



## **Elections Protocol**

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## ELECTIONS BY-LAWS

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### PREAMBLE

BE IT ENACTED by and with the consent of the Society Council the following by-law of the Society:

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### SECTION 1: TIME AND PLACE

- 1.1 A general election shall be held after March 1st but prior to the end of the fiscal year to elect the Core Executives.
- 1.2 A general election shall be held at the beginning of the fall term to elect the Departmental Representatives.
- 1.3 A call for applications shall be made after the start of the fall term but no later than October 31<sup>st</sup> to hire First Year Representatives into the Society Council.
- 1.4 A by-election to fill a vacancy in the office of an Executive or Department Representative may be held at any time.
- 1.5 The Vice President Internal, in each fiscal year, shall determine the specific dates for each election to be held during that fiscal year, provided that the voting period falls on school days.
- 1.6 For every election, the Vice President Internal shall present a Writ of Election or By-Election for the approval of the Society Council. The Society Council may amend or reject a Writ when presented, but may not make further modifications to it once it has been approved.
- 1.7 A Writ of Election or By-Election shall include:
  - 1.7.1 The list of elected offices to be filled, and the number of nomination signatures required for each;
  - 1.7.2 Where nomination forms may be obtained; and
  - 1.7.3 All important dates, times and locations for the various components of the election.
- 1.8 An election may not commence without the approval of a corresponding Writ with a simple majority vote of active councillors.

- 1.9 All election proceedings shall take place within CSSS-owned channels, either via official science society emails, or within the CSSS office.
- 1.10 Seven days prior to the nomination period of each election, the Elections Officer shall post the Writ on Official CSSS social media.

## SECTION 2: ELECTIONS OFFICER

- 2.1 The Elections Officer may be any student currently attending Carleton University.
- 2.2 The Elections Officer may not be a member currently running for any position on Council.
- 2.3 A call for an Elections Officer will be made at the discretion of the Vice President Internal when hiring members of the Peripheral Executives.
- 2.4 The society will grant the Elections Officer the power to determine the weighted response to any electoral violations. Including the ability to disqualify candidates.
- 2.5 A full description of the Elections Officer position can be found in Appendix A of the Carleton Science Student Society Constitution.

## SECTION 3: VOTER AND NOMINATOR ELIGIBILITY

- 3.1 Core Executives nominees may be nominated by any student registered in the Faculty of Science at Carleton University.
- 3.2 Department Representative nominees must be nominated by registered Undergraduate students in their respective department/constituency.
- 3.3 The candidates for all positions must be enrolled in the Faculty of Science.
  - 3.3.1 First Year Representative candidates must also be in first year academic standing as defined by Carleton University.
  - 3.3.2 Core Executive candidates must have held a position within the society as either a peripheral, councillor or a previous executive.
  - 3.3.3 President candidates must also be 18 years of age and have experience on the CSSS or as an executive member of any departmental society
- 3.4 The First-Year Representatives shall be selected by a committee composed of the entire Internal Affairs team, with preference given to applicants with relevant experience and demonstrated interest in furthering Science Society goals.

- 3.5 Every candidate for an elected office must, at the close of the Nomination Period, be eligible to hold the office in accordance with the restrictions and regulations outlined in this By-Law.

## SECTION 4: NOMINATIONS

- 4.1 At least seven days prior to the date on which polling commences, the Nomination Period shall commence and the Elections Officer shall make nomination forms for each office freely available to regular members.
- 4.2 To be included on the ballot, an eligible member seeking an office must obtain the required number of nominations required for that office.
  - 4.2.1 Individuals who are interested in an executive position must secure ten (10) signatures from any undergraduate student in the Faculty of Science.
  - 4.2.2 Individuals who are interested in a departmental councillor position must secure five (5) signatures from students within the department they wish to represent
- 4.3 Completed nomination forms must be submitted to the Elections Officer no later than the date and time stated on the Writ and Nomination form, provided there be a minimum of three days between the date on which nomination forms are due and the date on which polling commences.
- 4.4 Candidates may not gain signatures in the following areas;
  - 4.4.1 Classrooms;
  - 4.4.2 The Library; or
  - 4.4.3 Residences.

## SECTION 5: BALLOTS

- 5.1 The Elections Officer shall prepare a ballot with the Senate Office, listing the names of candidates who have submitted a completed nomination form by the nomination deadline and who have been deemed eligible.
- 5.2 Prior to the date on which polling commences, the Elections Officer shall remove a candidate from the ballot only under the following conditions:
  - 5.2.1 Upon receipt of a signed statement from the candidate indicating that the candidate withdraws their candidacy and removes themselves from the ballot;
  - 5.2.2 Where the candidate is no longer eligible for the office the candidate is seeking;

- 5.2.3 Where the Elections Officer has found that the candidate has violated an election rule for which the penalty prescribed is the candidate's removal from the ballot;  
or
- 5.2.4 Where the candidate has not completed the nomination form correctly.
- 5.3 After the polling period, but prior to submitting final results to the Council, the Elections Officer may disqualify and discard any votes for a candidate only under the following conditions:
  - 5.3.1 Where the candidate is no longer eligible for the office the candidate is seeking;  
or,
  - 5.3.2 Where the Elections Officer has found that the candidate has violated the electoral rules for which the penalty prescribed is the candidate's removal from the ballot.
  - 5.3.3 The candidate ranked second will then be declared the winner of that election.
- 5.4 Elections are to be conducted via online ballot in conjunction with the Carleton University Senate Office.
- 5.5 Online ballots shall only indicate a candidate's name and the position they are running for.

## SECTION 6: CAMPAIGNING

- 6.1 Campaigning for a position will be limited to the campaigning period described in the Writ of Election.
- 6.2 Candidates are limited to a non-refundable \$100 budget on campaigning during the nomination period.
- 6.3 All campaign materials, as well as any cost associated with those materials, must be submitted to the Elections Officer prior to the end of the campaigning period.
  - 6.3.1. Candidates should be able to prove their costs were within the \$100 budget, using receipts.
- 6.4 Informing students of the vote will be allowed during the voting period without personal endorsement or endorsement of others.

## SECTION 7: VOTING

- 7.1 All voting shall be by secret ballot.

- 7.2 Voting will occur online through Carleton University's Senate Office and ballots will be emailed directly to the Carleton emails of all students enrolled in the Faculty of Science.
- 7.3 Ballots must be presented in a manner so that candidates running for an Executive role or Department Representative may be ranked in order of preference by the voter with respect to the position which they seek election.
  - 7.3.1 The voter will have the option to leave their ballot blank or rank as many or few candidates as they prefer.
- 7.4 A candidate who receives a majority of the first preference votes is elected to that position.
  - 7.4.1 If no candidate has received a majority of all votes cast, the candidate with the least first preference votes is eliminated and their ballots are distributed to the other candidates based on the secondary preference listed on the specific ballots.
  - 7.4.2 This process is repeated until either one candidate has a clear majority or only one candidate remains to be eliminated.

## SECTION 8: ELECTION RESULTS

- 8.1 After the closing of polls, the Senate Office will send a breakdown of the votes, and the Elections Officer will prepare an unofficial report for release.
- 8.2 No later than seven days after the election, the Elections Officer shall notify the candidates and the members of the final election results, and submit to the Council a signed written statement listing and certifying those results, including all findings and rulings.
- 8.3 The Office of the Dean of Science must be informed of the results for the Core Executives-elect prior to the end of the Fiscal Year.
- 8.4 The Carleton Academic Student Government's Vice President Internal must be informed of the elected Department Representatives-elect and the Vice President Academic-elect.
  - 8.4.1 If by-elections occur where a new Vice President Academic or new Department Representatives are elected the same transfer of information occurs.
  - 8.4.2 Should an office be vacated for any reason during the year such information will be passed on in the same manner.

## SECTION 9: TRANSITION OF POWER

- 9.1 Department Representatives shall be elected during an official election period, for a term ending at 23:59 of April 30th.
- 9.2 Core Executives shall be elected before the end of March of each calendar year so as to facilitate the transition period throughout April/May. All Core Executives terms will end at 23:59 of April 30th.
- 9.3 Following any other election, all those elected shall assume office immediately after final election results are ratified by the Council.

## SECTION 10: ELECTION RULES

- 10.1 The Council may from time to time by a resolution passed by a simple majority of the Councillors present at a meeting, prescribe further election rules not inconsistent with this Part, which shall come into effect at the next posting of a notice of election.
- 10.2 No election rule prescribed by the Council shall restrict the eligibility of a regular member for any office beyond the restrictions and regulations outlined in this By- Law.
- 10.3 No negative campaigning may be used during either the nomination or voting period.
- 10.4 Non public email lists may not be used for campaigning;
  - 10.4.1 Email contact lists obtained due to a professional position may not be used i.e. Class mailing lists obtained by a Teaching Assistant.
  - 10.4.2 Department advisors or Carleton University staff with access to mailing lists are not to be contacted for the purpose of promoting a slate or a candidate.
- 10.5 If candidates are found to be in violation of this code three times by the Elections Officer, they will be disqualified from the elections.
- 10.6 Material meant to promote single or multiple candidates may not be in sticker form.
- 10.7 Slates, where multiple people run as a group, are prohibited for Elected Positions within the Science Society.
- 10.8 Posters are limited to 11x17 inches or less and must be approved by the Elections Officer before displaying them.

## SECTION 11: ADAPTED ELECTION RULES

- 11.1 Virtual campaigning may take place only Instagram, Facebook, Twitter.
- 11.2 All material posted on the Social Media accounts of candidates must comply with all rules outlined in section 10.



- 11.3 All Social Media campaigning must be visible by the Elections Officer and the Science Society's social media accounts:
  - 11.3.1 Candidates must tag the official Science Society elections instagram account when posting photos on their Instagram feeds and Instagram stories (@scisocelxns)
- 11.4 Candidates campaigning on Social Media, *must* accept follow requests from @scisocelxns so that the Elections Officer may ensure all campaign materials are compliant with the guidelines and rules outlined in these by-laws.
- 11.5 Candidates may:
  - 11.5.1 Post about the elections in cuLearn class forums when appropriate;
  - 11.5.2 Post on cohort-based facebook pages (i.e. Class of 2020)
- 11.6 The elections instagram account (@scisocelxns) may post feed posts on behalf of candidates, so long as they are compliant with the guidelines and rules outlined in these by-laws.