Procedures: Election of Student Representatives to Senate, Council, and Executive of Council

Definitions

Council – Has responsibility in connection with certain matters related to the academic affairs of the University.
Executive of Council – A standing committee of Council, that has been empowered by Council to act on Council's behalf in all matters, with certain provisions.
Full-Time Student – An undergraduate student who is registered in nine or more credit hours of study per term. A graduate student who is registered in six or more credit hours of study per term.
Registrar – The individual responsible for the academic records of the University of Regina.
Returning Officer – The individual responsible for the delivery of the election.
Senate – The University of Regina's senior academic decision-making body. Its primary responsibility is to consider and decide on academic matters referred to it by Council.
University of Regina Act – Legislation that establishes the University of Regina.
University Secretary – Individual appointed by the Board of Governos who is responsible for in the performance of all duties assigned under the University of Regina Act.

1. Student Representation on Senate and Council as Defined in the University of Regina Act

The University of Regina Act (the Act) identifies student representation on the various academic governing bodies:

- Section 27(1)(d) six students of the university elected by the students registered in the university who on the date of their election are certified by the registrar to be full-time students
- Section 76 … and a number of students who are full-time students as attested by the registrar, to be determined by the council but in no case to exceed ten per cent of the council membership, and who shall be chosen for one-year terms by annual election by students under regulations established by council with a view to obtaining equitable representation of students in the various faculties, and schools of the university.

2. Number of Students on Senate, Council, and Executive of Council

2.1 Senate

Section 27(1)(d) of the Act identifies that six (6) students are eligible to be elected to the University of Regina Senate.

Section 3.3.4 of the Senate Bylaws recommends that a minimum of one (1) of the six (6) students elected be a graduate student.

2.2 Council

Section 76 of the Act states, … a number of students who are full-time students as attested by the registrar, to be determined by the council but in no case to exceed ten per cent of the council membership….

Section 2.2.3 of the Council Rules and Regulations identifies a procedure for determining the number of students to be elected from each Faculty or Academic Unit. The number of students to be elected from each faculty or academic unit varies each year.

2.3 Executive of Council

Section 4.5 of the Council Rules and Regulations defines a procedure for determining the number of students to be elected from each Faculty or Academic Unit. At a minimum each Faculty or Academic Unit will have no less than one student representative on Executive of Council.

3. Terms of Office

3.1 Senate

Section 30(2) of the Act states that, the members of the senate elected pursuant to clause 27(1)(d) shall hold office from May 1 of the year in which they are elected to April 30 of the following year and are eligible to serve for a second term.

3.2 Council

Section 76 of the Act states, … who shall be chosen for one-year terms by annual election by students…

Section 2.2.3 of the Council Rules and Regulations have defined a term from May 1 following the election to April 30 of the following year.

3.3 Executive of Council

Section 4.5 of the Council Rules and Regulations have defined a term from May 1 to April 30 of the following year.

4. Election Procedures

1. The Returning Officer for the elections to Senate, Council, and Executive of Council shall be the Coordinator, Academic Governance (or designate).

2. The Registrar (or designate) shall determine the list of registered students in each of the Faculties and Academic Units following the 4th week of classes in the Winter term. In case of a by-election, the list will be determined following the 4th week of classes in the Fall term.
3. A student's electoral unit is determined as the Faculty or Academic Unit of their primary program. Students may view their primary faculty or academic unit in UR Self-Service.
4. All students admitted and registered in a University of Regina degree, diploma, or certificate program, are eligible to be nominated, nominate, and vote.
5. Students who are wishing to be nominated must be registered full-time at the time of election. Students must maintain registration while serving on Senate, Council, and/or Executive of Council.
6. Students may only be nominated for the faculty of their primary program.
7. Voting will be cast through electronic ballot. Ballots will be available through UR Self-Service.
8. Students may only vote for the nominated candidates in their electoral unit (primary faculty or academic unit).
9. The term of office of those elected will be May 1st of the year of election to April 30th of the following year. In the case of a by-election, the terms of office will be effective following the confirmation of the election results until April 30th.
10. Candidates, up to the number to be elected, receiving the highest number of votes will be deemed to be elected.
11. In the event that two or more candidates receive an equal number of votes, and only one of them is to be elected, the one to be elected shall be decided by drawing names from a hat.
12. If the number of nominations received is less than or equal to the number of vacancies, it will be announced that those nominated will have been acclaimed to fill the positions on Senate and Council.

4.1 Nominations

1. A "Nomination Form" (Form A) is required to be completed and submitted to the Governance Office prior to the close of the nomination period.
2. Nominations must be signed by at least three students who are a part of the students primary Faculty or Academic Unit.
3. Nominations must be endorsed with the written consent of the person being nominated.
4. The Returning Officer will verify the eligibility of the student for the position they are being nominated for.
5. Candidates seeking election will be posted publicly on the Governance Office website.
    - Publicly posted information will include:
        - Candidate Name as Included on the Election Ballot
        - Faculty or Academic Unit of Primary Program
        - Responses to Form A – Questions

4.2 Election Promotion Period

1. An election promotion period will be held five (5) days immediately prior to the election date.

2. Election promotion will be limited to:
    - Candidate information being publicly posted on the Governance Office website (please see 4.1(5)).
    - Promotion of the election through the registered student list serv that is maintained by the University of Regina, University of Regina official social media channels, and/or through the student representative organization.
3. Students are not expected to formally campaign for these positions.

4.3 Elections

1. The Returning Officer will determine the dates of the election. The general election will be held in the Winter term. A by-election may be held in the Fall term.
2. The nomination period will be open for no less than 7 days.
3. The voting period will be open for a period of two days through UR Self-Service.
4. Any irregularities in the nomination process or in the conduct of the election will be reported to the University Secretary and may result in candidate disqualification. The decision of the University Secretary is final and binding.
5. Upon the close of the voting period, the Registrar's Office or Information Services will provide the results of the vote to the Returning Officer.
6. The Returning Officer will forward the results of the vote to the University Secretary, who will approve the results of the vote.
7. The Returning Officer will notify the successful candidates via email.
8. Results of the vote will be posted publicly on the Governance Office website no later five (5) business days following the election, and will be communicated to students via the University's registered student list serv.

5. Vacancy

If a vacancy occurs during the term of office of a student representative on Senate, Council or Executive of Council, such position will remain vacant until the next election or by-election.