



## *OISE Council Nominations & Elections Procedures*

Nominations/Elections for members to serve on OISE Council and its standing committees (except the Executive<sup>1</sup>) are completed by the end of September each year. Constituency members are elected at large unless the Constitution or By-Laws of OISE Council specify election by department or program.

### *Nominations Procedures*

- A call for nominations to fill any vacancies on OISE Council and its Committees is sent to the OISE community (i.e. faculty, staff, students) the day after Labour Day each year.
- The Call for nominations includes the submission deadline (i.e., nominations are open for ten business days), the number of vacancies, and the nomination forms.
- Those interested in serving on OISE Council and/or its Standing committees self-nominate by filling out the nomination form, and by returning it via e-mail to [oise.council@utoronto.ca](mailto:oise.council@utoronto.ca) within the announced deadline.
- At the end of ten business days from the Call, the nomination period closes. If any positions remain unfilled at that time, the deadline may be extended.
- The nomination deadline, procedures, and nomination forms are available on the governance website: <https://www.oise.utoronto.ca/about/governance/nominations-elections>

### *Elections Procedure*

- Where multiple nominations are received for one position, an election is held via web-survey, polling the appropriate constituency with a verified and secret ballot.
- The candidate with the most votes is elected for a term of one or two years (terms defined below).
- Elections resulting in a tie will be resolved by a coin toss.
- In the case of election:
  - Graduate Students will be elected by and from among the Graduate Students (**Note:** to ensure that students from each of OISE's four academic departments are represented on OISE Council, a maximum of four individuals shall be elected from the same academic department depending on the number of vacancies, and the number of nominations received from each department. Accordingly, if there are more than four nominees from a particular department, only four nominees receiving the most votes from that department will be eligible to fill available positions. However, if there are no—or fewer than four nominees from a particular department, the available positions for that department will be distributed to nominees from the other three departments who received the most votes).

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<sup>1</sup> New members of the Executive Committee including Chair and Vice-Chair of Council are elected from among Council members at the first meeting of OISE Council.

- Administrative Staff will be elected by and from among the Administrative Staff
- Teaching Staff will be elected by and from among the Teaching Staff
- Librarians will be elected by and from among the Librarians
- Other Academic Appointees will be elected by and from among the Other Academic Appointees
- Election dates, timelines and candidates' statements are included in the web survey, and election results are announced to the community via the listserv.
- Candidates who are considering self-nominating for a position on OISE Council and/or its standing committees may choose to engage in a campaign amongst their constituents.

### *Length of Terms*

Members of OISE Council and of its Standing Committees are normally elected for two-year terms with the following exceptions:

- Up to one-half of Council positions for Teaching Staff are designated as having one-year terms.
- Up to one-half of Council positions for Graduate Students are designated as having one-year terms.
- Up to one-half of Council positions for Administrative Staff are designated as having one-year terms.
- All Council positions and all Standing Committee positions for Other Academic Appointees are designated as having one-year terms.

A Council member may serve a maximum of six consecutive years on Council and a Standing Committee member may serve a maximum of six consecutive years on a Standing Committee.

This allows for continuity, while at the same time facilitating renewal of membership after a reasonable period of time.

Members of Council and its Standing Committees going on approved leaves in the second year of their term may elect to continue to serve on the Council and/or its Standing Committees, or may choose to resign from their positions.

Members of Council and its Standing Committees may not transfer their votes to proxies or unelected alternates.

If elected to serve, members must resign from their positions if during their term they cease to be members of the constituency from which they were elected.<sup>2</sup>

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<sup>2</sup> For example, if a sessional instructor representing the other academic appointees' constituency receives a counting teaching staff position at OISE during their term as member of OISE Council, they may no longer represent the other academic appointees and must resign from that position.