



Title: Vote of Confidence Policy and Procedures for the 2021 CCSAI Elections

Responsibility: Board of Directors

Approved by: Board of Directors

Approval Date:

1. Purpose

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

2. Vote of Confidence General Guidelines

- 2.1. Candidates who have notified the Executive Director/CEO (ED/CEO) and Board Development Officer (BDO) of their intention to run for president shall be invited to attend a meeting to do a presentation outlining their contributions to the Board, after which the Board shall conduct a Vote of Confidence to determine whether a candidate has the support of the board to run for the position.
- 2.2. Candidates who have notified the ED/CEO and BDO of their intention to run for vice-president shall be invited to attend a board meeting to do a presentation outlining their intention to run, after which the Board shall conduct a Vote of Confidence to determine whether a candidate has the support of the board to run for the position.
- 2.3. The following members of the board do not participate in the Vote of Confidence for that position: BDO, ED/CEO, College Representative, and any members found in conflict of interest. The ED/CEO, BDO, and College Representative will observe the Vote of Confidence.
 - 2.3.1. If there is only one board member allowed to participate in the Vote of Confidence for a given position, the CCSAI Advocates will become voting members in the Vote of Confidence.
 - 2.3.2. All of the Vote of Confidence voting members must have at least one semester of experience as a CCSAI board member and/or an advocate.
- 2.4. The BDO and the ED/CEO shall oversee the general conduct and execution of Vote of Confidence on behalf of the CCSAI Board of Directors ("the Board") and shall fulfill these duties with all due diligence and impartiality.

- 2.5. Vote of Confidence shall be conducted prior to the campaign period as part of the nomination process of the president and vice-presidents.
- 2.6. In the case of multiple candidates, each candidate shall be evaluated on their own merit. No one is allowed to compare candidates in their justification and candidates are not allowed to compare themselves to other candidates in their presentations.
- 2.7. In order to receive the Vote of Confidence from the board and be allowed to run for president or vice-president, a candidate needs to obtain more than 67% of the possible points in the rubric at the end of the entire process.

3. Vote of Confidence Process

- 3.1. The process shall happen in 3 phases: **Presentations, Rubric Submission, and Challenge.**
- 3.2. The presentation consists of a candidate making a video, audio, or slide presentation of the characteristics that they believe appropriately summarize their work in the previous year with the board and/or why they want to run for the board. Evaluation of the candidates should be based on the content of the presentation, not the medium they choose to present with.
 - 3.2.1. The BDO and ED/CEO shall determine a deadline for the candidates to deliver their presentations. A candidate that does not follow said deadline is automatically disqualified from the Vote of Confidence and cannot run for president or vice-president.
 - 3.2.2. The BDO and ED/CEO, with consultation with board members not in conflict, may add or remove requirements from the presentation, extend the deadline, or add or remove items to the rubric. Any changes made in this way need to be communicated to the candidates before they submit their presentation.
 - 3.2.3. Once a candidate submits their presentation, no changes will be made to the requirements or rubric.
 - 3.2.4. The presentation shall be kept secret from the board and other candidates until the deadline, at which point the presentations shall be given to the board members to allow the initial voting phase to begin.
 - 3.2.5. Any evidence of bias will be removed from the presentation.
- 3.3. The submission of the Vote of Confidence period is determined by the BDO and ED/CEO at a minimum of five business days. Within this period those allowed to vote for the Vote of Confidence shall submit their rubric to the BDO.

- 3.3.1. The Vote of Confidence rubric needs to be completed with marks and justification for the scores given.
- 3.3.2. The BDO may determine that a justification needs to be expanded or it is not pertinent to the score given, at which point the BDO can allow the voting member to re-write their justification.
- 3.3.3. In case of multiple candidates, anyone that fails to submit their rubric for one candidate within the initial voting period shall be disregarded from the Vote of Confidence process, and their other submitted rubrics shall be ignored.
- 3.3.4. The voting shall be conducted by secret ballot. **Voting members or candidates** are not allowed to share their scores and/or influence each other in the scoring process.
 - 3.3.4.1. Anyone that is found in violation of section 3.3.4 shall have their rubrics disregarded from the Vote of Confidence process, with their submitted rubric ignored.
 - 3.3.4.2. **If a voting member or candidate** is found in violation of point 3.3.4, the BDO and ED/CEO may give appropriate sanction that may range from verbal or written warning to an automatic disqualification from the Vote of Confidence.
- 3.3.5. Once all voting members have submitted their rubric or the deadline is reached (which ever happens first), the rubrics shall be given to the respective candidates and the challenge phase may begin.
- 3.4. The challenge phase period is determined by the BDO and CEO/ED at a minimum of 2 business days.
 - 3.4.1. At this phase each candidate shall be given their own rubric without the identity of the voting member who submitted it. If a candidate chooses, they may challenge their Vote of Confidence score and receive a result prior to the All Candidates Meeting.
 - 3.4.2. Within this period, the candidates may address the voting members on any scoring/justification they want, as long as it is in a respectful and polite manner.
 - 3.4.3. The BDO and ED/CEO, with consultation from the voting members not in conflict, may determine that candidates may address their rubrics only in a certain way (via another presentation, via email, via social media, etc). That determination shall be given to the candidates prior to the challenge phase.
 - 3.4.4. At the end of the challenge phase, the BDO shall, in confidence, ask all voting members if they wish to re-submit their rubrics, at which point the

previous rubric is disregarded and the new rubric shall be used as the final score.

- 3.4.5. At the end of the challenge phase the resulting score is given to the candidates and the voting members not in conflict, and the election procedures continue.