OCAD UNIVERSITY SENATE ELECTION GUIDELINES AND PROCEDURES

1. Senate Membership

1.1. Elected Senators (40)

1.1.1. Faculty Area Faculty Members: There shall be seven (7) Faculty Senators elected from each of the three (3) Faculties, by and from Tenured and Tenure-Track, Continuing, Contractually-Limited Term Appointment (CLTA) and Teaching-Intensive Stream (TIS) Faculty Members in each Faculty.

1.1.2. Sessional Faculty Members: There shall be two (2) Sessional Faculty, elected by Sessional Faculty.

1.1.3. At-Large Faculty Members: There shall be seven (7) Faculty Senators elected at-large by and from all Tenured and Tenure-Track, Continuing, Contractually-Limited Term Appointment (CLTA) and Teaching Intensive-Stream (TIS) Faculty Members.

1.1.4. Program Chairs: There shall be two (2) Program Chairs elected from each of the three (3) Faculties, by and from the Program Chair constituency of each respective Faculty.

1.1.5. Graduate Program Director: There shall be two (2) Graduate Program Directors from Graduate Studies, elected by and from the Graduate Program Director constituency of each respective program.

1.1.6. Undergraduate Students: There shall be three (3) Undergraduate Student Senators, one from each Faculty, elected by and from undergraduate Students enrolled in a full- or part-time program, from each respective Faculty.

1.1.7. Graduate Students: There shall be one (1) Student Senator elected by and from those Students of the University enrolled in a full- or part-time Graduate Program.

1.2. Ex-Officio Voting Members (9)

1.2.1. As defined in the OCAD University Act: the Chancellor; the President and Vice-Chancellor; the Vice-President, Academic and Provost; the Vice-President, Research and Innovation; the Dean of each Faculty and Graduate Studies or, if a program is not part of a Faculty, the Associate Dean or chair of the program, the University Registrar; and the University Librarian.

1.3. Appointed Senators (5)

1.3.1. An External Member appointed by and from the Board of Governors

1.3.2. The Co-Chair of OCAD University’s Aboriginal Education Council

1.3.3. The Vice-President, Students and International, appointed by virtue of office

1.3.4. The Director, Office of Continuing Studies, appointed by virtue of office
1.3.5. The Director, Faculty & Curriculum Development Centre or The Director, Writing and Learning Centre (alternating per year), appointed by virtue of office

2. Terms of Office (July 1 of the year elected – June 30 of the year in which term ends)

2.1. Elected Faculty Members: 2 years, re-election possible for a second consecutive term.

2.2. Elected Sessional Faculty: 1 year, re-election possible for a second consecutive term.

2.3. Elected Students: 1 year, re-election possible for a second consecutive term.

3. Electoral Responsibilities

3.1. The Chief Electoral Officer (Secretary of Senate) shall:

3.1.1. Set the timeline for Senate elections;

3.1.2. Provide instructions on the conduct of elections;

3.1.3. Provide the standard nomination forms;

3.1.4. Co-ordinate the central dissemination of information about the election, primarily through electronic notices and official election proclamation posters displayed on campus;

3.1.5. Receive all faculty and student nomination forms (graduate and undergraduate);

3.1.6. Convene an orientation session for all potential candidates as required;

3.1.7. Post candidate information on the OCAD University Senate website;

3.1.8. Coordinate the electronic voting system for all constituencies;

3.1.9. Verify the results of online voting; and

3.1.10. Announce the election results via the OCAD University Senate Website;

3.1.11. Report the election results to Senate and the total number of votes cast for each position, if requested.

3.2. The Offices of the Deans of Faculty; and Graduate Studies shall:

3.2.1. Conduct the elections for the Program Chair/Graduate Program Director seat(s) for their Faculty/Graduate Studies and communicate the results to the Chief Electoral Officer upon completion.

3.2.2. Forward faculty nomination forms received to the Chief Electoral Officer the day after the close of nominations;

3.2.3. Announce faculty candidates to their Faculties by means of an email at least one day prior to the start of elections; and

3.2.4. Announce arrangements for faculty candidate meeting if requested by two or more candidates and inform all at-large candidates of the meeting.

4. Voter and Candidate Eligibility

4.1. Faculty Member – means a person who is employed by the University to teach within the University’s credit curriculum in a Faculty as a Tenured or Tenure-track professor, assistant professor or associate professor, or who holds a Continuing or Contractually-Limited Term Appointment (CLTA) or Teaching-Intensive Stream (TIS) appointment or who is in an equivalent position as designated by the Senate, inclusive of Program Chairs and Graduate Program directors, as defined by the applicable collective agreement.
4.2. **Sessional** – means a Faculty Members who holds a Sessional appointment (as defined by the applicable collective agreement.

4.3. **Student** - Means a student who is registered in a full or part-time undergraduate or graduate program or course of study at the University.

5. **Nomination Process**

5.1. **Announcement of Elections**: A University-wide Proclamation will be posted on the Senate website and through posters displayed on campus, as required. In addition, communication will be made via the University e-mail system or portal to all faculty and students prior to the opening of nominations informing them of the dates of Senate elections, the date for the opening of nominations, the date nominations close, and where further information and nomination forms can be obtained.

5.2. **Nomination Period**: The nomination period shall be posted by the Chief Electoral Officer.

5.3. **Nomination Forms**: The appropriate official nomination form, posted on the Senate website, must be completed and filed as indicated.

5.3.1. The eligibility of all faculty nominees and nominators must be verified by the Chief Electoral Officer.

5.3.2. Student nomination forms will be submitted to the Registrar’s office for eligibility verification.

5.3.3. All nominations must be signed by the nominee and nominator.

5.3.4. The Chief Electoral Officer must receive all nomination forms, which have been date-stamped upon receipt by the day following the close of nominations.

5.4. **Faculty Nominations**: As the Faculty area elections are held before the Faculty At-Large elections, those nominated for the Faculty area positions will be asked to indicate on their nomination forms if they also wish to stand for Faculty At-Large positions if not elected to the Faculty area position.

5.5. **Posting for Senate Website**: Each candidate must supply a short candidate profile to be published on the Senate website and in senate elections communications.

5.6. **Acclamation**: If at the close of nominations the number of candidates is equal or less than the number of seats available for that constituency, the candidates shall be acclaimed.

6. **Campaign Process**

6.1. **Publication of Candidate’s Names**: 

6.1.1. A notice will be issued via the official OCAD University email or portal immediately after the close of nominations to identify all candidates, list the dates of the elections and provide the online voting procedure.

6.1.2. A section will be created on the Senate website for the posting of candidate profile information. This information is subject to the approval of the Chief Electoral Officer.
6.1.3. Each Office of the Dean of Faculty will send an email to their faculty and post the names of candidates of their Faculty and the At-Large candidates.

6.2. Campaign period:

6.2.1. Candidates may not campaign until they receive notification from the Chief Electoral Officer that their nomination has been accepted. Campaigning may continue through the end of the voting period.

6.3. Campaign conduct:

6.3.1. **Freedom to Campaign**: All candidates are to be given equal opportunity to campaign. No candidate may allow or condone any actions to destroy, deface, move, cover or remove signs, banners, or any form of publicity installed by other candidates or supporters.

6.3.2. **Campaign Material Protocol**: Candidates must represent themselves accurately in any publicity about their accomplishments, positions, or any other data intended to influence voters.

6.3.3. **Campaigning in Classrooms and Studio Spaces**: Candidates, or those acting on behalf of a candidate, are prohibited from soliciting votes in classrooms or studio spaces by word or by handing out or hanging campaign materials.

6.3.4. **Use of Telephone or Email Systems**: The use of non-personal telephone, email system groups, or mandatory (institutional) listservs to broadcast or send messages regarding individual candidates is prohibited. The Chief Electoral Officer should be contacted if there are any questions about appropriate electronic campaigning.

6.3.5. **Obstructing Access to Staircases, Library and Other Campus Facilities**: Candidates and/or their representatives may not obstruct access to any campus facility or staircase. This includes setting up of tables, standing in front of such facilities to hand out campaign material or speak to potential voters, or any other activity that impedes normal pedestrian movement on campus. Posters cannot be placed on doors or on cement pillars or in any way that covers exit or emergency signage. Any posters that break this policy will be removed by Security personnel. It should be noted that during OCAD U signature events such as Scotiabank Nuit Blanche, Project 31, and the Graduate Exhibition, posters will be removed from areas around the event. Please take this into account before posting, as those posters will not be returned or reposted.

7. Voting Process

7.1. **Communication**: Information on voting will be distributed via OCAD University email, portal, and posted on the Senate website.

7.2. **Voting Period**: The period of online voting will be established by the Chief Electoral Officer.

7.3. **Online Voting Process**:

7.3.1. Only students certified as eligible by the Office of the Registrar shall be eligible to vote.
7.3.2. Only faculty who meet the criteria for their constituent group shall be eligible to vote in that group.

7.3.3. IT Services shall coordinate the process of posting faculty and student ballots via an electronic voting system. Ballots will reflect only the constituency in which the faculty or student can vote.

7.3.4. Each faculty member and student will have access to a ballot that only contains the names of the Faculty area candidates for whom they are eligible to vote. Faculty may place one vote for each vacancy in their faculty area and for each vacancy in the at-large category.

7.4. **Online Voting Protocol:** Voters are entitled to cast their ballots in secret. To ensure that ballots are cast in a manner that upholds the democratic process, candidates, or those acting on behalf of a candidate are prohibited from:

7.4.1. Establishing polling stations.

7.4.2. Assisting voters in the casting of their vote.

7.4.3. Observing voters as they vote.

7.4.4. Providing computers to voters for the process of voting.

7.4.5. Interfering with the voting process or participating in the casting of any ballot other than their own.

7.5. **Non-Compliant Behavior:** Any infractions of the above campaign conduct or voting process will be referred to the Senate Executive Committee which will impose appropriate remedies or penalties. Penalties may include: public correction of false statements or written rejections/apologies in OCAD University publications, revocation of eligibility of the candidate or overturning of the election results. Students may also be subject to penalties under the Non-Academic Misconduct Policy.

7.6. No minimum voter turnout is required to validate an election.

7.7. **Election Results**

7.7.1. The results of the election will be established electronically by the Chief Electoral Officer, with the assistance of a representative of IT Services. If a candidate wishes to have one examiner present to witness the validation, the Chief Electoral Officer must be notified at least three (3) working days in advance. Examiners must have written authorization from the candidate they represent. Candidates may not act as examiners.

7.7.2. At-Large Faculty candidates will be elected such that there are normally no more than seven (7) faculty (e.g. if an eighth faculty member receives the next highest number of votes, that person is excluded and the next highest who qualifies is elected.) Only if there is an insufficient number of Senators elected through this process will excluded candidates become elected.

7.7.3. The Faculty Offices/Graduate Studies shall be notified immediately of the results of the elections.
7.7.4. Once all candidates have been notified by the Senate of the election results, the names of those elected shall be posted on the Senate website.

7.7.5. In the event that two or more candidates receive the same number of votes, the winner will be determined by means of either a coin toss (for two candidates) or a dice toss (for more than two candidates). The toss will be administered by the Chief Electoral Officer and the results shall be final.

7.7.6. Insufficient number of candidates – see section 5.6

7.8. Appeals

7.8.1. The Chief Electoral Officer shall hear any grievances which may arise in the electoral process and provide a report to the Senate Executive Committee grievances and their disposition.

7.8.2. If the Chief Electoral Officer and/or the Senate Executive Committee deem it necessary, a committee will be convened to deal with any grievances.