



Student Union Society
Electoral Oversight Policy

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AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS: -Elections Policy
 -Election Rules

Purpose

The purpose of this policy is to outline the oversight procedures of all SUS elections. This policy outlines the duties of those tasked with the oversight of SUS elections. All members of the Electoral Committee and the Chief Electoral Officer must comply with this policy and the Election policy.

1.0. Formation of the Electoral Oversight

1.1. The Electoral Appeals Committee is formed through a selection mechanism which is not directly in the hands of the Board.

1.1.1. The University of the Fraser Valley Secretariat's Office puts out a call for nominations for the committee, and appoints five (5) students.

1.1.2. The Committee must be formed no later than September 30th in any given year.

1.1.3. In the event that the University of the Fraser Valley does not appoint an electoral committee due to factors beyond the control of the Society, an Electoral Committee containing five (5) students may be formed by a two-thirds ($\frac{2}{3}$) vote of the SUS Board, selecting from students responding to a call for nominations.

1.2 The Chief Electoral Officer (CEO) is appointed through a selection mechanism which is not directly in the hands of the Board

1.2.1 The University of the Fraser Valley Secretariat's Office puts out a call for nominations for the CEO, and selects the most qualified candidate.

1.2.2 In the event that the University of the Fraser Valley does not appoint a CEO due to factors beyond the control of the Society, the CEO may be appointed by a hiring committee struck by the Board, and conducted in accordance with HR policy .

2.0 Duties of the Chief Electoral Officer.

2.1 The duties of the CEO during their appointed term are as follows:



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- 2.1.1 Ensure that the rules of the election are being followed by all parties.
- 2.1.2 Regularly check and reply to the election e-mail address and be in contact with all parties.
- 2.1.3 Promptly respond to and follow up with all questions and complaints made.
- 2.1.4 Convene meetings of the Electoral Committee as necessary, but with at least one initial meeting to inform members of the electoral process and committee expectations.

2.1. The duties of the CEO during the planning period are as follows:

- 2.1.1 Create the nomination package for all positions.
- 2.1.2 Direct the Society in creating all needed promotional materials for the upcoming election.
- 2.1.3 Ensure that all election materials distributed are non-partisan and do not violate any SUS policies or rules.
- 2.1.4 Set the time, location, and date for all-candidate debates, mobile polling stations, and all other mandatory election events.

2.2. The duties of CEO during the nomination period are as follows:

- 2.2.1 Ensure the promotional materials and nomination packages are distributed, and knowledge of the election is spread throughout the student community.

2.3 The duties of the CEO during the review period are as follows:

- 2.3.1 Review every submitted nomination package and determine if packages are completed in accordance with the requirements.
- 2.3.2 Confirm the eligibility of all candidates with properly completed packages. This includes checking membership in SUS, minimum GPA, Faculty of study (if applicable), and any other requirements set out in relevant rules and policies. Such confirmation must be done directly with UFV to ensure accuracy. Should UFV refuse to provide any necessary information, the CEO must require candidates to provide all necessary documentation to verify their eligibility.
- 2.3.3 Inform each candidate of their eligibility.
- 2.3.4 Provide to SUS the list of candidates and their respective positions for publication.
- 2.3.5 Request from each candidate, and then provide to SUS, candidate statements for publication.
- 2.3.6 Hold an information session for all candidates to educate them about the election process and rules.



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2.3. The duties of the CEO during the campaign period are as follows:

- 2.3.1 Review and approve or decline all campaign materials, and ensure that only approved election materials are being distributed.
- 2.3.2 Ensure that candidates are only campaigning during the campaign period.
- 2.3.3 Ensure that the University, the Society, any off-campus organizations, and any on-campus organizations, including clubs and associations, are not campaigning for or on behalf of any candidate.
- 2.3.4 Ensure that candidates submit expense reports by the end of the campaign period, with expenses not exceeding \$125.

2.4. The duties of the CEO during the voting and ratification periods are as follows:

- 2.4.1 Ensure that the online ballot is correct as well as put up and taken down on time.
- 2.4.2 Ensure that the mobile polling stations are operational as planned.
- 2.4.3 Ensure the safekeeping of all paper ballots submitted via mobile polling stations.
- 2.4.4 Ensure that no unauthorized mobile polling stations are erected.
- 2.4.5 Ensure that no volunteers, including Electoral Committee members themselves, are enticing voters to vote for specific candidates.
- 2.4.6 Ensure that no candidates, groups, non-candidate individuals are campaigning on behalf of a candidate during the voting period.
- 2.4.7 Ensure that non-partisan materials are distributed to encourage and remind students to vote.
- 2.4.8 Deliver and present a report before the ratification of results for the election, which must include:

- 2.4.8.1 The results of the election;
- 2.4.8.2 All discretionary rulings made and all sanctions imposed;
- 2.4.8.3 The general nature of each and every complaint made, ensuring the privacy of every complainant;
- 2.4.8.4 General recommendations for amendments made to election rules and

policies, if any;

- 2.4.8.5 Recommend whether or not to ratify based on if the election was found to be free and fair; and
- 2.4.7.6 Recommendations for elections in the future, if any.

3. Polling

3.1. A minimum of one (1) polling station shall be located on both the Abbotsford and CEP campuses.



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3.2. These polling stations must be operational during some portion of the Student Union's business hours; the exact time shall be left to the discretion of the CEO.

3.3. Each polling station must be located in a high traffic area; the exact location shall be left to the discretion of the CEO.

3.4. Polling stations must be clearly marked with signage during operation

3.5. Further polling stations beyond the minimum may be added. The decision to add stations shall be made at the discretion of the CEO.

4.0 The Ballot Format

4.1. Ballots shall be formatted as follows:

4.1.1. Each position contested shall require its own ballot section.

4.1.2. Multiple candidates running for the same position shall be ordered alphabetically by surname.

4.1.3. Should a candidate be running uncontested, the ballot section shall contain a "yes", "no", and "no opinion" (abstention) option.

4.1.4. For each position contested, the ballot section shall contain a "none of the above" and "no opinion" (abstention) option.

4.2. The CEO is responsible for ensuring the accuracy of the ballot.

5.0 Complaints Procedure

5.1. Complaints may be made any time during the election.

5.2. Complaints must be submitted in writing to the CEO. Complaints will be received confidentially, but not anonymously.

5.2.1. The CEO must encourage members to accurately and completely provide information on the complaint, to the best ability of the person submitting the complaint.

5.3. Complaints guarantee a response from the CEO.

6.0 Sanctions

6.1. The CEO must uphold all the rules within this and the Election Policy, and as such must sanction election candidates who violate these rules.



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6.2. The CEO may also sanction a candidate for policy violations committed by non-candidates (including organizations) campaigning for, or on behalf of, a candidate, as determined by the CEO.

6.3. The CEO must send a written warning to candidates upon first offence of a policy violation.

6.3.1. Written warnings must include the exact violation as determined by the policies, and state how the candidate in questions can amend the violation.

6.4. If a policy violation continues, the Chief Electoral Officer may impose the following sanctions:

6.4.1 Limit the amount of election materials allowed for a candidate;

6.4.2 Remove the election materials for a candidate; or

6.4.3 Remove the candidate from the election.

6.5 Notwithstanding sections 6.3 and 6.4, the Chief Electoral Officer may remove a candidate from the election for a serious offence that would prevent the election from continuing as a free and fair process. Removal of a candidate under this section must be done with the majority agreement of the Electoral Committee.

6.6. If a sanctioned candidate is demonstrably hostile towards the CEO, the Electoral Committee, or any member of the Society; or continues to violate the policies, even if that candidate has already been removed from the election, the CEO can impose the following sanctions:

6.6.1. Banning participation in future elections for a length of time determined by the CEO, but not exceeding two (2) years.

6.6.2. Begin the process to remove the member as a member in good standing of the Society as determined in the SUS bylaws.

7.0 Appeals

7.1. Any candidate may begin the appeals process at any time within forty eight(48) hours of receiving written notice of the sanction.

7.2. The appeal process begins when the candidate submits a written appeal with all applicable evidence to the CEO.

7.3. Once the appeal has been submitted, the following appeal process is initiated:

7.3.1 A meeting will be struck by the Electoral Committee.

7.3.2 The Electoral Committee will read and review the written appeal of the sanctioned candidate and the CEO's written case decision.



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7.3.3 Neither the sanctioned candidate in question, nor the CEO may be present during the review mentioned in 7.3.3.

7.3.3.1 The Electoral Committee may interview either the sanctioned candidate and/or the CEO regarding the appeal or sanction(s).

7.3.4 Decide by majority vote to overturn or uphold the sanction(s) applied by the CEO within 72 hours, or in such longer time as may be reasonably necessary to conduct interviews.

7.3.5 The Electoral Committee must communicate their decision to the CEO and to the candidate simultaneously.

7.4. If a candidate successfully appeals their removal from an election the CEO must promptly issue a retraction and minimize any impact on the candidate.

7.4.1 If the voting period has already begun, the election for that position will immediately be declared null and void. If possible without affecting other ballots, the poll for the position in question will be removed. A new vote will be held in accordance with the provisions for a tie in an election.

7.4.2 If the voting period has completed, the Chief Electoral Officer declare the election for that position null and void, and hold a new vote in accordance with the provisions for a tie in an election.