

REGULATION PERTAINING TO  
ELECTIONS AND APPOINTMENTS

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# REGULATION

PERTAINING TO ELECTIONS  
AND APPOINTMENTS



ASSOCIATION DES CADRES  
DES COLLÈGES DU QUÉBEC



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## REGULATION PERTAINING TO ELECTIONS AND APPOINTMENTS

**Association des cadres des collèges du Québec**  
(Quebec college senior management association)

*Constituted under the Professional Syndicates Act on July 24, 1974*

**REGULATION PERTAINING TO ELECTIONS AND APPOINTMENTS**

**Adopted by the general assembly of November 7, 2018**

FOR APPROVAL

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# **1. Generalities**

## **1.01 Guiding principles**

The *Association des cadres des collèges du Québec*, by way of this Regulation, is putting in place rules designed to ensure best practices by focusing on transparency, equity, and active participation of members in associative life.

## **1.02 Interpretation rules**

Terms used in the singular include the plural and vice-versa and those applying to natural persons are also applicable to legal persons, especially companies and all other nonincorporated bodies.

Should the English and French versions of this Regulation differ, the French version shall prevail.

# **2. The presiding officer**

## **2.01 Appointment**

The presiding officer is appointed by the board of governors following a call for candidates among members in good standing.

## **2.02 Jurisdiction of the presiding officer**

In collaboration with the permanent staff, the presiding officer

- a) Prepares the election timetable, sets the polling date, and presents the timetable and the date to the board of governors.
- b) Ensures the security of the voting process.
- c) Documents the procedures used.
- d) Informs members of the holding of the election and eligibility conditions.
- e) Receives nominations and examines their validity.
- f) Discloses the list of candidates.
- g) Presides over the election.
- h) Announces the results of the election.
- i) Recommends to the board of governors all changes that the presiding officer deems necessary with regard to this Regulation.
- j) Addresses all questions regarding the holding of the election.

### **2.03 Duration of the term**

The term of the presiding officer lasts three (3) years and is renewable once, for a maximum six-year term of office.

## **3. Elections for the board of governors**

### **3.01 Election period**

The presiding officer establishes the electoral timetable to ensure that the vote is held at least fourteen (14) days before the annual general assembly. However, the tenure of newly elected board members begins after the closure of the annual general assembly following their election.

### **3.02 The chair of the board of governors**

The chair of the board of governors is elected by universal suffrage of members for a term of two (2) years, renewable for two (2) additional terms, for a total of six (6) years. Years spent as a board member other than as chair are not taken into account for the position of chair of the board of governors.

Voting for the position of chair takes place on even years.

The first past the post system is used.

### **3.03 Members of the board**

To ensure fair representation on the board of governors, members are divided into four (4) groups, according to job type:

- Group A: Manager (election in odd-numbered years)
- Group B: Coordinator and assistant director of service (election in even-numbered years)
- Group C: Deputy academic dean (election in odd-numbered years)
- Group D: Director (election in even-numbered years)

Each group has a board member position set aside for it and elects, from among its members, the person to hold this position.

Board members are elected by way of direct elections of members of their respective groups for a term of two (2) years, renewable for two (2) additional terms, for a total of six (6) years.

The member elected to represent a group and who changes groups during the term of office continues to hold the same position on the board until the end of their term. Should this board member wish to be re-elected, the person must seek the nomination as representative of their new group.

The first past the post system is used.

### **3.04 The supplemental board member**

The supplemental board member is appointed by the board of governors following a public call for candidates that indicates the profile sought so that elected board members have a more representative profile.

The term of office of the supplemental board member is two (2) years and can be extended for up to two (2) additional terms, insofar as the representative character of the position justifies such an extension. The supplemental board member is appointed within ninety (90) days following the annual general assembly of odd-numbered years.

### **3.05 The external board member**

After having established the competency profile of elected members, the board of governors will recruit someone from outside the college network who has a different professional profile.

The term of office of the external board member lasts two (2) years and can be extended for up to two (2) additional terms, insofar as the representative character of the position justifies such an extension. The external board member is appointed within ninety (90) days following the annual general assembly of even-numbered years.

## **4. Appointments to committees**

### **4.01 Standing committees**

The board of governors appoints members of the labour relations committee and the professional affairs committee following a public call for candidates. Appointees are selected for their skills, while ensuring a just representation of all members.

The duration of the terms of appointees to these committees is three (3) years, with the possibility of being appointed once more, for a total of six (6) years.

### **4.02 Other committees**

The board of governors appoints the members of other committees following a public call for candidates. Appointees are selected for their skills, while ensuring a just representation of all members.

Except for *ad hoc* committees, the duration of the terms of appointees to these committees is not limited.

## **5. Vacancy**

### **5.01 Vacancy of a position**

When a position becomes vacant following a resignation or an inability to act on the part of its holder and there are more than nine (9) months left in this term of office, a replacement election or appointment process is initiated according to the type of position so as to fill the position until the conclusion of the initial term.

The position that becomes vacant with nine (9) or fewer months left in the term of office is not filled.

## **6. Transitional provisions**

### **6.01 Extension of the term for board members**

During the process of adopting this Regulation by the general assembly, the terms of office for exiting board members are extended until December 13, 2018 at 11:59 p.m.

### **6.02 First appointment of a presiding officer**

Following the adoption of this Regulation, the general assembly shall designate a presiding officer.

### **6.03 First election**

The first election is to be held in 2018, according to the following schedule:

November 13 to 23:	nomination period
November 27 to December 11:	period of presentation of candidates
December 12 (noon) to 13 (noon):	voting period
December 14:	unveiling of results and entry into function of new board members