



POLICY TYPE: **Policies & Procedures**

POLICY TITLE: **Election Policy**

APPROVED: **January 10, 2011**

4.7

SECTION 1 – ANNUAL ELECTIONS – TIME & POSITIONS

Yearly elections will be held at the end of February for the following executive positions on the SUCCI Board of Directors:

President
Vice President – Internal
Vice President - External
Director of Communications
Director of Student Wellness & Diversity
Director of Special Events
Director of Athletics
Director of Residential Life
Senator of Aviation
Senator of Business, Hospitality & Media Arts
Senator of Health & Community Services
Senator of Negahneewin
Senator of Technology

SECTION 2 - ELIGIBILITY

Any full time post secondary student at the Thunder Bay campus is eligible to run for a position on the board provided that he/she meets the requirements of the particular office. Candidates are required to have a minimum Grade Point Average of 2.0 and must be registered as a full time post secondary student with a minimum course load of 60%. This will be determined by the potential candidate's marks for the previous semester, as held by the official records in the Office of the Registrar of the college. Special consideration regarding the 60% course load requirement will be provided to a student confirmed by the College Learning Centre as a student with a disability and to a student who has received exemptions for courses in their full time post secondary program upon presentation of appropriate documentation.

An individual may hold the position of President for a maximum of two (2) terms of office. A full time President is eligible to run in the annual election for a second and final term. A full time President seeking re-election for their second and final term will not be required to have a 60% course load. A full time President can run as a candidate for another executive position on the board without meeting the 60% course load. Once elected to the position, it will be required that the successful candidate meets the criteria for that position.



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A candidate running for a position of Senator must be a student in a program from the respective academic division. A candidate running for position of Director of Residential Life must be a student living at Sibley Hall Residence.

Once elected the above criteria must be maintained throughout the term of office.

SECTION 3 – VOTING RIGHTS

Full time post secondary students at the Thunder Bay campus may vote for the positions of President, Vice-Presidents, Director of Student Wellness & Diversity, Director of Communications, Director of Special Events and Director of Athletics. Members may vote for the Senator of the respective faculty in which they are enrolled. Any full time post secondary student who resides in Sibley Hall Residence may vote for the position of Director of Residential Life.

SECTION 4 – EX-OFFICIO REPRESENTATIVES & OASA REPRESENTATIVE

The Ex-Officio members shall consist of the Chief Justice, the Executive Director, the College **Administrative Representative**, the Faculty Union Representative, the Support Staff Union Representative, the Alumni Representative and any person that may from time to time be appointed by the Board of Directors as an ex-officio position on the board.

The Oshki Anishnawbeg Student Association Representative shall be elected/or appointed by their respective constituent organization. This is an executive voting position on the SUCCI Board of Directors.

The above positions are not part of the annual SUCCI Elections.

SECTION 5 – CHIEF RETURNING OFFICER

The Chief Justice shall act as Chief Returning Officer, (herein after referred to as the CRO) in the annual elections. The primary responsibility of the CRO is to ensure the election is free, fair and effective. The CRO must operate with complete independence and no partisanship.

The CRO will:

- Administer the election with the assistance of staff
- Direct the polling clerks and election process
- Ensure that the election regulations are enforced



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- Inform the students that a vote is being held, explaining how to exercise the right to vote and generating interest in the campaign by means of advertising
- Organize an All Candidates' Debates & election information for the OPUS
- Respond to requests for information from students and candidates
- Decide on the measures to take following infractions of the election and campaign regulations
- Ask each candidate to identify key members of their campaign team
- Ensure that voting stands are set up in appropriate buildings occupied by members of SUCCI and that the times of the polling booths are advertised at least three days before elections are slated
- Think carefully before making the decision to disqualify a candidate to make sure of the facts and circumstances; consultation with an external individual is encouraged

In the absence of a Chief Justice, the Board of Directors may appoint another person to serve in the capacity of the Chief Returning Officer.

The CRO must be objective and unbiased in their activities during elections. At any time during the election, a candidate who has a complaint must put the complaint in writing and it should be signed by two witnesses. A candidate who wishes to address a decision or action taken by the CRO must make an appointment with the CRO. At this meeting, reasonable steps will be taken to resolve the issue.

SECTION 6 – BALLOT PROCEDURES

Any ballots shall be considered spoiled if:

1. The ballot is not initialled by the polling clerk.
2. The ballot has more than one candidate chosen on it.
3. The ballot is illegible.



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SECTION 7 - NOMINATIONS

The qualifications, (not withstanding those outlined in the constitution), for nomination for a position of the Board are as follows:

1. For President, nominations by 75 students.
2. For Vice-Presidents, nominations by 50 students.
3. For Senators & Directors, nominations by 25 students. Nominations for Senators should be from their respective constituent group.

Students should not nominate more than one candidate for the same position.

SECTION 8 – VACANT POSITIONS

Any position vacant after the yearly elections may be filled by appointment, as per the guidelines in the constitution.

SECTION 9 – DISPUTE RESOLUTION

Any disputes arising out of an election shall be ruled upon by the CRO. The Ontario Elections Act may be used as a reference in settling disputes.

The CRO will rule on any disputes arising during the election process and their decision will be final. An appeal process exists for students wishing to appeal the election.

SECTION 10 – CAMPAIGNING

Campaigning shall be defined as an activity that promotes a candidate, either verbally, written, electronically, public display of materials in or around the campuses of the college, or gatherings which are intended for the purposes of public assembly. Campaigning must cease not less than twenty four hours prior to the opening of the polls. 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. Campaigning must be done in such a manner that will not harm others. Candidates will uphold the values, policies and procedures of SUCCI in their campaign. Candidates are expected to follow the Human Rights Code, the Discrimination & Harassment policies and the Charter of Students Rights and Responsibilities. Violation may result in disqualification. Candidates are expected to be professional and respectful to their peers. Campaigning which does not conform to these guidelines may be grounds for disqualification from the election for the offending candidate.



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In order to assist candidates with their campaign SUCCI will make available to them a \$50 Printing Credit through the SUCCI Office. Candidates running for President or a Vice President position will have access to a \$100 Printing Credit. These credits are available for contested positions only.

Candidates are requested to remove their campaign materials and shall refrain from campaigning 24 hours prior to Election Day. Consideration may be given, by the CRO, in terms of the efforts made to remove all campaign material within the given time.

SECTION 11 – SCRUTINEERS

Each candidate may appoint one scrutineer to be present at the counting of the ballots. The CRO must be advised in writing, prior, to Election Day the desire of a candidate to have a scrutineer to be present during the counting of the ballots.

SECTION 12 – BALLOT COUNTING

The CRO and up to five election staff will assist with the ballot counting. One (1) scrutineer for each candidate may be present for the ballot counting procedure.

While the counting of the ballots is in process, scrutineers are required to remain in the room until completion of the ballot count. Scrutineers are asked to maintain confidentiality of the election results until official election results are posted and a public announcement made.

A scrutineer cannot be a voting member of the SUCCI Board of Directors. Each person in the room is permitted to scrutinize the ballot box seal or any of the individual ballots. Once the ballot counting has begun, no person can leave, or enter the room until the CRO determines the count to be finalized.



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SECTION 13 – TIE BREAKER

The election ballots will be re-counted to ensure complete accuracy. In the event of a tie, the Chief Returning Officer conducts a lottery to determine the winner, then casts the deciding vote in that candidate's favour.

The lottery will be completed by placing a ballot for each candidate into an empty ballot box. The Chief Returning Officer will draw one ballot from the ballot box. This will be done in the presence of two additional witnesses. The name drawn will be determined as the elected candidate for the position and the Chief Returning Officer will then include this ballot as part of the official election results.

SECTION 14 – APPEAL PROCESS

The CRO will make final decisions on disputes arising during the campaign period and their decision will be final. If a candidate contests the results, it is suggested that a recount be scheduled.

A candidate wishing to appeal the election is required to submit their appeal in writing, setting out the basis of the disagreement and submit it to the Executive Director within three (3) business days following the Election.

The Executive Director will forward the appeal to the Board of Directors and a hearing will be held within 10 business days at an emergency business meeting of the Board of Directors.

The final decision of the current Board of Directors will be binding.