BOARD OF DIRECTORS

NOMINATION PACKAGE
I. Nomination Process

- Details of the nomination process are below. Please see the attached *APUS Electoral Guidelines and Procedures – Winter 2022* for complete details pertaining to the APUS Winter 2022 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 2021/Winter 2022 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.

- Nominees must be an APUS member.
  - (I) "Part-time Undergraduate Students" means all students registered at the University in a program of part-time study and who are not registered in the School of Graduate Studies.
    - (i) in the case of undergraduate students in the Faculty of Arts and Science, students enrolled in less than three full course equivalents in the fall/winter term;
    - (ii) in the case of undergraduate students in any other Faculty or Division of the University, students who are designated as part-time students by such Faculty or Division including such students enrolled in certificate and diploma courses offered by Woodsworth College.

- 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 March 11, 2022 at 5:00 pm 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 from the APUS website or via email from the APUS Board of Directors’ 2022-2023 Speaker (“The Speaker”) from February 10 - 28, 2022 at 5:00 pm.
Completed forms may be emailed (speaker@apus.ca) in advance.

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 Winter 2022 Board of Director Elections
Nomination Form

PART ONE: NOMINEE INFORMATION

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

Declaration: I hereby certify that I am an APUS member for the Fall 2021/Winter 2022 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 2022-2023. I further certify that I am an APUS member for the Fall/Winter 2021-2022 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 March 11, 2022. 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 2022**

I. **Primacy of APUS Bylaws**

The APUS Bylaws shall govern the Board of Directors’ elections and supersede the *APUS Electoral Guidelines and Procedures – Winter 2022*.

II. **APUS Board of Director Composition**

The composition of the APUS Board of Directors is 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

III. **Election at the Annual General Meeting**

As per Article 5 – Board of Directors of the APUS Bylaws, the Annual General Meeting where the 2022-2023 Board of Directors are elected will take place on Friday, March 11 at 5:00PM.

a. **Eligibility**

- Only APUS members during the Fall 2021/Winter 2022 term may participate in the APUS Board of Director Winter 2022 Elections.

- Students who are APUS members in the Fall 2021/Winter 2022 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.

- Nominees must be an APUS member.

  (i) "Part-time Undergraduate Students" means all students registered at the University in a program of part-time study and who are not registered in the School of Graduate Studies.

    (i) in the case of undergraduate students in the Faculty of Arts and Science, students enrolled in less than three full course equivalents in the fall/winter term;

    (ii) in the case of undergraduate students in any other Faculty or Division of the University, students who are designated as part-time students by such Faculty or Division including such students enrolled in certificate and diploma courses offered by Woodsworth College.

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 March 11, 2022 is eligible to run for the APUS Board of Directors 2022-2023.

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’ 2021-2022 Speaker (“The Speaker”) from February 10 - March 11, 2022 at 5:00 pm.

Completed forms may be emailed to the APUS Speaker (speaker@apus.ca) in advance or by March 11, 2022 at 5:00 pm, but candidates are strongly encouraged to submit applications before this time.

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 March 11, 2022 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 Speaker will ask for two APUS members that are not running in any election to volunteer as scrutineers, who will accompany the Speaker and staff in the counting of the ballots. The members will ratify the scrutineers in a vote.
• The order of elections will be 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

• 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.
  o 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.
  o 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.
  o 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.
  o 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.