Vice Presidential Elections Policy

Authority: Council

Date Ratified:

Previous Amendments: N/A

Date Review: February 2022

Next Review Date: November 2022

Review Committees:
Governance and Finance Standing Committee

Delegates:

1. **OBJECTIVE**
   a. To fill all five (5) Vice Presidential roles of CUSA in a transparent, fair, and well-informed way.

2. **Eligibility to Run**
   a. An individual is eligible to be a candidate if at the time of their candidacy they have been registered as a full or part-time undergraduate student at the University for two (2) consecutive semesters (i.e. Fall semester, Winter semester) including the one in which the election is to take place as determined by the records of the University.
   b. Candidates shall be planning to remain registered as a full-time or part-time undergraduate student at the University for the duration of the term of office.
   c. No student who has been elected President or Vice President is eligible to be a candidate for any Vice-Presidential office.
   d. Any student employed by CUSA the association is eligible to be a candidate, however, they shall be deemed ineligible unless they take an unpaid leave of absence from their duties starting on the day the campaign period begins, per s.5, until the end of the voting period.
   e. Candidates shall be declared ineligible if they fail to attend the All-Candidates Meeting, barring extenuating circumstances as approved by the CEO within twenty-four (24) hours from the end of the All-Candidates Meeting.

3. **Candidate Nomination**
   a. Nominations for the Vice-Presidential candidates shall be open no later than January 31st and shall close no later than ten (10) seven (7) days prior to the second-half of the Annual General Meeting.
b. Nomination forms shall include fields for prospective candidates to provide the following information:
   i. Full, legal name
   ii. Student number and Carleton e-mail (for purposes of verifying eligibility)
   iii. Alternate e-mail (if preferred email is not Carleton e-mail)
   iv. Phone number
   v. Mailing address
   vi. Position the individual intends to run for
   vii. Signatures, student numbers, and emails of twenty-five (25) Carleton undergraduate students acting as nominators

c. Nomination forms shall contain the following agreements for the individual to fill out and sign:
   i. An agreement to have the individual’s name placed on the ballot and for the individual to abide by the electoral rules and procedures.
   ii. An agreement to allow candidate information from sections 2.b.i, 2.b.vi, and 2.b.vii as it appears on the form to be released by CUSA for the purposes of elections

d. Nomination forms shall include any pertinent information relating to campaigning dates, voting dates, and candidate advisory meetings (“all candidate meetings”) that any prospective candidates would need to attend or be aware of

e. The Chief Electoral Officer (CEO) shall make nomination forms available to the student body in advance of the opening of the nomination period and work with CUSA Communications to develop a strategy for advertising the availability of nomination forms to the public.

f. Nomination forms submitted to the CEO in paper, via e-mail, or other accepted method by the nomination deadline shall be accepted by the CEO for candidate verification.

4. Candidate Verification
   a. The CEO shall work with the University to verify student status and eligibility
   b. Where there is reasonable suspicion that a prospective candidate does not meet the “two semesters” criterion contained, the CEO shall ask the Registrar’s Office to verify that the individual (by e-mail or student number) appears on the Ministry of Training, Colleges, and Universities list prepared the previous semester.
   c. The CEO shall contact all prospective candidates prior to the start of the campaign to inform them that their nomination form has been verified. Should the form not be verified the CEO shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.
   d. After candidates for Vice President Finance are nominated and verified, they will be reviewed by the Vice President Finance/Secretary-Treasurer Nominating Committee. Those whose applications are successfully approved by the Committee shall have their names provided by the CEO to the groups in s. 4(a).

5. Final Candidates List
a. The CEO shall provide a list of verified candidates to the following persons and/or groups:
   i. The current and incoming Members of CUSA
   ii. Campus media outlets
   iii. The CUSA Board

6. Campaign Period
   a. The campaign period for the Vice Presidential candidates shall begin not more than two (2) days following the close of nominations and continue up to and including the day preceding balloting at the Annual General Meeting.
   b. The Chief Electoral Officer may amend the electoral code as appropriate in order to specifically regulate the Vice-Presidential election.

7. Eligibility to Vote
   a. Current and incoming Members of the Corporation shall be eligible to vote.

8. Rules for Vice Presidential Elections
   a. The positions of Vice President Finance, Vice President Internal, Vice President Student Issues, Vice President Student Life, and Vice President Community Engagement shall be governed by this section.
   b. Each candidate shall be allotted five (5) minutes to address Council, followed by a group-formatted question period or debate for all candidates competing for a Vice Presidential position. The Chief Electoral Officer will set the format for the question period or debate following reasonable input from the candidates and Council.
   c. Balloting Rules:
      i. Balloting for the Vice Presidential elections shall occur during the Annual General Meeting.
      ii. All balloting shall be done on paper when possible.
      iii. Voting shall take place by secret ballot.
      iv. Each Voting Member, including the incoming and outgoing Council Voting Members, shall be entitled to one (1) vote per ballot for each Vice Presidential position.
         1. Individuals who are both incoming and outgoing Council Voting Members shall be entitled to one (1) vote.
      v. Advanced Polling: The CEO shall designate a time and place the week prior to the Annual General Meeting.
         1. Voting in the advanced poll shall take place the week prior to the second half of the Annual General Meeting.
         2. The option to vote in the advanced poll shall not be available for more than three (3) days.
         3. The votes cast in the advanced poll shall be received by the CEO.
         4. All votes must be cast either virtually through a secure voting system determined by the CEO or in person.
5. A vote cast in the advanced poll shall be placed in a sealed envelope and shall be counted at the same time as the votes that are cast at the second half of the Annual General Meeting.

6. A vote cast in an advanced poll is final. Once a Voting Member has cast their vote the vote shall not be altered or cancelled.

vi. Vote of Confidence
1. If only one candidate stands to be elected for a Vice Presidential position, the Chief Electoral Officer shall initiate a vote of confidence in place of balloting during the Annual General Meeting.

2. Any candidate receiving the confidence of a simple majority of Council shall be elected.

9. Tabulation of Votes
a. Vice Presidential elections with more than two (2) candidates will be administered using a preferential ranked ballot.
   i. Each candidate may designate an agent not serving any elected position on CUSA to act as their scrutineer during the counting of the ballots.
   ii. Electors shall mark their choices in order of preference.
   iii. The system for counting ballots shall be as follows:
      1. All first-choice votes shall be counted and separated by candidate.
      2. If no candidate receives a majority of the total vote, the candidate with the least votes, unless there are candidates withdrawn or disqualified, shall be declared "out of the race" and the first-choice ballots of that candidate shall be recounted in accordance with the second choice indicated on the ballot.
      3. This system of dropping off the lowest candidate and redistributing ballots according to the next choice of remaining candidates shall continue until one (1) candidate achieves a simple majority.
      4. If a candidate is disqualified per the Electoral Code, or chooses to withdraw after polling has taken place, the disqualified or withdrawn candidate shall be declared "out of the race" in the first round of tabulation and their first-choice ballots recounted in accordance with the next preferential choice indicated on the ballot.
      5. Failure to select a preference in any round of voting shall result in that ballot being spoiled for that and all subsequent rounds of balloting. A ballot shall not be deemed spoiled so long as the voter’s intentions can be reasonably ascertained from the ballot.
      6. Abstentions, declined, and spoiled ballots shall not count in the calculation of majority.

iv. Managing ties:
   1. In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not
possible, the election shall be resolved by a re-vote between the
tied candidates to take place at the next Duly Constituted Meeting.
The re-vote shall be subject to the following procedures:

a. The tied candidates shall be permitted to campaign
   following the end of the meeting in which the Election was
   held until the start of the next Duly Constituted Meeting.

b. All Voting Members who were eligible to vote at the
   meeting in which the initial vote was held shall be
   permitted to vote.

c. The CEO shall designate a time and place for advanced
   polling in accordance with the procedures set out in section
   9. c. iv.

d. The votes shall be counted in accordance with rules as set
   out above in section 10. a.

e. Should the re-vote result in a tie between two candidates,
   the election shall be resolved by way of a coin toss or other
   method agreed to by both candidates.