



Policy

Title: Elections Policy and Procedures

Responsibility: Board of Directors

Approved by: Board of Directors

Approval date: January 17, 2018

Revised:

1. Purpose

The purpose of this policy and procedures shall be to outline the general rules and procedures for the conduct of elections for the Centennial College Student Association Inc. (the "CCSAI")

2. Elections Policy

- 2.1 Elections shall be conducted in accordance with the CCSAI's bylaws and policies.
- 2.2 The Board Development Officer (BDO) and the Executive Director/CEO (ED/CEO) shall oversee the general conduct and execution of elections on behalf of the CCSAI Board of Directors ("the Board") and shall fulfill these duties with all due diligence and impartiality.
- 2.3 Yearly elections shall be held for the following positions:
 - President
 - Vice President, Progress Campus
 - Vice President, Ashtonbee Campus
 - Vice President, Morningside Campus
 - Vice President, Story Arts Centre
 - Campus Director, Progress Campus
 - Campus Director, Ashtonbee Campus
 - Campus Director, Morningside Campus
 - Campus Director, Story Arts Centre
- 2.4 The BDO shall set the dates for the Election and Appointed Process, which shall not be held later than April 1, and present at the Annual General Meeting the preceding year for approval by the Board.
- 2.5 All members of the Association are eligible to vote in all elections with the exception of the BDO, who is also not eligible to run in the election.

- 2.6 All candidates for elected positions shall meet the qualifications as set forth and outlined in Article V, Section 2 of the Bylaws.
- 2.7 Attendance at the All-Candidates Meeting is mandatory for all candidates running in an election.

3. Nomination Process

- 3.1 The nomination period shall commence at least five (5) business days after the election is called and shall be at least five (5) days in duration. The opening and closing dates of nominations shall be advertised in association media for at least ten (10) business day where regular classes are scheduled.
- 3.3 Students interested in running for election shall print a copy of the Elections package from the CCSAI website at www.ccsai.ca.
- 3.4 The Elections package shall include the following:
- A list of all relevant dates, times, locations and deadlines for all stages of the Elections Process
 - A copy of the Election Policy and Procedures
 - Descriptions of all the positions open for election
 - A nomination form for collecting signatures from members of the student body
 - An authorization form which will allow CCSAI to access student information
 - A Consent to Apply Form
 - A Security Deposit
 - A Volunteer Experience Form
- 3.5. Nominations forms shall include signatures and valid student numbers from members of the CCSAI as follows:
- For the position of President, 400 signatures with a minimum of 75 from each campus
 - For the position of Vice President, 150 signatures from their campus of attendance
 - For the position of Campus Director, 75 signatures from their campus of attendance.
- 3.6 A nomination form shall be considered invalid when the candidate does not have the required number of signatures with valid student numbers, or a signature is forged.
- 3.7 The following areas on CCSAI property shall be considered off limits for collecting signatures: the Student Centre at Ashtonbee campus, the

second floor of the Student Centre at Progress Campus, the lounge or games room at Morningside Campus or the Story Arts Centre, or in any CCSAI Offices.

- 3.8 On or before the day nominations close, all relevant forms within the Elections Package must be completed and submitted, to any CCSAI office by **4pm**. No packages shall be accepted after the deadline.
- 3.9 Potential candidates shall also pay a security deposit of \$40, with the amount determined by the BDO and ED/CEO.
- 3.10 The BDO, with shall review the packages and notifies all eligible candidates at least five (5) business days prior to the start of the campaign period.

4. Campaigning Procedures and Regulations

- 4.1 The purpose of these regulations and procedures is to outline the rules and regulations of campaigning for elections.
- 4.2 Campaigning shall be defined as an activity that promotes a candidate, either verbally, written, through association media, public display of posters in or around the campuses of the college or gatherings which are intended for the purposes of public assembly.
- 4.3 The campaign period shall commence no longer than ten (10) business days after the end of the nomination period and shall be at least five (5) business days in duration.
- 4.4 Campaigning shall be permitted after, and not before, the All Candidates meeting and may continue until voting closes on the final day.
- 4.5 All campaigning shall be carried out in good taste and should not slander, or attempt to defame other candidates. Candidates are encouraged to campaign on the issues. Slander, libel and unethical campaigning are forbidden and are grounds for disqualification.
- 4.6 Candidates are expected to be professional and respectful to their peers. Campaigning shall be done in a manner that will not harm others and will uphold the values, policies and procedures of the CCSAI as well as adhering to the Ontario Human Rights Code, the CCSAI Harassment and Discrimination Policy and the College's Student Code of Conduct. Campaigning which does not conform to these guidelines may be grounds for disqualification from the election for the offending candidate.
- 4.7 All posters shall be designed and posted by the CCSAI with the inclusion of the following as provided by the candidate; full name/nickname, position running for, campaign platform in 150 words or less. Photos of candidates shall be taken at the All Candidates Meeting.

- 4.8 All candidates shall have their social media strategy approved by the BDO.
- 4.10 There will be no campaigning in or around the CCSAI offices at each campus (specifically, the entire second floor of the student centre including the mezzanine at Progress Campus, The student centre at Ashtonbee Campus, Room 113 at Morningside and Room 113 at Story Arts Centre) or offices of the College.
- 4.11 A forum shall be organized each year by the BDO and ED/CEO Attendance at the debates is mandatory for all candidates. Candidates may not organize or challenge another candidate to a debate, forum or similar event without the approval of the BDO.
- 4.12 Each candidate is responsible for removing all posters and other campaign materials from College property within five (5) days of the closing of the polls, or within three (3) days of withdrawing from the election.

5. Election Expenses

- 5.1 Candidates may spend the following amounts for campaign materials and strategies:
- \$400 for president, \$100 for Vice Presidents and Campus Directors
- 5.2 All receipts shall be submitted and recorded on the Campaign Expense Form. All expenses must be reported and submitted.
- 5.3 Any inconsistencies in financial reporting shall be considered a violation of the Elections Policy and candidates may be subjected to review by the BDO and ED/CEO.
- 5.4 Any donations shall be within the limits established in 5.1.. Donated money/goods/materials shall be reported on the Campaign Expense Form.
- 5.5 The BDO and ED/CEO shall assign a cost to any campaign materials and services received for free or at a discounted price.
- 5.6 In the event that goods or services are donated to a candidate, the estimated value of the goods or services shall be included in the expenditure report. All materials and services shall be valued at fair market price. No value shall be placed on donated unskilled labour but skilled labour (web design, t-shirt design) shall be valued at fair market price.
- 5.7 Each candidate will be reimbursed for fifty percent of the campaign expenses that they incur, not including donations, so long as they finish the election as a valid candidate and have reported and submitted a record of these expenses as required.

- 5.8 Under no circumstances is a candidate allowed to pool, share or donate his funds with another candidate.

6. Election Procedures for Candidates Holding Elected or Appointed Positions

- 6.1 All candidates that are holding an elected or appointed position on the current Board of Directors or are employed by the CCSAI shall refrain from using association resources for campaigning purposes. Examples include, but are not limited to the following; distributing CCSAI promotional materials, using computers or photocopiers to produce posters, holding unsanctioned campaign meetings in CCSAI facilities.
- 6.2 Any candidate interested in running for the position of **Campus Director** or **Vice President** must advise the ED/CEO in writing of their intention to run by 12 noon (12pm), two (2) business days prior to the opening of nominations. Candidates who intend to run for **President** must advise the ED/CEO in writing of their intention to run by 12 noon (12pm), at least seven (7) business days prior to the opening of nominations.
- 6.3 Candidates must take a leave of absence from the time nomination package is submitted until the close of polls. In the event a candidate is acclaimed they may return to office upon notification from the BDO.
- 6.4 Candidates who have notified the ED/CEO of their intention to run for President shall be invited to attend a Board meeting to do a presentation outlining their contributions to the Board. The Board shall conduct a vote of confidence to determine whether a candidate has the support of the board to run for the position.
- 6.5 The Board shall move in camera to conduct the vote, which shall be administered by the ED/CEO and done by secret ballot. The votes shall be counted by the ED/CEO and the BDO. Any candidate who receives a vote of 50% + 1 shall be deemed to have the support of the Board, and shall be deemed eligible to run for the position of President.
- 6.6 Nomination signatures shall not be collected when candidate is performing office hours or on any business of the association.

7. Online Voting Procedure

- 7.1 Elections shall be conducted electronically using a web-based, fully hosted, independent universal polling technology.
- 7.2 Privacy, anonymity and confidentiality of every vote cast shall be ensured by the vendor.

- 7.3 The on-line technology and vendor shall ensure that there are adequate and reasonable measures of prevention against the submission of multiple votes by a single voter.
- 7.4 Eligible voters shall be invited to vote through a message received in their myCentennial account.
- 7.5 Electronic voting shall be available for two consecutive 12 hour periods, 8:00am – 8:00pm.

8. Paper Ballot Voting Procedures

- 8.1 Each individual shall vote in person and present valid student identification.
- 8.2 Election voting shall be conducted over one business day, the polling stations will be open at 8:00am and close at 8:00 pm, at all campuses where an election has been called.
- 8.3 No photographs or other images of candidates shall be present on the ballots or anywhere within 360 degrees in all directions of the polling stations.
- 8.4 The BDO shall determine the placement of all fully accessible polling stations.
- 8.5 There shall be at least two election officials present at all times at each polling station, as well as a CCSAI full-time staff member and a member of Centennial College's security team. The BDO and ED/CEO, shall be responsible for adequate staffing of polling stations.
- 8.6 Ballot boxes shall be sealed and distributed to the respective polling stations by association staff, and shall remain in plain view on the registration table at all times while the polls are open.
- 8.7 The BDO and ED/CEO shall provide a screened voting booth adjacent to each polling station for marking ballots, and all ballots shall be marked only in the voting booth.
- 8.8 Only one voter shall be present in the voting booth at any time, except at the voter's request and subject to the approval of an election official, a voter may have one other person present in the voting booth to assist the voter with marking their ballot.
- 8.9 To receive a ballot each voter shall present a valid student card to the designated election official, and if their name is on the voters list they

shall forthwith qualify to vote. If a person's name is not on the voters list, then the election official shall instruct the person on how to qualify to vote.

- 8.10 Prior to releasing each ballot, the election official shall draw a line in ink through the name of the eligible voter on the voters list, and shall initial the back of the ballot.
- 8.11 No person may loiter in the vicinity of a polling station for any reason except while waiting to vote.
- 8.12 No electronic (audio or video) or any other form of recording shall be made by any person of the proceedings at a polling station during the hours of voting. Any member of the media or other person wishing to interview voters for any reason shall do so only by advance permission of the BDO, and shall not do so in the vicinity of the polling station.
- 8.13 At the close of the polls, all ballots shall be secured in their original ballot boxes, and the boxes shall be locked and sealed by the BDO and ED/CEO and remain in the care of the ED/CEO

9. Paper Ballot Election Return Procedures

- 9.1 Each candidate may appoint one scrutineer to be present at the counting of the ballots. The BDO and ED/CEO must be advised of the name of the scrutineer in writing two days prior to Election Day. The candidate is responsible for notifying their scrutineer of the date, time and location where the ballot counting will take place.
- 9.2 Tallying of ballots shall begin within two (2) hours of the polls closing at a location determined by the ED/CEO.
- 9.3 The count shall be conducted by the BDO, the ED/CEO, scrutineers and any other election staff as deemed necessary by the ED/CEO. No person shall leave the room once the count has started, unless escorted by a member of the elections team. The use of cell phones or other recording devices shall not be permitted. Scrutineers and elections staff are required to maintain confidentiality of the election results until they are posted.
- 9.4 If there is difference of twenty-five (25) votes or less between candidates, there shall be an immediate recount for that position.
- 9.5 In the event of a tie, the BDO and ED/CEO shall order a recount of the ballots for the tied position, and if the tie is still present following the recount, then the BDO and ED/CEO shall declare the election for that position void, and the Board Development Officer, in consultation with the ED/CEO, shall call an election for the tied position.

- 9.6 Official election results shall be posted online at least two (2) business days after the close of the polls. Unofficial results shall not be announced
- 9.7 In the event a winning candidate is disqualified from the election, that election for that position will be considered null and void. It is not assumed that the count of votes from remaining candidates will be considered as a final outcome. A by-election shall be called to fill the position.
- 9.8 The ED/CEO shall destroy the ballots in the presence of the BDO not less than five (5) business days after the official results have been announced.

10. Sanctioning Protocol

- 10.1 During the nomination, campaign and voting periods, any candidate found to be in violation of this policy and procedures shall be subject to sanctions as per this protocol up to and including disqualification from the election and/or removal from the Board of Directors.
- 10.2 Complaints or concerns that a candidate has violated the policy shall be reported to the BDO and ED/CEO.
- 10.3 The BDO and ED/CEO shall gather all relevant information, and where necessary, conduct an investigation, to determine whether a violation has occurred and determine the appropriate sanction of either a written or verbal warning.
- 10.4 Serious or repeated violations of this policy shall result in disqualification of the candidate from the election process. The decision shall be issued in writing, including any relevant reports or documentation. It shall be delivered to the candidate in person at a meeting held at the CCSAI offices.
- 10.5 If a disqualification results in a single candidate remaining for a position, a new election shall be called for the position. The remaining candidate shall be required to express their intent to remain a candidate, but shall not be required to re-submit a nomination package.

11. Appeals Process

- 11.1 A candidate may appeal a disqualification within one business day following a candidate's disqualification. The appeal shall be made in writing and forwarded to the Executive Director/CEO. It shall articulate the reasons for the appeal and include any relevant documentation to be considered.

- 11.2 The only sanction which candidates may appeal is a disqualification. Lower level sanction decisions issued by the BDO and ED are final, and not subject to appeal.
- 11.3 The Executive Director/CEO shall forward the written appeal to the voting members of the Board of Directors and arrange for an emergency meeting of the board to be held within two (2) business days. The ED/CEO shall also forward the report or written decision, including any documentation that supports the decision.
- 11.4 At the emergency Board meeting, the voting members of the Board of Directors shall meet in camera and determine whether to proceed with a hearing to evaluate the appeal, or whether to dismiss the appeal request for insufficient reasoning.
- 11.5 In the event that the Board decides to proceed with a hearing, the Board shall provide both the candidate and the BDO and ED/CEO with an opportunity to present their points of views on the matter, and to respond to the information presented by any others. The Board shall make a final binding decision which must be delivered in writing within two business days of the hearing.