

3.0 Elections

3.01 Introduction

- a) The election rules and process are designed to ensure a consistent and fair electoral process for all parties involved.
- b) Any additional election documents are supplemental to this manual, and in the event of any inconsistencies, this document takes precedence.

3.02 Candidacy

- a) Any student who is a full-time or equivalent member of the Student Fellowship may declare candidacy (see 5.08 Conduct Code) during elections for an office position on the Executive Board by completing and submitting the appropriate nomination package, as posted by the SA.
- b) Candidates running for the position of President must be entering at least their third (3) year of post-secondary education, currently enrolled in their first semester at King's at minimum.
- c) Candidates running for Vice President positions must be entering at least their second (2) year of post-secondary education, currently enrolled in their first semester at King's at minimum.
- d) Candidates running for the position of First-Year Representative must be in their first (1) year of post-secondary education.
- e) There are no restrictions on the frequency of office terms an individual may hold.

3.03 Election Schedule

- a) Executive Board elections shall take place by the end of March, for the following Spring, Summer, Fall, and Winter academic terms, beginning May first (1) and ending April thirtieth (30).
- b) First Year Representative Elections shall take place by the end of September, for the following Fall and Winter academic terms, beginning October first (1) and ending April thirtieth (30).

- c) Campaigning must run a minimum of seven (7) calendar days, and elections must run for a minimum of two (2) school days after campaigning has finished.

3.04 Chief Returning Officer

- a) The duties of the Chief Returning Officer (hereinafter “CRO”) are assumed by the General Manager.
- b) The CRO’s responsibilities include, but are not limited to the following:
 - I. Prepare the nomination and ballot forms.
 - II. Set the dates for the election and associated events, such as nomination deadline, speeches, campaigning, and voting.
 - III. Meet with all candidates after the nomination deadline passes to explain the voting and campaign procedures to them.
 - IV. Ensure the voting and campaign procedures are being followed.
- c) Any decisions of the CRO may be overturned by making an appeal to the Executive Board.
 - I. To be upheld, the appeal must receive unanimous consent from the Executive Board.

3.05 Nominations

- a) Each potential candidate must fill out a Nomination **Package form**.
- b) Acceptance of a nomination by the Chief Returning Officer (“CRO”) does not guarantee that a candidate is eligible to run. A candidate’s nomination may be revoked if they fail to accumulate the designated amount of valid nomination signatures by the submission deadline or if they fail to submit **the letter of introduction a complete form**. If the candidate is later determined to be ineligible, they will be disqualified.
- c) Candidates who run under a name that is not their given name, or a reasonable derivation of their given name as determined by the CRO, will be designated joke candidates. Joke candidates are not eligible to take office if elected. If determined to be a joke candidate, the CRO reserves the right to remove the candidate’s name from the ballot.
- d) A mandatory Candidates Meeting will be held as noted in the election timeline. Candidates who fail to attend the meeting in its entirety (or fail to designate a proxy to attend in their place) may be disqualified.

3.06 General Campaign Rules

- a) Volunteers (anyone who assists in campaign activities) are bound by the same rules as candidates. It is the candidate's responsibility to inform his or her volunteers of election rules. Candidates are responsible for the actions of their volunteers and may be subject to penalties because of their volunteers' conduct.
- b) Campaigning is not permitted in the following areas without the permission of the CRO and other appropriate University authority authorization:
 - I. The University library.
 - II. In any classroom during class, without permission of the instructor; and
 - III. In any building or on land not owned or operated by the University or the SA.
- b) Absolutely no campaigning is permitted outside of the campaign period.
- d) The Vice President Internal CRO reserves the right to penalize any candidate for the breach of any campaign rules or other SA policies.
 - I. Penalties up to and including disqualification are legitimate disciplinary actions that can be taken by the Vice President Internal CRO and the Executive Board.

3.07 Joke Campaigns

- a) Joke campaigns are any individual or group of students who appear to intend to stand in an election but are truly not serious.
- b) Joke campaigns are discouraged at any time during the year, recognizing that:
 - I. regardless of the lack of true intent of such a campaign, all campaigning, including joke campaigning is not permitted outside of an election week
 - II. Joke campaigns may dissuade legitimately interested potential candidates from nominating themselves

3.08 Campaign Materials and Advertising

- a) All campaign materials on campus must be approved by the CRO prior to use. Material cannot contain offensive material or material considered slanderous against other candidates. The specific boundaries will be left to the discretion of the CRO and Executive Board. All copies of the campaign materials must be checked and approved by the CRO and Student Life prior to being distributed. Materials will be approved on a first come, first-serve basis.
- b) There are no limits to the total number of posters, but no candidate may place material in locations that are prohibited by the University. Permitted locations include bulletin boards on campus, in student mailboxes, and in the Level

Coffeehouse. Prohibited locations include windows, doors, lockers, bathrooms, classrooms, tables, chairs, and walls (where the poster is not placed on a bulletin board).

- c) Candidates are permitted to place leaflets or handouts in bulk on any of their campaign tables for distribution. Candidates are also permitted to hand out these items to individuals. Candidates may not be leaving leaflets on vacant tables, on the floor, or anywhere else in which they would be left unattended. Any items distributed inappropriately will be removed without compensation.
- d) Universal materials include those materials for which no cost will be incurred against the candidate. Such materials will be supplied by the SA Office and including tape, push pins and any other office materials required for the hanging of campaigning materials
- e) There will be a forum held during the campaigning period. Candidates will be given time to make a short speech, answer a series of set questions, and respond to questions from the audience and their fellow candidates. Heckling or unruly behaviour will be deemed inappropriate.
- f) A photograph and brief biography and platform statement (max 250 words total) from each candidate may be posted by the SA around campus and may appear in other publications of the SA during the campaigning period. The submission of these is mandatory. Candidates submit these in with their Nomination Form.
- g) Candidates and their volunteers are not permitted to send “mass emails” to the student fellowship utilizing their [stu@kingsu.ca email](mailto:stu@kingsu.ca) addresses nor display “spam-like behaviour” on the King’s Facebook groups and pages. The CRO reserves the right to determine what “mass emails” and “spam-like behaviour” is; however, these will be considered inadmissible when there is content that promotes a single candidate.
- h) Social media, such as Facebook and Twitter, may otherwise be used for campaign purposes. Social Media material does generally not need to be approved by the CRO. If derogatory material pertaining to other candidates is posted or brought to the attention of the CRO, the CRO reserves the right to penalize the offending candidate according to the severity of the infraction.
- i) All campaign materials on campus must be removed by the end of the campaigning period.

3.09 Voting Procedures

- a) Voting polls are to be open for a minimum two (2) days, and a minimum of five (5) daytime hours on each designated voting day.
- b) Each member of the student body shall be entitled to one vote only for the Executive Board elections.
- c) Each first-year member of the Student body shall be entitled to one vote only for the First Year Representative elections. Other members of the Student Fellowship are not permitted to vote in these elections.
- d) Absolutely no campaigning is permitted during voting days. Candidates should not loiter around any physical polling station on campus, except when voting themselves.
- e) Ballot voting counting procedures, should a physical ballot voting procedure be chosen as the method of voting:
 - I. Ballot voting may be used as an alternative to electronic voting.
 - II. The Executive Board will count the casted ballots as soon as possible following the close of the polls.
 - A. One (1) member shall read the ballots aloud.
 - B. Two (2) members shall mark the results on the tally sheets, and compare results after all the ballots have been read; and
 - C. One (1) member shall observe the process.
 - III. If the number of ballots in the ballot box does not equal the number of voters on the voter sheet, and this has affected the election results in sufficient number to change the outcome, a by-election must be held for the disputed position(s).
 - IV. The voter sheet is the list of all eligible voters, obtained through the Office of the Registrar. Each name must be crossed off to ensure voter accountability.
 - V. The CRO is responsible for keeping and then destroying the ballots three (3) days after the counting.
- f) Electronic voting counting procedures:
 - I. The CRO is responsible for administering the electronic voting system.
 - A. The CRO will produce a report with the election results.
 - II. The Executive Board is responsible for validating the results.
 - A. At least three (3) members of the Executive Board will review the online voting system website and confirm the validity of the CRO elections report with their signature on the report.

- B. If errors are detected, as determined by the reviewing Executive Board members, which could have affected the election result, a by-election must be held for the disputed position(s).
- g) The CRO is responsible for notifying the candidates and the Student Fellowship of the election result, but vote totals are to remain private but may be published at the discretion of the CRO and Executive Board.

3.10 Recount

- a) Any candidate with a reasonable cause, as determined by the Executive Board, may appeal the results, causing a recount of the ballots. a. When electronic voting is used, a recount is not applicable.
- b) An appeal must be submitted in writing to the CRO within forty-eight (48) hours after the results are posted.

3.11 By-Elections

- a) In the case of one or more vacancies, a by-election shall take place at a time deemed feasible to the Executive Board. It is recommended this by-election take place as soon as possible.
- b) If a by-election is not feasible, the Executive Board may nominate an individual to be ratified through a vote by the student body.
- c) As a last resort, the Executive Board may appoint a person(s) from the student body to fill the vacant position(s).

3.12 Amendment of Regulations

- a) Any changes, clarifications or additions to these rules will be announced at the Candidates' Meeting and/or outlined to all candidates.