



Election Policy

Category: Operational Policy
Date last Revised: September 2026
Scheduled for Review: Spring 2027

I. Overview

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

II. Principles

The Mount Royal Faculty Association is committed to ensuring its election processes adhere to the principles of security, accessibility, transparency, and integrity to ensure a fair and trustworthy democratic process. These principles encompass safeguarding the confidentiality and anonymity of voters, preventing fraud and manipulation, providing equitable access to all eligible voters, and enabling comprehensive auditing and verification of the election results. To that end, the following individuals are involved in nominations, vote counting, auditing, and reporting process.

- The Senior Administrative and Faculty Relations Officer (SAFRO) shall serve as the online elections administrator,
- The Labour Relations Officer (LRO) shall serve as scrutineer, and
- The Chief Returning Officer (CRO), appointed annually by the Executive Board, shall oversee applicable aspects of the election process as outlined herein and in the Association Bylaws. The Chief Returning Officer shall vote and then keep the ballot in a sealed envelope. The Chief Returning Officer's vote for any specific position shall be counted only if it is needed to break a tie; if it is not needed, the envelope and ballot(s) shall be destroyed.

a. Confidentiality of Nominees

With the sole exception of members of the Member Engagement and Services Committee

- for Executive Board positions, nominations received shall be kept confidential until the nomination period closes, and
- for Standing Committee positions, nominations received shall be kept confidential until the Annual General Meeting.

b. Online Voting System Security

- Each eligible voter shall only be able to vote online once.
- 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.

c. Reporting Results

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

d. Eligibility

- All Members are eligible to serve on Association Committees subject to the restrictions outlined in the MRFA Bylaws, Policies, and Committee Charters. Eligibility requirements shall be noted on nomination forms.
- All Members shall be eligible to vote in Committee and Executive Board elections.
- Committee and Executive Board elections are deemed to be Regular Resolutions of the Membership as defined in the Association's Bylaws.

III. Nominations

All Nominations shall be submitted via nomination forms which have been approved by the Executive Board. Completed forms, campaign statements, and (optionally) candidate photos are to be submitted by the specified deadlines to FacultyRelations@mrfa.net.

a. Executive Board Nominations

Executive Board Candidates shall be nominated at least seven (7) working days prior to the January Regular Meeting, upon receipt of a signed nomination form from a Member in good standing. Nominations shall open no later than twenty five (25) working days prior to the January Regular Meeting.

b. Committee Nominations

Standing Committee Candidates shall be nominated by submitting a nomination form or by being nominated from the floor at the Annual General Meeting (AGM). Members nominated at the AGM must accept the nomination during the meeting or by email subsequent to the meeting and prior to voting.

All candidates for MRFA committees shall be invited to submit a written campaign statement by 12:00pm on the Monday following the AGM.

IV. Elections

a. Executive Board Elections

i. Synchronous All Candidates Forum

Prior to voting for Executive Board positions, a synchronous all candidates' forum shall be held during the January Regular Meeting.

- i. All candidates nominated for an Executive Board position must submit, by the close of nominations, a written campaign statement in accordance with the Association's [Guidelines for Campaign Statements](#). Written statements shall not exceed 600 words.
- ii. All campaign statements shall be posted online for members after the close of nominations and shall be linked in the online ballots.
- iii. Questions:
 - Questions for candidates shall be taken in advance of the AGM and in writing during the Special Meeting.
 - All questions shall be vetted by the CRO prior to being read at the Special Meeting using the following criteria:
 - All candidates for a given position shall be asked to respond to all questions directed to that position.

- Questions must be directly relevant to the role and to the candidates' directly relevant expertise and/or goals; questions deemed not germane or to be malicious or vexatious shall not be considered.
- The CRO is fully empowered to determine which questions are acceptable, and their decision is not subject to appeal.

iv. Candidates' Responses:

- All candidates shall have 1 minute to respond orally to each question at the Special Meeting.
- The order of candidate responses shall be alternated for each question asked of each role.
- The CRO shall be responsible for managing time.
- Notes from the All Candidates' Forum shall be taken at the Special Meeting and these notes shall be linked to the online ballot for the information of all voters who were unable to attend the Special Meeting.

ii. Voting

1. In the case of a single candidate, the candidate shall be ratified by a majority vote of Members. If the candidate is rejected by the membership, the position shall be declared vacant until a by-election can be held.
2. Voting for Executive Board positions shall be conducted by online ballot to be distributed to all Members within 120 minutes following the adjournment of the related Special Meeting.
3. Voting shall be open until 11:55pm on the business day following the Special Meeting.

iii. Vote Counting

A candidate shall be elected by a simple plurality.

In the case of a tie, the CRO's ballot shall be opened and counted to break the tie.

iv. Announcement of Results and Destruction of Ballots

The SAFRO shall submit results to the LRO and CRO for review prior to the SAFRO announcing results.

Voting results shall be announced by the SAFRO by email within three business days of the meeting.

Elected Officers shall be invited to attend Executive Board meetings as observers until their positions officially commence on June 15.

b. Committee Elections

i. Voting

Voting for MRFA Committee positions shall be done online, and shall take place continuously from 9:00am on the Tuesday to 5:00pm on the Wednesday immediately following the AGM.

ii. Vote Counting

A candidate shall be elected by a simple plurality. Where there are both one- and two-year terms, the elected candidates receiving the higher vote counts shall be elected to two year terms, unless requested otherwise by a candidate.

In the case of a tie, the CRO's ballot shall be opened and counted to break the tie.

iii. Announcement of Results

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

V. Related Committees

- Member Engagement Committee

VI. Related Policies

- Communications Policy
- Appointments
- Association Representatives