



Title: Vote of Confidence Policy and Procedures

Responsibility: Elections Coordinator and Executive Director/CEO

Approved by: Board of Directors

Approved by Governance Committee: October 12, 2023

Approved by CCSAI Full Board: October 19, 2023

1. Purpose

- 1.1. The purpose of this policy and procedures shall be to outline the general rules and procedures for the conduct of Vote of Confidence (VoC) 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 and Elections Coordinator of their intention to run for President or continue their term shall be invited to attend a board meeting to do a presentation outlining their contributions to the Board, after which the Board shall conduct a Vote of Confidence (VoC) to determine whether a candidate has the support of the board to run for the position or continue their term as President. The VoC will be conducted by the current Board members to determine if the candidate has the support to continue their term, and in accordance with section V.6 of the Bylaws. Other participants may be invited to attend the VoC including but not limited to Student Advocates and College representatives.
- 2.2. Candidates who have notified the Executive Director/CEO and Elections Coordinator of their intention to run for Vice-President or continue their term 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 (VoC) to determine whether a candidate has the support of the board to run for the position or continue their term as Vice-President. The VoC will be conducted by the current Board members to determine if the candidate has support to continue their term and maintains eligibility outlined in section V.4 of the Bylaws. 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.
- 2.3. The following members of the board may be invited but will not be voting members: Executive Director/CEO, College Representative, Student Advocates, and any members found in conflict of interest.

- 2.4. If there is only one board member allowed or available to participate in the Vote of Confidence for a given position, the CCSAI Student Advocates will become voting members in the Vote of Confidence.
- 2.5. Executive Director/CEO and Elections Coordinator 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.
- 2.6. Vote of Confidence shall be conducted prior to the campaign period as part of the nomination process of the President and Vice-Presidents.
- 2.7. 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.
- 2.8. 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, Deliberation and 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 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 through.
- 3.3. The Executive Director/CEO and Elections Coordinator 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, at the discretion of the Executive Director/CEO and the Elections Coordinator.
- 3.4. The Executive Director/CEO and the Elections Coordinator, with consultation with the board, may add or remove requirements from the presentation, extend the deadline, or add or remove items to the rubric. Any changes made this way must be communicated to the candidates before submitting their presentation.
- 3.5. Once a candidate submits their presentation, no changes will be made to the requirements or rubric.
- 3.6. 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.

- 3.7. The Vote of Confidence period for submission is determined by the Executive Director/CEO and the Elections Coordinator. This period will be at least 5 business days from when the VoC is held. Within this period those allowed to vote for the Vote of Confidence shall submit their rubric to the Elections Coordinator.
- 3.8. The Vote of Confidence rubric needs to be completed with marks and justification for the scores given. The Executive Director/CEO and the Elections Coordinator will hold a deliberation period and conduct a yes/no vote from voting members to determine if a candidate has passed.
- 3.9. The Elections Coordinator may determine that a justification needs to be expanded, or it is not pertinent to the score given, at which point the Elections Coordinator can allow the voting member to re-write their justification.
- 3.10. 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.
- 3.11. The voting shall be conducted in private. Voting members are not allowed to share their scores and/or influence each other in the scoring process.
- 3.12. Anyone found in violation of section 3.3 shall have their rubrics disregarded from the Vote of Confidence process, with their submitted rubric ignored.
- 3.13. If a candidate is found in violation of point 3.3, the Executive Director/CEO and the Elections Coordinator may give appropriate sanctions that may range from verbal or written warning to an automatic disqualification from the Vote of Confidence.
- 3.14. Once all voting members have submitted their rubric or the deadline is reached (whichever happens first), the rubrics may be given to the respective candidates and the challenge phase may begin.
- 3.15. The challenge phase period is determined by the Executive Director/CEO and the Elections Coordinator and for at least 2 business days.
- 3.16. At this phase, each candidate shall be given their own rubric without the identity of the voting member who submitted it.
- 3.17. Within this period, the candidates may address the voting members on any scoring/justification they want, if it is in a respectful and polite manner.
- 3.18. The Executive Director/CEO and the Elections Coordinator, with consultation from the voting members, 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.

3.19. At the end of the challenge phase, the Elections Coordinator shall, in secret, 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.

3.20. At the end of the challenge phase the resulting score is given to the candidates and the voting members, and the election procedures continue.

4. Revision Log

Date	Summary of Changes
December 2023	<ul style="list-style-type: none">• Annual Policy Review completed• Format changes section 1 & 2
May 2024	<ul style="list-style-type: none">• Minor changes section 1
September 2024	<ul style="list-style-type: none">• Annual Policy Review completed – no changes needed