

PROCEDURE TITLE	ELECTORAL PROCEDURES OF THE BOARD OF GOVERNORS
Executive Sponsor	Secretary-General
Initial Approval Date	Executive Committee, June 14, 1999 (Minute 3)
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Related Documents	<ul style="list-style-type: none"> • 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 • POLICY ON THE RESPONSIBLE USE OF MCGILL INFORMATION TECHNOLOGY RESOURCES • REGULATION ON CONFLICT OF INTEREST • POLICY ON THE USE OF MCGILL UNIVERSITY’S NAME, LOGO AND OTHER TRADEMARKS • POLICY ON HARASSMENT AND DISCRIMINATION PROHIBITED BY LAW
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PART I – PURPOSE AND SCOPE

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.

Section 1: Definitions

“Academic Staff” means all members of the full-time academic staff 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;

“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;

“Authorized User” means a member of the McGill University community who has been granted permission to access certain data or systems that are part of McGill IT Resources by virtue of their role and responsibilities.

“Campaigning Period” means the period during which Candidates may solicit votes, which will generally be ten (10) calendar days, as determined by the Chief Returning Officer. It will begin on the day following the notification of an election by the Secretary-General or the Chief Returning Officer and will end on the final day of the election period.

“Candidate (s)” means a member of the Academic Staff or Administrative and Support Staff whose candidacy has been submitted to be elected to the Board of Governors.

“Chief Returning Officer” means a member of the Secretariat staff designated by the Secretary-General. The Chief Returning Officer is not eligible to run and vote in the election.

“Elector” means a member of the Academic Staff or Administrative and Support Staff, as the case may be, who votes in the election.

“Mail” means the action of transmitting information by way of secure means (electronic, paper or software).

“McGill Email Address” means an email address issued by IT Services to an Authorized User, according to the official format as defined by IT Services.

“Negative Campaigning” means a type of campaigning that aims to discredit a Candidate or destroy a Candidate’s reputation through malicious criticism or attacks.

“Ranked Voting System” means a voting method whereby an Elector ranks the Candidates in order of preference.

“Scoring Rule” means a method that calculates a score based on weights assigned to Candidates according to where they fall in the Electors’ rankings in a Ranked Voting System. The Scoring Rule will be similar to that presented in Appendix A.

PART II – PROCEDURAL CONTENT

Section 1: Call for Nominations

1. A call for nominations will be sent in the spring for positions becoming vacant in July.
2. A call for nominations will be sent on an ad hoc basis to fill positions that become vacant before the end of an incumbent’s term.
3. The call for nominations will be sent by Mail. The distribution list will be prepared by Human Resources as close to the date of Mailing as is practicable.

4. The call for nominations, which will be based on a template prepared by the Secretariat, similar to Appendix B, will be sent by Mail at least fourteen (14) calendar days prior to the stipulated return date. The call for nominations will be posted on the McGill University Secretariat's website.
5. The call for nominations will contain an invitation to Electors to verify the electoral list for errors or omissions. Any request for changes to the list by Electors will be submitted to the Secretariat at least five (5) days before the end of the election period and will be referred to Human Resources for resolution.

Section 2: Nomination Procedure

6. 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 as a Candidate for service on the Board.
7. The Secretariat will send out by Mail official nomination forms in English and in French. Nominations may be submitted in hard copy on these forms or electronically.
8. An Elector may nominate any number of candidates.
9. Each nomination will be endorsed by ten (10) signatures of members of the Academic Staff or the Administrative and Support Staff, as the case may be.
10. Candidates must sign the nomination form to indicate their willingness to serve if elected and to abide by the University *Statutes* and policies and regulations including those applicable to the Board of Governors and its Committees namely 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.
11. Candidates will submit to the Secretariat, in electronic form, a 100-word maximum statement in English and in French outlining why they wish to be elected and what experience and skills they would bring to the role.
12. The Secretariat will 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.
13. If the number of nominations received equals or is less than the number of openings, the Candidates will 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 will be held. In the event that no nominations are received, the Secretariat will issue another call for nominations.
14. If an election is to be held, the Secretariat will ensure that Candidate statements are in a uniform, standard typeface and distribute them to Electors at the time of the notification of election.

15. In the event of more than one vacancy for the same category of Board members, the Secretariat will use a Ranked Voting System. The Ranked Voting System method will be indicated in the call for nominations.

Section 3: Conduct of Elections

16. 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.
17. Except where not practicable, the Secretariat will conduct elections electronically using a secure voting software or platform.

Section 4: Procedures Relating to Electronic Vote

18. 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 will contain all instructions required to cast a vote.
19. A member of the Administrative and Support Staff or the Academic Staff who requires assistance to vote may contact the Chief Returning Officer to request assistance or accommodation.
20. In order to vote, Electors will log in to the website with their McGill ID number and password.
21. Once logged in, the Elector will cast the ballot.
22. Ballots will be accessible on a secure website for a period of seven (7) days after the notification of an election has been distributed.
23. After the conclusion of the voting period, the electoral results will be compiled by an automated confidential process and made accessible to the Chief Returning Officer and the Secretary-General.
24. To win the election, a Candidate must have received the greatest number of votes. However, in the case of a Ranked Voting System, in the event that no Candidate receives the majority of first choice votes, the greatest number of votes is determined through a Scoring Rule.

Section 5: Procedures Relating to Paper Ballots

Mailing of ballots

25. The Secretariat will Mail, at least eleven (11) days before the date that they are due to be returned, a bilingual ballot package to all members of the Administrative and Support Staff or to all members of the Academic Staff, as the case may be. .
26. Each ballot package will 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 on which the Electors must sign and print their name;
 - an inner envelope designed to hold the anonymous ballot.

Reception of ballots

27. Upon receipt of the ballots in the Secretariat, the Chief Returning Officer will:
 - 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.
28. All questionable envelopes (e.g., no name, illegible name, double submissions) will be put aside for later consideration. Once all the names have been checked off against the electoral list, the questionable envelopes will be reviewed. The Chief Returning Officer will use discretion in deciding which envelopes are deemed to have been properly submitted, in accordance with the above-mentioned criteria.
29. The Secretary-General or Chief Returning Officer will be responsible for the safety and integrity of the ballot box.

Opening of ballots

30. At a designated time and date, the ballot box will be opened by the Chief Returning Officer.
31. Candidates or their delegates will be invited in advance to serve as observers during the opening of the ballot box and the counting of the ballots. Observers will exercise due decorum and will not impede the ballot-counting.
32. All properly submitted envelopes will be opened and the ballots counted.
33. To win the election, a Candidate will have received the greatest number of votes. However, in the case of a Ranked Voting System, in the event that no Candidate receives the majority of first choice votes, the greatest number of votes is determined through a Scoring Rule.

34. In recording the votes cast, the Chief Returning Officer will reject all blank ballots and not credit them to any Candidate.
35. If two or more filled-out ballots are folded together, they will 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.
36. A blank ballot folded in with one that is properly filled out is rejected, but it will not cause the rejection of the ballot with which it was folded.
37. If one or more choices are left blank on a ballot containing more than one office to be filled, the blank spaces will in no way affect the validity of the spaces filled, and for each of these votes, the Candidate will be given credit for one legal vote.
38. If an Elector votes for too many Candidates to a given office, the ballot will be rejected as a whole.
39. Unintelligible ballots or ballots cast for an unidentifiable Candidate or a fictional character will be rejected.
40. If the intention of the Elector is not clearly expressed on the ballot, it can be rejected immediately if it is impossible for it to affect the result; but if it may affect the result, the Chief Returning Officer will report it to the Secretary-General, who will make a decision on the question of how the ballot should be recorded.
41. Any envelope submitted by an individual not on the electoral list will be left unopened and the ballot not counted.
42. Any return envelope submitted without a name, or with a name printed indecipherably or without a signature, will be left unopened and the ballot not counted.
43. The Candidates will be informed by telephone or by Mail of the result of the vote.

Section 6: Report of the Chief Returning Officer

44. The Chief Returning Officer will prepare a report similar to Appendix C.
45. The Chief Returning Officer's report will be transmitted to the Secretary-General and, save for the breakdown of rejected ballots, posted on the McGill University Secretariat's website.

Section 7: Run-off Elections

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

Section 8: Campaigning

47. Candidates may only campaign during the Campaigning Period.
48. The notification of an election will include an official announcement of the slate of Candidates, with links to their 100-word campaign statements. These statements will be posted on the Secretariat's website and may not be posted on or have a link to the Secretariat's website on any other McGill website.
49. While campaigning, Candidates and Electors will ensure that their conduct respects applicable University policies and regulations.
- 49.1 Candidates, or any member of the McGill community acting on their behalf, will act in accordance with the Policy on the Responsible Use of McGill Information Technology Resources, namely when campaigning or soliciting votes through email
- 49.2 Electors may send questions by email to Candidates during the Campaign Period. Such emails must be sent using a McGill Email Address and be directed to the Candidate's McGill Email Address.
50. Candidates and Electors are prohibited from engaging in Negative Campaigning.
51. Candidates may only place campaign posters on University property or use electronic campaigning material in accordance with University directives and any guidelines established by the Secretariat. The use of the McGill logo or trademark on campaigning material is prohibited.

Section 9: Reporting Conduct in Breach of this Procedure

52. Any interested party may report conduct in breach of this procedure to the Chief Returning Officer. Such a report must be made in writing.
53. Where an allegation of conduct in breach of this procedure is reported (by a Candidate, an Elector or another interested party) during the course of an election, every effort will be made to resolve the matter informally in collaboration with the Chief Returning Officer. If, however, there are reasonable grounds to believe that a Candidate or Elector has breached the standard of conduct as set out in this procedure and no such informal resolution is possible, the matter will be referred to the Secretary-General, to inquire into such allegations and make a final determination.

The Secretary-General will hear all concerned parties and undertake any consultations necessary prior to making a final determination.

If the Secretary-General concludes that this procedure has been breached by a Candidate or Elector, the Secretary-General will determine, depending on the gravity of the breach and taking into consideration other University policies and regulations, the nature of the sanction to be imposed, which may include relaunching the election, disqualifying the Candidate or Elector, or declaring the Candidate with the second highest number of votes the winner.

54. A Candidate or Elector wishing to appeal the decision of the Secretary-General must notify the Secretariat of the intention to do so within 5 days of the decision. The notice of appeal must be accompanied by a concise written statement that identifies precisely the grounds upon which the appeal is based. Neither the notice of appeal nor the accompanying statement may contain argument.
 - a. The appeal will be heard by the Chair of the Nominating, Governance and Ethics Committee (“the Chair”). The Chair will allow the parties concerned to be heard and to state their case, in accordance with the rules of procedural equity and may undertake any consultation deemed useful for the purpose of examining the issue. The Chair may also request the assistance, on an ad hoc basis, of any resource person or consultant whose expertise may be required to make a determination on the matter.
 - b. The decision of the Chair will be final and not subject to appeal.
55. In the event of an allegation of conduct in breach of this procedure, or an appeal of a decision relating to such an allegation, the Chief Returning Officer will postpone the announcement of the results of the election if it is deemed that the allegation would have an impact on the outcome of the election.

Section 10: Retention of Documentation

56. All envelopes are discarded once the count is completed.
57. Ballots and all evidence pertaining to rejected ballots will be retained in the Secretariat for six (6) weeks from the date of counting and then destroyed.
58. 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.

Appendix A: Ranked Voting System Example

Candidate	Weight for First Choice	Votes	Total	Weight for Second Choice	Votes	Total	Weight for Third Choice	Votes	Total	Weight for Fourth Choice	Votes	Total	Grand Total
A	4	24	96	3	18	54	2	8	16	1	16	16	182
B	4	4	16	3	5	15	2	14	28	1	12	12	71
C	4	3	12	3	1	3	2	6	12	1	12	12	39
D	4	5	20	3	5	15	2	4	8	1	11	11	54

**The numbers indicated are for informational purposes only. The scoring rule will be adapted according to the number of candidates.*

Appendix B

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:

<i>Board of Governors</i>	<i>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).</i>
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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. Candidates will 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 than 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.

Appendix C

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