



ACCUEO Election Guidelines (2026)

1. Preamble

Grounded in principles of fairness, transparency, and inclusion, these guidelines set out the process for conducting the Association for Canadian College and University Ombudspersons (ACCUEO) elections. Their purpose is to support the Election Officer to perform their duties, promote confidence in the process, and encourage broad participation from the membership.

In the event that positions on the Executive Committee become vacant, an election will be held. The election shall be held in accordance with the rules set out by the ACCUEO Constitution¹, and these procedural guidelines.

2. Election Officer

The Election Officer ensures that elections are conducted fairly and in accordance with governing rules. Acting as a neutral steward, they oversee and safeguard the process.

As soon as possible after March 1, the President (or designate) will solicit interest from the membership, and designate an Election Officer who:

- a. is a member of ACCUEO;
- b. is not a candidate in the upcoming election cycle; and
- c. may be supported in the role by a Deputy Election Officer (optional).

The Election Officer will:

- a. not vote in the election to maintain impartiality.
- b. determine the election schedule (e.g., nomination and election dates).
- c. provide notice to ACCUEO membership of the election, including information regarding the process to submit nominations.
- d. receive nominations, confirm eligibility and candidates.
- e. offer a virtual election information session (optional).
- f. answer questions from the membership.
- g. address complaints/issues.
- h. conduct an on-line election as necessary.
- i. determine, with the Secretary, the list of eligible voters; and
- j. tabulate and announce the election results (both elected and acclaimed), to be ratified at the Annual General Meeting (AGM).

¹ <https://www.accueo.ca/about-constitution>

3. Executive Committee

3.1 Term

For full details on the functions of the Executive Committee, see section V of the ACCUO Constitution.

- a. Executive Committee members will typically serve a two-year term beginning July 1.
- b. Executive Committee members may be re-elected but may normally not serve more than two consecutive terms in a particular position.
- c. Executive Committee members should anticipate a typical time commitment of 5–10 hours per month, with occasional increases during peak periods.

3.2 Composition

- a. the Executive Committee is composed of the association officers, namely, a President, Secretary, Treasurer (one or two), and two to four Members-at-Large.
- b. whenever possible, the Executive Committee will include at least one francophone member, as well as representation from across Canada.
- c. the immediate past President will be a voting, ex-officio member of the Executive Committee.
- d. In the event of a vacancy arising between election cycles, the remaining officers may appoint a replacement to serve until the position is filled in the upcoming election.

3.3 Titles and Descriptions

a) President

The President will chair meetings of the executive committee, as well as the AGM; will communicate with membership, will coordinate the efforts of the Association; will act as spokesperson for the Association (or delegate).

b) Secretary

The Secretary will prepare and distribute agendas and minutes, as well as receive documents needed for meetings or for the membership (e.g., financial report). The Secretary will act as key point for the AGM, maintaining a mailing list of voting and non-voting members, and be responsible for maintaining the governance records of the Association.

c) Treasurer (1 or 2 members)

The Treasurer, together with one other officer, will have signing authority for the association accounts and will have primary responsibility for the preparation of budgetary recommendations, financial reports, payments, and collection of membership fees. The Treasurer will ensure that signing authority is transferred to the appropriate member, upon

conclusion of their term.

d) Members-at-Large (2 - 4 members)

The two to four Members-at-Large will provide general assistance to the other officers (President, Secretary, and/or Treasurer) and in the performance of specific duties will have a particular responsibility for ensuring that the interests of all members are adequately reflected in process and decisions.

4. Nomination and Election Process

4.1 Criteria for Candidacy

- a) Individual or Institutional member of ACCUO, in good standing (annual membership fees paid);
- b) Where two members from the same Institutional membership serve on the Executive Committee, only one vote shall be exercised in Executive Committee decisions.
- c) Members may be nominated by another member, or they may self-nominate – in both instances, the nominated member must submit a candidacy statement.
- d) A *Candidate Statement* is a brief written biography that represents a candidate during the election and voting period. It should outline the candidate's motivation for running and highlight relevant experience or background that demonstrates their interest to serve on the Executive Committee. Limited to 100 words.

4.2 Nominations

- a) The nomination period will last a minimum of ten days, not to extend beyond four weeks.
- b) The Election Officer may, at their discretion, extend the deadline for nominations for positions that were not filled during the nomination period.
- c) The Election Officer provides notice to members, with the following information:
 - deadline for the Election Officer to receive nominations.
 - available positions with descriptions (see descriptions under section 3.3).
 - term length / typical time commitment.
 - copy of the Elections Guidelines (also, to be posted on ACCUO website); and
 - process to submit nomination – To contact the Election Officer (typically by email or through webform) with an expression of interest, and to include a candidacy statement (see definition 4.1.d).

4.3 Acclamation

- a) When the nomination period has closed, if the number of candidates for a position is equal to the number of vacant positions, the candidate shall be declared elected by acclamation and no voting is necessary.
- b) Candidates elected by acclamation will be notified promptly following the close of the nomination period.

4.4 Voting

In the event that there is more than one candidate for a position, the Election Officer will coordinate and oversee an electronic election, as follows:

- a) the election will be held, normally by electronic voting, at the latest 20 days before the AGM.
- b) the voting period will last a minimum of one week, not to extend beyond two weeks.
- c) institutional members must designate one voting representative for each election cycle. The designated representative may vary from one election cycle to the next.
- d) where multiple positions of the same type are vacant (e.g., Members-at-Large), voters may cast up to the number of votes equal to the number of vacancies.
- e) the election officer will provide voting members with information on the voting process such as dates and method – e.g., by electronic means.
- f) voting members will be provided with candidate statements.
- g) candidates may campaign (at their own expense) to encourage voters to cast a ballot.
- h) all positions, both elected and acclaimed, will be announced and ratified (motion to confirm the slate) at the AGM.

5. Communication Templates [to be added]

- 1. Call for Volunteer - Election Officer Position
- 2. Notice of Election – Call for Nominations

/ejt
April 2026