



university of victoria
students' society

Electoral Policy

Effective Date: January 15, 2018
Supersedes: December 11, 2017

TABLE OF CONTENTS

PART 1: PURPOSE AND APPLICATION	3
PART 2: DEFINITIONS	3
PART 3: ELECTORAL EVENT PLANNING	5
3.1 General	5
3.2 By-Elections	5
3.3 Responsibilities of the Board	5
3.4 Giving Notice of an Electoral Event	5
3.5 Hiring	6
3.6 Autonomy of the Electoral Officials	6
PART 4: NOMINATIONS	7
4.1 General	7
4.2 Nomination Period	7
4.3 Close of Nomination Period	7
PART 5: CAMPAIGNING	8
5.1 Scheduling	8
5.2 Candidate Debate Forums	8
5.3 Platforms	8
5.4 Limits on Campaign Material	9
5.5 Print Credit and Financial Limits	10
5.6 Slates	11
5.7 Campaign Managers	11
5.8 Third Party Endorsements	12
5.9 Campaign Infractions and Sanctions	12
PART 6: REFERENDA	15
6.1 General	15
6.2 Scheduling	16
6.3 Combined Referenda and Election Campaigning	17
PART 7: VOTING	18
7.1 General	18
7.2 Electronic Voting	18
7.3 Accessibility	18
7.4 Voter Support	19
7.5 Responsibilities of Candidates and Campaigners During Voting	19
PART 8: COMPLAINTS AND APPEALS	20
8.1 Informal Dispute Resolution	20
8.2 Formal Complaints	20
8.3 Appeals to the Elections Adjudicator	21
8.4 Candidate Appeals to the Arbitration Panel	21
8.5 Member Appeals to the Arbitration Panel	21
PART 9: POST-ELECTORAL EVENT	22
9.1 General	22
9.2 Electoral Report	22
PART 10: JOB DESCRIPTIONS – EXCLUDED POSITIONS	23
10.1 CHIEF ELECTORAL OFFICER	23
10.2 SENIOR ELECTORAL OFFICER	24
10.3 ELECTIONS ADJUDICATOR	26
10.4 ARBITRATION PANEL MEMBER	27

PART 1: PURPOSE AND APPLICATION

- a. This policy sets out the responsibilities and obligations for conducting Electoral Events, in accordance with the UVSS Constitution and Bylaws, including:
 - i. The democratic election of Lead Directors, Directors-at-Large, and the Director of International Student Relations to the UVSS Board of Directors,
 - ii. Referenda among the UVSS membership, and
 - iii. By-elections.
- b. It is based on the principles of:
 - i. Respect for the democratic process and persons involved in that process,
 - ii. The right of voters and candidates to participate in fair and just Electoral Events, and
 - iii. Fair and open processes for resolving issues, arising from Electoral Events.
- c. Any amendment to this policy made between January 15th and April 15th will take effect May 1st of that calendar year.

PART 2: DEFINITIONS

- 2.1 Academic building** means any UVic building where classes are held.
- 2.2 Arbitration Panel** means the panel appointed under the Constitution and Bylaws to hear the final level of appeals.
- 2.3 Board** means the UVSS Board of Directors.
- 2.4 Campaign material** is any paper, electronic, social media, chalking, advertising, or other material produced by or on behalf of a candidate or proponent/opponent to promote that candidate.
- 2.5 Campaign manager** is an individual who may be the designated contact/representative for candidates within a slate, or for an independent candidate or proponent/opponent.
- 2.6 Candidate** is a person whose nomination form has been accepted as complying with this policy to stand for election or as a referendum proponent/opponent.
- 2.7 Complainant** is an individual who makes a complaint under this policy.
- 2.8 Constitution and Bylaws** is the current, officially accepted UVSS Constitution and Bylaws.
- 2.9 Election** when used in this policy, refers specifically to the election of candidates and is distinct from referenda.
- 2.10 Elections Adjudicator** is the person appointed under the Constitution and Bylaws to hear the first level of appeals.
- 2.11 Electoral Committee** is the Electoral Committee of the UVSS as outlined in the UVSS Constitution and Bylaws.
- 2.12 Electoral Date** is the voting period set by the Board for voting in an Electoral Event.
- 2.13 Electoral Event** refers collectively to any official elections and referenda.

- 2.14 Electoral Office** refers to the physical location set by the Board for the use of the Electoral Officers to administer and manage Electoral Events, or the administrative body led by the Chief Electoral Officer.
- 2.15 Electoral Officer** includes all persons hired to staff the Electoral Office, including the Chief Electoral Officer (CEO).
- 2.16 Electronic voting** is voting using a secure, internet based interface that will ensure each member will have only one vote, and will uphold the secrecy and integrity of the ballot.
- 2.17 In writing** includes print (hard copy) and electronic text.
- 2.18 Member** is an active member of the UVSS as defined under Bylaw 2.1.
- 2.19 Nomination Period** refers to 7-day-minimum official call for nominations posted by the Electoral Office, as well as the 7-day minimum time frame for nomination applications to be received by the Electoral Office.
- 2.20 Referendum** is a vote, binding on the UVSS Board, by the Members on a yes/no question.
- 2.21 Respondent** is an individual against whom a complaint has been filed under this policy.
- 2.22 Slate** is a group of two or more candidates who decide to run together in an election, under a common name and may agree to use common campaign materials.
- 2.23 Social Media** is information technology service, software and accounts used to campaign in an Electoral Event, including but not limited to: Facebook accounts, pages, and public groups; Twitter, Instagram, and Snapchat accounts; and blogs/websites.
- 2.24 Student Residences** is all residence building complexes, Cluster Housing and Family Housing, as well as the Commons Block Building and any associated areas.
- 2.25 Third party endorsement** is official support from a recognized on-campus group for a candidate.
- 2.26 Third Party** is a recognized on-campus group which supports a candidate or side in an Electoral Event.
- 2.27 UVSS** is the University of Victoria Students' Society.

PART 3: ELECTORAL EVENT PLANNING

3.1 General

- a. A general election of Lead Directors, Directors-at-Large, and the Director of International Student Relations must be held each year, during the month of March as per Bylaw 5.2.a. As the Bylaws state that Lead Directors, Directors-at-Large, and the Director of International Student Relations are elected during the month of March, the voting period may begin in February as long as it concludes in March.
- b. Referenda and by-elections, if any, must be held on the election date that is set by the Board for that referendum or by-election. Referenda may be held in conjunction with a general election.
- c. The UVSS must pay the costs of the Electoral Events required or authorized by this policy.

3.2 By-Elections

- a. By-elections may be held in the fall term to fill vacancies on the Board of Directors which have occurred between the general election and November 15.
- b. The minimum number of Voting Information Station hours may be reduced but not the total length of the voting period.

3.3 Responsibilities of the Board

- a. Scheduling Electoral Events, including:
 - i. The voting period for the next year's general election:
 - 1. By no later than the final board meeting of the prior calendar year and must occur in March as per Bylaw 5.2.a., and
 - 2. Whenever possible, the voting period shall be scheduled to coincide with the voting period for elections to Senate and the Board of Governors.
 - ii. The schedule for the related events must set:
 - 1. A nomination period of at least one week and specify the dates and times at which nominations open and close,
 - 2. A date on which campaign materials may be posted,
 - 3. The approximate timing of publication of candidates' platforms in *The Martlet*, and,
 - 4. The approximate date for the candidates' forums, which, where possible, should be shortly after the publication of candidates' platforms in *The Martlet*.
- b. The Board must also establish the Electoral Office, including making administrative arrangements for communication accounts and expense related accounts. The location of the Electoral Office may be revised, if necessary, but notice of that must be given by posting a notice on the UVSS website and on the door of the proposed initial location.

3.4 Giving Notice of an Electoral Event

- a. Within one week of an electoral date being set, the Board must post a copy of this Policy, date of the Electoral Event, the schedule for related events, and the location of the Electoral Office on the UVSS website and maintain that posting until the Electoral Event results are made official.
- b. At least 7 days before the start of the acceptance of nomination applications, the Electoral Office must issue an official Call for Nominations via:

- i. Print in *The Martlet*,
 - ii. Broadcast on CFUV 101.9FM,
 - iii. Post on as many University notice boards and Student Union Building notice boards as possible, with at least one poster in each academic building, and
 - iv. Broadcast email to all members.
- c. The official Call for Nominations must include:
- i. A link to the place on the UVSS website where this policy may be viewed,
 - ii. The voting period of the Electoral Event,
 - iii. The nomination period including the date and time for the close of nominations, and
 - iv. The location of the Electoral Office.

3.5 Hiring

- a. At least 4 weeks before the Call for Nominations the Electoral Committee must:
 - i. Appoint a Chief Electoral Officer, and
 - ii. Appoint an Elections Adjudicator and three (3) individuals to the Arbitration Panel.
- b. Hiring and orientation procedures are in the UVSS Employee Handbook (unionized and excluded positions) and the Collective Agreement (unionized positions).

3.6 Autonomy of the Electoral Officials

- a. The Electoral Officers have the responsibility and authority to conduct Electoral Events under this policy, independently from the Board and the Electoral Committee and impartially between candidates.
- b. The CEO has the authority to expense and staff the Electoral Office as required for each Electoral Event, in accordance with UVSS policy, as outlined by the official CEO job description.
- c. The CEO will assign duties as outlined in the official Electoral Office job descriptions found in this policy (excluded positions) and the Collective Agreement (unionized positions). In emergency circumstances, to ensure the successful operationalization of an Electoral Event, the CEO has the authority to reassign tasks and duties as required.
- d. The CEO must consult with the Electoral Committee about any issues that arise that may have unanticipated budget impacts. Electoral Committee must then consult with the Director of Finance and Operations about the issue(s).

PART 4: NOMINATIONS

4.1 General

- a. Before the start of the nomination period, the Electoral Office must:
 - i. Confirm and revise if necessary the timelines and requirements for the candidates' platforms to be published in *The Martlet*, and
 - ii. Make available at the Electoral Office copies of this Policy and the nomination form, and the timelines and requirements for the candidates' platforms to be published in *The Martlet*.

4.2 Nomination Period

- a. Before the close of the nomination period, members who intend to seek election as a Lead Director, a Director-at-Large or the Director of International Student Relations must:
 - i. Have a completed nomination form signed by at least 15 but no more than 25 members,
 - ii. Sign the form confirming that the information provided on the form is true and that the member understands and will comply with the obligations and responsibilities for candidates set under this policy,
 - iii. Have the nomination form stamped by the Office of the Registrar verifying that the person is a member, and
 - iv. File a paper copy of the completed, signed and stamped nomination form at the Electoral Office.
- b. A member may submit only one nomination form. Once filed, a nomination may only be withdrawn by the member, in writing. If a member submits more than one nomination form, none of those nomination forms may be accepted as valid.
- c. Electoral Officers may not complete or revise nomination forms.
- d. If the CEO determines a nomination form is completed as required by this policy, the CEO must accept the nomination.

4.3 Close of Nomination Period

- a. If after the close of the nomination period the Electoral Office determines a nomination is missing any information (i.e. nominators, signatures, or stamps), the nominee will be notified by an electoral officer and given a grace period of 24 hours to provide the missing information. This grace period begins at the close of the nomination period. Any nomination that is still missing information at the close of the 24-hour grace period will be rejected by the Electoral Office. Any nominations not filed by the close of the nomination period will be rejected by the Electoral Office.
- b. The CEO must, by 9:00 a.m. on the day following the close of the nomination period, post a list of all accepted nominations, all rejected nominations and all nominations missing other information that may be corrected, on the door to the Electoral Office.
- c. A decision to reject a nomination may be appealed to the CEO. An appeal must be made, in writing, within 24 hours. The CEO:
 - i. has discretion whether to meet with the person, the Electoral Officers involved, or all to review the decision, and
 - ii. must issue a written decision whether the nomination is to be accepted, within 48 hours.

- d. The Electoral Office must, as soon as is reasonably possible, revise the lists of the names of persons whose nomination forms are accepted, and of any persons whose nominations were rejected and post these on the Electoral Office door and Electoral Office website.

PART 5: CAMPAIGNING

5.1 Scheduling

- a. Candidates must attend all meetings scheduled by the CEO. The CEO may give notice of any meeting by email to the address shown on the candidate's nomination form.
- b. The campaign period will begin at 9am on a Monday and will conclude 267 hours later at 12:00pm on a Friday.
- c. The final 51 hours of the campaign period will be the designated voting period.

5.2 Candidate Debate Forums

- a. **All Candidates Forum** - The Electoral Office must organize at least one All Candidates Forum on or as close as possible to the date set by the Board. The Electoral Office has discretion on the format and timing, but where possible will be guided by the following:
Candidate speeches may be limited to:
 - i. Directors-at-Large: two minutes
 - ii. Director of International Student Relations: two minutes
 - iii. Lead Directors: three minutes
 - iv. Official Representatives of Referenda: three minutes.

Question periods may be limited to ten minutes for each category and priority should be given to questions posed by non-candidates.

- b. **Lead Director Forum** - The Electoral Office must organize at least one Lead Director Forum on or as close as possible to the date set by the Board. This forum shall be hosted in conjunction with CFUV 101.9 FM.

Question periods may be limited to ten minutes for each category and priority should be given to questions posed by non-candidates.

- c. **Board of Governors and Senate Forum** - The Electoral Office must organize at least one Board of Governors and Senate forum. Board of Governors and Senate candidate speeches may be limited to:
 - i. Board of Governors: three minutes
 - ii. Senate: two minutes.

5.3 Platforms

- a. Candidates must file, at the Electoral Office, their platform for publication in *The Martlet*, within the time and other limits set under this Policy. Platforms that are submitted late will not be published.
- b. The Electoral Office must arrange for publication of candidates' platforms in *The Martlet*.
- c. The word count of platforms must not exceed:

- i. 200 words for Director-at-Large positions
 - ii. 200 words for Director of International Student Relations position
 - iii. 300 words for Lead Director positions
 - iv. 400 words for Referendum sides
- d. Once submitted to the Electoral Office, a platform cannot be edited except, if the maximum applicable word limit is exceeded, an Electoral Officer will notify the candidate and the candidate may inform the Electoral Office which words are to be deleted. If the candidate does not respond within the time set by the Electoral Office, the Electoral Office must delete words, starting from the last word and continuing from there until the maximum allowable number of words is reached.
- e. The Electoral Office must send candidates an email copy of the proof of their platform prior to publication. Candidates must, within 24 hours of the email notice, give the Electoral Office written notice of any revisions necessary to correct any errors in the proof to correspond with the platform as submitted.

5.4 Limits on Campaign Material

- a. Campaign materials must not have branding other than slate, candidate, or third-party endorser.
- b. The following campaign materials are prohibited:
 - i. gift cards
 - ii. stickers
 - iii. styrofoam cups
 - iv. alcohol

With the exception of print, digital, and candidate apparel, the cost for individual campaign materials shall not exceed two dollars.

- c. With the exception of posters and banners, campaign materials must be handed directly to electors/voters and not left in physical locations on campus.
- d. Campaign material must not be posted or published prior to 9:00 a.m. on the first day on which printed and digital campaign materials may be posted, as scheduled by the Board of Directors.
- e. Candidates are encouraged to be environmentally responsible when considering the numbers and types of campaign materials they intend to use.
- f. Posters and banners may only be posted in accordance the University of Victoria posting regulations for student Electoral Events. It is the candidate's responsibility to read and comply with those regulations.
- g. All posters and banners must be stamped by an Electoral Officer before being posted.
- h. Candidates are limited to thirty [30] posters and two [2] banners at any time. This is intended to permit replacement of torn, missing or defaced posters.
- i. Candidates seeking election to the UVic Senate and/or Board of Governors are entitled to the post the number of posters and banners outlined above for their candidacy for UVSS elections, in addition to the posters and banners for their Senate and/or Board of Governor elections.
- j. Banners shall only be posted in permitted areas, as per University Postering Policy.

- k. Posters must be printed on recycled paper and cannot be larger than 8.5 inches by 11 inches. Posters can be placed beside each other to create the effect of a larger poster or banner but cannot exceed 15 square feet in total.
- l. Posters and banners may only be posted on the University of Victoria campus, and are not permitted to be posted at or in the Halpern Grad Centre, the Petersen Health Centre, or any area associated with student residences.
- m. Chalking is permitted only on classroom chalk boards and on exterior surfaces that are exposed to the weather.
- n. Candidates are responsible for all of their campaign materials complying with posting regulations, including materials prepared or posted by their slate, campaign supporters, or third- party endorsers.
- o. All posted material must be attributed to a particular candidate.

5.5 Print Credit and Financial Limits

- a. Candidates shall receive a \$30.00 credit at ZAP Copy. Zap credit can only be used for the candidate's individual campaign expenses.
- b. In addition to the ZAP Copy credit, candidates may spend a maximum of \$50.00 on their campaign. \$25.00 will be reimbursed by the UVSS after the conclusion of the Electoral Event for all candidates who are not disqualified.
- c. The following must be reported and included when determining campaign spending and whether the campaign spending limit has been exceeded:
 - i. The fair market value of any donated goods or materials,
 - ii. The fair market value of any goods, materials, or labour that are obtained at a discounted price that would not be available to all other candidates, and,
 - iii. Any provincial, federal, or harmonized sales, goods or services taxes.
- d. Candidates must submit the expense allowance form and copies of all receipts to the Electoral Office by the time polls close. A candidate who exceeds the campaign spending limit or fails to submit the expense allowance form and all receipts must be disqualified by the CEO. A candidate who submits the expense allowance form but fails to submit all receipts or incorrectly fills out the form shall be granted an extension of twenty-four [24] hours to submit the necessary receipts or correct the form. If after 24 hours, the candidate still has not submitted receipts or corrected the form, the candidate shall be disqualified.
- e. Candidates for the UVSS Board of Directors who are also seeking election to the UVic Senate and/or Board of Governors are permitted to create campaign material and organize campaign events and activities that publicize their UVSS Board of Directors candidacy (which may include a slate name), as well as their Senate and/or Board of Governors candidacy. All costs associated with these materials, events and activities must be wholly attributed to their UVSS campaign.

5.6 Slates

- a. Candidates may organize as a slate to work together on their campaigns.
- b. If candidates belong to a slate, they must indicate the name of the slate and the slate campaign manager on their nomination forms and if they decide to form or join a slate after submitting their nomination form, they must inform the Electoral Office, in writing, within 24 hours of that decision.
- c. In their campaign materials, candidates are permitted to endorse other candidates and/or slates, provided they have written consent of the other candidate and/or slate.
- d. Candidates are responsible for any campaign activities carried out or campaign materials produced by the slate on behalf of the candidate and all posters and banners must be stamped by an Electoral Officer before being posted and will be counted as if produced by the candidate when determining the candidate's maximum permissible numbers of posters and banners and their campaign spending limit.
- e. Slates are obligated to comply with the responsibilities and obligations of candidates under this policy.

5.7 Campaign Managers

- a. A slate must designate one person as their campaign manager and must provide contact information for that person, in writing, to the Electoral Office 72 hours before the start of the Campaign Period.
- b. Campaign managers must be familiar with this policy and ensure all candidates on the slate read and understand their responsibilities and obligations.
- c. Candidates who are not running as part of a slate may also appoint a person to act as their campaign manager.
- d. An Electoral Officer, the Elections Adjudicator or the Arbitration Panel may deal directly with a candidate or slate's campaign manager about any campaign issues related to, or complaints made against, the candidate or slate. The campaign manager will be responsible for representing the candidate or slate with respect to any such issues or complaints, and for informing the candidate or slate about any such campaign issues or complaints and the outcomes.
- e. Campaign managers must be active members of the UVSS, in good standing as defined by the UVSS Bylaws.
- f. Campaign managers shall not receive compensation for their duties.

5.8 Third Party Endorsements

- a. Candidates may accept the endorsement of an on-campus group and refer to that endorsement in their campaign material, but must provide written proof of an endorsement (Electoral Office Third Party Endorsement Form) to an Electoral Official before referring to it in their campaign materials.
- b. Third party endorsers are obligated to comply with the responsibilities and obligations of candidates under this policy.
- c. All off-campus groups are prohibited from providing an endorsement or otherwise intervening as a third party in any UVSS Electoral Events. Such groups include, but are not limited to:
 - i. Political parties at any level of government,
 - ii. Businesses or corporations,
 - iii. Labour unions,
 - iv. Interest groups, and
 - v. Student unions or their umbrella organizations.
- d. The following on-campus groups shall also be prohibited from providing endorsements or otherwise intervening as third parties:
 - i. UVic or any UVic departments or affiliates,
 - ii. Any separately incorporated fee-levied groups,
 - iii. Businesses,
 - iv. The Martlet, and
 - v. CFUV 101.9FM
- e. Candidates are responsible for any campaign activities carried out by or campaign materials produced by a third-party endorser on behalf of the candidate and all posters and banners must be stamped by an Electoral Officer before being posted and will be counted as if produced by the candidate when determining the candidate's maximum permissible numbers of posters and banners and the candidate's campaign spending limit.
- f. If an on-campus group spends money to promote a candidate or endorses a candidate in a non-official capacity, and the candidate is known to be affiliated with that group, the candidate may be held responsible for the expense.
- g. The Board is not permitted to endorse a slate or any candidate in an election. The Board is permitted to endorse either side of a referendum question.

5.9 Campaign Infractions and Sanctions

5.9.1 The Electoral Office shall make every attempt to uphold the principles of the UVSS Electoral Events, including being:

- a. Fair and equitable for all participants;
- b. Administered in a manner that is independent and impartial;
- c. Transparent and accountable;
- d. Democratic;
- e. Environmentally and financially sustainable; and
- f. Grounded in professionalism and respect for all parties.

5.9.2 In the event that candidates violate electoral policy, the CEO may conduct an investigation to determine if the behaviour constitutes a minor or major infraction. The CEO may apply a

warning or a sanction to any slate, campaign manager, or candidate. In the instance where a campaign manager or slate commits an infraction, a sanction may be applied equally to each candidate who is a member of that slate. An investigation may be initiated through a formal complaint.

5.9.3 A candidate for election to the UVSS Board of Directors who commits a disqualifiable offence shall be prohibited from running as a candidate in elections to the UVSS Board of Directors for a period of not longer than one [1] board term.

5.9.4 Major infractions of electoral policy shall result in immediate disqualification of the candidate(s). The following actions toward any Electoral Event participants, including Electoral Officers, the Electoral Office, or its Voting Information Stations, constitute major infractions of Electoral Policy:

- a. **Harassment** - Any verbal or physical action that a reasonable person would consider offensive or humiliating to an individual. Generally, harassment is a behaviour that persists over time. Serious one-time incidents may be considered harassment.
- b. **Defamation** – Any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.
- c. **Vote buying** – Any incentive offered to a member on the condition that they vote or do not vote for a particular candidate.
- d. **Interference** – Any overt attempt to interfere with the administration of a free and fair Electoral Event which includes but is not limited to fake polling stations, impersonating an Electoral Official, cyberattacks on the webvote portal or Electoral Office website and communications, intentional voter suppression, loitering at, or approaching members at Voting Information Stations during the voting period.
- e. **Financial non-compliance** - Includes failure to submit a completed Electoral Office expense form, exceeding spending limits, failure to disclose all expenses and donations, and failure to properly submit receipts after the grace period has elapsed.
- f. **Repeated and willful infractions** - Includes but is not limited to a significant number of instances of the same minor infraction or failure to comply with the decisions of the Electoral Office. The number of minor infractions that will constitute a disqualifiable offence is at the discretion of the CEO and will be considered on an individual basis.
- g. **Failure to identify a campaign manager** - Failure to identify a campaign manager to the Electoral Office (for slates).

5.9.5 Minor infractions of electoral policy are punishable at the discretion of the CEO. The following are considered minor infractions and their sanctions:

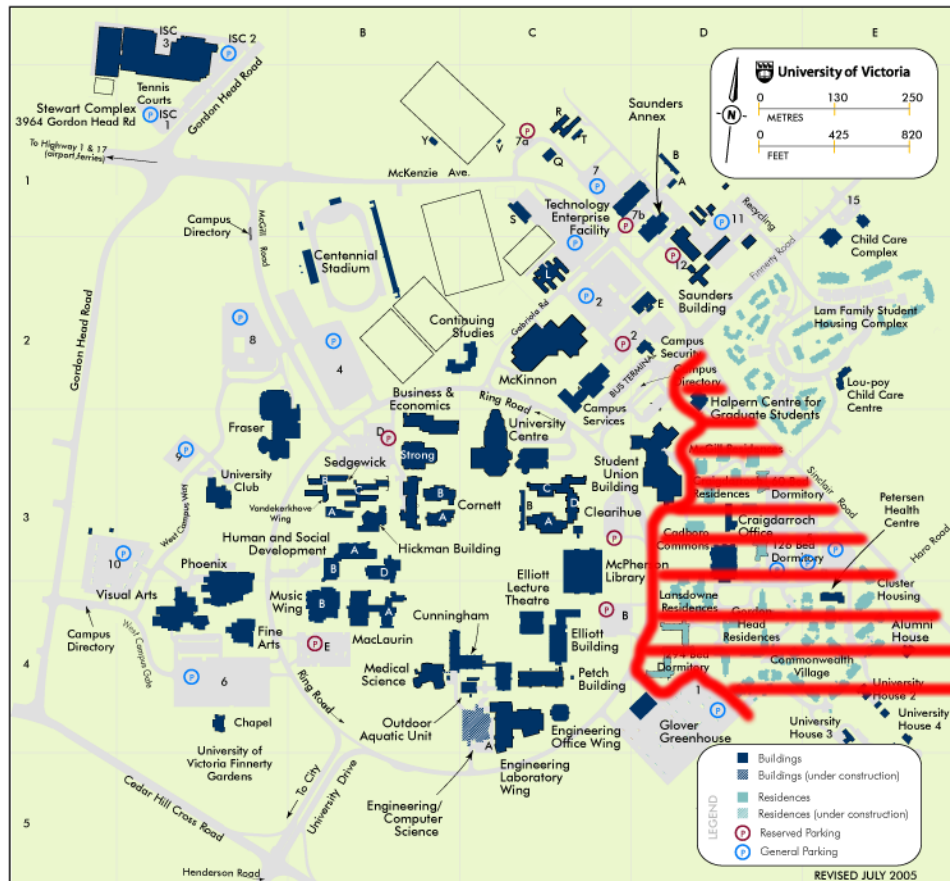
- a. **Early campaigning** - the distribution or posting of digital, print, or any other campaign material prior to the start of the campaign period.

Sanctions for early campaigning include but are not limited to:

- i. Temporary removal of the website or social media for a period of time not exceeding the length of time that it was posted early, and
- ii. A reduction in banner or poster allowances not exceeding the number of posters or banners posted early.

- b. **Prohibited campaigning** - campaigning, distributing, posting, or publishing in a prohibited area including off campus, in or around residence buildings, or within sound or six metres of a Voting Information Station. Prohibited campaigning includes using campus publications such as *The Martlet* or CFUV other than by letters to the editor, personal interviews concerning a candidate's nomination or platform, or *The Martlet* Electoral supplement.

Campaigning in the areas crossed off, including all areas associated with student residences and the Halpern Centre for Graduate Students, is prohibited.



Sanctions for prohibited campaigning include, but are not limited to:

- i. A reduction in banner or poster allowances not exceeding the number of posters or banners in a prohibited location.
- c. **Unauthorized campaign material** - material that has not been stamped by the Electoral Office, exceeds the allowable dimensions, or does not meet University poster guidelines.

Sanctions for unauthorized campaign material includes but is not limited to;

- i. A reduction in banner or poster allowances not exceeding the number of unauthorized posters or banners.
- d. **Vandalism of campaign material** - the intentional destruction of another candidate's campaign material. Vandalism of campaign material is not punishable solely with a warning.

Vandalism of campaign material is not punishable solely with a warning and must include at least the following:

- i. A reduction of campaign material allowances by not less than double the number of printed materials destroyed.
- e. **Frivolous or vexatious complaints** - a complaint that has no reasonable factual basis which annoys, embarrasses, or damages a candidate. Repeated complaints for the same incident after a ruling has been made by the Electoral Office shall constitute frivolous complaints.
- f. **Intentional misrepresentation of facts** - the purposeful spread of objectively incorrect facts that the candidate knows to be untrue which attempts to unfairly influence voters.

5.9.6 Any action not listed under “campaign infractions” which violates the principles of the Electoral Event as previously outlined may be punishable by the CEO and shall follow the complaints and appeals process set out in this policy.

5.9.7 Sanctions for minor infractions, at the discretion of the CEO include, but are not limited to:

- a. A written warning for a first minor infraction.
- b. Temporary removal of website or social media for 24 hours or more.
- c. Complete printed campaign material removal.
- d. To discourage frivolous or vexatious complaints, or campaign tactics which are based on disregarding Electoral Policy, the CEO, along with making public the substance of formal complaints and the resulting decisions, may also post the full cost monetary cost expended by the Electoral Office to receive the complaint, investigate and render a decision.

PART 6: REFERENDA

6.1 General

- a. Unless specifically provided, this Electoral Policy applies to Referenda, with such modifications as the CEO may determine necessary.
- b. Referendum questions may only be called as provided by UVSS Bylaw 4.7.b.
- c. Referendum questions must set out the exact words of the question which are to appear on the ballot, and must be phrased in a way that the question can be answered “yes” or “no”.
- d. Petitions for member-initiated referendum questions must include: name, signature and student number for each signatory in order to verify that the requisite ten percent [10%] of the membership requirement has been fulfilled as per Bylaw 4.7.b.ii. A petition template shall be made available on the Electoral Office website.
- e. If the CEO is of the opinion that a question does not comply with this policy and/or UVSS Bylaws, the CEO may refuse to accept the question as valid. To appeal that decision, the process for appealing a rejected nomination must be followed.
- f. Before the opening of the nomination period, a list of all accepted referendum questions must be posted at the Electoral Office and on the Electoral Office website.
- g. The UVSS Board of Directors shall be neutral in all referenda unless the Board votes to support a side.

- h. If the Board of Directors votes to support a side, UVSS resources will be made available to the proponent or opponent who aligns with the decision of the Board of Directors. The Board of Directors must inform the CEO once support for a proponent or opponent has been established.
- i. When the Board endorses a referendum question, all physical campaign materials must be approved by the Electoral Office.
- j. A UVSS member may apply to be the official proponent or opponent of any referendum question by submitting a Referendum Proponent Form or Referendum Opponent Form to the Chief Electoral Officer before the close of the nomination period. If two or more individuals apply to be the official proponent or opponent, the CEO must:
 - i. give each person applying one [1] business day to submit in writing why they should be the proponent or opponent,
 - ii. ask the member who called the referendum question if they have a preference among proponent nominees, and if so, give their preferred proponent priority. (question initiated as per Bylaw 4.7.b.ii)
 - iii. ask the chair of Electoral Committee who the Board selected as proponent and give their selected proponent priority (question initiated as per Bylaw 4.7.b.i).
 - iv. within one [1] business day, decide which person shall be the proponent or opponent, and
 - v. give reasons for the decision, in writing, to each person who applied to be the proponent or opponent.
- k. Decisions of the CEO may be appealed to the Election Adjudicator as if a decision on a complaint.
- l. Proponents and opponents have and must comply with all the obligations, limitations and responsibilities of a candidate, except that both referendum sides, for and against, may each post a maximum of one hundred [100] posters and six [6] banners.
- m. Complaints may be made against proponents and opponents as if candidates, and the consequences may include, but are not limited to:
 - i. written warnings to the proponent or opponent,
 - ii. restrictions on the numbers and types of campaign materials the referendum side may use, or,
 - iii. disqualification of the proponent or opponent and if a proponent or opponent is disqualified no other person may act in their place.
- n. If a disqualifiable offence is committed by a proponent, opponent or third-party, the referendum may be considered invalid. The CEO must make all reasonable attempts to investigate, rectify, and/or resolve any issues before resorting to invalidating the result of a referendum question.

6.2 Scheduling

- a. If a referendum question is called outside of elections to the Board of Directors, the Board shall determine the most financially responsible time to staff the Electoral Office. The Board shall not impede the question going forward within the board term and as per the Bylaws. The Board shall not schedule a referendum when classes are not in session.
- b. If a member calls a referendum question as per Bylaw 4.7.b.ii, the following shall occur:
 - i. The question and the requisite number of signatures shall be submitted to the Electoral Committee.
 - ii. The Electoral Committee must liaise with the University in order to verify the signatures within a reasonable time frame.
 - iii. The question will be posed to the membership if, after the signatures are verified, the requisite 10% of the membership has been attained.

- iv. Within one [1] business day of the signatures being verified, the Electoral Committee must inform the member who initiated the question as to whether the referendum question will be posed to the membership or not.
 - v. If the number of signatures deemed valid is not sufficient, the member(s) shall be notified within one [1] business day and the petition shall be returned to them.
 - vi. If the number of signatures is deemed valid, at the next Board meeting, the Board must determine the date on which the referendum question will be posed to the membership.
- c. When the Board votes on calling a referendum question as per Bylaw 4.7.b.i, the Board must do the following at that meeting:
- i. Set the date.
 - ii. Vote on whether it is in favour, neutral or opposed to the question.
 - iii. Select a proponent.
 - iv. Direct the Electoral Committee to submit the referendum question to the CEO within two [2] business days after approving the question.
- d. Once the official Call for Nominations has been issued, the Electoral Office will not accept new referendum questions for the duration of that referendum or election period.

6.3 Combined Referenda and Election Campaigning

- a. Candidates running for election to the Board of Directors may also be proponents or opponents for a referendum question.
 - b. Branding for referendum campaign materials must be distinct from branding for candidates or slates in a concurrent election to the Board of Directors.
 - c. Campaign materials for a referendum must be solely in reference to the referendum.
 - d. Referendum proponents and opponents are not permitted to endorse slates or candidates if elections are being held concurrently.
 - e. In the case that the proponent or opponent is also a candidate running for election to the Board of Directors, they may endorse slates or candidates, but only in their role as a candidate.
-

PART 7: VOTING

7.1 General

- a. All persons must preserve the secrecy of the ballot, and integrity of voting.
- b. No person may vote more than once.
- c. The voting period shall be 51 consecutive hours at the end of the campaign period. The polls shall open at 9:00am on a Wednesday and close at 12:00pm on a Friday.
- d. The Electoral Office must provide information to support voters making informed decisions and promote voting amongst members, including posting a notice of the locations, dates and times of how and when to vote.

7.2 Electronic Voting

- a. Electoral Events are to be conducted using electronic voting.
- b. The Electoral Committee is responsible for annually contracting a service provider to host the electronic vote, according to the terms set out in this policy.
- c. In the event that electronic voting is compromised, the CEO will determine if the issue is quickly resolvable and if so, will notify all members by email, and adjust voting times accordingly. If the issue is not quickly resolvable, the CEO will implement a paper ballot vote, in accordance with the Electoral Policy and UVSS bylaws, and using the procedure where paper balloting was last utilized. This shall be done expediently as possible with regular email updates to the membership. In the instance that paper ballots are required, Co-op and distance students may be assigned a longer voting period than on-campus students.
- d. The contract agreement with the electronic vote provider must include:
 - i. Direction to uphold the parameters for voter eligibility as defined in the UVSS Constitution and Bylaws including that:
 1. eligible voters for Lead Director and Director-at-Large positions are to include all active UVSS members; and
 2. eligible voters for the Director of International Student Relations are to include all active UVSS members who are international students.
 - ii. Direction regarding the form of the ballot including to:
 1. use one ballot for each Lead Director position, one ballot for all of the Director-at-Large positions and one ballot for the Director of International Student Relations position, and,
 2. list candidates' names on each ballot alphabetically.
 - iii. Direction regarding Electoral Event data including:
 1. report Electoral Event results to both the Electoral Committee and the CEO, and
 2. the parameters for the destruction of data.

7.3 Accessibility

- a. The UVSS Board and the Electoral Office is committed to ensuring access for all members to fully participate in UVSS Electoral Events as candidates and as voters. Members with disabilities who require accommodations for full participation are strongly encouraged to make these known to the Electoral Office as early as possible.

- b. Before each Electoral Event, Electoral Officials will consult with SSID and CAL representatives to better understand current issues and plan for potential accommodations that could be requested by UVSS members with disabilities.
- c. The Electoral Office must make every effort to meet the accommodation requests of members with disabilities in keeping with Human Rights legislation and UVSS policies on access and accommodation.
- d. The Electoral Office will ensure that at least one Voting Information Station has all of the following attributes:
 - i. is clearly identified as a station where access accommodation requests are welcome
 - ii. is wheelchair friendly and accessible for members with any mobility or physical issues,
 - iii. is open for at least twelve hours during the voting period,
 - iv. permits a member with a disability to vote with the assistance of another person, if that member requests, and
 - v. is consistently advertised in all promotions for the Voting Information Stations.

7.4 Voter Support

- a. During the voting period of an Electoral Event, Voting Information Stations must be established including:
 - i. Fixed Voting Information Stations in each of the Student Union Building, Clearihue, and the McPherson Library, and each staffed for a minimum of eight hours, and
 - ii. Mobile/roaming Voter Information Stations which can set up and be present in each of the main academic buildings, as well as in student services locations, during peak hours, to be accessible to as many potential voters as possible. These are to be staffed for a combined, minimum of 26 hours during the voting period.

7.5 Responsibilities of Candidates and Campaigners During Voting

- a. Campaigning at or near the UVSS Electoral Office or its Stations may result in disqualification.
- b. Candidates and supporters who are actively campaigning, must not approach, visit, or campaign within sound or 6 metres of a fixed or roaming/mobile Voting Information Station during voting hours. Included in this restriction, candidates will not speak or engage with any persons having business with the Voting Information Station until that person has moved 6 meters from the Station, regardless of the intent. Candidates must immediately leave an area of a Voting Information Station if asked to do so by an Electoral Officer. Disagreement over such a request must be brought to the Electoral Office. Failure to leave or in any other way distracting a Voting Information Officer from their duties may result in disqualification.

PART 8: COMPLAINTS AND APPEALS

8.1 Informal Dispute Resolution

- a. A person may request that the CEO meet informally with a candidate to discuss whether the candidate may be failing to comply with Electoral Policy.
- b. The CEO may request further information from the person, prior to undertaking informal discussions.
- c. The CEO must advise the person of the outcome of the discussions.
- d. The CEO is not obligated to pursue informal dispute resolution with a candidate.

8.2 Formal Complaints

- a. A member may make a complaint about a candidate's failure to comply with a limitation or prohibition under this policy.
- b. A complaint is considered under review after a completed complaint form is received by the CEO.
- c. When a complaint is under review, the CEO shall:
 - i. Request more information from the complaint, if needed.
 - ii. Review the complaint within one [1] business day once all necessary information has been obtained.
- d. Once the CEO has reviewed a complaint, they shall do one of the following:
 - i. Determine the complaint is not likely to succeed and advise the complainant that it is being dismissed without further action being taken.
 - ii. Rule that the complaint was a frivolous or vexatious complaint and apply the appropriate sanction if the complainant is a candidate or campaign manager.
 - iii. Send a redacted version of the complaint to the candidate facing the complaint (the respondent) with any information that identifies the complainant removed.
- e. The respondent may respond in writing by filing a Response to the Electoral Office email address within one business day of the complaint being sent to the candidate.
- f. The CEO may request the complainant or the respondent meet with the CEO prior to making a decision and set a time for that to happen. If the complainant or candidate does not take advantage of that opportunity, the CEO may make a decision without that meeting. The CEO is not required to meet with the candidate or the respondent before a decision.
- g. The CEO must decide the complaint within one business day of a Response being filed or a meeting being held under the preceding paragraph, whichever is the latest. The CEO must give their decision and the reasons for it and any consequences as a result of the decision, in writing, to the candidate and the person who made the complaint.
- h. The CEO must post all complaint decisions online, but must not post the original complaint or response. The CEO must not reveal the identity of the complainant.
- i. The CEO has the discretion to extend any time limit set for the complaint process, but must be mindful of the need to resolve complaints in a timely way.

8.3 Appeals to the Elections Adjudicator

- a. Within one business day after the CEO makes a decision, an appeal may be made to the Elections Adjudicator by a complainant or the respondent by sending an Appeal form to the Elections Adjudicator email address, and to the Electoral Office email address.
- b. On receipt of an appeal, the Electoral Office must send copies of the complaint, the response if any, and the decision of the CEO to the Elections Adjudicator.
- c. When considering an appeal, the Elections Adjudicator must review written submissions as well as conduct an interview with the complainant, respondent, the Electoral Office, and any relevant witnesses.
- d. Until an appeal is concluded, a decision of the CEO to disqualify a candidate is held in abeyance, but a decision to impose restrictions on the numbers and types of campaign materials the candidate may use applies until overturned on appeal.
- e. The process for a complaint applies to an appeal, and the Elections Adjudicator has, on an appeal, the same powers and is subject to the same timelines and obligations as the CEO on a complaint.

8.4 Candidate Appeals to the Arbitration Panel

- a. Within one business day after the Election Adjudicator makes a decision, a respondent may appeal that decision to the Arbitration Panel, by sending an Appeal form to the Arbitration Panel at its email address and to the Electoral Office email address.
- b. The requirements, obligations, time limits and authorities for an appeal to the Election Adjudicator apply to appeals to the Arbitration Panel. The process for a complaint applies to an appeal to the Arbitration Panel, and the Arbitration Panel has, on an appeal, the same powers and is subject to the same timelines and obligations as the CEO on a complaint.
- c. When considering an appeal, the Arbitration Panel must review written submissions as well as conduct an interview with the complainant, respondent, the Electoral Office, the Elections Adjudicator and any relevant witnesses.
- d. The decision of the Arbitration Panel is final.
- e. The Electoral Event results must not be considered official until all decisions are made on all outstanding complaints and appeals.

8.5 Member Appeals to the Arbitration Panel

- a. Members with concerns about the Electoral Policy or conduct of the Electoral Office may provide a written submission to the Arbitration Panel within 72 hours of polls closing.
- b. These submissions should reflect substantial concern about an electoral policy, practice, or process.
- c. This complaint process shall be handled separately from the process described in Section 6.3.
- d. The Arbitration Panel may choose to, in response to the complaint, dismiss the complaint, forward the complaint to the Electoral Office or the Electoral Committee, or make an official recommendation to the Electoral Office, Electoral Committee, or the UVSS Board of Directors.

PART 9: POST-ELECTORAL EVENT

9.1 General

- a. The candidate receiving a plurality of votes duly cast shall be declared elected. If a successful candidate is disqualified, the next candidate with the next greatest number of votes is to be declared elected.
- b. The CEO may withhold results until all posted campaign material has been deleted online and removed from campus. Once satisfied, the CEO must announce the unofficial (pending the outcome of appeals) results of the Electoral Event as soon as possible. Unofficial results shall be posted outside the UVSS Electoral Office, and on the Electoral Office website.
- c. Members and candidates have 72 hours after polls close to submit any complaints regarding the Electoral Event.
- d. When all complaints and appeals have been exhausted, the results of the Electoral Event shall be considered official. The Electoral Office must post the official results in the following locations:
 - i. No fewer than five [5] academic and/or administrative buildings on campus,
 - ii. the Student Union Building,
 - iii. the Electoral Office website, and
 - iv. the UVSS website.
- e. Official results shall not be subject to recount. However, in the case that the electronic vote is compromised and paper ballots are utilized, recounts are permissible.

9.2 Electoral Report

- a. After results are officially announced, the CEO must prepare a report setting out:
 - i. the official results of the Electoral Event,
 - ii. a financial statement setting out the full cost of the Electoral Event,
 - iii. a list of any complaints and appeals and the decisions made,
 - iv. any suggestions to improve the efficiency and/or fairness of the electoral process, and
 - v. any other information that the CEO deems to be important to include.
 - b. The CEO must provide a window of one week immediately after the results are announced for members to submit recommendations on the electoral process. All submissions from members shall be submitted to the Electoral Committee.
 - c. The report must be signed by the CEO and the chair of the Electoral Committee.
 - d. The report must be submitted to the Electoral Committee who must submit it to the Board no later than [2] weeks after the results of the Electoral Event are official, and all information, including financial accounting for the Electoral Event is available.
 - e. The Electoral Committee must ensure the destruction and/or secure storage of all relevant data.
 - f. The Electoral Committee must close the Electoral Office, including signing off on an accounting of all materials and supplies, and the secure storage of all confidential material and equipment.
-

PART 10: JOB DESCRIPTIONS – EXCLUDED POSITIONS

10.1 CHIEF ELECTORAL OFFICER

FUNCTION:

1. Responsible for all Electoral Event logistics, campaign regulation, and balloting for the UVSS Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the UVSS Executive Director on administrative matters.
3. Functions as a delegate of the UVSS Electoral Committee.
4. Collaborates with the University Secretary.
5. Liaises and consults with the Elections Adjudicator and Arbitration Panel.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Plan and resource all aspects UVSS Electoral Events.
2. Enforce UVSS Electoral Policy.
3. Make regular reports to the UVSS Electoral Committee.
4. Execute a staffing plan to carry out the activities of the Electoral Event including the recruiting, hiring, training and supervising of Senior and Deputy Electoral Officers.
5. Liaise with the Office of the University Secretary to ensure that online voting follows established protocols and troubleshoots any issues that may arise.
6. Ensure the posting requirements are met for all referenda, calls for nominations, declaration of candidates, official complaints and decisions, and official results.
7. Declare quorum requirements.
8. Declare candidates to be in good standing or disqualified.
9. Declare results of the Electoral Event.
10. Write a report on the Electoral Event including the results, the conduct of candidates, and recommendations for improving future Electoral Events, co-signed by the Chair of the Electoral Committee, to the Board of Directors,
11. Direct issues of harassment and/or discrimination to UVic's Office of Equity and Human Rights.
12. Ensure impartiality and non-partisanship of all Elections Office staff and all Elections Office platforms, including social media accounts.
13. Keep all property, files and records of the Elections Office organized, secure, and confidential.
14. Responsible for authorizing Election Office expenses within the Elections Office budget, referring extraordinary expenses to the UVSS Executive Director and/or the Electoral Committee.

QUALIFICATIONS:

Required:

1. Demonstrated experience with electoral processes.
2. Demonstrated experience supervising staff.
3. Demonstrated leadership abilities.
4. Demonstrated experience administering rules and regulations.
5. Demonstrated financial management skills.
6. Experience in positions of responsibility.

7. Demonstrated ability to work under stress and to deal with difficult situations.

Preferred:

8. Experience working with anti-oppressive frameworks or willingness to undergo training.
9. Ideal candidate will have a background in any of the following: law, policy, elections, business administration or public administration.

This is a temporary position excluded from union membership.

10.2 SENIOR ELECTORAL OFFICER

FUNCTION:

1. Responsible for assisting the Chief Electoral Officer (CEO) in all of their duties.

ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the Chief Electoral Officer.
3. Liaises with the UVSS Electoral Committee, USEC, and other SEOs, as directed by the CEO. May train and supervise Voting Information Officers.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

STANDARD DUTIES:

- Abide by the UVSS Bylaws, UVSS Electoral Policy, and UVSS Electoral Office procedures.
- Work closely with the all Elections Office staff to ensure all Electoral Policy regulations and deadlines are met.
- Maintain the Elections Office as a secure, professional and voter-accessible space.
- As a representative of the Elections Office, convey professionalism, independence, impartiality and integrity at all times.
- Keep assigned office hours, provide assistance, and make referrals when appropriate.
- Keep all files and property of the Elections Office organized, secure and confidential.
- Report in writing on work progress and anticipated concerns to the CEO.
- Assist the CEO in drafting the Election Report, making recommendations for improvements to the Election Office.

SPECIFIC DUTIES:

Senior Electoral Officers will be assigned one or more specific areas of responsibility:

1. Nominations, campaign and candidate oversight, including:
 - a. Overseeing Elections Office communications with potential candidates, declared candidates, third parties and other campaign stakeholders.
 - b. Being the key contact to provide information, support and resources to candidates, and third parties, including setting up Zap accounts.
 - c. Approving and regulating all campaign materials, including print, electronic, and other forms.
 - d. Organizing Election Office events, such as all candidates meetings and public forums.
2. UVSS Election Office communications and administration, including:
 - a. Communicating with all UVSS members to ensure that they have the information necessary to participate in Electoral Events.

- b. Ensuring that key communication deadlines of the Electoral Policy are met.
 - c. Keeping all stakeholders informed of Electoral Event progress and issues arising.
 - d. Ensuring all Election Office social media is kept current, relevant and engaging.
 - e. Coordinating the development, printing and dissemination of all forms and documents as required by the Electoral Policy.
3. Voter education and voting promotion, including:
- a. Recruiting, hiring, training, supervising and supporting the Voting Information Officers.
 - b. Overseeing the planning and operation of voter information stations and roaming polls to ensure security, visibility and accessibility.
 - c. Developing voting promotion strategies, activities and materials.
 - d. Ensuring the Elections Office's supplies and equipment are accounted for and maintained.
 - e. Collecting and compiling Voting Information Officer tally sheets and feedback.
 - f. Updating and strengthening Voting Information Officer training materials, instruction sheets and check lists.

STANDARD QUALIFICATIONS:

1. Must be exempt from participating in UVSS Elections currently and for the previous five years.
2. Must be eligible to take the UVSS Election Oath of Office swearing impartiality and no personal or business connections to any candidate in the UVSS Elections.
3. Previous experience in electoral event administration, or operationalization.
4. Demonstrated ability to adhere to professional electoral standards and the Canadian Code of Ethics for Elections Administrators.
5. Demonstrated ability to interpret, clearly explain and administer policy and regulations.
6. Proven reliability, punctuality, and ability to problem solve and get time sensitive tasks completed regardless of circumstances.
7. Demonstrated ability to work under stress and to deal with difficult situations.
8. Demonstrated office administration and organizational skills.
9. Fiscally astute and efficient, demonstrated ability to minimize office costs without compromising integrity or standards.
10. Flexible schedule and availability.

Senior Electoral Officers are also required to have expertise/qualifications in one or more of the three (3) specific areas of responsibility stated above, such as:

11. Ability to engage in difficult conversations with stakeholders who may not be adhering to policy.
12. Success in informal dispute resolution and conflict management with tact and diplomacy.
13. Excellent interpersonal and communication skills to provide clear instruction, training and support.
14. Experience as a supervisor of other employees or volunteers.
15. Demonstrated success with improving member engagement and event turnout.
16. Skilled in developing and implementing communication and social media strategies.
17. Technologically savvy with social media forums, WordPress and the ability to troubleshoot and provide instruction on iPads and other personal electronic devices.
18. Experience with ensuring events meet standards for accessibility.

This is a temporary position excluded from union membership.

10.3 ELECTIONS ADJUDICATOR

FUNCTION:

1. Serves as the first level of appeal in the UVSS Elections complaints process.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSS General Manager on employment-related matters.
2. Reports to the Electoral Committee on administrative matters.
3. Serves as an independent and impartial body of appeal.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Makes rulings on appeals submitted by candidates who are unsatisfied with a ruling(s) of the Chief Electoral Officer (CEO).
2. Makes rulings on complaints submitted against the Electoral Office.
3. Liaises with the CEO and the Arbitration Panel in advance of the campaign period in order to reach a common understanding of campaign rules and disciplinary procedures as laid out in the Electoral Policy Manual.
4. Provides written recommendations on potential Electoral Policy revisions, and Electoral Office procedures, as requested by Electoral Committee.

QUALIFICATIONS:

Required:

1. Shall not be a member of the UVSS as defined in Bylaw 2.1.
2. Shall not be an individual who has run for office in a UVSS election within the past five years.
3. Familiarity with the UVSS electoral process, or with other electoral processes.
4. Demonstrated ability to interpret and apply rules and regulations.
5. Experience in positions of responsibility.
6. Experience in appeal procedures.
7. Must be able to meet the critical deadlines for hearing appeals and providing rulings during the campaign period.

Preferred:

1. Experience in law, public administration or political science.

This is a temporary part-time excluded employee. Compensation will reflect level of experience. The University of Victoria Students' Society is an equal opportunity employer.

Approved by Email by Electoral and Personnel Committee January 10th 2018.

10.4 ARBITRATION PANEL MEMBER

FUNCTION:

1. Serves as the second and final level of appeal in the UVSS Elections complaints process.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSS General Manager on employment-related matters.
2. Reports to the Electoral Committee on administrative matters.
3. Serves as an independent and impartial body of appeal.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Makes rulings on appeals submitted by candidates who are unsatisfied with a ruling(s) of the Elections Adjudicator.
2. Makes rulings on complaints submitted against the Electoral Office which have been ruled on by the Elections Adjudicator.
3. Liaises with the Chief Electoral Officer and the Elections Adjudicator in advance of the campaign period in order to reach a common understanding of campaign rules and disciplinary procedures as laid out in the Electoral Policy Manual.
4. Provides written recommendations on potential Electoral Policy revisions, and Electoral Office procedures, as requested by Electoral Committee.

QUALIFICATIONS:

Required:

1. Shall not be a member of the UVSS as defined in Bylaw 2.1.
2. Shall not be an individual who has run for office in a UVSS election within the past five years.
3. Familiarity with the UVSS electoral process, or with other electoral processes.
4. Demonstrated ability to interpret and apply rules and regulations.
5. Experience in positions of responsibility.
6. Experience in appeal procedures.
7. Must be able to meet the critical deadlines for hearing appeals and providing rulings during the campaign period.

Preferred:

1. Experience in law, public administration or political science.

This is a temporary part-time excluded employee. Compensation will reflect level of experience. The University of Victoria Students' Society is an equal opportunity employer.

Approved by Email by Electoral and Personnel Committee January 10th 2018.