



**VICTORIA UNIVERSITY**  
IN THE UNIVERSITY OF TORONTO

OFFICE OF THE BURSAR  
73 QUEEN'S PARK CRESCENT  
TORONTO, ONTARIO M5S 1K7  
CANADA

T 416 585 4507  
F 416 585 4580  
WWW.VICU.UTORONTO.CA

## **PROCEDURE FOR ELECTING ONE ADMINISTRATIVE STAFF MEMBER TO MEMBERSHIP OF THE BOARD OF REGENTS**

### Responsibility

The Secretary of the Board of Regents is responsible for the election of members to the Board of Regents.

### Eligibility

All full time and part time administrative staff who hold a current and continuing appointment are eligible.

Administrative staff consists of all employees in:

- Ancillary service departments which are: Physical Plant, Information & Technology Services, Business & Ancillary Services
- The Office of the President
- The Office of the Bursar
- The Office of the Registrar
- The Office of the Principal of Emmanuel College
- The Office of the Principal of Victoria College
- The Office of the Dean of Students
- The Office of Alumni Affairs & Advancement
- The Office of Communications
- The University Libraries (E. J. Pratt and Emmanuel College)

**Student employees and members of the teaching staff are not eligible to be candidates or vote in this election. Members who have been seconded to or from other institutions are not eligible.**

### Nominations

- 1 The nominating period will be from 10:00 a.m. February 1, 2021 to 5:00 P.M. on February 15, 2021.
- 2 To be eligible for election, a member must be nominated by at least 5 other members of the administrative staff. The names of nominators will not be announced or made public.
- 3 A candidate may not nominate themselves.
- 4 All candidates must be Canadian citizens as required by the Victoria University Act.
- 5 Only the approved Nomination Forms provided by the Secretary to the Board of Regents may be used to submit a nomination. In addition to information identifying the candidate, the Forms will show the names, departments and names of the 5 nominators. Nomination forms are available on the Board web-page (<https://www.vicu.utoronto.ca/about-victoria/board-of-regents/>). A university email address, UTORid and UTORid password will be required to nominate. If the candidate and/or nominator does not have a UTORid, please contact [vicu.regents@utoronto.ca](mailto:vicu.regents@utoronto.ca) no later than **February 5, 2021 at 5 p.m.**

- 6 Candidates may submit a Candidate's Statement on their nomination form. This statement may contain biographical information or other comments, and may not exceed 100 words. This Statement is voluntary and is not required of any candidate. The statements will be made available to all administrative staff by the Secretary during the election process. Once submitted, the Candidate's Statement may not be altered or withdrawn.
- 7 The Secretary will announce the names of the candidates by February 17, 2021.

#### Balloting

- 1 The Secretary will arrange for members to cast their votes electronically within the prescribed period. Due to COVID-19 restrictions, in-person balloting will not be available.
- 2 Voting will take place from Friday, February 19, 2021 at 10 a.m. to Thursday, February 25, 2021, 5 p.m.
- 3 Members of staff who will be absent during the whole voting period will be able to vote in advance. Please contact [vicu.regents@utoronto.ca](mailto:vicu.regents@utoronto.ca) for details.
- 4 No person may cast more than one vote.
- 5 Votes will only be counted if they are submitted on the electronic ballot provided by the Secretary.
- 6 Spoiled or illegible ballots will not be counted.

#### Announcement of Election Result

- 1 The Secretary will announce, in writing, the results of the election on Monday, March 1, 2021.

#### Retention and Disposal of Ballots

All ballots will be retained by the Secretary for 21 days after the announcement of the results of the election, and will then be destroyed unless any questions have arisen causing the votes to be retained further. Once any issues that have arisen have been settled, the ballots will be destroyed.

***February, 2021***