AGENDA

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Start Time</th>
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<tbody>
<tr>
<td>1</td>
<td>Call to Order</td>
<td>4:00</td>
</tr>
<tr>
<td>2</td>
<td>Confirmation of Agenda</td>
<td>4:01</td>
</tr>
<tr>
<td>3</td>
<td>Approval of Minutes: June 6, 2015</td>
<td>4:02</td>
</tr>
<tr>
<td>4</td>
<td>Pending Business</td>
<td>4:03</td>
</tr>
<tr>
<td>5</td>
<td>Chair's Report</td>
<td>4:04</td>
</tr>
<tr>
<td>6</td>
<td>Board and Senate Election Rules</td>
<td>4:05</td>
</tr>
<tr>
<td>7</td>
<td>Items for Discussion</td>
<td>4:35</td>
</tr>
<tr>
<td>8</td>
<td>Adjournment</td>
<td>4:36</td>
</tr>
</tbody>
</table>

Next Meeting
Monday, October 3, 2016
4 -6 pm
Surrey Campus, Cedar 2110
MINUTES
Senate Governance Committee
Monday, June 6, 2016, 4pm
Surrey Campus, Cedar Building, Room 2110

Present:
Jennifer Au
Alan Davis
Patrick Donahoe, Chair
Connie Klimek
Don McGonigal

Regrets:
Chamkaur Cheema
Adnan Hifzur
Zena Mitchell

Ex-Officio / Non-voting
Keri van Gerven

Recorder
Lori Scanlan, University Secretariat

1. Call to Order
The Chair called the meeting to order at 4:07pm.

2. Confirmation of Agenda
Moved by Connie Klimek; seconded by Don McGonigal:
THAT the agenda be confirmed. Motion Carried

3. Approval of Minutes of March 7, 2016
Moved by Connie Klimek; seconded by Don McGonigal:
THAT the minutes of March 7, 2016 be approved. Motion Carried

4. Pending Business
No business was pending

5. Chair’s Report
The Chair had nothing to report.

6. For Information: Qualification Revision: Faculty of Health
The following motion was passed via an email vote on April 4, 2016:

Moved by Don McGonigal
THAT the Senate Governance Committee endorse the revised Faculty of Health faculty qualifications and recommend approval to Senate. Motion Carried

The Vice Chair of Senate, Jennifer Au, explained that as an attachment to Policy AC13, Qualifications for Faculty Members, the revision to the Faculty Qualification Table resulted in the Policy being submitted for review -- including a six week feedback posting period. To ensure that future revisions to the attachment do not result in the full review process, an amendment to the Policy is being proposed where the table is attached to the procedures instead of the policy.
Comments resulting from the six week feedback posting period indicate an overall need for faculty qualifications to be updated. It was agreed that the attachment should be sent to each Faculty Council so that faculty qualifications in each department can be updated and approved.

7. Governance Retreat

Keri van Gerven, University Secretary, presented.

The Governance Retreat has tentatively been booked for August 26, 2016 with the theme being “Joint Governance and the interaction between Boards and Senates” and a Key Note Address to begin the morning.

Possible break-out session include:

- The role of the chair,
- Robert’s rules of Order
- Video Conferencing using blue jeans

The information was discussed and the following sessions were suggested:

- Workshop on Program Development and Revision Policy – including the flowchart. (Invite Faculty Council and Faculty Curriculum Committee Chairs). The workshop could possibly be presented as a case-in-point example during a plenary session at the end the day or offered during the lunch break
- A table discussion from the BOG and Senate perspective of “what metrics have been set that are not being met and why not?”
- BOG vs Senate interpretation of commonly used terms (eg. academic freedom, transparent accountability, etc.)

8. Revision to the Senate and Senate Standing Committee cover template

The Vice Chair of Senate, Jennifer Au, presented.

The revision to the Senate and Senate Standing Committee cover template was reviewed. The following amendments were requested:

- Clarify that if an item section is not applicable to the submission the section can be removed.
- Add “preferably no more than 100 words” to the “context and background” and “key message” sections.

Moved by Jennifer Au; seconded by Don McGonigal:

THAT the Senate Governance Committee recommends approval of the revision to the Senate and Senate Standing Committee cover template to Senate.

Motion Carried

9. For Information: 2016/17 Senate Governance Committee Meeting Dates

The 2016/17 SGC meeting dates were received.

10. Items for Discussion

No items were brought forward.

11. Adjournment

The meeting adjourned at 4:50pm.
Senate Governance Committee

Meeting Date: September 12, 2016
Presenter(s): Jane Fee

Agenda Item: Board and Senate Election Rules

Action Requested:
- [ ] Motion to Approve
- [x] Discussion
- [ ] Information
- [ ] Education

Recommended Resolution: None at this time.

Senate Standing Committee Report:

For Senate Office Use Only

Context & Background: During the recent Senate elections, a student was disqualified by the Chief Returning Officer. The student appealed that ruling. A three member election appeal committee was appointed at the June Senate meeting and chaired by Jane Fee, Dean, FESD.

In their decision making, relating to the appeal, the appeals committee determined that there were sections of the Senate and Board election rules that could be more internally consistent and clear. The Election Appeals Committee is therefore requesting that Senate Governance Committee review the Election of Representatives to the University Board and Senate: Rules & Regulations.

Key Messages:

1. Review the Election of Representatives to the University Board and Senate: Rules & Regulations

Resource Requirements: None requested.

Implications / Risks: Possible risks related to future appeals if rules are not clarified.

Consultations: None.

Attachments: Election of Representatives to the University Board and Senate: Rules & Regulations

Submitted by: Jane Fee

Date submitted: September 2, 2016
Election of Representatives to the University Board and Senate
Rules and Regulations

**REPRESENTATION**

**BOARD OF GOVERNORS**
The *University Act* provides for the election or appointment of representatives to the Board of Governors as follows:

<table>
<thead>
<tr>
<th>Member Category</th>
<th>Number</th>
<th>Term (Years)</th>
<th>Membership by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>1</td>
<td>3</td>
<td>First Chancellor appointed by Board 2008</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Indefinite</td>
<td>Appointed by the Lieutenant Governor in Council</td>
</tr>
<tr>
<td>Community representatives</td>
<td>6</td>
<td>up to 3</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>2</td>
<td>1</td>
<td>Election</td>
</tr>
<tr>
<td>Professional Support Staff</td>
<td>1</td>
<td>3</td>
<td>Election</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>2</td>
<td>3</td>
<td>Appointed by the Lieutenant Governor in Council</td>
</tr>
<tr>
<td>Alumni Association Nominees</td>
<td>2</td>
<td>up to 3</td>
<td></td>
</tr>
</tbody>
</table>

**SENATE**
The *University Act* provides for the establishment of a Senate, comprised of the following voting members:

<table>
<thead>
<tr>
<th>Member Category</th>
<th>Number</th>
<th>Term (Years)</th>
<th>Membership by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>1</td>
<td>3</td>
<td>Legislated</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Indefinite</td>
<td>Chair of Senate, Legislated</td>
</tr>
<tr>
<td>Academic Vice President</td>
<td>1</td>
<td>Indefinite</td>
<td>Legislated</td>
</tr>
<tr>
<td>Deans of Faculties</td>
<td>8</td>
<td>Indefinite</td>
<td>Legislated</td>
</tr>
<tr>
<td>Chief Librarian</td>
<td>1</td>
<td>Indefinite</td>
<td>Legislated (non-voting)</td>
</tr>
<tr>
<td>Registrar</td>
<td>1</td>
<td>Indefinite</td>
<td>Election</td>
</tr>
<tr>
<td>Faculty Members</td>
<td>16</td>
<td>3</td>
<td>Election</td>
</tr>
<tr>
<td>Students</td>
<td>4</td>
<td>1</td>
<td>Appointed by the Board (non-voting)</td>
</tr>
<tr>
<td>Professional Support Staff</td>
<td>2</td>
<td>3</td>
<td>Appointed by the Board (non-voting)</td>
</tr>
<tr>
<td>Alumni Member</td>
<td>1</td>
<td>3</td>
<td>Appointed by the Board (non-voting)</td>
</tr>
<tr>
<td>Board Appointee</td>
<td>1</td>
<td>1</td>
<td>Appointed by the Board (non-voting)</td>
</tr>
</tbody>
</table>
DEFINITIONS

“Professional Support staff” means employees of the University who are not officers of the University, deans, chief librarian or faculty members (from the University Act).

“Faculty” means an educational administrative division of a university constituted by the board as a Faculty, or the dean and faculty members of a Faculty, as the context requires (from the University Act).

“Officers” of Kwantlen Polytechnic University includes the President, Vice Presidents, Associate Vice Presidents, and the University Secretary.

“Faculty Member” means a person employed by the university as an instructor, lecturer, assistant professor, associate professor, professor or in an equivalent position designated by the Senate (from the University Act).

ELECTIONS

The Registrar is responsible for conducting all elections, as specified in the University Act. Decisions made by the Registrar concerning the enforcement of the election rules and regulations are final. The election of faculty, professional support staff and student representatives shall normally be scheduled in the spring of each year.

The elections shall be conducted by an on-line ballot.

Candidates shall not be present when eligible voters are voting and shall not provide an electronic device to voters for the purpose of voting.

TERMS OF OFFICE

BOARD

The term of office of faculty and professional support staff representatives on the Board shall be three (3) years, normally commencing on September 1 of the year in which they were elected until a successor is elected or appointed. The term of office of student representatives on the Board shall be one (1) year, commencing on September 1 of the year in which they are elected, terminating August 31.

A faculty member elected to the University Board must have an appointment, consistent with the term of office from the faculty. If an elected faculty member’s appointment with the University is terminated for any reason, the position will be declared vacant.

A professional support staff member elected to the University Board must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.

A student elected to the University Board must be enrolled in good standing for two (2) out of three (3) semesters: a period consistent with the term of office. Good standing is defined as having no outstanding notations on the student’s records related to academic standing, student conduct or arrears that would prevent a student from being enrolled. If an elected student’s enrolment is terminated for any reason, the position will be declared vacant.

The appointed members of the board are eligible for reappointment and the elected members are eligible for re-election, but those members must not hold office for more than 6 consecutive years

Unless excused by resolution of the board, a member who does not attend at least half of the regular meetings of the board in any year is deemed to have vacated his or her seat.
SENATE

The term of office of faculty and professional support staff representatives on the Senate shall be three (3) years, normally commencing on September 1 of the year in which they were elected until a successor is elected or appointed. The term of office of student representatives on the Senate shall be one (1) year, commencing on September 1 of the year in which they were elected, terminating August 31.

A faculty member elected to the Senate must have an appointment, consistent with the term of office, within an educational administrative division of the University constituted by the board as a Faculty. If an elected faculty member’s appointment with the University is terminated for any reason, the position will be declared vacant.

A professional support staff member elected to the Senate must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.

A student elected to Senate must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no outstanding notations on the student’s record related to academic standing or student conduct or fees in arrears that would prevent a student from being enrolled. If an elected student’s enrolment is terminated for any reason, the position will be declared vacant.

The seat of any elected member who fails to attend three meetings of Senate between September 1 and August 31 may be declared vacant by the Chair.

VOTERS LIST/ELIGIBILITY TO VOTE

BOARD

FACULTY
The voters list shall be comprised of all faculty members. All faculty members with a current appointment during the period of election will be eligible to vote.

The voters list for a faculty election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at Surrey, Richmond and Langley campus Offices of the Registrar, as well as in the Dean’s Office on the Cloverdale campus once an election or by-election has been called.

PROFESSIONAL SUPPORT STAFF
The voters list shall be comprised of all professional support staff who are not officers of the University, deans, chief librarian or faculty members. Professional support staff with a current appointment during the period of election will be eligible to vote. The term of employment must be for at least ten (10) months each year.

The voters list for a professional support staff election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at Student Enrolment Services on the Surrey, Richmond and Langley campuses, as well as in the Dean’s Office on the Cloverdale campus once an election or by-election has been called.

STUDENTS
The voters list shall be comprised of all students in credit programs who are registered in at least one (1) course and/or enrolled in a recognized program.

The voters list for a student election will be provided by the Registrar. The voters list will be arranged numerically by student number. A copy of the voters list will be available for viewing at Student Enrolment Services on the Surrey, Richmond and Langley campuses, as well as in the Dean’s Office on the Cloverdale campus, once an election or by-election has been called.
SENATE

FACULTY
The voters list shall be comprised of all faculty members with appointments within educational administrative divisions of the University constituted by the board as a Faculty. All faculty members with a current appointment during the period of election will be eligible to vote.

The voters list for a faculty election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at Surrey, Richmond and Langley campus Offices of the Registrar, as well as in the Dean’s Office on the Cloverdale campus once an election or by-election has been called.

PROFESSIONAL SUPPORT STAFF
The voters list shall be comprised of all professional support staff who are not officers of the University, deans, chief librarian or faculty members. Professional support staff with a current appointment during the period of election will be eligible to vote. The term of employment must be for at least ten (10) months each year.

The voters list for a professional support staff election will be provided by Human Resource Services. The voters list will be arranged alphabetically by surname. A copy of the voters list will be available for viewing at Student Enrolment Services on the Surrey, Richmond and Langley campuses, as well as in the Dean’s Office on the Cloverdale campus once an election or by-election has been called.

STUDENTS
The voters list shall be comprised of all students in credit programs who are registered in at least one (1) course and/or enrolled in a recognized program.

The voters list for a student election will be provided by the Registrar. The voters list will be arranged numerically by student number. A copy of the voters list will be available for viewing at Student Enrolment Services on the Surrey, Richmond and Langley campuses, as well as in the Dean’s Office on the Cloverdale campus, once an election or by-election has been called.

ELIGIBILITY TO RUN FOR OFFICE

BOARD

The following persons are not eligible to be or to remain members of the board:
(a) Members of Parliament of Canada;
(b) Members of the Executive Council or of the Legislative Assembly,
(c) A member of the public service in the ministry,
(d) A member of the public service designated by the minister,
(e) A person who is an employee of the university and who is a voting member of the executive body of, or an officer of, an academic or non-academic staff association of the university who has the responsibility, or joint responsibility with others, to:
   (i) Negotiate with the board, on behalf of the academic or non-academic staff association of that university, the terms and conditions of service of members of that association, or
   (ii) Adjudicate disputes regarding members of the academic or non-academic staff association of that university.
FACULTY
Two (2) faculty members shall be elected from the faculty at large, with all faculty members who have appointments consistent with the term of office entitled to stand for election.

PROFESSIONAL SUPPORT STAFF
One (1) professional support staff representative shall be elected from the membership at large, with all staff members on the voters list being entitled to stand for election.

A professional support staff member elected to the University Board must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.

STUDENTS
Two (2) positions shall be elected to represent the membership at large. A student elected to the Board must be enrolled in good standing for a period consistent with the term of office. Good standing is defined as having no outstanding notations on the student’s record related to academic standing or student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student’s enrolment is terminated for any reason, the position will be declared vacant.

SENATE

FACULTY
Two (2) faculty members, whose appointment is consistent with the term of office, from each Faculty will be elected by the members of that Faculty. Elections for each representative shall be limited to faculty members in that particular Faculty.

A faculty member whose appointment crosses two (2) or more Faculties may only be nominated to represent one (1) of the Faculties. Faculty members must declare to the Registrar in which Faculty they wish to stand for election and vote.

There are eight Faculties for purposes of these elections:

Faculties
Faculty of Arts
Chip & Shannon Wilson School of Design
Faculty of Business
Faculty of Academic and Career Advancement
Faculty of Health
Faculty of Science and Horticulture
Faculty of Trades and Technology
Faculty of Educational Support and Development

PROFESSIONAL SUPPORT STAFF
Two (2) positions shall be elected to represent the membership at large. Any professional support staff member on the voters list may stand for election.

A professional support staff member elected to the Senate must be employed continuously for the entire three (3) year term of office. The term of employment must be for at least ten (10) months each year. If an elected professional support staff member’s employment with the University is terminated for any reason, the position will be declared vacant.
STUDENTS
Four (4) positions shall be elected to represent the membership at large. A student elected to Senate must be enrolled in good standing for a period consistent with the term of office and shall not be an employee of the University except where that employment is dependent upon being a student. Good standing is defined as having no outstanding notations on the student’s record related to academic standing or student conduct or outstanding fees that would prevent a student from being enrolled. If an elected student’s enrolment is terminated for any reason, the position will be declared vacant.

NOMINATIONS
Nomination papers will be available from the Office of the Registrar on all campuses once a call for election has been made. Instructions and deadlines for the receipt of nominations will be made available at the same time. The nomination period is typically two weeks. The close of nominations shall be four weeks prior to the date of the election. Original copies of the nomination must be in the hands of the Registrar on the Surrey campus by the date and time established for the close of nominations. No exceptions will be made.

If only as many candidates are nominated for the senate as are required to be elected, the candidates are declared to have been acclaimed.

The election will be held no less than four weeks after the close of nominations.

A nomination paper is not valid unless it is received by the Office of the Registrar (Surrey Campus) no later than four weeks before the date of the election.

FACULTY
Each candidate shall be nominated in writing, the nomination to be signed by three (3) persons from that Faculty entitled to vote in the election of the senate and by the nominee indicating a willingness to run for election. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed.

PROFESSIONAL SUPPORT STAFF
Each candidate shall be nominated in writing, the nomination to be signed by three (3) professional support staff members on the voters list and by the nominee indicating a willingness to run for election. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed.

STUDENTS
Each candidate shall be nominated in writing, the nomination to be signed by three (3) students on the voters list and by the nominee indicating a willingness to run for election. Nominations for persons who are not on the voters list or for whom there are not at least three (3) co-signers who are on the voters list will be disallowed.
CANDIDATE LISTS

Candidate lists for each election will be posted on-line where applicable no later than three (3) working days following the close of nominations.

CAMPAIGNING

Candidates may campaign from the day the candidate list is posted until the close of polling. All candidates are required to act with honesty and integrity and conduct themselves in a professional and dignified manner in their campaigns. Fair play rules will apply. Campaigning must be done on the individual’s own time and the cost of the campaign materials must be borne by the candidate. The Registrar as Chief Returning Officer has the necessary authority to take action as is deemed appropriate.

Candidates shall not be present when eligible voters are voting nor provide an electronic device to voters for the purpose of voting. Candidates are responsible for the removal of all posters and other campaign material immediately following the close of the elections.

COUNTING OF BALLOTS

For on-line elections, the counting of ballots occurs automatically by the system.

In the event of a tie between two or more candidates for an office, the Senate must cast the deciding vote. Random selection will occur in the event of a tie for the Board of Governors election.

DECLARATION OF ELECTION

BOARD

FACULTY
The successful candidate(s) shall be the candidate(s) with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

PROFESSIONAL SUPPORT STAFF
The successful candidate shall be the candidate with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

STUDENTS
The successful candidate(s) shall be the candidate(s) with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

SENATE

FACULTY
The successful candidate for each position shall be the candidate with the greatest number of votes for their Faculty. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

PROFESSIONAL SUPPORT STAFF
The successful candidate for each position shall be the candidate with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.

STUDENTS
The successful candidate for each position shall be the candidate with the greatest number of votes. If only as many candidates are nominated as are required to be elected, the candidates are declared to have been acclaimed.
ANNOUNCEMENT OF RESULTS/ REPORT OF ELECTION

The names and voting counts for all candidates will be publicized. The results of each election will be posted on-line through the KPU portal. The Registrar will report the results of the Board and Senate election(s) at the first meeting of the Board/Senate following the election.

COMPLAINTS/ APPEALS

Any complaint or appeal with respect to election procedures or results must be made to the Registrar within 7 days of the announcement of election results. Complaints and appeals will be considered by a three-member Elections committee of the Senate as to what action, if any, should be taken. In addition to the three members from the Senate, the Registrar will be a non-voting member and act as its Chair. Decisions of the Elections Appeal Committee are final and binding.

VACANCIES DURING A TERM OF OFFICE

BOARD

If a vacancy arises on the board before the end of the term of office for which a member has been appointed or elected, the secretary of the board must enter a declaration of the vacancy in the minutes of the board. A declaration is conclusive evidence of the vacancy.

If a vacancy exists in respect of an appointed member, the Lieutenant Governor in Council must appoint a person to fill the vacancy. If a vacancy exists in respect of an elected member, the appropriate body (Faculty, Professional Support Staff or Students) must elect a replacement. A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person’s predecessor was appointed or elected. A vacancy on the board does not impair the authority of the remaining members of the board to act.

SENATE

If a vacancy arises on the senate, the vacancy will be filled, in the case of an appointed member, by the body possessing the power of appointment, or in the case of an elected member, in the manner specified below.

If a vacancy occurs on senate, in the case of an elected member it shall be filled by the candidate who received the most votes among those who were nominated but not elected in the most recent election. In the event the seat was filled by acclamation, the following steps will occur. If the seat is declared vacant between the months of February and September, a by-election will take place in the fall to find a replacement. If the seat is declared vacant between the months of October and January and the remainder of the term is less than one year in length, a regular election will occur in the spring and the outstanding months remaining on the vacant term will be added to term of office for the seat up for election. If all the seats in a given constituency are acclaimed, a random selection from the acclaimed candidates will occur to assign the remaining term of office. If more than one seat is being elected in this grouping, then the candidate who receives the most votes will be awarded the extended term of office. If the remainder of the term is more than one year, a by-election will occur.

The Secretary of the Senate (the Registrar) must enter a declaration of the vacancy in the minutes of the senate. A declaration under subsection 36(6) is conclusive evidence of the vacancy.

A person appointed or elected to fill a vacancy holds office for the remainder of the term for which the person’s predecessor was appointed or elected. A vacancy on the senate does not impair the authority of the remaining members of the senate to act.