



Mount Allison Students' Union
Elections & Referenda

Operating Procedure – 03

Summer 2020

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Preamble

Whereas the MASU Membership elects Representative and Executive Officers to govern and direct the organization, and votes on various referenda; the organization relies on an electoral process that is consistent, accessible, and fair. This Operating Procedure outlines the procedures and regulations for nominations, campaigning, voting, counting, scrutinizing, and enforcement of said procedures for all elections and referenda affiliated with the MASU.

Definitions:

“**Absolute Majority/Majority Vote**” – shall refer to a 50% + 1 vote.

“**All Candidates Meeting**” – shall refer to meeting in which all candidates **must** attend.

“**Campaigning**” – shall refer to **any promotion** of a particular candidate to a particular position during a MASU-affiliated election.

“**Candidate Package**” – shall refer to the package given to candidates in any given election, which contains the Receipt Log and the Candidate Withdrawal Form.

“**Council/S.A.C**” – shall refer to the Students’ Administrative Council detailed in Article III of the Constitution.

“**CRO**” – shall refer to the Chief Returning Officer, whose mandate is included in OP-04, Human Resources

“**DRO**” - shall refer to the Deputy Returning Officer, whose mandate is included in OP-04, Human Resources

“**Executive Committee**” – shall refer to the Committee consisting of the six (6) MASU Executive, whose mandate is in OP-05, Committees and Taskforces.

“**Fall Semester**” – shall refer to the first semester of the calendar year, usually commencing in September.

“**MASU**” – shall refer to the Mount Allison Students’ Union Inc.

“**MASU Elections Office (MASUEO)**” – shall refer to the Elections Office of the MASU, as defined in *Bylaw Law-VII*.

“**MASU Membership**” – shall refer to all those full-time or part-time students at Mount Allison University who pay Student Union fees.

“Officer of the MASUEO” – shall refer primarily to the CRO, DRO, and if deemed necessary by the CRO, the VPFO.

“Optional Preferential Voting” – shall refer to a voting system where an elector may rank as many or as few candidates as they wish, based on preference. More information may be found [here](#), as well as in Section 8 of this Operating Procedure.

“Referenda Campaign Form” - shall refer to the form given to all options in any referenda which contains a list for member signatures, a Receipt Log and a withdrawal form.

“Representative Officer” – shall refer to those elected officers of the MASU, which are defined in *Bylaw Law-IV*.

“Simply Voting” - shall refer to the online voting system on which MASU elections are undertaken.

“VPFO” - shall refer to the Vice President, Finance and Operations, as defined in *Bylaw Law-IV*.

“Winter Semester” – shall refer to the second semester of the calendar year, usually commencing in January.

“Yes, No or Abstain Voting” - shall refer to a voting system where an elector may choose to vote in favour of or against a motion with the option to abstain. More information may be found in Section 8 of this Operating Procedure.

Scheduling of Elections

1. Fall Elections:

- a. The fall nomination period will open during the second week of classes in the Fall Semester;
- b. The nomination period will last a minimum of seven (7) days, at the discretion of the CRO;
- c. The campaigning period shall last a minimum of seven (7) days, at the discretion of the CRO;
- d. Voting **must** be completed before the first week of October, and;
- e. The MASU shall notify all students of the election schedule and descriptions of each contested position at the opening of nominations.

2. Winter Elections:

- a. The winter nomination period will open during the first week of classes in the Winter Semester;
- b. The nomination period shall last a minimum of seven (7) days;
- c. The campaigning period shall last a minimum of twelve (12) days, at the discretion of the CRO;
- d. Voting **must** be completed before the first week of February, and;
- e. The MASU shall notify all students of the election schedule and descriptions of each contested position at the opening of nominations.

3. Spring Elections:

- a. The spring nomination period will open the week after Reading Week;
- b. The nomination period shall last a minimum of seven (7) days, at the discretion of the CRO;
- c. The campaigning period shall last a minimum of seven (7) days;
- d. Voting **must** be completed before the first week of April, and;
- e. The MASU shall notify all students of the election schedule and descriptions of each contested position at the opening of nominations.

4. Schedule Suspensions:

- a. The MASUEO, or the Executive Committee, may tender a recommendation to Council to schedule elections that do not adhere to the aforementioned timelines, and;
- b. In such instances, the CRO or the VPFO shall present a motion to suspend the schedule to Council in favour of an alternative timeline, which shall be ratified by a majority vote of council.

5. By-Elections:

- a. As per *Bylaw Law-III & IV*, the MASUEO may initiate by-elections when deemed necessary by Council;
- b. Such circumstances where a by-election must be called include, but are not limited to:
 - i. The resignation of an elected Executive or Representative Officer, and;
 - ii. The impeachment of an Executive or Representative Officer;
- c. In the event that a by-election is deemed necessary, the MASUEO shall, as per Section 7 of OP-04, Human Resources, arrange a by-election within fourteen (14) days of notification. However, this process may be overridden, as described in Section 7 of OP-04, Human Resources.

Nominations and Candidacy

1. Nominations for Election:

- a. Any member of the MASU wishing to be nominated for an elected position shall obtain a nomination form from the MASU Office, which shall include the job description for the elected position;
- b. All nomination forms must bear the signatures of fifteen (15) supporters for Executive Officer elections, and at least ten (10) supporters for other Representative Officer elections, in addition to a nominator, a seconder, and the nominee;
 - i. Supporters must be eligible to vote in the election for which the nomination is put forth, under the conditions of *Bylaw Law-III.2*;
- c. Each nomination form **must** be reviewed and verified by the CRO to ensure that it satisfies the conditions of *Bylaw Law-III.2*;
- d. Upon tendering a legitimate nomination, nominees shall be considered candidates, and;
- e. The above clauses notwithstanding, no candidate is permitted to run for more than one position simultaneously.

2. All-Candidates Meetings:

- a. All candidates are must attend required meetings of the candidates, referred to as All-Candidates Meetings, or send a designated agent, at the discretion of the CRO;
 - i. No candidate may campaign until they have attended an All-Candidates Meeting;
 - ii. No designated agent may attend an All-Candidates Meeting on behalf of more than one candidate, and;
 - iii. Twenty-four (24) hours' notice should be tendered to candidates by the CRO, for all meetings of the candidates.

3. Execution of an All-Candidates Meeting:

- a. The CRO shall call an All-Candidates Meeting prior to the commencement of campaigning, wherein the CRO shall:
 - i. Review the rules, schedules, protocols, and regulations of campaigning, and the election;
 - ii. Distribute, to all candidates or designated agents, an information booklet detailing the rules, schedules, protocols, and regulations of all elections, which are contained in this OP and the Bylaws;
 - iii. Clarify any special conditions for campaigning, such as material use and campaign timelines, and;
 - iv. Distribute the forms that constitute the Candidate Package, including the Receipt Log to track expenses related to campaigning, the Candidate Withdrawal Form, and the Signage Tally Sheet.

4. Withdrawal of a Candidate from an Election:

- a. Candidates who wish to have their names removed from the ballots may tender a “Withdrawal from Election by a Candidate” form to the CRO, and;
- b. At the discretion of the CRO, one (1) day shall be considered an adequate notice to withdraw a nomination.

Campaigning

1. Election Speeches and Communication:

- a. All candidates will be given the opportunity to give speeches to their prospective constituents at a forum arranged by the CRO;
 - i. The MASUEO will film each speech given by each candidate, which will then be available for the entire MASU Membership to view on the MASU social media platforms;
 - ii. Time limits on speeches will be at the discretion of the CRO, and must be stated prior to the deliverance of a speech by a candidate, usually at the beginning of the forum.
- b. The CRO will request a written summary of each candidate's platform, which will be distributed to all students.

2. Commencement of Campaigning:

- a. Campaigning shall commence at a time determined by the CRO, but not prior to the first All-Candidates Meeting, and;
- b. Candidates will only be allowed to begin campaigning after attending an All-Candidates meeting.

3. Financial Limitations on Campaigning:

- a. The total amount of money spent, and in-kind donation and services received may not exceed \$100.00 for Executive elections, or \$50 for all other elected positions, and;
- b. All expenses related to a candidate's election **must** be tracked in the Receipt Log, which is provided to candidates by the CRO.

4. Removal of Campaign Materials:

- a. All physical campaign materials by candidates must be removed within twenty-four (24) hours after the closing of polls.

5. Solicitation of Voters:

- a. Candidates **must not** act in such a manner that puts a voter under duress with regard to their vote, or attempts to solicit a vote from a voter, and;
- b. In such instances, the CRO shall decide whether a candidate has acted in such a manner with an investigation.

6. Limits on Campaign Locations:

- a. No campaigning is to occur in the MASU Office and/or the Student Affairs Office.

7. Limits on Campaign-Related Resources:

- a. At no time, as mentioned in OP-01, Office Administration, are resources of the MASU to be used for campaigning, including, but not limited to: banner paper, coloured poster paper, email lists, and any other item deemed inappropriate by the CRO;
 - i. Said resources of the MASU are not to be used by any candidate for campaign purposes, or by anyone acting in support of any candidate;
- b. Candidates are only permitted a certain number of paper posters (mentioned below), in an attempt to cut down on paper waste:
 - i. Three (3) banners;
 - ii. Seventy-five (75) letter-size paper posts or smaller, and;
 - iii. A signage tally sheet is used to keep an official record of the signage used by a candidate, and must be given to, and signed by, the CRO.

8. Campaign-related Events:

- a. Campaign-related events shall not involve alcohol, cannabis, or any unlawful drugs;
 - i. The above clause notwithstanding, campaign events at licensed venues are permitted, provided that no candidate provides alcohol for any member of the MASU (i.e. any voter), and that the consumption of alcohol or cannabis is lawful, and;
- b. Any events that support, or are deemed supportive of a specific candidate **must** be approved by the CRO prior to the event.

9. Restrictions on Individuals Allowed to Campaign:

- a. The following individuals are not permitted to campaign for any candidate(s);
 - i. The Chairperson of the S.A.C;
 - ii. The Chief Returning Officer (CRO);
 - iii. The Deputy Chairperson of the S.A.C;
 - iv. The Deputy Returning Officer (DRO);
 - v. The MASU Ombudsperson;
 - vi. The President, and;
 - vii. The Vice President, Finance and Operations;

- b. In the event that any of the above individuals runs for an elected office, they shall temporarily recuse themselves from their position, and;
- c. The above clause notwithstanding if the President is to run for re-election.

10. Candidate Conduct:

- a. Candidates are expected to maintain a professional attitude, and conduct themselves in a professional manner during election campaigning;
- b. Slander and/or defacing the campaign materials of other candidates is strictly prohibited, and;
- c. The MASUEO reserves the right to deem other conduct inappropriate during election campaigning, subject to the same enforcement standards as other limitations outlined herein.

Enforcement of Procedure

1. Enforcement and Disqualification:

- a. The CRO, in conjunction with the VPFO, shall be responsible for the enforcement of regulations in accordance with *Bylaw Law-III* and this OP;
- b. If a candidate is found to be in violation of any provisions in Section 5 of this OP, a candidate may face disqualification;
- c. If a candidate is found to be in violation of section 5, clause 5 and/or clause 8.a, they will be disqualified pending an investigation conducted by the CRO, and;
- d. If a candidate significantly exceeds their spending limit, they may be disqualified at the discretion of the CRO.

2. Complaints:

- a. Any member of the union may file a complaint against a candidate, to be tendered in writing to any Officer of the MASUEO;
- b. A complaint may be submitted up to one (1) week after the date and time that polls close;
- c. Complaints must include the statements of one (1) named witness;
- d. The CRO will send an acknowledgement in writing to a claimant immediately upon receiving a complaint;
- e. The CRO will keep a record with the Office Manager and the VPFO of all complaints filed;
- f. Upon receiving a complaint, the CRO will initiate the process outlined in the succeeding clause to determine the validity of the complaint, and;
- g. Through submission of a complaint, the claimant agrees to allow the MASUEO to exercise discretion in the handling of the complaint: vexatious or frivolous complaints shall not be pursued.

3. Resolution of Complaints Process:

- a. At the discretion of the CRO, the MASUEO shall meet within forty-eight (48) hours to address the validity of the complaint;
- b. The CRO shall extend an invitation to the claimant to attend part of this meeting;
- c. In the event that the claimant attends the meeting mentioned above, it shall be only to present a brief case for their complaint, and after such is completed, the complainant will be dismissed;

- d. Following the dismissal of the claimant, the MASUEO will deliberate on the validity of the complaint, and will notify the complainant and candidate of their findings within twenty-four (24) hours of said meeting;
 - e. Minutes shall be taken at this meeting to record the deliberation and findings, and shall be produced within twenty-four (24) hours following any request to do so, and;
 - f. All tendered complaints shall be treated in accordance with the aforementioned procedure.
4. Appeal of a Complaint:
- a. If the complainant is unsatisfied with the response of the CRO, they may appeal the complaint to the S.A.C, and;
 - b. The S.A.C shall determine the appropriate course of action by way of a two-thirds majority vote.
5. Overturning of an Election:
- a. If credible evidence is revealed to the CRO following an election that incriminates, of election tampering, any of the victorious candidates, the election may be overturned;
 - b. Election tampering involves any activity that is undertaken with the intent to sway or change electoral outcomes outside the realm of permissible campaigning behaviours, which is determined at the discretion of the CRO. This may include, but is not limited to:
 - i. Unlawful coercion of voters and/or threats;
 - ii. Voter suppression and the spread of misinformation about voting practices, and;
 - iii. Electronic tampering with the Simply Voting system;
 - a. If an election is ruled as overturned, the MASUEO will automatically follow the by-election process outlined in Section 3 of this OP.

Election Execution

1. Voting Systems:

- a. For all elections with two (2) or more candidates, a system of optional preferential voting will be used. The counting of these ballots shall be done in accordance with Section 8 of this OP, and;
- b. In the event that only one nomination is put forth for an elected position, a yes, no or abstain ballot shall be used. That candidate shall be declared elected only if a majority of those ballots indicate support for that candidate. If the majority is not obtained, nominations shall be reopened for five (5) days and the election re-held.

2. General Election Procedures:

- a. All MASU elections or referenda must be held over a minimum of two (2) days with polls open no less than twelve (12) hours each day;
- b. Members of the MASU who are eligible, but unable to vote during polling hours **must** contact the CRO to determine an appropriate advance polling method;
- c. Notice as to the time, and, if appropriate, place of polling shall be posed no fewer than twenty-four (24) prior to polls opening;
- d. Election voting shall occur by secret ballot, to be completed online unless otherwise requested:
 - i. The CRO will make available paper ballots for those eligible voters who submit a request no fewer than twenty-four (24) hours before the closing of polls, as outlined in the **clause 3.a** of this section;
- e. The CRO shall work in partnership with the University to acquire the necessary information to conduct an online election:
 - i. The CRO shall uphold the terms and conditions of any election-associated contract signed between the MASU and the University;
 - ii. The CRO shall uphold the terms and conditions set out by the electoral system-provider, and;
 - iii. Only Officers of the MASUEO will be allowed access to the online election account;
- f. There shall be no voting by proxy;
- g. Counting of ballots in all elections shall be the duty of the CRO, as outlined in this Section 8 of the OP, and;
- h. In all elections, photographs of each of the candidates shall be made available on the online voting platform.

3. Paper Ballots:

- a. Eligible voters may submit a request to the CRO to vote by paper ballot, no fewer than twenty-four (24) hours before the closing of polls;
- b. All paper ballots must have the signature of the CRO on the reverse side of the ballot to be considered valid; any ballot not containing the signature shall be considered invalid;
- c. Paper ballots may be deemed spoiled;
- d. A paper ballot shall be deemed spoiled if:
 - i. The physical ballot is filled out in a way such that the voter's decision is incomprehensible;
 - ii. The ballot is physically deformed beyond legibility, or;
 - iii. A preference ballot is completed in an illogical or unapproved manner;
- e. "All votes cast" shall include those that are deemed spoiled by the CRO:
 - i. Upon request from a candidate or scrutineer, the CRO must be prepared to justify a ballot deemed spoiled, and;
 - ii. In event of disagreement, the candidate may appeal the decision to the S.A.C, where the status of the ballot may be decided by a simple majority of voting members;
- f. Paper ballots may be accepted at a polling station, or directly by the CRO, and;
- g. Paper ballots can be requested, and a request for a recount must be made within twenty-four (24) hours of the result being released, as outlined in Section 9 of this OP.

4. Polling Stations:

- a. Polling stations may be set up around the Mount Allison campus on polling days to inform and encourage members of the union to vote:
 - i. This shall be done at the discretion of the MASUEO, and;
 - ii. Polling stations may have a computer, on which members may access their online ballots;
- b. Polling clerks at the polling stations are not permitted to attempt to influence a voter's decision through word or deed, but may encourage a student to vote, provided that such encouragement is not harassing or threatening to the student;
- c. Polling clerks shall be volunteers from those S.A.C Councillors who are not running for election, or from Members of the Operations Committee, and;
- d. Candidates may appoint a scrutineer to sit at the polling stations, as per Section 10 of this OP.

Ballot Format and Counting

1. Optional Preferential Voting (OPV) Elections General Information:
 - a. For MASU Elections where OPV is used, the ballot shall allow the voter to rank, in order of preference, each candidate, and;
 - b. In an OPV Election, the voter shall reserve the right to rank as many or as few candidates as wanted.

2. “Winning” an Election and Other Generalities:
 - a. For all elections, the candidate receiving an absolute majority of votes cast (50% +1), for a particular position, shall be declared elected;
 - b. If a candidate has an absolute majority, no further counting is necessary;
 - c. If no candidate receives an absolute majority, the candidate with the least number of votes is excluded, and that candidates’ votes are re-sorted to the other candidates’ according to the preference shown on each ballot paper:
 - i. If any of those ballot papers **do not** list additional preferences, then those ballot papers are known to be exhausted ballots, and are removed from the count;
 - ii. Exhausted ballots are then only used to balance the number of votes at the end of each exclusion to the number of first-preference votes;
 - iii. The exclusion process is repeated until a candidate has an absolute majority of the remaining votes; where such candidate will be elected, and;
 - iv. The absolute majority needed to be elected is recalculated after each candidate is excluded due to the exhausted ballot papers not continuing in the count.

3. In Event of a Tie:
 - a. The candidate, from among those tied, with the fewest votes in the previous round is eliminated;
 - b. If a tie remains, the counter of the votes will look back at the most recent round, and if necessary, to progressively earlier rounds, until one candidate can be eliminated;
 - c. If a tie still remains, the candidate who would have the fewest votes in the following round will be eliminated, and;
 - d. If the candidates are tied after applying the procedure outlined in the above clauses a. – c., then the CRO will declare the election null and reopen nominations no less than three (3) business days after the close of the original polls.

4. Abstentions:

- a. The option to abstain shall be presented on each ballot;
- b. An abstention from voting for any candidate (i.e. a blank ballot) shall be recorded as an exhausted ballot in all rounds;
- c. An abstention from voting for a second or subsequent preference shall be deemed exhausted in the appropriate round, and;
- d. Abstentions, like exhausted ballots, shall count towards quorum, but not towards any candidate.

5. Spoiled Ballots:

- a. A spoiled ballot can only occur in paper form, and shall count toward quorum, but not toward any candidate;
- b. A paper ballot will be declared spoiled if:
 - i. The physical ballot is filled out in such a manner that the voter's decision is incomprehensible;
 - ii. The ballot is physically deformed beyond legibility, or;
 - iii. A preference ballot is completed in an illogical or unapproved manner, as determined by the MASUEO;
- c. OPV ballots cast online cannot be considered spoiled, and:
 - i. In the instance that an OPV ballot cast online is left blank, it shall be treated as an abstention.

6. General Ballot Counting Information:

- a. The CRO shall notify all candidates of the time, and if applicable, the place of ballot counting;
- b. If paper ballot counting is due to occur, only the CRO and those designated by the CRO may handle said ballots, and;
- c. The MASUEO is responsible for ensuring proper usage of the Simply Voting system.

7. Ballot Counting Procedure:

- a. First, count all spoiled and exhausted ballots to determine whether or not the majority of votes are spoiled:

- i. If the majority of votes are spoiled or exhausted, this will be deemed a vote of non-confidence for the candidates, and nominations for the position will reopen;
 - b. Tabulate the number of first choice votes for each candidate:
 - i. If a candidate achieves a majority of all votes cast, they will be declared the winner of said election;
 - ii. If no candidate has achieved the majority of votes cast, the counter is to proceed to clause C of this subsection;
 - c. Eliminate the candidate with the fewest votes and redistribute that candidate's votes among the remain candidates:
 - i. Ballot papers with no second preference listed shall be set aside and counted as spoiled ballots;
 - d. If no candidate has a majority after the second count, it is necessary to continue to onto a third count of votes by excluding the candidate with the fewest votes and re-distributing the preference as indicated:
 - i. The counting shall continue until one candidate has a majority of votes, and;
 - e. The total votes needed for an absolute majority shall be re-calculated each round, based on the formal number of votes in said round (i.e. the total votes cast less all exhausted and spoiled ballots).

8. Notification of Results:

- a. After an election has been successfully executed, and a winner declared, the CRO will notify various stakeholders in the elections process:
 - i. Twelve (12) hours following the successful execution of an election, the CRO shall notify the Executive Committee (through the VPFO), and then all candidates as to the results of the election;
 - ii. After notifying the Executive Committee and candidates, a public announcement regarding the election results will be made through an email to all students within forty-eight (48) hours of the election, and;
 - iii. In addition to the preceding clause, the CRO shall notify the MASU Membership as to the election results through any other means of public notification deemed appropriate, including, but not limited to: the MASU Website, the MASU Social Media Outlets, The Argosy, and CHMA.

Elections Accountability

1. Scrutineer Appointment:

- a. During the counting of paper ballots, if applicable, it is recommended that each candidate select a “scrutineer” from among the MASU Membership to be present at the counting on their behalf;
- b. No person may serve as the scrutineer for more than one individual, and no candidate may have more than one scrutineer, and;
- c. In the event that paper ballots will be counted, and a scrutineer appointed, the CRO must be notified of the identity of the scrutineers in advance of the ballot counting;
 - i. This declaration must be made, in writing, and bear the signatures of the candidate and the scrutineer, and;
 - ii. The appointment of a scrutineer is subject to approval of the CRO;
- d. Only Officers of the MASUEO, polling clerks, and the *approved* scrutineers will be allowed in the polling area;
- e. It is the responsibility of the candidate to inform their scrutineer of the time and place of ballot counting, and;
- f. The following **may not** be a scrutineer:
 - i. Any Executive Officer;
 - ii. The Chairperson of the S.A.C;
 - iii. The Deputy Chairperson of the S.A.C;
 - iv. An Officer of the MASUEO;
 - v. The Entertainment of Assistant Entertainment Director;
 - vi. The Ombudspeople, or;
 - vii. Any Polling Clerk.

2. Recounts:

- a. If a candidate desires a recount, they must indicate so in-writing to the MASUEO within twenty-four (24) hours of the results being released.

Referenda Initiation

The MASU will, when necessary, hold referenda to gauge the will of the MASU Membership in regard to specific issues. Referenda, though tedious, are an integral part of student engagement.

1. Referenda Purpose:

- a. Referenda shall be initiated for any one of the following purposes:
 - i. Seeking approval for the contribution of a specified amount to a project, group, or other initiative;
 - ii. Mandating the union to hold a specific policy or lobbying position;
 - iii. Increasing union fees by an amount greater than 4% each year, as outlined in Article II.3 of the Constitution, or;
 - iv. Any amendment to the Constitution, other than those outlined in *Bylaw Law-XVII*, and;
- b. Referenda **shall not** be held as polls or surveys of the union.

2. Limits to Referenda:

- a. A fee increase of the sort outlined in Clause 1.a.i of this section shall expire three (3) years after the initial fee increase passed referendum;
- b. The above clause notwithstanding if the same fee is supported in a subsequent referendum;
- c. Policies passed through referenda may only be amended or repealed by a subsequent referendum, as per Article VI of the Constitution, and;
- d. A referendum to increase student union fees above four percent (4%) must be recommended by the VPFO in conjunction with the General Manager, and reviewed by the Executive Committee prior to bringing it forward to the S.A.C.

3. Initiation of a Referenda:

- a. A question shall be put to referendum by the presentation of a petition containing the text of the proposed resolution, and consisting of signatures of at least twenty-five percent (25%) of the MASU Membership or;
- b. By the presentation of the text of the proposed resolution which is approved by a two-thirds (2/3) majority vote of the S.A.C.

4. General Information for the Initiation of a Referendum:

- a. Referendum questions shall only be posed with Yes or No responses with an option to abstain;
- b. Referendum questions shall have established wording, be neutrally phrased, and must not invoke confusion in the MASU Membership;
- c. All referenda must be held in the same academic year (September to April) in which they were initiated;
- d. Once a question has been approved by the S.A.C or the MASU Membership, a date to host the referendum no sooner than ten (10) days, but no later than twenty-one (21) days will be arranged by the CRO, and VPFO;
- e. Wherever possible, referendums will be held during the regularly scheduled election periods as defined in section I of this OP;
- f. The responsibility of referendum polling is to be left to the MASUEO, without interference from external bodies;
- g. The MASU Membership must be notified and given referendum questions as they will appear at least five (5) days prior to balloting;
- h. The MASU Membership must be notified of the time, and if appropriate, the location of polling stations at least three (3) days prior to their opening, and;
- i. Voting on referenda shall be conducted online.

Formal Positions

1. Referendum Positions:

- a. For each referendum, there may be “Yes” (in support) and “No” (in opposition) positions;
- b. During the notification of referendum questions, the CRO shall invite any union members to officially register their position:
 - i. Registration of a position is optional, and if applicable, must be completed through the submission of a “Referenda Campaign” form to the CRO;
- c. All members formally establishing a position on the referenda must attend an all-candidates meeting;
- d. One spokesperson from each side to liaise with the MASU shall be appointed by the CRO, and;
- e. Once campaigning has begun, union members may continue to register for either position.

2. Campaigning for a Position:

- a. The CRO shall hold forums for each side of the referendum position individually, if requested;
- b. The spokesperson appointed by the CRO for each formal position must ensure that their campaign adheres to the MASU campaigning policy, outlined in Section 5 of this OP;
- c. All union members, with the exception of those listed below may register for the “Yes” or “No” position of any referendum question:
 - i. The CRO;
 - ii. The Chairperson;
 - iii. The Deputy Chairperson
 - iv. The DRO;
 - v. The Ombudspeople;
 - vi. The President, and;
 - vii. The VPFO, and;
- d. Each referenda campaign will be reimbursed up to \$50 by the MASU for campaign materials; these funds will be adjudicated by the CRO, who will work in consultation with the General Manager and VPFO to disperse these funds after receiving an appropriate proof of purchase.

Campaigning and Outcomes

1. General Information about Referenda Campaigning:

- a. Campaigning shall commence at a time determined by the CRO;
- b. Campaigning shall be defined as, but not necessarily limited to:
 - i. Promotion of the formal position either on, or off-campus;
 - ii. The distribution of campaign materials (e.g., flyers, posters, banners, buttons, clothing, or any other material defined as a “campaign material” by the CRO);
 - iii. The utilization and production of media advertisements, including the use of websites and/or social media platforms, and;
 - iv. Speaking to classes, residences, individuals, or holding events for the purpose of representation of a platform as a representative of a referenda position, and;
- c. The definition of campaigning is subject to interpretation by the CRO and the VPFO, with all campaign materials subject to the approval of the CRO.

2. Limits to Campaigning:

- a. Only the “Yes” or “No” positions for each question are permitted to actively campaign;
- b. Campaigning must cease twelve (12) hours prior to the opening of polls, and all campaign materials must be removed;
- c. Campaign spending is limited to a maximum of fifty dollars (\$50) for each positions;
- d. No campaigning shall occur in the MASU Office and/or Student Affairs Office;
- e. Resources of the MASU, such as posters, banner paper, emails lists, etc., are **not permitted** to be used for campaigning purposes, and;
- f. The individuals holding the following positions are not permitted to campaign for either referenda position, unless they choose to temporarily resign their position:
 - i. The Chairperson;
 - ii. The (CRO);
 - iii. The Deputy Chair;
 - iv. The (DRO);
 - v. The Ombudspeople;
 - vi. The President, and;
 - vii. The VPFO.

3. Limits to Referenda Campaigning Events:

- a. Campaign events shall not involve alcohol and/or cannabis, however;
- b. The above clause notwithstanding; campaign events at licensed venues are permitted, provided that those campaigning for a position do not provide alcohol and/or cannabis to a member of the MASU, and that the consumption of alcohol and/or cannabis by candidates and those in attendance is lawful.

4. Referenda Outcomes:

- a. Twenty-five percent (25%) of union members shall constitute quorum for all referenda questions;
- b. As per Article VI of the Constitution, referenda shall be deemed binding if passed by at least a two-thirds ($2/3$) majority of MASU Members;
- c. The MASU and the S.A.C will be bound to the outcome of any binding referendum result, which *may not* be overturned;
- d. If a referendum passes with a majority vote ($50\% + 1$), but does not reach the two-thirds ($2/3$) majority needed to pass, the referendum shall be deemed non-binding, and thus, not passed.



MASU ELECTIONS NOMINATION FORM

I, _____ DO HEREBY NOMINATE
_____ FOR THE POSITION OF:

SECONDED BY: _____

SIGNATURES OF TEN SUPPORTERS:

PRINT NAME:

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

NAME OF NOMINEE: _____

RESIDENCE/ADDRESS: _____ UNIT: _____

PHONE: _____ EMAIL: _____

DATE: _____

SIGNATURE OF NOMNEE: _____

MASU ELECTIONS SCHEDULE – (INSERT DATE)

NOMINATIONS' PERIOD:

Begins on

Ends on

CAMPAIGNING PERIOD:

Begins on

Ends on

VOTING PERIOD:

Begins on

Ends on

ALL-CANDIDATES MEETINGS: (LOCATION)

1- Date 1

2- Date 2

GENERAL SPEECHES: (LOCATION)

Due to the CRO

Streamed online



MASU CANDIDATE WITHDRAWAL FORM

I, the undersigned, affirm that effective immediately, I withdraw my candidacy and nomination from the election for the position below.

I understand that I may not re-enter the election or continue to campaign for the position below.

DATE: _____

NAME OF CANDIDATE: _____

RUNNING FOR THE POSITION: _____

Candidate's Signature

Chief Returning Officer's Signature



MASU ELECTION CAMPAIGN MATERIAL TRACKING FORM

Candidate's Name:

Running for Position of:

Quantity	Material	MASU STAFF SIGNATURE	Date

**THIS FORM MUST BE SUBMITTED TO THE MASU CHIEF RETURNING OFFICER
BY: _____**

MASU ELECTIONS INFORMATION SHEET – (INSERT DATE)

Nomination Procedure:

- Nomination packages are available at the MASU office, and they include;
 - Election procedures;
 - Position descriptions;
 - Nomination form.
- In order for a nomination to be considered valid, candidate **must attend** an all-candidates meeting. In the event that the candidate cannot make it, they must communicate with the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) for other arrangements to be made. There will be two all-candidates meeting at the times below:
 1. **(DATE 1 AND TIME)**. The meeting will be held via zoom.
 2. **(DATE 2 AND TIME)**. The meeting will be held via zoom.
- As soon as you have filled out your nomination form, attended an all-candidates meeting or spoken to the CRO or DRO, and the nomination period has begun, you are eligible to begin campaigning.
- The nomination period for the **(INSERT TYPE)** elections is from the **(INSERT DATE AND TIME)** to the **(INSERT DATE AND TIME)**.

Campaigning:

- Campaigning is **any** promotion of a particular candidate for any position during a MASU election.
- A complete list of campaign rules can be found on the MASU website under Operation procedure 3, Elections and Referenda.
- The campaigning period for the **(INSERT TYPE)** elections is from the **(INSERT DATE AND TIME)** to the **(INSERT DATE AND TIME)**.
- The total amount of money spent, including donations and services may not exceed a monetary value of \$50.00
- All physical campaign materials by candidates must be removed within twelve (12) hours after the closing of polls.
- There will be no campaigning in the MASU office or student affairs office.
- There will be no usage of any MASU resources for campaigning, e.g. signs, banners, e-mail lists, etc.
- The following individuals are not permitted to campaign for any candidate(s);
 - a. The Chairperson of the S.A.C;
 - b. The Chief Returning Officer (CRO);
 - c. The Deputy Chairperson of the S.A.C;
 - d. The Deputy Returning Officer (DRO);
 - e. The MASU Ombudsperson;
 - f. The President, and;
 - g. The Vice President, Finance and Operations.
- All campaign material **MUST** be approved by the CRO or DRO prior to its use and expenses must be accounted for in the expense tracking form included in this package. Campaign material includes and is not limited to; posters, banners, social media promotion, or events.
- Campaign related events **must not** include alcohol unless the venue is licensed. E.g. Speeches are held in the campus pub.

- The amount of physical promotional material is limited to the following: **Three (3)** large banners and **seventy-five (75)** 8.5" * 11" size posters (or smaller).
- Candidates must not act in such a manner that it places a voter under duress with regard to their vote, as decided by a CRO investigation.

Platform:

- Candidates should submit a write-up of no more than 200 words to the CRO as well as a profile shot to accompany their profile in simply-voting. If a candidate opts not to do so or not complete so by the designated time, they will forfeit this opportunity.

Speeches:

- Candidates will be given the opportunity to give speeches to their constituents (should they wish to).
- The speeches will be filmed and made available for constituents to view.

Scrutineer:

- Candidates may appoint a scrutineer permitted to be at polling stations and/or paper ballot counting.
- The following **may not** be a scrutineer:
 - a. Any Executive Officer;
 - b. The Chairperson of the S.A.C;
 - c. The Deputy Chairperson of the S.A.C;
 - d. An Officer of the MASUEO;
 - e. The Entertainment of Assistant Entertainment Director;
 - f. The MASU Ombudsperson, or;
 - g. Any Polling Clerk.
- It is the candidate's responsibility to inform their scrutineer of the time and place of counting ballots/polling stations.

Withdrawals:

- Candidates may submit a withdrawal form (in elections package) to the CRO or DRO no later than **24 hours prior to the opening of polls.**

Enforcement and Disqualification:

- The CRO, in conjunction with the VPFO, shall be responsible for the enforcement of regulations in accordance with *Bylaw Law-III* and OP3, Elections and Referenda.
- If a candidate is found to be in violation of any provisions in Section 5 of this OP, a candidate may face disqualification.
- If a candidate is found to be in violation of section 5, clause 5 and/or clause 8.a, they will be disqualified pending an investigation conducted by the CRO, and;
 - d. If a candidate significantly exceeds their spending limit, they may be disqualified at the discretion of the CRO.