Vice Presidential Elections Policy

LONG TITLE	A Policy Respecting the	DATE OF ENACTMENT	28 February 2022
	Election of Vice Presidents	LAST AMENDED	28 November 2022
REFERENCE No.	X-04	NEXT REVIEW	November 2022
CATEGORY	Elections	COMPETENT CHAMBER	Council

PREAMBLE

This policy shall govern the Association's annual Vice Presidential Elections and seek to fill all Vice Presidential offices in a transparent, democratic, and well informed way. It shall apply to any and all candidates, campaign members, staff, and all holding an office of the public trust in this Association. This Policy shall be reviewed every year by Council.

INTERPRETATION

1 This Policy may be called the *Vice Presidential Elections Policy*.

2 In this Policy, the following definitions shall apply:

"Vice President" means the Executive Officers other than the President;

Objective

1 To fill the offices of Vice President Student Life, Vice President Internal, Vice President Student Issues, and Vice President Community Engagement in a transparent, fair, and well-informed way.

ELIGIBILITY

3 An individual is eligible to be a candidate if at the time of their candidacy they are registered as a full or part-time undergraduate student at the University for two consecutive semesters including the one in which the election takes place

4 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.

5 No student who has been elected President or Vice President is eligible to be a candidate for any Vice-Presidential office.

6 Any student employed by 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.

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.

NOMINATIONS

8 Nominations for Vice Presidential candidates shall be open no later than the second Monday in February at 5pm EST and shall close no later than the fourth Monday in February at 5pm EST.

9 Nomination forms shall include fields for prospective candidates to provide the following information:

- (a) Full, legal name
- (b) Student number and Carleton e-mail (for purposes of verifying eligibility)
- (c) Alternate e-mail (if preferred email is not Carleton e-mail)
- (d) Phone number
- (e) Mailing address
- (f) Position the individual intends to run for
- (g) Signatures, student numbers, and emails of twenty-five (25) Carleton undergraduate students acting as nominators

Nomination forms

10 Nomination forms shall contain the following agreements for the individual to fill out and sign:

- (a) an agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures;
- (b) an agreement to allow candidate information from sections 9 (a), (f), and (g) as it appears on the form to be released by the Association for the purposes of elections;
- (c) 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

11 The Chief Returning Officer 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.

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

Candidate verification

13 The Chief Returning Officer shall work with the University to verify student status and eligibility from the first Tuesday following the fourth Monday of February until the first Friday following the first Monday of February.

14 Where there is reasonable suspicion that a prospective candidate does not meet the "two semesters" criterion contained, the Chief Returning Officer 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.

15 The Chief Returning Officer 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 Chief Returning Officer shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.

Final candidates list

16 The Chief Returning Officer shall provide a list of verified candidates to the following persons and/or groups:

- (a) the current and incoming Members of the Association;
- (b) campus media outlets; and
- (c) the Board.

RULES FOR VICE PRESIDENTIAL ELECTIONS

Campaign Period

17 (1) The campaign period for the Vice Presidential candidates governed by this policy shall begin the first Monday of March and shall conclude at the start of the Annual General Meeting on a date as set by Council.

(2) The Chief Returning Officer may amend the *Electoral Code* as appropriate in order to specifically regulate the Vice-Presidential election.

Eligibility to Vote

18 Current and incoming Members of the Corporation shall be eligible to vote.

Debate

19 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 any given Vice Presidential position. The Chief Returning Officer will set the format for the question period or debate following reasonable input from the candidates and Council.

Balloting

20 Balloting for the Vice Presidential elections shall occur during the Annual General Meeting.

21 Voting shall take place by secret ballot, and, if possible, on paper.

22 (1) Each Voting Member, including the incoming and outgoing Council Voting Members, shall be entitled to one vote per ballot for each Vice Presidential position.

(2) Notwithstanding the above, individuals who are both incoming and outgoing Council Voting Members shall be entitled to one (1) vote.

Advance polling

23 (1) Advanced Polling: The Chief Returning Officer shall designate a time and place the week prior to the Annual General Meeting for advance polling.

(2) Voting in the advanced poll shall take place the week prior to the second half of the Annual General Meeting.

24 The option to vote in the advanced poll shall not be available for more than three (3) days.

25 All votes must be cast either virtually through a secure voting system determined by the Chief Returning Officer or in person, whereafter the vote is sealed until counted.

26 A vote cast in the advance poll shall be counted at the same time as the votes that are cast at the second half of the Annual General Meeting.

27 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.

TYPES OF BALLOTING

Single candidate

28 (1) If only one candidate stands to election for a Vice Presidential position, the Chief Returning Officer shall initiate a vote of confidence in place of balloting during the Annual General Meeting.

Multiple candidates

29 If two or more candidates stand for election to a Vice Presidential position, the election will be administered by preferential ranked ballot with a quota of 50% + 1.

30 Electors shall mark their choices in order of preference.

TABULATION OF VOTES

31 The method for counting ballots shall be set out in this part.

Single Candidate

32 Any candidate standing for election in this way that receives the confidence of a simple majority of Council shall be elected.

Multiple candidates

33 If more than two candidates stand for election to a Vice Presidential position, the election will be administered by instant runoff voting, where:

- (a) all first-choice votes shall be counted and separated by candidate;
- (b) 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;
- (c) 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.

34 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.

34 (1) 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.

(2) abstentions, declined, and spoiled ballots shall not count in the calculation of majority.

General

34 Each candidate may designate an agent not serving any elected position on CUSA to act as their scrutineer during the counting of the ballots.

Ties

35 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 meeting of Council, where special privileges must be afforded to outgoing or recently former CUSA Councilors and members to ensure the electorate remains the same.

36 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.

37 The Chief Returning Officer shall designate a time and place for advanced polling in accordance with the procedures set out in section 8(3)(d).

38 The votes shall be counted in accordance with the appropriate method as per sections 28 to 30.

39 Should the re-vote result in a tie between the candidates, the election shall be resolved by way of a coin toss or other equal chance game agreed to by the tied candidates.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
28 Nov. 2022	Lepore	Vecchio	Update of dates, removal of Vice President Finance from the policy, language and formatting updates