



NORTHERN LIGHTS COLLEGE EDUCATION COUNCIL ELECTION RULES

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TABLE OF CONTENTS

Education Council Elections

1.1 College and Institution Act4

Election Rules for Faculty and Support Staff for Education Council

Nominations

2.1 Eligibility4
 2.1.1 Support Staff member4
 2.1.2 Faculty member4
2.2 Procedure5

Voting

3.1 Eligibility5
3.2 Faculty Program Areas5
3.3 Faculty At Large6
3.4 Support Staff Positions6
3.5 Voting Procedure6

Counting of Ballots

4.1 Procedure6

Election Appeal

5.1 Procedure7

Election Rules for Student Elections for Education Council

Nominations

6.1 Eligibility7
6.2 Procedure7

Voting

7.1 Eligibility8
7.2 Procedure8

Counting of Ballots

8.1 Procedure8

Election Appeal

9.1 Procedure9

Definitions

10.1 Acclamation9
10.2 Pre-College9
10.3 Vocational.....9
10.4 Undergraduate.....10
10.5 Non-Instructional10
10.6 Scrutineer10
10.6 Educational Administrator.....10

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

- Employees of the institution who are not the president, educational administrators* ([*See definitions](#) for list) or faculty members;
- Must be nominated by two other support staff 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 SUPPORT - “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 - (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

- Includes an instructor, librarian, tutor, counsellor, research associate, program co-ordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the [Labour Relations Code](#), for the institution and faculty members specifies to be a 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 - “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.

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 normally 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 the designated time 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](#)

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 being 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

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

Counting of Ballots

8.1 Procedure

- The counting of ballots will take place in a secure campus location.
- Only those ballots received by the designated time 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 and students

[*See definitions](#)
- 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, Interviewing 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 (examples):
Business Management
University Arts and Sciences
Early Childhood Education and Care
Education Assistant
Family Resource Practitioner
Social Services Worker

10.5 Non-instructional

Includes (examples):
Access Services Coordinator
Admissions Officer
Continuing Education Program Coordinators
International Engagement Coordinator
Learner Support Specialist
Recruitment and Business Development Coordinator
Regional Librarian

10.6 Scrutineer

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

10.7 Educational Administrator

For Education Council, the NLC staff that fall under the title of Educational Administrator are:

VP and Associate VP
Deans and Associate Deans
Registrar and Associate Registrar