

# Policy Manual

## Operational Policy

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### **Operational Policy 06 (OP-06): Electoral Policy**

Adopted by: Board of Directors

Adopted on: April 27, 2006

#### I. Nomination Procedures

- a. The nomination of candidates shall be in writing, and shall contain the signature and student identification number of at least ten (10) nominators who shall each be members of the Students' Union
- b. No individual may nominate more than one (1) candidate for the same position, and where a nominator has done so all of their nominations for that position shall be declared void
- c. Complete nomination forms, containing all material must be received no later than 1630 on the last day of Nomination Week at the Students' Union office. It is the sole responsibility of nominees to ensure the completeness and accuracy of their nominations
- d. Where, at the deadline for nominations, a nomination fails to fully comply with the requirements that nomination shall be rejected
- e. Following the closing of nominations, the electoral committee shall immediately schedule a meeting for all candidates
- f. All candidates shall attend the candidate's orientation session. The electoral committee may exempt individuals from attendance under extenuating circumstances, but only if the individual requesting an exemption does so prior to the meeting, or informs the electoral committee of an emergency for which no notice could be given. Candidates not able to attend should arrange for a representative of his/her campaign to be present at the meeting
- g. At the candidate's meeting the electoral committee shall:
  - i. Review election rules and regulations and respond to questions about the same;
  - ii. Announce the time and date of the forum;
  - iii. Review policy relating to campaign material, table bookings, complaints and appeals;
  - iv. Clearly state the penalty structure for any campaign violations

#### II. Campaigning

- a. Campaigning shall begin at 0900 hours on a day selected by the electoral committee following the nomination period and shall conclude at the end of the polling period
- b. Each individual candidate and/or slate is required to act reasonably, responsibly and in good faith, and is required to:
  - i. Ensure that all candidates and their volunteers are aware of, and comply with, all policies, rules, and regulations;
  - ii. Be responsible to the electoral committee for the conduct of its volunteers;
  - iii. Report any breach of policy, rule or regulation;
  - iv. Comply with all Institution regulations including those of facilities and residences; and,
  - v. Communicate with Institution officials only through, or with the approval of, the electoral committee

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- c. No official student group (i.e. clubs and course unions registered with the Students' Union) shall provide any campaign with the resources of their group. No official groups of Thompson Rivers University shall provide any campaign with the resources of their group. Where a student group violates this section, the campaign that benefits from their violation shall be penalised
- d. Members of the Board of Directors are not permitted to actively support any candidate in any Students' Union space
- e. No member of the Board of Directors shall provide any campaign with the resources of the Students' Union
- f. No campaign shall collude with another campaign, whether prior to, during or following the campaign period
- g. Where any candidate or volunteer of a candidate's campaign damages property belonging to the Institution, the Students' Union, or any third party, the candidate(s) from that campaign shall be personally liable for that damage
- h. No individual may campaign:
  - i. In a business or service owned or operated by the Students' Union;
  - ii. Off-campus;
  - iii. In a classroom during a class period without first obtaining the permission of the instructor; or,
  - iv. In any location where alcohol is served
- i. Any candidate and/or slate campaigning during polling shall adhere to the following guidelines:
  - i. Candidates must remain ten (10) meters away from polling stations during all polling hours
  - ii. Campaign materials can only be posted and/or distributed at least ten (10) meters away from polling stations during all polling hours
  - iii. All individuals, including candidates and volunteers, campaigning or attending a forum are required to act in a reasonable and responsible manner, and specifically no one shall:
    - 1. Prevent a candidate from speaking to another member of the Union by interrupting the conversation or invading the candidates personal space;
    - 2. Threaten the safety of another individual, including a candidate; or
    - 3. Make any public statement that deliberately misrepresents facts, or is libellous, slanderous, obscene, or patently unfair to a candidate, slate, and/or campaign
- j. Campaigns may participate in forums organised by other campus groups, but no candidate shall participate in a forum unless all candidates for a given position have received an invitation to attend and participate
- k. All campaign materials must be approved in form, content and cost by the electoral committee before they may be used in a campaign
- l. The electoral committee shall not approve campaign materials which:
  - i. Contain libel or slander;
  - ii. Are factually incorrect; or
  - iii. Violate any federal or provincial statute.
- m. Where the electoral committee determines that a campaign material that has not been approved is being distributed, displayed or used by a candidate, slate, and/or campaign, the electoral committee

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will order the material immediately withdrawn or removed and shall confiscate the material from the candidate, slate, and/or campaign for a period of not less than 24 hours

- n. No candidate or volunteer shall cover, remove, alter or deface any campaign poster belonging to any other campaign
- o. All campaign materials must be removed by 1600 hours on the last day of voting
- p. Each candidate shall fully disclose his/her campaign finances to the electoral committee prior to the final day of campaigning

### III. Voting

- a. Each member of the Students' Union shall be allowed to cast one (1) secret, non-transferable ballot, and the ballot will entitle each voter to make one (1) choice for each position
- b. Voting shall be conducted at locations and times determined by the electoral committee, and the electoral committee shall advertise the same
- c. At each poll there shall be two (2) Poll Clerks in attendance at all times. When, for any reason, only one (1) Poll Clerk is in attendance, balloting shall cease
- d. A candidate shall be declared elected if they receive the most votes for that position

### IV. Ballot Counting and Recounts

- a. Each campaign is permitted to have one (1) scrutineer present at the counting of ballots, provided that once they have entered the room where the counting will take place, they may not leave the facility until the completion of counting
- b. The electoral committee shall supervise the ballot counting process, and shall:
  - i. Post election results within 24 hrs of the completion of ballot counting;
  - ii. Store the ballots in a locked container or room for a period of at least one (1) week after the last recount has been completed
- c. A request for a recount shall be granted where:
  - i. The request is in writing and signed by a candidate who is contesting the particular position;
  - ii. The difference between the candidates for any one position is less than three percent (3%) of the total votes cast for the position;
  - iii. The electoral committee deems it necessary

### V. Breach of Rules

- a. The electoral committee is empowered to investigate and rule upon any breach of this policy
- b. The electoral committee shall be responsible for preparing and making available any forms or information pertaining to rule violations
- c. No complaint shall be considered by the electoral committee unless it is in writing and is received within twenty-four (24) hours of the discovery of the alleged breach and shall include all of the following:
  - i. The name and student identification number of the complainant;
  - ii. The specific section number that has been breached;
  - iii. The specific campaign or individual that is alleged to be in breach;

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- iv. The specific facts which constitute the alleged breach;
- v. The evidence for these facts
- d. Where a complaint is received and found to be complete, the electoral committee shall investigate the facts, and shall rule on the complaint in writing within twenty-four (24) hours upon the receipt of the complaint

### VI. Finalisation of Elections

- a. The electoral committee shall give a written report to the Board of Directors no more than two (2) weeks after the close of the election