



+

BOARD OF DIRECTORS

+



NOMINATION PACKAGE



+



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

+

APUS Board of Director Nominations Package 2020

I. Nomination Process

- Details of the nomination process are below. Please see the attached *APUS Electoral Guidelines and Procedures – 2020* for complete details pertaining to the APUS 2020 Elections.
- Eligible members of APUS can run for the following seats on the APUS Board of Directors:
 - 6 seats for Faculty of Arts & Science, St George Campus
 - 1 seat for UTM
 - 1 seat for UTSC
 - 4 seats for At-Large representatives
- Students who are APUS members in the Fall 2020 session are eligible to stand for election for the APUS Board of Directors. Membership in APUS is defined in Article III of the APUS Bylaws and eligibility for the Board of Directors is outlined in Article 5 of the APUS Bylaws.
- The election will take place at a Special Annual General Meeting on October 23, 2020. The Annual General Meeting was previously scheduled for March 13, 2020, and had to be postponed due to COVID public health guidelines. Students who were APUS members in the Winter 2020 session and submitted a nomination form during the nomination period that ended on March 13, 2020 are eligible to run in the election at the postponed Special Annual General Meeting on October 23, 2020. All students who previously submitted a nomination have been contacted by the APUS Speaker.
- 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.
- Any five (5) APUS members other than the Nominee must sign a nomination form in order for it to be valid. **Due to COVID public health guidelines, there are three ways to submit this form:** use the form-fillable PDF and email it to the APUS Speaker (speaker@apus.ca), sign and email a scanned hard copy of this form to the APUS Speaker, or attach the form in an email from your U of T student email and note that your email should be considered your signature. The five (5) APUS members signing the form can also email the APUS Speaker and note that their email should be considered their signatures. Students are not encouraged to sign a nomination form in person or in hard copy. Please email speaker@apus.ca with any questions.
- Nominees to the Board of Directors are encouraged, but not required, to submit a one-hundred word statement to The Speaker by Wednesday, October 21, 2020 that can be distributed to all members during the Annual General Meeting. Please note that the distribution of statements on behalf of candidates does not suggest that APUS endorses any candidate.
- 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.

- Nomination forms will be available on the APUS website or via email from the APUS Board of Directors' 2020-2021 Speaker ("The Speaker") from October 9, 2020 to October 23, 2020 at 4:00 pm.
- Completed forms may be emailed to the APUS Speaker (speaker@apus.ca) in advance or by **5:00 pm on Friday, October 23, 2020.**
- Nominees are strongly encouraged to submit their completed nomination forms in advance of the deadline in order to ensure The Speaker can verify membership of the nominee and their nominators. The Speaker will then confirm the verified nomination form and/or communicate any issues to the nominee in advance of the deadline. Incomplete nominations submitted at the deadline may not allow for time for re-submission.

APUS 2020 Board of Director Elections Nomination Form

PART ONE: NOMINEE INFORMATION

Name: _____	Email: _____
Student Number: _____	Constituency (Arts & Science St George, UTM, UTSC, At Large): _____
Contact Phone: _____	_____

Declaration: I hereby certify that I am an APUS member for the Fall 2020 session.

Signature _____

PART TWO: NOMINATIONS

Five (5) APUS members must sign a nomination form in order for it to be valid.

Nomination: I hereby nominate _____ for the APUS Board of Directors for 2020-2021. I further certify that I am an APUS member for the Fall 2020 session.

The undersigned:

Name	Student Number	Signature*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed forms may be emailed to the APUS Speaker (speaker@apus.ca) in advance or by **5:00 pm on Friday, October 23, 2020.**

Due to COVID public health guidelines, there are three ways to submit this form: use the form-fillable PDF and email it to the APUS Speaker (speaker@apus.ca), sign and email a scanned hard

copy of this form to the APUS Speaker, or attach the form in an email from your U of T student email and note that your email should be considered your signature. The five (5) APUS members signing your form can also email the APUS Speaker and note that their email should be considered their signatures. Students are not encouraged to sign a nomination form in person or in hard copy. Please email speaker@apus.ca with any questions.

APUS Electoral Guidelines and Procedures

Winter 2020

I. Primacy of APUS Bylaws

The APUS Bylaws shall govern the Board of Directors' elections and supercede the *APUS Electoral Guidelines and Procedures – Winter 2020*.

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 *Article 5 – Board of Directors* of the APUS Bylaws, the Annual General Meeting where the 2020-2021 Board of Directors are elected will take place on Friday, October 23, 2020 at 5 pm.

a. Eligibility

- APUS members during the Fall 2020 term may participate in the APUS Board of Director 2020 Elections.
- Students who are APUS members in the Fall 2020 session are eligible to stand for election for the APUS Board of Directors. Membership in APUS is defined in Article III of the APUS Bylaws and eligibility for the Board of Directors is outlined in Article 5.02 of the APUS Bylaws.
- The election will take place at a Special Annual General Meeting on October 23, 2020. The Annual General Meeting was previously scheduled for March 13, 2020, and had to be postponed due to COVID related public health guidelines. Students who were APUS members in the Winter 2020 session and submitted a nomination form during the nomination period that ended on March 13, 2020 are eligible to run in the election at the postponed Special Annual General Meeting on October 23, 2020. All students who previously submitted a nomination have been contacted by the APUS Speaker.
- 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 nomination form by 5:00 pm before the start of the Annual General Meeting on October 23, 2020 is eligible to run for the APUS Board of Directors 2020-2021.

- Any five (5) APUS members other than the Nominee must sign a nomination form in order for it to be valid. **Due to COVID public health guidelines, there are three ways to submit this form:** use the form-fillable PDF and email it to the APUS Speaker (speaker@apus.ca), sign and email a scanned hard copy of this form to the APUS Speaker, or attach the form in an email from your U of T student email and note that your email should be considered your signature. The five (5) APUS members signing the form can also email the APUS Speaker and note that their email should be considered their signatures. Students are not encouraged to sign a nomination form in person or in hard copy. Please email speaker@apus.ca with any questions.
- Nomination forms will be available on the APUS website or via email from the APUS Board of Directors' 2020-2021 Speaker ("The Speaker") from October 9, 2020 to October 23, 2020 at 4:00 pm.
- Completed forms may be emailed to the APUS Speaker (speaker@apus.ca) in advance or by **5:00 pm on Friday, October 23, 2020.**
- Nominees are strongly encouraged to submit their completed nomination forms in advance of the deadline in order to ensure The Speaker can verify membership of the nominee and their nominators. The Speaker will then confirm the verified nomination form and/or communicate any issues to the nominee in advance of the deadline. Incomplete nominations submitted at the deadline may not allow for time for re-submission.
- Nominees to the Board of Directors are encouraged, but not required, to submit a one-hundred word statement to The Speaker by Wednesday, October 21, 2020 that can be distributed to all members during the Annual General Meeting. Please note that the distribution of statements on behalf of candidates does not suggest that APUS endorses any candidate.

c. Election at the Annual General Meeting

- The Speaker will call the meeting to order. Regular business will proceed as normal until the Elections agenda item.
- The election will proceed by The Speaker first informing the members at the Annual General Meeting of the procedures for elections.
- In all constituencies 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 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 shared Zoom screen and/or in the Zoom chat function 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 Faculty, those candidates they wish to select.
- The votes will be counted by The Speaker and any approved scrutineers not running for that position.
- The Speaker will 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.
 - 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.
 - 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.
 - Each member may carry one (1) proxy as described in Section 4.10 of the APUS Bylaws.
- 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.