



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

APUS

BOARD OF DIRECTORS 2024-25

**Elections &
Nominations
Package**





APUS Board of Directors Elections & Nominations Package 2024

ABOUT APUS

The Association of Part-time Undergraduate Students (APUS) represents all part-time undergraduate students across all three campuses at the University of Toronto. We strive to ensure that part-time undergraduate students have access to the full range of programs, services, and resources at the University of Toronto in order to improve the quality of the part-time undergraduate educational experience. We endeavour to ensure that the rights of all part-time students are respected and represent the voices of part-time undergraduate students across the University and to all levels of government. We are fundamentally committed to the principle of access to education for all.

Introduction & Contents

Consider this package a welcome package. Welcome to the APUS Board of Directors Elections process. This package includes an overview of APUS eligibility, how to nominate yourself to serve on the APUS Board of Directors for 2024-2025. What to expect at the APUS Annual General Meeting elections. It has all the forms required. And additional templates and tips to keep APUS elections accessible to those interested.

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For more about APUS Elections visit the website and FAQ: apus.ca

Nominations Process Overview

Positions Available

- Available now. Eligible members of APUS can run for the following seats on the APUS Board of Directors 2024-2025:
 - 6 seats for Faculty of Arts & Science, St. George Campus
 - 1 seat for UTM
 - 1 seat for UTSC
 - 4 seats for At-Large Representatives

- Available future. If and once elected to the APUS Board of Directors general, Board Members can put themselves forward for an Executive position at the first Board of Directors meeting. Executive positions include:
 - President
 - VP Equity
 - VP Events & Outreach
 - VP External
 - VP Internal

Eligibility

- Students who are APUS members in the Fall 2023/Winter 2024 session are eligible to stand for election for the APUS Board of Directors. APUS Membership eligibility is defined in APUS Bylaws Article III. Eligibility for the Board of Directors is outlined in APUS Bylaws Article 5.02.

Nominations: How-To

- **Required.**
Any five (5) APUS members other than the Nominee must sign a nomination form in order for it to be valid.

- **Nominees & Nominators must be an APUS member.**
(1) Part-time Undergraduate Students means, “students registered at the University of Toronto in a program of part-time study and who are not registered in the School of Graduate Studies.
(i) in the case of undergraduate students in the Faculty of Arts & Science, students enrolled in less than three full course equivalents in fall/winter term;
(ii) in the case of undergraduate students in any other faculty or division, includes students who are designated as part-time students by such Faculty or Division, may include students enrolled in certificate and diploma courses offered by Woodsworth College.

- **Collect Signatures.**
Due to COVID pandemic public health and safety there are 3 ways to collect signatures.
 1. Collect in-person signatures. Submit the Nominations Form complete as a scan.
 2. Collect electronic signatures. Submit the fillable Nominations Form complete as file.
 3. Nominations confirm their nomination to the Speaker by email option. Nominators email the APUS Speaker from a UofT address with name and student number, to note their email should be considered their signature. Option 3 can be used in combination with Option 1 or 2.

- **Optional. Nominees submit short statement.**

Nominees to the Board of Directors are encouraged, but not required, to submit a short statement (100 words max) about themselves. Statements may be read or circulated by APUS in advance. Note, distribution of statements on behalf of candidates does not equal APUS endorsement of any one candidate(s). Submit to the APUS Speaker by close of nominations, 1pm on the day of the Annual General Meeting.

- **Nominees can only run for the Constituency (e.g. campus) they represent.**

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.

- **Get a Nomination Form.**

Nomination form is available via multiple locations. Including, but not limited to:

i) on the APUS website at apus.ca

ii) hard copy at APUS locations, including herein this package

iii) by request via email from the APUS Board of Directors Speaker: Speaker@apus.ca

- **Deadlines.**

Nominations close: 1pm on the day of the Annual General Meeting.

Encouraged to submit in advance of deadline. The Speaker will confirm verified nomination form and/or communicate any issues in advance of the deadline as best able. Incomplete or invalid nominations submitted at deadline may not allow time for correction or re-submission.

- **Submit Nomination Package.**

Completed entries to Speaker: Speaker@apus.ca

Elections Process Overview

In addition to the Nominations Process Overview, the following is more about what to expect through the APUS Election process at the AGM.

Note, the terms of office for APUS Board of Directors is May 1 2024 - April 30 2025.

I. Primacy of APUS Bylaws

The APUS Bylaws shall govern the Board of Directors' elections and supercede any *APUS Election Guidelines, Communications and equivalent*. See the APUS ByLaws here: apus.ca/by-laws

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 APUS Bylaws *Article 5 – Board of Directors*, the Annual General Meeting serves as where the 2024-2025 APUS Board of Directors are elected.

Elections will take place on APUS AGM, Virtual via Zoom.

a. Eligibility

- Only APUS members during the Fall 2023/Winter 2024 term may participate in the APUS Board of Director AGM & Elections 2024.
- Students who are APUS members in the Fall 2023/Winter 2024 session are eligible to stand for election for the APUS Board of Directors. Membership in APUS is defined in APUS Bylaws Article III and eligibility for the Board of Directors is outlined in APUS Bylaws Article 5.02.
- 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 (as defined under *Eligibility* above) who submits a completed and valid nomination form by 1:00 pm before the start of the Annual General Meeting is eligible to run for the APUS Board of Directors 2024-2025.
- Any five (5) APUS members other than the Nominee must sign a nomination form in order for it to be valid.

c. Election at the Annual General Meeting

- The Speaker will call the meeting to order. Regular business will proceed as normal until the agenda item: Elections.

- The Speaker will communicate the election procedures at the Annual General Meeting.
- The Speaker will communicate any guidelines and chair using an anti-harassment and anti-discriminatory process.
- In all Constituencies (positions) 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 screen or equivalent 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 Constituency, those candidates they wish to select.
- The votes will be collected by The Speaker and taken out of the room (or offscreen/virtual 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.

- o 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.
 - o 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.
 - o Each member may carry one (1) proxy as described in APUS Bylaws Section 4.10.
- 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.
 - Next. APUS Board of Directors will ratify election results at a future meeting (anticipated April 2024), and continue with the next steps for elections for Executive positions.

APUS Board of Directors : Elections 2024 Nomination Form



PART ONE: NOMINEE INFORMATION

Name:		Contact Phone:	
Student Number:		UofT Email:	

I am running for an APUS position representing [check all that apply]:

**Must be a registered member of the Constituency group*

Faculty of Arts & Science, St. George campus

University of Toronto Mississauga campus

Director-at-large

University of Toronto Scarborough campus

APUS Student Status Validation

**Must be an APUS member to run or vote in APUS elections. APUS may contact to confirm, in addition to your student number provided. TIP: If APUS appears on your ACORN invoice, that can show you've paid APUS membership fees.*

- I have attached a copy of my UofT ACORN invoice to help validate my nomination form
- I have not attached a copy of my UofT ACORN invoice, but will have ready upon request in advance of elections

Declaration: *I hereby certify that I am a current APUS member Fall/Winter 2023-2024.*

Signature:	
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PART TWO: NOMINATIONS

Required. Five (5) APUS members (i.e. part-time students) must sign as nominators.

Nomination: *I hereby nominate _____ for the APUS Board of Directors 2024-2025. I further certify that I am an APUS member Fall/Winter 2023-2024 session.*

	Name	UofT Student Number	Signature
1.			
2.			
3.			
4.			
5.			

OPTIONAL. TIP: You may collect additional nominations to ensure you've secured 5 eligible nominators.

6.			
7.			
8.			

HOW TO SUBMIT: Email complete forms to APUS Speaker (Speaker@apus.ca) by April 2024 1pm.

Association of Part-time Undergraduate Students

www.apus.ca

Association of Part-Time Undergraduate Students
North Borden Building
563 Spadina Crescent, Suite 236
Toronto, Ontario M5S 2J7



Proxy Form

APUS Annual General Meeting - Winter 2024

I, _____, _____,
(NAME) (STUDENT NUMBER)

declare that I am a current part-time undergraduate student at the University of Toronto and APUS member (as defined by APUS bylaws) unable to attend the APUS General Meeting (Winter 2024) of the Association of Part-time Undergraduate Students at the University of Toronto to be held on **April, 2024** and hereby proxy my vote to:

_____, _____,
(NAME) (STUDENT NUMBER)

who is also a current part-time undergraduate student at the University of Toronto and APUS member (as defined by APUS bylaws), for the purposes of voting upon the matters on the agenda of this General Meeting.

In addition, I wish to place the following restrictions on the use of my proxy at the Annual General Meeting of the Association of Part-time Undergraduate Students (if any):

SIGNATURE

DATE

Please return this form via email no later than April 4pm* to:

Alice Wu
APUS Speaker
speaker@apus.ca

*Due to COVID-19, if a written or digital signature cannot be provided, an email containing all the information required by this form from the student's corresponding UofT email address will be accepted in lieu of a signature.

APPENDIX B - Elections & Nominations Checklist

REGISTRATION

I registered to attend the APUS Annual General Meeting

I have a copy of my UofT ACORN invoice ready. I have submitted my ACORN as additional proof of part-time student status if requested.

Optional. I received and submitted Proxy from another APUS member by deadline: Speaker@apus.ca

Optional. I encouraged other part-time students to attend the APUS AGM.

NOMINATIONS

I collected the 5 required nominations from eligible APUS members.

Optional. I collected additional nominations in case of any eligible issues with my nominators.

I reminded and confirmed any of my nominators submitting their signature by “email option” to the Speaker.

I submitted my nomination signatures by scan or file to the Speaker by deadline: Speaker@apus.ca

Optional. I encouraged my nominators to register to attend the APUS AGM.

ELECTIONS

Optional. I submitted a short statement (100 words max) to the APUS Speaker: Speaker@apus.ca

I received a confirmation email from the APUS Speaker that validates my nomination package, including eligibility and eligibility of nominators. I have follow-up on any additional instruction from the APUS Speaker.

Optional. I’ve read the APUS mission, Bylaws, Elections FAQ.

Optional. I congratulated myself for putting myself forward.