Preamble

These procedures apply to elections to the Board of Governors of Administrative and Support Staff and of Academic Staff. These procedures may be modified for use in other university elections.

These procedures reflect best practices for holding elections and they enable the use of secure electronic systems. A direct benefit of holding electronic elections is an increase in the level of confidentiality. Except where not practicable, the Secretariat will conduct elections by electronic ballot.

1. Definitions

1.1 “Mail” means electronic or paper mail;

1.2 “Academic Staff” means all members of the full-time academic staff at large including contract academic (clinical) staff holding appointments in a McGill University Teaching Hospital (formerly designated as GFT-H staff) and in accordance with the electoral list developed by Human Resources;

1.3 “Administrative and Support Staff” means full-time employees holding regular appointments as defined by Human Resources and in accordance with the electoral list developed by Human Resources;

1.4 “Elector” means a member of the Academic Staff or Administrative and Support Staff, as the case may be;

1.5 “Chief Returning Officer” means a member of the Secretariat staff appointed by the Secretary-General.

2. Call for nominations

2.1 A call for nominations shall be sent in the autumn for positions becoming vacant in January.

2.2 A call for nominations shall be sent on an ad hoc basis to fill positions that become vacant before the incumbent reaches the end of his/her term.

2.3 The call for nominations shall be sent by mail. The mailing list and labels (where required) shall be prepared by Human Resources as close to the date of mailing as is practicable.

2.4 The call for nominations, which shall be similar to Appendix A, shall be sent by mail at least fourteen (14) calendar days prior to the stipulated return date. The call for nominations shall be posted on the McGill University website.
2.5 The call for nominations shall contain an invitation to Electors to verify the electoral list for errors or omissions. Any request for changes to the list by Electors shall be submitted to the Secretariat at least five (5) days before the end of the election period and shall be referred to Human Resources for resolution.

3. **Nomination procedure**

3.1 All members of the Administrative and Support Staff and all members of the Academic Staff, as the case may be, may submit a nomination or be nominated.

3.2 The Secretariat shall send out by mail official nomination forms in English and in French. All nominations must be submitted in hard copy on these forms.

3.3 An Elector may nominate any number of candidates.

3.4 Each nomination shall be endorsed by ten (10) signatures of Academic Staff or Administrative and Support Staff, as the case may be.

3.5 Nominees must indicate their willingness to serve if elected and their intention to abide by the University Statutes and the Board of Governors and its Committees’ policies and regulations including the Code of Ethics and Conduct for Members of the Board of Governors of McGill University and Trustees of the Royal Institution for the Advancement of Learning by signing the nomination form.

3.6 Nominees shall submit, in electronic form, a 100-word maximum statement in English and in French outlining why they wish to be elected.

3.7 The Secretariat shall acknowledge receipt of all nominations and all statements. However, it is the responsibility of the candidate to ensure that all documents submitted have been received within the time period stated in the call for nominations.

3.8 If the number of nominations received equals or is less than the number of openings, the nominees shall be reported to the Chair of the Board of Governors as elected by acclamation. If the number of nominations received is greater than the number of openings, an election shall be held.

3.9 If an election is to be held, the Secretariat shall ensure the statements are in a standard typeface without bolding, italics, etc., and distribute them with the ballots.

4. **Conduct of elections**

4.1 The Secretariat will have the option to conduct elections by electronic or paper ballot or a combination of the two as determined by the Secretariat.

4.2 Except where not practicable, the Secretariat will conduct elections by electronic ballot.
5. Procedures relating to electronic vote

5.1 The Secretariat will send by mail to all members of the Administrative and Support Staff or to all members of the Academic Staff, as the case may be, a bilingual notification of an election with a link to the website where the ballot is to be cast. The notification shall contain all instructions required to cast a vote and will include an option for Electors to have access to a University computer for the purpose of casting their ballot.

5.2 In order to vote, each Elector shall log in to the website with his/her McGill ID number and McGill password.

5.3 Once logged in, the Elector shall cast his/her ballot.

5.4 Ballots shall be accessible on a secure website for a period of seven (7) days after the notification of an election has been distributed.

5.5 After the conclusion of the voting period, the electoral results shall be compiled by an automated confidential process and given to the Chief Returning Officer.

5.6 To win the election, a nominee shall have received the greatest number of votes cast.

6. Procedures relating to paper ballots

6.1 Mailing of ballots

6.1.1 The Secretariat shall send out bilingual ballots at the bottom of an explanatory letter written in English and in French.

6.1.2 The ballot shall be sent by mail.

6.1.3 Ballots shall be mailed out at least eleven (11) days before they are due to be returned.

6.1.4 Each ballot package shall contain the following:
   * a letter of instruction and a ballot written in French and in English; a return envelope, addressed to the Chief Returning Officer in the Secretariat on which the sender must sign and print his/her name;
   * an inner envelope designed to hold the anonymous ballot.

6.2 Reception of ballots

6.2.1 Upon receipt of the ballots in the Secretariat, the Chief Returning Officer shall:
   * open the outer envelope and check the Elector's name against the electoral list;
   * place the sealed inner envelope in the ballot box;
   * place the outer envelope in a box separate from the ballot box.

6.2.2 All questionable envelopes (e.g., no name, illegible name, double submissions) shall be put aside for later consideration. Once all the names have been checked off against the electoral list, the questionable envelopes shall be reviewed. The Chief Returning Officer shall use his/her discretion in deciding which envelopes are deemed to have been properly submitted.

6.2.3 The Secretary-General or Chief Returning Officer shall be responsible for the safety and integrity of the ballot box until the ballots are counted.
6.3 Opening of ballots

6.3.1 At a designated time and date, the ballot box shall be opened by the Chief Returning Officer.

6.3.2 Candidates or their delegates shall be invited in advance to serve as observers during the opening of the ballot box and the counting of the ballots. Observers shall exercise due decorum and shall not impede the ballot-counting.

6.3.5 All properly submitted envelopes shall be opened and the ballots counted.

6.3.6 To win the election, a nominee shall have received the greatest number of votes cast.

6.3.7 The Chief Returning Officer shall use his/her discretion in declaring rejected ballots.

6.3.7.1 In recording the votes cast, the Chief Returning Officer shall reject all blank ballots and not credit them to any candidate.

6.3.7.2 If two or more filled-out ballots are folded together, they shall be recorded as rejected votes, that is, each set of ballots folded together is reported as one rejected vote and is not credited to any candidate.

6.3.7.3 A blank ballot folded in with one that is properly filled out is rejected, but it shall not cause the rejection of the ballot with which it was folded.

6.3.7.4 If one or more choices are left blank on a ballot containing more than one office to be filled, the blank spaces shall in no way affect the validity of the spaces filled, and for each of these votes the candidate shall be given credit for one legal vote.

6.3.7.5 If an Elector votes for too many candidates to a given office, the ballot shall be rejected as a whole.

6.3.7.6 Unintelligible ballots or ballots cast for an unidentifiable candidate or a fictional character shall be rejected.

6.3.7.7 If the meaning of one or more ballots is doubtful, they can be rejected if it is impossible for them to affect the result; but if they may affect the result, the Chief Returning Officer shall report them to the Secretary-General, who shall use his/her own judgment in the matter or shall submit to the Board of Governors the question of how those ballots should be recorded.

6.3.8 Any envelope submitted by an individual not on the electoral list shall be left unopened and the ballot not counted.

6.3.9 Any return envelope submitted without a name, or with a name printed indecipherably or without a signature, shall be left unopened and the ballot not counted.

6.3.10 The candidates shall be informed by telephone or electronic mail of the result of the vote.

7. Report of the Chief Returning Officer

7.1 The Chief Returning Officer shall prepare a report similar to Appendix B.

7.2 The Chief Returning Officer’s report shall be transmitted to the Secretary-General and, save for the breakdown of rejected ballots, posted on the McGill University website.
8. **Run-off elections**

8.1 If a position cannot be filled because of a tie vote, a run-off election of the two tied nominees shall be held. The nominee gaining the greater number of votes in the run-off election shall fill the vacant position and, if appropriate, the other nominee shall fill the alternate position.

9. **Retention of documentation**

9.1 All envelopes are discarded once the count is completed.

9.2 Ballots and all evidence pertaining to rejected ballots shall be retained in the Secretariat for six (6) weeks from the date of counting and then destroyed.

9.3 The nomination forms, marked electoral list, tally sheets, and Chief Returning Officer’s Report are retained in the Secretariat for five (5) years from the date of counting, after which time they are sent to University Archives to be handled in accordance with the University’s Records and Retention Schedule.

<table>
<thead>
<tr>
<th>Legislative History:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved:</td>
</tr>
<tr>
<td>Executive Committee</td>
</tr>
<tr>
<td>Amended:</td>
</tr>
<tr>
<td>Executive Committee</td>
</tr>
<tr>
<td>Board of Governors</td>
</tr>
</tbody>
</table>
CALL FOR NOMINATIONS

Nominations are now called from the Academic Staff of the University (defined as full-time academic staff at large including contract academic (clinical) staff holding appointments in a McGill University Teaching Hospital (formerly designated as GFT-H staff)) for the following position:

    Board of Governors  One representative of the Academic Staff for a term of three years commencing January 1, X (to succeed Professor X whose term will come to an end on 31 December X).

The Board of Governors consists of twenty-five members, two of whom are representatives of the Academic Staff of the University. Professor X (Department of X) will continue to serve as the other representative.

Any member of the Academic Staff of the University may be nominated to the position, and any member of the Academic Staff may nominate someone or endorse a nomination. Nominations require the endorsement of ten signatories and the consent of the person being nominated. Nominees shall submit a 100-word maximum statement in English and in French about why they wish to be elected.

The official nomination form attached. It may be photocopied as required, but nominations on other that the official form will not be accepted.

Nominations must be submitted to the University Secretariat by 12:00 noon on xxx and all official nomination forms must be completed in full to be eligible.
REPORT OF THE CHIEF RETURNING OFFICER

Elections of Full-Time Administrative and Support Staff to the Board of Governors

During the call for nominations dated X, the Secretariat received xxx nominations. A mail ballot was held and ballots counted on X. Of the possible xxx ballots, xxx were returned (X%). Of these, xx ballots were rejected. The results were as follows:

Mr. Adam Miller  
Mrs. Louise Strong  
Mr. John Wilson

Total rejected ballots
Three unintelligible ballots
One envelope containing two votes for different candidates, rejected