

Elections

Annually, the SCSU will hold elections to fill nine (9) student elected positions, seven (7) Directors, one (1) Indigenous Student Union President and one (1) Sault College Board of Governors student representative. Other SCSU policies are used to fill or replace the remaining three (3) positions on the SCSU board, including the President, Vice President, Campus Connections and the Vice President, Student Life.

The Board Chair and Secretary are elected from within the board at the inaugural meeting of the board. The board will run a fair and impartial election process annually as per this policy. This policy is compliant with the Sault College Students' Union (SCSU) By-law #1.

1. Terms of Office:
 - a. The term of office for the Board of Directors, President and Vice Presidents shall be May 1st to April 30th.
 - b. All incoming Directors and Executives are required to attend all mandatory training sessions and meetings following their election/selection.
 - c. The term of office for the Board of Governors – Student Representative is a one year term and is eligible for re-election once. (Taken from Sault College Board of Governors – By-law No. 3)

2. Board's Role:
 - a. The board's involvement in the election will be to hire a Primary Electoral Officer (PEO) to act as a staff person and to adhere to dates as established by the board. This will eliminate any possible perception of board interference.

3. The board's responsibilities are:
 - a. To appoint a person who is not seeking re-election, to act as Primary Electoral Officer of the Corporation.
 - b. To remove and replace the PEO with a two-thirds (2/3) vote if the PEO fails to execute the duties contained within the elections process policy.
 - c. To not publicly endorse or denounce any potential director either collectively or as individuals.
 - d. Coordinate the opening and closing dates of the election process for the director positions

4. Primary Electoral Officer's Role:
 - a. The Primary Electoral Officer will be responsible for executing and monitoring the board's election process policy and reporting to the board on a regular basis.

5. The PEO's responsibilities are:
 - a. To become familiar with this policy and the relevant areas of the SCSU Procedure, Policy & Bylaws.
 - b. To act as the SCSU spokesperson regarding all election activity.
 - c. To make all disqualifications decisions after he/she investigates and collects any and all evidence regarding infractions or irregularities to this policy.
 - i. Evidence will be destroyed after all appeals are decided.
 - ii. All disqualification decisions will be copied to the board immediately
 - d. To make all necessary staffing and planning arrangements to run the elections.
 - e. To coordinate a means in which all candidates can contact and reach the students.
 - f. To accept, review and approve all nomination forms to ensure that all candidates

meet the qualifying criteria as per SCSU By-law #1.

- i. All nomination forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.
- ii. The PEO may appoint a designate to accept the nomination packages in the PEO's absence. Only College Staff, SCSU staff and/or a member of the Corporation can act as a PEO designate & accept nomination packages.
- g. To use and have final interpretation rights for this particular policy. If the decision is appealed, the third-party, binding arbitrator will have final interpretation rights.
- h. To inform the board of any decisions and/or circumstances that the PEO resided over through a regular report on the elections process at every board meeting.
- i. Reporting shall commence with the first meeting after the person is appointed to the role of PEO until the board dissolves the role and all organizational obligations are pardoned.
- j. The PEO will prepare a candidates package which will include:
 - i. Election schedule
 - ii. Board of Directors' Elections Process (Candidates Role)
 - iii. Job Description
 - iv. Campaign Rules

6. Candidate's Role:

- a. In order to run in the election as a candidate, a member of the corporation must meet specific criteria.

7. The candidate's responsibilities are:

- a. To be a member of the corporation as per SCSU Bylaw #1 Section 7.1, or the current President at the time of nomination.
- b. To be eighteen (18) or more years of age and have the power to contract;
- c. To maintain a minimum GPA of 2.5 in the prior and current semester.
- d. Must attend a meeting with the PEO prior to the start of the campaigning period. Ideally this meeting will be an all-candidates meeting. The member is responsible for being fully aware of the PEO's interpretation of the elections process policy and other announcements, which occur at this meeting.
- e. To adhere to the Board Members' Code of Conduct policy and not publicly endorse or denounce any returning or potential director.
- f. The campaign workers of a candidate must adhere to the Board Members' Code of Conduct policy and not publicly denounce any returning or potential director.

8. Qualifications:

- a. The nomination process will open no later than the Second week of February and close fifteen (15) business days later at four thirty (4:30) pm.
- b. Nomination packages will be made available at this time on campus.
- c. Prior to the closing of the nomination process, candidates must submit all forms contained within the nomination package in complete to include:
 - i. Completed nomination forms will include signatures of eligible voters (members) as defined below:
 - 1. Board of Directors – twenty five (25) nominations
 - 2. President – fifty (50) nominations
 - 3. Vice Presidents (including ISU President) – twenty five (25) nominations
 - 4. Board of Governors – Student Representative – fifteen (15) nominations

**No more than twenty five percent (25%) of nominators can be from the same program

- ii. Consent to release information to a third party
- iii. Personal Information & Contact form

- iv. Platform/Disclosure
 - d. The Executive Director and/or President and/or PEO will verify all candidates meet the specified qualifications before the candidates are contacted to confirm their eligibility.
9. General Election:
- a. In the general director election commencing no later than the first week of February, the SCSU Corporation will actively seek to fill seven (7) qualified director positions, one (1) Indigenous Student Union president and one (1) board of governors representative.
10. In the event that:
- a. Seven (7) or fewer qualified candidates complete the nomination package, they will be acclaimed and a by-election will take place.
 - b. More than seven (7) qualified candidates complete the nomination package; the board will execute the remainder of this election process policy.
11. Campaign Period:
- a. The campaign period along with the opening and closing of such will be announced by the PEO at the all-candidate's meeting.
 - b. The candidates will be allowed fourteen (14) days, not including study week or statutory holidays, to campaign on campus.
 - c. At least one all-candidates forum will be scheduled by the PEO.
 - i. Attendance by each candidate is to be confirmed with the PEO twenty-four (24) hours in advance.
 - d. Candidates seeking election must uphold and respect the colleges' human rights policy and abide by the student code of conduct. Failure to do so will result in immediate disqualifications.
 - e. Candidates must campaign independently and not collude to create a group campaign.
12. Campaign Materials
- a. Candidates are fully responsible for the operation and organizational products of their campaign, including all postings.
 - b. Candidates are allowed to use the following means of advertising for their campaigns.
 - i. Posters
 - 1. Posting material and regulations will be subject to Sault College policy as determined by the Facilities Management department annually.
 - 2. Posting regulations will be given to candidates in the nomination package.
 - 3. Posting must be completely removed by the candidate or their campaign party prior to Election Day.
 - 4. Posting materials must be submitted to the PEO for approval and printing and will be ready for the candidate within two (2) business days.
 - 5. Candidates have a limit of twenty five (25) posters that will be subsidized by SCSU; any poster printed over the limit will have to be paid for by the candidate.
 - ii. Elections Tab on the myscsu.ca website
 - 1. This will include a biography
 - 2. Photo if they chose
 - 3. Contact information for student inquiries
 - 4. All elections material will be uploaded by the SCSU staff with instruction from the PEO

- c. Candidates may use no other form of advertising than stated in “b”.
- d. Candidates may utilize any social media other than that of which the PEO or SCSU Staff uploads to SCSU social media outlets. This includes:
 - 1. Facebook
 - 2. Twitter
 - 3. Linked In
 - 4. You Tube
 - 5. Any other social media
- e. SCSU swag is not allowed to be distributed by a candidate to promote their campaign
- f. Candidates who do not follow these procedures will be given a warning, and if they continue they will be disqualified from the election.

13. Election Period:

- a. The election period, along with the opening and closing of voting will be announced by the PEO at the all-candidates meeting.

14. Accordingly the PEO shall:

- a. Notify each member of the corporation, using an updated mailing list, of relevant voting information including:
 - i. The dates, times and means to vote
 - ii. Names of the candidates seeking election, listed in alphabetical order of surname starting with “A” through “Z.”
- b. Use either a paper ballot or electronic ballot for voting. This is at the discretion of the PEO.
- c. Paper Ballot Polls shall be opened on Election Day from ten (10:00) am to three (3:00) pm. An advance poll shall be held four to seven working days prior to the Election Day. The advance polls will be open from eleven (11:00) a.m. to two (2:00) p.m. Potential voters must provide a current student card.
- d. Electronic Polls through a secure Sault College System such as the Portal shall be open for two (2) full business days (48 hours). No advance polls are required.
- e. The PEO shall certify the final results of the election. Upon certification, the PEO shall announce the successful Directors to the members of the corporation through Social Media, posters or other college mediums.

15. Paper Ballots Vote Tally:

- a. The counting of votes shall be done at a time and place set by the PEO; a candidate and/or a representative of the candidate may be present at the counting. The first count of all valid ballots will be sorted by the PEO and counted by a scrutineer. A second scrutineer will verify a second count of valid ballots. For electronic votes, a scrutineer will be present for the recording of final votes.
- b. In an event of a tie after the third count, the Board of Directors will cast the deciding vote.
- c. Any candidate may request a recount. Such a request must be made in writing to the PEO within two (2) working days; the recount shall be held within four (4) working days of the request.
- d. The number of ballots printed shall be recorded and a procedure established to audit all ballots.
- e. In the event there is a request for a recount, all paper ballots will be secured and an official recount scheduled at the convenience of all candidates.
- f. All paper ballots will be kept in trust for a period no less than one year from the Election Day.

16. Electronic Ballots Vote Tally:

- a. The recording of electronic votes shall be done at a time and place set by the PEO. A scrutineer will be present for the recording of the final votes.
- b. Information Technology department will keep the record of votes in trust for no less than one (1) year from Election Day.

17. By-elections

- a. In the event there is a vacancy for any Board of Directors position there must be a by-election. The vacancy must be announced by the Board of Directors, to the Membership, as soon as practical. Following being announced to the membership, nominations shall open the following working day, and close after fifteen (15) working days, nominees must meet all the requirements stated in SCSU By-law #1. A campaigning period of ten (10) working days will follow the nomination period. An election will be held the day after the end of the by-election campaign period.

18. Appeal Procedure:

- a. Appeals to any action or decision related to the nomination and/or election process shall be made in writing to the PEO, or his/her designate.
- b. The Director of Student Services may be used as a third party mediator with any appeals.

19. Selection Process

- a. Candidates for the Executive Board positions (except ISU President) must return their nomination packages in accordance with the timelines outlined in this policy.
- b. Candidate's eligibility will be verified by the PEO and will be scheduled for an interview by a panel consisting of the SCSU Executive Director and current members of the SCSU Board of Directors (for VP CC, VP SL and President).
- c. Candidates will be asked a series of questions related to the position applied for. Responses will be scored on a predetermined set of criteria.
- d. Board of Directors sitting on the interview panel will be required to declare conflicts of interest prior to the close of the nominations period. Any presumed conflict of interest will be evaluated by the PEO. The PEO has the ability to remove members based on perceived conflicts of interest.
- e. Final results of the selection process will be communicated to the membership and candidates by the PEO.

20. Election Completion:

- a. The PEO shall announce to the board, upon the completion of elections. At such time, the role of the PEO is dissolved and any organizational obligations are pardoned.

21. Transition Period:

- a. A transition period for new Board and Executives will exist from the date of election to May 1st. During this period, the outgoing Directors and Executive Board is responsible for the orientation of the new members and ensuring the business of SCSU continues in an efficient manner.