

**University of Waterloo**

**Procedures for Senate Elections and Appointments**

## **Matters Not Covered by These Procedures**

These Procedures are supplemental to the Senate's bylaws and the University of Waterloo Act, 1972, which constitute the primary authorities governing the election of members to Senate.

[The University of Waterloo Act, 1972](#) (hereinafter referred to as the Act), in Sections 18, 20, 21 and 23-26 defines the Senate composition, term of office, eligibility, re-election, and terms of membership.

[Senate Bylaw 3](#) governs the selection of members of Senate.

The membership of each Senate Committee and Council shall be appointed according to the Terms of Reference for each body.

## **Election of Members to Senate**

### **Election Principles**

#### **Participation and Engagement**

The election process shall promote active participation and meaningful engagement from the community, ensuring that all eligible members are informed, encouraged, and able to take part.

#### **Equality of Opportunity**

All nominees shall have an equal opportunity for election. Election procedures shall be applied consistently and without unfair advantage or disadvantage.

#### **Transparency**

The election process shall be clear and understandable and made accessible to the entire university community. Election results and reporting shall be communicated clearly, openly, and in a straightforward manner, ensuring transparency for all stakeholders.

#### **Integrity and Fairness**

The process shall uphold fairness and impartiality at all stages, ensuring confidence in the legitimacy of election outcomes.

## **Election Procedures for Faculty**

Senate elections shall be conducted using a two-stage process in which all nominees are considered sequentially for Faculty-specific and at-large positions, without requiring category selection at the time of nomination.

### **Stage One: Faculty-Specific Nominations and Elections**

#### **1. Nominations**

Eligible faculty members shall be nominated for election to Senate following the call for nominations issued by the Secretariat. Each nominee shall be affiliated with a Faculty for the purposes of conducting Faculty-based election. In accordance with Senate Bylaw 3: Section 2.01b, each nomination shall be signed by the required number of members of the constituency from which the member is to be elected. Eligibility of nominees shall be verified by the Chief Returning Officer, in accordance with Senate Bylaw 3.

#### **2. Faculty Elections**

An election shall be conducted within each Faculty to fill the vacant Faculty-specific seats. All eligible nominees affiliated with the Faculty shall be included on the ballot for that Faculty. Nominees elected in this stage shall be declared elected to Senate.

#### **3. No Acclamations**

In the event that the number of nominations is less than or equal to the number of vacancies, the candidate(s) shall not be elected by acclamation but shall instead be subject to a yes/no vote within the Faculty.

### **Stage Two: At-Large Faculty Nominations and Elections**

#### **4. At-Large Elections and Ongoing Eligibility**

Following the completion of Faculty-specific elections, a subsequent call for nominations and election shall be conducted to fill any vacant at-large Senate seats. Nominees not elected in the Faculty-specific elections shall automatically remain eligible for the at-large election and shall be included on a single at-large ballot without needing to resubmit their nomination, unless they opt out by notifying the Secretariat.

New nominations may be submitted in accordance with Senate Bylaw 3. The Secretariat shall publicly release the results of the Faculty-specific elections prior to the opening of the nomination period for at-large seats, ensuring transparency and clarity in the process.

## **Election Procedures for (AFIW) Faculty**

Faculty elected from the affiliated colleges and the federated university shall be elected according to the procedures of their respective institutions. The presidents or chief academic officers of each institution shall confirm election results with the university secretary.

## **Election Procedures for Graduate Students**

### **1. Nominations**

Eligible graduate students shall be nominated for election to Senate following the call for nominations issued by the Secretariat. Eligibility of nominees shall be verified by the Chief Returning Officer, as per Senate Bylaw 3.

### **2. Elections**

An election shall be conducted to fill any vacant Senate seats allocated to Graduate Students. All eligible nominees shall be included on the ballot. Nominees elected shall be declared elected to Senate.

### **3. No Acclamations**

In the event that the number of nominations is less than or equal to the number of vacancies, the candidate(s) shall not be elected by acclamation but shall instead be subject to subject to a yes/no vote among the graduate students.

## **Election Procedures for Undergraduate Students**

In accordance with Senate Bylaw 3, for undergraduate student constituencies, the nomination period is determined in consultation with the Waterloo Undergraduate Student Association.

The Waterloo Undergraduate Student Association election rules as described in the Association's Elections and Referenda Procedures regulating campaigning for undergraduate student elections, including spending limits, shall be followed. The Waterloo Undergraduate Student Association Elections and Referenda Committee decisions may be appealed to the University Secretary, who shall act as chief returning officer, and whose decision is final.

# **Nomination and Appointment of Elected Members to Senate Standing Committees and Councils**

Much of the work of Senate is conducted through its committees, which undertake detailed review, discussion, and oversight on matters within Senate's jurisdiction before bringing recommendations forward for Senate's consideration. The effectiveness of Senate therefore depends in significant part on the strength, balance, and functioning of its committee system.

## **Nomination Principles**

In developing the list of nominees for Senate committees and councils, the Senate Executive Committee will strive to balance fairness, broad participation, democratic principles and the effective functioning of Senate. The objective is to recommend a slate that supports the effective and collegial governance of the University of Waterloo while maintaining confidence in the openness and integrity of the process.

The Senate Executive Committee will consider the following principles when developing the list of nominees:

### **Respect for Member Preferences**

The process shall take into account the stated interests and preferences of members of Senate when determining appointments to committees and councils.

### **Balance of Experience and Renewal**

The composition of committees and councils shall aim to maintain continuity through the inclusion of returning members, while also incorporating new members to bring fresh perspectives.

### **Diversity and Representation**

The process shall promote diversity and gender balance in the composition of committees and councils, reflecting the breadth of the University community.

### **Equitable Distribution of Responsibilities**

Appointments shall consider the overall workload of members, seeking to distribute responsibilities fairly and ensuring members are aware of expected time commitments.

# Nomination and Appointment Procedures

## 1. Responsibility for the Nomination Process

1.1 Pursuant to Senate bylaw #2, the Senate Executive Committee is responsible to present a list of nominations for committees and councils of Senate by the last meeting of the academic year.

1.2 Secretariat is responsible for initiating the nomination process and for preparing the list of nominees under the direction and supervision of the Senate Executive Committee, according to the procedures set out below.

## 2. Committee Preference Survey

2.1 Following the completion of Senate elections, a Preference Survey shall be distributed by the Secretariat to all continuing and newly elected faculty and student Senators.

2.2 The survey shall:

- Act as a centralized, neutral, and equitable tool to gather preference data;
- Invite Senators to rank their preferred committee assignments;
- Provide an opportunity to indicate committees on which they do not wish to serve; and
- Collect any additional relevant information regarding availability or interest.

2.3 Committee preferences will be considered alongside committee requirements, ensuring alignment with the principles of fairness, equitable opportunity, and workload balance.

## 3. External Consultation and Outreach

3.1 The Secretariat shall conduct outreach to relevant stakeholders to support the completion of committee memberships.

3.2 This may include consultation as appropriate based on the composition of the committee, with:

- The AFIW Presidents
- The Alumni Engagement Task Force
- FAUW for appointed roles such as the Planning and Finance Committee
- Senate Graduate Council: Postdoctoral Scholar, Regular Faculty, Associate Dean Research
- Senate Research and Innovation Council: Associate Dean, Grad Studies, Heads of Research Centres, Regular Faculty, Post doc scholar
- Senate Undergraduate Council: VPA/VPEd Society students

#### **4. Development of the Membership Slate**

4.1 The Secretariat shall develop a proposed membership slate for all Senate Standing Committees and Councils.

4.2 In doing so, the Secretariat shall:

- Consider member preferences;
- Ensure a balance of experience and continuity;
- Promote diversity and representation;
- Distribute responsibilities equitably; and
- Align appointments with committee mandates.

4.3 The Secretariat may consult with Committee Chairs, Deans, and relevant governance bodies as needed.

#### **5. Presentation to Senate Executive Committee**

5.1 Following the completion of the steps set out above, the proposed membership slate shall be presented to the Senate Executive Committee (SEC), normally at its May meeting.

5.2 The slate shall be made available to all Senators immediately following approval by the Senate Executive Committee.

5.3 Senators may indicate interest in positions for which they were not selected by notifying the Secretary in advance of the next Senate meeting.

#### **6. Approval by Senate**

6.1 The final membership slate shall be presented to Senate for approval at its June meeting.

6.2 Senators or Senators-elect may be nominated from the floor, ensuring an open and participatory process. Self nominations are permitted.

6.3 Where multiple candidates are nominated for a position, an election shall be conducted immediately following the meeting at which the slate is presented. Nominees shall not address Senate during the conduct of the election

#### **7. Term of Appointment**

7.1 Unless otherwise stipulated in a Senate bylaw or Committee Term of Reference approved by the Senate, the term of appointment to a Senate Standing Committee or Council shall be one year (September 1 – August 31).

7.2 All appointments shall expire at the conclusion of the governance year (August 31).

## **8. Vacancies During the Governance Year**

8.1 The Senate Executive Committee shall have the authority to fill committee vacancies that arise during the governance year.

8.2 In doing so, the Senate Executive Committee shall continue to apply the guiding principles set out in Section 5.2.

8.3 Any such appointments shall be reported to Senate for information at the next regular meeting.

8.4 A student member who graduates at the end of the winter term may continue to serve until the conclusion of the governance year.