Appendix G
Electoral

Central Student Association

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Note:
No revisions to this Policy since 2022 AGM on March 30, 2022.
Policy & Transition Manager
April 5, 2022

1.0 Conflict of Interest (Elections Office Staff)

1.1 A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.

1.2 The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor, who will then report such to the Board of Directors.

1.3 Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.

1.4 In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.

1.5 In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.

1.6 If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.

1.7 If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

2.0 Roles and Responsibilities of the CSA Elections Office

2.1 The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors.

2.2 The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities.

2.3 The CRO is responsible for ensuring all relevant bylaws, policies, and University regulations are available to all candidates prior to campaign commencement.

2.4 The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college.

2.5 The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures.

2.5.1 Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2) business days after the close of nominations to amend and resubmit the package for final validation.

2.6 The CSA Elections Office shall secure a voting system, and if required, polling stations, or voting spaces on campus.

2.7 In collaboration with the President and the Policy & Transition Manager, the Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester.

2.8 The CSA Elections Office shall organize all aspects of the All-Candidates Meeting.

2.9 The CSA Elections Office shall ensure the Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors.

2.10 The CSA Elections Office shall be responsible for the approval of all campaigning material.

2.11 The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process.

2.12 The CSA Elections Office shall prepare any necessary reports for the Board of Directors.

2.13 The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email.

2.14 The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies, and as directed by their supervisor.

2.15 In collaboration with the President and Policy & Transition Manager (PTM), the CRO shall develop an Elections schedule to be included in the Candidates' Package.

2.15.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Promotion and Signature Verification
- Campaigning
- Voting

2.15.2 The Elections Schedule shall consider the following priorities; listed from highest priority to lowest priority:

i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.

ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.

iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Board of Directors Election Roles and Responsibilities

3.1 The CSA Elections Office, in cooperation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.

3.2 The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods.

3.2.1 The campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the semester prior to the commencement of the election process.

3.2.2 Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

3.3 Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.

3.4 Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability & Removal from Office), at the Board's discretion.

4.0 Nominations

4.1 Eligibility

4.1.1 Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.

4.1.2 Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive or Director position, so long as they have been enrolled in a degree program in at least one of the two semesters prior to taking office.

4.1.3 Members in good standing are eligible to nominate another member as a candidate.

4.1.4 Candidacy is exclusive. Members may seek office for only one elected position within the CSA in an election; this applies to both Executive and Director positions.

4.1.5 The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

4.2 Nomination Process

4.2.1 The nomination process for those seeking the office of Executive Officer or Director must abide by the following rules of procedure:

a) The candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office.

b) The candidate must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold.

c) The candidate must collect nomination signatures on the appropriate form outlined by the CSA Elections Office:

- Executive Officer: minimum of 50 verified signatures.
- Directors: minimum of 25 verified signatures.

d) The minimum number of verified signatures in support of their candidacy must be from individuals within their constituency.

e) The candidate shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot, and at Poll Station locations when appropriate. This statement shall be no longer than 150 words.

f) The nominee shall present a refundable deposit in the form of cash, certified cheque or personal cheque.

- The deposit amount shall be determined by the President, in consultation with the Business Manager and Elections Office, and shall not exceed:

  i. Executive Officers: $50.00.
  ii. Directors: $25.00.

- The CRO will include deposit amounts in the Candidates' Package.

4.2.2 All appropriate forms must be completed, and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.2.3 Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all nominators.

In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar's Office. A nominator's signature, student number, as well as confirmation of CSA general membership will be considered verification.

5.0 Withdrawal of Candidates

5.1 A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to, and accepted by, the CSA Elections Office by noon (12:00 pm) one business (1) day before the voting period commences.

5.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

6.0 Referendum

6.1 Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office.

6.2 Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the General Election referenda and shall follow the same format as other questions.

6.3 Notwithstanding subsection 6.2, Referendum questions shall be included during the Elections period as approved by the Board of Directors.

6.4 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

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

6.6 When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model, or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within one (1) business day of receiving the question.

7.0 Standing Referendum Committee (SRC)

7.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2 The Standing Referendum Committee (SRC) shall:

7.2.1 Be comprised of the Chief Returning Officer and at least two Directors.

7.2.2 Receive all submitted referendum questions from the CSA Elections Office.

7.2.3 Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.

7.2.4 Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.

a) If the referendum question is a joint initiative, then the SRC recommendations will be considered by the CSA Board of Directors, who will then, by resolution, make wording recommendations to all parties involved in the referendum for consideration.

7.2.5 Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

8.0 Referendum Fee Schedule and Expenses

8.1 Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Officers acting in pursuance of their respective duties.

8.2 All Recognized Student Organizations and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

8.2.1 Recognized Student Organizations (RSO) include:

- Special Status Groups
- Primary Student Organizations
- Accredited Student Organizations
- Student Service Groups (examples: The Ontarion, CFRU)

8.3 Each group sponsoring a referendum question shall present a refundable deposit of $50 in the form of cash or certified cheque before campaigning can begin.

8.4 A referendum fee of $300 will be billed to any non-student external organizations, and university departments and programs using CSA Electoral services.

9.0 Referendum Question Petition Collection

9.1 Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.

9.2 Once a question has been approved by the Standing Referendum Committee (SRC), the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.

9.3 The collection of petitions for any referendum question must abide by the following rules of procedure:

9.3.1 Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.

9.3.2 Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply.

9.4 Petitioning for signatures shall not be considered campaigning.

10.0 Ratification of Referendum Questions

10.1 The final ratification date for referendum questions will be the last Board meeting of the General Election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.

10.2 The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.

10.3 Referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.

10.4 Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator

acting under the supervision of an Executive Officer in pursuance with their respective duties.

10.5 In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved Referendum Team at the meeting.

10.6 The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team's presence.

If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.7 There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0 Responsibilities of Candidates & Referendum Teams

11.1 To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.

11.2 To be prepared to attend Board meetings, as requested, during the course of elections.

11.3 To attend the All-Candidates Meeting called by the CRO and to participate in any All-Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.

11.4 To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO.

11.5 No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

12.0 All-Candidates Meeting

12.1 All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer within 24 hours of the meeting.

12.2 For an authorized representative to be valid, they must notify the CRO prior to the meeting, and possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3 Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.

12.4 The topics at the All-Candidates Meeting shall include, but are not limited to:

a) the elections process as outlined in the CSA Bylaws and Policies;

b) the elections schedule; and

c) the duties and functions of the Elections officials.

12.5 Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

12.6 It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

13.0 Campaigning

13.1 All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.

13.2 A list of official campaigners for each candidate or referendum team shall be provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.

13.3 Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period.

13.4 Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.

13.5 No Election candidate's campaigning shall take place before the nomination period and before the start of the campaigning period.

13.6 Any current member of the Board, staff, volunteers, or committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.

13.7 It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.

13.8 All campaign materials and/or advertisements must be authorized by the CRO and/or ARO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. (See Section 14.2.4)

13.9 All recyclable campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."

13.10 No campaigning of any form related to specific candidates or referendum teams is permitted within CSA offices or CSA service areas unless otherwise approved by the CRO.

13.11 Candidates or referendum teams must receive permission from the presiding professor/ lecturer/ faculty member(s) prior to campaigning within a classroom.

13.12 Campaigning is not allowed within individual Student Residences or within the Library unless approved by the CRO.

13.13 Candidates are not entitled to use in their campaign, any service or monies,

conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.14 Campaigning during voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

13.15 Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event.

13.15.1 Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.

13.16 CSA staff shall not promote or support Executive Officer or Director candidates in any way; this included letters of recommendation, and commenting and sharing on social media posts.

14.0 Campaign Regulations

14.1 In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.

14.2 The Practice of Campaigning

14.2.1 The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

14.2.2 Stickers are banned from use for the reason of expensive cleanup and repainting of structures.

14.2.3 All campaigning must be done in accordance with relevant University solicitation regulations.

a) The CRO shall have relevant University solicitation regulations available for candidates upon request.

14.2.4 All print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)

a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.

14.2.5 No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

14.2.6 The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

14.2.7 Collecting candidate signatures in pursuance of Bylaw 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

14.2.8 Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (e.g., printing, materials, supplies, etc.) or other financial support.

14.3 Termination to Campaigning

14.3.1 Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting.

14.3.2 Campaigning is strictly prohibited outside the designated campaign period.

14.3.3 Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

15.0 ListServ

15.1 For all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

15.2 For all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election or question in a referendum, sent by a candidate, individual or organization.

15.3 Candidates and Referendum Teams are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

15.4 All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

15.5 It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent.

15.6 All campaign emails are subject to CRO approval before being sent. It is the Candidate's responsibility to ensure ListServ emails are sent only to publicly-accessible lists with written consent of the ListServ Administrator.

16.0 Expenses

16.1 Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

16.2 Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form within 48 hours after the close of the polls (weekends and statutory holidays included).

16.3 All organizations who put forth a referendum question, and all candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

16.4 All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

16.5 If a referendum question is sponsored by an Executive, or their fee schedule permits, the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of $300.

16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

17.0 Campaign Expense Limits

17.1 The campaign expense limit for Executive Officer candidates is $200.

17.2 The campaign expense limit for Director candidates is $75.

17.3 To be covered by the CSA, all Referendum Teams, regardless of fee schedule, will have a campaign expense limit of $300.

17.4 The CSA will bear the expense of all Executive Officer and Director candidates.

18.0 Penalties for Infractions

18.1 The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

18.2 The CRO is empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved Candidates' Package.

18.3 Specific electoral policy guidelines and campaign infractions, outlined in the Candidates' Package, from which the CRO will make their decisions, must be adopted by the CSA Board of Directors at a Board Meeting in the semester during which the election will be held, and prior to the commencement of such election period.

18.4 Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

18.5 Failure to comply with applicable CSA Bylaws and Policies could result in the invalidation of a referendum question or individual's candidacy, as determined by the CRO, as per electoral guidelines, outlined in the Candidates' Package, as adopted by the Board of Directors.

18.6 Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

18.7 In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone. The CRO shall keep a written record of attempts made.

18.8 The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

19.0 Appeals for Chief Returning Officer (CRO) Decisions

19.1 The process for appealing a decision made by the CSA Elections Office is as follows:

a) An attempt must be made to address the issue or concerns directly with the CRO.

b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President.

c) The President will submit this form to the Electoral Appeals Board.

d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

20.0 Voting Process: Format of Ballots

20.1 Candidate Ballots

20.1.1 Each candidate race will appear on a separate ballot sheet.

20.1.2 Names of candidates running for the Executive or Directors shall appear on the ballots in the exact form they were ratified by the Board.

20.1.3 The order of each candidate name on the ballot will be randomized through the full ballot population. The CRO shall document the process used and maintain a record of results.

20.1.4 In the case where there is only one candidate running for a Director or Executive Officer position, the ballot, shall include a “Yes” or “No” option.

20.1.5 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

20.1.6 The CRO will ensure that information explaining the “Decline” option is posted at each polling station and on the electronic ballot.

20.2 Referendum Question Ballots

20.2.1 Referendum question ballots shall include a “Yes” or “No” option.

20.2.2 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.

20.2.3 Referendum question shall appear on the ballot in the exact format they were ratified by the Board.

20.2.4 Each referendum question will appear on a separate ballot sheet.

21.0 Voting Process: Polling Stations

Preamble

The following shall be used when polling stations are required for a CSA election.

21.1 There shall be at least one polling station per day during the voting period for any election.

21.2 Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

21.3 Polling stations shall include the following information about each candidate accessible to voters:

a) The name of each candidate, as it appears on the ballot.

b) The position each candidate has been nominated for.

c) The candidate’s statement of interest.

d) Information about the “Decline” option on the ballot.

e) Information about how to properly cast your ballot.

22.0 Election Results

22.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

22.2 Candidates who undergo a “Yes” or “No” vote and receive a majority of “Yes” votes shall be declared a winner.

22.3 Should a candidate who is running unopposed receive a majority of “No” votes, this position shall remain vacant and a by-election will be called.

22.4 In the event that a “Decline” option records more votes than a winning candidate, a by-election will be called within one month. In the event that a “Decline” option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

22.5 In the event that a “Decline” option records more votes than a winning referendum option, that referendum is deemed to have failed.

23.0 Ballot Counting Process

23.1 The ballot counting process shall commence no later than 24 hours after the polls officially close.

24.0 Auditing / Recounting the Ballots

24.1 An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

24.2 A recount is in reference to a review of the voting results and a recounting of cast ballots.

24.3 Following the close of the voting period, there shall be a five (5) day audit/recount period.

24.4 The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five (5) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19.0 of this policy (Appeals for CRO Decisions).

24.5 An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.

24.6 The CRO will accept appeals for an audit/recount during this fie (5) day period following the posting of the results.

24.7 A request for an audit/recount of the ballots must be submitted in writing to the CRO, and copied to the President, within the five (5) day period. A request should clearly state the reasons behind such a request and all evidence.

24.8 During the five (5) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

24.9 The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five (5) day period.

24.10 Successful candidates will be ratified only after this five (5) day period.

24.11 The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least five years.

24.12 If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

25.0 Announcements of the Results

25.1 The CRO shall release the election results of the election no later than noon, on the first business day after the close of the voting period.

25.2 The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

25.3 The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

26.0 Online Elections Contingency Plan

26.1 In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

26.2 In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

26.3 Voting will be conducted via paper balloting.

26.4 The format of the ballots will be as outlined in Appendix G, Section 20.

26.5 The Online Elections Contingency Plan will include the location of polling locations on campus.

26.6 Counting of the ballots will be as outlined below:

a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting.

b) The ballots shall be counted by the CRO, the ARO, the CRO's supervisor, at least two polling clerks.

c) 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.

d) Recounting of the ballots will be as outlined in Appendix G, Section 24. 0.

27.0 Elections Appeals Board (EAB)

27.1 Mandate of the Board

27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.

27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.

a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

27.3 Membership of the Board

27.3.1 The Elections Appeals Board (EAB) shall consist of:

a) Three Directors; and

b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.

27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:

a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.

b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.

c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion

27.3.4 Advertising to, and the selection process of General Members of the CSA to sit on the EAB shall take into consideration candidate equity.

A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates.

Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, aboriginal people, queer people, persons with disabilities, and international students.

a) The membership of the EAB shall consist of no less than 40% women-identified individuals.

27.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates.

27.4 Meetings of the Board

27.4.1 Quorum for EAB meetings shall be set at three (3) members.

27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three (3) meetings during campaign and voting periods.

27.4.4 The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

27.4.6 The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the candidate or referendum team questions.

a) If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.