

NOTICE OF BY-ELECTION

Education Council – Call for Student Nominations

Student Seats: Three (3) remaining – Two (2) Terrace Campus, One (1) other than Terrace or Prince Rupert
Education Council (EdCo) sets educational policies and curriculum at Coast Mountain College. EdCo also advises the Board of Governors on many other matters important to the College. This includes criteria for awarding of certificates, diplomas, and degrees. EdCo is informed by the [College and Institute Act of British Columbia](#).

Board of Governors – Call for Student Nominations

Student Seats: Two (2) total representing different programs and from different campuses
The Board oversees the operation of the College through the guidance of the [College and Institute Act of British Columbia](#). College operations include “manage, administer and control the property, revenue, expenditures, business and affairs of the institution”.

NOTICE OF BY-ELECTION | October 5, 2026
CLOSE OF NOMINATION | October 19, 2026 (4:00 pm PT)

Qualified nominees will be notified by the Registrar following the close of nominations and prior to the campaign period. If at the close of the nomination period there is only one candidate per seat available, the nominated candidate will be declared elected.

CAMPAIGN PERIOD | October 27, 2026 – November 2, 2026
ELECTION DAY | November 3, 2026 (9:00 am to 4:00 pm PT)

First meetings following the by-election:
Education Council – November 20, 2026
Board of Governors – November 27, 2026

EXPECTATIONS

Students elected to any Council or Board are expected to:

- Serve the full term of their appointment.
- Attend all scheduled meetings and participate actively.
- Act in the best interest of the College and student body when making decisions.
- Communicate professionally with fellow members, employees, and interested parties.
- Participate in at least one subcommittee or Board committee.
- A student elected to the **Board of Governors** must adhere to the Board Code of Conduct for the period consistent with the appointment and declare that they have every reason to believe they will be able to fulfill the term of office. They will be required to attend a one-hour orientation before the first Board meeting following the by-election and have to commit to be part of the ‘student policy development/revision’ focus groups led by the Director, President's Office.

ELIGIBILITY

- A candidate must be a member of the Coast Mountain Students’ Union, and must be enrolled and in good standing in a credited course or program of studies at Coast Mountain College at the time the call for nominations is made.
- A student elected to the **Board of Governors** must remain in good standing for the period consistent with the appointment. Good standing is defined as having a minimum course load of 60% with no severe academic

sanctions, enrolment restrictions, conduct sanctions, or outstanding fees and/or fines.

- A student elected to the **Education Council** must remain in good standing for the period consistent with the appointment. Good standing is defined as maintaining a minimum registration of one credited course with no severe academic sanctions, enrolment restrictions, conduct sanctions, or outstanding fees and/or fines.

For further eligibility requirements for student candidates and voting procedures, contact the Registrar at edco@coastmountaincollege.ca.

NOMINATION

All nominees are required to submit a typed candidate statement, no longer than 250 words in length, along with their completed nomination form.

Nomination forms are available through the Student Union office or from staff in the Registration offices:
Hazelton | Leah Marshall
Prince Rupert | Kimona Wickham
Smithers | Kathie Williamson
Terrace | Tracey Hoffos

Nomination forms and candidate statements must be submitted to the Registration front desk of any campus or emailed to edco@coastmountaincollege.ca no later than **4:00 pm PT on October 19, 2026**.

POLLING

CMTN’s preferred method of voting will be conducted through an online election system.

This information has been posted by the Registrar as the Electoral Officer. If you have questions, contact:
Emily Suderman | edco@coastmountaincollege.ca

PRIVACY STATEMENT

The personal information collected through the nomination form is under the authority of the [Freedom of Information and Protection of Privacy](#) Act (FOIPPA-BC).

Any information that you provide will be accessed by Coast Mountain College’s (CMTN) Education Council Secretary and Registrar when sent to edco@coastmountaincollege.ca and

will be kept confidential within the scope of the by-election process or as required by law.

For questions or concerns related to privacy, please contact the Privacy Officer by emailing foi@coastmountaincollege.ca.