



## **Nomination Package for Students Interested in Serving on the UNBC Senate**

**Included in this application package are the following forms:**

**1) Nomination form for Senate:**

The nomination form must be completed by all students who wish to serve on the Senate, as these are elected positions. If there are more nominations received than there are positions available, an election will be held in which all eligible members of the student societies are permitted to vote.

**2) Application form for Senate\* Committees:**

This form must be completed by any student seeking nomination to SENATE\*, as all Senators are required to sit on at least one Senate committee, providing there are available vacancies. Those seeking to serve as a student representative on a Senate committee without sitting on the full Senate may also complete this form.

If you require additional information regarding the Senate, please contact Alexandra Parent, Governance Officer with the Office of University Governance, at 250-960-5795, or by e-mail at [Alexandra.Parent@unbc.ca](mailto:Alexandra.Parent@unbc.ca).

## **Student Nomination Form to Serve in ELECTED Positions on the UNBC Senate**

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### **Eligibility to Serve on the UNBC Senate:**

In accordance with the UNBC Senate Handbook, and the *University Act* of British Columbia, in order to serve in an elected position on the UNBC Senate, the following criteria must be met:

- (i) Be a student as defined in 3 (m) (i), and
- (ii) Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation, and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

There are **eleven student representatives on Senate**. Positions will include at least one student from each faculty, two undergraduate students, elected at large and two graduate students, elected at large. Two positions are also reserved for the Presidents of the Northern Undergraduate Student Society and the Northern British Columbia Graduate Student Society

### **Procedures:**

1. Complete the nomination form on the back of this page.
2. Submit your nomination form to a Governance Officer.
3. Your eligibility to serve in an elected position will be verified by the Office of University Governance.
4. The Office of University Governance will conduct an election, if necessary (an election will be necessary when the number of nominations received is greater than the number of positions available). In order to serve on the UNBC Senate student members must be elected by the membership of the student societies.
5. If an election is not required, the candidate(s) will be declared "elected by acclamation," and their name(s) will be submitted to Senate for information.
6. All nominees will be advised of the outcome of elections by the Office of University Governance.

### **Step 1. Complete the general section below (please print)**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_ UNBC e-mail: \_\_\_\_\_@unbc.ca

Have you been elected or appointed to serve in a public office at UNBC or another organization?      Yes      No

If Yes, which organization and what position: \_\_\_\_\_

If applicable, please list other professional or business interests that may impact your ability to make impartial decisions while serving on the Senate (as required by *University Act* of British Columbia):

Graduate

Undergraduate

**Faculty:**

Business and Economics

Human and Health Sciences

Indigenous Studies, Social Sciences and Humanities

Environment

Science and Engineering

Major and year of study (undergraduates only):

Major

(1st, 2nd, 3rd or 4th year)

If applicable, please list degrees you have already earned and the date they were issued: \_\_\_\_\_

If applicable, please attach a separate document containing a list of publications you have authored.

**Step 2. Provide the names, student numbers, and signatures of three or more students, from the appropriate student society, who support this nomination. To minimize social interaction please ask your 3 references to email indicating their support for this nomination.**

Full Name (Please Print)	Student Number	Signature

**Step 3. Please read and sign the statement below:**

I hereby accept this nomination to stand as a candidate for election to the UNBC Senate.

I understand that UNBC is required to collect the personal information on this form as per section 14 of the *University Act*, RSBC 1996, c 468. I am able to rescind my nomination but I understand the information on this form must be kept for a year following the election as supporting documentation showing decisions made in the election as per section 31 of the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165. I consent to my name being forwarded to the Office of the Registrar to confirm my eligibility. I consent to this application being kept on file for one year from the date of the election to allow me to be considered for vacancies that arise on Senate.

I consent to the release of the above information to the UNBC Senate and the staff in the Office of University Governance for the purpose of facilitating the process of election. If I am elected, I consent that my membership on Senate will be made public.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please submit your completed nomination form as follows:**

**Digital copies**

Alexandra Parent, Governance Officer  
Office of University Governance  
Phone: 250.960.5795  
E-mail: [alexandra.parent@unbc.ca](mailto:alexandra.parent@unbc.ca)

A Governance Officer will email you to confirm your nomination form has been received.

## **Student Application Form to Serve in APPOINTED Positions on UNBC Senate Committees**

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### **Please specify which Senate Committee(s) you are interested in serving on:**

Steering Committee of Senate ( <b>Student Senators only</b> )	Senate Committee on First Nations and Aboriginal Peoples
Senate Committee on Nominations ( <b>Student Senators only</b> )	Senate Committee on Honorary Degrees and Other Forms of Special Recognition
Senate Committee on Student Appeals ( <b>Student Senators only</b> )	Senate Committee on Scholarships and Bursaries
Senate Committee on Admissions and Degrees	Senate Committee on the University Budget
Senate Committee on Academic Affairs	

### **Eligibility to Serve on UNBC Senate Committees:**

In accordance with the UNBC Senate Handbook, and the *University Act* of British Columbia, in order to serve in an elected position on the UNBC Senate, the following criteria must be met:

- (i) Be a student as defined in 3 (m) (i), and
- (ii) Be a student in good standing (a student who is in "good standing" is a student who is not on academic probation, and
- (iii) Be an undergraduate student registered in at least one course in the semester in which a vacancy arises and have been registered in the semester immediately preceding the one in which the vacancy arises. Registration in the May semester is not a requirement to meet this condition provided that, if the vacancy arises during the May or September semesters, the student is registered for the September semester and was registered during the preceding January semester, or
- (iv) Be registered in a co-op work term in the semester in which a vacancy arises, or
- (v) Be a graduate student who is currently enrolled in a program leading to a graduate degree.

Students elected to the Senate or to Senate Committees shall be eligible to serve during the May semester even though they may not be enrolled in any credit courses.

### **Positions Available:**

1. Appointed positions are designated for graduate and / or undergraduate students on several Senate Committees. Any student meeting the eligibility requirements may apply for these positions.
2. Appointed positions are designated for First Nations / Aboriginal students on the Senate Committee on First Nations and Aboriginal Peoples (SCFNAP).

### **Procedures:**

1. Complete the application form on the back of this page.
2. Submit your application form to Alexandra Parent, Governance Officer in the Office of University Governance, [Alexandra.parent@unbc.ca](mailto:Alexandra.parent@unbc.ca).
2. Your eligibility to serve on Senate committees will be verified by the Office of University Governance. **Providing there is a vacancy on the committee(s) on which you have applied to serve**, your name will be submitted to the Senate Committee on Nominations (SCN) for review, and recommendations will be forwarded to Senate for final approval.
3. Candidates approved by Senate will be contacted by the Office of University Governance.

**Step 1. Complete the general section below (please print)**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

\_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_

\_\_\_\_\_  
UNBC e-mail: \_\_\_\_\_@unbc.ca

Have you been elected or appointed to serve in a public office at UNBC or another organization? Yes No

If Yes, which organization and what position: \_\_\_\_\_

If applicable, please list other professional or business interests that may impact your ability to make impartial decisions while serving on the Senate (as required by the *University Act* of British Columbia):

\_\_\_\_\_  
\_\_\_\_\_

Graduate	Undergraduate	<b>Faculty:</b>	Business and Economics
			Human and Health Sciences
			Indigenous Studies, Social Sciences and Humanities
			Environment
			Science and Engineering

Major and year of study (undergraduates only): \_\_\_\_\_  
Major (1st, 2nd, 3rd or 4th year)

If applicable, please list degrees you have already earned and the date they were issued:  
\_\_\_\_\_

If applicable, please attach a separate document containing a list of publications you have authored.

**Step 3. Please read and sign the statement below:**

I understand that UNBC is required to collect the personal information on this form as per section 14 of the University Act, RSBC 1996, c 468. I am able to rescind my application but I understand the information on this form must be kept for a year following the appointment as supporting documentation showing decisions made in the appointment as per section 31 of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165. I consent to my name being forwarded to the Office of the Registrar to confirm my eligibility. I consent to this application being kept on file for one year from the date stated below to allow me to be considered for vacancies that arise on the Senate Committees.

I consent to the release of the above information to the UNBC Senate and staff in the Office of University Governance for the purpose of facilitating the process of appointments. If I am appointed, I consent that my membership on the Senate Committee(s) will be made public.

\_\_\_\_\_  
**Signature** **Date**

**Please submit your completed form to:** Alexandra Parent, Governance Officer  
Office of University Governance  
E-mail: alexandra.parent@unbc.ca  
Telephone: 250-960-5795