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**Policy**

**Title:** Elections Policy and Procedures - Temporary Pandemic Accommodations

**Responsibility:** Board of Directors

**Approved by:** Board of Directors

**Approval date:** April 15, 2019

**Amendment Approval date:** November 17, 2020

1. **Purpose**

The purpose of this policy and procedures shall be to outline the general rules and procedures for the conduct of elections for the Centennial College Student Association (the “CCSAI”)

1. **Elections Policy**
   1. Elections shall be conducted in accordance with the CCSAI’s bylaws and policies.
   2. The Board Development Officer (BDO) and the Executive Director/CEO (ED/CEO) shall oversee the general conduct and execution of elections on behalf of the CCSAI Board of Directors (“the Board”) and shall fulfill these duties with all due diligence and impartiality.
   3. Yearly elections shall be held for the following positions:

* President, All Campus
* Vice President, Progress Campus
* Vice President, Ashtonbee Campus
* Vice President, Morningside Campus
* Vice President, Story Arts Centre
* Vice President, Bombardier Centre for Aerospace and Aviation
  1. All members of the Association are eligible to run in all elections with the exception of the BDO, who is also not eligible to run in the election.
  2. The BDO shall set the dates for the Election which shall not be held later than April 1, and present at the Annual General Meeting the preceding year for approval by the Board
  3. All candidates for elected positions shall meet the qualifications as set forth and outlined in Article V, Section 2 of the Bylaws.
  4. Attendance at a virtual All-Candidates Meeting(s) is mandatory for all candidates running in an election.

1. **Nomination Process**

3.1The nomination period shall commence at least ten (10) business days after the election is called and shall be at least ten (10) days in duration.

3.2 The opening and closing dates of nominations shall be advertised in association media for at least twenty (20) business day where regular classes are scheduled.

3.3 A fixed date for a virtual candidate forum must be set within the election schedule.

3.4Students interested in running for election shall access the Elections package from the CCSAI website at [www.ccsai.ca](http://www.ccsai.ca).

3.5The Elections packageshall include the following:

* A list of all relevant dates, times, locations and deadlines for all stages of the Elections Process
* A copy of the Election Policy and Procedures
* Descriptions of all the positions open for election
* An authorization form which will allow CCSAI to access student information
* A Consent to Apply Form
* A minimum of one volunteer recommendation letter and/or formal proof of volunteer experience from the last three years
* Letter of intent/personal statement
* Completion of college staff acknowledgement form
* Vote of confidence interview to be scheduled and completed successfully

3.6 All relevant forms within the Elections Package must be completed and submitted, online, by **4pm EST on the last day of nominations**. No packages shall be accepted after the deadline. Accommodations can be arranged at least five business days prior to the close of nominations by contacting the BDO.

3.7 The BDO, along with ED/CEO, shall review the packages and notify all eligible candidates at least five (5) business days prior to the start of the campaign period.

3.8 A virtual information session in the fall semester shall be conducted by the BDO, where students get to know about CCSAI and the Board of Directors positions, and an information session shall be conducted in the winter semester.

1. **Campaigning Procedures and Regulations**

4.1The purpose of these regulations and procedures is to outline the rules and regulations of campaigning for elections.

4.2Campaigning shall be defined as an activity that promotes a candidate in the following ways: verbally, in writing, and through social media.

4.3The campaign period shall commence no longer than ten (10) business days after the end of the nomination period and shall be at least five (5) business days in duration.

4.4 Campaigning shall be permitted after, and not before, the All Candidates meeting and may continue until the campaign period closes prior to election day(s). Candidates found to be campaigning after the closing of the campaigning period will be disqualified.

4.5All campaigning shall be carried out in good taste and should not slander, or attempt to defame other candidates. Candidates are encouraged to campaign on the issues. Slander, libel, and unethical campaigning are forbidden and are grounds for disqualification.

4.6Candidates are expected to be professional and respectful to their peers. Campaigning shall be done in a manner that will not harm others and will uphold the values, policies and procedures of the CCSAI as well as adhering to the Ontario Human Rights Code, the CCSAI Harassment and Discrimination Policy and the College’s Student Code of Conduct. Campaigning which does not conform to these guidelines may be grounds for disqualification from the election for the offending candidate.

4.7 Official social media posters will be designed and produced by the CCSAI with the inclusion of the following as provided by the candidate; full name/nickname, position running for, and a slogan for the posters. Photos of candidates shall be taken at the All Candidates Meetings for the official posters. Candidates will have to design and produce their own promotional materials with the approval of the BDO (Approved promotional material will be stamped with the CCSAI logo). Approvals must be obtained at least 10 days before opening the vote. Candidates must submit photo in the format criteria as developed by CCSAI.

4.8 Candidates will provide a 150-words or less biography for CCSAI’s promotional purposes.

4.9 All candidates shall present their social media strategy to be approved by the BDO, at the latest, by the All Candidates Meetings. Candidates cannot campaign on platforms not approved by the BDO. This includes campaigning done on behalf of the candidates. Please refer to section 10.3 within the Sanctioning Protocol if you are found in violation of this policy.

4.10No campaigning shall be conducted on voting days. Candidates are prohibited from influencing students during voting by providing verbal or physical instructions on the process.

4.11A forum shall be organized each year by the BDO, with the support of the communications team. Candidates may not organize or challenge another candidate to a debate, forum or similar event.

4.12 Complaints from candidates must be given in writing to the BDO no later than the close of polls.

1. **Election Expenses**

5.1Candidates may spend up to the following amounts for campaign materials and strategies:

* $200 for President, $50 for Vice Presidents. Expenses must be approved by the BDO before they are incurred. The amounts will be fully reimbursed after elections once receipts are received.`

5.2All receipts shall be submitted and recorded on the Campaign Expense Form. All expenses must be reported and submitted.

5.3Any inconsistencies in financial reporting shall be considered a violation of the Elections Policy and candidates may be subject to sanctions up to and including disqualification by the BDO and ED/CEO.

5.4Any donations shall be within the limits established in 5.1. Donated money/goods/materials shall be reported on the Campaign Expense Form.

5.5The BDO and ED/CEO shall assign a cost to any campaign materials and services received for free or at a discounted price.

5.6In the event that goods or services are donated to a candidate, the estimated value of the goods or services shall be included in the expenditure report. All materials and services shall be valued at fair market price. No value shall be placed on donated unskilled labour but skilled labour (web design, t-shirt design) shall be valued at fair market price.

5.7 Each candidate will be reimbursed for 100% of the campaign expenses that they incur, not including donations, so long as they finish the election as a valid candidate and have reported and submitted a record of these expenses as required.

5.8Under no circumstances is a candidate allowed to pool, share or donate their funds with another candidate.

5.9 Candidate expenses must be submitted no later than five (5) business days from the close of polls.

1. **Election Procedures for Candidates Holding Elected Positions**
   1. All candidates that are holding an elected position on the current Board of Directors or are employed by the CCSAI shall refrain from using association resources for campaigning purposes and fraternizing with candidates.
   2. Any candidate interested in running for the position of **Vice President** must advise the BDO and ED/CEO in writing of their intention to run by 12 noon (12pm), at least two (2) business days prior to the opening of nominations. Candidates who intend to run for **President** must advise the BDO and ED/CEO in writing of their intention to run by 12 noon (12pm), December 15th 2020. In the event that no board member is interested in running for President, CCSAI appointed board of directors (excluding BDO), Advocates, Advising Council Members, Club Liaison, and Events Liaison are eligible to submit an application at least seven (7) business days prior to the opening of nominations.
   3. Candidates must take a leave of absence from the time campaigning starts until the close of polls. In the event a candidate is acclaimed they may return to office upon notification from the BDO.
   4. Candidates who have notified the BDO and ED/CEO of their intention to run for President shall be invited to attend a Board meeting to do a presentation outlining their contributions to the Board, after which the Board (or Advocates if enough board members are not available) shall conduct a Vote of Confidence to determine whether a candidate has the support of the board to run for the position. The following members of the board do not participate in the vote of confidence: BDO, Executive Director, College Representative, and any members found in conflict of interest.
   5. The Board shall move in camera to conduct the vote following the guidelines specified in the Vote of Confidence Rubric, which shall be administered by the ED/CEO and the BDO and done by secret ballot. The votes shall be counted by the ED/CEO and the BDO. Any candidate who receives a vote of majority shall be deemed to have the support of the Board, and shall be deemed eligible to run for the position of President.
2. **Online Voting Procedures**
   1. Elections shall be conducted electronically using a web-based, fully hosted, independent universal polling technology.
   2. Privacy, anonymity, and confidentiality of every vote cast shall be ensured by the vendor.
   3. The on-line technology and vendor shall ensure that there are adequate and reasonable measures of prevention against the submission of multiple votes by a single voter.
   4. Eligible voters shall be invited to vote through a message received in their myCentennial account.
   5. Electronic voting shall be available for a 36-hour period, 8:00am EST on election day to 8:00pm EST the following day.
3. **Sanctioning Protocol** 
   1. During the nomination, campaign and voting periods, any candidate found to be in violation of this policy and procedures shall be subject to sanctions as per this protocol up to and including disqualification from the election and/or removal from the Board of Directors.
   2. Complaints or concerns that a candidate has violated the policy shall be reported to the BDO and ED/CEO.
   3. The BDO and ED/CEO shall gather all relevant information, and where necessary, conduct an investigation, to determine whether a violation has occurred and determine the appropriate sanction of either a written or verbal warning.
   4. Serious or repeated violations of this policy shall result in disqualification of the candidate from the election process. The decision shall be issued in writing, including any relevant reports or documentation. It shall be delivered to the candidate.
   5. If a disqualification results in a single candidate remaining for a position, a new election shall be called for the position. The remaining candidate shall be required to express their intent to remain a candidate, but shall not be required to re-submit a nomination package.
4. **Appeals Process** 
   1. A candidate may appeal a disqualification within one business day following a candidate’s disqualification. The appeal shall be made in writing and forwarded to the BDO and Executive Director/CEO. It shall articulate the reasons for the appeal and include any relevant documentation to be considered.
   2. The only sanction which candidates may appeal is a disqualification. Lower level sanction decisions issued by the BDO and ED are final, and not subject to appeal.
   3. The BDO and Executive Director/CEO shall forward the written appeal to the Board of Directors and arrange for an emergency meeting of the board to be held within two (2) business days. The BDO and ED/CEO shall also forward the report or written decision, including any documentation that supports the decision.
   4. At the emergency Board meeting, the Board of Directors shall meet in camera and determine whether to proceed with a hearing to evaluate the appeal, or whether to dismiss the appeal request for insufficient reasoning.
   5. In the event that the Board decides to proceed with a hearing, the Board shall provide both the candidate and the BDO and ED/CEO with an opportunity to present their points of views on the matter, and to respond to the information presented by any others. The Board shall make a final binding decision which must be delivered in writing within two business days of the hearing.
5. **Publication of Election Results**
   1. Election results will be made public within two (2) business days after the close of polls or within five (5) business days when there is a review of violations.
6. **SANCTIONING**
   1. Incoming Board will be ratified on the last Board meeting of the term or at the earliest upcoming Board meeting.