



BY-LAW No. 4 2026

A By-Law to regulate the election of Internal Governors pursuant to Regulation 34/03 under the *Ontario Colleges of Applied Arts and Technology Act, 2002*

BE IT ENACTED AND IT IS HEREBY ENACTED AS A BY-LAW OF THE CONESTOGA COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING, passed by the Board of Governors

June 30, 2026

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1.00 DEFINITIONS

In this By-Law:

- (a) **“Academic Staff Member”** means a person who is employed by Conestoga as a teacher, counsellor or librarian at Conestoga, and includes a person employed full time, sessional, partial-load or part-time;
- (b) **“Act”** means the *Ontario Colleges of Applied Arts and Technology Act, 2002*, as amended from time to time;
- (c) **“Administrative Staff Member”** means a person who is employed by Conestoga and who is not an Academic Staff Member, a Support Staff Member or a Student, and includes a person employed full-time or part-time;
- (d) **“Board”** means the Board of Governors of Conestoga, comprised of the Governors and the President;
- (e) **“By-Law”** means this By-Law No. 4 of Conestoga;
- (f) **“Conestoga”** means The Conestoga College Institute of Technology and Advanced Learning as established by the Regulations;
- (g) **“Employee”** means an Academic Staff Member, Administrative Staff Member or Support Staff Member;
- (h) **“Governor”** means a member of the Board;
- (i) **“Internal Governors”** means those Governors duly elected in accordance with procedures established by the Board after consultation with students and with academic, administrative and support staff and set out in this By-Law;
- (j) **“Regulations”** means the regulations made and amended from time to time pursuant to the Act, specifically, *Ontario Regulation 34/03*;

- (k) **“Student”** means a person who is enrolled in a course or program of instruction at Conestoga and includes a person enrolled on a full-time or a part-time basis and a person enrolled in a “post-secondary” or “adult-training” program; and
- (l) **“Support Staff Member”** means a person who is employed by Conestoga as a member of the office, clerical, technical, health care, maintenance, building service, shipping, transportation, cafeteria or nursery staff at Conestoga, and includes a person employed full-time or part-time.

All other capitalized terms and expressions used herein and contained in Section 1 of the Act and Section 1 of the Regulations are hereby adopted and used herein with the same meaning.

2.00 ELIGIBILITY

- 2.01 In accordance with the Act and Conestoga’s By-law No. 1, the Board shall include four (4) Internal Governors, being one (1) Academic Staff Member, one (1) Administrative Staff Member, one (1) Support Staff Member and one (1) Student.
- 2.02 Nominations for the position of Internal Governor are open to Employees and Students within their respective constituent groups, provided that an individual belongs to only one (1) constituent group.
- 2.03 Probationary Employees are not eligible for consideration as an Internal Governor.

3.00 TERM OF OFFICE

- 3.01 Terms of appointment commence on September 1 and conclude on August 31 each year.
- 3.02 An Academic Staff Member, Administrative Staff Member and Support Staff Member shall hold office for a term not to exceed three (3) years and shall not serve for more than six (6) years consecutively, but is eligible for re-election after two (2) years absence from the Board for successive terms not to exceed six (6) years in total.
- 3.03 A Student Member shall normally be appointed to hold office for a term of one (1) year from the date of taking office and may be eligible for re-election for successive terms not to exceed four (4) consecutive years as a Governor and may be eligible for re-election after two (2) years absence from the Board. The Student Member must plan to be prepared to continue to the end of the term even if graduation occurs within the term of office.
- 3.04 The office of an Internal Governor shall be vacated if the Internal Governor ceases temporarily or permanently to be a Student or Employee, as applicable, except

that a Student Member who graduates prior to the expiration of such Student Member's term may continue to serve until the 31st day of August in such Student's year of graduation.

- 3.05 Should the Internal Governors be unwilling or unable to complete their term then the position shall remain vacant until the next scheduled election process.

4.00 REQUIREMENTS OF POSITION

4.01 The candidate shall:

- (a) be familiar with Conestoga's By-Law No. 1 and related policies and procedures;
- (b) attend Board meetings, of which there are five (5) scheduled meetings each academic year;
- (c) participate on one (1) of the Board's four (4) committees, each of which meets approximately five (5) times per year;
- (d) attend other Board-related events, as required;
- (e) provide ongoing and responsible representation and not delegate their role to any other person; alternate or substitute representatives are not permitted;
- (f) respect the confidence of the Board unless the information has been made public at an open session of the Board;
- (g) receive no additional compensation, other than out-of-pocket and travel expenses incurred in carrying out approved Board business;
- (h) bring a constituent perspective to deliberations, with the understanding that their primary responsibility is to act in the best interests of Conestoga and its students, rather than the interests of any particular constituent group; and
- (i) resign from the position if they cease to be a member of the applicable constituent group.

5.00 NOMINATIONS

- 5.01 To be considered for nomination, each candidate must complete the Nomination Form for Internal Governors, attached as Schedule A.

- 5.02 Each nomination must be supported by two (2) members of the applicable constituent group.
- 5.03 If no nominations are received for a position as of the closing date, the position shall remain vacant until next year's election cycle. If individuals are elected in such a subsequent election process, then they shall serve the remainder of the scheduled term.
- 5.04 If only one (1) nomination is received for a position as of the closing date, the person shall be declared the successful candidate, and no election shall be held.
- 5.05 The successful candidate shall be the one for whom the highest number of votes are cast.
- 5.06 If an equal number of votes are cast for the top two (2) nominees, the toss of a coin shall determine the results.

6.00 CAMPAIGNING

- 6.01 All candidates are responsible for the conduct of their campaigns including the actions of others who are campaigning for them.
- 6.02 All candidates must familiarize themselves with and abide by the following guidelines:
 - (a) A Notice of Vote that includes the slate of candidates, with links to the profile page, will be emailed to the constituent group at the beginning of the campaign period. The Notice of Vote will provide notice of the campaign and voting period.
 - (b) No form of campaigning or canvassing shall take place prior to or after the commencement of the campaign period.
 - (c) Candidates are not permitted to campaign or solicit votes through email including mass messages or group distribution emails. They are allowed to respond to individual voter questions through email during the campaign period.
 - (d) Candidates are fully responsible for the operation and organizational products of their campaign. Candidates may not post materials in campus buildings, including bulletin boards, hallways, or doors. No external posting, including flyers or handbills, can be posted outside, or placed on car windshields.
 - (e) The use of Conestoga's logo on campaign material is prohibited.

- (f) Candidates seeking election must uphold and respect Conestoga's Students Rights and Responsibilities Policy and Procedure. Failure to do so will result in immediate disqualification.
- (g) Any use of social media, such as Facebook, Instagram or Twitter, must be in good taste (i.e., and not promote violence or substance abuse, or contravene Conestoga's Respect Campaign and remain consistent with the intent of these guidelines). Candidates shall not smear or negatively campaign against another candidate, verbally or electronically while using social media platforms or in any other way.
- (h) Slander, libel, and unethical campaigning are forbidden and are grounds for disqualification. No candidate will be allowed to show Students or Employees how to vote, bribe them to vote or coerce anyone into voting for them as it may conflict with a voter's right to privacy.
- (i) Candidates may not engage in electioneering during the voting period, including posting material at any campus, sending e-mails or any other form of campaigning. However, this does not rule out candidates:
 - (i) introducing themselves;
 - (ii) urging voters to vote;
 - (iii) providing information about how to vote.

6.03 Failure to follow the above-noted campaigning guidelines may result in disqualification from the election.

6.04 If a candidate fails to adhere to the campaign guidelines, they may be given warnings and/or may be subject to disqualification at the discretion of the Elections Officer.

ENACTED by the board of governors of Conestoga this 30th day of June, 2026.

A handwritten signature in cursive script that reads "Linda Franklin".

Name: Linda Franklin

Title: Administrator, Board of Governors

I have authority to bind the corporation

Schedule A

Nomination Form for Internal Governors

Thank you for your interest in running for a position on Conestoga's Board of Governors. Please complete the following steps:

- Return the nomination form and [student/academic staff/administrative staff/support staff] candidate profile, as applicable, with a digital color photo to (boardelection@conestogac.on.ca) by the end of the nomination period ([DATE] @ [TIME] p.m.)
- Conestoga's By-Law No. 4 regulating the election of Internal Governors is included in the package for your information. Please ensure that you read it carefully and do not hesitate to contact me if you have any questions

Name of Nominee:	Click or tap here to enter text.
Home Address:	Click or tap here to enter text.
Phone No:	Click or tap here to enter text.
Preferred Email:	Click or tap here to enter text.
School / Dept.:	Click or tap here to enter text.
Program:	Click or tap here to enter text.
Graduation Date (students only):	Click or tap here to enter text.

Sponsors:

Each nomination requires the support of two sponsors from the constituent group. Please ensure that your sponsors forward an email of support to my attention at boardelection@conestogac.on.ca by the end of the nomination period ([DATE] @ [TIME] p.m.).

Nominees Signature:

I hereby signify my willingness to stand as a nominee for the position of [student/academic staff /administrative staff/support staff] member on the Board of Governors.

Signature: _____

Student Number: _____

Date: _____

Note: An original or digital signature is acceptable.

Candidate Profile

Candidate profiles will be provided to the constituent group via email to assist voters in becoming acquainted with candidates' qualifications. Please provide the information below to be used for this purpose.

The candidate statement should indicate why you would like to serve on the Board of Governors and the contributions you feel you can provide to the Board. Please keep in mind the Board fulfills a governance function and typically does not deal with operational issues.

Profiles will not be edited prior to being posted on the Conestoga website. It is your responsibility to ensure that it is grammatically correct and clearly reflects your message. As this document will be viewed by both Conestoga students and staff, it is important that the profile presents you in a positive manner. A well written student profile will help you to be successful in the upcoming election.

Please submit a recent digital colour photograph (head and shoulders view) for inclusion with your profile.

<u>Name:</u>	
<u>School/Program/Dept:</u>	
<u>CANDIDATE STATEMENT (max 250 words)</u>	