

Senate Internal Election Procedures

Associated Regulation: Carleton University General Operating Bylaw No. 1, Section 9.06

Date: October 31, 2025

Purpose:

The purpose of this document is to outline clear and consistent procedures for the nomination and election of internal members to the Carleton University Senate, including undergraduate students, contract instructors, and full-time faculty. These procedures are designed to ensure transparency, fairness, and compliance with the Carleton University General Operating By-law No. 1, Section 9.06. By outlining roles, timelines, eligibility criteria, campaigning rules, voting protocols, and complaint resolution mechanisms, this document supports the integrity and effective functioning of Senate elections.

Scope:

- 1) Elections governed by this document are conducted in accordance with Section 9.06 of the Carleton University General Operating By-law No. 1, which authorizes Senate to prescribe regulations for the conduct of its elections. Section 9.06 states:

Senate may pass such electoral regulations from time to time as it may consider appropriate, prescribing procedures respecting nominating candidates for Senate, the qualifications of voters and candidates, the conduct of elections, the determination of any dispute or questions of qualification, eligibility and constituency of voters and candidates and the validity of ballots or votes.

- 2) The procedures outlined in this document apply to the nomination and election of internal members of the Carleton University Senate, specifically undergraduate students, contract instructors, and full-time faculty. These procedures may be amended from time to time by Senate, and the most current version will be maintained by the Senate Office and published on the Senate website. This document does not apply to:
 - a. Graduate student elections, which are administered by the Graduate Students' Association (GSA)

- b. Appointments to Senate including the Clerk of Senate, COU Academic Colleague and Alumni Representative, which are governed by a separate procedure
- c. The nomination or election of members to standing committees of Senate

Procedure:

1) Responsibilities:

- a. The Senate Office works in close coordination with the Chief Electoral Officer to ensure that all election procedures are conducted in accordance with university policies and Senate regulations.
- b. The Chief Electoral Officer: The Clerk of Senate serves as the Chief Electoral Officer and is responsible for verifying election results and ensuring the integrity of the electoral process. As Chief Electoral Officer, the Clerk remains a neutral party and refrains from voting in Senate elections.
- c. Senate Office: The Senate Office administers the internal election process and is responsible for:
 - i. Establishing election timelines and issuing the Calls for Nominations
 - ii. Verifying the eligibility of nominees in accordance with applicable regulations
 - iii. Communicating with nominees and constituents throughout the nomination and election period
 - iv. Preparing and distributing secure electronic ballots
 - v. Managing the dissemination of candidate information, including Statements of Candidacy
 - vi. Preparing and publishing reports of election results
 - vii. Investigating complaints, irregularities or infractions to the election process and reporting findings to the Clerk of Senate.

2) Call for Nominations (Undergraduate students, contract instructors, and full-time faculty)

- a. The Call for Nominations for full-time faculty members and undergraduate students is scheduled in the Winter term and is typically released in February.
- b. The Call for Nominations for Contract Instructor positions on Senate is scheduled for late summer and typically is released in August.
- c. Nominations are normally open for one month.
- d. All nominations must be submitted before the deadline indicated in the Call for Nominations.

3) Nomination Process

- a. Faculty members must submit a self-nomination via the online form on the Senate website. Each nomination must include the names of three faculty member supporters, who must send email confirmations of their support to the Senate Office before the nomination deadline.
- b. Undergraduate students and Contract Instructors must submit a self-nomination via the relevant online form on the Senate website.
- c. All nominations must include a Statement of Candidacy. These statements will be published on the Senate website if the position is contested and an election is required.
- d. Candidate eligibility is determined in accordance with Section 4.4 of the Academic Governance of the University (AGU). Eligibility is verified by the Senate Office once the nomination period closes.

4) Post-Nomination Process:

- a. The Senate Office will contact candidates after the nomination period closes to confirm their nomination status, and to advise of an upcoming election (if appropriate).
- b. If only one nomination has been received for any particular position, the candidate will be considered elected by acclamation, subject to ratification at Senate and provided the candidate meets all eligibility criteria.
- c. If more than one nomination has been received for a particular position, an election will be held.
- d. If no nominations have been received for a particular faculty member position, the Senate Office will coordinate with the Faculty Dean's office to recruit nominees.
- e. For remaining undergraduate student vacancies, the Senate Office will coordinate with CASG and the undergraduate student communications officer to advertise the vacancies further through their networks and communications. Nominations received after the Winter nomination and election period through these channels will be filled on a first-come, first-served basis, provided the eligibility requirements of the position are met.
- f. If no nominations are received for a Contract Instructor position, the Call will be reissued and the nomination deadline extended.

5) Campaigning

- a. Campaigning is permitted under specific conditions designed to ensure fairness, respect, and compliance with university policies. All candidates are expected to conduct themselves with integrity and professionalism throughout the election process.

- b. Campaigning may only begin once the nomination period has closed and candidates have been advised of their status by the Senate Office.
- c. Campaigning is strictly forbidden once the voting period within the election has begun.
- d. Candidates must represent themselves accurately in all campaign materials and communications.
- e. Candidates are responsible for ensuring that their campaign is in compliance with all applicable Carleton University policies, including those related to equity, harassment, and respectful conduct.
- f. Candidates must not interfere with the campaigning of other candidates by, for example, spreading misinformation about candidates, or defacing, destroying or removing campaign materials.
- g. Campaigning is not allowed in instructional spaces or in Carleton University Residences.
- h. Affixed materials such as stickers, decals, and adhesive signage are not permitted due to risk of property defacement and the cost of removal.
- i. Campaigning on a slate (i.e. coordinated campaigns among multiple candidates) is prohibited.
- j. Candidates are prohibited from soliciting or accepting donations towards their campaign.
- k. Any volunteers assisting candidates during campaigning must abide by election protocols.
- l. All campaign messaging and materials must be approved in advance by the Chief Electoral Office or delegate.
- m. Any advertising of candidates by an official Carleton University community organization or bargaining unit must mention all of the candidates running in that group's constituency. For example, CASG's mention of the upcoming election of students for Senate must include all undergraduate candidates being considered.

6) Election and Voting

- a. Elections will normally be held within two weeks of the end of the nomination period.
- b. Voting is conducted online via secure electronic ballots.
- c. The online elections will be prepared, conducted and managed by the Senate Office.
- d. Eligible voter lists for the elections will be provided by the Office of Institutional Research and Planning (for faculty and student positions) and the Office of Human Resources (for Contract Instructor positions).
- e. No minimum voter turnout is required to validate an election.
- f. The voting period is normally 2 business days.

7) Results

- a. Results of the election will be communicated to all candidates and will be posted on the Senate website.
- b. In the event of a tie, the election will be re-run until a winner is declared.
- c. All confirmed positions (via acclamation or election) must be ratified by a vote at Senate.
- d. The Senate Office will retain records of election results in accordance with university records management policies.

8) Violations of Election Procedures

- a. Allegations of violation of election procedures and/or University policies must be submitted to the Clerk of Senate via email. Complaints submitted anonymously will not be investigated.
- b. Complaints should be submitted within 48 hours of the incident taking place or within 24 hours of the close of the election.
- c. The Chief Electoral Officer (CEO) will investigate, consider, and attempt to resolve any complaints that arise regarding the electoral process.
- d. The decision of the CEO is final.

Related or Cited Policies, Procedures and Guidelines

- 1) Carleton University General Operating By-Law No. 1
- 2) Academic Governance of the University (AGU)
- 3) Freedom of Speech Policy
- 4) Human Rights Policies and Procedures
- 5) Student Rights and Responsibilities Policy
- 6) Posting Policy
- 7) Senate Appointment Procedures: COU Academic Colleague, Alumni Representative and Clerk of Senate
- 8) Senate Procedures for Elections to Other Bodies.