



university of victoria
students' society

Electoral Policy

Amended December 12, 2016

ELECTORAL POLICY

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PART 1: PURPOSE AND APPLICATION

- a. This policy sets out the responsibilities and obligations for conducting democratic elections of Lead Directors, Directors-at-Large, and the Director of International Student Relations to the UVSS Board of Directors, in accordance with the UVSS Constitution and By-laws.
- b. It is based on the principles of:
 1. respect for the democratic process and persons involved in that process,
 2. the right of voters and candidates to participate in a fair and just election, and
 3. fair and open processes for resolving election issues, including adjudications
- c. This policy applies to general elections and, where indicated, to referenda and by-elections.
- d. Any amendment to this policy made between January 1 and April 30 will take effect May 1 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** means any paper, electronic, social media or other material produced by or on behalf of a candidate to promote the election of the candidate.
- 2.5 Campaign manager** means an individual who may be the direct contact for candidates within a slate. They may also be responsible for representing the candidates and the slate with respect to any such issues or complaints and informing all candidates and the slate about campaign issues or complaints and outcomes. They cannot sign official elections forms on behalf of a candidate.
- 2.6 Candidate** means a person whose nomination form has been accepted as complying with this policy.
- 2.7 Complainant** means an individual who makes an election complaint under this policy.
- 2.8 Constitution and Bylaws** means the UVSS Constitution and Bylaws, as may be amended from time to time.
- 2.9 Elections Adjudicator** means the person appointed under the Constitution and Bylaws to hear the first level of appeals.
- 2.10 Electoral Committee** means the Electoral Committee of the UVSS as outlined in Bylaw 6.4 of the UVSS Constitution and Bylaws.
- 2.11 Election date** means the date set by the Board for voting in an election.
- 2.12 Electoral Office** means the physical location set by the Board for the use of the Electoral Officers to administer and manage the election.

- 2.13 Electoral Officer** includes the Chief Electoral Officer (CEO), the Senior Deputy Electoral Officer (SDEO), and the Deputy Electoral Officer (DEO).
- 2.14 Electronic voting** means voting using a secure, electronic means that will ensure each member will have only one vote.
- 2.15 In writing** includes print (hard copy) and electronic text.
- 2.16 Member** means an active member of the UVSS as defined under Bylaw 2.1.
- 2.17 Respondent** means an individual against whom an election complaint has been filed under this policy.
- 2.18 Slate** means a group of two or more candidates who decide to run together under a common name and may agree to use common campaign materials.
- 2.19 Student Residences** means all residence building complexes, Cluster Housing and Family Housing, as well as the Commons Block Building and any associated areas. For a map detailing these areas, see Schedule 1.
- 2.20 Third party endorsement** means official support from a recognized on-campus group for a candidate.
- 2.21 UVSS** means the University of Victoria Students' Society.

PART 3: ELECTION 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.
- 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 election processes required or authorized by this policy.
- d. The following forms are attached as appendices:
 1. nomination form (appendix A)
 2. referenda question form (appendix B)
 3. complaint form (appendix C)
 4. response form (appendix D)
 5. appeal form (appendix E)
 6. appeal reply form (appendix F)

3.2 Responsibilities of the Board

- a. Setting the Date for the General Election and Other Related Matters
 1. The Board must set:
 - a. The election date for the next year's general election by no later than November 30 of the prior calendar year and must occur in March as per Bylaw 5.2.a., and

- b. A schedule for the related events,
- 2. Whenever possible, voting day(s) shall be scheduled to coincide with voting day(s) for elections to Senate and the Board of Governors.
- 3. The schedule for the related events must set:
 - a. A nomination period of at least one week and specify the date and time at which nominations close.
 - b. A date on which printed and digital campaign materials may be posted.
 - c. The approximate timing of publication of candidates' platforms in *The Martlet*, and
 - d. The approximate date for the all candidates' forum and chair debate, which, where possible, should be at least 2 days after the publication of candidates' platforms in *The Martlet*.
- 4. When setting the election date, the Board must also determine the location of the Election Office where completed nomination forms are to be submitted. The location 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.

3.3 Giving Notice of Election Information

- a. Within one week of the election date being set the Board must post a copy of this Policy, including all the forms, the election date, the schedule for related events, and the location of the Election Office where completed nomination forms are to be submitted on the UVSS website and maintain that posting until the election results are made official.
- b. At least 7 days before the start of the nomination period, the Board must:
 - 1. Print in *The Martlet*, using at least a one-half page advertisement,
 - 2. Broadcast a radio advertisement on CFUV 101.9FM.
 - 3. 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
 - 4. Send to all members by email
 - 5. A notice setting out:
 - a. A link to the place on the UVSS website where this policy and forms may be viewed,
 - b. The election date,
 - c. The nomination period and the date and time for the close of nominations, and
 - d. The location of the Electoral Office.

3.4 Hiring Electoral Officers and making other administrative arrangements

- a. At least 4 weeks before the start of the nomination period, the Electoral Committee must:
 - 1. Appoint a Chief Electoral Officer,
 - 2. Make administrative arrangements for the Electoral Office, including setting up email addresses and Zap Copy and Martlet accounts, and
 - 3. Make administrative arrangements for the Elections Adjudicator and the members of the Arbitration Panel, including setting up email addresses.
- b. The appointment committee for the CEO is to be comprised of two members of the Electoral Committee, the UVSS Executive Director and the UVSS Research and Communications Manager.
- c. The CEO must not be a current UVSS member.

- d. At least 2 weeks before the start of the nomination period, the Electoral Committee must appoint one or more Deputy Electoral Officers and may designate one of them as the Senior Deputy Electoral Officer who is to be responsible to supervise and direct the activities of any other Deputy Electoral Officers.
- e. The appointment committee for the DEOs is to be comprised of the CEO, one or more members of the Electoral Committee, the Executive Director and the Research and Communications Manager. The composition of the appointment committee must also adhere to the rules for hiring as set out in Article 12.4 of the Collective Agreement.
- f. DEOs may be current UVSS members.

3.5 General Responsibilities of the Electoral Officers

- a. The Electoral Officers have the responsibility and authority to conduct elections under this policy, independently from the Board and the Electoral Committee and impartially as between candidates and slates.
- b. The CEO has the responsibility
 - 1. To direct the conduct of the election and the activities of all of the DEOs,
 - 2. To resolve complaints and any other issues that may arise under this policy, and
 - 3. If no SDEO is designated by the Electoral Committee, or if the SDEO is unable to act, to assign the responsibilities of the SDEO to any one or more of the DEOs.
- c. The CEO must consult with the Electoral Committee about any issues that arise that may have unanticipated election budget impacts.
- d. The DEOs are responsible
 - 1. To report to and operate under the direction of the CEO,
 - 2. For the day-to-day operations of the Electoral Office, and
 - 3. To carry out the responsibilities specifically assigned to them under this Policy.
- e. Where a responsibility or authority under this policy is given to an Electoral Officer, that responsibility or authority may be exercised by any one or more of the CEO or a DEO.

PART 4: NOMINATIONS

- a. Before the start of the nomination period, the SDEO must:
 - 1. Confirm and revise if necessary the timelines and requirements for the candidates' platforms to be published in *The Martlet*, and
 - 2. 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*.
- b. 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:
 - 1. Have a completed nomination form signed by at least 15 but no more than 25 members,
 - 2. 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,
 - 3. Have the nomination form stamped by the Office of the Registrar verifying that the person is a member, and

4. File a paper copy of the completed, signed and stamped nomination form at the Electoral Office.
- c. 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.
- d. Electoral Officers may not complete or revise nomination forms.
- e. If the SDEO determines a nomination form is completed as required by this policy, the SDEO must accept the nomination.
- f. If after the close of the nomination period the SDEO 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 SDEO. Any nominations not filed by the close of the nomination period will be rejected by the SDEO.
- g. The SDEO 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 Elections Office.
- h. A decision by the SDEO to reject a nomination may be appealed to the CEO. An appeal must be made, in writing, within 24 hours. The CEO:
 1. has discretion whether to meet with the person, the SDEO or both of them to review the decision, and
 2. must issue a written decision whether the nomination is to be accepted, within 48 hours.
- i. The SDEO 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 Election Office door and UVSS elections website.

PART 5: CAMPAIGNING

5.1 General provisions

- b. 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.

5.2 Scheduling

- a. The campaign period will be eleven [11] calendar days [264 hours] and will begin at 9am on a Monday.
- b. The final forty-eight [48] hours of the campaign period will be the designated voting period.

5.3 Candidate Debate Forums

- a. **All Candidates Forum** - The Elections Office must organize at least one All Candidates Forum on or as close as possible to the date set by the Board. The Elections Office has discretion on the format and timing, but where possible will be guided by the following:
Candidate speeches may be limited to
 1. Directors-at-Large: two minutes

2. Director of International Student Relations: two minutes
3. Lead Directors: three minutes
4. 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 Elections 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 Elections Office must organize at least one Board of Governors and Senate forum. Board of Governors and Senate candidate speeches may be limited to:

1. Board of Governors: three minutes
2. Senate: two minutes.

5.4 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 SDEO must arrange for publication of candidates' platforms in *The Martlet*.
- c. The word count of platforms must not exceed
 1. 200 words for Director-at-Large positions
 2. 200 words for Director of International Student Relations position
 3. 300 words for Lead Director positions
 4. 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, the SDEO will notify the candidate and the candidate may choose the words which are to be deleted and confirm the deletions with the SDEO. If the candidate does not respond within the time set by the SDEO, the SDEO must delete words, starting from the last word and continuing from there until the maximum allowable number of words is reached.
- e. The SDEO 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 SDEO written notice of any revisions necessary to correct any errors in the proof to correspond with the platform as submitted.

5.5 Limits on campaign material

- a. Campaign materials must not have branding other than slate, candidate, or third party endorser. Candidates may not distribute gift cards, stickers, styrofoam cups, or alcohol as campaign material(s).
- b. Campaign materials must be handed directly to electors/voters and not left in physical locations on campus.

- c. 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.
- d. Candidates are encouraged to be environmentally responsible when considering the numbers and types of campaign materials they intend to use.
- e. Posters and banners may only be posted in accordance the University of Victoria posting regulations for student elections. It is the candidate's responsibility to read and comply with those regulations.
- f. All posters and banners must be stamped by a DEO before posting.
- g. 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.
- h. 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.
- i. Banners cannot be larger than 15 square feet. Banners may be placed beside each other to create the effect of a larger banner.
- j. 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.
- k. 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 part of student residences.
- l. Chalking is permitted only on classroom chalk boards and on exterior surfaces that are exposed to the weather.
- m. Candidates are responsible for all of their campaign materials and for complying with posting regulations, including materials prepared or posted by their slate, campaign supporters, or third party endorsers.
- n. All posted material must be attributed to a particular candidate.

5.6 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 election 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:
 - 1. The fair market value of any donated goods or materials,
 - 2. 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
 - 3. Any provincial, federal, or harmonized sales, goods or services taxes.

4. The value of volunteers' donated labour is not required to be included when reporting or determining campaign spending.
- d. Candidates must submit the expense allowance form and copies of all receipts to the Elections 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.

5.7 Slates

- a. Candidates may organize as a slate to work together on their campaigns. A slate must designate one person as their campaign manager and must provide contact information for that person, in writing, to the SDEO. Campaign managers must be familiar with this policy and ensure all candidates on the slate read and understand their responsibilities and obligations.
- 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 SDEO, 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 a DEO 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.
- f. An Electoral Officer, the Elections Adjudicator and the Arbitration Panel may deal directly with a slate's campaign manager about any campaign issues related to or complaints made against the slate or a candidate who is part of the slate. The campaign manager will be responsible for representing the candidate and the slate with respect to any such issues or complaints, and for informing all candidates of the slate about any such campaign issues or complaints and the outcomes.
- g. A candidate who is not on a slate may appoint a person to act as their campaign manager. An Electoral Officer, the Elections Adjudicator or the Arbitration Panel may deal directly with the candidate's campaign manager about any campaign issues related to or complaints made against the candidate. The campaign manager will be responsible for representing the candidate with respect to any such issues or complaints, and for informing the candidate about any such campaign issues or complaints and the outcomes.

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 to a DEO 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. The following groups are not permitted to provide third-party endorsements: UVic or any UVic departments or affiliates, businesses (on-campus or off-campus), political parties (municipal, provincial, federal), the Martlet, or CFUV 101.9.
- d. 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 a DEO 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.
- e. If an on campus group spends money to promote the election of 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.
- f. The Board is not permitted to endorse a slate or any candidate. The Board is permitted to endorse either side of a proposed referendum.

5.9 Campaign infractions

5.9.1 The elections office shall make every attempt to uphold the principles of the UVSS elections as per electoral policy. UVSS elections shall be

- 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, the sanction will 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 in elections 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. The following 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 either written (libel) or spoken (slander) 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 monetary incentive offered to a member on the condition that they vote or do not vote for a particular candidate.
- d. **Election interference** – Any overt attempt to interfere with the administration of a free and fair election which includes but is not limited to fake polling stations, cyberattacks on the elections portal, intentional voter suppression, or loitering at polling stations during polling hours.
- e. **Financial non-compliance** - Includes failure to submit a completed election allowance form, exceeding spending limits, and failure to properly submit receipts after the grace period has elapsed.
- f. **Repeated and wilful 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.

5.9.5 Minor infractions of electoral policy may be punishable at the discretion of the elections office. The elections office may choose to issue a written warning for the first minor infraction. The following are minor infractions and their sanctions:

- a. **Early campaigning** - the distribution or posting of digital or print material prior to the start of the campaign period. Sanctions for early campaigning may include but are not limited to:
 - i. Early campaign material removal;
 - ii. Temporary removal of website or social media of a period of time not exceeding the length of time that it was posted early;
 - iii. 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 polling 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* election supplement. Sanctions for prohibited campaigning may include but are not limited to:
 - i. Printed campaign material removal;
 - ii. A reduction in banner or poster allowances not exceeding the number of posters or banners posted in a prohibited location.
- c. **Unauthorized campaign material** - material that has not been stamped by the elections office, exceeds the allowable dimensions, or does not meet University poster guidelines. Sanctions for unauthorized campaign material may include but is not limited to:
 - i. Printed campaign material removal;
 - ii. 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 with a warning, and must at least include all of the following sanctions:
 - 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 elections office shall constitute frivolous complaints. Sanctions for frivolous or vexatious complaints may include but are not limited to:
 - i. A written warning to a candidate who submits a frivolous or vexatious complaint.
- 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. Sanctions for intentionally misrepresenting facts may include:
 - i. Printed campaign material removal;
 - ii. Temporary removal of website or social media for not less than 24 hours.

5.9.6 Any action not listed under "campaign infractions" which violates the principles of the election outlined in 5.8.1 may be punishable by the CEO and shall follow the complaints and appeals process set out in this policy.

5.10 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.

5.11 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:
 - 1. Request more information from the complaint, if needed.
 - 2. 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:
 - 1. Determine the complaint is not likely to succeed and advise the complainant that it is being dismissed without further action being taken.
 - 2. Rule that the complaint was a frivolous or vexatious complaint and apply the appropriate sanction if the complainant is a candidate or campaign manager.

3. 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 (Appendix D) to the Elections 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.

5.12 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 (appendix E) to the Elections Adjudicator email address, and to the Electoral Office email address.
- b. On receipt of an appeal, the SDEO 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 Elections 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.

5.13 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 (appendix E) 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 Elections Office, the Elections

Adjudicator and any relevant witnesses.

- d. The decision of the Arbitration Panel is final.
- e. The election results must not be considered official until all decisions are made on all outstanding complaints and appeals.

PART 6: REFERENDA

6.1 General

- a. Unless specifically provided, this policy applies to referendum questions, 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 UVSS Elections 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 open of the nomination period, the SDEO must post a list of all referendum questions asked at the Electoral Office and on the UVSS Elections website.
- h. The UVSS Board of Directors shall be neutral in all referenda unless the Board votes to support a side. 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. A 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.
- j. Decisions of the CEO may be appealed to the Election Adjudicator as if a decision on a complaint.

- k. Proponents and opponents have and must comply with all the obligations, limitations and responsibilities of a candidate, except that referendum sides may post a maximum of one hundred [100] posters and six [6] banners.
- l. Complaints may be made against proponents and opponents as if candidates, and the consequences include:
 - 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.
- m. If a disqualifiable offence is committed by a proponent, opponent or third-party endorser, 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 Elections 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 amount 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 (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.
- d. Once the Nomination Period has started for a scheduled referendum or an election to the Board of Directors, the Elections Office will not accept new referendum questions for the duration of that referendum or election period.

PART 7: VOTING

7.1 General

- a. All persons must preserve the secrecy and integrity of voting.
- b. No person may vote more than once.
- c. Elections are to be conducted using electronic voting.
- d. The voting period is to be comprised of forty-eight [48] consecutive hours on election days. The polls shall open at 9am on a Wednesday and close at 9am on a Friday. In the instance that paper ballots are required, Co-op and distance students may be assigned a longer voting period than on-campus students.
- e. The Electoral Committee and the CEO must jointly direct the University:
 1. the parameters for eligible voters for Lead Director and Director-at-Large positions are to include all active UVSS members
 2. the parameters for eligible voters for the Director of International Student Relations are to include all active UVSS members who are international students
 3. the reporting of election results is to be to both the Electoral Committee and the CEO, and
 4. the parameters for destruction of election data.
- f. The Electoral Committee must direct the Office of the University Secretary regarding the form of the ballot and must
 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,
 2. list candidates names on each ballot alphabetically, and
 3. identify candidates' affiliation with a slate or status as an independent
- g. The SDEO must
 1. arrange for sufficient computers to use for voting and other materials and poll sitters necessary for election day
 2. arrange for polling stations as set out in section 7.1.d,
 3. must ensure "Please: No Loitering" signs are prominently displayed at all polling stations.
 4. hire, train and direct poll sitters in their duties including the need for impartiality
 5. post a notice of the location, dates and times of all the polling stations
 6. ensure that members with disabilities are afforded all accommodations necessary to permit them to exercise their right to vote.

7.2 Accessibility

- a. The SDEO must ensure that at least one polling station has all of the following attributes:
 1. is wheelchair accessible,
 2. provides ready and independent access to all persons regardless of ability,
 3. is clearly identified,
 4. is open for twelve hours, and
 5. permits student with a disability to vote with the assistance of another person, if that student requests.
- b. The SDEO must communicate the location of this polling station, including but are not limited to:
 1. by an email to the membership email lists of Society for Students with a Disability, Resource Center for Students with a Disability, UVSS, and UVic,
 2. an advertisement in the Martlet,

3. an advertisement on CFUV 101.9FM,
 4. on the UVSS website, and
 5. by an email to all candidates.
- c. The SDEO must make the list of candidates and candidates' campaign platforms, and referendum questions available in accessible formats, on the request of any person with a disability.
 - d. Polling stations must be located in
 1. each of the Student Union Building, Clearihue, and the McPherson Library, and open for at least eight hours,
 2. each of Engineering Lab Wing, MacLaurin, Fraser, Fine Arts, Commons Block, Engineering and Computer Science, and open for at least two hours.
 - e. On voting days, the Elections Office must promote the election in each of Elliot, Cornett, University Centre, Social Sciences and Mathematics, David Strong Building, Human and Social Development, and McKinnon.

7.3 Responsibilities of the Candidates

- a. Candidates must ensure their posted campaign material is removed from sight of all polling stations before polling begins.
- b. Candidates may briefly visit polling stations but must not campaign within sound or 6 metres of a polling station during polling hours or loiter at a polling station. Candidates must leave the area of a polling station if asked to do so by a poll sitter or an Electoral Officer.

PART 8: POST-ELECTION

8.1 General

- a. The CEO may withhold results until all posted campaign material has been removed from campus. Once satisfied, the CEO must announce election results as soon as possible.
- b. Subject to the results of any complaints or appeals, election results are final. Election results are not subject to recount.
- c. When all complaints and appeals have been dealt with, the results of the election shall be considered official and shall be posted on the UVSS website.
- d. 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.
- e. The SDEO must post the official results in no fewer than six [6] academic and/or administrative buildings on campus, one of which must be the Student Union Building, and arrange for them to be posted on the UVSS website.

8.2 Election Report

- a. After results are officially announced, the CEO must prepare a report setting out:
 1. the official results of the election and any referendum questions
 2. a financial statement setting out the full cost of the election
 3. a list of any complaints and appeals and the decisions made
 4. any suggestions to improve the efficiency and/or fairness of the electoral process, and

5. any other information that the CEO deems to be important to include.
- b. The CEO must provide a window of one week immediately after election results are announced for members to submit recommendations on the electoral process. All submissions from members shall be submitted to the Executive Director to share with 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 election are official.
- e. The Electoral Committee must ensure the destruction of all election data.

PART 9: 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 polling hours in each building may be reduced but not the total length of the polling period.

SCHEDULE 1: Campus Map

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

