

Operating Procedure V – Elections

1. Election Schedule
 - 1.1. Executive Elections
 - 1.1.1. The Executive nomination period will open on the first week of January of the winter semester;
 - 1.1.2. the nomination period will last 14 days;
 - 1.1.3. the campaigning period will begin 7 days after nominations open, lasting a minimum of 12 days;
 - 1.1.4. voting must be completed before the first week of February;
 - 1.1.5. the SAC CRO will notify all students of the election schedule and descriptions of each available position at the opening of nominations.
 - 1.2. Fall Elections
 - 1.2.1. The Fall nomination period will open on the second week of class in the Fall Semester;
 - 1.2.2. the nomination period will last a minimum 7 days;
 - 1.2.3. the campaigning period will last a minimum of 7 days;
 - 1.2.4. voting must be completed before the first of October;
 - 1.2.5. the SAC CRO will notify all students of the election schedule and descriptions of each available position at the opening of nominations.
 - 1.3. Spring Elections
 - 1.4.1. The Spring nomination period will open the first week back after the Week of Independent Study;
 - 1.4.2. the nomination period will last a minimum 7 days;
 - 1.4.3. the campaigning period will last a minimum 7 days;
 - 1.4.4. voting must be completed before the first of April;
 - 1.4.5. the SAC CRO will notify all students of the election schedule and descriptions of each available position at the opening of nominations.
2. All Candidates meetings
 - 2.1. All candidates must attend required meetings of the candidates, or send a designated agent at the discretion of the CRO.
 - 2.2. No candidate can campaign until they have attended a meeting of the candidates.
 - 2.3. No candidate is permitted to run for more than one position simultaneously.
 - 2.4. No agent may represent more than one candidate at a meeting of the candidates.
 - 2.5. Thirty-six (36) hours notice is required for all meetings of the candidates;

- 2.6. The CRO shall call an all candidates meeting prior to the commencement of campaigning:
 - 2.6.1. At the All Candidates Meeting, the rules and regulations will be reviewed by the CRO. The CRO shall provide all candidates with an information booklet, which is explained in more detail in Section 3;
 - 2.6.2 at this meeting, any special conditions for campaigning shall be laid out, such as number of posters, end of campaigning, etc. All candidates shall have input into this process but the CRO will make the final decision.
3. Information Given to Candidates
 - 3.1. A job description shall be given out with each candidate's nomination form.
 - 3.2. A Package of Information shall be given to all candidates at the All Candidates Meeting. This package shall include the following: List of Rules, Election Schedule, Election Protocols, Regulations and Penalties. These rules shall be a summary of the Law III Elections and the SAC Election Policy. Copies of these documents will be given out upon request.
 - 3.3. Appointment of a Candidate's Scrutineer form must be completed prior to the opening of polls if a candidate wishes to have a scrutineer. (Refer to the CRO binder).
 - 3.4. Withdrawal from Election by a Candidate form must be completed to withdraw from an election, as explained in Section 3. (Refer to the CRO binder).
 - 3.5. Receipt Log form is required for use during SAC Elections. (Refer to the CRO Binder).
 - 3.6. SAC Poster Policy (Refer to the CRO Binder).
 - 3.7. A signage tally sheet is used to keep an official record of the signage used by a candidate and must be signed by the CRO, the Vice-President, Finance and Operations, or SAC Office Staff.
4. Withdrawal of Nomination
 - 4.1. Candidates may withdraw their nominations up to one school day before the opening of the polls to have their names removed from the ballots.
 - 4.2. Candidates withdrawing their nominations must do so by filing the Withdrawal from Election by a Candidate form with the CRO. (Refer to Appendix A).
5. Scrutineers
 - 5.1. Candidates may authorize certain members of the Union to act as Scrutineers. Scrutineers must be available to observe the counting of ballots.
 - 5.2. With the exception of the CRO and the polling clerks, the scrutineers are the only individuals allowed in the polling area.

- 5.3. The scrutineers may not be any of the following:
 - 5.3.1. A member of the Executive Committee;
 - 5.3.2. SAC Chair;
 - 5.3.3. Chief Returning Officer;
 - 5.3.4. Secretary of the Union;
 - 5.3.5. Entertainment Director;
 - 5.3.6. Assistant Entertainment Director;
 - 5.3.7. Publications Editor;
 - 5.3.8. Student Union Ombudsperson and Judicial Ombudsperson;
 - 5.3.9. any members of the SAC Judicial Committee; and /or
 - 5.3.10 or any poll clerk.
 - 5.4. It is the candidate's responsibility to inform their scrutineer of the time and place of the counting of the ballots.
6. Campaigning
 - 6.1. Campaigning is any promotion of a particular candidate to a particular position during a SAC election.
7. Election Speeches
 - 7.1. Executive Candidates will be given the opportunity to give speeches to all individual constituencies at a forum arranged by the CRO:
 - 7.1.1. The CRO will film a speech given by each candidate, which will then be available for all constituents to view;
 - 7.1.2. the CRO will request a written summary of each candidates platform, which will be distributed to all students.
 - 7.2. All other candidates will be given the opportunity to give speeches to their constituents at a forum arranged by the CRO:
 - 7.2.1. The CRO will film a speech given by each candidate, which will then be available for all constituents to view;
 - 7.2.2. the CRO will request a written summary of each candidates platform, which will be distributed to all students.
 - 7.3. Time limit on speeches will be at the discretion of the CRO, and must be provided well in advance.
8. Limitations on Campaigning
 - 8.1. Campaigning shall commence at a time to be determined by the CRO.
 - 8.2. Candidates will be allowed to begin campaigning after attending the All Candidates meeting.
 - 8.3. The total amount of money spent, and in-kind donation and services received may not exceed \$150.00 for Executive Elections and \$50.00 for all other elected positions.

- 8.4. Campaign materials must be removed from designated polling station buildings 12 hours prior to the opening of the poles and there shall be no campaigning or campaign material within 20m of entrances of designated buildings.
- 8.5. 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.
- 8.6. All physical campaign materials must be removed immediately after the closing of the election polls and before the votes are tabulated.
- 8.7. No campaigning shall occur in the SAC Office and/or the Student Affairs Office.
- 8.8. At no time are the resources of the SAC Office to be used for campaigning. Such SAC resources as banner paper, coloured poster paper, email lists, etc. are not to be used by any candidate or any member of the Union in support of any candidate.
- 8.9. The following people are not permitted to campaign for any candidate(s):
 - 8.9.1. SAC Chair;
 - 8.9.2. CRO;
 - 8.9.3. Students' Union Ombudsperson and Judicial Ombudsperson.
- 8.10. Campaign related events shall not involve alcohol.
- 8.11. Any events that support or are deemed supportive of a specific candidate must be approved by the CRO prior to the event.
- 8.12. Candidates are only permitted a certain number of paper posters during the campaign in an attempt to cut down on paper waste:
 - (i) 3 (three) banners;
 - (ii) 150 (one hundred & fifty) 8 1/2" x 11" size paper posters or smaller;
 - (iii) 35 (thirty-five) table talkers (size to be one-half of 8 1/2" x 11" sheet of paper).

9. Enforcement and Disqualification

- 9.1. The CRO shall be responsible for the enforcement of regulations in accordance with Law III of the bylaws and this policy.
- 9.2. Candidates are expected to maintain a professional attitude and conduct themselves in a professional manner during election campaigning:
 - 9.2.1 Slander and/or defacing the campaign materials of other candidates is strictly prohibited;
 - 9.2.2. the CRO reserves the right to deem other conduct inappropriate during election campaigning;
 - 9.2.3. if a candidate is found to be in violation of any provisions in 8.1 through 8.8, 8.12, 9.2.1 or other conduct deemed inappropriate under 9.2.2. will face a fine of up to the maximum campaign spending limit or disqualification;
 - 9.2.4. if a candidate is found to be in violation of 8.10 or 8.11 they will be disqualified pending investigation;
 - 9.2.5. if a candidate exceeds his/her spending limit by less than 15%, the CRO will levy an appropriate fine. If a candidate exceeds his/her spending limit by more than 15%, he/she may be disqualified.

- 9.3. For all fines incurred before the closing of the polls, candidates must pay their fine or make arrangements with the CRO before the closing of the polls. All fines incurred after the closing of the polls must be paid within 48-hours.
- 9.4. Any candidate or member of the union may file a complaint against another candidate:
 - 9.4.1. A complaint may be submitted up to one week after election day;
 - 9.4.2. complaints must include the statements of one (1) named witness;
 - 9.4.3. the CRO will send an acknowledgment in writing to each claimant immediately upon receiving a complaint and keep a record of all complaints filed;
 - 9.4.4. if the claimant is unsatisfied with the response of the CRO, they may file a complaint with the Ombudsperson who will refer it to the Judicial Committee.
- 9.5. A candidate who has been disqualified by the CRO may continue to campaign only if they have launched an official appeal.
- 9.6. If credible new evidence is revealed to the CRO or Ombudsperson following the election that incriminates any of the victorious candidates, the election may be overturned.

10. Election Voting

- 10.1. Election voting shall occur by secret ballot.
- 10.2. Elections with 2 or more candidates shall occur by a optional preferential voting system.
- 10.3. Elections with 1 candidate shall occur by a "Yes" or "No" ballot. A candidate must receive a "Yes" vote in majority of all those cast.
- 10.2. A complete list of eligible voters for each polling station shall be provided:
 - 10.2.1. This list will only include students that are eligible to vote at that station.
- 10.3. A voter may not leave the polling area with a ballot.
- 10.4. The polling clerks shall be responsible for ensuring that the voter is marked off the voters' list when they vote, and that the ballot has been stamped.
 - 10.4.1. The polling clerks manning the polling station are not permitted to attempt to influence a voter's decision through word or deed but may encourage a student vote, provided such encouragement is not harassing or threatening.
- 10.5. Only ballots with the official SAC stamp shall be considered valid ballots; any ballot not containing the stamp shall be considered to be invalid:
 - 10.5.1. If a cast ballot does not clearly indicate which candidate(s) is preferred, the ballot is spoiled;
 - 10.5.2. spoiled ballots shall count towards quorum but not towards any candidate;
 - 10.5.3. if a candidate does not receive a majority of votes, this will be

deemed a vote of non-confidence for candidates, and nominations will re-open.

- 10.6. If the majority of ballots are spoiled, this will be deemed a vote of non-confidence for the candidates and nominations will re-open.
- 10.7. In the event that more than one position is being contested on the same ballot, each position shall be considered an individual ballot:
 - 10.7.1. The rules outlined in 10.5 shall be followed for each individual position in such cases.
- 10.8. All SAC councillors not running for election must serve at least two hours at the polls per ballot.
- 10.9. A register shall be provided wherein those individuals who work at the polls shall sign their name, indicate the date, time and location of their shift, and provide a signature.
- 10.10. Members of the Union who are unable to be on campus during polling hours, must contact the CRO to determine an appropriate method given their particular location.

11. Counting

- 11.1. The CRO shall notify all candidates of the time and place of the counting.
- 11.2. Only the CRO and those designated by the CRO may handle the cast ballots.
- 11.3. The CRO is responsible for all cast ballots from the time the last ballot is cast until they are no longer needed.
- 11.4. Counting procedures will occur as follows:
 - 11.4.1. Count all spoiled ballots and determine whether or not the majority of votes are spoiled. If the majority of votes are spoiled, refer to Section 10.6 of the SAC Elections Policy;
 - 11.4.2. tabulate the first choices for each candidate. If a candidate achieves a majority of all votes cast, they are declared the winner, if no majority is achieved, proceed to step 11.4.3.;
 - 11.4.3. eliminate the candidate with the fewest votes and redistribute that candidate's votes among the remaining candidates. Ballot papers with no second preference listed are set aside as spoiled ballots;
 - 11.4.4. if no candidate has a majority after the second count, it is necessary to continue to a third count by excluding the next remaining candidate with the fewest votes and distributing the preference as indicated. The counting continues until one candidate has a majority of votes.

12. Notification of the Results

- 12.1. Immediately following the counting the CRO shall notify the candidates and the Executive Committee, as to the results of any election:

- 12.1.1. Following notification of the candidates and executive committee, a public announcement will be made through a Mount Allison student wide email.
- 12.2. The CRO shall post a public notice as to the results in the Students' Administrative Council Office.
- 12.3. In addition to 12.1.1., the CRO shall notify the members of the Union through any other means of public notification, which can include, but is not limited to, the following:
 - 12.3.1. Students' Administrative Council Website;
 - 12.3.2. Argosy;
 - 12.3.3. CHMA.