



DALHOUSIE
STUDENT
UNION

Subject:	Elections Policy of the Dalhousie Student Union
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Committee:	

ELECTIONS POLICY OF THE DALHOUSIE STUDENT UNION 1

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Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

- 1) ~~PURPOSESCOPE:~~
- a) The provisions of this ~~Policy~~resolution shall apply to Dalhousie Student Union elections, by-elections, ~~plebiscites~~ and referenda.
 - ~~b) The provisions shall apply to every Member of the Union.~~
- 2) DEFINITIONS
- a) For the purposes of this Section,

- b)a) Spokesperson – means the Member of the Union chosen by a referendum ~~or~~ ~~plebiscite~~ campaign team to act as the official spokesperson for the team’s campaign and as the team’s liaison with the Elections Committee.
- e)b) Volunteer – means an individual, other than the spokesperson, registered with a particular campaign team in a referendum ~~or plebiscite~~ campaign.
- c) Candidate – any individual who declares themselves to be running for any of the positions listed in Section 4 and has successfully completed all necessary documentation and submitted it by the deadline set by the Chief Returning Officer in each academic year.
- d) Campaign – refers to a coordinated effort to elect any candidate or to pass or defeat any referenda ~~or plebiscite~~ during the Union’s elections.
- e) Campaigning: advertising by any campus medium or the distribution and/or posting of any material including but not limited to social media platforms designed to influence voters.
- f) Campaign worker – a person who has been asked by a candidate and has agreed to assist that candidate with campaigning in any capacity.
- g) Official polling station – any polling station, whether stationary or mobile, that is operated by the Elections Committee or Elections Committee volunteers.
- h) Resource – any material or ~~asset which~~ asset that provides a benefit to a person or organization.
- i) Business Hours – shall refer to the hours between 8:00am - 8:00pm Atlantic Standard Time

~~3) POSITIONS:~~

- ~~a) General elections shall be held for the positions of:-~~
- ~~b) The President;-~~
- ~~c) The Vice President (Internal);-~~
- ~~d) The Vice President (Academic & External);-~~
- ~~e) The Vice President (Student Life);-~~
- ~~f) The Vice President (Finance and Operations);-~~
- ~~g) Two (2) student representatives whom shall sit on the Board of Governors;-~~
- ~~h) Three (3) student representatives whom shall sit on the Senate;-~~
- ~~i) Each position shall be for a term of one year with the exception of the Board of Governors representatives, who shall ordinarily serve two year terms.-~~

~~4)3) UNION MEMBERS' ELIGIBILITY:~~

- ~~a) Any Union member may run for office or serve as a Spokesperson, as per s. 3(a)2.3 of the By-laws (Membership Rights). It is the responsibility of the Chief Returning Officer to authenticate student status and candidate eligibility with the Registrar's Office or Student Accounts. Candidates running for office may not sit on the elections committee.~~

4) NOMINATIONS

a) Application for Nominations

- ~~a)i) Nominations for each position shall be made by the completion of the nominations forms as developed by the Elections Committee each year and in accordance with Union policy.~~
- ~~b)ii) Nominations of all candidates shall be effective only if the required nomination forms have been submitted completely and accurately and have been verified by the Chief Returning Officer.~~
- ~~c)iii) All candidates must attend the public meeting for all campaigns (as established in Section 78(b)(b)vi) of this policy. Any candidate who does not attend without making prior arrangements will have their nomination revoked.~~
- ~~d)iv) Appeals regarding the validity of a nomination shall be made in writing to the elections committee no later than twenty-four (24) hours after the close of nominations. The committee will render a decision before the beginning of the campaign period.~~

~~e)v~~) The nomination process for the Vice-President Finance and Operations shall also have the following requirements:

~~ii~~(1) _____ The Chief Returning Officer shall post a questionnaire on the DSU elections website no later than two weeks before the beginning of the nomination period containing questions relating to the technical requirements of the position which shall be approved by the Board of Operations.

~~ii~~(2) _____ Candidates must submit a completed questionnaire to the Chief Returning Officer no later than the close of nominations.

~~f~~)—The Chief Returning Officer shall post the completed questionnaires on the elections website before the start of campaigning.

~~(3)~~

b) Nominations for Faculty Representatives

~~5~~)i) The By-laws of the Dalhousie Students Union provide for twelve faculty constituency seats:

- (1) Faculty of Agriculture Representative
- (2) Faculty of Architecture and Planning Representative
- (3) Faculty of Arts and Social Science Representative
- (4) Faculty of Computer Science Representative
- (5) Faculty of Dentistry Representative
- (6) Faculty of Engineering Representative
- (7) Faculty of Graduate Studies Representative
- (8) Faculty of Health Professions Representative
- (9) Faculty of Law Representative
- (10) Faculty of Management Representative
- (11) Faculty of Medicine Representative
- (12) Faculty of Science Representative

ii) Eligibility to run for these seats is based on the student's membership in a given faculty. No one member is permitted to hold or run for more than one Faculty Representative Seat at any given time.

c) Nominations for Community Representatives

~~ii~~)i) The By-laws of the Dalhousie Students Union provide for six constituency seats:

- (1) an Indigenous Students' Community Representative,

(2) an Indigenous Black Nova Scotian Community Representative,

(3) a Women's Community Representative,

(4) an International Students' Community Representative,

(5) a Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Two-Spirited, Asexual and Intersex(+) Community Representative,

(6) a Residence Community Representative.

6)ii) Eligibility to run for these seats is based on the student's membership in a given community. No one member is permitted to hold or run for more than one Community Representative Seat at any given time.

a)d) Withdrawal of Nominations

- i) Until such a time that the ballots are officially created, a candidate may withdraw his/her nomination form and have their name removed from the election. Upon declaration of their intent to withdraw, a candidate must immediately and at the first possible opportunity meet with the CRO to sign a declaration of withdrawal in their presence. The CRO retains the right to remove a candidate's name from the ballot once that candidate has confirmed their intent to withdraw, with the approval of the Elections Committee.
- ii) A person who, before or during an election, for the purpose of preventing the election of a candidate, knowingly publishes a false statement of withdrawal of another candidate at the election is guilty of an offence as defined by the offenses section of these policies.

b)e) Death of a Candidate

- i) If a candidate dies before the close of nominations, during the election, or on election days, a by-election will be held for this position.
- ii) If the candidate dies on the Election Day and the final results favour the deceased, the results will be void and a by-election must be held to fill the position.

7)5) CAMPAIGN REGULATIONS

a) General Rules

- i) No campaigning shall take place prior to the campaign period as established by the Chief Returning Officer.

- ii) The foregoing shall not impede any officer or member of the Dalhousie Student Union from carrying out all duties reasonably incident to their portfolio.
 - iii) Incumbent candidates running for executive positions shall take vacation time for the duration of the campaigning period.
 - iv) Incumbents shall be permitted to carry out job duties internal to the Union with the permission of the Chief Returning Officer.
 - v) The facilities of the offices of the Union or any society under its jurisdiction and any resources or promotional materials owned by the Union and its societies are NOT to be made available to candidates for campaign purposes unless those resources are made available to all candidates as deemed by the Chief Returning Officer.
 - vi) For the purpose of running a referendum the Union shall be permitted to use its official multimedia platforms and website to promote their referendum during campaign period. Any oppositional campaign to the Union referendum must also be granted to the Union's multimedia platform.
 - vii) The Chief Returning Officer shall set the date and time that campaigning is to cease and set the yearly parameters regulating post-campaigning.
 - viii) Candidates shall be responsible for the actions of their campaign workers and candidates shall be strictly liable for campaign violations.
 - ix) Candidates must submit the names of all campaign workers to the Chief Returning Officer no later than 12 pm on the day prior to the commencement of campaign period.
 - x) Under extenuating circumstances, if a person becomes or ceases to be a campaign worker after the deadline mentioned above, the Elections Committee must be notified immediately via e-mail and a reasonable explanation, as determined by the Elections Committee, must be provided.
 - xi) There shall be no campaigning of any kind at any of the University Libraries, on-campus bars or residences except where the Elections Committee is hosting an official elections event.
 - xii) Campaigning shall be restricted to Dalhousie University campuses, only.
- b) Poster Regulations
- i) It shall be the responsibility of the Chief Returning Officer and the Elections Committee to secure poster display space in as many university buildings as possible.
 - ii) Poster display spaces secured by the Chief Returning Officer and Elections Committee shall house one poster per candidate and one poster for each

registered campaign. These posters shall be grouped, when possible, by position.

- iii) Posters in the poster display areas shall be the only legal candidate posters.
 - iv) It shall be the responsibility of the Chief Returning Officer and the Elections Committee to obtain and print candidate and campaign posters, display them in regulated poster display spaces and monitor them.
 - v) Candidates and campaigns shall provide the Elections Committee with a maximum of three different posters, of a maximum size determined by the Elections Committee, either by acceptable electronic means or in hard copy. These shall be the posters used by the Elections Committee.
 - vi) All posters shall be taken down by the Elections Committee no earlier than the end of the voting period.
- c) Other Forms of Campaigning
- i) All forms of media may be used during the campaign period except where explicitly prohibited by the Elections Committee. Advertisements placed in The Gazette and The Sextant, however, are subject to limitations by The Gazette and The Sextant to be made clear to candidates and campaign participants by the Chief Returning Officer at their respective forums.
 - ii) Campaign displays and the distribution of literature on campus are subject to the approval of the Elections Committee. All candidates and campaigns shall inform and have the approval of the Chief Returning Officer for any such activity that they plan to undertake.
 - iii) Media restrictions on campaigning shall include:
 - (1) All emails and candidate campaign materials must include a link to the official DSU elections website as stated by the Elections Committee
 - (2) The Elections Committee shall, on a yearly basis set the guidelines for online campaigning that will be available to candidates and registered campaign teams before the beginning of the campaign period.
 - iv) The use of posters or campaign materials within the classroom is forbidden
 - v) Verbal campaigning within the classroom requires the express permission of the presiding faculty member, permission must be given in advance of the in-class campaign and presented to the Chief Returning Officer.
 - vi) The use of Union or University facilities not available to all candidates and campaigns is forbidden. This includes, but is not limited to:
 - (1) The Student Union Building's front marquee.
 - (2) The University's 'tiger mascot' costume.

- vii) The use of Society resources by candidates and campaigns is forbidden. This includes, but is not limited to society funds, websites, e-mail accounts and distribution lists.
 - viii) The use of stickers is forbidden.
 - ix) Handbills shall be no larger than 4.25 inches by 5.5 inches in size.
 - x) All candidates are obligated to follow University policy as well as municipal, provincial, and federal laws in the course of campaigning.
 - xi) No candidate shall engage in libel, nor distribute material which could be construed as slanderous towards an opponent.
 - xii) Any new interpretation or clarification of election rules or policies by either the Chief Returning Officer or Committee shall be noticed to all candidates and the entirety of the Committee within 24 hours of being made. The decision will come into effect once all candidates have been notified.
- d) Campaign Expenditures
- i) The total cost of a candidate's campaign shall have a value of no greater than two hundred dollars (\$200), excluding the cost of printing official posters. The Vice President (Finance and Operations) can provide each candidate and campaign an advance equal to the amount specified in that candidate's or campaign's application projecting their campaign expenses, in any case not to exceed \$200.00, for the purpose of facilitating their campaign. Candidates and campaigns will be required to return unused funds to the Vice President (Finance and Operations) within one week of the close of the elections period.
 - ii) No candidate or campaign shall receive discounts that are not available to all students.
 - iii) Any in-kind good or service given to a campaign will be assigned a 'market-value' price as determined by the Elections Committee and included as part of the total campaign spending limit.
 - iv) Goods or professional skills belonging to the candidate are exempt from this regulation.
 - v) An itemized account of all expenditures must be submitted to the Chief Returning Officer or their appointed agent within twenty-four (24) hours after the closing of the polls, and these accounts must include a written receipt or bill for each separate item of campaign material;
 - vi) All candidates who receive more than twenty percent (20%) of the vote in an election race with two or less candidates or more than ten percent (10%) of the vote in an election with three or more candidates will be reimbursed for campaign expenses up to \$200. For election races with five or more candidates,

the Elections Committee may set an alternate threshold, which shall be announced prior to the start of the campaign period.

- vii) Any fines incurred by the candidate will be collected by the VPFO upon the recommendation of the Chief Returning Officer within one (1) week following the close of campaign period.
- viii) Receipts and bills shall be submitted to the Vice President (Finance and Operations) for all expenditures for which candidates seek reimbursement under Section 5(d)(i) above.
- ix) Any infractions of this Regulation by a candidate shall be investigated by the Chief Returning Officer, and candidates and/or their agents in violation of this regulation may be penalized according to the seriousness of the breach, which may result in the candidate owing the DSU funds equivalent to the amount fined by the Chief Returning Officer under section 6 (b) of this policy.

8)6 OFFENSES

- a) Responsibilities of Elections Committee
 - i) Only the Elections Committee shall have the authority to enforce the provisions of this Policy.
 - ii) Charges of violation shall be submitted in writing to the Elections Committee who shall rule on the charge.
 - iii) The Elections Committee may also lay charges of violations of campaign rules on its own initiative.
 - iv) Charges of violation must be laid in writing within five (5) school days of the close of voting to the Chief Returning Officer.
 - v) The Elections Committee shall meet according to its pre-publicized meeting schedule as publicized at the candidates' meeting to discuss any charges of violations, and to decide on the appropriate actions to be taken.
 - vi) For a decision of the Elections Committee to be valid, three (3) of the Committee members and the Chief Returning Officer must be present at a meeting and the decision must have two-thirds majority.
 - vii) A written report of any Elections Committee minutes will be made available to the public on written request within a forty-eight (48) hour period. Any discussion that may lead to a candidate being disqualified from the election shall be done in camera.

b) Fines

- i) Fines shall be assessed on the following basis:
 - (1) poster outside the regulated Elections Committee display area: \$5.00 per poster.
 - (2) illegal displays: \$20.00 per display.
 - (3) pre/post campaign period campaigning: \$20.00 per incident
 - (4) e-mail violations: \$20.00 per incident (“incident” shall be defined as one e-mail “sent”, regardless of number of recipients).
 - (5) the Elections Committee shall reserve the right to levy a fine up to \$50 for any violation not described in section 13(e) (i), (ii), (iii), or above or for any gross violations of the aforementioned subsections.
- ii) Fines are not refundable.
- iii) The Chief Returning Officer must inform a candidate of any fines received via email within 24 hours of the Committee’s decision. The candidate will be considered to have been informed, six (6) business hours after the email is sent. The email must inform the candidate of their right to appeal. The Committee will also publish a list on the outside of the Dalhousie Student Union Election Office doors, concerning the decisions of the Elections Committee with regards to violations committed by candidates, spokespeople, or volunteers, except those that will result in disqualification.

c) Expulsion

- i) Violations of the following nature will result in AUTOMATIC DISQUALIFICATION of the candidate or referenda:
 - (1) Non-attendance by the candidate or pre-designated representative (by prior arrangement of the candidate with the Chief Returning Officer) at the mandatory public meeting for candidates and campaigns prior to the campaign period;
 - (2) Tampering with the Elections Committee poster display;
 - (3) Spending over the maximum spending limit as outlined in this policy;
 - (4) Accruing greater than \$100 in fines;
 - (5) Any attempted interference in the process of voting in an election carried out under this resolution;
 - (6) Any slanderous statements towards another candidate;

- (7) The failure of Vice-President Finance and Operations candidates to comply with the questionnaire component of this policy.
 - ii) Decisions to disqualify any candidate or cancel any referendum made during the campaign period shall not be made known to any party until the end of voting.
 - iii) Where the Elections Committee finds there has been an egregious violation, it may:
 - (1) declare that an election in its entirety or the election of a specific candidate be ruled void;
 - (2) declare a referendum to be void.
 - iv) Where a violation is committed by a non-Union member registered with a referendum campaign, the spokesperson for that campaign shall be responsible for incurring any penalties;
 - v) Violations of the following nature committed by a spokesperson will result in automatic disqualification of the spokesperson:
 - (1) tampering with the Election Committee poster display;
 - (2) spending over the maximum spending limit as outlined in this policy;
 - (3) accruing over \$100 in fines;
 - vi) Where a spokesperson is disqualified, that campaign team shall select a new spokesperson;
 - vii) Where the advantage gained by a particular team in a referendum due to a contravention of these rules cannot be fully counterbalanced by the penalties available to the Chief Returning Officer, the Chief Returning Officer shall cancel the referendum;
 - viii) Where the Chief Returning Officer is of the opinion that an egregious violation has been committed with the intention of causing a referendum to be cancelled, the Chief Returning Officer may call for a re-vote;
 - ix) In the event any candidate in the election is disqualified, the runner-up will take the place of the disqualified candidate. If the disqualified candidate(s) are elected using the preferential balloting system, they shall be the first candidate(s) to be removed during the preferential balloting tabulation.
- d) Appeals
- i) A candidate, spokesperson, or volunteer is deemed to be informed of an Elections Committee decision six (6) business hours after the decision is emailed.

- ii) Appeals regarding decisions made and/or sanctions levied by the Elections Committee shall be made in writing to the Chief Returning Officer within seventy-two (72) hours of the candidate, spokesperson, or volunteer being informed of the decision.
- iii) Appeals from an Election Committee decision shall be made in writing to the ~~Judicial Board~~ Elections Appeals Committee only after an appeal to the Elections Committee has been made, as per s. 9.6 of the By-Laws. Appeals to the ~~Judicial Board~~ Elections Appeals Committee shall be made in writing within five (5) days of being informed of the results of their appeal to the Elections Committee. The ~~Judicial Board~~ Elections Appeals Committee shall then investigate as per By-law ~~V-9~~ 9 of the Constitution.

7) VOTING

a) General Procedures

- i) The methods of voting for all councillor positions (with the exception of the Indigenous Students' Community Representative) and for referenda and shall be as follows:
 - (1) The names of all candidates and all possible referenda responses shall be placed on each ballot in random order. For an online ballot the names shall be in a different random order at each page view.
 - (2) Each voter shall indicate their first choice upon the ballot opposite the name of the candidate for whom they wishes to vote, and consecutively rank the remaining candidates as they so choose;
 - (3) Each candidate shall be credited with the number of first choices marked opposite their name;
 - (4) Where no candidate receives more than fifty percent of the total number of first choices then the candidate with the least number of first choices shall be struck off the list and the second choices marked on that candidate's ballots shall be credited to the candidates for whom they were cast;
 - (5) This process will continue until one candidate has a majority of the votes cast, or until only two candidates remain, in which case the one with the greater number of votes is elected;
 - (6) Where a candidate whose name has been struck off the list is the next choice on the ballot, then that ballot shall be counted in favour of the candidate subsequent in choice to the candidate whose name has been struck off;

- ii) Where two or more candidates are tied with the lowest number of votes, both or all shall be dropped from the remaining ballots;
- iii) If the procedure in subsection (h) above results in only one candidate remaining on the ballot, then that candidate shall be declared elected.
- iv) In the event of a tie for any positions, a run-off election will be held between the tied candidates. The timeline for the run-off will be as follows:
 - (1) Nominations will not be reopened.
 - (2) The campaign period shall begin no less than two school days following the announcement of the election at 8 a.m. and end at 8 p.m. the day preceding voting.
 - (3) The campaign period shall be no longer than five (5) school days.
 - (4) The voting period shall be at least two (2) school days.

e)b) Online voting

- i) The purpose of providing electronic balloting is to increase voter participation by making voting more convenient while ensuring that the process remains anonymous, democratic, and free. Any one member's vote belongs to that member alone – as such, online voting should not be done in a group setting or in the presence of persons who might influence the direction of a member's vote.
- ii) Electronic balloting provides opportunities for abuse, intentioned or not, by voters, candidates and campaign workers. Abuse of electronic balloting includes, but is not limited to, the following types of action:
 - (1) efforts by voters to vote more than once
 - (2) efforts by candidates or their campaign workers to influence votes by holding parties or social events at which individuals are encouraged to vote on the premises.
 - (3) offering favors or gifts in exchange for votes
 - (4) pressuring individuals to vote in the presence of a candidate, campaign worker, or any other individual
 - (5) bringing the means of electronic voting to a voter
- iii) Voting shall be done using a secret, online ballot.
- iv) Senate, Board of Governors, Faculty and Community Representatives (excepting the Indigenous Students Representative) shall be elected by a simple plurality.

~~ii~~v) Candidates running for executive positions shall be elected using a preferential ballot.

~~iii~~vi) Candidates' names on the ballots shall be their surname and one or all of their given or chosen names or a generally recognized abbreviated version thereof.

(1) The campaign period shall begin no less than two school days following the announcement of the election at 8 a.m. and end at 8 p.m. the day preceding voting.

(2) The campaign period shall be no longer than five (5) school days.

(3) The voting period shall be at least two (2) school days.

~~iv~~vii) Persons elected to the Senate or Board of Governors are subject to approval and appointment by those bodies.

~~v~~viii) Each candidate and registered campaign is entitled to see a print-out of the official results from the voting software.

~~ix~~) There shall be no voting by proxy.

(1) In the event that a member with a disability requires assistance to use the online voting software, they should seek it from Dalhousie's Accessibility Services rather than the DSU in order to ensure impartial assistance.

x) In the event that a candidate is unopposed for any of the positions elected via any form of balloting there shall be a yes/no option after the candidate's name on the ballot.

xi) Ballots will include an option to spoil the ballot.

xii) In determining whether abuse of electronic balloting has occurred, the Chief Returning Officer must consider potential abuses on a case-by-case basis. Abuse is not limited to the types of actions outlined above but must be interpreted in the spirit of this section and in the spirit of upholding the principle of an anonymous, secret-ballot vote. The Chief Returning Officer shall exercise the right to determine whether abuse of electronic voting has taken place and shall have the discretion of imposing or recommending any and all punitive actions as necessary, including disqualification from the election or by-election.

xiii) For the days of actual voting of the election, all Dalhousie University computer rooms and terminals for the purposes of the election shall be considered to be polling stations for the purpose of restricting candidates/campaign worker activity around these sites.

xiv) The World Wide Web for the purposes of DSU Elections/Referenda/By-Elections shall be considered as a polling station with all the polling station regulations applied to it for the purposes of the DSU Online Voting System.

xv) The Online Voting system shall be in operation continuously from the start of the election until closing of the polls at 9pm on the second day of voting with the exception of system downtime that will occur during the night of Day 1.

c) ~~Aboriginal~~ Indigenous Students Community Representative selection process

i) As the Dalhousie Students Union recognizes and respects the protection and promotion of Indigenous forms of governance, the determination and execution of an appropriate selection process for the Indigenous Students Community Representative shall be the responsibility of the Dalhousie Indigenous Students Collective.

ii) The Dalhousie Indigenous Students Collective shall provide the results of their selection process both orally and in writing to the Chief Returning Officer no later than the final day of voting in the General Election.

9)8) ELECTION OFFICIALS

a) The Elections Committee

i) Elections sponsored by the Dalhousie Student Union shall be conducted and supervised by an Elections Committee [M1] as provided for in the By-laws and polices of the Union.

ii) The Election Committee will be available at all times during the election to provide advice and guidance to the Chief Returning Officer or Deputy Returning Officer

b) The Chief Returning Officer:

i) Shall be autonomous from the Executive of the Dalhousie Students Union.

ii) Shall be selected by the Nominating Committee no later than September 30 of each year, subject to ratification by Council.

iii) Shall not be an Executive Officer, Councillor, Committee member, or employee of the Union for the duration of their term, except for sitting on the Elections Committee.

iv) Shall serve a one-year term of office.

v) Shall not be permitted to vote in the DSU elections.

vi) Has the authority to interpret election policies and/or rules where necessary.

vii) In addition, the CRO shall:

- (1) Appoint a Deputy Returning Officer from among the [Elections](#) Committee members who shall assume the responsibilities of the Chief Returning Officer in their absence;
- (1)(2) [Authorize](#) all official notices and elections publicity;
- (2)(3) Set up the elections schedule, subject to the provisions in this policy;
- (3)(4) Compose the ballot subject to this policy and supervise the voting process;
- (4)(5) Receive and analyze the official election results from the official voting software;
- (5)(6) Issue official election results to candidates and spokespersons, Council and the media for the Union;
- (6)(7) Submit an electronic copy of a post-election report to the Dalhousie Student Union. The Chief Returning Officer shall not be paid until this report has been submitted.
- (7)(8) Set and administer a public meeting for all candidates and referenda campaigns on the school day following the close of the Nominations and Campaign Registration period, and monitor the conduct of participants at such forums;
- (8)(9) Set and administer any all-candidate forums and monitor the conduct of the candidates at such forums;
- (9)(10) Give a mandatory pre-election briefing for polling clerks and/or any other elections staff;
- (10)(11) Reserve rooms for the election;
- (11)(12) Authenticate Union member eligibility before the campaign period.
- (12)(13) Send out one campus wide email on the first day of elections that highlights all candidates, referenda and contains links to their websites, and social media platforms.
- (14) Send out one campus wide email on the last day of campaign period notifying members when the voting period will open and how they can vote.
- (13)(15) [Ensure the secure collection and destruction of personal identification materials, whether virtual or physical. Any physical ballots will be shredded and recycled following the election.](#)

c) [Poll Clerks](#)

- i) In the event of a paper ballot election, the Committee shall have the authority to set up stationary and mobile polling stations.
- ii) There shall be two (2) polling clerks at each station, whose duties shall include:
 - (1) Supervising all voting station materials;
 - (2) If applicable, setting up and tearing down the station;
 - (3) Assisting potential voters;
 - (4) Refusing a ballot to any student if there is reason to believe there is fraudulent activity;
 - (5) Referring any problems to the Chief Returning Officer or to the Deputy Returning Officer, in their absence;
- iii) Poll clerks must attend a pre-election training seminar given by the Chief Returning Officer, Deputy Returning Officer
- iv) Poll clerks shall complete all forms as issued by the Chief Returning Officer, Deputy Returning Officer failure to do so may result in suspension of applicable remuneration.

1) REFERENDUM PROCESS

- a. Referenda will ~~, whenever possible,~~ run concurrently with the general election period. Referenda are subject to By-law 9.
- b) Members wishing to register themselves as part of a referendum campaign team, whether or the affirmative or oppositional campaign team, shall do so by filling out the standard nomination forms and by attending the public meeting for all campaign teams as set out in this policy.
- c) A member's registration for a team shall be accepted when the spokesperson completes the standard Union registration forms and the Chief Returning Officer is satisfied that the team members do not aim to falsely represent that team by registering for it.
- d) Non-Union members may participate with a registered campaign team. A non-Union member's registration for a team shall be accepted when the non-Union member completes the standard Union registration forms and the Chief Returning Officer and team spokesperson are satisfied that the non-Union member does not aim to falsely represent that team by registering for it.
- e) No member or non-Union member shall register for more than one (1) team for any referendum.
- f) There shall be no more than one (1) registered campaign for each possible answer to a referendum question, excluding the 'spoil' option;
- g) j) Referendum questions may be accompanied by a brief preamble approved in accordance with By-Law 9.

- h) Each registered campaign team shall select at the time of registration one (1) member to act as the campaign's spokesperson.
- i) A campaign team must apply in writing to the Chief Returning Officer in order to declare a new spokesperson.
- j) A spokesperson shall
 - i. ensure that each volunteer engaged in campaign activities with their team is made aware of all by-laws, rules and regulations;
—ensure that non-Union member volunteers are in compliance with all by-laws, rules and Union Policy.
 - ii.

There shall be no more than one (1) registered campaign for each possible answer to a referendum or plebiscite question, excluding the 'spoil' option;

Referendum and plebiscite questions may be accompanied by a brief preamble approved in accordance with By Law 9.

For the Referendum Process Timeline, see Appendix 3.

10)9) BY-ELECTIONS, AND REFERENDA AND PLEBISCITES WHICH RUN NON-CONCURRENTLY

- a) If any executive position remains unfilled following the Union's annual general election or becomes vacant before October 15, there shall be a by-election held by October 31. If necessary, Council shall appoint an interim Executive until the time where a by-election can be held.
- b) Should any executive position remain unfilled following a by-election, the Council shall make an appointment.
- c) Should a vacancy arise in any executive position after October 15 the Nominating Committee shall make recommendations to Council regarding filling the vacant positions, and Council shall make the appointments.
- d) Should any non-executive position remain unfilled after the Union's annual elections or become vacant at any point after the Union's annual elections the Nominating Committee shall make recommendations to Council regarding filling vacant positions, and Council shall make the appointments.

e) For the By-Election Timetable, see Appendix 2.

e)

11)10) APPEALS OF ELECTION OR REFERENDUM RESULTS

- a) Any student may challenge the validity of an election or, referendum, ~~or plebiscite~~ result in a written submission to the Elections Committee within two (2) school days after the close of voting.
- b) Written submissions appealing election, referendum, ~~plebiscite~~, or recount results shall contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the results.
- c) The Elections Committee shall investigate the appeal and decide on the appropriate action.

d) No record of vote shall be destroyed until thirty (30) days after the close of voting.

Appendix 1: General Election Timetable[MJ2]

~~11) — THE ANNUAL ELECTIONS TIMETABLE~~

e) The Chief Returning Officer shall determine and present to Council for consideration and approval the date of the annual general elections no later than November 1. Any referendum ~~or plebiscite~~ questions to appear on the ballot must be approved in accordance with By-Law XIV prior to the opening of Nominations and Campaign Registration. Subject to necessary changes by Council, the annual election timetable shall be as follows:

f) NOMINATIONS AND CAMPAIGN REGISTRATION:

i)1) Open no earlier than the first week of school in January; and close, in any event, not less than two school days prior to the commencement of the campaign period.

ii)2) The school day following the close of Nominations and Campaign Registration, the Elections Committee shall facilitate a meeting of each candidate and referenda/~~plebiscite~~ campaign team.

g) CAMPAIGNING:

i)3) The campaign period shall begin no less than two school days and no more than five school days after nominations close each year and close at 8:00 p.m. the school day preceding the official voting days.

ii)4) All campaign periods shall be no longer than twelve (12) school days and no shorter than five (5) school days.

iii)5) _____ No campaign may be undertaken prior to the designated "Campaign Period."

Appendix 2: By-election Timetable[MJ3]

Nominations shall open at 10:00 a.m. one week prior to the commencement of the campaign period and shall close at 10:00 am the day prior to the commencement of the campaign period.

- 1) The campaign period shall begin the school day following the close of nominations at 8:00 a.m. and end at 8:00 p.m. the day preceding voting.
- 2) The campaign period shall be no longer than ten (10) school days and no shorter than five (5) school days.
- 3) The voting period shall be at least two (2) school days.
- 4) Where a referendum is not run concurrently with the election period, the wording of the question shall be announced and campaign registration shall open at 10:00 am one (1) week prior to the commencement of the campaign period.
- 5) Referenda shall register and appoint their spokesperson in the same manner as referenda during the Union's annual elections.
- 6) The school day following the close of Campaign Registration, the Elections Committee shall facilitate a meeting of each campaign team.
- 7) The campaign period shall begin no less than three calendar days and no more than three school days after Campaign Registration closes, and close at 8:00 pm the school day preceding the official voting days.
- 8) The campaign period shall be no longer than ten (10) school days and no shorter than five (5) school days. No campaigning shall be undertaken prior to the start of this period.
- 9) The voting period shall be at least two (2) school days.

[Appendix 3: Referendum Question Submission and Review Timeline](#)[MJ4]

MD will add timeline Kaley came up with last year, just searching for the file.