

Electoral Oversight Policy

Document ID	Electoral	Type	Electoral
Last Revised	December 17, 2018	Effective Date	December 17, 2018
Authority	Board of Directors	Policy Contact	Chief Electoral Officer (when possible) OR Vice-President Internal

1. Reason for Policy

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 CEO must comply with this policy and the Elections Policy.

2. Policy Statement

This policy is intended to provide guidance to those tasked with the oversight of SUS elections.

3. Scope

This policy applies to the Executive Director, the CEO, the Electoral Appeals Committee and any candidate running in the SUS election or by-election.

4. Definitions

Terms specific to this Policy. Where possible, use terms from the Master Glossary of terms that apply to this policy.

All-Candidates Meeting	means the meeting of the candidates organized by the CEO as defined within this policy
Board	means the SUS Board of Directors as defined in the SUS bylaws
Candidate	any individual that meets the eligibility requirements of SUS elections and intends to run for a position
Campaigning	means any activity or message that serves to promote a Candidate

Committee	the Electoral Appeals Committee, as defined by the Electoral Oversight Policy
Nomination Period	means the period of time during the Elections the electoral period where candidates may self-nominate
SUS	means the Student Union Society at the University of the Fraser Valley
UFV	means the University of the Fraser Valley, in the Lower Mainland, in the Province of British Columbia

5. Procedures

Procedures outline how the policy's requirements will be met.

5.1	
Electoral Oversight Procedure	

5.2 Sub-Heading	
Subject	Procedure
Subject	Procedure

6. Forms

Links to any forms needed to meet the policy's requirements. Use of links recommended, however, forms can also be uploaded directly to the policy page, if necessary.

Title	Link

7. Frequently Asked Questions (FAQ)

Optional: Link to policy owner's webpage containing policy specific FAQs.

8. Responsibilities

List the units or individuals who are responsible for aspects of the policy (e.g., colleges, departments, offices, faculty, students, employees, etc.). Summarize the major responsibilities – the “what” not the “how” of the responsibility. Details of “how” should be in the procedures section.

1.1. Formation of the Electoral Appeals Committee

1.1.1. The Electoral Appeals Committee must be composed of 3 unbiased bodies and is selected and formed by the Executive Director who provides a selection mechanism which is not directly in the hands of the board.

1.1.1.1. In the event that the SUS Executive Director does not select and form an Electoral Appeals Committee due to factors beyond the control of the Society, an Electoral Appeals Committee containing three students may be formed by a two-thirds vote of the SUS Board, selecting from students responding to a call for nominations.

1.2. Hiring a CEO

1.2.1. The most qualified CEO is hired by the Executive Director who provides a selection mechanism which is not directly in the hands of the board.

1.2.1.1. In the event that the SUS Executive Director 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. Duties of the CEO

2.1. Duties of the CEO for the entirety their appointed term are as follows:

2.1.1. Determine the Election or By-Election timeline in accordance with the Elections Policy.

2.1.2. Regularly check and promptly respond to the elections e-mail as appropriate and be in contact with all candidates.

2.1.3. Ensure information is communicated equally amongst candidates, if applicable.

2.1.4. Convene meetings of the Electoral Appeals Committee as necessary, but with at least one initial meeting to inform members of the electoral process and committee expectations.

2.2. Duties of the CEO during the Planning Period in addition to the above are as follows:

2.2.1. Create or update the nomination package for all positions.

2.2.2. Contact UFV Oreg and the Senior Analyst to notify them about the upcoming elections or by-elections.

2.2.3. Act as the authorizing authority for all election notices, publicity and campaign materials regulated by the Elections Policy.

2.2.4. Ensure that all election materials distributed are non-partisan and do not violate any of the SUS bylaws, policies, and/or rules.

2.2.5. Set the time, location, and date for all candidate meetings, Q&A's, mobile polling stations, and all other mandatory elections events.

2.2.6. Ensure that promotional materials are prepared and distributed notifying the student body about the upcoming election.

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

2.3.1. Ensure the promotional materials and nomination packages are distributed and knowledge of the election commencing is spread throughout the student community.

2.3.2. Ensure that no campaigning material is released by candidates.

2.4. The duties of the CEO during the review period as follows:

2.4.1. Review every submitted nomination package and determine if packages are completed in accordance with the requirements outlined in the Nomination Packages and Elections Policy.

2.4.2. Confirm the eligibility of all candidates with fully and correctly completed packages in compliance with SUS bylaws, policies, and/or rules. Such compliance must be done through 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.

2.4.3. Inform each candidate of their eligibility

2.4.4. Provide to SUS the list of successful candidates and their respective positions with their candidate statement for publication on the SUS website.

2.4.5. Provide to the UFV Senior Analyst the list of successful candidate and their respective positions to prepare voting ballots.

2.4.6. Hold the mandatory All-Candidates Meeting for all successful candidates to inform them about the election process and rules.

2.5. The duties of the CEO during the Campaign Period are as follows:

- 2.5.1. Review and authorize or decline all campaign materials and ensure that only approved election materials are being distributed.
- 2.5.2. Ensure that candidates are only campaigning during the Campaign Period.
- 2.5.3. Ensure that UFV, SUS and any off-campus organizations, including clubs and associations, are not campaigning on behalf of any candidate
- 2.5.4. Ensure that candidates submit expense reports by the end of the Campaign Period, with expenses not exceeding \$125 each.

2.6. The duties of the CEO during the Voting and Ratification Period are as follows

- 2.6.1. Ensure that the online ballot is correct, put up, and taken down on time.
- 2.6.2. Ensure that the mobile polling stations are operational and set up as planned.
- 2.6.3. Ensure that no unauthorized mobile polling stations are erected.
- 2.6.4. Ensure that no volunteers, including Electoral Appeals Committee members, are enticing voters to vote for specific candidates
- 2.6.5. Ensure that no candidates, groups, and/or non-candidate individuals are campaigning on behalf of themselves or another candidate during the Voting Period.
- 2.6.6. Ensure that non-partisan authorized materials are distributed to encourage and remind students to vote
- 2.6.7. Deliver and present a report before the ratification of results for the election which must include:
 - 2.6.7.1. The results of the election;
 - 2.6.7.2. All discretionary rulings made, and all sanctions imposed;
 - 2.6.7.3. The general nature of each and every complaint made, ensuring the privacy of every complainant;
 - 2.6.7.4. General recommendations for amendments made to the Election Rules and relevant policies, if any;
 - 2.6.7.5. Recommend whether or not to ratify based on if the election or by-election was found to be free and fair; and
 - 2.6.7.6. Recommendations for elections in the futures, if any.

3. Polling

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STUDENT UNION BUILDING
33844 King Rd Abbotsford BC V2S 7M8
Online: www.ufvsus.ca
Phone: (604) 864 4613



- 3.1. A minimum of one (1) polling station shall be located on both the Abbotsford and CEP campuses.
 - 3.2. These polling stations must be operational during some portion of the Student Union's business hours; exact times should 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 authorized signage during operation.
 - 3.5. Further polling stations beyond the minimum may be added. The decision to add more stations shall be left to the discretion of the CEO.
4. The Ballot Format
 - 4.1. The ballot should be formatted as follows:
 - 4.1.1. Each position contested requires its own ballot section.
 - 4.1.2. Multiple candidates running for the same position must be ordered alphabetically by surname.
 - 4.1.3. Per Canadian federal and provincial protocols, for every position, contested or uncontested, the ballot should contain a list of candidates of which only one can be chosen. If more than one candidate is chosen or no candidates are chosen, the ballot will be considered a "spoiled" ballot and recorded as such.
 - 4.2. The CEO is responsible for ensuring the ballot is accurate
5. Complaints
 - 5.1. Complaints may be made any time during the course of the election or by-election.
 - 5.2. Complaints must be submitted in writing to the CEO.
 - 5.2.1. Complaints must be received confidentially but not anonymously.
 - 5.2.2. The CEO must encourage members to accurately and completely provide all relevant information regarding the complaint, to the best ability of the person(s) submitting the complaint.
 - 5.3. Complaints guarantee a response from the CEO.
6. Sanctions

- 6.1. The CEO must uphold all relevant SUS bylaws, policies, and/or rules and as such must sanction election candidates who are found to be in violation accordingly.
 - 6.2. The CEO may sanction a candidate for SUS bylaw, policy, and/or rule 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 SUS bylaw, policy, and/or rule violation unless the offence is deemed severe enough to elicit a sanction.
 - 6.4. If the severity of the offence elicits a sanction, or the offence continues, the CEO may impose the following sanctions in writing to the violating candidate:
 - 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.
 - 6.4.4. All sanctions imposed will be made public.
 - 6.5. Notwithstanding sections 6.3 and 6.4, the CEO may remove a candidate from the election or by-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 Appeals Committee.
 - 6.6. If a sanctioned candidate is demonstrably hostile towards the CEO, the Electoral Appeals Committee, candidates, or any member of SUS; 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 for future elections and/or by-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 SUS as determined in the SUS bylaws.
7. 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 and received, the following appeals process is initiated;

- 7.3.1. The CEO is mandated to call a meeting of the Electoral Appeals Committee.
- 7.3.2. The Electoral Appeals Committee will read and review the written appeal of the sanctioned candidate and the CEO's written case decision.
- 7.3.3. Neither the sanctioned candidate nor the CEO may be present during the Electoral Appeals Committee meeting.
- 7.3.4. A decision must be made by majority vote to overturn or uphold the sanction(s) applied by the CEO within seventy-two (72) hours (three business days).
- 7.3.5. The Electoral Appeals Committee must email their decision to the CEO and to the candidate simultaneously.
- 7.4. In the instance where a candidate successfully appeals their removal from an election the CEO must promptly issue a retraction and make a reasonable effort to minimize any negative impact on the candidate.
 - 7.4.1. If voting 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 and a new vote shall be held in accordance with the provisions for a tie in an election.
 - 7.4.2. If the voting period has completed, the CEO must declare the election for that position null and void, and hold a new vote in accordance with the provisions for a tie in the election.

9. Enforcement

Description of potential repercussions for those within policy scope who are found in violation of the policy. As much as possible, there should be a prescribed set of consequences for the various *types* and *frequency* of noncompliance that may occur.

Optional: To report suspected instances of noncompliance with this policy, please visit Georgia Tech's *EthicsPoint*, a secure and confidential reporting system, at:
https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

10. Related Information

List related Georgia Tech policy documents, USG-BOR policies, and/or external documents that provide helpful, relevant information to the policy. Use of links is recommended, but appendices and other related documents can also be uploaded directly to the policy page, if necessary.

11. Policy revisions

Date Revised	Author	Description