

ARTS FACULTY COUNCIL

Nominations and Election Procedures

1 ELECTION GROUPS

1.1 Students

- Eligible Students
 - Any student who, in the past twelve months, has successfully completed twelve credits within the Faculty of Arts course offerings.
- Voting
 - The Registrar will maintain the voters list.
 - Voting will be done online and run by ITS.
 - Under normal circumstances, voting will be conducted in the Fall.

1.2 Support Staff

- Eligible Support Staff
 - Any permanent staff member who has at least a 50% position in a department or collection of departments within the Faculty of Arts.
 - The office of the Dean of Arts will define support staff for the purposes of Faculty Council elections.
- Voting
 - The office of the Dean of Arts will maintain the voters list.
 - Voting will be done via email and run by the Nominations and Election Committee.
 - Under normal circumstances, voting will be conducted in the Spring.

1.3 Sessionals

- Eligible Sessionals
 - Any sessional who has taught at least 3 courses in the previous 12 months for a department or collection of departments within the Faculty of Arts.
- Voting
 - The office of the Dean of Arts will maintain the voters list.
 - Voting will be done via email and run by the Nominations and Election Committee.
 - Under normal circumstances, voting will be conducted in the Spring.

- 1.4 Faculty
- Eligible Faculty
 - A person employed by UFV as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by the senate on a permanent contract within the Faculty of Arts (as defined in University Act).
 - Voting
 - Voting will be done in person at Arts Faculty Council meetings.
 - Under normal circumstances, voting will be conducted in the Spring
 - The office of the Dean of Arts will maintain faculty voting lists.

2 *WHEN TO RUN ELECTIONS*

- 2.1 Standing Committees
- Elections will be run in the Fall semester or as needed if a committee member steps down.
- 2.2 Ad Hoc Committees
- Elections will be run as needed.

3 *ADVERTISING VACANCIES*

- 3.1 Staff, Sessional, and Student Vacancies
- Advertising will be done via email using voter lists, posters, online through MyUFV and UFV Today (or other appropriate web pages), and *The Cascade* student newspaper.
- 3.2 Faculty vacancies
- Advertising will be done via email using voter lists and at Arts Faculty Council meetings.

4 *NOMINATIONS*

- 4.1 Nominations to the Faculty Council
- Nominations will be submitted to the Nominations and Elections Committee.
 - Nominations require the signature of the nominee and two other signatures from the appropriate eligible voters list.
- 4.2 Nominations within the Faculty Council
- Nominations are accepted any time after a position is posted until 24 hours prior to the meeting at which the vote takes place.
 - Nominations can be made directly at the Faculty Council meeting as well. Nominees must provide consent.