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Note: Amendments were made to this Bylaw on August 2, 2023, as adopted by the Board of Directors following a comprehensive review.

Note: Amendments were made to Section 2 of this Bylaw on April 10, 2024, as adopted by the Board of Directors.

1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

- 1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).
- 1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.
- 1.1.3 CSA Elections Office staff shall report to and be supervised by the President.
 - a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

If the President is intending to run for re-election, they must delegate hiring committee responsibilities for Elections Office staff to another member of the Executive who is not intending to run for re-election.

2.0 Election Periods

2.1 General Election

- 2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

2.1.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

2.2.1 By-Elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

2.2.2 Quorum shall be 10% of the general membership of the applicable constituency.

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 Executive Officer Appointment Process

As outlined in Bylaw 1 Organizational, Section 5.2.3, if for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, using the following process.

2.3.1 If there is a scheduled Board of Directors meeting within three business days of when it is first known that the CSA will be left with less than three Executive Officers, the Board will pass a motion to initiate the Executive Officer Appointment Process. If there is not a scheduled Board of Directors meeting within this timeline, the Executive Committee will be empowered to motion to initiate the process. Notice of this will be immediately provided to the Board of Directors via email by the President.

2.3.2 In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms to advertise the Executive Officer Appointment Process.

2.3.3 The CRO will provide all interested members with nomination forms to seek no less than 50 valid nomination signatures from CSA Members in Good Standing.

- 2.3.4** Candidacy is exclusive, members may seek office for only one position.
- 2.3.5** All current CSA Members in Good Standing are eligible to run in the Executive Officer Appointment Process. In addition, individuals who have served as a CSA Board Director or CSA Executive in the past three academic years are also eligible to run.
- 2.3.6** Nominations will remain open for a minimum of three business days. One additional business day will be granted to collect any remaining signatures for those who submit their nomination forms by the deadline but have less than 50 valid nomination signatures following the verification process .
- 2.3.7** Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a meeting of the Board of Directors to provide a 150-word maximum statement of interest for the position. Board Members will be permitted to ask questions to each candidate following their statement.
- 2.3.8** The Board of Directors will then hold a secret ballot vote where the successful candidate(s) is/are determined by a two-thirds majority vote if running uncontested, and a simple majority vote in the case of multiple candidates for one position. The successful candidate(s) will be subsequently ratified and appointed as Executive Officer(s).
- 2.3.9** If the Executive Officer Appointment Process occurs following the Winter General Election or a Spring By-Election, the vacancies will be filled for the interim until the Fall By-Election is held. If the Executive Officer Appointment Process takes place after a Fall By-Election, or if the Fall By-Election does not produce a successful candidate to fill the role, the appointed Executive will continue to hold the position until April 30 of the current academic year.

2.4 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

- 2.4.1** In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to

take place regarding the vacancies on the Board of Directors;

- 2.4.2 The CRO will provide all interested members with updated nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies;
- 2.4.3 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will have their interest presented at a meeting of the Board of Directors in a 150-word statement; and
- 2.4.4 The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

3.0 Referendum

- 3.1 Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.
- 3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

4.0 Responsibilities of Candidates and Referendum Teams

To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0 Campaigning

- 5.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.
- 5.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules.

6.0 Appeals for Chief Returning Officer Decisions

- 6.1** Any candidate or referendum team member may appeal any decision made by the CRO by contacting the President within 24 hours of the decision being made and submitting the applicable appeal form to the President within 24 hours of receiving the form.
- 6.2** The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.
- 6.3** The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.
- 6.4 Archiving Elections Complaints:**
- 6.4.1** All formal complaints will be kept in their original copy until the end of the election period, whereby they will be destroyed/deleted.
- 6.4.2** Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.
- a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

7.0 Voting Eligibility

- 7.1** All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.
- 7.2** Proxy voting is not permitted.

8.0 Ratification

- 8.1** The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.
- 8.2** If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.