

## Election Procedures

Effective Date: November 21, 2024

Supersedes: November 16, 2023; September 22, 2022; September 21, 2021;  
November 19, 2020; November 26, 2016; January 30, 2014

---

Pursuant to the provisions for membership on the Board of Governors (hereinafter referred to as the Board) as set out in the University of Western Ontario Act 1982 as amended in 1988 and 2016 (hereinafter referred to as the Act) and By-Law No. 1, the following shall be the procedures for election or appointment to the Board.

For purposes of these Election Procedures, “the University” means Western University, excluding the Affiliated University Colleges; and

The “Affiliated University Colleges” means Brescia University College, Huron University College, and King’s University College.

A. THE ELECTION OF FACULTY-AT-LARGE, ADMINISTRATIVE STAFF,  
UNDERGRADUATE STUDENT, AND GRADUATE STUDENT MEMEBRS

accordance with the  
public and candida

(2) The schedule for o  
and timelines for o  
University Secreta  
nominations are o  
by a campaign pe

(3) Candidates for ele  
form available from  
Secretariat websit

(4) Nomination forms  
constituency to be

- (5) The nomination forms shall convey information on eligibility for and restrictions upon election to the Board, as provided in the Act, collective agreements, memorandums of agreement and Board policy.
- (6) Nominees must declare on the nomination form:
  - (a) that they are willing to stand as candidates for election and to serve if elected;
  - (b) that they meet the eligibility requirements for the constituency; and
  - (c) that they are validly supported in their nomination, including the specifics of that support (such as the names of nominators).
- (7) Nominees must submit with the nomination form a statement of interest up to a limit of 200 words and may submit a digital photograph for publication. Statements may not contain hyperlinks. The statement and digital photograph (if provided) of the candidate will be posted on the election website and linked to the ballot, and by submitting the statement and photograph, candidates agree to such posting.
- (8) Errors or irregularities on a nomination form constitute grounds for rejection of the nomination by the University Secretary.
- (9) When only sufficient nominations to fill the vacancies for any constituency are received, the University Secretary shall declare the person or persons elected by acclamation, except when more than one seat with varying term lengths are to be filled and a vote is required to determine the candidate who shall serve the longer term. Where no candidates are nominated for the faculty or staff constituencies, the seat shall remain vacant until the next election. Where no candidates are nominated for a student constituency, the seat shall be filled in a manner determined by the Governance and By-Laws Committee.
- (10) Except where election is by acclamation, election shall be by secret ballot by those eligible to vote in the constituency concerned. Names shall be listed on the ballot by last name alphabetically.
- (11) The candidate receiving the largest number of votes shall be elected. Should there be more than one seat to be filled in a constituency in any given election, the candidate with the most votes received shall be elected to the longer membership term and the candidate with the next highest number of votes shall be elected for the shorter membership term.
- (12) In cases where two or more candidates receive the same number of votes, the tie shall be broken by a lottery conducted by the University Secretary in the presence of the University Secretary and the candidates.

irregularity must be received by the

- 
- (1) To be eligible for election , a candidate must be an undergraduate student in the University who will have completed one academic year as a full-time student or the equivalent as a part-time student by the start date of the term of the seat. Full-time and part-time undergraduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the undergraduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
  - (2) Students registered at an Affiliated University College are ineligible for candidacy.
  - (3) All full-time and part-time undergraduate students in the University are eligible to vote in the undergraduate student constituency.

- 
- (1) To be eligible for election , a candidate must be a graduate student in the University as may be verified by the official student records of the University. Graduate students of the University who are full-time members of the administrative staff or members of Faculty are not eligible for candidacy in the graduate student constituency. Elected individuals who cease to have the status of a registered student at the University during their term shall cease to be Board members.
  - (2) Students registered at an Affiliated University College are ineligible for candidacy.
  - (3) All graduate students in the University are eligible to vote in the graduate student constituency.

A.3 Procedures:

- 
- (1) In a year in which vacancies occur in the Faculty-at-Large or Administrative Staff Constituencies, the University Secretary shall call for nominations.
  - (2) Completed nomination forms must be submitted to the University Secretary in accordance with the deadline provided in the posted Election Schedule. The University Secretary shall publish the list of valid nominations on the University Secretariat website within two business days after the close of nominations. The official list shall be organized by constituency with candidates listed alphabetically by last name and with the title and academic/administrative unit of each nominee.



- (5) When either the USC or SOGS processes are not employed, candidates will be required to adhere to the campaign requirements and processes established by the Governance and

occurs after the February elections and prior to the commencement of new terms in July, the member-elect in the same constituency will be invited by the University Secretary to assume the vacant seat.

- (2) If the time remaining in the term of office is more than six months but less than two years, the vacancy shall be filled from among the eligible candidates of the constituency concerned who were unsuccessful in the last election, in a priority determined by the votes received from most to least