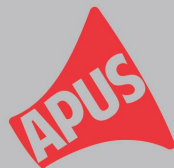


**BOARD OF  
DIRECTORS  
NOMINATION  
PACKAGE**

**ASSOCIATION OF PART-TIME  
UNDERGRADUATE STUDENTS**



# APUS Board of Director Nominations Package

## Winter 2019

### I. Nomination Process

- Details of the nomination process are below. Please see the attached ***APUS Electoral Guidelines and Procedures – Winter 2019*** for complete details pertaining to the APUS Winter 2019 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 2018/Winter 2019 session are members of The Assembly. In addition, all members of the 2018-2019 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 2018-2019 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 13, 2019 at 5:00 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' 2018-2019 Speaker ("The Speaker") from March 4 at 11:00 am to March 15, 2019 at 5:00 pm.
- Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 5:00 pm on Friday, March 15, 2019 to the APUS North Borden office or to The Speaker.**

## APUS Winter 2019 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 2018-2019 term) and a member of The Assembly of Representatives 2018-2019.*

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 2019-2019. I further certify that I am an APUS member and a member of The Assembly 2018-2019.*

*The undersigned:*

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

Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 5:00 pm on March 15, 2019 to the APUS North Borden office or to The Speaker.**

# **APUS Electoral Guidelines and Procedures Winter 2019**

## **I. Primacy of APUS Bylaws**

The APUS Bylaws shall govern the Board of Directors' elections and supercede the *APUS Electoral Guidelines and Procedures – Winter 2019*.

## **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 – Board of Directors* of the APUS Bylaws, a meeting of the APUS Assembly 2018-2019 will take place on Friday, March 15, 2019 at 6 pm for the purpose of electing the 2019-2020 APUS Board of Directors (“The Election Meeting”).

### **a. Eligibility**

- Only eligible members of the APUS Assembly 2018-2019 (“The Assembly”) may participate in the APUS Board of Director Winter 2019 Elections.
- All students who have been elected by their class and submitted a completed class representative form for a course taken in the Fall 2018/Winter 2019 session are members of The Assembly. In addition, all members of the 2018-2019 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 2018-2019.

### **b. Nomination Process**

- Any eligible member of The Assembly (as defined under *Eligibility* above) who submits a completed nomination form by 5:00 pm before the start of The Election Meeting on April 6, 2018 is eligible to run for the APUS Board of Directors 2019-2020.
- 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' 2018-2019 Speaker (“The Speaker”) from March 4 at 11:00 am to March 15, 2019 at 5:00 pm.

- Completed forms may be emailed (speaker@apus.ca) in advance, however **a hard copy must be submitted by 5:00 pm on March 15, 2019 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 13, 2019 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***

- 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 Speaker and staff in the counting of the ballots. The Assembly will ratify the scrutineers in a vote.
- The order of elections will be as follows:
  - 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
- 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. Questions must be addressed to 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. 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.