



Following the campus selections, a College Student Selection Committee shall be formed to select one student representative to the Board and one Shadow Member. The College Student Selection Committee is comprised of NCSA presidents (or an NCSA Executive delegate) from each campus, and the College Registrar (or designate) as resource.

The successful student representative's name will be forwarded to the Executive Assistant to the Board for submission to the Northern College Board of Governors, for appointment. The Shadow Representative is not a member of the Board, but shadows the appointed Board student representative throughout the term and is eligible to be appointed to the Board the following year.

## Procedure - Employees

### 1. Eligibility

A full-time employee is eligible to be nominated and to vote as long as he/she remains an employee of the College under the terms of the Collective Agreement for their constituent group or the Administrative Terms and Conditions of Employment.

### 2. Nomination Procedure

- 2.1 Call for nominations will be announced via internal e-mail and posted on the College Intranet or other suitable means. The call will include the positions for which elections are being held, the deadline for nominations and information on the roles and responsibilities of the Board of Governors.
- 2.2 A minimum of two weeks from date of call will be allowed for nominations. The Executive Assistant to the Board of Governors, as Chief Returning Officer (CRO) shall call for all nominations to be submitted to the Board office, or designee, no later than April 30 each year.
- 2.3 A valid nomination shall include the names and signatures of two nominators from the same constituency group. The candidate, by their signature, shall indicate



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2.8 In the event that a candidate advises the CROhe C(of)-13.2o0 673.8 .3 (ppr)5 213 re.8



## 7. Election Dispute

Should a dispute arise from the election procedures, the disputant shall bring their concerns to the attention of the Chief Returning Officer who, in turn, shall notify the IEC for the purpose of resolving the issue(s). Any member(s) of the IEC who is/are affiliated with the group in which the dispute has arisen, shall not participate in the discussion or resolution. The recommendation of the IEC for resolution of the dispute may be appealed to the Board of Governors, whose majority decision shall be final and binding.

## 8. Voting Procedures

- 8.1 The official voters' list for each constituents' group shall be developed prior to commencing the election process. An electronic copy of the voters' list shall be made available to any candidate, on demand, but no later than ten (10) days prior to the date of the election.
- 8.2 In the event that any two candidates receive an equal number of votes, the result shall be determined by the toss of a coin, conducted by the Internal Elections Committee (IEC).
- 8.3 The CRO shall ensure voting procedures are compliant with the customer service regulations of the Accessibility for Ontarians Act (AODA).
- 8.4 Elections may be conducted online as long as the online election process has been approved by the IEC for use in electing an internal governor (i.e. security, access by eligible voters, one vote per eligible voter, confidentiality of votes, etc.).

## 9. Results of Election

- 9.1 When an election has been conducted, a period of 5 working days will be allowed for challenges to the election. At the end of that period, election decisions will be final. In the event of a challenge during that period, the IEC will resolve the dispute. In the event that the IEC cannot or is unable to resolve the dispute, the full Board of Governors will be asked to rule.
- 9.2 Results of elections shall be communicated by direct communications with candidates first, then by internal email, College Intranet and other suitable means following the close of the respective election.
- 9.3 The IEC will submit the names of the successful internal governors via the Executive Assistant, to the Board of Governors for appointment.



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Where there is no Shadow Representative:

- If the vacancy occurs within the first 6 months, the candidate with the 2<sup>nd</sup> highest score will be asked to serve the remainder of the term provided he/she is eligible.
- If the candidate with the 2<sup>nd</sup> highest score is unable to serve, or is ineligible, or if the vacancy is for longer than 6 months, the Internal Election Committee for Board Members will meet and initiate a new selection process.

## 12. Installation of Members

New members will begin their duties in September of each year unless otherwise stipulated in the Call for Nominations.

### Guidelines for Internal Governors – Roles and Responsibilities

1. Internal members to the Board of Governors shall serve in a voluntary capacity as members and are bound by established legislation, all applicable Provincial regulations and local Board By-Laws and standing resolutions and conflict of interest guidelines as established for public boards in the Province of Ontario.
2. Internal members shall serve in a voting capacity at Board meetings.
3. Internal members shall serve in a voting capacity on all standing committees of the Board to which they may be appointed.
4. Internal members may not hold the position of Chair or Vice-Chair of the Board; nor can they be elected to the Board Executive Committee.

The Executive Assistant to the Board shall place on the College's website, Intranet or other suitable location information describing the roles and responsibilities of the Board Governors.

### Monitoring System

The Executive Assistant to the Board will provide a post-election report to the Board as part of the monitoring of this policy.