

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



CSA Online Elections Contingency Plan

This document was approved by the CSA Board of Directors on Wednesday, March 15, 2023.

Preamble

The Central Student Association's primary objection is to administer a secure voting process and ensuring the successful Executive and Director candidates are democratically elected. In the event the Board of Directors rules that the online elections have been ascertainably compromised, the CSA Elections must move to the contingency plan, as outlined in CSA Policy Appendix G – Electoral, section 26.0.

The contingency plan outlined in our policy is a paper ballot voting format through publicly known polling station locations on campus. This information is also required to be sent out via mass email to the CSA Membership (Undergraduate students) within 12 hours of the decision to move to the contingency plan. The email shall detail the voting procedure and details of the contingency plan.

For additional information on the policy related to the contingency plan, please reference the policy attached to this package.

Campaigning

The campaign period will run from Monday, March 20, 2023 – Friday, March 24, 2023. Candidates are required to submit their Final Budget Form on Thursday, March 16, 2023, at 4 PM. Recognizing that contingency plan is extending the elections by approximately three weeks, candidates and the referendum team will receive a new campaign budget, with the amounts outlined in the CSA Policy Appendix G – Electoral.

Candidates are not permitted to campaign in-person in the general vicinity of polling stations during the scheduled hours for voting in that location. Polling supervisors will be reporting any breaches to the CRO.

Voting Procedure

Polling stations will have the following information about each candidate accessible to voters:

- The name of each candidate, as it appears on the ballot
- The position each candidate has been nominated
- The candidate's statement of interest
- Information about the "Decline" option on the ballot
- Information about how to properly cast their ballot

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A verification list will be provided by the University; this list includes all undergraduate students eligible to vote and denotes their respective College. Undergraduate students eligible to vote are defined as CSA members in good standing. Individuals not on the list are not eligible to vote in the CSA election. The student list will be divided alphabetically into 4 sections, with OVC students having their own dedicated list. The CSA recognizes OVC student's class schedules do not align with the polling locations and times offered and will be offering three days of polling specifically for OVC students in the OVC Cafeteria. When students arrive at a polling station, they will be asked to show their student ID to a polling clerk, who will confirm they are a undergraduate student noted on the list.

Once confirmed, the polling clerk will issue the student up to three colour-coded ballots: executive candidates, referendum question, and college Director, if applicable. Students will go behind a voting screen to mark their ballots. To vote, students will mark an X beside their chosen candidate, fold their ballots, and deposit it themselves into the ballot box.

If the student voter has made a mistake and marked their ballot incorrectly, they may return the incorrectly marked ballot to the polling clerk supervisor. The polling station supervisor will cancel the ballot and reissue a new ballot. The polling station supervisor will then write "cancelled" on the back of the ballot. The ballot will not be placed in the ballot box but in an envelope for cancelled ballots.

Cancelled ballots are counted after voting closes but are not part of the official results.

Please note: this voting procedure has been adapted from Elections Ontario.

Polling Stations

The locations of the polling stations will be made publicly available to the CSA membership through mass email and other avenues of promotion on campus including but not limited to: CSA Newsletter, UC Banners, Digital Signage, Poster Runs, Class Talks, and Kiosk Rentals.

A polling station will be open every business day between Monday, March 27, 2023, to Wednesday, April 5, 2023, from 10:30 AM – 7 PM to accommodate our undergraduate members to the best of our ability.

Polling Clerks

Polling clerks will be hired in accordance with the applicable temporary help hiring policies. There will be between two to four polling clerks per shift for the duration of the election voting period. A member of the CSA Staff team and/or the Elections Team will serve as the polling station supervisor at all times. Polling clerks will be required to sign a Conflict of Interest and Confidentiality Agreement and will receive training prior to their shift. The list of polling clerks

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will be provided to the CRO to verify the names submitted are not listed as a campaign team member or manager, or a candidate in the election. Polling Clerks will be financially compensated at a rate of \$16 per hour.

Polling Station Locations

The chart below outlines the schedule of polling stations locations and hours during the Elections voting period.

Date	Location	Time
Monday March 27, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	Mountain Hall Pod	4 – 7pm
Tuesday March 28, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	OVC Cafeteria	12-2 PM
	Library First Floor	4 – 7pm
Wednesday March 29, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	OVC Cafeteria	12 – 2 PM
	East Hall Concourse	4 – 7pm
Thursday March 30, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	OVC Cafeteria	12 – 2 PM
	Athletics Entrance	4 – 7pm
Friday March 31, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	Lennox-Addington	4 – 7pm
Monday April 3, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	Athletics Entrance	4 – 7pm
Tuesday April 4, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	Library First Floor	4 – 7pm
Wednesday April 5, 2023	UC Courtyard	10:30 – 1pm
	UC Courtyard	1 – 3:30 pm
	Athletics Entrance	4 – 7pm

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Please note: The polling schedule is subject to changes, which will include but are not limited to extended voting hours, polling stations on weekends, and locations added. Changes will be approved by the Executive Committee, with consultation from the Board of Directors who are invited to attend the next Executive Committee Meeting and require 24 hours' notice. The final schedule for voting will be circulated to the general membership by Friday, March 24, 2023, through a comprehensive promotional strategy.

Rules for Media at Polling Stations

Cameras are not allowed at polling stations to ensure confidentiality of the vote.

Electronic communications devices, including cell phones, are not allowed at polling stations or while voting without prior permission from the polling station supervisor, unless being used to show their student ID or as an accessibility device.

Please note: this voting procedure has been adapted from Elections Ontario.

Elections Timeline

Key Dates	Dates
Mass Email Sent to the CSA Membership (Undergraduate Students)	No later than Thursday, March 16, 2023
Hiring Polling Clerks	Thursday, March 16, 2023 – Wednesday, March 22, 2023
Campaigning Period	Monday, March 20, 2023 – Friday, March 24, 2023
Deadline for candidates to provide Scrutineer to CRO	Friday, March 22, 2023 at 5 PM
CSA Elections Voting Period Opens	Monday, March 27, 2023 at 10:30 AM
CSA Elections Voting Period Closes	Wednesday, April 5, 2023 at 7 PM
Ballot Counting	Wednesday, April 5, 2023 immediately following the close of the voting period
Announcement of Unofficial Election Results	Thursday, April 6, 2023
Ballot Recount Period	Thursday, April 6, 2023 to Thursday, April 13, 2023 at 12 PM

Ballot Information

Candidate Ballots

Names of candidates running for the Executive or Directors will appear on the ballots in the exact form they were ratified by the Executive Committee on Monday, February 27, 2023. The

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order of each candidate name on the ballot will be randomized through the full ballot population. The Chief Returning Officer (CRO) will document the process used and maintain a record of the results. In the case where there is only one candidate running for a Director or Executive Officer position, the ballot shall include a “Yes”, “No”, or “Decline” option.

Referendum Question Ballots

Referendum question ballot shall include a “Yes”, “No”, and “Decline” option. The Referendum question shall appear on the ballot in the exact format they were ratified by the Board of Wednesday, February 15, 2023.

Ballot Counting

The ballot counting process will occur immediately following the close of elections on Wednesday, April 5, 2023 at 7 PM. As outlined in Section 26.0 Online Elections Contingency Plan for Appendix G – Electoral, the ballots shall be counted by the CRO, ARO, the CRO’s supervisor (Policy & Transition Coordinator and CSA President), and at least two polling clerks. It should be noted that one scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team. This information will be provided to the candidates and referendum team.

Candidates are required to submit the name of their scrutineer to the CRO via email by Wednesday, March 22, 2023, at 5 PM. The CRO will verify the name submitted is not listed as a campaign team member or manager. Please note: we will be adapting the guidelines for scrutineers from the Elections Ontario *A Guide for Scrutineers*.

Unofficial Election Results

As per Appendix G – Electoral, Section 22.0 Election Results, candidates who receive a majority of votes in favor of their candidacy will be declared the winner. The election results shall be released by the CRO no later than noon on Thursday, April 6, 2023. The election results will be released to all candidates and referendum teams, Board of Directors, Executive Committee, and CSA staff. The results will be made available on the CSA website.

Recounting the Ballots

Following the close of voting, there is a five-day recount period. The ballot recount period is Thursday, April 6, 2023, to Thursday, April 13, 2023, at 12 PM. For detailed information, please review section 24.0 Auditing / Recounting the Ballots in Appendix G – Electoral.

Paper Ballot Storage

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There will be one to two ballot boxes used per day. New and empty ballot boxes will be used for each day of the voting period. Prior to the opening of the first polling station each day, polling clerks will verify via photos that the ballot box is empty. At the end of each day, the ballot box will be taped, signed by the polling station supervisor, and stored in a secure location. Ballot boxes will be transported by a minimum of two people, consisting of a polling station supervisor and a polling clerk. Photos of the ballot box at the end of the day will be taken. The photos will be provided to the CRO to be included in the Election's Report to the Board of Directors. Following the elections, the ballots will be held in a secure location until Friday, April 28, 2023.

Quorum Considerations

Throughout the execution of the Online Elections Contingency plan, it the priority of the Central Student Association and the CSA Elections Office to the elections are a fair and democratic process. We will make every effort to reach 10% quorum for our candidates and 20% for the referendum question on the ballot. However, we recognize that paper ballot voting may result in a lower voter turnout than online voting, at which point a motion would forward to the Board of Directors for consideration.