

SENATE ELECTIONS SCHEDULE – 2022-2023 (REVISED)

For election guidelines and forms, please access: www.ryerson.ca/senate/elections/

<p>Nominations Open for the following positions:</p> <ul style="list-style-type: none"> • Undergraduate Student Faculty Representatives: <i>(We are not accepting nominations from the Faculty of Engineering & Architectural Science as this position was acclaimed).</i> • At-Large Undergraduate Student Representatives: <i>Interested students from all Faculties are welcome to submit their nominations.</i> • No nominations from School of Graduate Studies and Lincoln Alexander School of Law <i>(these positions have been acclaimed).</i> <p>Student Nomination forms must be submitted to the Senate Office (lstewart@ryerson.ca) before the close of nominations.</p>	<p>Monday, March 14, 2022</p>
<p>Nominations close</p>	<p>Friday, March 18, 2022 (12:00 noon)</p>
<p>Verification of Nominations by Senate Office</p>	<p>Friday, March 18, 2022</p>
<p>Mandatory student candidate session</p>	<p>Monday, March 21, 2022 (9:00 a.m.) (via Zoom video conference)</p>
<p>Student Nomination forms forwarded to Deans by Senate</p>	<p>Friday, March 18, 2022</p>
<p>Candidates' profile due to Senate for posting</p>	<p>Friday, March 18, 2022</p>
<p>E-mail message announcing student candidates – Candidate profiles posted online</p>	<p>Monday, March 21, 2022 by 12:00 noon</p>
<p>Campaign period</p>	<p>March 21, 2022 (12:00 noon) to April 7, 2022</p>
<p>Student Voter Eligibility lists verified by Registrar's Office</p>	<p>Friday, March 25, 2022</p>
<p>On-Line voting for students</p>	<p>Tuesday, April 5 to Friday, April 8, 2022 (4:30 p.m.)</p>
<p>Verification of on-line votes</p>	<p>Friday, April 8, 2022</p>
<p>Announcement – election results</p>	<p>Monday, April 11, 2022</p>
<p>Election report to Senate</p>	<p>May 3, 2022</p>

SENATE ELECTION PROCEDURES

1. SENATE MEMBERSHIP

1.1. Elected Voting Senators (extracted from Senate Bylaw#1)

As per the *Ryerson University Act*, there shall be fifty-one (51) elected voting Senators. These shall be apportioned as follows.

1.1.1. **Faculty Senators**

1.1.1.1. *At-Large faculty*: There shall be faculty Senators elected at-large by and from all full-time faculty, as defined above, in such number as to ensure that the total number of elected faculty Senators equals thirty-three (33). Deans may not vote, nominate, or serve. Chairs/Directors may vote but may not nominate or serve. There may be no more than two at-large faculty Senators from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

1.1.1.2. *Faculty*: There shall be three (3) faculty members elected from each Faculty consisting of three (3) or more Departments/Schools and one (1) faculty member elected from each Faculty consisting of less than three (3) Departments/Schools.

1.1.1.2.1. Faculties with only one elected Senator may also elect one alternate Senator who may attend meetings of Senate, and vote in the absence of the regular, elected Senator. The alternate Senator may not replace the regular, elected Senator at committee meetings.

1.1.1.2.2. All Faculty Senators and Alternate Senators shall be elected by and from the full-time teaching faculty in each Faculty. Deans may not nominate, vote or serve. Chairs/Directors may vote but may not nominate or serve.

1.1.1.3. *Chang School faculty*: There shall be two (2) faculty Senators representing the Chang School who are full-time teaching faculty and who are teaching, or have taught, at least one course in the Chang School in the year preceding the election, or who serve on a Chang School committee, or the Chang School Council.

1.1.1.4. *Indigenous faculty*: There shall be one (1) Indigenous faculty member elected by and from those faculty who self-identify as Indigenous, to the Chief Electoral Officer/Secretary of Senate. The Chief Electoral Officer/Secretary of Senate shall invite faculty (in a manner specified in the Election Guidelines and Procedures) to notify that office regarding such self-identification in order to produce a comprehensive list of voters as part of the nomination process set out in Article 3.

AND: that the mechanism of electing an Indigenous Senator be reviewed prior to the next election for this position.

1.1.1.5. *Librarian*: There shall be one (1) librarian Senator who is a member of the RFA, and who is eligible to serve on Senate as defined by the *Ryerson University Act*. Such member shall be elected by and from the University librarians.

1.1.1.6. *Chairs/Directors*: There shall be one (1) Chair/Director, elected from each of the Faculties by and from the Chairs/Directors in that Faculty.

1.1.1.7. *Ryerson Faculty Association (RFA)*: There shall be one (1) RFA Senator (who is a faculty member as defined by Article 1.9) specifically elected to the position using such procedures as are specified in the Bylaw(s) of the RFA.

1.1.1.8. *Canadian Union of Public Employees (CUPE) Local 3904*: There shall be one (1) CUPE Senator (who is eligible to serve on Senate as defined by the *Ryerson University Act*) specifically elected to the position using such procedures as are specified in the Bylaw(s) of CUPE Local 3904.

1.1.2. **Undergraduate Student Senators**

1.1.2.1. *At-Large Undergraduate Students*: There shall be undergraduate and Law student Senators, elected at-large by and from all undergraduate and Law students enrolled in a full- or part-time program, in such number as to ensure that the total number of elected student Senators equals sixteen (16). No more than one at-large student Senator may be from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

- 1.1.2.2. *Faculty Undergraduate Students*: There shall be one (1) student Senator from each Faculty, elected by and from undergraduate students registered in a full- or part-time program within that Faculty.
- 1.1.2.3. *Continuing Education Students*: There shall be two (2) Senators elected by and from those students of the University who are enrolled in a Chang School course at the time of election, and who are eligible to serve on Senate.
- 1.1.2.4. *Ryerson Students' Union (RSU)*: There shall be one (1) RSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RSU, and who is eligible to serve on Senate.
- 1.1.2.5. *Continuing Education Students' Association of Ryerson (CESAR)*: There shall be one (1) CESAR Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the CESAR, and who is eligible to serve on Senate.
- 1.1.2.6. *Ryerson Graduate Students' Union (RGSU)*: There shall be one (1) RGSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RGSU, and who is eligible to serve on Senate.
- 1.1.3. **Graduate Student Senators**: There shall be two (2) Senators elected by and from those students of the University who are enrolled in a graduate program.
- 1.1.4. **Alumni Senators**: There shall be two (2) Ryerson alumni Senators elected by and from the members of the Ryerson University Alumni Association who meet the definition of alumni specified in Article 1.2, and who are no longer registered as students or eligible to serve in any other capacity.

1.2. **Senate Associates:**

There shall be Senate Associates as follows who, while not eligible to vote at Senate, otherwise have full rights of participation in Senate meetings and, if named to Senate committees, have full committee membership rights (including the right to vote):

- 1.2.1. **Chang School Associates**: There shall be two (2) Chang School representatives elected by and from the Chang School Directors and Associate Directors who have academic responsibilities using such procedures as the Chang School shall determine.
- 1.2.2. **Part-time, Sessional and Continuing Education Contract Lecturer (CUPE Local 3904 Units 1 and 2) Associates and CUPE Local 3904 Unit 3 (Teaching Assistants, Graduate Assistants, Lab Monitors and Invigilators)**: There shall be two (2) Part-time, Sessional and Continuing Education (CUPE Local 3904 Units 1 and 2) Contract Lecturers as well as one (1) CUPE Local 3904 Unit 3 member elected by and from that group, using such procedures as CUPE Local 3904 shall determine.
- 1.2.3. **Indigenous Associates**: There shall be two (2) Indigenous Associates named by the Aboriginal Education Council (AEC) using such procedures as the AEC shall determine. Such Associates may be drawn from any category of Ryerson employee, student, or alumni.

1.3. **Ex-Officio Voting Members**

- 1.3.1. As defined in the Ryerson Act: Chancellor, President, Vice Presidents including the Provost, Assistant Vice President/Vice Provost, Deans, Chief Librarian and the Registrar.
- 1.3.2. As stipulated in Senate By-laws: Associate Vice Provosts

2. **TERMS (July 1 of the year elected – June 30 of year in which term ends.)**

- 2.1. Elected faculty: 2 years, re-election possible for a second consecutive term
- 2.2. Elected students: 1 year, re-election possible for a second consecutive term
- 2.3. Elected alumni: 2 years, re-election possible for a second consecutive term
- 2.4. Participating Associates: 2 years, re-election possible for a second consecutive term

3. **ELECTORAL RESPONSIBILITIES**

3.1. **The Chief Electoral Officer (Secretary of Senate) shall:**

- 3.1.1. set the timeline for Senate elections;
- 3.1.2. provide instructions on the conduct of elections;
- 3.1.3. provide standard nomination forms;
- 3.1.4. co-ordinate the central dissemination of information about the election, primarily through electronic notices, official election proclamation posters displayed on campus and advertisements

- in student newspapers;
 - 3.1.5. forward copies of student nomination forms to Deans;
 - 3.1.6. convene an orientation session for potential candidates;
 - 3.1.7. post candidate information on the Ryerson web-site;
 - 3.1.8. coordinate the posting of ballots on the Ryerson website;
 - 3.1.9. verify the results of on-line voting; and
 - 3.1.10. announce arrangements for at-large faculty and/or student all-candidate meeting, if requested by two or more candidates; and
 - 3.1.11. report election results to Senate, including the number of votes received by each candidate and the total number of votes cast for each position.
- 3.2. The Deans of Faculties shall (see timelines for dates):**
- 3.2.1. collect and verify faculty nomination forms (both for Faculty and at-large seats) from their Faculty;
 - 3.2.2. forward faculty nomination forms to the Chief Electoral Officer the day after the close of nominations;
 - 3.2.3. receive approved student nomination forms from Senate;
 - 3.2.4. announce faculty and student candidates to their Faculties by means of an e-mail memorandum at least one day prior to the start of elections;
 - 3.2.5. announce arrangements for faculty and/or student all-candidate meeting, if requested by two or more candidates and inform all at-large candidates of the meeting; and
 - 3.2.6. conduct the election of one Chair/Director from the Faculty and forward the nomination forms and election results to the Chief Electoral Officer.
- 3.3. The Dean of The Chang School of Continuing Education shall (see timeline for dates):**
- 3.3.1. prepare lists of full-time faculty, and student voters and candidates eligible to vote and be nominated from the Chang School;
 - 3.3.2. collect and verify faculty nomination forms for the Chang School seats;
 - 3.3.3. forward faculty nomination forms to the Chief Electoral Officer the day after the close of nominations;
 - 3.3.4. receive completed student nomination forms from Senate;
 - 3.3.5. announce faculty and student candidates to eligible voters by means of an email memorandum at least one day prior to the start of elections;
 - 3.3.6. announce arrangements for faculty and/or student all-candidate meeting, if requested by two or more candidates and inform all at-large candidates of the meeting; and
 - 3.3.7. conduct an election of two Participating Associates (non-voting) by and from eligible Chang School Program Directors.
- 3.4. The Dean of the School of Graduate Studies shall**
- 3.4.1. receive student nomination forms from Senate;
 - 3.4.2. announce student candidates by means of an e-mail memorandum at least one day prior to the start of elections; and
 - 3.4.3. announce arrangements for all-candidate meetings, if requested by two or more candidates.
- 3.5. The Aboriginal Education Council shall inform the Chief Electoral Officer of the process and timelines for the election of their representatives, conduct these elections by and from their eligible constituencies, and report the results to the Chief Electoral Officer immediately following their elections.**
- 3.6. The Chief Librarian shall (see timelines for dates):**
- 3.6.1. conduct the election of one Librarian from the full-time Librarians and forward the nomination forms and election results to the Chief Electoral Officer by the deadline date;
 - 3.6.2. announce candidates by means of an email memorandum at least one week prior to elections; and
 - 3.6.3. announce arrangements for all-candidate meetings, if requested by two or more candidates.
- 3.7. RFA, CUPE, RSU, RGSU and CESAR shall each inform the Chief Electoral Officer of the process and timelines for the election of their representatives, conduct these elections by and from their eligible constituencies, and report the results to the Chief Electoral Officer immediately following their elections.**
- 3.8. The Alumni Director shall solicit nominations for two alumni representatives, eligible as defined below, and shall hold elections in a manner agreed upon with the Chief Electoral Officer.**

4. VOTER AND CANDIDATE ELIGIBILITY:

Faculty, Students, Librarian and Alumni must meet the criteria listed below to stand for a position on Senate.

4.1. Chair and Faculty: According to the Ryerson Act faculty Senators must be “full-time employees of the University whose principal duty is the performance of the teaching function or research function of the University”. Continuing Education representatives must meet these criteria and be deemed eligible by the Dean of Continuing Education. Chairs and Directors are eligible to vote in Faculty elections, but may not nominate, second or be candidates.

4.2. Librarian: All full-time RFA Librarians are eligible to be nominated and vote.

4.3. Student:

4.3.1. Faculty, Graduate Studies and At-Large: Students registered in an undergraduate program or course of study in a Faculty, leading to a degree or diploma of the University, are eligible to be candidates or nominators and voters in that Faculty. Students registered in a graduate program are similarly eligible in the School of Graduate Studies. Students who have not registered in any courses for the past three semesters are not eligible. Undergraduate students must be in clear standing to be nominated.

4.3.2. Continuing Education: Students enrolled in a Continuing Education course creditable to a degree, diploma or certificate program, and not enrolled in an undergraduate or graduate program, are eligible to be candidates or nominators and voters in the School of Continuing Education.

4.4. Alumni: “Persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University or Ryerson University and who are no longer registered as students.”

5. NOMINATION PROCESS

5.1. Announcement of Elections: A University-wide Proclamation will be posted in all campus buildings, on the Senate website and in campus newspapers, and an email memorandum will be sent to all faculty and students prior to the opening of nominations informing them of the dates of Senate elections, the date for the opening of nominations, the date nominations close, and where further information and nomination forms can be obtained.

5.2. Nomination period: The nomination period shall be posted by the Chief Electoral Officer.

5.3. Nomination Forms: The appropriate official nomination form, posted on the Senate website, must be completed and filed as indicated.

5.3.1. The eligibility of all faculty nominees/nominators and seconders must be verified by the Dean or Chief Librarian.

5.3.2. Students must submit nomination forms to Lucia Stewart via email to lstewart@ryerson.ca.

5.3.3. All nominations must be signed and seconded (electronic signatures are permitted).

5.3.4. Nominators and Seconders may only sign as many nomination forms as there are positions for that office. (e.g. 2 faculty nominations from a particular Faculty.)

5.3.5. The Senate will have the eligibility of student nominees, nominators and seconders verified by the Registrar.

5.3.6. Nominees will be informed if they, their nominator and/or seconder are ineligible.

5.3.7. The Chief Electoral Officer must receive all nomination forms, which have been date-stamped upon receipt in the Deans’ offices for faculty, and verified by the Registrar’s office for students, by the day following the close of nominations.

5.4. Faculty Nominations: As faculty-at-large and CE faculty elections are held before the Faculty elections, those nominated for the Faculty-at-large or CE positions will be asked to indicate on their nomination forms if they wish to stand for election in their Faculty if not elected to the at-large or CE position.

5.5. Mandatory Student Information Session and Statement: All student nominees are required to attend a mandatory information session on campaign practices and to sign a statement indicating that they understand the campaign rules and the principles of the democratic voting process. This is required for students to be candidates in the election.

- 5.6. Posting for Senate website:** Each candidate may supply a short paragraph on themselves and their candidacy and a digital photograph for posting on the Senate website. This must be submitted by the date indicated on the nomination form.
- 5.7. Acclamation:** If at the close of nominations the number of candidates is equal or less than the number of seats available for that constituency, the candidates shall be acclaimed.
- 5.8. Insufficient nominations:** If there are insufficient nominations for any position, the Senate Academic Governance and Policy Committee Nominating Sub-Committee shall present nominees, in keeping with the general rules of distribution, directly to the Senate.

6. CAMPAIGN PROCESS

6.1. Publication of candidates' names

- 6.1.1. A notice will be issued *via* the official Ryerson e-mail system after the close of nominations to identify all candidates, list the dates of the elections and provide the on-line voting procedure.
- 6.1.2. A section will be created on the Senate website for the posting of candidate campaign materials. Materials are subject to the approval of the Chief Electoral Officer.
- 6.1.3. Each Dean will send an email to their faculty and students with the names of candidates in their Faculty and the At-Large candidates.
- 6.1.4. **Campaign period:** Candidates may not campaign until they receive notification from the Senate that their nomination has been accepted. Campaigning may continue through to the end of the voting period.

6.2. Campaign conduct

All parties shall conduct themselves consistently with all applicable University policies, including but not limited to the Civility Policy, Discrimination and Harassment Policy, the Academic Integrity Policy, the Student Code of Non-Academic Conduct, and Student Computing Guidelines.

- 6.2.1. **Freedom to campaign:** All candidates are to be given equal opportunity to campaign. No candidate may allow or condone any actions to destroy, deface, move, cover or remove signs, banners, or any form of publicity installed by other candidates or supporters.
- 6.2.2. **Campaign material protocol:** Candidates must represent themselves accurately in any publicity about their accomplishments, positions, or any other data intended to influence voters.
- 6.2.3. **Campaigning in Computer Labs:** Candidates, or those acting on behalf of a candidate, are prohibited from soliciting votes in computer labs by word or by handing out or hanging campaign materials.
- 6.2.4. **Group advertising:** Any advertising of candidates by an official Ryerson University organization, such as CESAR, CUPE, RFA, RSU, Student Course Unions, etc. must mention all members of the candidates' constituency. (For example, The Ryerson Faculty Association may mention on its website the upcoming election and all the RFA candidates.)
- 6.2.5. **Use of telephone or email systems:** The use of non-personal telephone or email system groups, or mandatory (institutional) listservs to broadcast or send messages regarding individual candidates is prohibited. The Chief Electoral Officer should be contacted if there are any questions about appropriate electronic campaigning.
- 6.2.6. **Obstructing Access to staircases, library and other campus facilities:** Candidates and/or their representatives may not obstruct access to any campus facility or staircase. This includes setting up of tables, standing in front of such facilities to hand out campaign material or speak to potential voters, or any other activity that impedes normal pedestrian movement on campus.

7. VOTING PROCESS

7.1. **Communication:** Information on voting will be distributed *via* Ryerson email, posted on the Senate website, published in relevant student newspapers, alumni magazines and on posters throughout the University.

7.2. **Voting period:** The period of on-line voting will be established by the Chief Electoral Officer.

7.3. **Voting sequence:** All student elections (At-Large and Faculty) will be held at the same time. Faculty-at-large and CE faculty elections are held before the Faculty elections.

7.4. On-Line Voting Process

- 7.4.1. Students and faculty will be notified of the dates and times of the vote, as well as the candidates, through their Ryerson official e-mail account.
- 7.4.2. Only students certified as eligible by the Office of the Registrar on the Wednesday of the week preceding the election shall be eligible to vote.
- 7.4.3. Only faculty who meet the criteria for their constituent group shall be eligible to vote in that group.
- 7.4.4. Computer and Communications Services (CCS) shall coordinate the process of posting faculty and student ballots on the Ryerson Course Management system (my.ryerson.ca). Ballots will reflect only the constituency in which the faculty or student can vote.
- 7.4.5. Each faculty member and student will have access to a ballot that only contains the names of the Faculty and At-Large candidates for whom they are eligible to vote.

7.5. **On-Line Voting Protocol:** Voters are entitled to cast their ballots in secret. To ensure that ballots are cast in a manner that upholds the democratic process, candidates, or those acting on behalf of a

candidate are prohibited from:

- 7.5.1. Establishing polling stations.
- 7.5.2. Assisting voters in the casting of their vote.
- 7.5.3. Observing voters as they vote.
- 7.5.4. Providing computers to voters for the process of voting.
- 7.5.5. Interfering with the voting process or participating in the casting of any ballot other than their own.

7.6. Non-Compliant behaviour: Any infractions of the above campaign conduct or voting process will be dealt with by the Chief Electoral Officer, or, where necessary, referred to the Academic Policy and Governance Committee of the Senate which will impose appropriate remedies or penalties. Penalties may include: public correction of false statements or written retractions/apologies in Ryerson University campus newspapers, revocation of eligibility of the candidate or overturning of the election results. Students may also be subject to penalties under the Academic Integrity Policy or the Student Code of Non-Academic Conduct.

7.7. Voter Turnout: No minimum voter turnout is required to validate an election.

7.8. Election Results

- 7.8.1. The results of the election will be established electronically by the Chief Electoral Officer, with the assistance of a representative of CCS.
- 7.8.2. At-Large candidates will be elected such that there are normally no more than two (2) faculty and two (2) students from any one Faculty. (eg. if a third faculty member or third student from a Faculty receives the next highest number of votes, that person is excluded and the next highest who qualifies is elected.) Only if there is an insufficient number of Senators elected through this process will excluded candidates become elected.
- 7.8.3. The Deans shall be notified immediately of the results of the elections.
- 7.8.4. Once all candidates have been notified by the Senate of the election results, the names of those elected shall be posted on the Senate website.
- 7.8.5. A report including the number of votes received by each student candidate will be prepared for Senate.
- 7.8.6. In the event that two or more candidates receive the same number of votes, the winner will be determined by means of either a coin toss (for two candidates) or a dice toss (for more than two candidates). The toss will be administered by the Chief Electoral Officer and the results shall be final.
- 7.8.7. Insufficient number of candidates – see section 5.8.

7.9. Appeals

- 7.9.1. The Chief Electoral Officer shall hear any grievances which may arise in the electoral process and provide a report to the Academic Governance and Policy Committee (AGPC) on the grievances and their disposition.
- 7.9.2. If the Chief Electoral Officer and/or the AGPC deem it necessary, a committee will be convened to deal with any grievances.

(Jan 2022)