THE ELECTORAL CODE POLICY

The Electoral Code

1.0 Preamble

Carleton University Students Association (the Association, or CUSA) is a democratically elected body which exists for the benefit of its members.

Elections and referenda conducted by the Association should always be conducted with this aim in mind and therefore must be, and be seen to be, transparent, free and fair.

The conduct of elections and the electoral process must be honest and not operated to favour, or hinder, any candidate or party, in order for an election to be credible.

To this end, the Association has a system of rules to govern the electoral process, which constitute the Electoral Code (the Code), laid out in this document.

The Code and its terms apply to candidates, referendum committees, the elections office and all other ‘active’ supporters (an ‘active’ supporter being anyone who, verbally, in writing, through social media, or by any other means attempts to influence the vote of another member).

All parties involved accept full responsibility for following the Code and for ensuring that the Code is fully observed in letter and in spirit.

1.1 Scope

This code governs the elections for the following:

a. President of CUSA
b. Vice President Finance
c. Vice President Internal
d. Vice President Student Life
e. Vice President Student Services
f. Vice President Student Issues
g. CUSA Council Constituency representatives
h. Referenda

1.2 Definitions:

a. “CEO” refers to the position of Chief Electoral Officer.
b. “DEO” refers to the position of Deputy Electoral Officer.
c. “Elections Office” refers to the CEO, DEOs, Electoral Board, and Poll Management Supervisors collectively.
d. “Candidate” shall for the purposes of this policy, refer to: an individual seeking the office of the President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, Vice President Student Issues, or any other of the Constituency Representative positions of CUSA Council; or the Chair of a YES or NO committee for any referendum.
e. “Polling period” refers to the period from when polls open on the first day of voting to when polls close on the last day of voting.
f. Campaigning shall be defined as the process of distributing, advertising, exhibiting, presenting, broadcasting, soliciting, or making any sign or gesture so as to exhort or convince any member of the Association to support by ballot or any other means, any candidate in an election, by-election, recall, or
referendum. Advertising is interpreted to include any type of publicity that directly promotes or opposes the election of a candidate.

2.0 Hiring and Appointment of CEO and DEO

2.1 The position of CEO and DEO shall be posted under the terms of the CUSA HR Policy.

2.2 The hiring board shall make recommendations to CUSA Council for each position. No position may be hired for until recommendations for the position are ratified by CUSA Council. Each position shall include a top recommendation and two alternates for CUSA Council to choose from.

2.3 If CUSA Council does not approve of the hiring boards recommendation or their alternates, they should refuse to ratify the positions and a new hiring process should be initiated, including a new posting.

3.0 Chief Electoral Officer

3.1 The CEO shall be a neutral member of the Association. The CEO shall be ratified by a majority vote of CUSA Council, and shall be accountable to Council.

3.2 The CEO shall be the senior administrative officer in respect to the elections, byelections, recall or referenda and shall have charge of the administrative duties of the Elections Office which shall be comprised of all officers and employees engaged by him/her.

3.3 The CEO shall be entrusted to:

a. Conduct elections, by-elections, recall and referenda in an honourable, fair and thorough manner, and shall not exhibit or exercise any political or other bias in favour of, or against, any candidate and shall ensure compliance by any officer or employee of their office.

b. Prior to the elections, execute the specific provisions of the Consolidated Electoral Code and make any administrative decisions that will facilitate the smooth running of the elections, by-elections, recall or referenda.

c. Ensure that the University Community is aware of any election, by-election, recall or referenda.

d. Ensure that any directives from CUSA Council are incorporated into the electoral process.

e. Declare a conflict of interest, should one occur, and relinquish any authority or decision making power with regards to the CEO’s conflict of interest to a DEO who is not in a conflict of interest.

f. Forward all charges of electoral misconduct brought against any candidate and report it to the chair of the Electoral Board.

g. Hire, train and supervise such officers, including poll management supervisors, and any other employees that are deemed necessary to conduct the affairs of the elections office.

h. Ensure that all rulings of the Electoral Board are made known to all candidates and members of the Association within two (2) business days.

i. Ensure that the Elections Office be made available to Elections’ officials and candidates on official business only.

j. Ensure that the location and the amount of poster areas available for candidates use is made public before the closing of nominations and at the all candidates meeting.

3.4 The Chief Electoral Officer shall be empowered to:

a. Contract any good or service in the name of CUSA, which will facilitate the smooth running of their office or election, by-election, recall or referendum.

b. Exercise and delegate all powers of the Tunnel Authority as they relate to election, by-election, recall or referendum.

c. Grant refund to candidates.

d. Shall be empowered to make administrative decisions not defined in the Electoral Code. These decisions are subject to appeals to the Electoral Board.
3.5 The term of Office of the CEO shall be from ratification by CUSA Council until the subsequent April 30th, or such time when notification of resignation is given by the CEO, in writing to the Chair of CUSA Council, or a vote to remove the CEO has taken place with 2/3 (two-thirds) of all members of Council in favour.

4.0 Deputy Electoral Officers

4.1 Council shall appoint a member(s) of the Association to act as the DEO(s) to facilitate the election, by-election, recall, or referenda.

4.2 The DEO(s) shall have the power to perform any of the duties of the CEO in the event of absence or incapacity of the latter, subject to any written directives of the CEO.

4.3 The DEO(s) shall serve as the deputy supervisors of any election staff, which may be required to fulfill the specific requirements of the Electoral Code.

4.4 The DEO(s) shall assist the CEO in facilitating the day to day operations of any election, by-election, recall, or referendum, subject to any directives from the CEO.

5.0 Electoral Board

5.1 The Electoral Board shall be made up of five (5) neutral individuals each with voting rights and shall be struck by CUSA Council at or before the presentation of the writ of election or referenda.

5.2 The University Ombudsperson shall serve as the impartial chair of the Electoral Board.

5.3 Council shall appoint four neutral members of the Association, none of which may be an Executive member or Constituency Representative, to fill the remaining four spaces.

5.4 Decisions of the Electoral Board shall be made by majority vote.

5.5 The Ombudsperson shall hold a discretionary overriding vote in circumstances that he or she determines may have an adverse effect on the integrity or fairness of the electoral or referendum process.

5.6 Quorum for the Electoral Board shall be three (3) members with voting status.

5.7 The Electoral Board shall have authority, subject to appeal to the Constitutional Board, over all matters of discipline, interpretation of the Electoral Code, any actions taken by the CEO and any and all other matters relating to elections, by-elections, recall or referenda that may be appealed to the Board by any member of the Association.

5.8 The Electoral Board is empowered to determine and carry out the electoral process, should extenuating circumstances prevent the completion by ordinary or legislated means by any means it deems fit.

5.9 Members of the Electoral Board shall be entitled to an honourarium as set out by Council.

6.0 General Elections

6.1 The CEO shall present the Writ of Elections to CUSA Council announcing the intention to conduct the General Elections on the dates set forth. The Writ of General Elections shall also contain budget information for the elections, an announcement of expense limits for candidates, and a complete schedule for the election period. CUSA Council shall consider this Writ as the first item of regular business after passage of the agenda. The Writ shall stand unless altered by CUSA Council.

6.2 The Election process shall begin immediately following the Christmas break.
7.0 By-elections

7.1 The CEO shall conduct a by-election to fill vacancies in the seats of President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, or Vice President Student Issues.

7.2 By-elections may not be held in the summer term.

7.3 Vacancies occurring in the summer term shall be filled in a September by-election.

7.4 Vacancies occurring after the beginning of the Fall term shall be filled by a by-election held within one month of the vacancy.

7.5 Vacancies occurring during the Winter term shall be automatically filled by the incoming executive elected during the General Election.

7.6 By-elections shall be announced and scheduled in the same manner as General Elections.

7.7 By-elections shall be scheduled to avoid conflicting with the examination period as much as possible.

7.8 By-elections shall be conducted solely online. No posters, handbills or other physical campaign materials shall be permitted. Voting shall be conducted online.

8.0 Recall

8.1 The CEO shall present the Writ of Recall to CUSA Council announcing the intention to conduct a referendum of Recall on the dates set forth. The Writ of Recall shall also contain budget information for the elections, an announcement of expense limits for candidates, and the dates of the opening and closing of nominations. CUSA Council shall consider this Writ as the first item of regular business after passage of the agenda. The Writ shall stand unless altered by CUSA Council.

8.2 The Writ of Recall shall state the question to be asked.

8.3 The Question shall read: Shall (name of person) continue to hold the office of (name of office) on CUSA Council?" The Question shall be answered YES or NO.

9.0 Referenda

9.1 The CEO shall present the Writ of Referenda to Students’ Council announcing the intention to conduct a referendum on the dates set forth. The Writ of Referenda shall also contain estimated budget information for the referendum. Students’ Council shall consider this Writ of Referenda as the first item of regular business after passage of the agenda, unless the first item of business is a writ of election or recall whereupon the writ of referendum shall be the second item. The Writ shall stand unless altered by CUSA Council.

9.2 Referenda questions must be submitted to the Chair of the Constitution and Policy Committee on or before December 31st. The Constitution and Policy committee will consider the questions and make recommendations to the CEO who will then present both the writ of referendum and the recommendations of the Constitution and Policy Committee to CUSA Council.

9.3 CUSA Council shall have the ability to amend the writ of referendum.

9.4 The question shall be stated in such a way that it can be answered, YES or NO.
9.5 Any referendum question dealing with the collection, alteration, and / or reimbursement of student fees shall require a nomination supporting such a referendum question signed by no less than one thousand (1000) student, or 10% of those eligible to vote on the question, whichever shall be less.

10.0 YES and NO Committees for Recall and Referendum Votes

10.1 There shall be only one (1) YES committee and one (1) NO Committee, for each referendum and/or recall question.

10.2 The CEO shall announce the date and time of the first meetings of the YES and NO committees in the campus media and through any other means they deem necessary.

10.3 YES committees of questions dealing with a CUSA based levy are to be managed by the area manager of the group that may be receiving the levy.

10.4 All members of YES and NO committees must be members of the Association. If a referendum question deals with an organization outside of CUSA, that organization may select a member of the Association to act on their behalf for the purposes of the referendum.

11.0 Nominations

11.1 Nominations shall be entered on a form specified by the CEO and shall be submitted to the CEO by the end of the Nomination Period.

11.2 The Nomination Period for any election shall be comprised of two (2) to three (3) consecutive business days, and shall commence as published in the Writ of Election.

11.3 A nominee must be a member of the constituency to which they are being nominated and the nomination form must include their student number, contact information and the name of the nominator who must be a student from the same constituency and may be the nominee.

11.4 Nominees must accept nomination at the all candidates meeting by placing their signature at the bottom of a nomination confirmation letter provided by the CEO.

11.5 To be eligible for nomination for any position in CUSA, nominees must not be indebted to CUSA.

11.6 Each nominee must be nominated by the requisite number of nominators in their constituency, all of whom:

a. Can nominate as many individuals for any position in their constituency as they wish.
b. Be registered such that, at that time, they are a bona fide member of that constituency, and;c. Clearly and legibly place their name and correct student number on the nominator form.

11.7 No nominator may withdraw their nomination of a nominee after they have signed that nominee’s form, unless:

a. Between the time they signed the form and the end of the Validation Period, they cease to qualify as a valid nominator.
b. The Nominee agrees to allow the student to withdraw their nomination.

11.8 Nominations for President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, and Vice President Student Issues shall contain one hundred (100) signatures of Members of the Association.

11.9 Nominations for the Constituency Representatives shall contain the equivalent of two (2) signatures for every seat allotted to the constituency (i.e. for 10 Arts and Social Science seats, 20
signatures would be required). Special Students need only submit an application to become a candidate.

12.0 Validation Period

12.1 A maximum of two (2) business days occurring after the end of the Nomination Period and before the Campaign Period shall be known as the Validation Period. On the final day of the Validation Period, the CEO shall declare which nominees have been validated. These people shall comprise the candidate list.

12.2 The CEO, or their designate, shall supervise the validation process in cooperation with the registrar’s office. Only nominees with sufficient number of valid signatures shall be declared valid candidates.

12.3 Upon the declaration of the candidate list by the CEO, the campaign period shall be considered open.

13.0 Campaigning

13.1 There shall be a period of five (5) business days in the campaign period before the polls open.

13.2 The CEO must hold two (2) public debates both of which shall include an executive debate and one of which will allow time for a council debate if there is sufficient interest.

13.3 All public debates must be streamed live on CUSA Live.

13.4 The CEO shall ensure that an election supplement will be published by the Charlatan and other media (where applicable) in print or online and distributed before the first day of polling. The CEO shall refuse any submission to the Election Supplement that violates the CUSA constitution, Bylaws, or Policies.

13.5 All campaign materials used in the election shall clearly indicate the candidate’s name and the position they are running for.

13.6 All campaign material shall be submitted first for approval of the CEO. Approval of the CEO shall be denoted by a stamp of the Office of the CEO, which shall appear on all material. The CEO shall refuse any item if, in the opinion of the CEO, the material contravenes the CUSA Constitution, Bylaws or Policies, is libelous, or if the material does not clearly identify its originator(s).

13.7 Posters shall be restricted to areas determined by the CEO. The poster areas shall be clearly marked by the CEO and shall be large enough to accommodate one (1) poster from each candidate per race. All poster areas shall contain designated spaces reserved for each of the Executive positions. No candidate may have more than one (1) poster in each designated area at a time.

13.8 The CEO, at their discretion, is to make use of a list of set minimum prices for all campaign material. Tape and other basic office supplies are exempt.

13.9 Personal e-mail contact lists need not be shared with the Elections Office.

13.10 E-mail contact lists obtained by professional means may not be used for campaigning.

13.11 Professors and other non-student university employees are respectfully requested to not directly endorse or support any candidate or referendum committee or use their position of authority to unduly influence the electoral process.

13.12 Distribution or display of campaign material is not allowed during the polling period with the exception of posters in their designated areas and any form of online campaigning.
13.13 Candidates are to campaign in a fair and respectable fashion, as defined by the Carleton University Human Rights Code.

13.14 Campaign material in the form of stickers may not be used at any point during the campaign.

13.15 The use of Audio/Video campaign material is permitted. This includes but is not limited to Youtube videos, flash on websites, campaign songs, etc.

14.0 Slates

14.1 Candidates for Executive positions (President, Vice-President Finance, Vice-President for Internal Affairs, Vice-President for Student Life, Vice-President for Student Services, and Vice-President for Student Issues) are permitted to work together and organize a slate to further their individual campaigns.

14.2 A Slate will be defined as a group of two (2) to six (6) individuals, campaigning for different Executive positions, who share a common vision.

14.3 Slates are prohibited in elections for Constituency Representatives.

14.4 Candidates must inform the CEO of their membership in a slate on their nomination forms.

14.5 Candidates may make reference to the slate to which they belong in their campaign materials.

14.6 Each member of a slate shall receive discipline on an individual basis.

14.7 All members of a slate may share common campaign materials.

15.0 Procedure for Disqualification

15.1 Campaigning candidates and their workers shall be entitled to conduct their campaigns so as to reach the maximum number of students as long as they do not commit an Electoral Offence. These offences include:

a. Interfering with the operation of seminars, laboratories, offices, other normal functions of the University or addressing a class without prior permission of the instructor.

b. Campaigning within the CUSA Main Office, the Associations’ Service Centres or CUSA Businesses.

c. Campaigning in the CUSA Hallways on the fourth floor University Centre.

d. Damaging or defacing any other candidates, campaigners or CUSA property.

e. Disrupting the operation of any part of the Residence complex.

f. Use of physical violence against any person on campus.

g. Disrupting any RRRA operation, service, or activity.

h. Campaigning within Residence Buildings.

i. Campaigning, or leaving campaigning materials in any commercial area.

j. Disrupting any operation of the Electoral Office.

k. Campaigning within fifteen (15) meters of a Polling Station.

l. Postering outside of the designated postering area. Exceptions shall be made in the case of insufficient room being provided, no candidate shall be denied space to place their poster.

m. Distributing campaign material during the polling period.

n. Breaching the Carleton University Human Rights Code.

o. Using campaign material that violates the electoral code.

p. Allowing individuals who are not members of the Association to campaign, on campus, on their behalf.

15.2 Electoral Warnings:
a. All electoral warnings are appealable to the Electoral Committee and all decisions of the Electoral Committee are appealable to the Constitutional Board.

b. Appeals of all electoral warnings to the Electoral Board must be made within seven (7) days of receiving the written notice of the electoral violation unless the chair of the Electoral Board grants an extension in writing.

c. A candidate may not receive multiple electoral warnings for the same offence without being given notice of the first and being given sufficient time to correct the behavior.

d. The committing of an Electoral Offence shall result in an immediate verbal or written warning to that candidate by the CEO. The CEO shall document the incident, and issue written notice to the charged candidate to within twenty-four (24) hours of giving the initial warning.

e. A second Electoral Offence shall result in a loss of any amount of refund of the candidate’s expenses for that candidate. The CEO will then subsequently document the incident, and issue the charged candidate written notice to that effect. In the case of a referendum committee, the warning and subsequent written notice shall be given to the chair of the committee.

f. A third Electoral Offence shall result in disqualification of the candidate pending exhaustion of the appeal process. Upon issuing a third offence, the CEO shall issue written notice of the offence to the charged candidate. This notice shall include details of the charge and consequences of the charge. In the case of a referendum committee, the warning and subsequent written notice shall be given to the chair of the committee.

g. There is no obligation on the part of a candidate or referendum committee to cease their campaign until all avenues of appeal have been exhausted.

h. Complaints to the CEO about actions that are Electoral Offences must be made within 24 hours of the incident and Electoral Warnings by the CEO must be published within 24 hours of the ruling.

15.3 Immediate disqualification shall result should the candidate or his/her workers:

a. Fail to present a final report of expenditures to the CEO.

b. Exceed the maximum allowable expenditures.

c. Present a fraudulent or inaccurate final report of expenditures to the CEO.

d. Attempt to, or tamper with the ballots or electronic polling system.

e. Attempt to, or solicit the aid of any member of the Electoral Office to tamper with the ballots or electronic polling system.

15.4 The process to charge a candidate or campaign worker with violation of the rules is as follows:

a. The charge is presented to the CEO in writing.

b. The CEO shall inform the accused candidate or committee chair of the allegation in writing.

c. The CEO shall then conduct an initial investigation into the charge.

d. The findings of the CEO shall be posted on the elections website and returned to the accuser and the accused in writing.

e. Decisions of the CEO may be appealed to the Electoral Board.

f. The Electoral Board shall return a written decision on each appeal explaining the reasoning of the board. Dissenting opinions shall be published as a minority report.

g. Decisions of the Electoral Board may be appealed to the Constitutional Board.

h. The Constitutional Board shall return a written decision on each appeal explaining the reasoning of the board. Dissenting opinions shall be published as a minority report.

16.0 Disciplining of Referenda Committees
16.1 YES Committees that deal with a requested levy:
   a. The first offence by a yes committee will result in a warning.
   b. The second offence will result in the withholding of five (5) percent of the requested levy.
   c. The third offence will result in the withholding of ten (10) percent of the requested levy.
   d. The fourth offence will result in the withholding of thirty (30) percent of the requested levy.
   e. The fifth offence will result in the withholding of sixty (60) percent of the requested levy.
   f. The sixth and final offence will result in the withholding of one hundred (100) percent of the requested levy, immediate disqualification and loss of re-imbursement of funds spent campaigning.

16.2 All other referenda committees:
   a. The first offense will result in a warning
   b. The second offense will result in the loss of fifty (50) percent of any possible reimbursement
   c. The third offense will result in the loss of approved campaign materials up to fifty (50) percent of the agreed upon flyers and posters
   d. The forth offense will result in the withholding of five (5) percent of votes favourable to the offending referenda campaign
   e. The fifth offense will result in the withholding of ten (10) percent of votes favorable to the offending referenda campaign
   f. The sixth and final offense will result in the withholding of one hundred (100) percent of the re-imbursement of funds spent campaigning and immediate disqualification.

17.0 Expenses

17.1 The CEO prior to each election period shall determine total allowable expenditures for each candidate contesting the position of President, Vice-President Finance, Vice-President Internal Affairs, Vice-President Student Life, Vice-President Student Services, and Vice-President Student Issues or any other position elected at large.

17.2 Each candidate shall account for all their expenses in support of their campaign.

17.3 All election expenses shall be accounted for in actual Canadian dollars including tax.

17.4 The CEO shall be empowered to grant refunds to candidates for their election expenses, following the receipt of all financial documents from the candidates and the declaration of the election results. Such a refund shall be no more than 50% (fifty percent) of the candidate’s actual expense.

17.5 A final, complete and accurate report of all expenditures made, including all receipts and other evidence of expenditures shall be presented to the CEO before the polls close on the final day of balloting.

17.6 If the candidate has incurred no expenses, then any report shall state such.

17.7 The CEO shall be empowered to grant each referendum committee a refund not exceeding 100% (one hundred percent) of the total expense limit.

18.0 Voting Entitlement

18.1 An eligible voter is entitled to vote once, and only once, for each of the positions of the President, Vice President Finance, Vice President Internal, Vice President Student Life, Vice President Student Services, and Vice President Student Issues and to vote for as many Constituency Representatives in their Constituency as there are seats allotted at the time of the elections.

18.2 The following are ineligible to vote:
a. The Chief Electoral Officer
b. The Deputy Electoral Officers
c. The members of the Electoral Board
d. All Honourary Members

18.3 In a vote of Recall, only members of the Association in the affected constituency shall be considered eligible to vote.

18.4 Only members of the Association who present their valid Carleton University Student Identification Card or in the case of electronic voting sign in to the correct voting software are eligible to cast their vote.

19.0 Ballots

19.1 All ballots shall be electronic.

19.2 All ballots shall be clear and legible.

19.3 Candidates may voluntarily withdraw from the ballot until twenty four (24) hours before balloting begins. Withdrawals must be submitted in writing. Notice of the withdrawal must be included on the voting system before or on the voting page.

19.4 Names of all candidates shall appear on the ballot in alphabetical order of their legal surnames.

19.5 The use of commonly used middle, shortened given, or other parental surnames shall be allowed.

19.6 In certain cases at the discretion of the Electoral Board, names different from given names or surnames shall be allowed for clarity because of cultural reasons or gender identity.

19.7 Acronyms shall not be allowed as names. Acronyms of given names may be appended in parenthesis after the given name on the ballot.

19.8 The ballot shall clearly indicate how many positions are for election and will inform the voter on the number of candidates for whom he/she may vote.

19.9 Appropriate accommodations shall be made by the Chief Electoral Officer for students with disabilities. The Chief Electoral Officer may seek the assistance of the Paul Menton Centre and CDAC to select and provide appropriate accommodations.

20.0 Polling

20.1 The polling locations for a General Election, or Referendum shall include at least the following locations and minimum numbers of polling stations accorded to each location:

a. Two (2) stations in the Loeb Building (tunnel level).
b. Two (2) stations in the atrium.
c. Two (2) stations in Residence Commons.
d. One (1) station in the Minto Center (outside Bell Theater).
e. One (2) stations at the tunnel junction between Steacie and Herzberg Laboratories Buildings.
f. Two (2) stations in the tunnels outside the entrance to the MacOdrum Library.
g. One (1) station in the River Building first floor lobby.
h. Other locations shall be included at the discretion of the CEO.

20.2 The polling locations for recall referenda shall be created at the discretion of the CEO or by the direction of Council.
20.3 There shall be two (2) Poll Management Supervisor at each polling location.

20.4 The Poll Management Supervisor shall be responsible for conduct of the polling station.

20.5 On campus polling shall take place on two (2) consecutive business days, for all elections and/or referenda. All voting schedules shall be presented in the Writ.

21.0 Tabulation

21.1 Tabulation of the ballots cast during the polling period shall be conducted within twenty four (24) hours of the final close of polls.

21.2 Each candidate shall be allowed one (1) scrutineer to monitor balloting and the electronic polling systems in use.

21.3 Scrutineers may not interfere with the electoral process but may report inconsistencies, errors and violations of the Electoral Code to the Electoral Board.

21.4 The CEO and other election staff shall invite scrutineers to confirm the poll results prior to public release. No candidates or other unauthorized persons shall be permitted in the room.

21.5 Any scrutineer who attempts to disrupt the electoral process shall be replaced by the candidate at the request of the CEO. This request may be appealed to the electoral board.

21.6 All tabulations of election results shall be carried out at the discretion of and under the personal supervision of the CEO or their designate. Tabulation shall occur at a place on campus. CUSA, RRRA, or GSA main offices shall not be used for the tabulation.

21.7 In accordance with the number of representatives determined for each constituency or other position, the candidate, or candidates (as the case may be), receiving the largest number of votes shall be declared elected. In case of ties, a run-off vote shall be held no more than one (1) week after election results are announced.

21.8 Candidates who are acclaimed shall be considered elected when the Electoral Board declares official election results.

22.0 Electoral Disputes

22.1 Any member of the Association who has reason to believe that there has been an electoral offence as outlined in this document or ordered thereunder by the Electoral Board, may charge an offender in writing.

22.2 The Electoral Board shall be entrusted to investigate all charges brought before them and shall take such action pursuant to the relevant articles of the Electoral Code.

22.3 A candidate is allowed up to seven (7) days after the closing of the polls to file a challenge with the Electoral Board, not including University Holidays.

22.4 A candidate is allowed up to seven (7) days after the closing of polls or seven (7) days after a ruling of the Electoral Board (whichever is later) to appeal decisions of the Electoral Board to the Constitutional Board.

22.5 A candidates name may not be removed from the final list of candidates unless the candidate has exhausted the entire appeal process for the disqualification in question.
22.6 The CEO may no longer issue warnings forty-eight (48) hours following the publication of any electoral results.

22.7 If a constitutional challenge pertains to a violation of the electoral process and there is supportive evidence that the Electoral Office aided or assisted in helping certain candidates to receive votes through illegal or unfair means, then the Constitutional Board may ask for the resignation of the CEO. The election may be declared null and void, and Constitutional Board shall ask for an ensuing election.

23.0 Chief Electoral Officer Documents

23.1 Writs shall be used solely for the announcement of General Election, By-election, Recall or Referenda. Writs must be published and posted on the elections website within twenty-four (24) hours.

23.2 Declarations shall impart a state of affairs as perceived by the CEO and pursuant to their duties. All Declarations shall be in writing and must be published and posted on the elections website within twenty-four (24) hours.

23.3 Rulings shall stand as written answer to a question. All rulings must be published and posted on the elections website within twenty-four (24) hours.

23.4 Electoral Warnings shall stand as a written decision of a charge and record of progress through the disciplinary process of the Elections Office. All Electoral Warnings must be published and posted on the elections website within twenty-four (24) hours.

23.5 Receipts shall be issued upon receiving any official documents with relevance to the Writ of Election, By-election, Recall, or Referendum. These receipts shall be stamped distinctly by the CEO, and shall have the time of receipt noted upon them. All parties involved in the transfer of documents shall sign the receipt and retain a copy of the receipt.

24.0 Declaration of Results

24.1 Once the ten-day period after the end of polling has passed, and the Constitutional Board has ruled on all outstanding electoral challenges, the Electoral Board will declare the official election results.

24.2 The Official Declaration or Results shall be made to CUSA Council verbally and in writing and shall be published in the campus media. Results shall also be posted on the elections website within twenty-four (24) hours of the official declaration.