
6. If the meeting is conducted in-person, College staff will prepare paper ballots which will list each of the candidates for the named office. If the meeting is conducted virtually, a virtual ballot will be prepared which will list each of the candidates for the named office.
7. Prior to the vote, the Chair for Election Purposes will request a motion to appoint scrutineers.
8. Each nominee will be given an opportunity to speak to Council for three (3) minutes. The scrutineers will then distribute the ballots for that office. The Chair for Election Purposes will instruct the members of Council present at the meeting how to mark their ballot to select the person of their choice. The scrutineers will then collect and count the paper ballots or tally the electronic ballots, as the case may be, and report back to the Chair for Election Purposes by written report.
9. Once the scrutineers have reported back to the Chair for Election Purposes, the Chair for Election Purposes will bring the meeting back to order. Unless the Chair for Election Purposes disagrees on the validity of a ballot or the count, they will adopt the report of the scrutineers.
10. If one nominee receives more than 50% of the votes cast on the first ballot, the Chair for Election Purposes will declare that nominee duly elected for the office for which the election was being held.
11. If no one nominee receives more than 50% of the votes cast on the first ballot, the Chair for Election Purposes will declare that the nominee who received the lowest number of votes will be deleted from nomination and a fresh vote will be taken. This procedure is followed until one nominee receives the majority of the votes cast on the ballot. The Chair for Election Purposes will then declare the successful nominee duly elected for the named position.

12. If there is a tie vote, the Chair for Election Purposes will break the tie by lot.