



Northern Lights College
BC's Energy College

NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL ELECTION RULES

Revised: June 2018

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Education Council Elections

1.1 College and Institute Act

Election rules are outlined in the College and Institute Act – Section 17.

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01#section17

Election rules will be reviewed immediately following each election and published on the NLC Education Council website.

Election Rules for Faculty and Support Staff for Education Council

Nominations

2.1 Eligibility

In order to be a candidate for the Education Council a:

2.1.1 Support Staff Member

- Must be nominated by two other support staff members.
- Must be a regular employee of the College at the time nominations are called. For Support Staff this definition is broader than defined in the Collective Agreements, and includes the Campus Administrators, Director of Facilities, Executive Director of HR, HR Advisors, Associate Registrar, Director of Student Services, Health and Safety Advisor, Executive Assistants, and other individuals who may fall outside the traditional definition of support staff.
- As defined in the Collective Agreement (BCGEU LOCAL 0710 – NLC SUPPORT Effective from July 1, 2014 to June 30, 2019, Definitions - Page 1, 8 (a)): “Regular Employee” means an employee who is employed for work which is a continuous full-time or continuous part-time nature.
- As defined in the Collective Agreement (BCGEU LOCAL 0710 – NLC SUPPORT Effective from July 1, 2014 to June 30, 2019, Page 48, Article 25.1 (b)) a temporary employee who has been employed longer than 1522.5 hours over a two year period is considered to be a regular employee

2.1.2 Faculty Member

- Must be nominated by two other faculty members.
- Must be a regular employee of the College at the time nominations are called.
- As defined in the Collective Agreement (BCGEU LOCAL 0710 – NLC FACULTY Effective from April 1, 2014 to March 31, 2019, Definitions - Page 1, 13 (a) and (b)): (a) “Regular Full-Time Employee” - means a person who holds an appointment to ongoing work with a full-time annual workload within one (1) or more departments or functional areas. (b) “Regular Part-Time

Employee” - means a person who holds an appointment to an ongoing annual workload of less than full-time within one (1) or more departments or functional areas.

Note: An employee who is a regular employee on a temporary contract may be nominated; however, in the event that the employee's contract is not renewed during a term of office, the elected position will be deemed to be vacant. A "by-election" may or may not be held, depending on the length of time remaining in the term and as determined by the Education Council.

2.2 Procedure

- The nominee must submit to the Registrar's Office a completed Nomination Form within the time period that nominations are open. Normally the nomination period is ten business days. Faculty members nominated for the Education Council must identify the program area in which they are standing for election.
- The Registrar can extend the nomination period if the number of nominations is less than the number required to fill all seats.
- Any seats filled by acclamation* will be announced by the Registrar at the end of the Nomination period.

[*See Definitions](#)

Note: An employee may nominate up to as many individuals as there are positions available within that employee's group, i.e. a faculty member may nominate up to ten faculty persons for the ten faculty positions available on the Education Council.

Voting

3.1 Eligibility

- Every College faculty member or support staff member who is a regular employee five days prior to the election is eligible to vote. Faculty members will only vote for faculty positions and support staff members will only vote for support staff positions.
- Voters list will be produced by Registrar's department and will be available upon request.

3.2 Faculty Program Areas

- For faculty positions on the Education Council the ballot will identify all persons standing for election in each of the following four program areas:

- Pre-College* - two representatives
- Vocational* - three representatives
- Undergraduate* - three representatives
- Non-instructional* - two representatives

[*See Definitions](#)

Note: A faculty nominee who instructs or works in more than one program area must decide at the time of nomination which program area he/she will represent.

- A faculty voter may vote for candidates from each of the program areas on the ballot.

3.3 Faculty At Large

IF there are fewer nominations received than required for the number of representatives listed above then all faculty seats will move to a single group termed "Faculty at Large". This group will consist of all 10 faculty seats and the faculty nominations received will be used to fill these seats regardless of program area of nominee.

3.4 Support Staff Positions

The two support staff positions on the Education Council are open to support staff from all campuses.

3.5 Voting Procedure

- The voting procedure will be determined by the Registrar, NLC President and Education Council Chair and will be reviewed yearly.
- There is a voting period of ten working days.

Counting of Ballots

4.1 Procedure

- The counting of ballots will take place in a secure campus location.
- Only those ballots received by 4pm on the last day of the Election period will be counted.
- The Registrar will ensure that each eligible voter is in the Eligible Voters List.
- The Registrar, Education Council Secretary (or other NLC employee) and one scrutineer* (that the Registrar does not supervise) will then count the ballots. A

memo, signed by the Registrar and indicating the results of the election will be sent immediately to all locations:

- 1) Candidates
- 2) NLC staff

[*See Definitions](#)

- Ballots received after the time allowed (late ballots) will be date / time stamped and kept with any spoiled ballots. They will be held until after the time allowed for an appeal of the Election, and then destroyed.
- The ballots will be retained for an election appeal period of ten working days. In the absence of an appeal, the ballots will be destroyed.

Election Appeal

5.1 Procedure

The appeal procedure will be:

- Any eligible voter may appeal the election
- An appeal must be made in writing to the Registrar, stating the reason for the appeal, and be signed and dated by the appellant. The appeal must be received by the Registrar's Office within ten working days of the release of results by Registrar's Office.
- The Registrar and the two scrutineers will review the written appeal and, if necessary, interview the appellant
- The Registrar, within 5 business days, will provide the appellant with a written decision about the appeal
- The appellant has five working days upon receipt of the Registrar's decision to submit a further appeal. This appeal is to an Election Appeal Committee consisting of the President, Education Council Chair, faculty representative, support staff representative. Both the Registrar and the Appellant must be heard by this Committee, and the Committee may call others as well. The Committee's decision is final and binding.

Election Rules for Student Elections for Education Council

Nominations

6.1 Eligibility

- Any student enrolled at the College taking a minimum of two courses, and who is paying the NLC Students' Association fee, is eligible to be nominated. Both full and part-time students are eligible.
- The student should also be attending the College, i.e. being enrolled for the full instructional year. In the event a student withdraws during the instructional year, the elected position will be declared vacant.

6.2 Procedure

- In order to be a candidate for the Education Council an eligible student must be nominated by two other eligible students.
- The nominee (i.e. the person seeking election) must submit to the Registrar's Office a completed Nomination Form (available from the Registrar's Office or from Campus Services) within the time nominations are open.

Note: A student may nominate as many individuals as there are positions available for election, e.g. a student may nominate up to four students for the four student positions available on the Education Council

- Both the nominee and the two nominators must completely fill out the Nomination Form. This includes the "Student Identifier" which must either be the student's number as assigned by the College or be the student's month and year of birth.
- The nomination form must be received at the Office of the Registrar within the time and in the manner as specified in the email/online.

Voting

7.1 Eligibility

- Any student who is enrolled at the College and is paying tuition (or having tuition paid for by a sponsoring organization) and the NLC Students' Association fee, is eligible to vote. Both full and part-time students are eligible.
- (The only students who do not pay the Students' Association fee are those enrolled in Work Force Training and Continuing Education courses. An interested WFTR or CE student could make him/herself eligible by simply paying the Students' Association fee.)

7.2 Procedure

In order to vote a student will:

- Have access to a Candidates' Statements
- Be given an official ballot

NOTE: an "official" ballot has the Registrar's Office election seal.

- A student coming to vote will be required to present a piece of identification and their NLC student ID # in order to receive his or her ballot, i.e. the voting official must be satisfied that the person requesting his or her ballot is that person.
- Ballots will be collected on each campus and forwarded to the Registrar's Office for counting.
- The specific voting procedure is as follows:

7.2.1 If the student voter name is in the ballot book

- a) Student comes to poll and after satisfying the voting official that he or she is an eligible voter (show acceptable ID), receives his/her ballot
- b) Student signs the ballot book against their name
- c) Student takes ballot to voting booth and marks voting choice
- d) Student places ballot in box. (Student Services may scan ballots to Registrar's Office)

7.2.2 If a student voter name is not in ballot book

- a) Student comes to poll and after satisfying the voting official that he or she is an eligible voter (show acceptable ID), receives his/her ballot.
- b) Student prints name and College Student ID number and then signs at the end of ballot book
- c) Student takes ballot to the voting booth and marks voting choice
- d) Student returns to poll with ballot
- e) Ballot is put in a white business envelope, student prints name and College Student ID number and signs name on envelope

- f) Student places sealed envelope containing ballot in box.

7.2.3 Advance Polling

This 'Advance Poll' option is available only for a five day time period.

- a) Student goes to Student Services and after satisfying that he or she is an eligible voter (show acceptable ID), receives his/her ballot.
- b) Student signs the ballot book against their name
- c) Student completes ballot and returns it to Student Services
- d) Student Services scans all ballots to Registrar's Office at the end of advance poll time.

Counting of Ballots

8.1 Procedure

- The counting of ballots will take place in a secure campus location.
- The Registrar, Education Council Secretary (or other NLC employee) and one scrutineer* (that the Registrar does not supervise) will then count the ballots. A memo, signed by the Registrar and indicating the results of the election will be sent immediately to all locations:
 - 1) Candidates
 - 2) NLC staff and students[*See definitions](#)
- Ballots received after the time allowed (late ballots) will be date / time stamped and kept with any spoiled ballots. They will be held until after the time allowed for an appeal of the Election, and then destroyed.
- The ballots will be retained for an election appeal period of ten working days. In the absence of an appeal, the ballots will be destroyed.

Election Appeal

9.1 Procedure

The appeal procedure is as follows:

- Any eligible voter may appeal the election
- An appeal must be made in writing to the Registrar, stating the reason for the appeal, and be signed and dated by the appellant. The appeal must be received in the Registrar's Office within ten working days of the release of results by Registrar's Office.

- The Registrar and the scrutineers will review the written appeal and, if necessary, interview the appellant
- The Registrar, within five business days, will provide the appellant with a written decision about the appeal
- The appellant has five working days upon receipt of the Registrar's decision to submit a further appeal. This appeal is to an Election Appeal Committee consisting of the President, Education Council Chair, faculty representative and support staff representative. Both the Registrar and the Appellant must be heard by this Committee, and the Committee may call others as well. The Committee's decision is final and binding,

Definitions

10.1 Acclamation

In Canada, an individual is said to be elected or returned by acclamation when no other candidate has come forward at an election and no vote is held.

10.2 Pre-College

NLC Programs:

Career and College Preparation (CCP/ABE)
English as a Second Language

10.3 Vocational

NLC Programs:

Career Technical
Applied Business Technology
Health Care Assistant
Practical Nursing
Trades/Apprenticeship

10.4 Undergraduate

NLC Programs:

Business Management
University Arts and Sciences
Early Childhood Education and Care
Education Assistant
Family Resource Practitioner
Social Services Worker

10.5 Non-instructional

Includes:

- Aboriginal Student Advisor
- Admissions Officer
- Coordinator of Aboriginal Relations & Services
- International Education Coordinator
- Regional Librarian
- Trades and Apprenticeship Coordinator
- Workforce Training Coordinator

10.6 Scrutineer

NLC staff member that assists in the conduct of a vote and may collect, verify and count votes or ballots.