



**Huron University College Students' Council**  
**ELECTIONS PROCEDURE AND POLICY**      Page 1 of 33

<b>EFFECTIVE:</b>	09 February 2015	<b>SUPERSEDES:</b>	HUCSC ELECTIONS PROCEDURE
<b>AUTHORITY:</b>	HUCSC GA	<b>RATIFIED BY:</b>	HUCSC GA
<b>RELATED DOCUMENTS:</b>	HUCSC Constitution	<b>DATE:</b>	08 February 2015

**PREAMBLE:**

The Huron University College Students' Council (HUCSC) is a representative body of the student community at Huron University College and is committed to the fair and democratic operation of electoral rules and procedures. As such, the HUCSC has approved the procedures and policies set out in this document in attempt to accomplish the following principles:

- To ensure fairness and democracy;
- To provide method(s) of balloting that are efficient, effective and confidential;
- To increase student awareness to the occurrence of student elections;
- To raise the level of debate surrounding student issues; and
- To protect the reputation of Huron University College and the HUCSC.



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## Section A: ELECTIONS PROCEDURES

### 1.0 DEFINITIONS

- 1.01 “**Campaign Period**” means the designated days during which a candidate may campaign, as set by the CRO;
- 1.02 “**Committee**” means the Elections Committee;
- 1.03 “**CRO**” means Chief Returning Officer of the HUCSC;
- 1.04 “**Days**” means school days unless specified otherwise;
- 1.05 “**DRO**” means Deputy Returning Officer of the HUCSC;
- 1.06 “**Elections**” shall include any by-election;
- 1.07 “**Elections Policy**” means Section B of this document;
- 1.08 “**Endorse**” means to support a candidate either verbally, online, or through the provision of materials, advertisements, or non-financial donations;
- 1.09 “**HUCSC**” means the Huron University College Students’ Council;
- 1.10 “**Presidential Election**” means an election for the HUCSC President;
- 1.11 “**Vice-Presidential Election**” means an election for the HUCSC Vice-Presidential positions;
- 1.12 “**Regulations**” means guidelines released by the Elections Committee indicating how the policy will be interpreted and applied;

### 2.00 JURISDICTION

- 2.01 The procedures outlined in this document shall apply to all HUCSC elections, by-elections and referenda conducted by the HUCSC.
- 2.01 Jurisdiction of these procedures shall extend to include all students registered at Huron University College.

### 3.00 ADMINISTRATION OF ELECTIONS PROCEDURES

- 3.01 It will be the duty of the CRO, DRO, and the Elections Committee to ensure that the HUCSC Elections Procedures are followed.



- (1) The CRO and DRO shall be responsible for direct correspondence with elections candidates during election periods. The CRO and DRO shall oversee the running of the elections process, as outlined in the Elections Procedure, beginning with the mandatory candidates advisory meeting and ending with the announcement of results. The CRO and DRO may interpret and administer elements of the Elections Policy for candidates, providing such interpretations do not directly conflict with those of the Elections Committee.

3.02 The Elections Committee shall be a standing committee of the HUCSC, composed of:

- (1) the Chief Returning Officer (CRO), as Chair, non-voting,
- (2) the Deputy Returning Officer (DRO), non-voting,
- (3) three (3) voting members of the General Assembly

3.03 The Elections Committee shall:

- (1) Oversee the Fall, Spring and Presidential Elections in accordance with the provisions of the Elections Policy;
- (2) Be responsible for the application of the Elections Policy. The Elections Committee shall adjudicate any disputes that may arise regarding the interpretation and application of the Policy.
- (2) Develop and maintain a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections;
  - a) The Committee may release Regulations detailing how the Elections Policy will be interpreted and applied during an election period. The Regulations shall be binding as though they were a part of the written Elections Policy, provided that:
    - i. The Regulations are consistent with the Elections Policy;
    - ii. The Regulations are posted online and distributed in writing to all candidates.
- (3) Make recommendations to Council on all matters relating to the elections, including Elections Policy and Procedure amendments; and,
- (4) Not seek office in an election, support any candidate, or endorse a position in a referendum administered by the Elections Committee during their term;



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- a) Failure to comply with this requirement will result in the immediate removal from the Elections Committee.
- b) In the event that a member of the Committee is removed, another eligible voting member of the General Assembly will be selected by the CRO to take their place.

3.04 Quorum for Committee meetings shall exist when all three (3) voting members, in addition to either the CRO or DRO, are present.

3.05 At the discretion of the Chair, Committee meetings will be either confidential or open to the public.

### 4.00 ANNUAL ELECTIONS TIMETABLE

4.01 There shall be four sets of HUCSC elections each year: Fall Elections, Presidential Elections, Spring Elections and the Speaker election;

- (1) The campaign period is that determined by the Committee, in accordance with this document;
- (2) An election shall be held for the position of Speaker upon:
  - i) The imminent expiration of the present Speaker's term;
  - ii) The resignation of the present Speaker;
  - iii) The vacancy of the position of Speaker.
- (2) Referenda and plebiscites are subject to PART B of this document, and they shall be held concurrently with either the Fall, Spring, or Presidential election period.

4.02 The Spring and Presidential elections shall adhere to the following timeline:

- (1) The Nomination Period:
  - a) Shall open no later than one week prior to the start of the campaign period; and,
  - b) Shall include a mandatory candidates' advisory meeting held by the CRO.
- (2) The Campaign Period:



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- a) Shall immediately follow the nomination period;
- b) Shall be no longer than twelve (12) days and no shorter than seven (7) days; and,
- c) Shall include a public debate held by the CRO.
  - i. The debate procedures are subject to section 7.0 of this document.

(3) Balloting:

- a) In the case of at-large elections, balloting shall be held on the two consecutive days following the close of the campaign period.
  - i. Shall take place online from 12:00 a.m. on day 1 to 8:00 p.m. on day 2.
- b) In the case of internal elections, balloting shall be held during the course of a meeting of the General Assembly of the HUCSC.

4.03 The Fall elections shall adhere to the following timeline:

(1) The Nomination Period:

- a) Shall open no later than one week prior to the start of the campaign period;
- b) Shall include a mandatory candidates' advisory meeting held by the CRO.

(2) The Campaign Period:

- a) Shall immediately follow the nomination period;
- b) Shall be no longer than twelve (12) days and no shorter than seven (7) days.

(3) Balloting:

- a) In the case of at-large elections, balloting shall be held on the two consecutive days following the close of the campaign period.
  - i. Shall take place online from 12:00 a.m. on day 1 to 8:00 p.m. on day 2.



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- b) In the case of internal elections, balloting shall be held during the course of a meeting of the General Assembly of the HUCSC.

**5.00 SEATS FOR DEPARTMENT, RESIDENCE, and USC REPRESENTATIVES:**

5.01 The number of Department Representative seats shall be determined on an annual basis, in accordance with the following procedure:

- (1) Twelve (12) seats of the General Assembly in total shall be allocated toward Department Representatives
- (2) Prior to the Spring Elections for each new Council, the Huron University College Registrar shall be contacted to obtain information on the number of two, third, and fourth year students enrolled in each academic department and on the number of upper year students enrolled at Huron in total
- (3) The percentage of students held by each individual department out of the total number of second, third, and fourth year students enrolled at Huron shall be calculated
- (4) Based on the respective proportions of the total of upper year students therein, each department shall receive the same proportion of corresponding Department Representatives out of the twelve (12) total seats available in the General Assembly
- (5) No Department shall receive more than three (3) seats or less than one (1) seat in the General Assembly.

5.02 The number of Residence Representative seats shall be determined on an annual basis, in accordance with the following procedure:

- (1) Six (6) seats of the General Assembly in total shall be allocated toward Residence Representatives
- (2) Prior to the Fall Elections of each year, the Huron University College Residence Manager shall be contacted to obtain information on the number of first year students living in each Huron residence or off-campus. Information on the total number of first year students at Huron shall also be obtained through the Huron University College Registrar
- (3) The percentage of students living in each residence or off-campus out of the total number of first year students enrolled at Huron shall be calculated
- (4) Based on the respective proportions of the total of first year students therein, each residence and off-campus shall receive the same proportion



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of corresponding Residence Representatives out of the six (6) total seats available in the General Assembly

- (5) No residence shall receive more than three (3) seats or less than one (1) seat in the General Assembly.

5.03 The number of USC Representative seats shall be determined on an annual basis by the University Students' Council, in accordance with the University Students' Council's bylaws.

**6.00 NOMINATIONS:**

6.01 Nomination forms must be made available in paper form located in the HUCSC office and posted online on the HUCSC website in accordance with the timeline provisions of this document.

6.02 Nominations for the President must be signed by ten (10) eligible voters.

6.03 Nominations for Vice Presidential positions must be signed by five (5) eligible voters.

6.04 Nominations for all other elected positions must be signed by two (2) eligible voters.

**7.00 ALL CANDIDATES ADVISORY MEETING:**

7.01 The CRO will host an All Candidates Advisory Meeting during the nomination periods of the Fall, Presidential, and Spring Elections.

7.02 During this meeting the CRO and/ or DRO shall:

- (1) Ensure all candidates have access to the HUCSC Elections Policy and Elections Procedure documents.
- (2) Review campaign rules and Regulations with candidates.

**8.00 DEBATE PROCEDURE:**

8.01 All debates shall be open to the public;

- (1) A minimum of two (2) debates shall be held for Presidential elections;
  - a) One (1) debate shall be held in a public campus space;
  - b) One (1) debate shall be held during a meeting of the General Assembly.



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- (2) A minimum of one (1) debate shall be held for Vice-Presidential candidates during the Spring elections;
  - a) The debate shall be held during a meeting of the General Assembly.
- (3) Candidates running for elected positions other than President or Vice President may be given an allotted amount of time to speak to their candidacy during the debate.

8.02 The CRO or DRO shall determine the debate format;

- (1) Details regarding the format must be distributed in writing to all participating candidates a minimum of forty-eight (48) hours in advance of the debate.

8.03 The CRO, DRO, or designate shall be the moderators.

8.04 Attendance is mandatory for all Presidential and Vice Presidential candidates in debates organized by the CRO and DRO.

8.05 The CRO may remove campaign materials from the room where the forum is being held as is necessary to ensure that all those attending will be provided with an unbiased view of the proceedings.

**9.00 VIOLATION OF CAMPAIGN RULES:**

9.01 The Committee shall have the sole authority to enforce the provisions of the elections Policies and Procedures, and no candidate may attempt to enforce the provisions of this document. At the discretion of the Committee, the CRO and DRO may be granted the authority to enforce the Elections Policy for candidates in time-sensitive situations.

9.02 Allegations of campaign violations as outlined in section 4.0 of the HUCSC Elections Policy shall be submitted in writing to the Committee who shall decide on the charge.

9.03 The Committee may lay charges of violations of campaign rules on its own initiative.

9.04 Upon violation of a campaign rule, the Committee may assign demerit points in accordance with the provisions of section 6.0 of the HUCSC Elections Policy.



- 9.05 The Committee may award demerit points to prospective candidates for pre-campaigning, subject to the provisions of the Elections Policy, prior to the start of campaigning.
- (1) Any demerit points awarded to prospective candidates shall be counted against the total number of allowable demerit points should the prospective candidate become an actual candidate.
  - (2) Where demerit points may be prior to the start of campaigning, the Committee shall endeavour to notify the prospective candidate within (48) hours of the alleged violation being reported and notify the prospective candidate of any points awarded.
- 9.06 Any charge of a violation must be given in writing within five (5) days of the close of balloting to the CRO;
- 9.07 The Committee shall meet from time to time, at the call of the CRO, to discuss any charges of campaign violations, and decide on the appropriate action to be taken, subject to the following:
- (1) To issue one (1) demerit point, a decision can validly be made by the CRO and DRO;
  - (2) To issue two (2) demerit points or more, the majority of the voting members of the Committee must be present;
  - (3) The CRO shall invite the candidate to the meeting where the alleged violation will be addressed, at least six (6) hours in advance. At the time notice is given, the candidate shall be informed of the nature of the complaint and all relevant facts surrounding the alleged violation. The candidate may attend a portion of the meeting and present his/her case;
  - (4) Minutes of the meeting will be made available to the public on written request within a forty-eight (48) hour period.
- 9.08 The Committee, where it finds there has been a violation of campaign rules, must make available for publication the details of the violation.
- 9.09 The Committee, where it finds there has been a violation:
- (1) Shall assign a demerit point penalty and resulting vote deduction against a candidate or a group representing a side, consistent with the guidelines in section 6.0 of the Elections Policy.
  - (2) Shall disqualify a candidate from the election automatically if required by section 6.0 of the Elections Policy;



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- (3) May disqualify a candidate from the election discretionarily, if permitted by section 6.0 of the Elections Policy.
  - (4) May reduce or eliminate a candidate's or referendum/plebiscite group's reimbursement;
  - (5) May declare that an election in a particular HUCSC constituency or the election of a specific candidate be ruled void;
  - (6) Shall declare a referendum or plebiscite to be void, if the Committee determines that the violation(s) have compromised the integrity and/or reliability of the results.
- 9.10 The Committee, where it finds that there has been a violation, must communicate to the candidate the reasons for the decision within 48 hours after any penalties take effect.
- (1) An instance of a failure of the Committee to communicate these reasons does not invalidate or otherwise affect the status of the penalties.
- 9.11 Demerit points shall be assigned for infractions as outlined in section 6.0 of the Elections Policy. The Committee may reduce the demerit points assigned for an infraction by up to half, where circumstances warrant a lesser penalty.

**10.00 APPEALS OF ELECTIONS COMMITTEE DECISIONS:**

- 10.01 Appeals regarding decisions made and or sanctions levied by the Elections Committee shall be made in writing to the Speaker of the Council within two (2) school days of the candidate being informed of the decision.
- 10.02 A candidate is deemed to be informed of an Election Committee decision no later than six (6) hours after the decision has been posted online.
- 10.03 Appeals to a Committee decision will be heard by the Affiliate Appeals Board in accordance with the provisions outlined in the Terms of Reference of the Affiliate College Appeals Board.
- 10.04 The Appeals Board shall hear from the CRO or his/her agent, and the appellant or his/her agent, after which time they will reach a determination.
- (1) Within 24 hours of hearing the appeal, the Appeals Board shall submit its written (consensus) decision.
- 10.05 Decisions of the Appeals Board shall be final.



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**11.00 VOTING:**

- 11.01 All eligible voters may vote. An eligible voter is defined by PART B section 3.0 of this document.
- 11.02 In the case of all at-large elections, voting shall occur online.
- (1) In the event that online voting is not possible, paper voting procedures are to be followed as stated in section 12.00 of this document.
- 11.03 In the case of internal elections, voting shall occur by paper ballot during a meeting of the General Assembly of the HUCSC, as detailed in section 13.00 of this document.

**12.00 AT-LARGE ELECTIONS:**

- 12.01 The procedure for the conduct of at-large online elections shall be as follows:
- (1) A hyperlink to the voter sign-in page shall be placed in a prominent location on the HUCSC Homepage during the Fall, Presidential and Spring Elections balloting periods.
- (2) The name of the candidates shall be listed in alphabetical order, by last name.
- 12.02 In the event that paper voting is required, the following voting policies shall apply:
- (1) Voting by proxy must be approved by the CRO or designate.
- (2) At the time designated by the CRO for closing of the polls, voters who are then waiting in line may vote. But no voter shall thereafter be admitted to the waiting line.
- (3) Under no circumstances may a student be allowed to vote without a picture ID.
- (4) Record shall be kept for ten (10) school days of every person voting in the election.
- (5) The following voting practices shall occur:
- a) Polls will open at 12 midnight, and are to operate for a minimum of two (2) days.
- b) Polls will be open for a minimum of six hours each voting day.



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- c) One (1) poster (up to 8.5x14) is permitted to be placed near the ballot box.
  - d) There shall be no advanced polling.
  - e) There shall be at least two (2) poll clerks for each polling station. It is the responsibility of the poll clerks to inform candidates that they may not loiter in the surrounding area of the polling station. The clerks are also required to report any irregularities or violations to the CRO or DRO.
  - f) Poll clerks disobeying rules are subject to censure by the CRO or designate.
  - g) Polling stations are required to have partitions to ensure that each vote is confidential.
- (6) The following scrutineer policy shall apply:
- a) A candidate may designate an agent to be present at each poll and while the ballots are being counted, with the permission of the CRO.
  - b) Candidates must inform the CRO of the names of the scrutineers to be present during polling and while the ballots are being counted prior to the 16:00h on the day before the first day of balloting.
  - c) A scrutineer is entitled to object to the conduct of a poll, but not interfere in its operation. All objections must be made directly to the CRO or DRO
  - d) The poll clerk may expel from the poll a scrutineer who abuses his or her rights by acting in an unreasonable manner. If the candidate from whom the scrutineer was acting wishes to appoint a replacement, a second written authorization to that effect must be presented to the CRO for approval.
  - e) If a scrutineer refuses to leave the polling or counting area after being so instructed and warned, the candidate that he or she is representing shall be immediately disqualified.
  - f) Scrutineers disobeying rules are subject to censure by the CRO.
  - g) The presence of all scrutineers in the ballot counting area shall be subject to the discretion of the CRO.



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- (7) The following counting policy shall apply:
- a) No ballot shall be counted in the presence of less than two (2) persons.
  - b) A ballot is to be rejected if there is no clear indication of the preference for a single candidate.
  - c) The CRO must retain all records and ballots pertaining to an election for a period of ten (10) school days following the release of the official results.
- (8) The following recount policy shall apply:
- a) Requests for recounts must be made in writing to the CRO within two (2) school days following the publication of the results.
  - b) Recounts will be performed only when requested and when the difference in votes received between the two candidates concerned is less than twenty (20) votes. The recount will be held within two (2) school days after the request is received.
- (9) Election results:
- a) All Candidates will be contacted by the CRO with the election results.
  - b) The election results will be posted in the following manner:
    - i. Total Ballots Cast
    - ii. Candidate's Name
    - iii. Total Number of Ballots per Candidate
    - iv. Total Number of Spoiled Ballots.
  - c) Results will be posted on the HUCSC website within 24 hours of the end of voting.
  - d) In the event of a tie between two candidates:
    - i. There will be two (2) further days of campaigning followed by one (1) extra day of voting.



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- ii. The CRO and Elections Committee will be responsible for informing the student body of the new election period.
- iii. The two tied candidates will be on the ballot.
- iv. A third candidate will also be included on the ballot if that candidate is within 5% of the vote of the tied candidates.

**13.00 INTERNAL ELECTIONS:**

13.01 The procedures outlined in this section will apply to all internal elections and by-elections of the Speaker of the General Assembly, the Vice President Communications, the Vice President Finance and Administration, and any other internally elected positions, as directed by the HUCSC Constitution.

13.02 The administration of an internal election shall be as follows:

- (1) When deemed appropriate by the present Speaker, and in consultation with the CRO, the election will be administered;
- (2) The present Speaker will inform the HUCSC General Assembly that voting is to take place using a secret preferential ballot;
- (3) Two (2) scrutineers shall be selected by the present Speaker from amongst the voting members of the HUCSC General Assembly;
- (4) Every voting member of the HUCSC General Assembly shall receive one (1) ballot;
- (5) Every voting member shall cast their vote in the following fashion;
  - i) The vote shall be conducted in privacy; no voting member shall communicate to one another while the vote is being administered
  - ii) Voting members may communicate privately with the present Speaker on matters of immediately relevant procedure;
  - iii) Voting members shall indicate their preferred candidates for the position of in question on the ballot provided, ranking the candidates numerically, from top to bottom, first being the most preferred candidate, and last being the least preferred candidate;



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- iv) Voting members may choose not to include the name(s) of any candidate(s) on the ballot;
  - v) Completed ballots will then be delivered to the CRO, who shall receive the ballots in confidence;
- (6) When all ballots have been returned to the CRO, the CRO, in conjunction with the duly-appointed scrutineers, shall count the ballots in the following fashion:
- i) The quantity of ballots shall be counted, to determine the total number of ballots cast;
  - ii) The highest applicable choice of every electoral ballot shall be counted;
  - iii) The candidate who receives the most votes for the position in question shall have the number of ballots cast in his/her favour compared against the total number of ballots cast;
  - iv) If the number of ballots cast in favour of a single candidate is equal to or greater than half of all ballots cast, that candidate shall be considered elected;
  - v) If the number of ballots cast in favour of a single candidate is less than half of all ballots cast, the candidate who received the least number of ballots indicating him/her as the most preferred applicable candidate shall be removed from the election;
  - vi) All ballots indicating the name of a most preferred candidate who has thus been removed, shall have their next sequential applicable candidate choice applied, in accordance with the numerical ranking of candidates on the ballot;
  - vii) This process, as outlined in section 13.02(6) of this document, shall be repeated until an individual candidate receives the preferred support of half or more of all ballots cast for the position in question.
  - viii) In the event of two candidates both receiving the lowest number of most preferred votes, both candidates shall be removed;



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- ix) In the event of all remaining candidates possessing the same number of most preferred votes, the CRO, accompanied by the duly-appointed scrutineers, shall declare the election null and void, and shall move to immediately re-administer the election;
  - (7) The CRO, accompanied in person by the duly-appointed scrutineers, shall declare the identity of the elected candidate to the HUCSC General Assembly and all candidates;
    - i) The CRO is not required to dictate the numeral results of the election, though may be instructed to if demanded by a motion of the HUCSC General Assembly.
  - (8) A motion must then be solicited by the present Speaker to destroy the ballots.
    - i) Failure of this motion will result in the ballots being stored in confidence by CRO, until such a time that the HUCSC General Assembly shall demand their destruction.
- 13.03 The candidate elected to the position in question shall assume that position immediately upon the declared vacancy of the position.



## Section B: Elections Policy

### 1.00 DEFINITIONS:

- 1.01 “**Arm’s-length Party**” means any individual or group that is not a “Non-arm’s length party”;
- 1.02 “**Building on Campus**” means any building owned and/or operated by Huron University College, except for a student residence.
- 1.03 “**Board of Directors**” refers to the Board of Directors of the Huron College Student Events and Affairs Corporation, known otherwise as the Huron University College Student’s Council.
- 1.03 “**Campaigning**” means any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.
- 1.04 “**Campaign Material**” means any item, giveaway, design, sound, symbol or mark that is created or copied in any form in order to and/or likely influence at least one voter to cast a ballot in favour or in opposition of a candidate;
- 1.05 “**Campaign Period**” means the designated days during which a candidate may campaign, as set by the CRO;
- 1.06 “**Committee**” means the Elections Committee;
- 1.07 “**CRO**” means Chief Returning Officer of the HUCSC;
- 1.08 “**Days**” means school days unless specified otherwise;
- 1.09 “**Distribute**” means the dissemination of campaign material(s) by a candidate, or a non-arm’s length party, to any individual or group;
- 1.10 “**DRO**” means Deputy Returning Officer of the HUCSC;
- 1.11 “**Elections**” shall include any by-election;
- 1.12 “**Elections Procedure**” means Section A of this document;
- 1.13 “**Endorse**” means to support a candidate either verbally, online, or through the provision of materials, advertisements, or non-financial donations;
- 1.14 “**Getting out the vote**” means activity aimed at increasing participation and/ or the number of votes cast in an election.



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- 1.15 “**HUCSC**” means the Huron University College Students’ Council;
- 1.16 “**Huron Resident**” means any person who is a resident at Huron University College;
- 1.17 “**Huron Student**” means any person who is registered as a full-time or part- time student at Huron University College;
- 1.18 “**Non-Arm’s-length Party**” means an individual or group who a candidate new, or reasonably ought to have known, who would assist that candidate with their campaign. Knowingly distributing more than one of the same type of campaign item to an individual shall result in that individual being deemed a non-arm’s length party.
- 1.19 “**Presidential Election**” means an election for the HUCSC President;
- 1.20 “**Regulations**” means guidelines released by the Elections Committee indicating how the policy will be interpreted and applied;
- 1.21 “**Runner Up**” means a candidate who finishes in second place during an election;
- 1.22 “**USC**” means the University Students’ Council at Western University;
- 1.23 “**Vice-Presidential Election**” means an election for an HUCSC Vice Presidential positions;
- 1.24 “**Votes Cast**” means the total of valid votes;
- 1.25 “**Voting Members**” means any member who has voting rights on the HUCSC;

**2.00 JURISDICTION:**

- 2.01 The policies outlined in this document shall apply to all HUCSC elections, by-elections and referenda conducted by the HUCSC.
- 2.02 Jurisdiction of these policies shall extend to include all students and residents registered at Huron University College.

**3.00 NOMINATION REQUIREMENTS:**

- 3.01 A prospective candidate for a position within HUCSC will be deemed eligible for election if they meet the following requirements:



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- (1) All candidates must be in good academic standing (65% average) by August 31<sup>st</sup> prior to the election in question, as certified by the Registrar of Huron University College.
  - a) Prospective candidates who do not meet this requirement will be given an opportunity to request an appeal to the CRO of the HUCSC.
  - b) Once confirmed by the CRO, the appeal will be heard by the Affiliate Appeals Board to determine whether or not to waive section B: 3.01(1) of the HUCSC Elections Policy and Procedure.
  - c) The decision of the Affiliate Appeals Board shall be final and binding.
- (2) Candidates shall be full or part-time registered or resident at Huron both at the time of their nomination and throughout their term of office.
  - a) Candidates must fulfill the specific eligibility requirements of the position as outlined in the HUCSC Constitution and the HUCSC Executive Terms of Reference.
  - b) The President must have taken a minimum of three courses at Huron both before and during his/her term of office.
- (3) Candidates for all elected positions must complete a nomination form.
  - a) A nomination form shall only be valid if the required form has been submitted prior to the closing of nominations, and has been filled out completely and accurately.
- (4) A candidate may not submit a nomination form for more than one elected position during the same election period.
- (5) A student may only hold one elected position on the HUCSC during a given academic year.
- (6) Candidates will be declared ineligible if they fail to attend the All-Candidates Advisory Meeting or if the candidate fails to send a proxy to the All-Candidates Advisory Meeting.
  - a) The candidate, whether present in person or not, is entirely responsible for all information provided at the All-Candidates Advisory Meeting.



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- (7) Appeals regarding the validity of a nomination shall be made in writing to the Elections Committee no later than twenty-four (24) hours following the closing of nominations. The Committee will render a decision prior to the beginning of the campaign period.

#### **4.00 ELECTION RULES**

- 4.01 General Rule of Fair Play: Candidates and non-arm's-length parties shall campaign in accordance with the rules of fair play and should conduct themselves with full respect for their opponents.
- (1) Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates and misrepresentation of fact.
  - (2) Slander is defined as the act of degrading a candidate either in oral or written form. Ideas may be criticized, but not the actual candidate.
- 4.02 Equal Access to Resources: No HUCSC resources may be used to aid in any candidate's campaign. This includes, but is not limited to, mailing lists, office space, office supplies and equipment.
- 4.03 No Pre-Campaigning: Candidates and prospective candidates are not permitted to influence voters prior to the campaign period, including, for example, through the posting or distributing of material designed and/or likely to influence voters.
- (1) It is permissible for prospective candidates to consult with students prior to the campaign period as is necessary for the purposes of creating a platform and assembling a campaign team;
  - (2) Any candidate or prospective candidate may meet with any voting or non-voting member of Council to discuss issues reasonably connected to an office that they intend to, or are considering seeking, on a consultative basis to develop a platform of ideas for the campaign period; and,
  - (3) Candidates may not address Executive or General meetings of HUCSC regarding their candidacy prior to the start of the campaign period.
- 4.04 Limitations on Post-Campaigning: Campaigning must cease by 10:59 pm before the first day of balloting subject to the following:
- (1) No new posters and physical campaign materials shall be distributed after 10:59pm before the first day of balloting. Existing posters and physical campaign materials may remain on display. Items beyond the control of the candidate are limited to distributed materials and the actions of any arm's-length party;



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- (2) Electronic Campaigning shall be permitted past the conclusion of the campaign in accordance with the social media regulations outlined in section 4.10 of the Elections Policy;
- (3) Candidates may continue to discuss their platforms and ideas with voters once the voting period has begun. This discussion can occur in person, verbally by telephone, over social media, or through text messaging;
- (4) Candidates may not, through any means, electronic or otherwise, influence, appear to influence or attempt to influence a voter while he/she is in the process of voting.

4.05 Assumed Responsibility for Actions of Campaign Team: Candidates shall be responsible for the actions, and violations stemming from such actions, of any non-arm's-length party unless the Candidate satisfies the Committee that he/she did not direct the action, and could not have reasonably foreseen that the action would occur.

- (1) Candidates may dissociate themselves from any person or organization who would otherwise be considered non-arms length, provided that they give immediate notice to the CRO, in writing, and provided that the Committee is satisfied that the dissociation is genuine.
- (2) A candidate shall not be held responsible for the actions of any person or organization if the candidate has previously and adequately dissociated themselves with that person or organization.

4.06 Compliance with Poster Regulations: Candidates must adhere to the following poster regulations:

- (1) Posters are defined as signage up to and including 11.5x17 sized paper;
- (2) All campaign materials must be approved by the CRO or designate;
- (3) No signs may be posted in the public domain. "Public domain" is property not owned and operated by Huron University College. Posters may only be placed on Huron University College property;
- (4) Only the CRO or DRO may remove campaign materials from posted locations legal or illegal; except a candidate's own sign may be removed by that candidate or designate;
- (5) The use of stickers is prohibited;



- (6) No signs are to be placed outside of buildings or on windows regardless of the way the sign is facing. Posters may not be placed on any ~~non-residence~~ doors, glass, varnished wood, or painted surfaces. Posters found on these surfaces will be removed immediately;
  - (a) Posters may be placed on student doors within residence with the consent of the individual students residing therein.

4.07 Distribution of Campaign Materials: Candidates may campaign and distribute campaign material at their own discretion, subject to the limitations within this policy.

- (1) Candidates that receive the prior approval from the CRO for campaign materials shall not be found in violation of this policy, but may nonetheless be prohibited from distributing certain materials at the discretion of the Committee.

4.08 Consent Requirement for Distributing Campaign Materials: Physical campaign materials may not be distributed to individuals without their consent.

- (1) For example, campaign materials may not be forced into the possession of students by placing them in a mailbox, leaving them on tables, or sliding them under doors.

4.09 Personal Campaigning on Campus: Any in-person campaigning in the library, classrooms, office space or business operations (excluding the cafeteria), regardless of whether campaign materials are distributed, must be approved by an individual with authority over the space.

- (1) For classroom presentations, a candidate must obtain consent from the professor/lecturer before the start of class. Consent does not need to be documented in writing.
- (2) No campaigning of any form is permitted in the HUCSC office, including but not limited to the display of campaign materials, verbal campaigning, and discussion of campaign logistics.
- (3) Campaigning in Residence: Candidates will follow residence campaigning regulations as defined by the Office of the Director of Housing and Organizational Services.
  - a) Candidates or campaign team members must ask permission of an individual resident before any posters are placed on the individual's room door.



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4.10 Electronic Campaigning: Candidates must adhere to the following electronic campaigning rules:

- (1) The use of social media including, but not limited to sites such as Facebook, Twitter, Youtube, and Instagram is permitted during the campaign period;
- (2) Candidates may not send electronic mail for the purpose of campaigning without the consent of the recipient;
- (3) Consent will be assumed on social media sites in which the both parties have agreed to communication (for example, Facebook friends or “liking” a page).

4.11 Other Forms of Media: All forms of media may be used during the campaign period. Advertisements placed in The Grapevine or The Gazette, however, are subject to limitations established by the CRO and DRO, and the Editors-in-Chief of both The Grapevine and The Gazette.

4.12 Getting Out the Vote:

- (1) Candidates, if wishing to perform a “Get Out the Vote” effort, must make such an effort distinct from any campaigning in that the discussion of candidates’ platforms and ideas may not include any attempt to influence a voter whilst in the act of voting;
- (2) Candidates and non-arms length parties may personally remind students to vote, provided that they do not otherwise influence voters in favour of a particular candidate whilst the voter is in the act of voting;
- (2) Candidates and campaign team members may not assist in the administration of voting booths;
- (3) Candidates, non-arms length parties and students at large shall not encourage students to vote by approaching them with laptops or other electronic equipment during the voting days. Such action will be considered interference in the process of polling and candidates will be subject to penalty as outlined in section 6.0 of this policy.

**5.00 CAMPAIGN EXPENDITURES:**

5.01 The following campaign spending limits shall apply for all at-large elections:

- (1) Presidential Candidates: \$200 each.
- (2) Vice-Presidential Candidates (elected at-large): \$150 each.



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- (3) Vice-Presidential Candidates (internal elections): \$75 each.
- (4) All other General Assembly Representatives: \$75 each.
- 5.02 All donations must be accounted for based on fair market value.
- 5.03 Candidates are to submit campaign receipts and completed expense forms to the CRO, no later than one (1) hour after the conclusion of balloting.
- 5.04 The CRO shall review all receipts and expense forms, and shall prepare and make available a publication of all campaign spending.
- 5.05 Each candidate is entitled to request an inquiry into the campaign spending of another candidate(s) within 3 days of the CRO's publication of candidates expenditures, In the case of an inquiry, the CRO shall evaluate the campaign spending of the candidate in question on the basis of the fair market value of her campaign materials.
- 5.06 Candidates may have their campaign expenses reimbursed by the HUCSC, provided that all required forms and expense reports have been submitted and verified by the CRO or designate. The Elections Committee, at their discretion, may withhold campaign reimbursements from any candidate for an election policy violation.

**6.00 VIOLATION OF ELECTION RULES:**

- 6.01 Demerit points shall be assigned for infractions as follows. The Committee may reduce the demerit points assigned for an infraction by up to half, where mitigating circumstances warrant a lesser penalty.
  - (1) Campaigning:
    - a) Misrepresentation of Facts: **3**
    - b) Campaign Materials displayed in an unauthorized area (per piece of material): **1**
      - i. Up to a maximum of ten points per location.
    - c) Campaigning in person in an unauthorized area: **6**
    - d) Failure to submit campaign receipts (or signed statement of having no expenses): **4**



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- i. If the Committee determines that the candidate has exceeded her campaign spending limit, discretion shall lie with the Committee to disqualify the candidate, or attach sufficient demerit points as found reasonable, considering all surrounding circumstances.
  - e) Same violation in multiple locations (per each additional location to the original): **4**
  - f) Improper distribution of campaign materials (e.g. without consent): **6**
  - g) Multiple violations in different locations: **8**
  - h) Pre-Campaigning: **8**
  - i) Distributing new campaign materials during the voting period: **8**
  - j) Influencing a voter whilst they are voting: **8**
  - k) Breaking any municipal, provincial or federal law while campaigning: demerit points may be levied at the discretion of the Elections Committee, up to and including immediate disqualification depending upon the offence committed.
- (2) Fair Play:
- a) Unsanctioned use of HUCSC resources: **15**
  - b) Gross Misrepresentation of facts: **15**
  - c) Abuse of position or status: **15**
  - d) Failure to Comply with the Spirit and Purpose of the Election: **15**
    - i. The Committee may assign a demerit point penalty of an amount determined at their discretion, not to exceed fifteen (15) points, to any candidate who has deliberately circumvented or manipulated the HUCSC policies in order to obtain an unfair advantage.
    - ii. The Elections Committee will also impose violations at their discretion for any gross violations of the aforementioned subsection.



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- 6.02 In correspondence to demerit points, candidates may be deducted votes on a per demerit point basis as follows, at the discretion of the Elections Committee:
- (1) Presidential Candidate: Up to **5** votes per demerit point.
  - (2) Vice President University Affairs and Vice President Student Life Candidates: Up to **3** votes per demerit point.
  - (3) All other General Assembly Representatives: Up to **1** vote per demerit point.
  - (4) Candidates in internal elections will not be subject to vote deductions in correspondence with any demerit points received.
- 6.03 Any candidate to be declared the winner of an election as a result of vote deductions shall require a vote of confidence by the HUCSC General Assembly. Should this vote of confidence fail, a reelection at-large will be held for the position, in accordance with the Elections Procedure.
- 6.04 Violations of the following nature may result in automatic disqualification of a candidate, at the discretion of the Elections Committee:
- (1) Anyone improperly declared an eligible candidate;
  - (2) Non-attendance by the candidate or pre-designated representative (by prior arrangement with the CRO) at the mandatory candidates' advisory meeting prior to campaign period;
  - (3) Tampering with other candidate's signs so as to cause them to be defaced or removed;
  - (4) Intentional misrepresentation of campaign expenditures and/or any candidate spending over the maximum spending limit as outlined in section 6.0;
  - (5) A candidate accruing enough violations to be penalized **18** or more demerit points;
  - (6) Solicitation of the login information necessary for voting;
  - (7) Any attempted interference in the elections process as regulated by this Policy;
- 6.05 In the event a winning candidate in any election is disqualified, the runner-up will take place of the disqualified winner, pending a vote of confidence by the HUCSC General Assembly. Should this vote of confidence fail, a new at-large election



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will be held, in accordance with the Elections Procedure. The candidate disqualified from the prior election shall not be considered an eligible candidate for the new election.

### 7.00 HUCSC MEMBERS:

- 7.01 The HUCSC Executive, Elections Committee, and Speaker shall remain neutral during HUCSC elections.
- 7.02 Candidates are considered de-facto nonvoting members of the HUCSC for the duration of the election and are bound, in addition to articles of this policy by the provisions of the HUCSC Disciplinary Policy.

### 8.00 WHO MAY VOTE:

- 8.01 Residence representatives: All first year students living in each respective residence in question may vote.
- 8.02 First Year Off-Campus representative: All first year Huron students who are not Huron campus residents may vote.
- 8.03 International Student Representative: all international and exchange students enrolled at Huron may vote.
- 8.04 Mature Student Representative: all mature students enrolled at Huron may vote.
- 8.05 USC Representative: All Huron students and Huron residents may vote for this position.
- 8.06 Department Representatives: Any Huron students registered in ~~the~~ each respective academic department may vote for the corresponding Department representatives. Students enrolled in multiple departments at Huron may only vote in the elections of the representatives for one department.
- 8.07 President: all Huron students and Huron residents may vote.
- 8.08 Vice President University Affairs and Vice President Student Life: all Huron students and Huron residents may vote.
- 8.09 Vice President Communications and Vice President Finance and Administration: all duly-elected voting members of the General Assembly of HUCSC may vote.
- 8.10 Speaker of the HUCSC: all duly-elected voting members of the General Assembly of the HUCSC may vote.



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**9.00 ADMINISTRATION OF REFERENDA AND PLEBISCITES:**

- 9.01 The procedures outlined in this section will apply to all referenda and plebiscites administered under the authority of the HUCSC.
- 9.02 The results of any referendum shall be considered binding to the HUCSC unless the results affect the Letters Patent or the Articles of Incorporation of the HUCSC or unless, by implementing the directive of the referendum, the ~~Executive Council~~ Board of Directors would be breaching its fiduciary obligations to the corporation. Such exceptions shall be determined by the HCSEAC Board of Directors.
- 9.03 The results of a plebiscite shall not be considered binding.
- 9.04 For the purposes of this part, the number of students in the student body shall be the number of full-time equivalent students registered at Huron University College during the previous academic year.
- 9.05 The results of any referendum shall be binding only if a minimum of twenty-five percent (25%) of the student body vote in the referendum.
- 9.06 A referendum may be initiated either by Council or by students at large.
- 9.07 A plebiscite may be initiated either by Council or by students at large.
- 9.08 Any student may present a petition to the CRO requesting that a referendum be held on any matter, subject to the following:
- (1) Student-initiated referenda may not establish any fee to fund the activities of an HUCSC Club, or Clubs.
  - (2) Any petition requesting a student-initiated referendum must be submitted to the CRO no later than ten (10) days before the last Council meeting prior to the commencement of the campaign period for the election.
  - (3) A petition is only valid if it contains the following:
    - i) The names, student numbers and signatures of at least 10% of the student body when a request is being made for a referendum on any issue;
    - ii) A clear indication of the issue on which the requested referendum is to be held.



- (4) The CRO shall check the validity of each name on the petition. If greater than ten percent (10%) of the names are invalid, the petition is invalid.
- (5) Any petition which contains any material misstatements of fact or material misrepresentations is invalid.
- (6) For a petition to contain a clear indication of the issue, it must include at least the following:
  - i) The amount of any fee which will be levied upon students directly for the purpose of implementing the proposal;
  - ii) A statement summarizing the question which will be decided by the referendum.
- (7) Any student-initiated referendum involving levying a student fee shall require:
  - i) A Huron University College administrative advisor to the Board of Directors of the Huron University College to be contacted by the HUCSC to determine whether or not the Board would allow such a fee to be collected by the HUCSC
  - ii) The VP Finance and Administration to work with the student to determine the exact fee that is to be levied by means of a budget prepared by the student.
- (8) The Elections Committee shall assess the validity of all petitions and shall notify the student submitting the petition if it is found to be invalid.
- (9) If petition is found to be valid, a writ of referendum shall be drafted by the CRO in consultation with the Elections Committee, which shall include the following:
  - i) The particulars of the petition, including the name of the petitioner and the number of student signatures on the petition;
  - ii) The Executive Council's decision about the financial and legal implications of the proposal, with a brief summary of the reasons for that decision;



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- iii) The proposed referendum question, as objectively composed by the Elections Committee;
- (10) A valid petition requesting that a referendum be held on a policy issue shall automatically result in the initiation of a referendum and shall not require the approval of the HUCSC General Assembly.
- (11) A valid petition requesting that a referendum be held on an issue or proposal which is likely to have direct legal or financial implicates on the HUCSC must be approved by the HUCSC General Assembly before a referendum may be initiated.
  - i) A simple majority vote of the HUCSC General Assembly will be required to prevent the referendum as requested from being placed on the ballot.
- 9.09 The HUCSC General Assembly may initiate a referendum on any issue through a motion of the HUCSC General Assembly, duly passed by a simple majority vote of those present and voting;
- 9.10 A student-initiated plebiscite is subject to the same rules and procedures as a student-initiated referendum, with the only exception being as follows:
  - (1) The names, student numbers, and signatures of at least 5% of the student body are required when a request is being made for a plebiscite on any issue.
- 9.11 The HUCSC General Assembly may initiate a plebiscite on any issue through a motion of the HUCSC General Assembly, duly passed by a simple majority of those present and voting.
- 9.12 Registered interested parties are entitled to campaign on behalf of any side in any referendum or plebiscite. More than one registered interested party may represent each official side.
  - (1) When applying to be a registered interested party, a group must prepare a written submission indicating how they will be directly affected by the result of the referendum or plebiscite.
  - (2) All applications for status as a registered interested party must be submitted to the CRO within seven (7) days of the passing by Council of the motion or writ of referendum or plebiscite.
  - (3) The Elections Committee will decide on the merit of an application for status as a Registered Interested Party with such decision being



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subject to appeal to the Executive Council and finally to the HUCSC General Assembly.

- (4) All registered interested parties must name an official spokesperson and this name must be handed into the CRO with the request.
  - (5) Where there is only one registered interested party, it will constitute the only official side.
- 9.13 Subject to the following, all registered interested parties, including the HUCSC, when applicable, are deemed to be candidates, and are bound by the campaign rules in the HUCSC Elections Procedures and Policy document, as well as by the rules and procedures governing referendums and plebiscites, when representing their side of the issue.
- (1) All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that they are authored by a registered interest party.
- 9.14 Where the HUCSC has an interest in the outcome of a referendum or plebiscite, or where it is felt that a side of an issue is not being adequately represented by a registered interested party, the HUCSC General Assembly has the option of campaigning or appointing someone to campaign on behalf of a particular side.
- 9.15 Each official side shall be entitled to funding up to one hundred percent (100%) of the HUCSC presidential election campaign limit.
- 9.16 All financial violations shall be handled in accordance with Section A(8) and Section B(6) of the HUCSC Elections Procedure and Policy document.
- 9.17 Any student may challenge the validity of any referendum or plebiscite results. All appeals must be done in a written submission that:
- (1) Is presented to the Elections Committee no sooner than two (2) days and no later than five (5) days after the close of balloting;
  - (2) Contains the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the results.
- 9.18 The Elections Committee shall investigate the appeal within fourteen (14) days, and decide on the appropriate action.



## **10.00 DISTRIBUTION OF ELECTIONS POLICY**

- 10.01 Each Candidate shall be provided with a copy of the HUCSC Elections Policy and Procedure prior to the beginning of the campaign period. The CRO or designate shall explain this Elections Policy to each candidate at the time of distribution.

## **11.00 ENACTING AND AMENDING THIS POLICY**

- 11.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the HUCSC General Assembly.
- (1) The scope of such Procedures is limited to the scope of this policy.
  - (2) In the event of any conflict, this Policy supersedes any documents created under it.
  - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the HUCSC General Assembly before taking effect.
- 11.02 This policy may only be amended by a two-thirds majority vote after a single reading in the HUCSC General Assembly.