



## **GOVERNANCE POLICY**

### **Title: CCSAI Elections Policy and Procedures**

Responsibility: Elections Coordinator and Advocacy Coordinator

Created: June 27, 2022

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### **PREAMBLE**

The Centennial College Student Association Incorporated (CCSAI) provides services to the students of Centennial College both directly through their campus offices, through service and community partners, and social media platforms, as well as collaboratively with Centennial College.

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 Incorporated (the "CCSAI").

### **1.0 ELECTIONS POLICY**

- 1.1 Elections shall be conducted in accordance with the CCSAI's Bylaws and policies.
- 1.2 The Elections Coordinator and the Executive Director/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.
- 1.3 Yearly elections shall be held for the following positions:
  - President, All Campus
  - Vice President, Progress Campus
  - Vice President, Ashtonbee Campus
  - Vice President, Morningside Campus
  - Vice President, Story Arts Centre
  - Vice President, Downsview Campus
- 1.4 The Elections Coordinator shall set the dates for the Election, which shall not be held later than April 1, and present to a Full Board Meeting within 2 months of current Board taking office.
- 1.5 All candidates for elected positions shall meet the qualifications as set forth and outlined in Article V of the Bylaws.

- 1.6 Attendance at the All-Candidates Meeting is mandatory for all candidates running in an election. The Elections Coordinator will review campaign rules, important dates, code of conduct, supports for candidates (including financial supports), and other topics.

## **2.0 NOMINATION PROCESS**

- 2.1 The nomination period shall commence at least ten (10) **business** days after the election is called and shall be at least ten (10) days in duration.
- 2.2 The opening and closing dates of nominations shall be advertised in association's media for at least twenty (20) business days where regular classes are scheduled.
- 2.3 A fixed date for a candidate forum must be set 3-5 business days before opening the elections.
- 2.4 Students interested in running for elections can obtain a copy of the Nomination Package from the CCSAI website at [www.ccsai.ca](http://www.ccsai.ca).
- 2.5 The Elections / Appointed Position Application 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
  - An authorization form which will allow CCSAI to access student information
  - A Consent to Apply Form
  - Personal Statement
  - Vote of Confidence
  - CCSAI Code of Conduct
- 2.6 Nominations forms shall include signatures and valid student numbers from members of the CCSAI as follows:
- For the position of President, 300 signatures with a minimum of 50 from each campus
  - For the position of Vice President, 50 signatures with a minimum of 25 from their campus of attendance
- 2.7 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.
- 2.8 All relevant forms within the Nomination Package must be completed and submitted online by 4:00pm EST on the date specified by the Elections Coordinator and the Advocacy Coordinator. No new applications shall be accepted after the deadline. Revised applications can still be accepted if requested by the CCSAI.**

- 2.9 The Elections Coordinator, along with Executive Director/CEO, shall review the packages and confirm all eligible candidates at least five (5) business days prior to the start of the campaign period.
- 2.10 Information Session shall be conducted by the Elections Coordinator, where students get to know about the CCSAI and the Board of Directors positions; this will also include the candidate code of conduct (i.e., social media expectations, how to seek support, etc.). An Information Session must be offered in the Fall and Winter Semesters, the Elections Coordinator may decide to hold additional sessions if deemed necessary. When these sessions are offered is subject to change, based on the Election Coordinator and Executive Director/CEO's discretion.

### **3.0 CAMPAIGNING PROCEDURES AND REGULATIONS**

- 3.1 The purpose of these regulations and procedures is to outline the rules and regulations of campaigning for elections.
- 3.2 Campaigning shall be defined as an activity that promotes a candidate in the following ways: verbally, in writing, or online through social media or any other platforms.
- 3.3 The campaign period shall commence no longer than seventeen (17) business days after the end of the nomination period and shall be at least five (5) business days in duration.
- 3.4 Campaigning shall only be permitted during the designated campaigning period determined by the Elections Coordinator and the Advocacy Coordinator.
- 3.5 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.
- 3.6 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.
- 3.7 Official posters will be designed and produced by the CCSAI with the inclusion of the following as provided by the candidate; full name/preferred name, position running for, and a slogan for the posters. Candidates can also design and produce their own digital promotional materials with the approval of the Elections Coordinator. Approvals must be obtained prior to posting online.
- 3.8 Candidates may campaign by posters subject to the following limitations:
- No posters shall be larger than 11 inches by 17 inches;

- No posters shall be distributed or posted off campus unless otherwise approved by the Elections Coordinator.
  - All materials may only contain information that is relevant to the election, as determined by the Elections Coordinator.
  - All posters must include the CCSAI Elections banner.
  - All text in other languages on campaign materials must have an accurate English translation.
  - Campaign materials shall not be removed from any location, except by order of the Elections, or by the Candidate or by staff of the College.
  - All materials must be removed by the candidates within twenty-four (24) hours of the close of the voting period.
  - No candidate's campaign materials can overlap those of another candidate.
  - Vice-President candidates can only have posters at their campus of attendance, Presidential candidates must post at all campuses
- 3.9 No candidate shall print more than 10 posters per campus, if the CCSAI produces candidates' posters then the candidates cannot display or produce additional posters.
- 3.10 No candidate shall print more than 300 handouts, pamphlets, or handbills. These may only be used for handing out to students. Handouts, pamphlets, or handbills cannot be posted on the walls or used in any other manner.
- 3.11 Candidates will provide a 150-words or less personal statement for CCSAI's promotional purposes. This will be submitted with the Nomination Package.
- 3.12 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, CCSAI office at Bombardier Campus) or inside college departmental offices.
- 3.13 An All-Candidates Forum shall be organized each year by the Elections Coordinator and Advocacy Coordinator. Candidates may not organize or challenge another candidate to a debate, forum or similar event without the approval of the Elections Coordinator.
- 3.14 Complaints from candidates and students must be submitted in writing **via the official complaint form** to the Elections Coordinator and Advocacy Coordinator.
- 3.15 The complaint form must be completed correctly and submitted to the Elections Coordinator and the Advocacy Coordinator **no later than the close of polls**. Complaint forms submitted after the close of polls will **not** be eligible for investigation or consideration, unless otherwise dictated by the Elections Coordinator, Executive Director/CEO, or the Advocacy Coordinator. All relevant documentation must be submitted along with the complaint form. Complaints cannot be submitted on the behalf of another individual; all complaints must be submitted by the individual with the concern. If a student informs a candidate of a concern, the student must be directed to the official complaints form and submit a claim on their own behalf.
- 3.16 Candidates may request time to conduct a table in designated College Spaces. Table space shall only be granted during the official campaigning period. If candidates are interested,

they must forward an official request to the Elections Coordinator and Advocacy Coordinator **two (2) weeks prior to the campaign period**. Requests received after this period will not be accepted. Table space is subject to the following limitations:

- Table space is subject to availability of permitted spaces
- Candidates are only permitted table space for a maximum of two (2) hours;
- Vice President candidates can only conduct a maximum of two (2) tabling periods at their campus of enrollment during their campaign, based on the discretion of the Elections Coordinator. The tabling periods must be held on two separate days.
- Presidential candidates can conduct a maximum of two (2) tabling periods at *each* campus during their campaign, based on the discretion of the Elections Coordinator

When requesting table space, the candidate must include all relevant information such as; the candidate's name, the requested campus, purpose for requesting the space, and any other information pertaining to content.

#### **4.0 ELECTION EXPENSES**

- 4.1 Candidates may spend up to the following amounts for campaign materials and strategies:
- \$300 for President, \$150 for Vice Presidents. Expenses must be approved by the Elections Coordinator before they are incurred. The amounts will be fully reimbursed after elections once receipts and the Purchase Order Form are received.
  - If candidates exceed the allotted budget without approval from the Elections Coordinator and Advocacy Coordinator, they may not be reimbursed for the overage.
  - At the discretion of the Elections Coordinator and Advocacy Coordinator, funds can be released to a candidate earlier if candidate demonstrates a need for assistance.
- 4.2 All receipts shall be submitted and recorded on the Purchase Order Form. All expenses must be reported and submitted by the date determined by the Elections Coordinator and Advocacy Coordinator, or the date specified on the election's schedule.
- 4.3 Any inconsistencies in financial reporting shall be considered a violation of the Elections Policy and candidates may be subject to sanctions up to and including disqualification by the Elections Coordinator and Executive Director/CEO.
- 4.4 Any donations shall be within the limits established in 4.1. Donated money/goods/materials shall be reported on the Campaign Expense Form.
- 4.5 The Elections Coordinator and Executive Director/CEO shall assign a cost to any campaign materials and services received for free or at a discounted price.
- 4.6 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.

- 4.7 Each candidate will be reimbursed for 100% of the campaign expenses that they incur within the budget set out within 4.1. This does not include donations, so long as they finish the election as a valid candidate and have reported and submitted a record of these expenses as required.
- 4.8 Under no circumstances is a candidate allowed to pool, share or donate his funds with another candidate.
- 4.9 Candidate expenses must be submitted no later than five (5) business days from the close of polls.

## **5.0 ELECTION PROCEDURES FOR CANDIDATES HOLDING ELECTION POSITIONS**

- 5.1 All candidates that are holding a 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 CCSAI offices, using computers or photocopiers to produce posters, holding unsanctioned campaign meetings in CCSAI facilities.
- 5.2 Any board member of the CCSAI interested in running for the position of President must advise the Executive Director/CEO in writing of their intention to run by **the deadline determined by the Elections Coordinator and Advocacy Coordinator, outlined in the approved Elections schedule**. If no board member is interested in running for President by the deadline, **FULL TIME STUDENTS** that are; Student Advocates or Performing Arts Centre (PAC) Representative, are eligible to apply, including current elected or appointed board members. Those interested must submit an application at least seven (7) business days prior to the opening of nominations.
  - Student Advocates and PAC Representatives must be full time students at the time of submitting an application and working with the CCSAI for at least one (1) year to be eligible to apply.
- 5.3 Candidates who have a current position with CCSAI must take a leave of absence from the time campaigning starts until the close of polls. In the event a candidate is acclaimed they may return to office upon notification from the Elections Coordinator.
- 5.4 Candidates who have notified the Executive Director/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. After which, at least three members of the Board (or Advocates if not enough board members are available) shall conduct a Vote of Confidence (VoC) to determine whether a candidate has the support of the board to run for the position. Other participants may be invited to attend the VoC including but not limited to Student Advocates and College representatives. The following members of the board and attendees do not participate in the Vote of Confidence: Executive Director, Student Advocates, Elections Coordinator, Advocacy Coordinator, College representative, and any members found in conflict of interest.

- 5.5 The position of Vice President can be held for a maximum of two (2) years consecutively. If a member of the board wishes to continue their term, they must declare this in writing to the Elections Coordinator and Executive Director/CEO. They will be required to participate in a Vote of Confidence (VoC) conducted by the current Board members to determine if the candidate has support to continue their term and is in with section V.4. Other participants such as a college representative may be invited to attend the VoC, but will not be voting members. Student Advocates will not be required to attend the Vice President VoC.
- 5.6 The Board shall move in camera to conduct the vote following the guidelines specified in the Vote of Confidence Rubric, which shall be administered by the Executive Director/CEO and the Elections Coordinator and done by secret ballot as a yes or no affirmation. The votes shall be counted by the Executive Director/CEO and the Elections Coordinator. Any candidate who receives a vote of majority shall be deemed to have the support of the Board and shall be deemed eligible to run.
- 5.7 Nomination signatures shall not be collected when candidate is performing office hours or on any business of the association.

## **6.0 UNCONTESTED/ACCLAIMED POSITIONS**

- 6.1 Candidates who run uncontested for the role of President at the close of the nomination period, shall require an affirmation vote for the nominee with a quorum of five percent (5%) of the electorate to hold office, a simple majority will be required to affirm the candidate. The vote will be governed by the same rules and principles as contested positions.
- 6.2 Candidates for Vice President who run uncontested at the close of the nomination period, shall require an affirmation vote for the nominee with a quorum of five percent (5%) of the electorate for the campus they are running for.
- 6.3 If an uncontested candidate is not voted in favour of their position, the position will be re-opened to the eligible full-time student population. The vacant position will be filled through an application and interview process.

## **7.0 ONLINE VOTING PROCEDURES**

- 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 a 36-hour period, 8:00am EST on election day to 8:00pm EST the following day.
- 7.6 Candidates are prohibited from influencing students during voting by providing verbal or physical instructions on the process.

## **8.0 TIE PROTOCOL**

- 8.1 Should there be a tie vote to determine a winner for any position, voting will remain open, for that position only, for a further 24 hours. Only the candidates tied for first place will remain on the ballot.
- 8.2 At the end of the 24-hour period, should a tie still exist, a committee made up of the Elections Coordinator, two student leaders not involved in the election process and one College employee, will be formed by the Elections Coordinator to determine how to proceed.

## **9.0 SANCTIONING PROTOCOL**

- 9.1 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.
- 9.2 Complaints or concerns that a candidate has violated the policy shall be reported to the Elections Coordinator, the Advocacy Coordinator and Executive Director/CEO via the official Complaints Form. If a complaint arises during the nomination or campaign period, candidates must complete the official complaint form and submit it to the Elections Coordinator and Advocacy Coordinator before the close of polls as outlined in 3.15.
- 9.3 The Elections Coordinator and Executive Director/CEO shall gather all relevant information, and where necessary, investigate, to determine whether a violation has occurred and determine the appropriate sanction of a written or verbal warning, or disqualification.
- 9.4 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. Once the investigation is complete, the decision and any supporting documentation will be provided to the candidate.
- 9.5 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.
- 9.6 All candidates who violate the campaigning procedures and regulations will be subject to a demerit system, which shall be used at the discretion of the Elections Coordinator and Advocacy Coordinator.



## **10.0 APPEALS PROCESS**

- 10.1 A candidate may appeal a disqualification within one (1) business day following a candidate’s disqualification. The appeal shall be made in writing and forwarded to the Elections Coordinator, the Advocacy Coordinator and Executive Director/CEO. It shall articulate the reasons for the appeal and include any relevant documentation to be considered.
- 10.2 The only sanction which candidates may appeal is a disqualification. Lower-level sanction decisions issued by the Elections Coordinator and Executive Director/CEO are final, and not subject to appeal.
- 10.3 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 Executive Director/CEO shall also forward the report or written decision, including any documentation that supports the decision.
- 10.4 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.
- 10.5 In the event that the Board decides to proceed with a hearing, the Board shall provide both the candidate and the Elections Coordinator and Executive Director/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 (2) business days of the hearing.

## **11.0 PUBLICATION OF ELECTION RESULTS**

- 11.1 Election results will be made public within two (2) business days after the close of polls or within five (5) business days when there is a review of violations.

## **12.0 REVISION LOG**

<b>Date</b>	<b>Summary of Changes</b>
Dec 2022	<ul style="list-style-type: none"><li>• Changed GPA to 2.500</li></ul>
June/July 2023	<ul style="list-style-type: none"><li>• Change GPA from 2.500 to 3.00</li><li>• Revised complaints protocol</li><li>• Added table space request guidelines</li><li>• Added advocates to attend VoCs (Vote of Confidence) as non-voting members</li><li>• Clarification added on the use of handbills, pamphlets, and handouts for campaigning materials</li><li>• Changed the guidelines for Information Sessions</li><li>• Increased budget for President (\$200-\$300) and VP (\$100-\$150)</li></ul>

Dec 2023	<ul style="list-style-type: none"> <li>• <i>Non-material changes: 5.2 Broadened language for deadline to submit application for President - previously had a specific date, now it will read as the deadline determined by the Elections Coordinator and Advocacy Coordinator</i></li> </ul>
April 2024	<ul style="list-style-type: none"> <li>• Elections/appointed position application changing back to Nomination Package - 2.8</li> <li>• Added PAC Rep to submit application for President if there is a vacancy -5.2</li> <li>• Removed organizing a tabling period for all candidates to attend, all candidate's forum serves the same purpose 3.16</li> <li>• 4.1 added more detailed wording on if a candidate exceeds the provided budget</li> <li>• 9.2 - added that students now also need to use the complaints forum to submit concerns</li> </ul>
June 2024	<ul style="list-style-type: none"> <li>• Added VP 2-year term VoC (5.5)</li> </ul>