



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Voting Policy

**Category:** Operational Policy

**Date last Revised:** August 24, 2021

### I. Overview

The aim of the MRFA's voting policy is to ensure a fair and transparent process, confidentiality of members' votes, and to foster confidence in the results of all MRFA elections and ratifications.

### II. Nominations

Nominations shall be submitted via nomination forms which have been approved by the Executive Board. Completed forms and campaign statements are to be submitted by the specified deadlines to [FacultyRelations@mrfa.net](mailto:FacultyRelations@mrfa.net).

### III. Eligibility

All regular members are eligible to serve on Association Committees subject to the restrictions outlined in the MRFA Bylaws. Eligibility requirements shall be noted on nomination forms.

All regular members shall be eligible to vote in Committee and Executive Board elections.

### IV. Executive Board Elections

#### a. All Candidates Forum

Prior to voting for Executive Board positions, an asynchronous all candidates' forum shall be held in advance of the Annual General Meeting.

- i. All candidates nominated for an Executive Board position must submit, by the close of nominations, a recorded or written campaign statement in accordance with the Association's [Guidelines for Campaign Statements](#). Recorded campaign statements shall not be more than 2 minutes long and written statements shall not be more than 600 words.
- ii. All campaign statements will be posted for members after the close of nominations and will be linked in the online ballots.
- iii. Questions of candidates will not be taken from the floor of the AGM.

#### b. Voting

- i. Voting for Executive Board positions shall only take place during or immediately following an AGM or a Special Meeting by paper ballot or online ballot.
- ii. Advance online polling which shall be provided to members on request and to all members of the Executive Board and Member Engagement Committee, when required, with the exception of the CRO, due to the requirement that they serve as vote sitters and to ensure confidentiality in the process.

- iii. The Chief Returning Officer (CRO), or designate, shall invite candidates to appoint scrutineers who shall be involved in the collection, verification and counting of paper ballots. Upon appointment or refusal of scrutineers the meeting shall be recessed until all members present have voted. Association staff shall serve as scrutineers for online ballots.
- iv. Each paper voting station will be operated by two faculty members comprised primarily of members of the Member Engagement Committee and continuing members of the Executive Board.
- v. Each member shall vote at an applicable voting station, by last name, their names shall be crossed off of the eligible voter list and they shall sign a form (voter sign-in sheet) indicating receipt of their ballot. Those who voted in advance will not be permitted to vote during the meeting – their names will be crossed off of the eligible voter lists.

#### **c. Vote Counting**

- i. Once all members present at the meeting have cast their paper ballot, the members responsible for each voting station, the scrutineers, if any, and the CRO shall collect all ballot boxes and count the votes in a nearby meeting/classroom. Online ballots shall be counted by the automated system.
- ii. The total vote count is to be cross checked with the total number of voters. Should there be a discrepancy between the two numbers all votes shall be recounted.
- iii. In the case of a tie, the CRO's ballot shall be opened and counted to break the tie.

#### **d. Announcement of Results and Destruction of Ballots**

Paper voting results shall be announced by the CRO at the meeting and the CRO will make a motion that the ballots and voter sign-in sheets be destroyed. Online voting results may be announced by the Senior Administrative and Faculty Relations Officer by email within three business days of the meeting.

### **V. Committee Elections**

#### **a. Voting**

- i. Voting for MRFA Committee positions shall be done online or by paper ballot in the faculty centre, and it shall take place on two consecutive working days from 9:00 – 5:00 to follow the AGM. The precise dates of voting are to be determined at the AGM.
- ii. All candidates for MRFA committees must submit a campaign statement prior to commencement of voting.
- iii. At the AGM, following the close of committee nominations, the CRO, or designate, shall invite candidates to appoint scrutineers who shall be involved in the collection, verification and counting of paper ballots, where applicable.

- iv. Online ballots shall be emailed to all eligible voting members at 9:00am on the day of commencement of voting. Online ballots shall be linked to unique voter IDs and passwords.
- v. Each eligible voter shall only be able to vote online once.
- vi. Ballots cast online can only be viewed by the voter by logging in to the voting account with the same username and password: this enables voters to confirm their ballot has been recorded correctly.
- vii. Online voting results are only reported in aggregate to the Senior Administrator and Faculty Relations Officer who serves as the online election administrator.
- viii. Online voting shall be open continuously from the commencement to the close of the voting period.
- ix. When applicable, paper balloting shall be available in the faculty centre and shall be coordinated by the election administrator who has access to the online voting software.
  - a. Each member casting a paper ballot shall vote in the Faculty Centre, their names shall be crossed off of the eligible voter list and they shall sign a form indicating receipt of their ballot.
  - b. Each ballot shall put into a sealed and numbered envelope before being deposited in ballot box.
  - c. Prior to the close of online voting, the election administrator shall cross check paper voters with the online voters. Should a member have voted online their paper ballot shall be void and will be removed from the paper ballots. The member may be subject to applicable provisions in the MRFA's Ethics Bylaws.
  - d. Remaining paper ballots shall be entered, at random, to the online voting system. If applicable, scrutineers may confirm that paper ballots are properly entered into the online system.
- x. In the case of a tie, the CRO's ballot shall be opened and counted to break the tie (MRFA Bylaws article 12.1.10).

**b. Vote Counting**

The online voting system shall generate results upon the close of the voting period.

**c. Announcement of Results and Destruction of Ballots**

Only the candidates who are elected shall be declared: vote counts shall not be released under any circumstance.

The CRO shall move, at the next General Meeting, that ballots be destroyed, if paper ballots were utilized during the process.

**VI. Related Committee**

- Member Engagement Committee

**VII. Related Policies**

- Communications Policy
- Appointments
- Association Representatives