

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

BOARD OF DIRECTORS

NOMINATION PACKAGE



APUS Board of Director Nominations Package

Winter 2018

I. Nomination Process

- Details of the nomination process are below. Please see the attached ***APUS Electoral Guidelines and Procedures – Winter 2018*** for complete details pertaining to the APUS Winter 2018 Elections.
- Eligible members of The Assembly can run for the following seats on the APUS Board of Directors:
 - 6 seats for Woodsworth College
 - 2 seats total for Innis, New, St. Michael's, Trinity, University and/or Victoria
 - 1 seat for UTM
 - 1 seat for UTSC
 - 2 seats for At-Large representatives
- All students who have been successfully elected by their class and submitted a completed class representative form for a course taken in the Fall 2017/Winter 2018 session are members of The Assembly. In addition, all members of the 2017-2018 Board of Directors are members of The Assembly.
- Nominees must be an APUS member (taking 2.5 credits or fewer in the Fall-Winter term) and a member of The Assembly of Representatives for Fall-Winter 2017-2018 term.
- Any five (5) members of The Assembly other than the Nominee who are APUS members (taking 2.5 credits or fewer in the Fall-Winter term) must sign a nomination form in order for it to be valid.
- Members of The Assembly seeking to run for the Board of Directors are entitled, but not required to, submit a one-hundred word statement to The Speaker or to the APUS Offices by Wednesday, March 14, 2018 at 5 pm that can be distributed to all Assembly members during The Election Meeting. Please note that the distribution of statements on behalf of candidates does not suggest that APUS endorses any candidate.
- While only members of a particular Constituency can be nominated for the Board seat(s) designated for that particular constituency, every member of the Assembly is able to cast a vote in every election or ratification vote.
- Nomination forms will be available from the APUS offices, the APUS website or via email from the APUS Board of Directors' 2017-2018 Speaker ("The Speaker") from 10 am on March 5 to 6 pm on March 16, 2018.
- Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 6 pm on Friday, March 16, 2018 to the APUS North Borden office or to The Speaker.**

APUS Winter 2018 Board of Director Elections Nomination Form

PART ONE: NOMINEE INFORMATION

Name: _____	Contact Email: _____
Student Number: _____	Address: _____
Contact Phone: _____	College/Constituency: _____
_____	_____

Course for which nominee is a Class Representative **OR** current elected position on Board of Directors: _____

Declaration: I hereby certify that I am an APUS member (taking 2.5 credits or fewer in the Fall-Winter 2017-2018 term) and a member of The Assembly of Representatives 2017-2018.

Signature _____

PART TWO: NOMINATIONS

Five (5) members of The Assembly must sign a nomination form in order for it to be valid.

Nomination: I hereby nominate _____ for the APUS Board of Directors for 2018-2019. I further certify that I am an APUS member and a member of The Assembly 2017-2018.

The undersigned:

Name	Student Number	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 6 pm on March 16, 2018 to the APUS North Borden office or to The Speaker.**

APUS Electoral Guidelines and Procedures Winter 2018

I. Primacy of APUS Bylaws

The APUS Bylaws shall govern the Board of Directors' elections and supercede the *APUS Electoral Guidelines and Procedures – Winter 2018*.

II. APUS Board of Director Composition

The composition of the APUS Board of Directors is as follows:

- Six (6) Directors to be elected from Woodsworth College
- Two (2) Directors to be elected from any of the following Colleges:
 - Innis, New, St. Michael's, Trinity, University and/or Victoria
- One (1) to be elected from UTM
- One (1) to be elected from UTSC
- Two (2) to be elected At-Large representatives

III. Election Meeting of The Assembly

As per *Article 6 – Directors* of the APUS Bylaws, a meeting of the APUS Assembly 2017-2018 will take place on Friday, March 16, 2018 at 6 pm for the purpose of electing the 2018-2019 APUS Board of Directors (“The Election Meeting”).

a. Eligibility

- Only eligible members of the APUS Assembly 2017-2018 (“The Assembly”) may participate in the APUS Board of Director Winter 2018 Elections.
- All students who have been elected by their class and submitted a completed class representative form for a course taken in the Fall 2017/Winter 2018 session are members of The Assembly. In addition, all members of the 2017-2018 Board of Directors are members of The Assembly.
- Nominees must be an APUS member (taking 2.5 credits or fewer in the Fall-Winter term) and a member of The Assembly of Representatives for Fall-Winter 2017-2018.

b. Nomination Process

- Any eligible member of The Assembly (as defined under *Eligibility* above) who submits a completed nomination form by 6:00 pm before the start of The Election Meeting on March 16, 2017 is eligible to run for the APUS Board of Directors 2018-2019.
- Any five (5) members of The Assembly other than the Nominee must sign the Nomination Form in order for it to be valid.
- Nomination forms will be available from the APUS offices, the APUS website or via email from the APUS Board of Directors' 2017-2018 Speaker (“The Speaker”) from 10 am on March 5 to 6 pm on March 16, 2018.
- Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 6 pm on March 16, 2018 to the APUS North Borden office or to The Speaker.**

- Members of The Assembly seeking nomination to the Board of Directors are entitled, but not required to, submit a one-hundred word statement to The Speaker or to the APUS Offices by Wednesday, March 14, 2018 at 5 pm that can be distributed to all Assembly members during The Election Meeting. Please note that the distribution of statements on behalf of candidates does not suggest that APUS endorses any candidate.

c. The Election Meeting

- Members of The Assembly must sign in, and only members who have signed in may vote.
- The Speaker will call the meeting to order. Regular business will proceed as normal until the Elections agenda item.
- The election will proceed by The Speaker first informing The Assembly of the procedures for elections.
- In all constituencies where there are more candidates than positions available, there will be a direct election conducted by secret ballot. In constituencies where there is no election, candidates who are standing for the position must be ratified by the Assembly via a secret ballot vote of Yes or No.
- All Candidates will be provided with an opportunity of three minutes maximum to address The Assembly prior to the vote for the position.
- While only members of a particular Constituency can be nominated for the Board seat(s) designated for that particular constituency, every member of the Assembly is able to cast a vote in every election or ratification vote.
- The Speaker will ask for two Assembly representatives that are not running in any election to volunteer as scrutineers, who will accompany the staff in the counting of the ballots. The Assembly will ratify the scrutineers in a vote.
- The order of elections will be as follows:
 - o 6 seats for Woodsworth College
 - o 2 seats total for Innis, New, St. Michael's, Trinity, University, and/or Victoria
 - o 1 seat for UTM
 - o 1 seat for UTSC
 - o 2 seats for At-Large representatives
- For each of the constituencies, the Speaker will announce the names of the eligible candidates.
- Each candidate will be given an opportunity to make a statement of up to three minutes to The Assembly.
- After statements have been made, there will be a question period for all candidates seeking election to that constituency.
- The names of the candidates shall be made accessible such as on a board or projected on screen to The Assembly. Names will appear in the order in which they spoke, last name first, first name last. The Assembly, by secret ballot, will choose, up to the allotted number of seats available in any specific College, those candidates they wish to select.
- The votes will be collected by The Speaker and taken out of the room to be counted. The two scrutineers approved by The Assembly will accompany The Speaker to scrutineer the count.

- The Speaker will return and inform The Assembly of the winners, without reference to the number of votes. Only candidates in that specific election will be able to view the vote tally, if requested.
- The candidate(s) with the highest number of votes for the available seat(s) in each constituency shall be declared elected.
 - In the case of a tie vote between candidates, a tie-breaking vote will be held for the remaining seat(s). The Speaker shall have the discretion whether they wish the candidates in the run-off to speak again for up to one minute.
 - In the case of a ratification vote, a simple majority of votes shall suffice to declare a candidate elected. A tie between yes and no votes shall mean the candidate is defeated.
 - There are no proxy votes; all members must be present and voting in person. However, The Speaker may allow someone to speak for an absent nominee.
- Once all elections are completed, the Speaker will ask for a motion to destroy the ballots. Once the motion to destroy the ballots has been made, The Speaker will move to the next item on the Agenda.