

Senate Nominating and Election

Approved By: Senate

Established On: 2022 10 06

Effective Date: 2022 10 06

Revised: 2022 12 15 – Amended – Attached as Schedule A - Bylaws

Category: Academic

Extracted from SCHEDULE “A” – [Senate Bylaw](#) (December 15, 2022)

Senate elections are managed centrally by the University Secretary/Chief Electoral Officer and are held annually in preparation for the upcoming academic year.

1. Call for Nominations

The University Secretary/Chief Electoral Officer shall circulate a call for nominations within those constituencies that have Senators 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 working days. To be eligible for nomination, candidates shall be:

- Teaching Staff in good standing, either full time or stipendiary from one of the divisions, or a Student in good academic standing; and
- available to attend all Senate meetings.

For the purposes of this Schedule “A”, a “Student” shall mean a person formally registered at the University in a full-time course or program of study or a resident. A Student may be registered in an undergraduate, a graduate, NODIP, health sciences, or a postgraduate program.

2. Nominations Process

All nominations for Senate positions must be made in writing and endorsed by at least one other member of that constituency, except for Student nominations. All nominations must be accompanied by a declaration/statement by the nominee that they are a member in good standing of the constituency they are

being nominated for and, if elected, agree to attend and participate in all scheduled Senate meetings, and agree to be bound by the By-laws.

Nomination Period: The nomination period shall be posted by the University Secretary/Chief Electoral Officer. Nominations will remain open for 14 business days.

Nomination Forms: The appropriate official nomination form (electronic) shall be distributed and posted on the Senate website and must be completed as indicated.

- The eligibility of all Teaching Staff nominees and nominators shall be verified by the University Secretary/Chief Electoral Officer.
- Student eligibility shall be confirmed with the Registrar's office.
- All nominees must confirm their acceptance of the nomination through the means indicated on the form.
- The University Secretary/Chief Electoral Officer must receive all nomination forms by the close of nominations – incomplete nominations or forms will be disqualified.

3. Elections

Elections shall be held in a fair and transparent manner for those positions where more than one nomination is received. Following the close of nominations, the names of the nominated candidates, along with their declarations/statements, shall be collated by the University Secretary/Chief Electoral Officer.

Elections shall take place for a specified period through an electronic confidential voting process. Provisions shall be made for those who are unable to vote online. Only those members of the specified constituency may nominate and vote for the nominee of that constituency. No minimum voter turnout is required to validate an election. Elections shall be conducted and completed no later than March 31.

Student Nominations

Only Students may nominate and vote for Student candidates. Students, elected from among their respective constituencies, in the following numbers:

- MD Program (UME) (3 seats)
- Health Sciences (2 seats)
- Graduate Student (1 seat)
- Residents (PGME) (2 seats)

Teaching Staff Nominations

The Teaching Staff shall elect the Teaching Staff Senators from among themselves, the total number of which shall be at least twice the total number of all other Senators, and proportionately divided amongst the Clinical Sciences Division, Medical Sciences Division, and Human Sciences Division based upon the number of Teaching Staff including non-unionised stipendiary staff identified by Faculty Affairs at the beginning of an election year namely the 1st of January of that year. Within this total number of Teaching Staff Senators, four must be self-identified as Indigenous, four must be self identified as Francophone, and two must be stipendiary (one from the Medical Sciences Division and one from the Human Sciences Division).

Teaching Staff (56 seats) elected from among the teaching staff in the following numbers:

- Clinical Sciences Division (24 seats)
- Medical Sciences Division (12 seats)
- Human Sciences Division (12 seats)
- Indigenous Academics self identified (4 seats)
- Francophone Academics self identified (4 seats)

Only Teaching Staff in the Clinical Sciences Division, Medical Sciences Division, and Human Sciences Division may nominate and vote for Teaching Staff candidates in their respective Divisions. All teaching staff may nominate and vote for teaching staff candidates within the self identified Francophone and Indigenous Academic positions. Where multiple positions are available in a particular constituency, a candidate may only be nominated for one (1) position.

Posting for Senate Website

Each candidate must supply a short candidate profile to be published in the election electronic communications.

Acclamation

If at the close of nominations, the number of candidates is equal to or less than the number of seats available for that constituency, the candidates shall be acclaimed.

4. Election Results

All election results shall be reported at the first available meeting date of the Senate Executive Committee and Senate. Once all candidates have been notified of the election results, the names of those elected shall be posted on the Senate website.

5. Senate Committee Nominations

The University Secretary shall issue to all Senators and respective Divisions a call for nominations or request for volunteers for the vacant position(s). Nominations shall remain open for no more than 14 business days, unless otherwise determined by the requesting committee. A representative elected or appointed to fill the vacancy of a committee member shall hold office for the remaining term of that committee member. Nominations for standing committees and/or other committees of the University shall follow their respective Terms of Reference. 6. Posting of Results The election results shall be posted on the Senate website.

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7. Interpretation

Questions of interpretation or application of this policy or its procedures will be referred to the University Secretary at governance@nosm.ca

8. Related Documents

University Documents and Information:

- [NOSM University Senate By-laws](#)
- [NOSM University Regulations](#)

Review and Revision History

Review Period: 3 years or as required

Date for Next Review: 2025