

THE GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY
(the “Polytechnic”)

Policy Title: **Election of Internal Governors**

Reference (Motion): **15-01-02**

ISSUED BY: Board of Governors	APPROVAL DATE: February 11, 2015
AUTHORIZED BY: Board of Governors	LAST REVIEW DATE: October 15, 2025

PURPOSE

The purpose of this Policy is to govern the election processes for Internal Governors of the Board of Governors, in particular those other than students.

BACKGROUND

Regulation 34/03 Section 4.1 (c) to the OCAAT Act, establishes that a Board of Governors of a college shall include one student, one academic staff member, one administrative staff member and one support staff member, each of whom shall be elected by the students or by the relevant staff group. These Governors are referred to as “internal” Governors.

Subject to current legislation and regulations, GBC By-Law 1, Section 5 Term of Office, provides for elected Governors (with the exception of student Governor) to serve a term of office determined by the Board of Governors, but not to exceed three years, renewable once, for a total service of six consecutive years. The term of office for a student Governor shall be one year, subject to re-election for a second year. An internal Governor other than student Governor is eligible for re-election after two years absence from the Board, for successive terms not to exceed six years in total.

POLICY STATEMENT FOR THE STUDENT GOVERNOR

Eligibility for Nomination

Only full-time students enrolled in a program may be nominated as an Internal Governor. A student must possess a passing GPA of 2.75 and must be nominated by five students enrolled on the date the election is called.

The nominations and election process shall be managed by the Student Association, using policies and processes as ratified by its Board of Directors.

Eligibility to Vote

Full-time students and part-time students enrolled in a program of study are eligible to vote. Eligibility of students to participate in the election shall be determined from the records of the Office of the Registrar.

Campaigning

All student shall abide by the rules for campaigning as determined from time to time by the Polytechnic. All candidates will be informed of guidelines for campaigning and canvassing.

Mid-term Vacancies

If the elected student Governor is unable to finish his/her term of office, a new election for a student Governor must be held within three (3) months of the Board accepting the resignation. Regulation 34/03 Section 7.5 to the OCAAT Act, provides for student Governors who graduate prior to completion of their term of office to remain a member of the Board until August 31 in the year of his or her graduation.

POLICY STATEMENT FOR ALL OTHER INTERNAL GOVERNORS

Eligibility for Nomination

Only full-time permanent employees may be nominated from their respective constituent group for Internal Governor.

A candidate shall be eligible to stand for election in one constituent group only and must be nominated by ten members of the same constituent group who are members of that group on the date the election is called.

The Board Secretary shall act as Chief Returning Officer (CRO) for all internal elections other than that for the student Governor. The CRO shall provide descriptions of the roles and responsibilities of Governors and of the Board of Governors to nominees. Prior to acceptance by the CRO of a candidate's nomination, the candidate shall confirm that they have reviewed the roles and responsibilities of a Governor and the Board of Governors and is willing to stand and abide by the rules for membership on the Board.

Eligibility to Vote

A full time permanent employee is eligible to vote ('eligible voter') as long as the eligible voter remain an employee of the Polytechnic under the terms of the Collective Agreement for their constituent group or the Administrative Terms and Conditions of Employment.

Campaigning

Each constituent group shall abide by the rules for campaigning as determined from time to time by the Polytechnic. All candidates within the respective constituent group will be informed of guidelines for campaigning and canvassing.

Elections

The CRO shall issue a Notice of Election at least fifteen (15) days prior to the election date. Elections shall be held within ten (10) days of close of nominations. Results of elections shall be communicated to the relevant constituent group following the close of the election.

Mid-term Vacancies

If any elected internal Governor is unable to finish his/her term of office, a new election for a Governor representing that constituent group must be held within three (3) months of the Board accepting the resignation. An elected internal Governor must remain within their own constituent group for the duration of the elected term.

Nomination Dispute

In the event of a dispute of a nomination, the Governance and Nomination Committee shall determine the validity of the nomination and inform the CRO of its decision which is final and binding.

Election Dispute

Should a dispute arise from the election procedures, the disputant shall bring his/her concerns in writing to the attention of the CRO who, in turn, shall notify the Governance and Nomination Committee, for the purpose of resolving the issue(s). The recommendation of the Governance and Nomination Committee for resolution of the dispute may be appealed to the Executive Committee, whose majority decision shall be final and binding.

Nomination, campaign and election procedures

Nomination of candidates, campaigning by candidates and voting for candidates will follow the Procedures for Election of Internal Board Governors as set out by the Board of Governors from time to time

Monitoring

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

PROCEDURE FOR ALL OTHER INTERNAL GOVERNORS

Nomination Procedures

1. The Chief Returning Officer (CRO) shall call for all nominations to be submitted to his/her office, or designee, no later than the third Wednesday of March each year.
2. The official voters list shall be prepared for each constituent group by the CRO prior to commencing the nomination process. Employees may inquire about their

eligibility to nominate and voting status by writing to the CRO who will provide responses in a timely manner.

3. A valid nomination shall include the names and signatures of ten nominators from the same constituency group.
4. Prior to the close of nominations, the CRO shall treat all nominations in confidence and shall post the names of all valid nominated candidates after the close of nominations.
5. In the event that a candidate advises the CRO of his/her desire to withdraw his/her nomination, at least twenty-four (24) hours before the election, the CRO will advise all other candidates of the withdrawal. If time permits the candidate's name will be removed from the ballot.
6. In the event that no valid nominations are submitted by the deadline established, the nomination period may be extended in two week blocks until one or more valid nominations are submitted.
7. The candidates and GBP employees must avoid real or perceived conflicts of interest when conducting nomination and campaign activities.

Campaign Procedures

1. No form of campaigning shall take place prior to the commencement of the campaign period.
2. All campaign costs shall be at the expense of the candidate.
3. Campaigning is restricted to on-campus only. There shall be no campaigning of any form in the President's office, in a classroom, lab, meeting room, or study room on campus. Use of social media is acceptable.
4. Campaigning via GBC e-mail shall be controlled through the Board of Governors Office. The CRO will send two messages on behalf of each candidate, each on a specific date and the candidate must provide the message by the pre-determined deadline. Content will be reviewed and approved by the Board Secretariat. Such email messages will be sent in a group format only to the appropriate distribution list. Candidates shall not be given access to internal distribution lists.
5. Candidates shall ensure that their campaign materials and/or advertisements, conform to all GBC policy and any municipal, provincial or federal laws.
6. The use of the GBC logo on campaign materials is strictly prohibited.
7. If a candidate violates the policy or procedure, their candidacy will be revoked.

Election Procedures

1. The CRO shall issue a Notice of the Election at the close of nominations. Such notice shall be posted on the Polytechnic's website.
2. Elections shall be held within ten (10) days of close of nominations; a reminder message shall be emailed the day the election opens.
3. Each Constituent group shall abide by the rules for campaigning and canvassing as determined from time to time by the Polytechnic. All candidates within the respective constituent group will be informed of guidelines for campaigning and canvassing.
4. All elections will be conducted by means of a secure on-line process; election results will be communicated to the constituent group and the Polytechnic community through theGBP website.
5. In the event that any two candidates receive an equal number of votes, the result shall be determined by the toss of a coin.
6. The CRO shall ensure voting procedures are compliant with the customer service regulations of the Accessibility for Ontarians Act (AODA).

AMENDMENT

These Policies and Procedures may be amended by the Board of Governors.