

Election Procedure

Regulation

These regulations exist to detail the responsibilities of elections officers and the process whereby elections are carried out in a consistent, open, and fair.

Definitions

Campaigning is the process undertaken by a candidate seeking election whereby that candidate seeks to promote their desire to hold office, and what they intend to do if elected to office. Campaigning also encompasses the process undertaken by a candidate who seeks to influence the outcome of a particular referendum question.

Campaign materials are materials used by a candidate and all those acting on their behalf in campaigning. These include posters, banners, pins, or other materials produced for the purpose of the election.

A **candidate** is a qualified person who seeks to obtain an elected position.

The **Chief Returning Officer (CRO)** is the General Manager of TKUSA and is charged with the responsibility of ensuring that the elections and referenda proceed according to bylaws, policy, and procedure.

The **Deputy Returning Officer (DRO)** is the person appointed by the CRO who is charged with supporting the election process and CRO. This role is assumed by TKUSA's Administrative Assistant.

Good Standing refers to a student's reputation in the King's community, which may be informed by previous leadership experiences within or outside of TKUSA, academic competence, moral conduct, ability to work alongside others, abiding by the King's University Code of Conduct, etc. Good Standing will be determined by the CRO in consultation with the Dean of Students for The King's University.

Joke Candidates are candidates who participate in an election primarily as a satirical or humorous gesture and may include individuals who run under a name that is not their given name, or a reasonable derivation of their name as determined by the CRO. Joke Candidates do not include candidates who are serious in their candidacy yet use humour as a means of promoting their candidacy.

Universal materials are those materials given by TKUSA, for which no cost will be incurred against a candidate. Such materials include sticky tac, tape, push pins, and any other office materials required for the hanging of campaigning materials.

Supporters are individuals who directly assist in a candidate's campaign activities, such as putting up posters, handing out pamphlets, publicly endorsing a particular candidate, etc.

Regulations

1. Impartiality

- 1.1. All election officials must remain impartial in the performance of their duties. Failure to do so may result in the removal of that person from their election official position.
- 1.2. Elected representatives may not officially endorse a candidate or campaign.

- 1.3. All TKUSA employees and elected officials may not volunteer for a candidate or campaign or use TKUSA resources to support a candidate's campaign.

2. Chief Returning Officer

- 2.1. The CRO must ensure that proper nomination, voting, and campaign procedures are being followed, in accordance with bylaws, policies, and procedures.
- 2.2. The Administrative Assistant will act as the Deputy Returning Officer
 - 2.2.1. In the event that the CRO cannot fulfil their duties, the responsibilities will temporarily fall to the DRO until the CRO returns or is replaced.
 - 2.2.2. The DRO will also replace the CRO in the case of a conflict of interest.
 - 2.2.3. The DRO will support the CRO in their duties and responsibilities including the following:
 - Updating the election nomination forms
 - Requesting an updated student list from registries and uploading it to the voting software program.
 - Verifying the email list
 - Setting up the voting software once nominations are in
 - Verifying the results of the election by email
- 2.3. The CRO may impose disciplinary action against a candidate.
- 2.4. The CRO's responsibilities include, but are not limited to:
 - Ensuring that the nomination forms are prepared and sent out when nomination opens.
 - Setting the dates for the election and associated events, such as nomination deadlines, speeches, campaigning, and voting.
 - Meeting with all candidates after the nomination deadline passes to review the election procedures with them.
 - Ensuring that the voting and campaign procedures are being followed by all candidates and TKUSA representatives.
 - Ensuring that the election is set up in the voting software and ready to start on voting dates.

3. Candidate Eligibility

- 3.1. Candidates are eligible to run for the position of President, provided:
 - 3.1.1. They are enrolled in the semester of the election.
 - 3.1.2. They will be entering at least their third (3) year of post-secondary education
 - 3.1.3. They are a member in good standing with TKUSA
 - 3.1.4. They maintain a minimum GPA of 3.0 at the time of the campaign.

- 3.2. Candidates are eligible to run for the positions of VP Internal, VP External, or VP Student Services provided:
 - 3.2.1. They are enrolled in the semester of the election
 - 3.2.2. They will be entering at least their second (2) year at King's.
 - 3.2.3. They are a member in good standing with TKUSA
 - 3.2.4. They maintained a minimum graduating GPA of 3.0 at the time of the campaign.
- 3.3. Candidates are eligible to run for the position of General Director in the fall provided:
 - 3.3.1. They are enrolled in the semester of the election
 - 3.3.2. They are a member in good standing with TKUSA
- 3.4. The frequency of office terms a student may hold is subject to TKUSA's bylaw.
- 3.5. Any candidate who qualifies as a joke candidate (*see definitions*) will be disqualified at the discretion of the CRO.

4. Nomination Form

- 4.1. The nomination period for elections begins on a date determined by the CRO and ends no sooner than two weeks thereafter. Nominations must close at least nine days prior to the first polling day.
- 4.2. Students wishing to nominate themselves for candidacy may do so during the nomination period. Candidates are nominated when the CRO verifies that their nomination forms have been completed and correctly filled out. Nomination forms are not accepted after the nomination period.
- 4.3. A valid nomination requires a completed online form including the endorsement from 10 members nominating them for election and a declaration of intent to stand for election, hold office should they win and abide by the bylaws, policies, and procedures of TKUSA.

5. Campaigns

- 5.1. Candidates must act in a professional manner that reflects the values of TKUSA during all stages of the election process and abide by TKUSA's bylaws, policies, and procedures.
- 5.2. Campaign materials may not be distributed until after the mandatory candidate meeting and must be removed by 8:00 p.m. the evening prior to polling stations opening unless otherwise approved by the CRO. Campaigning must not be permitted outside of a designated campaign period.
- 5.3. Participation in prohibited activities during the campaign period may lead to the disqualification of the candidate as determined by the CRO.
 - 5.3.1. Candidates or supporters may not campaign
 - in the University Library

- In any classroom during class, without the permission of the instructor. It is the candidate's responsibility to inform the instructor that equal opportunity to campaign must be given to all candidates.
- In any building or on land not owned or operated by the University or TKUSA.
- in the Residence building(s), without the permission of the Residence Life Coordinator & CRO.

5.3.2. Candidates or supporters may not use, nor can they knowingly allow others to use, TKUSA or University resources for campaigning, except those designated by election officials.

5.3.3. Candidates or supporters may not misrepresent facts or deface another candidate's campaign materials

5.3.4. Candidates may only campaign on social media platforms approved by the CRO, a list will be provided to candidates at the start of campaigning

6. Supporters

- 6.1. Supporters (*see definitions*) must be bound by the same stipulations and limitations regarding campaigning as candidates.
- 6.2. A candidate must inform their supporters of the relevant election regulations.
- 6.3. Candidates must be responsible for the actions of their supporters, and may be subject to penalties, including disqualification, should any of their supporters violate the elections policy and/or procedures.

7. Election Marketing Requirements

- 7.1. A candidate's forum or event will be organized during a campaign week
- 7.1.1. The candidates will be expected to prepare a short introductory speech
- 7.1.2. The moderator will ask a series of questions to the candidates
- 7.1.3. The moderator will open the floor to questions from students
- 7.1.4. The candidates are expected to attend the forum but will not be disqualified if unable to attend.
- 7.2. The marketing coordinator will post information and pictures from the candidate's nomination form on social media, TKUSA's website and the TV slides. The posts will have a uniform look and be posted in a fair and equitable way.
- 7.3. TKUSA will cover up to \$50 of printing costs incurred per candidate. TKUSA will coordinate with the library on the printing of posters for candidates.
- 7.3.1. Reimbursement forms and receipts must be submitted at the end of the campaign week where applicable.

- 7.4. The CRO will coordinate the booking of spaces or tables at the candidate's request during the campaign week.
- 7.5. TKUSA will provide universal materials (*see definitions*) to all candidates as requested and available.

8. Campaigning Materials

- 8.1. TKUSA's guidelines and expectations requiring campaigning materials must adhere to the University's requirements.
 - 8.1.1. In the spirit of sustainability, TKUSA encourages candidates to be respectful of creating too many posters, flyers, other paper materials and disposable items.
- 8.2. Campaign materials must be approved by the CRO before distribution.
 - 8.2.1. Campaign posters must be approved by Student Life office before distribution
 - 8.2.2. Campaign materials that shall not be permitted include food, drinks, money in any form, gift cards or anything deemed inappropriate by the CRO.
 - 8.2.3. Campaign materials must not contain offensive material or material considered slanderous against other candidates.
- 8.3. Candidates must not place campaign materials in locations that are prohibited by the CRO and/or the University.
 - 8.3.1. Candidates must not place campaign materials on windows, doors, lockers, bathrooms, classrooms, tables, chairs, and walls (where the poster is not placed on a bulletin board).
 - 8.3.2. A list of approved spaces for materials will be distributed at the candidates meeting in consultation with facilities.
- 8.4. Candidates may 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.
 - 8.4.1. Candidates may not leave leaflets on vacant tables, on the floor, or anywhere else in which they would be left unattended. Any items distributed inappropriately may be removed without compensation, and the candidate may be subject to disciplinary action by the CRO.
- 8.5. Candidates must not promote their candidacy by sending mass emails to the student body, or by displaying spam-like behaviour on TKUSA's or the University's social media platforms. The CRO reserves the right to determine what constitutes mass emails and spam-like behaviour.

8.6. Candidates may use their private social media platforms for campaign purposes, and generally do not have to have these materials approved by the CRO before they do so but are under the same regulations outlined in this procedure.

8.6.1. The information posted on personal social media during campaign week must be hidden after the designated campaign period.

8.7. All campaign materials on campus must be removed by the end of the designated campaign period.

9. Election Schedule

9.1. Executive Board elections take place in March.

9.1.1. The CRO confirms the election dates.

9.2. General Director elections take place in September or early October.

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

9.4. The CRO must hold a mandatory candidates' meeting prior to the start of campaigning, the purpose of which will be primarily to establish campaigning rules and procedure.

9.4.1. The date and time of the mandatory candidates' meeting must be made plainly and clearly known to all candidates.

9.4.2. Should a candidate fail to attend the mandatory candidates' meeting in its entirety and fail to designate a proxy to attend in their place, they may be disqualified as determined by the CRO.

10. Voting Procedures

10.1. Election voting must be made available to the student body through an online voting platform.

10.1.1. The CRO must notify the student body when the voting period opens and concludes and must be open for a minimum of two (2) days.

10.2. Each member of TKUSA is entitled to one (1) vote per position. Candidates must not be allowed to campaign during voting days.

10.3. At the conclusion of the online voting, the CRO must

- Verify the results of the online voting system with the DRO and one current executive board member by email.
- must notify all candidates and TKUSA's members of the election result.

- disclose the vote results, detailing percentages, to all election candidates.
- must not disclose the exact vote totals for each candidate, unless a member of TKUSA requests an appeal within forty-eight (48) hours of the results being publicized.

10.4. An official report, signed by the CRO, DRO and the Executive Board member who verified the results must be submitted to General Council.

10.5. In the event of a tie, the CRO facilitates a coin toss to decide the winner, as witnessed by the tied candidates

10.6. In the event of a yes/abstain vote, candidates must receive a simple majority to be considered successful.

11. By-Elections

11.1. In the case of one or more vacancies in an Executive position, TKUSA may undergo a by-election in accordance with the stipulations outlined in TKUSA's Bylaws.

12. Complaints

12.1. Complaints regarding candidates violating bylaw, policy, or procedure are submitted to the CRO in writing before or during the campaign.

12.2. A complaint that is considered by the CRO must include the following information:

- 12.2.1. The name of the person filing the complaint and their TKU email address;
- 12.2.2. The name of the candidate who is allegedly in violation of election rules
- 12.2.3. The section of TKUSA's policy, procedure, or any other applicable laws that have been allegedly violated
- 12.2.4. A description of the violation with supporting evidence.

12.3. Incomplete complaints will not be considered, and the complainant will be informed as such.

- 12.3.1. The CRO may dismiss any complaints that are frivolous, vexatious, trivial, vindictive, or unsubstantiated.

12.4. The CRO will investigate all complaints and inform all involved parties of the decision within 24 hours from the receipts of the complaint. Where required, the CRO will involve the Dean of Students as an impartial advisor.

- 12.4.1. Decisions will include facts of the complaint, including the relevant policy or procedure in violation, any directives from the CRO, any timelines associated with completing the directives, and the decision in the case of failure to meet those timelines.
- 12.4.2. If a decision cannot be reached within the prescribed 24 hours the CRO will inform the parties involved in the complaint of the circumstances and may extend this deadline once by an additional 24 hours.

13. Appeals

13.1. Any member of TKUSA may appeal a decision of the CRO or the election results, in writing, to the General Council no later than two business days after the last day of voting.

13.1.1. The appeal must include the following information:

- The name of the person filing the appeal and their TKU email and student ID number
- The decision that was made, of the bylaw, policy or procedure that was broken
- An explanation as to why the decision was incorrectly made, or how the bylaw, policy or procedure was broken
- All other documentation regarding the appeal must be provided at the time of the appeal.

13.2. Once the appeal has been received, an emergency meeting of the General Council will be called in person or virtually to investigate the appeal.

13.2.1. To be upheld, the appeal must receive at least two-thirds majority approval from the General Council.

14. Amendments of Regulations

14.1. Should there be any change to this procedure during an election period, candidates must be notified of said change as soon as possible.

Fact Sheet

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