Vancouver Community College

ELECTION OF REPRESENTATIVES TO THE BOARD OF GOVERNORS AND EDUCATION COUNCIL
RULES AND REGULATIONS

Updated: September 2026

The College and Institute Act (Act) commits to the inclusion of Faculty Members, Support Staff, and Students on the College's Board of Governors and Education Council. The following rules and regulations are intended to outline the election processes in support of that commitment.

1. DEFINITIONS

1.1 In these Rules:

a) "Act" means the College and Institute Act, as amended from time to time;

b) "Board" means the VCC Board of Governors;

c) "Candidate" means a person (faculty, support staff, excluded administrators or student) nominated and eligible to run for election;

d) "Chief Officers" means a chief officer with the representative group but does not refer to representation from the SUVCC;

e) "College" or "VCC" means Vancouver Community College;

f) "Educational Administrator" means a dean, vice president, or similar employee of the institution whose primary responsibility is to provide administrative services in support of education or training offered by the Institution, and does not include the president.

g) "Election Committee" refers to the College President, Chair of the Board of Governors or designate, Chair of Education Council or designate, Registrar and a representative from Vancouver Community College Faculty Association (VCCFA), Canadian Union of Public Employees Local 4627 (CUPE), Students' Union of Vancouver Community College (SUVCC) and (Association of Vancouver Community College Administrators (AVCCA), appointed by the Chief Officer or constituency group Executive;

h) "Education Council" means the VCC Education Council;

i) "Faculty Member" includes an instructor, librarian, tutor, counselor, research associate, program co-ordinator or other employee of the institution that a collective agreement between the bargaining agents, as defined in section 1 of the Labour Relations Code, for the College and Faculty Members specifies to be a Faculty Member;

j) "President" means the President of VCC;

k) "Registrar" means the Registrar of VCC;

l) "Representative Groups" means:

(a) a bargaining agent, as defined in section 1 of the Labour Relations Code, for Faculty Members or for Support Staff, or

(b) a student society or student organization for which fees are collected under section 19 or 21 of the Act;

m) "Rules" means these election rules;

n) "Student" means a person the registrar recognizes to be enrolled and in good standing in a course or program of studies at VCC;

o) "Support Staff" means employees of the College who are not the president, educational administrators or faculty members;

p) "Voters' List" means the list containing the names of all voters, students, Faculty Members, Support Staff (includes AVCCA members who are not educational administrators) that are eligible to vote.

These definitions will be deemed amended concurrently with amendments made from time to time of the Act.

2. ROLE OF REGISTRAR AND ELECTION COMMITTEE

2.1 The Registrar is responsible under the Act to conduct all elections for elected positions to the Board and the Education Council and to make any decisions necessary to ensure a free, democratic and transparent process and election. The Registrar also serves as the Chair of the Election Committee.

2.2 An Election Committee meeting shall be convened by the Registrar when a decision or recommendation of the Committee is required by these Rules or when the Registrar considers it appropriate for the Committee to meet. The quorum for the Election Committee shall be four (4) members and shall include the Registrar or delegate.

2.3 Amendments to Election Rules:

a) The Registrar is responsible for amending and implementing election rules as required based on consultation and recommendations of the Election Committee;

b) Amendments to the rules will be made by the Registrar after consultation with the Election Committee and any changes must be consistent with the spirit of recommendations made by the Committee.

c) In the event of a conflict between these Rules and the Act, including any defined terms, the Act shall prevail.

3. POSITIONS AND TERMS

3.1 Board

Under the Act, the elected positions to the Board are:

a) One Faculty Member elected for a three-year term;

b) One Support Staff member elected for a three-year term; and

c) Two Students, each elected for a one-year term.

3.2 Education Council

Under the Act, the elected positions to the Education Council are:

a) 10 Faculty Members elected for two-year terms;

b) 2 Support Staff members elected for two-year terms; and

c) Four Students, each elected for a one-year term.

3.3 Distribution of Elected Positions

a) The distribution of elected positions between campuses and program areas is set out in Appendix A of these Rules.

b) Effective representative groups will determine distribution of their elective positions in regard to program areas and will inform the Registrar's Office prior to election.

4. ELECTION SCHEDULE

4.1 Timing

The Regular election cycle for Student, Faculty and Support Staff positions on the Board and Education Council will normally commence as close to the start of September as possible. The election cycle takes approximately four weeks to complete. Please note that any regular election cycle must be concluded before the end of October for terms of office to begin on November 1 of each year and conclude on October 31 of the year when the term ends.

4.2 By-Elections

a) When a position on the Board or the Education Council becomes vacant between regular elections, the position shall remain vacant until a by-election is held at a time determined by the Registrar;

b) The Registrar shall ensure that a by-election is called within 30 calendar days of a vacancy occurring;

c) An individual elected to a position in a by-election will serve for the remainder of the original term;

d) A by-election will be held if a vacancy occurs with a minimum of four months to the end of the term for which an individual has vacated/resigned their seat.

5. ELIGIBILITY TO VOTE AND STAND FOR ELECTION

5.1 Students

A Student is considered to be in good standing and eligible to vote and/or stand for election if, at the date for the close of nominations, the Student:

a) Is officially registered in three or more credits in a course/program running during the semester in which the election is taking place of which they are in class for a minimum of three hours/ week and must have a duration of a minimum of 12 weeks; and

b) Has paid all fees in full by the last day of the nomination period; and

c) Has not been suspended or expelled from VCC for any reason in the current academic year; and

d) Is not an employee of the college except where that employment is dependent upon being a student.

e) Is not in violation of any student conduct principles, as defined in Policy #324: Student Non-Academic Conduct Policy.

f) The student will remain in good standing while taking up to 18 weeks off studies, or after graduation/completion or until the next election, whichever comes first, provided they are not in conflict with VCC Bylaw G.1.0 Board Conduct.

g) If a student withdraws from their program of study, or is required to withdraw, they are immediately considered to have resigned their **seat** on either Education Council or the Board.

5.2 Faculty Members

a) A Faculty Member is eligible to vote and/or stand for election if at the date of the close of nominations they are employed by VCC as a Faculty Member.

b) A Faculty Member on full-time leave from VCC, where the leave extends for four months or longer from the date of the close of polls, is not eligible to run for a **position** on either the Board or the Education Council.

5.3 Support Staff

a) A Support Staff member is eligible to vote if at the date for the close of nominations they are employed by VCC as a Support Staff member.

b) A Support Staff member on full-time leave from VCC, where the leave extends four months or longer from the date of the close of polls is not eligible to run for a **position** on the Board or the Education Council.

6. VOTERS' LIST

6.1 The Registrar shall prepare a Voters' List which shall contain:

a) The names of all Students, Faculty Members, and Support Staff that are eligible to vote and the constituency group with which each is affiliated;

b) The program area in which each Faculty Member holds a contract. For those positions on the Education Council that are allocated by program area, Faculty Members will be considered eligible to be nominated as candidates and vote within the program area in which they hold a contract. A Faculty Member holding contracts in more than one program area is deemed to hold a contract within the program area where they teach the highest percentage of courses; and

c) The Voters' List is shared with the Election Committee prior to the start of voting, for purposes of verification, but it is not made publicly available to the College community.

d) A Student, Faculty Member or Support Staff who wishes to confirm that they are on the Voters' List may do so by contacting the Registrar any time prior to the close of voting.

6.2 Entitlement to Vote

Students, Support Staff and Faculty who are eligible to vote are entitled to cast votes for those positions as set out in Appendix A of these Rules.

7. ELIGIBILITY TO HOLD OFFICE

7.1 Students

A Student standing for election should review Section 5.1 for eligibility criteria. If during a Student's term on the Board or the Education Council the Registrar determines that a Student ceases to be in good standing as defined in Section 5.1, the Student's position shall be forfeited and Section 4.2 shall apply.

7.2 Faculty

If during their term on the Board or the Education Council a Faculty Member's employment is terminated or they cease to meet the definition of Faculty Member set out in the Act, their position on the Board or the Education Council shall be forfeited and Section 4.2 shall apply.

7.3 Support Staff

If during their term on the Board or the Education Council a Support Staff Member's employment is terminated or they cease to meet the definition of Support Staff set out in the Act, their position on the Board or the Education Council shall be forfeited and Section 4.2 shall apply.

***Resignation – Representatives from Board of Governors or Education Council must submit their resignation in writing to the Registrar.**

8. PRE-ELECTION PROCESS

8.1 Prior to every regular election and by-election the Registrar shall distribute to all eligible voters on the Voters' List by email a notice of election, which sets out:

a) the vacant positions to be filled in the upcoming election and their terms;

b) the election schedule, including: the date that nomination forms will be available; the date for the close of nominations; the dates for campaigning; the dates for voting; and the date that election results will be announced;

c) the location/s where the Act and these Rules may be obtained; and

d) the location/s at which nomination forms may be obtained.

9. NOMINATIONS

9.1 Nomination forms will be available from the Registrar's Office on both 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

9.2 Nomination forms will contain:

a) the name of the candidate

b) the position sought;

c) the candidate's Program Area (if the candidate is a Faculty Member);

d) the candidate student number (if the candidate is a Student);

e) the candidate's phone number and e-mail address;

f) the candidate's signature indicating their consent to stand for election; and

g) the names and signatures of three nominators, who must be members of the same Representative Group as the candidate.

9.3 Candidates are strongly encouraged to provide the Registrar with a short biographic statement (of up to 500 words) at the same time as completed nomination forms.

9.4 Original or electronic copies of the nomination form must be submitted to the Registrar by the date for the close of nominations.

9.5 The Registrar will not accept late nominations or biographic statements.

9.6 Candidates may withdraw their candidacy by submitting written notification to the Registrar up to the close of nominations but not after the notification has been distributed to the College community.

10. CAMPAIGNING

10.1 Candidate lists for each election will be posted on all campuses no later than three (3) working days following the close of nominations.

10.2 Concurrent with the posting of the candidate lists, the Registrar will distribute to applicable eligible voters, by College wide email, all candidate statements submitted under Section 9.3.

10.3 Candidates may campaign from the day the candidate list is posted until the last day of the campaign period in accordance with the election schedule published by the Registrar.

10.4 Candidates must act in accordance with the VCC Student and Employee Code of Conduct throughout the campaign.

10.5 All campaign materials produced and distributed for the candidate must not undermine an individual or group as per BC Human Rights Legislation. Campaigning materials include, but are not limited to posters, signs, websites, social media, and phone/email campaigns.

10.6 Campaigning should not disrupt class instruction or regular campus operations.

10.7 Candidates are responsible for the removal of all posters and other campaign material immediately following the close of the elections.

10.8 The Registrar may sanction a candidate for not adhering to campaign rules up to and including disqualification of the candidate.

10.9 The decision to sanction a candidate is subject to appeal under the elections appeals procedure. A written appeal must be filed within two working days of the sanction being issued and adjudicated prior to the designated voting period.

11. VOTING

11.1 Voting will commence at the end of the campaign period in accordance with the election schedule published by the Registrar.

11.2 Voting will take place using an electronic format through a secure online voting system that protects voter anonymity.

11.3 Physical ballots will be available at the Registrar's Office at Broadway and Downtown campuses.

11.4 Ballots will contain:

a) The position title;

b) The term to be served;

c) The candidate name(s); and

d) Voting instructions as required.

11.5 If no candidate is nominated for a vacant position, the position will remain vacant until a by-election is held pursuant to Section 4.2.

11.6 If only one candidate is nominated for a particular position, a special ballot will be prepared to allow voters to vote "Yes" or "No" for that candidate. If only one

candidate is nominated for a particular position and majority votes “No”, that position shall be deemed vacant and clause 4.2 of these Rules shall be enacted.

11.7 Voting will take place on the days designated by the Election Committee.

11.8 Eligible voters will be sent an electronic communication inviting them to participate in the election process. In this communication the voter will receive a unique link to the online voting system where they will cast their ballot.

12. ELECTION RESULTS

12.1 Votes will be tallied by the online system with any paper ballots added to results and then verified by the Registrar.

a) Candidate may appoint scrutineer. Contact Registrar’s Office to submit name of scrutineer.

12.2 The results will be distributed to the Election Committee for confirmation. In the event of a tie, the Registrar will order a recount of the paper ballots and reconfirm electronic votes to be completed on the first working day after the original count. Should there still be a tie, a random selection will occur using a coin toss to determine the successful candidate for the position. The candidates involved in a tie have the right to be present during the random selection.

12.3 In the event of a very close election (5% of total votes cast), a recount of the ballots may be requested. Only a candidate for the particular position may make such a request and the Registrar must receive request within four (4) working days after the results of the election are declared

12.4 Once the election results are confirmed by the Registrar, this information will be released to the College community. The Registrar will inform the Election Committee prior to releasing the results only in the event of any irregularities or in the event of a very close election. Results are confidential until officially announced by the Registrar.

12.5 The names and voting counts for all candidates will be publicized. The results of each election will be posted at all campuses. The President, the Chair of the Board of Governors, and the Chair of Education Council will be informed of the results at the time they are posted.

12.6 Ballots will be destroyed on the 6th working day after the day on which the election results were announced. If an appeal is filed under Section 13, the ballots will be retained for the duration of the appeal process.

13. APPEALS

13.1 The rules and regulations of the election are not subject to appeal. However, the implementation of the election process may be subject to appeal by eligible voters.

13.2 The conduct of an election may be appealed by any person who was an eligible candidate in that election

13.3 Appeals will fall into one of two categories:

a) Procedural: An appeal that raises issues about how the election itself was conducted. (Available to both candidates and voters).

b) Substantive: An appeal that raises issues around what occurred during the election itself where there is a belief of injustice. (Available to candidates only).

13.4 Written requests for an appeal must be filed with the Registrar within four (4) working days following the day on which the election results were announced. Appeal forms will be available from the Office of the Registrar.

13.5 Appeals must address the specific grounds for the appeal.

13.6 In the event the appeal is based on procedural grounds, the Registrar will interview the complainant as soon as possible. The complainant may be accompanied by an advocate. The Registrar must issue a written decision within five (5) working days of the interview and inform both the complainant and the Election Committee of the outcome and rationale. The Registrar's decision can be appealed directly to the Election Committee itself.

13.7 Written requests for a substantive appeal will be shared with all candidates of the affected constituent group. Any candidate may respond to the appeal in writing but must do so within four (4) working days after which the original request for an appeal is distributed to affected candidates.

13.8 The appeal will be considered by this Election Committee. The Committee member must not have been a candidate or a nominator in the election that is the subject of the appeal. The Registrar shall be an ex officio non-voting member of the Election Committee. If a voting member runs, they will need to appoint a designate.

13.9 The Election Committee will hold a hearing to consider the appeal.

13.10 The hearing will be held within 10 working days of the receipt of the written request for an appeal.

13.11 The Election Committee will conduct the hearing with the complainant present. Any other candidate in the election may also attend.

13.12 Each candidate in attendance will have the opportunity to address the Election Committee. Time limitations and a schedule will be at the discretion of the Committee, taking into consideration the number of appeals and candidates wishing to address the Committee.

13.13 Each candidate in attendance will be allowed to bring a support person or advocate.

13.14 Following the hearing, the Committee will then deliberate in private. Within five (5) working days of the hearing, the written decision of the Election Committee will be provided to the complainant and all other candidates of the affected Representative Group.

13.15 Decisions of the Committee may take the form of: rejecting the appeal; making recommendations to the Registrar with respect to future elections; or ordering corrective action, including overturning the election results and ordering that the election be re-run.

13.16 In the event the appeal is submitted in response to a decision made regarding procedural matters by the Registrar, a written appeal stating the grounds for the appeal must be submitted within five (5) working days after the written decision was issued by the Registrar to the Office of the President. A hearing will be held within ten (10) days of receipt of the written appeal. Both the complainant and the Registrar will be present and be able to present their justification concerning the matter under appeal. The Committee will then deliberate in private. Within five (5) working days of the hearing, a written decision with rationale will be provided to both the complainant and the Registrar to the Office of the President.

13.17 Decisions rendered by the Election Committee are final and binding.

Appendix A

Elected Representatives on Education Council			
Representative Group	Number of Seats	Term Length	Voter Group
Faculty Members	10	2 years	8 - Faculty Members by Program area (see below) 2 -Faculty Members
Support Staff	2	2 years	Support Staff
Students	4	1 year	Students

Faculty Representative Distribution on Education Council	
Program Area	Number of Seats
School of Arts & Sciences	2 elected by Arts & Sciences Faculty Members
School of Health Sciences	2 elected by Health Faculty Members
School of Trades, Technology and Design	2 elected by Trades, Technology & Design Faculty Members
Library and Learning Centre	1 elected by Library and Learning Centre Faculty Members
School of Instructor Education; Centre for Teaching, Learning and Research	1 elected by School of Instructor Education; Centre for Teaching, Learning and Research faculty members
Student Success (Counselling & Disability Services, Interpreting, Assessments, and the Arbiter of Student Services)	1 elected by Student Success Faculty Members
	1 elected by Faculty Members at large

Elected Representatives on Board			
Representative Group	Number of Seats	Term Length	Voter Group
Faculty Members	1	3 years	Faculty Members
Support Staff	1	3 years	Support Staff
Students	2	1 year	Students