

# Electoral Oversight Procedure

<b>Document ID</b>	Electoral	<b>Type</b>	Electoral
<b>Last Revised</b>	December 18, 2018	<b>Effective Date</b>	December 18, 2018
<b>Authority</b>	Board of Directors	<b>Policy Contact</b>	Chief Electoral Officer (when possible) OR Vice-President Internal

## 1. Definitions

<b>All-Candidates Meeting</b>	means the meeting of the candidates organized by the CEO as defined within this policy
<b>Board</b>	means the SUS Board of Directors as defined in the SUS bylaws
<b>Candidate</b>	any individual that meets the eligibility requirements of SUS elections and intends to run for a position
<b>Campaigning</b>	means any activity or message that serves to promote a Candidate
<b>Committee</b>	the Electoral Appeals Committee, as defined by the Electoral Oversight Policy
<b>Nomination Period</b>	means the period of time during the Elections the electoral period where candidates may self-nominate
<b>SUS</b>	means the Student Union Society at the University of the Fraser Valley
<b>UFV</b>	means the University of the Fraser Valley, in the Lower Mainland, in the Province of British Columbia

## 2. Procedures

The purpose of this procedure is to ensure consistency and reduce variation of all SUS elections. This procedure details the duties of those tasked with the oversight of SUS elections. All members of the Electoral Committee and the CEO must comply with this procedure, the Electoral Oversight Policy and the Elections Policy

### 1.1. Formation of the Electoral Appeals Committee

The Executive Director puts out a call for nominations and interviews potential candidates for the Electoral Appeals Committee and hires the three (3) most qualified candidates.

In the event that the SUS Executive Director does not receive sufficient nominations for form a full committee or deems the candidates unacceptable, the SUS Executive Director shall inform the SUS Board via email of the situation and seek approval to recruit an Electoral Appeals Committee. The SUS Executive Director must seek approval from the SUS board for the candidates proposed by the SUS Executive Director to make up the Electoral Appeals Committee.

### 1.2. Hiring a CEO

The most qualified CEO is hired by the SUS Executive Director who puts out a call for nominations and interviews potential candidates and hires the most qualified candidate.

In the event that the SUS Executive Director does not receive sufficient nominations for a CEO or deems the CEO candidates unacceptable, the SUS Executive Director shall inform the SUS Board via email of the situation and seek approval to recruit a CEO. The SUS Executive Director must seek approval from the SUS board for the candidate proposed by the SUS Executive Director.

## 2. Duties of the CEO

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

Determine the Election or By-Election timeline in accordance with the Elections Policy while paying special attention to UFV closures and present the timeline to the Board for approval at the appropriate board meeting.

The CEO and the Executive Director shall conduct an initial meeting with the Electoral Appeals Committee to inform members of the electoral process and committee expectations. Arrange and conduct any further meetings as necessary.

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

Create or update the nomination package as follows:

Ensure that the nomination package includes and/or references Elections policies, procedures, and rules.

Update the dates and deadlines.

Ensure there is a package for each position as applicable.

Contact UFV Oreg and the Senior Analyst via email to notify them about the upcoming elections or by-elections. UFV Oreg requires 3 weeks of notice.

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

Contact the Senior Manager of Marketing and Services with the dates of the election or by-election and a marketing timeline.

Authorize all election notices, publicity and campaign materials regulated by the Election Policy while ensuring that all election materials distributed are non-partisan and do not violate any of the SUS bylaws, policies, and/or rules.

Confer with the Executive Director to set the time, location, and date for all candidate meetings, Q&A's, mobile polling stations, and all other mandatory elections events.

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

Contact the Senior Manager of Services and Marketing to ensure that promotional materials and nomination packages are distributed/made available to the student community.

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

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

Email the list of candidates with their respective student number and Elections Eligibility Verification form who have fully completed packages to UFV Oreg. Should UFV refuse to provide any necessary information, the CEO must contact candidates as soon as possible to provide all necessary documentation to verify their eligibility.

At the end of the review period, inform each candidate of their eligibility via email simultaneously.

Email the list of successful candidates and their respective positions with their candidate statement for publication on the SUS website to the Senior Manager of Marketing and Services.

Email the UFV Senior Analyst the list of successful candidates and their respective positions to prepare voting ballots.

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

Create and prepare Q&A questions.

Organize and plan a minimum of two (2) but ideally three (3) Q&A's, one taking place at the Abbotsford UFV and one at CEP in Chilliwack.

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

Review and authorize or decline all campaign materials and ensure that only approved election materials are being distributed. All approved campaign materials must receive a stamp.

At the end of the Campaign Period, ensure that all campaigning materials have been removed and that candidate expenses have not exceeded \$125 each.

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

Ensure that the online ballot is correct, put up, and taken down on time in coordination with the Senior Analyst. Should any issues arise, contact the Senior Analyst at the earliest convenience.

Set up mobile polling stations in high traffic areas such as the SUB Atrium, the SUS office, and/or in front of UFV Oreg with the permission of UFV.

Deliver and present a report using the Report Template found in the CEO Handbook before the ratification of results for the election which must include:

The results of the election by position with the candidates ordered alphabetically by surname. The results must include how many votes each candidate received and spoiled ballots

All discretionary rulings made, and all sanctions imposed;

The general nature of each and every complaint made, ensuring the privacy of every complainant;

General recommendations for amendments made to the Election Rules and relevant policies, if any;

Recommend whether or not to ratify based on if the election or by-election was found to be free and fair; and

Recommendations for elections in the futures, if any.

Update the CEO Handbook to include:

1. Promotional material used.
2. An informal summary of the election or by-election under “History of SUS Elections”

### 3. Polling

Organize with the Senior Manager of Facility Operations that a minimum of one (1) polling station will be located on both the Abbotsford and CEP campuses at some point during Voting Period.

Create signage for the polling stations and ensure the location is in a high traffic area.

Ensure the ballot is accurate prior to the Voting Period.

### 4. Complaints

Complaints must be received confidentially but not anonymously in writing. Anonymous complaints will not be acted upon and disposed of.

Encourage members to accurately and completely provide all relevant information regarding the complaint, to the best ability of the person(s) submitting the complaint.

Respond to every complaint and determine a course of action in a timely manner based on the information provided.

### 5. Sanctions

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:

1. Limit the amount of election materials allowed for a candidate;
2. Remove the election materials for a candidate; or
3. Remove the candidate from the election.

In serious cases the CEO may remove a candidate from the election or by-election for an offence that would prevent the election from continuing as a free and fair process. This must be done with the majority agreement of the Electoral Appeals Committee.

### 3. Forms

#### 5.1

Electoral Oversight  
Policy

Elections Policy

### 4. Related Information

Title	Link