



BOARD OF DIRECTORS



NOMINATION PACKAGE



**ASSOCIATION OF PART-TIME
UNDERGRADUATE STUDENTS**
LOCAL 97 OF THE CANADIAN FEDERATION OF STUDENTS



APUS Board of Director Nominations Package

Winter 2020

I. Nomination Process

- Details of the nomination process are below. Please see the attached ***APUS Electoral Guidelines and Procedures – Winter 2020*** for complete details pertaining to the APUS Winter 2020 Elections.
- Eligible members of APUS can run for the following seats on the APUS Board of Directors:
 - o 6 seats for Faculty of Arts & Science, St George Campus
 - o 1 seat for UTM
 - o 1 seat for UTSC
 - o 4 seats for At-Large representatives
- Students who are APUS members in the Fall 2019/Winter 2020 session are eligible to stand for election for the APUS Board of Directors. Membership in APUS is defined in Article III of the APUS Bylaws and eligibility for the Board of Directors is outlined in Article 5.02 of the APUS Bylaws.
- Nominees must be an APUS member. In the Faculty of Arts & Science, part-time students are those taking 2.5 credits or fewer in the Fall-Winter term. Students in other Faculties are encouraged to check with the APUS Speaker to confirm their part-time status.
- Any five (5) APUS members other than the Nominee must sign a nomination form in order for it to be valid.
- Nominees to the Board of Directors are encouraged, but not required, to submit a one-hundred word statement to The Speaker or to the APUS Offices by Wednesday, March 11, 2020 that can be distributed to all members during the Annual General 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 APUS 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' 2020-2021 Speaker ("The Speaker") from February 25, 2020 at 11:00 am to March 13, 2020 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 13, 2020 to the APUS North Borden office or to The Speaker.**
- Nominees are strongly encouraged to submit their completed nomination forms in advance of the deadline in order to ensure The Speaker can verify membership of the nominee and their nominators. The Speaker will then confirm the verified nomination form and/or communicate any issues to the nominee in advance of the deadline. Incomplete nominations submitted at the deadline may not allow for time for re-submission.

APUS Winter 2020 Board of Director Elections Nomination Form

PART ONE: NOMINEE INFORMATION

Name:

Email:

Student Number:

Constituency (Arts & Science St George,
UTM, UTSC, At Large):

Contact Phone:

Declaration: *I hereby certify that I am an APUS member for the Fall 2019/Winter 2020 session.*

Signature _____

PART TWO: NOMINATIONS

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

Nomination: *I hereby nominate _____ for the APUS Board of Directors for 2020-2021. I further certify that I am an APUS member for the Fall/Winter 2019-2020 session.*

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 13, 2020 to the APUS North Borden office or to The Speaker.**

APUS Electoral Guidelines and Procedures Winter 2020

I. Primacy of APUS Bylaws

The APUS Bylaws shall govern the Board of Directors' elections and supercede the *APUS Electoral Guidelines and Procedures – Winter 2020*.

II. APUS Board of Director Composition

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

- o 6 seats for Faculty of Arts & Science, St George Campus
- o 1 seat for UTM
- o 1 seat for UTSC
- o 4 seats for At-Large representatives

III. Election at the Annual General Meeting

As per *Article 5 – Board of Directors* of the APUS Bylaws, the Annual General Meeting where the 2020-2021 Board of Directors are elected will take place on Friday, March 13, 2020 at 6 pm.

a. Eligibility

- Only APUS members during the Fall 2019/Winter 2020 term may participate in the APUS Board of Director Winter 2020 Elections.
- Students who are APUS members in the Fall 2019/Winter 2020 session are eligible to stand for election for the APUS Board of Directors. Membership in APUS is defined in Article III of the APUS Bylaws and eligibility for the Board of Directors is outlined in Article 5.02 of the APUS Bylaws.
- Nominees must be an APUS member. In the Faculty of Arts & Science, part-time students are those taking 2.5 credits or fewer in the Fall-Winter term. Students in other Faculties are encouraged to check with the APUS Speaker to confirm their part-time status.

b. Nomination Process

- Any eligible APUS member of The Assembly (as defined under *Eligibility* above) who submits a completed nomination form by 5:00 pm before the start of the Annual General Meeting on March 13, 2020 is eligible to run for the APUS Board of Directors 2020-2021.
- Any five (5) APUS members other than the Nominee must sign a 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' 2020-2021 Speaker ("The Speaker") from February 25, 2020 at 11:00 am to March 13, 2020 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 13, 2020 to the APUS North Borden office or to The Speaker.**
- Nominees are strongly encouraged to submit their completed nomination forms in

advance of the deadline in order to ensure The Speaker can verify membership of the nominee and their nominators. The Speaker will then confirm the verified nomination form and/or communicate any issues to the nominee in advance of the deadline. Incomplete nominations submitted at the deadline may not allow for time for re-submission.

- Nominees to the Board of Directors are encouraged, but not required, to submit a one-hundred word statement to The Speaker or to the APUS Offices by Wednesday, March 11, 2020 that can be distributed to all members during the Annual General Meeting. Please note that the distribution of statements on behalf of candidates does not suggest that APUS endorses any candidate.

c. Election at the Annual General 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 members at the Annual General Meeting 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 members at the Annual General Meeting via a secret ballot vote of Yes or No.
- While only members of a particular Constituency can be nominated for the Board seat(s) designated for that particular constituency, every member of APUS is able to cast a vote in every election or ratification vote.
- The Speaker will ask for two APUS members 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 members will ratify the scrutineers in a vote.
- The order of elections will be as follows:
 - 6 seats for Faculty of Arts & Science, St George Campus
 - 1 seat for UTM
 - 1 seat for UTSC
 - 4 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 members at the Annual General Meeting prior to the vote for the position.
- 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 members at the Annual General Meeting. Names will appear in the order in which they spoke, last name first, first name last. The members at the Annual General Meeting, 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 members at the Annual General Meeting will accompany The Speaker to scrutineer the count.
- The Speaker will return and inform members at the Annual General Meeting 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.
 - Should no candidate achieve a majority in the initial round of voting, the candidate with the least votes shall be dropped from the balloting and voting shall continue in this manner until a single candidate attains the majority of votes cast.
 - Each member may carry one (1) proxy as described in Section 4.10 of the APUS Bylaws.
- Once all elections are completed, the Speaker will ask for a motion to ratify the results and 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.