

**UNIVERSITY OF THE FRASER VALLEY**  
**Professional Studies Faculty Council**  
**Nominations and Elections Committee- Procedures**

*Approved by Senate - February 11, 2011*

**1 ELECTION GROUPS**

1.1 Students

- Eligible Students
- Students enrolled in a minimum of 3 courses within the previous 12 months within the Faculty of Professional Studies.
- Voting
  - The Registrar will maintain the voters list.
  - Voting will be done online.

1.2 Staff

- Eligible Staff
  - Any permanent staff member who has at least a 50% position in a department or collection of departments within the Faculty of Professional Studies.
- Voting
  - The office of the Dean of Professional Studies will maintain the voters list.
  - Voting will be done online.

1.3 Sessional Instructors

- Eligible Sessional Instructors
  - Any sessional instructor who has taught at least 2 sections in the previous academic year for a school/department or a collection of school/department within the Faculty of Professional Studies and is/will be teaching a minimum of 2 sections in the current academic year.
- Voting
  - The office of the Dean of Professional Studies will maintain the voters list.
  - Voting will be done online.

1.4 Faculty

- Eligible Faculty
  - Any permanent type B (teaching) faculty member from the Faculty of Professional Studies.
- Voting
  - Voting will be done either in person at Professional Studies Faculty Council meetings or online.

1.5 Determination of Eligibility

The eligibility of nominees will be determined and confirmed by the Office of the Dean.

## **2 WHEN TO RUN ELECTIONS**

- 2.1 Elections for Standing Committees
  - Elections will be run as needed.
- 2.2 Elections for Ad Hoc Committees
  - Elections will be run as needed.

## **3 NOTIFICATION OF VACANCIES**

- 3.1 Committee Notification of Vacancies

The Nominations and Elections committee will be notified of any vacancies by Faculty Council Members and/or the Dean's Office.
- 3.2 Vacancy Details

The Nominations and Elections committee will be advised of vacancy details such as duration of position, meeting schedule, position responsibilities and any other relevant information.

## **4 VACANCY ANNOUNCEMENTS**

- 4.1 Student, Staff, and Sessional Instructor vacancies
  - Vacancies will be announced via email using voter lists and/or posted on line through MyUFV (or other appropriate web pages).
- 4.2 Faculty vacancies
  - Vacancies will be announced at Faculty Council meetings and/or via email using voter lists and/or posted online through MyUFV (or other appropriate web pages).

## **5 NOMINATIONS**

- 5.1 Nominations to the Faculty Council
  - When required, nominations will be submitted to the Nominations and Elections Committee. Nominations require agreement from the nominee in the form of an email to the Nominations and Elections Committee Chair.
- 5.2 Nominations from the Faculty Council
  - When required, nominations are accepted any time after a position is posted until 48 hours prior to the date that the vote takes place. When necessary, nominations can be accepted at Faculty Council meeting.

## **6. FACULTY COUNCIL IN PERSON ELECTIONS**

In the case where there is more than one nominee for a vacancy, voting will take place by ballot.

## ***7. ANNOUNCEMENTS AND ADMINISTRATION***

The process online voting and the announcements of vacancies and voting results will be administered by the Office of the Dean.