

Election Policy

Student Association at Durham College and UOIT

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Table of Contents

Table of Contents	2
ARTICLE 1: COMPLIANCE	3
ARTICLE 2: DEFINITIONS	3
ARTICLE 3: ELECTION PROCEDURES AND GUIDELINES	6
ARTICLE 4: ELECTIONS PERSONNEL	7
ARTICLE 5: ELECTION COMMITTEE	9
ARTICLE 6: CANDIDATE INFORMATION	10
ARTICLE 7: CAMPAIGNING AND EXPENDITURES	12
ARTICLE 8: BALLOTS AND VOTING	17
ARTICLE 9: DEMERITS, DISQUALIFICATIONS & APPEALS	19

Introduction:

The purpose of this policy is to outline the general rules and regulations for elections more specifically than outlined within the General By-Laws of the Student Association at Durham College and UOIT. The election process outlined here is for Director and Elected Officer positions at the Student Association. The election of Society Presidents is outlined separately in the Societies Election Procedure.

ARTICLE 1: COMPLIANCE

- 1.1 The elections shall be conducted in accordance with the General By-Laws, policies and resolutions of the Student Association at Durham College and UOIT.

ARTICLE 2: DEFINITIONS

- 2.1 The following definitions shall apply to the By-Laws, policies and all other governing documents of the Student Association.
- 2.2 **“All Candidates’ Meeting”** refers to a mandatory meeting between the CRO and the Candidates.
- 2.3 **“Appeals Committee”** shall be responsible for reviewing all appeals pertaining to the elections.
- 2.4 **“Appointment”** occurs when an interview process is held to fill a vacant Board position.
- 2.5 **“Arm’s-length”** refers to a relationship or affiliation where parties are independent of one another, and there is an absence of control by either party.
- 2.6 **“Board of Directors”** shall mean the Board of Directors of the Student Association, and refers to the body with the final legal and fiduciary responsibility for the affairs of the Student Association..
- 2.7 **“By-election”** refers to any elections following the Annual General Election for the purpose of filling any vacancies.
- 2.8 **“Campaign Material”** means any product, giveaway, design, sound, symbol, or mark that is created or copied in any form and distributed through any medium including broadcast, electronic and print in order to, and/or likely to, influence one or more voters.
- 2.9 **“Campaign Period”** means the designated days during which the Candidates may campaign, as set by the Election Committee.

- 2.10 **“Campaign Team”** is one or more people reported to the Election Committee as supporters who are actively engaged in campaigning for a Candidate.
- 2.11 **“Campaigning”** is any attempt by an individual or group to influence an eligible voter with respect to a Candidate or Candidate’s platform during the campaign period
- 2.12 **“Candidate”** is any eligible Full Member of the Student Association who has been nominated by eligible Student Association members to seek an elected position with the Student Association as either a Director or Elected Officer, and who has received confirmation of their candidacy from the Election Committee or the CRO.
- 2.13 **“Candidate Forums”** are organized by the Election Committee as public events during the campaign period at which Candidates may present their platforms.
- 2.14 **“Candidate’s Representative”** is the person that observes the counting of ballots when a paper ballot system is used. This position was formerly known as “Scrutineer”.
- 2.15 **“CGO”** is the Chief Governance Officer of the Student Association and Chair of the Board of Directors.
- 2.16 **“Constituency”** refers to the pool of voters who are eligible to cast a vote for a specified position in the Student Association.
- 2.17 **“CRO”** means the Chief Returning Officer, as designated by the Student Association.
- 2.18 **“Cross Campaigning”** is the sharing of campaign materials, resources, slogans, tactics, identifying marks or names, themes, and/or joint campaigning, which could be either perceived as a collaboration between two (2) or more Candidates, or done so with the intent of associating two (2) or more Candidates in the mind of a voter. Cross campaigning does not apply to students who choose to publicly endorse one candidate but campaign for another provided that the candidates being endorsed are running for separate offices. It is up to the discretion of the CRO as to what constitutes cross campaigning.
- 2.19 **“Days”** shall mean business days, unless otherwise specified.
- 2.20 **“Disqualification”** is the process by which a Nominee or Candidate is deemed ineligible to run in and/or complete the election.

- 2.21 **“Director”** refers to a Member of the Student Association of Durham College or UOIT who has been elected, acclaimed or appointed to sit as a voting member on the Student Association Board of Directors.
- 2.22 **“Director-Elect”** shall refer to a Candidate who was declared the winner of his/her respective Election to a position on the Student Association Board of Directors from the time of his/her declaration as the winner until the commencement of his/her term in office.
- 2.23 **“DRO”** means the Deputy Returning Officer, as designated by the Student Association.
- 2.24 **“Endorsement”** means a demonstration of support or a public recommendation of a Candidate, through either verbal or non-verbal communication by an Arm’s-length party, but not done in such a manner, or to such a degree, as would constitute “Campaigning”.
- 2.25 **“Elected Officer”** refers to an Officer of the Student Association Leadership Team that is elected by members and performs operational duties. This includes the Student Association President, Vice President of College Affairs and Vice President of University Affairs.
- 2.26 **“Election”** is the process of democratically selecting one or more representatives and shall include any By-election.
- 2.27 **“Election Committee”** is the group of officials responsible for administering electoral policies and procedures.
- 2.28 **“Election Period”** refers to the period between the opening of nominations and the announcement of the final election results by the CRO.
- 2.29 **“Eligible Voter”** is any Full Member of the Student Association who is a member of a Candidate’s constituency.
- 2.30 **“In Camera Session”** means a session during which time no recording is made in order to discuss sensitive issues. Decisions shall not be made during these sessions.
- 2.31 **“Institution” or “Institutional”** shall mean the educational institution (Durham College or UOIT) of which a Member or Candidate is a part, the Student Association, and/or a creature thereof. In the case of “Institutional Logo” this shall also include the logo of the Student Association, or any creatures thereof (e.g. Campus Clubs or Societies).
- 2.32 **“Infraction”** is anything which is in contravention of the Election Policy.

- 2.33 **“Member”** refers to any individual who is a current member of the Student Association as defined in the Student Association’s By-Laws.
- 2.34 **“Nomination Period”** refers to the period of time where Nominees may collect nominations in the form of signatures in order to run in the election.
- 2.35 **“Nominee”** is any Full Member of the Student Association who has taken out a Nomination Package during the Nomination Period.
- 2.36 **“Non-Arm’s-length party”** is an individual or group who a Candidate knows, or reasonably ought to know, is engaging in campaign activity on his/her behalf.
- 2.37 **“Officer-Elect”** shall refer to a Candidate who was declared the winner of his/her respective Election to a position as an Elected Officer of the Student Association from the time of his/her declaration as the winner until the commencement of his/her term in office.
- 2.38 **“Polling Station”** is any Election Committee-sanctioned ballot box or any electronic device that has been authorized by the Election Committee to be used to facilitate voting.
- 2.39 **“Poster”** is any print media that is affixed to a surface, and/or displayed publicly for viewing.
- 2.40 **“Rejected Ballot”** is any ballot cast that is deemed by the CRO or his/her designate to be invalid.
- 2.41 **“Returning Office”** is the office of the CRO and DRO during the Election Period.
- 2.42 **“Sponsorship”** is any financial contribution or in-kind donation that has the effect of supporting a Candidate’s campaign.
- 2.43 **“Tie”** means that two Candidates receive the same number of votes.
- 2.44 **“Win” or “Winner”** is the Candidate that receives the highest number of votes.

ARTICLE 3: ELECTION PROCEDURES AND GUIDELINES

- 3.1 Jurisdiction:
- 3.1.1 The provisions of this policy shall apply to those Elections conducted by the Student Association and the Nominees, Candidates, Directors-Elect and Officers-Elect within those Elections.

- 3.1.2 Where this policy is in contravention or contradiction of the Student Association General By-Laws, those governance documents shall prevail. This document shall prevail over all other directives or documents of the Student Association.
- 3.2 Administration of Election Policy:
 - 3.2.1 It will be the duty of the CRO/DRO and the Election Committee to administer this policy and to uphold its spirit and principles, notwithstanding Article 9.9 of this policy. No candidate shall attempt to administer or enforce the Election Policy or the provisions thereof.
- 3.3 Amendments To Election Policy:
 - 3.3.1 The By-Laws and Election Policy shall govern written notice of any amendments to this policy. The Election Policy cannot be amended during the Election Period.
- 3.4 Annual Elections Timetable:
 - 3.4.1 Elections for the Elected Officers and the Board of Directors are held during the winter semester.
 - 3.4.2 The General Election must take place between February 1 and February 28 each year.
 - 3.4.3 A mandatory All-Candidates' Meeting must take place between the CRO and the Candidates between the closing of the nomination period and the opening of the campaign period.
 - 3.4.4 An All-Candidates' Meeting must take place between the CRO and the Candidates within twenty four (24) hours of the closing of the voting period.
 - 3.4.5 The By-election will take place between March 1 and March 31 each year following the General Election, if required.
 - 3.4.6 Director and Elected Officer vacancies that occur prior to nominations opening for the By-Election shall be replaced by election at the annual By-election. Director vacancies that occur after that date shall be filled by appointment by the Board from among the members who could be nominated for Election to that office. Elected Officer vacancies that occur after that date shall be filled by appointment by a Hiring Committee, as struck by the President from among the Members who could be nominated for election to that office.
 - 3.4.7 The length of the campaign period is determined by the Election Committee in advance of the opening of nominations.

ARTICLE 4: ELECTIONS PERSONNEL

- 4.1 The Chief Returning Officer shall:
- 4.2 Be hired prior to an election being called.

- 4.2.1 Not run as a Candidate, or demonstrate support for a Candidate, in any election while under contract with the Student Association. If he/she wishes to do so, he/she must resign prior to the Election Period; and
 - 4.2.2 Not be a current Elected Officer or Director;
 - 4.2.3 Oversee any elections that take place in his or her contract term;
 - 4.2.4 Be the principal officer and manager of the Election;
 - 4.2.5 Hold regular office hours during the Election Period;
 - 4.2.6 Review and approve all campaign material produced by Candidates;
 - 4.2.7 Recruit and train any volunteers/staff necessary to conduct the election;
 - 4.2.8 Adjudicate any complaints made during the process of an election (except any complaints regarding the CRO's conduct);
 - 4.2.9 Schedule and oversee:
 - 4.2.9.1 The All-Candidates' Meetings;
 - 4.2.9.2 At least one Candidate forum for Candidates at each campus; and,
 - 4.2.9.3 Any other events not already scheduled by the Election Committee;
 - 4.2.10 Act impartially in all matters relating to the administration of the Election;
 - 4.2.11 Report to the Election Committee on all matters relating to the election process and those matters of concern that are directed to the CRO by resolution of the Election Committee;
 - 4.2.12 Ensure that the Election Policy and all other Student Association policies and procedures as well as the Institutional Codes of Conduct are enforced;
 - 4.2.13 Authorize all election notices, publicity, and campaign materials regulated by the Election Policy; and
 - 4.2.14 Present a final report of the Elections to the Election Committee following the election results.
- 4.3 The Deputy Returning Officer shall:
- 4.3.1 Be hired to assist the CRO with the election process;
 - 4.3.2 Fulfill the duties of the CRO whenever he/she is not available;
 - 4.3.3 Perform all other duties as described in the job description;
 - 4.3.4 Not run as a Candidate, or demonstrate support for a Candidate in the election while under contract with the Student Association. If he/she wishes to do so, he/she must resign prior to the election period; and
 - 4.3.5 Not be a current Student Association Elected Officer or Director.
- 4.4 The CGO shall:
- 4.4.1 Chair the Appeals Committee or appoint a qualified designate;
 - 4.4.2 Act impartially in all matters involved in the election process; and
 - 4.4.3 Not run as a Candidate, or demonstrate support for a Candidate, in the election while under contract with the Student Association. If he/she wishes to do so, he/she must resign from his/her position on the Appeals Committee and follow all other rules pertaining to current Directors and Officers seeking election, prior to the election period.
- 4.5 The Poll Clerks shall:
- 4.5.1 Be hired and managed by the CRO;

- 4.5.2 Oversee each polling station during the voting period;
- 4.5.3 Act impartially in all matters involved in the election process;
- 4.5.4 Not influence the vote of persons casting their vote at the polling stations;
- 4.5.5 Not run as a Candidate, or demonstrate support for a Candidate, in the election while under contract with the Student Association. If he/she wishes to do so, he/she must resign prior to the election period; and
- 4.5.6 Not be a current Student Association Elected Officer or Director.

ARTICLE 5: ELECTION COMMITTEE

- 5.1 The Election Committee shall consist of the following members:
 - 5.1.1 Two (2) eligible members of the current Board of Directors as nominated by the Board (voting);
 - 5.1.2 Two (2) students at-large: one (1) each from Durham College and UOIT, where possible (voting);
 - 5.1.3 The SA President or their designate (voting);
 - 5.1.4 CRO and/or DRO (non-voting);
 - 5.1.5 General Manager or his/her designate (non-voting); and,
 - 5.1.6 The Student Association Office and Health Plan Coordinator or his/her designate (non-voting).
 - 5.1.7 Any Board Director or Elected Officer who is planning to or has decided to run for office in the General SA Elections must resign from the Committee by September 30th of that academic year. Directors or Elected Officers who have absolutely no interest in running for office should sit on these committees to ensure consistent representation throughout the year.
- 5.2 The Election Committee shall:
 - 5.2.1 Appoint a Chair (non-voting, except in the case of a tie) and Reporting Secretary at its first meeting;
 - 5.2.2 Act autonomously from any external or Student Association influences;
 - 5.2.3 Oversee the planning, development and execution of Student Association elections in accordance with the provisions of this policy;
 - 5.2.4 Develop, maintain and make public a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections;
 - 5.2.5 Make recommendations to the CRO on all matters, including By-Law amendments (the CRO should include these recommendations in his/her final report);
 - 5.2.6 Act impartially during the election process. Failure to act impartially will result in removal and/or censure from the committee;
 - 5.2.7 Not be eligible to run as a Candidate, or demonstrate support for a Candidate;
 - 5.2.8 Be responsible for maintaining the committee's perception of impartiality, by refraining from publicly supporting or otherwise, any Candidate in the given election;
 - 5.2.9 Familiarize themselves with the By-Laws, Election Policy, and procedures;
 - 5.2.10 Conduct the election in a fair manner;

- 5.2.11 Submit recommendations to the CRO for the final report on any policy amendments; and
 - 5.2.12 Meet regularly during their term to plan and discuss the upcoming election;
 - 5.2.13 Assist the CRO as necessary; and,
 - 5.2.14 Reserve the right to suspend any one or more of these election rules at any time. This can only be accomplished by a two-thirds majority vote by the Board of Directors. However, the Election Committee may not be able to suspend Articles 5.2.7 and 5.2.14 of this policy.
- 5.3 Meetings of the Election Committee:
- 5.3.1 The Election Committee will hold regular meetings during the Election Period. There may be in-camera discussions to address sensitive issues or confidential matters; however, all decisions will be made public and recorded in the minutes;
 - 5.3.2 The Election Committee shall meet as often as the Chair of the Election Committee deems necessary in order to fulfill its obligations to the Board and according to policy; and
 - 5.3.3 Quorum for the Election Committee's meetings shall be at least fifty percent (50%) of its voting members; and one (1) non-voting member.

ARTICLE 6: CANDIDATE INFORMATION

- 6.1 Representation by Constituency:
- 6.1.1 Determination of constituencies and constituents is made in accordance to the Student Association General By-Laws.
- 6.2 Nomination of Candidates:
- 6.2.1 A Candidate Nomination Form shall be valid if it is complete, accurate and submitted by the Nominee prior to the closing of nominations. Nominees must be a Member of a constituency entitled to vote for the position for which they have been nominated.
 - 6.2.2 Each Candidate for Student Association President shall be nominated by no fewer than fifty (50) Members of Durham College and fifty (50) Members of UOIT.
 - 6.2.3 Each Candidate for Student Association Vice-President of College Affairs and Student Association Vice-President University Affairs shall be nominated by no fewer than fifty (50) Members of the Constituency of which the person is a Member.
 - 6.2.4 Each Candidate for a Director position shall be nominated by no fewer than twenty five (25) Members of the Constituency of which the person is a Member.
 - 6.2.5 Full Members of the Student Association cannot be nominated for more than one Student Association position (Elected Officers or Directors).
 - 6.2.6 Current paid staff or Elected Officers of the Student Association may only collect nominations outside of their work hours.

- 6.2.7 SA full-time staff, SA Officers and SA Board Directors may not be the President or Executive of a Student Society (or Sub-Society) or a Campus Club. He or she must resign from any such position prior to their term in office or start of their contract. Current Elected Officers are entitled to run for office regardless of enrolment status.
- 6.2.8 Director and Elected Officer Candidates must present a transcript from a previous post-secondary institution or high school showing a cumulative GPA of at least 3.0 out of 5.0 (DC) or 2.0 out of 4.3 (UOIT).

To the extent possible, Nominees will be notified if their Candidate Nomination Form is deficient or incomplete to permit resubmission before the nomination deadline or All Candidates' Meeting. It is the responsibility of the Nominee to submit a Candidate Nomination Form with honest representation of information.

6.3 Campaign Teams:

- 6.3.1 Each Candidate may choose to have Members of the Student Association as active supporters and volunteers of the Candidate during the campaign period, known as Campaign Team members. These individuals will be consistently working alongside the Candidate during the campaign period. Independent Third-parties who merely offer an endorsement for a Candidate are not necessarily Campaigning, and as such, are not necessarily required to be registered as a member of a Campaign Team.
- 6.3.2 Only Members of the Student Association may belong to a Campaign Team.
- 6.3.3 Campaign Team members cannot be any of the following individuals:
 - 6.3.3.1 A Student Association:
 - i. Officer;
 - ii. Member of the Board of Directors;
 - iii. Election Committee member;
 - iv. Appeals Committee member;
 - v. Paid staff member that is not a student;
 - 6.3.3.2 Any faculty, staff, or administrator of either Durham College or UOIT; or,
 - 6.3.3.3 Candidates running in the current election.
- 6.3.4 A Campaign Team member that is currently employed by the Student Association as a part time employee may become a Campaign Team member; however, they may only campaign outside of their work hours.
- 6.3.5 Each Campaign Team member must be known to the Election Committee by filling out the appropriate forms in the Election Candidate Package given to each Candidate. A list of official campaigners for each Candidate shall be provided to the CRO prior to the commencement of the campaign period, but may be amended as necessary throughout.
- 6.3.6 If any individual, who is not a registered member of a Campaign Team, is found to be consistently campaigning for a Candidate, and where said candidate ought to have reasonably known about the actions of this individual but did not exercise due diligence in cautioning them about the

potential consequences, said Candidate may face penalties at the discretion of the CRO.

- 6.3.7 A Campaign Team member may represent up to one (1) Candidate.
- 6.3.8 A Campaign Team member must follow this policy and will be considered as one and the same as the Candidate. Any violations of this policy made by a Campaign Team member will result in penalties towards the Candidate as defined in Article 9.
- 6.3.9 This list shall remain confidential and is for Election Committee use only.

6.4 Acclamations:

- 6.4.1 A position shall be deemed to be acclaimed if only one Candidate runs for an open position.
- 6.4.2 President and Institutional Vice President positions for the Student Association cannot be acclaimed. If there is an occasion during which time there is only one Candidate running for an Elected Officer position, a yes/no vote of confidence will be required with a majority number of yes votes of the total votes cast in order for Candidates to be awarded the position.
- 6.4.3 Acclaimed Candidates may not demonstrate support for any Candidate running for office.
- 6.4.4 Acclaimed Candidates are subject to the Election Policy for the duration of the Election Period, which includes any By-elections.

6.5 Withdrawal of Candidates:

- 6.5.1 A Candidate may withdraw from the Student Association elections so long as his or her withdrawal is in writing and is submitted to and accepted by the Election Committee forty-eight (48) hours before the voting period commences.

ARTICLE 7: CAMPAIGNING AND EXPENDITURES

7.1 General Principles and Practices:

- 7.1.1 All forms of campaign advertising, the distribution and/or posting of any materials designed and/or likely to influence voters, speeches and public forums, shall not take place prior to the campaign period.
- 7.1.2 Current members of the Board of Directors, staff, volunteers, and committee members of the Student Association who run for an elected position shall disassociate themselves from their current responsibilities, and they must refrain from entering any Student Association spaces unless receiving services as a general member of the Student Association during the campaign period.
Those paid by the Student Association will be on a paid leave beginning the nomination period and ending on the last day of voting provided that they run an active election campaign. It will be up to the discretion of the employee's immediate Manager with advisement from the CRO as to whether the nominee ran an active campaign or not.

- 7.1.3 Current Elected Officers running for a position in the Student Association elections will be asked to turn in their keys and other job related and/or SA issued materiel, including but not limited to computers and other electronic computing devices, mobile phones, passwords for email accounts and websites, parking passes, business cards, and credits cards for the duration of the election.
 - 7.1.3.1 Certain exceptions can be made on a situational basis at the discretion of the CRO and the Election Committee, where stripping the materiel would place the Candidate at an undue disadvantage or where doing so would be unjustly punitive, relative to other Candidates.
- 7.1.4 Candidates are not entitled to use in their campaign any service or resource conferred on them by virtue of holding any position in a campus organization, unless such services or resources would still be available to them otherwise. This includes, but is not limited to, the use of office supplies, equipment, advertising space and staff.
- 7.1.5 Candidates running for any position cannot form a team/party with other Candidates running for a position in the election.
- 7.1.6 It is the responsibility of all Candidates to ensure that their campaign, tactics, materials and/or advertisements, conform to all Student Association policies and procedures.
- 7.1.7 Candidates are expected to abide by Institutional Codes of Conduct, Residence policies, and all municipal, provincial, and federal laws.
- 7.1.8 Candidates should be aware of public and private by-laws and rules. Any complaints received regarding off-campus promotion may result in penalties at the discretion of the CRO.
- 7.1.9 Candidates shall campaign with proper consideration for fairness, ethics, respect, and a sense of fellowship with other Candidates.
- 7.1.10 It is the responsibility of each Candidate to understand all information provided at the All-Candidates' meeting.

7.2 Platforms:

- 7.2.1 It is the responsibility of all Candidates to provide their platform to the CRO at a date and time specified by the CRO for approval.
- 7.2.2 The CRO shall approve all platforms, provided that they meet the requirements of the Institutional Codes of Conduct and do not infringe upon the individual rights and freedoms guaranteed under the Canadian Charter of Rights and Freedoms.
- 7.2.3 Each Candidate shall provide the CRO with a Candidate's Statement on the prescribed form, which shall be a summary of his/her platform, which shall be visibly posted at all Polling Stations on Election Days.

7.3 Campaigning:

- 7.3.1 The CRO shall be responsible for determining whether any specific action or medium is deemed to be campaigning.
- 7.3.2 Campaigning shall commence within two (2) to three (3) business days following the adjournment of the All-Candidates' Meeting and shall end at the closing of the voting period. The time shall be determined by the Election Committee and will be announced during the All-Candidates Meeting.
- 7.3.3 The CRO, in collaboration with the Student Association Communication and Marketing Department, will arrange for the creation of an election page on the Student Association main website where basic information about each Candidate's platform will be posted. Candidates may supply a link to their external campaign website.
- 7.3.4 On polling days, Candidates are not allowed within five (5) metres of a designated polling station that the candidate knows about, or ought reasonably to have known about, except to vote, or when legitimately passing through the area en route to another destination. The designation of polling stations is at the discretion of the CRO and the Election Committee. No campaigning shall take place within five (5) metres of any polling station. No campaigning should be seen or heard from within this perimeter.
- 7.3.5 No Candidate, Campaign Team, or Non-Arm's-length party may use a personal computer or other personal electronic device as a voting station.
- 7.3.6 Campaigning may take place on Riot Radio, under the following stipulations:
 - 7.3.6.1 Each candidate will be given equal opportunity and access to campaigning on Riot Radio in an appropriate manner as determined by the Communications and Marketing Department. The regulations will be announced each year at the All-Candidates' Meeting.
- 7.3.7 No campaigning shall take place in the following areas:
 - 7.3.7.1 Student Association offices or spaces including the Pub, Student Centre, Student Association Club and Study Space Portable, on Student Association Bulletin Boards, Library Den;
 - 7.3.7.2 Classrooms, labs, boardrooms, seminar rooms, prayer rooms, cafeterias, the library, the Flex Centre and change-rooms, and any institutional administration offices;
 - 7.3.7.3 Stairwells, the walls in the UA West Atrium, columns, doors, Durham College "Your Space" boards, and the exterior of buildings,
 - 7.3.7.4 Other areas as defined in the Election Nomination and Candidate Packages, or as so defined by the CRO and/or the Election Committee.

- 7.3.8 Campaigning in the lobbies only of student residences is permitted during the times designed by the CRO (Statutory holidays are excluded).
- 7.3.9 A Candidate using a website or online network as a campaign tool is responsible for the moderation of all materials so that they are in accordance with the rules of fair play. Violations of campaigning rules on websites and/or online networks by Candidates and/or Non-Arm's-length parties are also subject to the penalties detailed in Article 9.
- 7.3.10 The following people shall not be permitted to campaign, or to make any public statements regarding the Candidate(s):
 - 7.3.10.1 Any Full-Time Staff member of the Student Association;
 - 7.3.10.2 An Election Committee member;
 - 7.3.10.3 An Appeals Committee member; and
 - 7.3.10.4 Any Officer not standing for election.
- 7.3.11 The decisions made by the CRO regarding campaigning may be appealed to the Appeals Committee by contacting its Chair.

7.4 Materials:

- 7.4.1 All campaign materials and/or advertisements require approval by the CRO in advance of distribution. All printed materials must be printed in full quantities and then submitted to the CRO and will only be stamped with the Student Association logo upon approval. It is recommended that Candidates submit one hard copy or a digital proof of their material for approval prior to printing full quantities in the case of non-approval. The use of Institutional and Your-SA Logos by Candidates is prohibited.
- 7.4.2 The CRO will determine deadlines for approval of campaign materials.
- 7.4.3 The CRO will review and approve all Candidate speeches, or an overview thereof, prior to any Candidate forum.
- 7.4.4 There is no limit to the number of handbills. Handbills may be no larger than four inches by six inches (4"x6").
- 7.4.5 Candidates are encouraged to use recyclable materials wherever possible.
- 7.4.6 Laminated materials, lawn signs, and banners are prohibited.
- 7.4.7 One ad per candidate is available to be placed on the Institutional digital signage network. Candidates must submit their ad directly to the CRO for approval.
- 7.4.8 Posters up to a size of eleven inches by seventeen inches (11"x17") are permitted; however, Candidates are encouraged to find alternative methods of campaigning (.e.g. handbills, projection screens, social networking, etc.).
- 7.4.9 All printed materials must contain the sentence, "Please Recycle after the Election".
- 7.4.10 No posters shall be distributed or posted off campus, unless otherwise approved by the CRO.
- 7.4.11 Any posters may not be less than one (1") inch apart. No Candidate's campaign materials can overlap those of another Candidate.

- 7.4.12 Posters can only be affixed to surfaces by using wall putty such as fun tack or sticky tack.
- 7.4.13 Candidates may have the following poster quantities and are encouraged to display them equally among their respective institutional campuses:
 - 7.4.13.1 Candidates for President may have up to one hundred fifty (150) posters;
 - 7.4.13.2 Candidates for VP College Affairs and VP University Affairs may have up to one hundred (100) posters;
 - 7.4.13.3 Candidates for the Board of Directors may have up to fifty (50) posters;
 - 7.4.13.4 Extra posters can be used to replenish those that have fallen, as long as it can be shown that a Candidate's poster was previously present. These will require stamped approval.
- 7.4.14 All materials may only contain information that is "relevant to the election", as determined by the CRO.
- 7.4.15 All text in other languages on campaign materials must have an accurate English translation.
- 7.4.16 Postering of any kind on any glass walls, boards not designated for the election, windows, doors, stairwells, in the bathrooms, or on the outside of buildings is prohibited.
- 7.4.17 No Campaign materials shall be placed within five (5) metres of or clearly visible to an assigned polling station during voting days. The designation of Campaign material visibility is at the discretion of the CRO. Any extant materials that have been posted prior to the opening of a Polling Station will be removed by order of the CRO, and no penalties will be imposed.
- 7.4.18 Campaign materials shall not be removed from any location, except by order of the CRO, or by the action of a Candidate (or someone authorized by a Candidate) to remove his/her own materials.
- 7.4.19 All materials must be removed within twenty-four (24) hours of the close of the voting period.

7.5 Expenditures:

- 7.5.1 To receive reimbursement for campaign expenses, Candidates must submit a campaign expense form, with original receipts attached, within three (3) business days of the close of voting to the CRO. A Candidate will not be reimbursed if the campaign expense form is received after the deadline. Specific dates will be given at the All-Candidates meeting.
- 7.5.2 All Candidates, regardless of the election outcome, must keep all original receipts. Candidates will be reimbursed up to a maximum of their allocated expenditure amounts.
- 7.5.3 Expenses will be evaluated at fair market value based on major competitors. For the purposes of printing, this will be evaluated based on the prices of the Artist's Den. Price evaluations for all goods in question will be those prices available with a company or an employee of a company regardless of affiliation or lack thereof.

- 7.5.4 All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each Candidate. Any work, service or product provided free of charge by a non-Campaign Team member is considered a donation. Donated materials, including work, services or products, shall be assigned a dollar value based on fair market value by the CRO and shall be calculated as campaign expenses but will not be considered in the calculation of a refund against election campaign expenditures.
- 7.5.5 Candidates running for President may only spend and be reimbursed for up to a maximum of five hundred dollars (\$500). It is recommended that campaigning is done equally among all three campuses.
- 7.5.6 Candidates running for Institutional Vice President positions may only spend and be reimbursed for up to a maximum of three hundred and seventy five dollars (\$375). It is recommended that campaigning is done equally at Candidates' respective institution campuses.
- 7.5.7 Candidates running for one of the ten (10) Director positions may only spend and be reimbursed for up to a maximum of one hundred dollars (\$100).
- 7.5.8 The CRO may at any time request from any of the Candidates original receipts for the expenditures prior to the close of voting.
- 7.5.9 Alcoholic beverages will not be considered a legitimate campaign expense.

ARTICLE 8: BALLOTS AND VOTING

- 8.1 All votes shall be cast as secret ballots online at designated polling stations.
 - 8.1.1 Voters with special circumstances may vote by means of a special paper ballot that shall be made available at the Returning Office at the discretion of the CRO.
- 8.2 Eligible voters have the right to vote for their respective constituency representatives, as set out in the Student Association By-laws. Every Full Member of the Student Association shall be entitled to:
 - 8.2.1 Cast one (1) vote for the President;
 - 8.2.2 Cast one (1) vote for the Vice-President of College Affairs or the Vice-President of University Affairs, according to the Institutional Constituency of which the person is a Member; and
 - 8.2.3 Cast votes for up to five (5) Director Candidates according to the Institutional Constituency of which the person is a Member.
 - 8.2.4 Those with special needs will be instructed to contact the CRO who will ensure the appropriate voting accommodations are made.
- 8.3 Ballot Format:
 - 8.3.1 Ballots will be ordered by position, in order of precedence (i.e. President, Vice Presidents, Director), and under each position, indicate the name of

each Candidate in alphabetical order by last name, or in the case of identical surnames, by their forenames. If the names of two or more Candidates for an office are identical or, in the CRO's opinion, so similar as to cause possible confusion, every Candidate's program and year shall appear beside his/her name.

- 8.3.2 Only the legal names of Candidates, those listed in student records or reasonable derivations thereof shall appear on the ballot, as approved by the CRO.

8.4 Election Results:

- 8.4.1 The CRO shall call a final All-Candidates meeting to announce the winner of the election within twenty-four (24) hours of the closing of the voting period. Candidates are expected to attend this final All Candidates' Meeting, however, unlike the first All Candidates' Meeting, attendance is not strictly mandatory, and absence therefrom is not grounds for disqualification,
- 8.4.2 A Candidate will be deemed the winner of the position if they have received the highest number of votes for that position, and if the results are ratified by the Board of Directors at the meeting following the Election with the condition that there is no outstanding appeal involving the Candidate.
- 8.4.3 In the event of a tie, a winner will be decided through a By-election.
- 8.4.4 In the event a By-Election produces a tie, the affected Candidates may agree to settle the matter by way of a coin toss conducted publicly by the CRO. If said Candidates do not agree to this method, another By-Election will be ordered to take place two weeks from the date the tie was declared.
- 8.4.5 Appeals of final results can be submitted to the Appeals Committee within twenty-four (24) hours of the results being announced.
- 8.4.6 Directors-Elect and Officers-Elect are required to undergo a Police Criminal Record/Background Check within one week of being declared the winner, and provide it to the Student Association when it is made available by the Police Department. In the interim, the Student Association must be provided with a receipt as proof that the Police Criminal Record/Background Check was undertaken.

8.5 Effect of disqualification or withdrawal of Candidates on the ballot question:

- 8.5.1 In the event that a Candidate withdraws or is disqualified prior to the production of the ballots, the ballots will be amended to reflect the change.
- 8.5.2 In the event that an Elected Officer Candidate withdraws or is disqualified:
 - 8.5.2.1 Prior to the production of the ballots, and the withdrawal or disqualification results in a sole remaining Candidate for the same position, the sole remaining Candidate is required to stand for a Yes/No ratification vote under Article 6.4.2, for which purpose the ballots will be so amended;
 - 8.5.2.2 After production of the ballot and/or once the ballot question has been put to the electorate (i.e. voting has commenced), and more than one Candidate for the same position remains, notice of said

disqualification will be posted at all Polling Stations, and any votes cast for the disqualified Candidate will be counted as Rejected Ballots;

8.5.2.3 After production of the ballot and/or once the ballot question has been put to the electorate, and said disqualification results in a sole remaining Candidate for the same position, the Election for that position will be closed by the CRO and any votes cast for that position are void. The sole remaining Candidate will stand for a Yes/No ratification vote under Article 6.4.2 no later than two weeks from the close of the Election.

8.5.3 In the event that a Director Candidate withdraws or is disqualified:

8.5.3.1 After production of the ballot and/or once the ballot question has been put to the electorate (i.e. voting has commenced) notice of said disqualification will be posted at all Polling Stations and any votes cast for the disqualified Candidate will be counted as Rejected Ballots;

8.5.3.2 Results in five or fewer remaining Candidates for the same position, the CRO will declare the Election for that position closed, and the remaining Candidates will be acclaimed under Article 6.4.1;

ARTICLE 9: DEMERITS, DISQUALIFICATIONS & APPEALS

9.1 The purpose of this section shall be to outline the rules regarding penalties for not abiding by the Election Policy, and shall apply equally to Nominees, Candidates and Directors-elect and Officers-elect.

9.2 The Election Committee shall have the sole authority to enforce the provisions of this policy.

9.3 The Election Committee may enforce this policy when there has been no ruling given by the CRO, or in the case of an appeal of a CRO decision, the Appeals Committee will render a decision.

9.4 Regarding penalties for violations the CRO may:

9.4.1 Assign a demerit point penalty;

9.4.2 Assign multiple penalties where the violation encompasses more than one offence;

9.4.3 Disqualify a Candidate; and/or,

9.4.4 Declare that an election of a Candidate be ruled void.

9.5 Demerit points as outlined in the above section is assessed on, but not limited to, the following basis:

9.5.1 Campaign Material:

Violation..... Demerit Points

9.5.1.1	Unintentional misrepresentation of facts	3
9.5.1.2	Multiple violations in the same location/building.....	4
9.5.1.3	Unapproved material.....	5
9.5.1.4	Material displayed in an unauthorized area.....	5
9.5.1.5	Pre-campaign materials	6
9.5.1.6	Intentional misrepresentation of facts.....	10
9.5.2	Campaigning	
	Violation	Demerit Points
9.5.2.1	Unintentional Misrepresentation of facts	3
9.5.2.2	Unapproved Campaign methods.....	5
9.5.2.3	Unregistered Campaign Team member.....	7
9.5.2.4	Improper distribution of campaign materials.....	8
9.5.2.5	Multiple violations within ten (10) metres.....	8
9.5.2.6	Distribution of campaign material within 5 metres of a polling station.....	10
9.5.2.7	Being seen or heard within five (5) metres of a polling station.....	10
9.5.2.8	Intentional Misrepresentation of facts.....	10
9.5.2.9	Pre-campaigning.....	10
9.5.2.10	Cross-campaigning.....	10
9.5.2.11	Campaigning in an unauthorized area.....	12
9.5.3	Fair Play	
	Violation	Demerit Points
9.5.3.1	Multiple frivolous or spurious complaints or appeals.....	5
9.5.3.2	Abuse of position or status.....	15
9.5.3.3	Unsanctioned use of Student Association resources.....	15
9.5.3.4	Gross misrepresentation of facts	15
9.5.3.5	Malicious or intentional violation of this policy.....	20
9.5.4	Violations of the following nature will result in automatic disqualification of a Candidate:	
9.5.4.1	Anyone improperly declared an eligible Candidate.	
9.5.4.2	Failure to attend the All-Candidates meeting without giving the CRO an adequate reason within twenty-four (24) hours.	
9.5.4.3	Any Candidate spending over the maximum spending limit as set by this policy or failing to submit a campaign expense report.	
9.5.4.4	Any campaign material found around campus 48 hours after the closing of the voting period.	
9.5.4.5	Intentional misrepresentation of campaign expenditures.	
9.5.4.6	A Candidate accruing greater than one-hundred (100%) per cent of their allowable demerit point limit, as follows is disqualified:	
i.	Elected Officer Candidates	30
ii.	Director Candidates	15
9.5.4.7	Solicitation of Durham College or UOIT Administration to interfere in the election Process. Solicitation of Interference includes, but is not limited to, actions that encourage the Durham College or UOIT	

Administration to apply pressure on the CRO or Elections Officials to make or change specific decisions, interference in the voting or ballot counting process, withholding vital election document such as voters' list and ballot boxes, and withholding Student Association funds.

9.5.4.8 In the event a winning Candidate in any election is disqualified, the runner-up with the next highest number of the votes for that position will take the place of the disqualified winner.

9.5.5 Disqualified Candidates will be:

9.5.5.1 Deemed to have not completed the Election;

9.5.5.2 Ineligible for expense reimbursement;

9.5.5.3 Ineligible to seek election for any Student Association position for the remainder of the election cycle in that year; and,

9.5.5.4 Ineligible to participate as a member of a Campaign Team for the remainder of the election cycle in that year.

9.6 Allegations of Violation of the Election Policy:

9.6.1 Only eligible voters, with some exceptions as determined by the CRO, can allege violations of the Election Policy.

9.6.2 Allegations of violations of this policy shall be submitted to the CRO (directly to the CRO or office of the CRO) in person or by email. Such allegations must be made within one (1) business day of the alleged infraction being known to the complainant.

9.6.3 The CRO shall keep confidential the identity of any complainants.

9.7 Decisions of the CRO:

9.7.1 Once a complaint is filed, the CRO shall order the suspension of the activity in question until a ruling is given.

9.7.2 The CRO may use any and all resources necessary and available to reach a decision.

9.7.3 Prior to rendering a decision, the CRO shall observe the principles of Natural Justice by allowing accused Candidates the opportunity to hear any accusations brought against them, and to offer their defence.

9.7.4 The CRO shall render a written decision via institutional email within one (1) business day of receiving the complaint.

9.7.5 It is the responsibility of all Candidates to be aware of, and be compliant with, the decisions of the CRO.

9.8 Publication of Outcomes:

9.8.1 Regardless of the outcome of a decision of the CRO or Election Committee, rulings shall be posted in a space designated for this purpose, and the parties involved will be notified by email once all appeals have been exhausted.

9.8.1.1 Disciplinary matters will not be publicly posted in any online format.

9.9 Appeals of CRO Decisions

- 9.9.1 The Appeals Committee shall be comprised of the following:
- i. The CGO of the Student Association, who is the Chair of the Appeals Committee; and
 - ii. One (1) student each from Durham College and UOIT that are members of the Student Association.
- 9.9.2 Appeals of decisions made by the CRO must be done in writing and submitted to the Appeals Committee, via sachair@dc-uoit.ca or another email address as provided by the Chair of the Appeals Committee.
- 9.9.3 Appeals of decisions of the CRO must be done within one (1) business day of the decision being issued. Appeals beyond this timeframe will be denied.
- 9.9.4 Only parties to the appeal, as determined by the Appeals Committee, may attend the Committee hearing at which the appeal will be considered. Parties to the appeal are eligible to make brief oral statements and/or deliver written submissions.
- 9.9.5 The Appeals Committee shall render a written decision via institutional email within one (1) business day of receiving the appeal.
- 9.9.6 Written decisions shall be communicated publicly and to all affected parties, including the complainant(s) and the accused.
- 9.9.7 Once the Appeals Committee has made a decision, it shall be final and not open to be appealed again.
- 9.9.8 It is the responsibility of all Candidates to be aware of, and compliant with, the decisions of the Appeals Committee.