

## Senate Election Procedures

**Effective Date:** May 17, 2024

**Supersedes:** October 13, 2023, July 1, 2023; October 14, 2022, October 15, 2021; November 13, 2020; March 2019

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The University of Western Ontario Act 1982 as amended in 1988 and 2016 (hereinafter referred to as the Act), in Sections 24 and 25 defines the composition of the Senate.

For purposes of these Senate Election Procedures, “the University” means the University of Western Ontario, excluding the Affiliated University Colleges; and

The “Affiliated University Colleges” means Huron University College and St. Mary’s University College.

1. The University Secretary shall have responsibility for overseeing the process of Senate elections including engaging and promoting the process, administering elections including voting, ruling on election matters in accordance with these Procedures, and communicating with the public and candidates.
2. The schedule for calling for nominations, publication of call for nominations and timelines for campaigning and balloting shall be as published by the University Secretary on or before November 30 each year. Nominations are open for approximately two weeks in early February, followed by a campaign period.
3. Elections of faculty members from the Affiliated University Colleges shall be conducted by each Affiliated University College, with the nominees elected being forwarded to the University Secretary.

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4. With the exception of faculty elected from the Affiliated University Colleges, candidates for election must be nominated by means of an official nomination form available from the University Secretary and accessible on the University Secretariat website.
5. Nomination forms for staff and students must be supported by 3 persons eligible to vote in the unit or constituency to be represented.
6. Nomination forms for faculty members from the University shall be supported in one of the following ways:
  - (a) by 3 members eligible to vote in the academic unit or constituency to be represented; or
  - (b) by the Nominating Committee of the Council of the Faculty or School through the Chair of the Nominating Committee, the Dean, or in the case of SGPS, the Vice-Provost.
7. Nominees must declare on the nomination form that they are eligible to be elected to the Senate.

13. Where more than one seat is vacant in any unit or constituency, voters may vote for candidates up to the maximum number of seats available. Candidates with the most votes will fill the vacant seats in order of votes received from most to least.
14. If in any election there is a tie vote, the election shall be determined by lottery conducted by the University Secretary in the presence of the candidates concerned or their agents.
15. An election shall not be invalidated by any irregularity which, as determined by the University Secretary, does not affect the outcome. Notification of any irregularity must be received by the University Secretary within five business days of the closing of the polls.
16. The results of the election shall be announced as soon as possible after the close of balloting. The number of votes received by each candidate will be made public.
17. A list of voting results, validated by the University Secretary, and nomination forms shall be retained for a period of two years.
18. In accordance with the Act, the following pertains with respect to terms for the various constituencies represented on Senate:
  - (a) Faculty members, administrative staff and members of the general community are elected to two-year terms. They may serve two consecutive terms, following which they are not eligible for further election for two years.
  - (b) Students are elected to one-year terms. They may serve four consecutive terms, following which they are not eligible for further election for two years.
  - (c) When an individual is elected to complete the term of another Senator, that time is not included in the individual's eligibility to serve in their own right.
  - (d) Eligibility for re-election to Senate is unaffected by a Leave of Absence taken during a regular membership term, which shall not be construed as a break in the continuity of a regular membership term.



**A.3 Eligibility**









bodies or individuals as it may deem appropriate and in knowledge of the appointments to be made by the Alumni Association, present to Senate for information the names of the representatives of the general community.

4.

- (b) In the graduate student constituency, if the vacancy occurs between July 1<sup>st</sup> and April 30<sup>th</sup> the Senate Nominating Committee shall select a replacement from the constituency. The name of the replacement shall be submitted to Senate for information.
- (c) If a student vacancy occurs subsequent to April 30<sup>th</sup> and prior to July 1<sup>st</sup> of the same year, the Senator-elect in the constituency will be invited by the University Secretary to assume the vacant seat. In the case of constituencies where there is more than one Senator-elect, the invitations will be extended to candidates in an order determined by their votes received from most to least in that election.

6. *Full-time Administrative Staff*

The Senate Nominating Committee shall select a replacement. The name of the replacement shall be submitted to Senate for information.

7. *General Community Members Elected by Senate*

The Senate Nominating Committee shall select a replacement. The name of the replacement shall be submitted to Senate for information.