



Academic Council Nomination and Election Procedures Policy

Responsible Office(s): Governance Office, Governance & Nominations Committee

Responsible Officer(s): Secretary, Chair of Academic Council

Approved by: Academic Council October 2, 2014

1 Call for Nominations

The Secretary of Academic Council shall circulate a call for nominations within those constituencies that have members whose term of office is expiring or who are otherwise resigning from their position at the end of the academic year. The call shall state the number of vacancies to be filled, the terms of office, the eligibility requirements to stand for nomination and to vote, the date and hour for the closing of nominations, and the date and method of the vote. The nomination period shall be at least five days.

To be eligible for nomination, candidates shall:

- be nominated by one or more members of Academic Council or within their Division;
- be eligible faculty including both full time and stipendiary faculty from all Divisions
- be learners registered as full-time students in good academic standing

For the purposes of this document a learner is defined as “a person formally registered in the Northern Ontario School of Medicine in a course or program of study. A learner may be registered in an undergraduate, a graduate, or a postgraduate program.”

All nominees must be available to attend the meetings.

2 Term of Office

Elected or appointed non-learner members of Academic Council shall serve for three-year terms begin July 1 and end June 30 of the third year.

Learners shall serve for two-year terms that begin July 1 and end June 30 of the second year.

3 Nomination Process

All nominations for Academic Council positions must be made in writing and endorsed by at least one other member of that constituency or Academic Council, with the exception of learner nominations.

All nominations must be accompanied by a declaration by the nominee that they are a member in good standing of the constituency they are being nominated and, if elected, to attend and participate in scheduled meetings, and be bound by the Academic Council Constitution.

3.1 Undergraduate Medical Education

The NOSM Student Society will ensure to elect the appropriate individual pursuant to the Academic Council Constitution.

The manner of electing MD students will result in representation on the Academic Council for each year of the Undergraduate Medical Education program and ensure geographical balance.

4 Elections

Elections will be held for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their statements, will be collated by the Secretary of Academic Council.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions will be made for those who are unable to vote online. Only those members of the specified constituency may vote for the nominee of that constituency.

Elections shall be conducted and completed no later than April 15.

Elections, with the exception of the MD Students will be conducted by the Secretary of Academic Council.

All election results will be reported at the first available meeting date of the Governance and Nominations Committee.

5 Election of Chair and Vice Chair

For the nomination of Chair and Vice-Chair of Academic Council, candidates must be nominated by two (2) voting members of Academic Council and there must be a written indication that a nominee has agreed to let their name stand.

Elections will be held for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their statements, will be posted to a confidential voting site by the Secretary of the Academic Council.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions will be made for those who are unable to vote online.

The Chair shall serve for a two-year term that begin July 1 and end June 30 of the second year. Where at all possible the Chair and Vice-Chair terms should be staggered.

Where applicable, the Governance and Nominations Committee may recommend an alternate term length.

The Vice-Chair shall serve for a two-year term that normally begin July 1 and end June 30 of the second year. The term of the Vice-Chair cannot be extended.

6 Vacancies

Vacancies that occur during the term of an elected member shall be filled by a special election or when time does not permit, upon the approval of the Chair and/or Vice Chair of Academic Council, a nominee of the constituency can be sought and appointed for the duration of the term without an election.

A member elected to fill the vacancy shall hold office for the remaining term of that member, unless otherwise specified.

- a) In the event that the member elected to Council is approved for a sabbatical or takes a leave-of-absence¹, the position shall be declared vacant until elected by a member of their respective Division for the duration of their absence.

7 Committee Nominations

The Secretary of Academic Council issues to all members of Academic Council or respective Divisions a call for nominations or request for volunteers for the vacant position(s).

- a) Nominations shall remain open for no more than 10 business days, unless otherwise determined by the requesting Committee.
- b) A representative elected or appointed to fill the vacancy of a member shall hold office for the remaining term of that member.
- c) Nominations for standing committees and/or other committees for NOSM shall follow their respective Terms of Reference.

8 Posting of Results

The election results will be posted on the Academic Council website.

9 Assistance

Queries regarding interpretations of this document and resolution of issues should be directed to the Secretary to the Academic Council:

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V1.0	October 2, 2014	New document approval

¹ A replacement for the sabbatical or leave of absence would be required if the member was to be absent for more two consecutive Academic Council meetings.