

WILFRID LAURIER UNIVERSITY
**STUDENTS'
UNION**

A stylized eagle logo in purple, positioned to the right of the word 'UNION'. The eagle is depicted in profile, facing right, with its wings spread and a sharp beak. The logo is composed of solid purple lines.

ELECTIONS AND REFERENDA
POLICIES

Effective: October 21st, 2016

ELECTIONS & REFERENDA POLICIES

SUPPLEMENTARY CODE OF CONDUCT (POLICY #1)

Date of Last Amendment: October 21st, 2016

Introduction:

The following is the Students' Union Code of Conduct, which is implemented as part of the Election Process, and shall be considered an official Election Policy. Violation of this Code of Conduct is subject to demerits at the discretion of the Chief Returning Officer, the Chief Governance Officer and/or the Appeals Committee, and these demerits may be cumulative. No element of this Code of Conduct may contravene or supersede the Elections Policies as ratified by the Students' Union Board of Directors but shall instead serve to further define what is considered acceptable conduct by Candidates during the Election Period.

Section 1: Candidate Code of Conduct

1. All Candidates running for election, their agents and associated Campaign Teams shall:
 - 1.1 Be courteous, polite and respectful to the Electorate, the Elections Team, the Appeals Committee, those Members currently in Office, the Staff of the Wilfrid Laurier University and the Wilfrid Laurier University Students' Union and other Candidates.
 - 1.2 Not harass or otherwise "aggressively campaign" towards any member of the Electorate regardless of whether or not they have chosen to exercise their vote.
 - 1.3 Refrain at all times from profanity, slander, derogatory statements, or disrespecting the Election Process.
 - 1.4 Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons.
 - 1.5 Not use Students' Union resources for electoral purposes unless explicitly permitted to do so by Policy or a mandate from the Appeals Committee.
 - 1.6 Respect the rules of all Students' Union business operations (Turret, Wilfs, Brantford Williams, Golden Grounds).
 - 1.7 Do not campaign in the Students' Union offices or the Office of the Secretariat.
 - 1.8 Not purposefully engage in behaviour that would result in a demerit being issued as outlined in Policy.

Remember that your campaign is a reflection of you as a person and your suitability as a Student Representative. Please exercise common sense and good judgment in making this Election fair for all Candidates.

ELECTIONS & REFERENDA POLICIES

CAMPAIGNING (POLICY #2)

Date of Last Amendment: October 21st, 2016

Introduction:

The purpose of this policy is to outline the rules and regulations of campaigning for elections & referenda.

Section 1: Definitions

- 1.1 'Campaigning' shall be considered any act where a vote is solicited.
- 1.2 'Official Mailing Lists' shall be defined as wlsu.com, wlu.ca, mylaurier.ca, Students' Union volunteer lists, Students' Union volunteer Facebook groups or any other university information databases

Section 2: Campaigning

- 2.1 Word of mouth shall never be defined as campaigning unless the Candidate or Party is implicitly or explicitly soliciting a vote.
- 2.2 No promotional materials shall be distributed or posted off campus.
- 2.3 The Chief Returning Officer shall be responsible for determining whether any specific action or medium shall be deemed to be campaigning.
 - 2.3.1 The Chief Returning Officer's decision regarding campaigning may be appealed to the Appeals Committee by contacting the Chief Governance Officer.
- 2.4 The Chief Returning Officer must approve of any and all types of campaign action or medium in use.
- 2.5 Campaigning shall commence one-half (1/2) hour following the adjournment of the All-Candidates/All-Parties Meeting and shall end one-half (1/2) hour prior to the opening of the electronic polling stations.
 - 2.5.1 There shall be no campaigning on Election Day.
 - 2.5.2 All elections posters must be removed one hour prior to the end of voting.
- 2.6 No campaigning shall take place in any of the following area:
 - 2.6.1 The Students' Union offices;
 - 2.6.2 The Office of the Secretariat.
- 2.7 The following people shall not be permitted to campaign for any candidate.
 - 2.7.1 A Director of the Board not standing for election;
 - 2.7.2 An Appeals Committee member;
 - 2.7.3 An Elections Team member;
 - 2.7.4 A member of the Management Team not standing for election.

- 2.8 The following people shall not be permitted to campaign for any referenda.
 - 2.8.1 A Director of the Board not standing for election;
 - 2.8.2 An Appeals Committee member;
 - 2.8.3 An Elections Team member;
 - 2.8.4 A member of the Management Team
 - 2.8.4.1 In the case where a referenda question affects the financial position, or the operations of the Students' Union, a member of the Management Team not seeking election may serve as a Party Chair, and will be entitled to use Students' Union resources, so long as they follow the budget limits, and policies set out for Party Chairs.
- 2.9 Candidates are permitted to campaign in any Students' Union business operation, as per the discretion of the manager.
- 2.10 Candidates who have withdrawn their candidacy may not campaign on behalf of another candidate.
- 2.11 All Candidates shall refrain from endorsing, supporting, or campaigning on behalf of another Candidate running for a different position.
- 2.12 The following rules as set out by the Department of Residence Life shall apply to any campaigning within residence buildings.
 - 2.12.1 All posters to be distributed within campus shall be provided to the Assistant Chief Returning Officer or their designate.
 - 2.12.2 No active or passive promotion of candidacy or a referenda stance will take place in any residence building unless at a Residence Life sanctioned event.
 - 2.12.3 Residence staff who decide to endorse or become part of an election campaign shall follow the following guidelines as set out by the Department of Residence: No shirts, posters, flyers or any type of public endorsement can be shown in residence, including the rooms of Residence Staff.
 - 2.12.4 Residence Life Staff and Students' Union Icebreakers are not to utilize their position to solicit First Year Students' votes in or outside of their residence buildings.

Section 3: Expenditures

- 3.1 Candidates running for the position of President shall not incur expenses and have donated materials in excess of seven hundred dollars (\$700).
- 3.2 Candidates running for one of the twelve (12) Director positions shall not incur expenses and have donated materials in excess of one hundred fifty dollars (\$150).
- 3.3 Candidates running for a spot on the Wilfrid Laurier University Board of Governors or Senate shall not incur expenses and have donated materials in excess of fifty dollars (\$50).

- 3.4 Candidates who are pursuing multiple positions in Students' Union and WLU elections shall not incur expenses or have donated materials in excess of the largest limit they would be granted if running individually.
 - 3.4.1 This does not apply to Candidates who are also chairing referendum campaigns.
- 3.5 Parties running a referendum campaign shall not incur expenses and have donated materials in excess of four hundred fifty dollars (\$450).
- 3.6 All Candidates and Parties shall be required to submit receipts at the time of approval of all campaign materials.
 - 3.6.1 It will not be the responsibility of the Elections Officials to notify Candidates of their current totals of expenditures;
 - 3.6.2 Failure to submit receipts will result in materials not being approved.
- 3.7 Candidates and party chairs must keep track of their expenditures and be able to provide a current total if requested by the Chief Returning Officer or their designate.
- 3.8 Candidates or Party Chairs who exceed their maximum allowable limit by less than ten percent shall receive three (3) demerit points.
- 3.9 Candidates or Party Chairs who exceed their maximum allowable limit by ten percent (10%) to twenty percent (20%) on campaign expenditures/donations shall receive five (5) demerit points and will not be reimbursed.
- 3.10 Candidates or Party Chairs who exceed their maximum allowable limit by twenty percent (20%) or more on campaign expenditures/donations will be disqualified and will not be reimbursed.
- 3.11 Candidates' spending limits shall be increased by the cost of replacement of each damaged or missing poster.
- 3.12 The Students' Union shall reimburse all Candidates/Party Chairs one hundred percent (100%) of their allowed campaign expenses unless the Candidate/Party chair exceeds their maximum allowable limit as outlined in policy 3.9 and 3.10.

ELECTIONS & REFERENDA POLICIES

PROMOTIONAL MATERIALS (POLICY #3)

Date of Last Amendment: October 21st, 2016

Introduction:

The purpose of this policy shall be to outline the rules and regulations for promotional materials for elections & referenda.

Section 1: Definitions

- 1.1 Promotional Materials shall be defined as all materials used in the promotion of a candidate containing their name, likeness, image or brand.

Section 2: Quantity of Promotional Materials

- 2.1 Candidates who are pursuing multiple positions in Students' Union and WLU elections shall only be granted the largest limit on promotional materials they would be allowed if running individually.
- 2.2 In the case of when two or more names/photo/likeness/brand appear on a promotional material it shall count towards the total for each candidate. For candidates whose posters go missing or are vandalized, the Chief Returning Officer shall grant a supplementary number of posters, equal to the number missing, upon confirmation.
- 2.3 Quantities of all promotional materials shall be set at the discretion of the Chief Returning Officer.

Section 3: Restrictions on Promotional Materials

- 3.1 All Candidates running for a position in the Students' Union shall be required to have the name of the Wilfrid Laurier University Students' Union or colloquialisms approved by the CRO (the Students' Union) on all promotional material and include identification of the position for which they are a candidate.
- 3.2 All candidates running for a position in WLU shall be required to have the name "WLU" or "Wilfrid Laurier University" on all promotional material and identification of the position for which they are a candidate.
- 3.3 Either the Chief Returning Officer or a member of the elections executive must stamp/sign/agree to all promotional material.
- 3.4 The Chief Returning Officer or a member of the elections executive shall have the discretion to not approve promotional material if they feel that it

- is in violation of the By-Laws, Students' Union and WLU policies, the Students' Union Student Code of Conduct, or any applicable laws.
- 3.5 The use of Trademarks, Registered Trademarks and/or copyrighted material should not imply endorsement for a candidate or party chair.
 - 3.6 Any endorsement(s) must be registered with the Chief Returning Officer;
 - 3.6.1 Any endorsement(s) must be explicit.

Section 4: Placement of Promotional Materials

- 4.1 Promotional materials must receive the appropriate permission (e.g. Stamp) from the Chief Returning Officer, Head Deputy Returning Officer or an appropriate person for all placements (e.g. SBE Office and Brantford campus).
- 4.2 Promotional materials must be compliant with all University policies.
- 4.3 Only tacky putty or tape may be used to attach promotional materials to appropriate surfaces (ie. No painted surfaces).
 - 4.3.1 Only thumb tacks or staples may be used to attach promotional materials to bulletin boards.
- 4.4 All Candidates must submit a detailed poster location form to the Chief Returning Officer or a member of the elections executive within twenty-four (24) hours of the placement of any posters.

Section 5: Social Media Policy

- 5.1 All elections-based social media accounts and materials must be officially declared and approved by the Chief Returning Officer (CRO).
 - 5.1.1 The Chief Returning Officer must have access to all social media, being used for campaigning, for each candidate.
- 5.2 During the election the following persons or organizations must remain neutral on all social media outlets
 - 5.2.1 The Chair of the Board of Directors and Chief Governance Officer;
 - 5.2.2 Members of the Board not standing for election;
 - 5.2.3 All Appeals Committee members;
 - 5.2.4 All Elections Team members;
 - 5.2.5 Members of the Management Team not seeking election.
 - 5.2.5.1 Unless they are a Party Chair as outlined in elections policy 2.8.4.1.
 - 5.2.6 The aforementioned must refrain from posting anything on Twitter, Facebook or any blogs concerning the candidacy or platform of any candidate.
 - 5.2.6.1 They may only post general information about the election on social media sites.

- 5.3 If at any time, a student communicates interest in being removed from a candidate's social media mailing list, other mailing list, network or pictures, the candidate must respect the student's wishes.
- 5.4 Social Media channels may not be used to promote any candidacy or potential candidacy prior the commencement of the campaign period.

Section 6: Mailing Lists

- 6.1 Contacting students via a mailing list must not infringe on the students' privacy.
 - 6.1.1 Any use of Official Mailing Lists to acquire student emails is strictly prohibited.
 - 6.1.2 The use of user-generated mailing lists (contacts already in your address book or friends the candidate has on a social network) is allowed.

Section 7: Social Media Applications

- 7.1 The Chief Returning Officer has the authority to add to the Social Media Applications policy, but all additions are subject to approval by the Appeals Committee
 - 7.1.1 Any new additions must be communicated to all candidates and party chairs immediately.
- 7.2 Candidates and party chairs are permitted to use, but are not limited to the following social media channels and applications as per the Code of Conduct:

Facebook

- 7.2.1 Personal Facebook pages and/ or Facebook Fan Pages shall be allowed for promotion of a candidate and/or party: Facebook Groups shall not be allowed for the promotion of a candidate and/or party.
 - 7.2.1.1 Facebook pages for clubs, and other organizations, shall be prohibited from promoting a candidate and/or party.
 - 7.2.1.2 In the case of a referendum question where the Students' Union has submitted a member of the Management Team as a party chair, they may use any Students' Union social media outlets.
- 7.2.2 The Chief Returning Officer must have access to all candidate Facebook pages.
- 7.2.3 All pictures that include a candidate's campaign brand, logo or promotional material are subject to Students' Union Elections Policies and Procedures.

Youtube

- 7.3.1 Candidates may use Youtube videos.
 - 7.3.1.1 All videos are subject to Students' Union Elections Policies and Procedures on campaigning at all Students' Union/WLU business, operations, offices and residences;
- 7.3.2 The candidate's video respects provisions of the Students' Union Elections Policy concerning trademarks, logos and brands.

Twitter

- 7.4.1 All candidates must register all Twitter accounts to be used during the campaign period to the Chief Returning Officer or Head Deputy Returning Officer:
 - 7.4.1.1 All candidates are responsible for any information that is broadcasted on Twitter by themselves or their campaign team
 - 7.4.1.2 All Twitter broadcasts are subject to all restrictions laid out in Students' Union Election Policies and Procedures

Instagram

- 7.5.1 All candidates must register all Instagram accounts to be used during the campaign period to the Chief Returning Officer or Head Deputy Returning Officer:
 - 7.5.1.1 All candidates are responsible for any information that is broadcasted on Instagram by themselves or their campaign team
 - 7.5.1.2 All Instagram broadcasts are subject to all restrictions laid out in Students' Union Election Policies and Procedures

Snapchat

- 7.6 Candidates may use Snapchat as a platform for campaigning.
 - 7.6.1 All candidates must disclose Snapchat account to be used during election period to the Chief Returning Officer or Head Deputy Returning Officer
 - 7.6.2 All posts are subject to Students' Union Elections Policies and Procedures on campaigning at all Students' Union/WLU business, operations, offices and residences;
 - 7.6.3 Snapchat stories are considered active campaigning, must abide by active campaigning policy 2.5

ELECTIONS & REFERENDA POLICIES

DEMERITS, DISQUALIFICATIONS & APPEALS (POLICY #4)

Date of Last Amendment: October 21, 2016

Introduction:

The purpose of this policy shall be to outline the rules regarding demerits for elections & referenda.

Section 1: Demerits and Disqualifications

- 1.1 The Chief Returning Officer, with the assistance of the Deputy Returning Officer, shall be responsible for enforcing campaign regulations, and shall have the power to levy demerits against any member of the Students' Union for any infraction of the By-Laws, policies or Code of Conduct related to elections.
 - 1.1.1 In the case that ten (10) demerit points are charged to a particular candidate, for actions committed by the candidate, agent, or Scrutineer, the Chief Returning Officer shall disqualify the Candidate or Party.
 - 1.1.2 In the case of a severe infraction by a candidate, Party, Agent or Scrutineer, the Appeals Committee may disqualify the Candidate or Party.
 - 1.1.3 In the case of a Party being disqualified, the referendum question shall continue regardless.
- 1.2 Written notice of any violation will be provided to the Candidate or Party Chair, and carbon copied to the Front Desk of the respective Students' Union office for candidate review before 8:30am the next business day.
 - 1.2.1 Notice of violations on Election Day shall be given or emailed directly and immediately to the Candidate or Party Chair by a member of the Elections Team
 - 1.2.2 Only appeals that may cause a disqualification will be heard on Election Day and notice of appeals must be given
 - 1.2.3 Candidates disqualified on Election Day will still be permitted to passively campaign until such a time that their appeal has been resolved.
- 1.3 The categories and levels for demerit points shall consist of the following:
 - 1.3.1 Minor offences worth one (1) demerit point
 - 1.3.1.1 Minor offences include, but are not limited to:
Promotional material violations
 - 1.3.2 Moderate offences worth three (3) demerit points
 - 1.3.2.1 Moderate offences include, but are not limited to:

- 1.3.2.1.1 Campaigning violations, including campaigning on Election Day
 - 1.3.2.1.2 Distribution of unapproved campaign materials;
 - 1.3.2.1.3 Campaigning around voting booths on Election Day as set up by the Elections Team;
 - 1.3.2.1.4 Repetition of minor offences;
 - 1.3.2.1.5 Exceeding spending limits by up to 10%.
 - 1.3.2.1.6 Endorsing or campaigning for a candidate running for another position.
 - 1.3.3 Major offences worth five (5) demerit points
 - 1.3.3.1 Major offences include, but are not limited to:
 - 1.3.3.1.1 Slander (verbal defamation of character not based on proven fact);
 - 1.3.3.1.2 Libel (written defamation of character not based on proven fact);
 - 1.3.3.1.3 Abuse of campaign funds (e.g. going over the spending limit by more than 10%, using campaign funds for expenses not related to the campaign, etc.);
 - 1.3.3.1.4 Abuse of Candidate's or Party Chair's position;
 - 1.3.3.1.5 Use of Official Mailing Lists of the Students' Union and WLU.
 - 1.3.3.1.6 Endorsement of a candidate following withdrawal from the election period.
 - 1.3.4 The Chief Returning Officer, where necessary, may declare an act not mentioned in the above examples to be within one of the three categories
- 1.4 The demerit system shall consist of the following for Party Chairs for Referendum questions:
 - 1.4.1 If a Party's Chair receives seven (7) demerit points, then the Party shall select a new Party Chair;
 - 1.4.2 If a Party receives ten (10) demerit points, then the Party shall not receive reimbursement.
- 1.5 At any point, should the Chief Returning Officer, Deputy Returning Officer, Chief Governance Officer, or the Appeals Committee feel that a Candidate has conducted themselves in ways unbecoming of an elected representative of students (including but not limited to perceived violation of the Students' Union Code of Conduct, public inappropriate behaviour (including but not limited to slander or libel as defined in section 1.3.3), or violation of any legislation), the Chief Governance Officer will call a Special Meeting of the Board of Directors to review the candidate's candidacy.

- 1.5.1 In order for a candidate to be removed from the elections process via a Special Meeting of the Board of Directors, the Board of Directors must vote in favour of disqualification with a 2/3 majority of all voting members present.
- 1.5.2 In the case where a candidate's candidacy is being reviewed by the Board of Directors, said candidate will be provided with 24 hours notice of the meeting to prepare their defense.
 - 1.5.2.1 In the case of a request for disqualification on Election Day, the Candidate will be given a minimum of one hour to prepare for the meeting.
- 1.6 At no point shall any Candidate or Party be penalized due to the Appeals Committee, the Chief Returning Officer, the Head Deputy Returning Officer or any Elections Team member erring on the interpretation of their respective responsibilities and/or duties under Students' Union Policy or failing to provide clear, accurate, unbiased and timely instruction or direction.

Section 2: Appeals Process

- 2.1 A Candidate or party Chair must give written notice in hard copy to the Chief Governance Officer of any appeal of any decision made or demerit awarded by the Chief Returning Officer or Deputy Returning Officers by 11:59pm the following business day.
- 2.2 Any disqualification will be treated as automatically appealed and the Appeals Committee must hear the case within a reasonable time
- 2.3 Any decision reached by the Appeals Committee shall be final and shall be communicated to the relevant Candidate or Party by such means as are deemed appropriate.

Section 3: All-Candidates Meeting

- 3.1 All candidates must be present, or represented by their Agent, at the All-Candidates Meeting.
 - 3.1.1 If a candidate or his/her Agent is not present, at the All-Candidates Meeting, said Candidate shall be immediately disqualified.
- 3.2 If, for whatever reason, the date, time or location is not mentioned in the 'Nominations Package' or if, for whatever reason, the date, time or location of the All-Candidates Meeting must be changed, all candidates must be notified of the All-Candidates Meeting at least seventy-two (72) hours in advance.
 - 3.2.1 A Candidate or Party Chair missing the All-Candidates Meeting that has been changed may appeal his/her disqualification.

ELECTIONS & REFERENDA NOMINATIONS

NOMINATIONS (POLICY #5)

Date of Last Amendment: October 21, 2016

Introduction:

The purpose of this policy shall be to outline the rules and regulations relating to the nomination process for an election and the rights of nominees.

Definitions

1. "Management Team" is defined as the President, as well as all Vice-Presidents and Associate Vice Presidents
2. "Academic Year" is defined as September 1st, 2016 to April 30th, 2017.

Section 1: Candidacy and Party Chair Eligibility

- 1.1 To be eligible to be nominated as a candidate or a referenda party chair, said person must be a paying member of the organization enrolled in courses for the entirety of the academic year.
 - 1.1.1 In the case where a student is enrolled in co-op, the student will still be eligible to serve as a candidate or a party chair.
 - 1.1.2 In the case where extenuating circumstances apply to why the student was unable to be enrolled in courses both semesters, the student may appeal to the Chief Governance Officer and the Assistant Chief Returning Officer, and they will make a decision based on evidence provided as to whether or not the student can serve as a candidate or as a party chair.

Section 2: Nominations Package (Elected Positions)

- 2.1 The 'Nomination Package' must be made available to the membership no later than two weeks before nominations officially close.
- 2.2 The package shall include the following:
 - 2.2.1 The date on which the nomination period ends;
 - 2.2.2 The date, time and location of the All-Candidates meeting;
 - 2.2.3 A copy of all election-related policies;
 - 2.2.4 Descriptions of all positions presently open for election;

- 2.2.5 A copy of the supplementary 'Code of Conduct' that is maintained by the Board of Directors
- 2.2.6 A 'Nomination Form' which must include the following in order for the nominee to become an official candidate;
 - 2.2.6.1 A declaration of candidacy and understanding of the policies and resolutions governing the election;
 - 2.2.6.2 At least fifty (50) signatures from members of the Students' Union should the nominee be running for one (1) of the twelve (12) spots on the Board of Directors and seventy-five (75) for the position of President;
 - 2.2.6.3 At least ten (10) signatures from members of the Students' Union should the nominee be running for a spot on the Wilfrid Laurier University Board of Governors or Academic Senate;
 - 2.2.6.4 A 'Proof of Age Form', which must be filled, out by the nominee and submitted with a photocopy of government identification;
 - 2.2.6.5 An 'Agent Form' which must be filled out by both the nominee and his/her prospective Agent, authorizing said person to act on behalf of the nominee if the nominee so desires to have an Agent;
 - 2.2.6.6 A 'Scrutineer Form' which must be filled out and submitted by noon on the day prior to the opening of polls;
 - 2.2.6.7 Scrutineers must be members of the Students' Union not standing for election;
- 2.2.7 All relevant forms within the 'Nominations Package' must be completed and submitted to the Students' Union office before the close of nominations for the nominee to become an official candidate for the election.
- 2.3 No individual may be nominated for more than one (1) position in the Students' Union during any election.

Section 3: Referenda Packages (Party Chairs)

- 3.1 The 'Referenda Package' must be made available to the membership no later than two weeks before nominations officially close.
- 3.2 The package shall include the following:
 - 3.2.1 The date on which the nomination period ends;
 - 3.2.2 The date, time and location of the All-Parties Meeting;
 - 3.2.3 A copy of all election-related policies of the Students' Union;
 - 3.2.4 A copy of the supplementary 'Code of Conduct' created by the Chief Governance Officer and subject to approval by the Appeals Committee;
 - 3.2.5 A 'Referenda Form' which must include the following in order for the nominee to become an official Party Chair;

- 3.2.6 A declaration of candidacy and an understanding of the policies and resolutions governing the election;
 - 3.2.7 At least twenty five (25) signatures from members of the Students' Union who are in agreement with the nominee;
 - 3.2.8 A 'Proof of Registration Form' which must be endorsed by the Wilfrid Laurier University Registrar's Office proving that the nominee is a registered undergraduate student at the Wilfrid Laurier University;
 - 3.2.9 An 'Agent Form' which must be filled out by both the nominee and his/her prospective Agent, authorizing said person to act on behalf of the nominee if the nominee so desires to have an agent;
 - 3.2.10 A 'Scrutineer Form' which must be filled out and submitted by noon on the day before the opening of polls; 3.2.11 Scrutineers must be members of the Students' Union not standing for election.
- 3.3 All relevant forms within the 'Referenda Package,' must be completed and submitted to the Students' Union office on either campus before the close of nominations for the nominee to become an official Party Chair.

Section 4: Withdrawal of Nomination

- 4.1 All nominees and/or candidates may withdraw their nominations by giving signed written notice to the Chief Returning Officer (or the Brantford Head Deputy Returning Officer for Brantford candidates)
- 4.2 Candidates who choose to withdraw as a candidate must abide by all election policies until the end of Election Day.
- 4.3 Publically endorsing another candidate is strictly prohibited.
- 4.4 Candidates who formally withdraw after submitting an 'Intent to Run Form', but prior to the deadline for submitting Nomination Forms will not be bound by elections policies.

Section 5: Re-Opening of Nominations

- 5.1 If there are fewer than twelve (12) candidates running for spots on the Board of Directors, those submitting nomination forms by the deadline shall be acclaimed and nominations reopened for a period of seven (7) days to fill the remaining spots.
 - 5.1.2 If there are still fewer than twelve (12) candidates for the incoming Board of Directors after the re-open period, the issue will be referred to the current Board of Directors.
- 5.2 If there are fewer candidates than available spots for the Board of Governors or WLU Senate, those submitting nomination forms by the deadline shall be acclaimed and nominations reopened for a period of seven (7) days to fill the remaining spots.
 - 5.2.2 If there are still fewer than available spots

Section 6: Board of Directors and Management Team Eligibility

- 6.1 All Directors of the Board shall be entitled nomination as candidates in any election for a position on the Board of Governors, Senate, Board of Directors, or as President and CEO, provided:
 - 6.1.1 They are undergraduate students at Wilfrid Laurier University, and who have paid the appropriate fees for membership with the Students' Union;
 - 6.1.2 No candidate shall use their position for promotion of their candidacy;
 - 6.1.3 No candidate shall use Students' Union assets to promote or develop any campaign associated materials.
- 6.2 Directors of the Board that are running in the election must declare a conflict of interest from the Board of Directors during the election period.
- 6.3 If a member of the Management Team is nominated for an elected position, they must take a leave of absence from their office or use their vacation time during the election period. The Full-Time staff member of the department in question will act as a caretaker of the office during the election period.
 - 6.3.1 In situations where an Associate Vice President exists for the Department, the President & CEO has the authority to name an Associate Vice President as Interim Vice President for the department.
- 6.4 Members of the Management Team are not eligible to campaign for a candidate during the election period.

Section 7: Agents

- 7.1 Each Candidate or Party shall be entitled to have one (1) Agent, who must be a member of the Students' Union, and who shall not be any of the following:
 - 7.1.1 A Director of the Board;
 - 7.1.2 An Appeals Committee member;
 - 7.1.3 An Elections Team member;
 - 7.1.4 A Member of the Management Team.
- 7.2 An Agent shall be the official representative of the Candidate or Party. The Agent shall be seen as one and the same as the candidate and shall therefore not be allowed to Scrutineer.
- 7.3 A Candidate or Party Chair may not also be an Agent.
- 7.4 An Agent may represent up to one (1) Candidate and one (1) Party.

ELECTIONS & REFERENDA POLICIES

ELECTIONS & REFERENDA IN-GENERAL (POLICY #6)

Date of Last Amendment: October 21, 2016

Introduction:

The purpose of this policy shall be to outline the general rules and procedures of elections and referenda more specifically than outlined within the Students' Union By-Law.

Section 1: Compliance

- 1.1 Elections & Referenda shall be conducted in accordance with the Constitution, policies and resolutions of the Students' Union.

Section 2: Passage

- 2.1 Elections are passed by plurality and a simple majority shall pass referenda.

Section 3: Electoral Officers

- 3.1 The Assistant Chief Returning Officer (CRO), hired by the Board of Directors of the Students' Union, shall oversee the general conduct and execution of elections and referenda on behalf of the Board of Directors and shall fulfill these duties with all due diligence and impartiality.
- 3.2 The Assistant Chief Returning Officer, Elections Team and a Deputy Returning Officer (DRO) Brantford shall be hired by the end of November
- 3.3 The Assisting Chief Returning Officer shall act in the capacity of the Chief Returning Officer when determined necessary by the Chief Governance Officer on behalf of the Board of Directors.

Section 4: Annual General Meeting Date Selection

- 4.1 The Annual General Meeting of the members of the Students' Union shall be held near the end of January or the beginning of February in the cities where the offices of the Students' Union are situated.
- 4.2 The Board of Directors may, where circumstances justify, and then only when approved by a two-thirds (2/3) majority vote of the Board of

Directors, postpone the Annual General Meeting of the members of the Students' Union until March as per the Constitution.

Section 5: Meeting Notification

- 5.1 Members of the Students' Union shall be given at least thirty (30) days notice of the Annual General Meeting.
- 5.2 The Chief Returning Officer shall make all reasonable efforts to inform members of each meeting.

Section 6: Referendum Questions

- 6.1 The Board of Directors must approve all questions that are to be put to the students in a referendum.
- 6.2 A committee of the CRO, CGO, the CEO, and the COO shall review all referenda questions prior to their approval by the Board.
- 6.3 The committee will compile a report based on the legality of the referenda questions. The Board of Directors will be the final arbiter of the reasonableness of all referendum questions.
- 6.4 Referenda questions must be received by the Board prior to its last meeting of December.
- 6.5 The Board of Directors is responsible for informing their constituents about the referenda questions prior to the opening of nominations and the deadlines for submission of questions as per section.
- 6.7 Referenda shall include the following:
 - 6.7.1 Date of implementation,
 - 6.7.2 Specific information as to which members it applies to,
 - 6.7.3 Any associated costs and inflationary costs,
 - 6.7.4 How the fee is to be applied,
 - 6.7.5 Any applicable information specifically regarding former referendum questions of a similar nature.

Section 7: Open Forums

- 7.1 The Elections Team shall organize at least one (1) open forum per campus where all candidates and/or parties shall have an opportunity to talk and answer questions posed by members of the corporation.
- 7.2 The CRO shall appoint a moderator for each open forum who shall not be any of the following:
 - 7.2.1 A Director of the Board;
 - 7.2.2 A member of the Appeals Committee;
 - 7.2.3 An Elections Team member;

- 7.2.4 A candidate running for election or a party chair supporting either side of a referendum question;
- 7.2.5 A member of the management team.

ELECTIONS & REFERENDA POLICIES

VOTING & BALLOTS (POLICY #7)

Date of Last Amendment: October 21, 2016

Introduction:

The purpose of this policy is to outline the rules for voting and ballots for elections & referenda.

Section 1: Means of Voting

- 1.1 Voting shall be conducted by electronic ballot hereafter referred to as "ballot".
- 1.2 Voting shall be conducted for a minimum of thirty-six (36) hours, and must include the hours from 8:00am to 8:00pm.
- 1.2 Members shall vote by secret ballot.

Section 2: Polling Stations

- 2.1 Polling stations may be located in the Concourse of the Fred Nichols Campus Centre, the Science Building, the Lazaridis School of Business & Economics, the Peters Building, the Aird Building, the Bricker Academic Building, Brantford Student Centre, and RCW Building as deemed appropriate by the Chief Returning Officer
 - 2.1.1 The Deputy Returning Officer, or the Chief Returning Officer, or an elections volunteer shall be located at each polling station throughout the meeting of the members.
 - 2.1.2 The polling area shall be a minimum of ten (10) feet in all directions from the electronic voting locations.
 - 2.1.3 It shall be at the discretion of the Chief Returning Officer to expand the dimensions of a polling area beyond those specified in section 2.1.2

Section 3: Secret Ballot

- 3.1 The electronic ballot shall be formatted, in general, as follows:
 - 3.1.1 The ballot shall be divided into separate sections for distinct categories of questions being asked of the voter.
 - 3.1.2 The ballot shall specify "You may rank up to ____ (__) Candidates for the position of..." and will list the Candidates for the respective position(s).

- 3.1.3 The ballot shall state any referendum questions and ask the voter to indicate either “yes” or “no”.
- 3.1.4 A voter’s allowable choice(s) for each question and within each category as defined in Section 3.1.1 shall be clearly stated on the ballot.
- 3.2 A ballot shall be considered official upon submission.
- 3.3 A ballot shall be considered spoiled if the member has not selected any candidates.
- 3.4 Spoiled ballots, or sections thereof, shall count towards quorum but not towards any specific Candidate(s), referendum or other such questions.

Section 4: Tie-Breaking Vote

- 4.1 The Chief Governance Officer shall cast his or her vote in writing before the polls open.
 - 4.1.1 He or she shall cast a separate vote for each position by ranking all the candidates in order of preference, sealing each ballot, if there is more than one, in a separate marked envelope, and delivering all the envelopes to the CRO.
 - 4.1.1.1 He or she shall provide a copy of these ballots in a sealed envelope to the party responsible for coding the tie-breaking votes into the Single Transferrable Vote and Optional Instant Runoff Voting systems.
 - 4.1.2 Only in the case of an equality of votes for a position shall the vote be recorded.

Section 5: Platforms

- 5.1 The Chief Returning Officer shall approve all platforms, provided that they meet the requirements of the Wilfrid Laurier University Non-Academic Student Code of Conduct and do not violate any applicable laws.

Section 6: Scrutineers

- 6.1 A Scrutineer shall be allowed to observe voting areas, but must respect the voter's right to secret ballot
- 6.2 Each Candidate or Party may have a Scrutineer present during ballot tallying.
 - 6.2.1 The Chief Returning Officer must take reasonable measures to ensure that Scrutineers are trained.
 - 6.2.2 Scrutineers are not permitted to interfere with the tallying process; they may observe, object if there is cause and appeal to the Chief Governance Officer for redress.

- 6.2.3 Scrutineers shall not leave the room where ballots are tallied until after the Chief Returning Officer has publicly announced the official results of the tally.
- 6.2.4 Should any Scrutineer(s) divulge any information related to the tally before the official announcement, the candidate or party whom they represent shall not be entitled to their reimbursement.

Section 7: Results

- 7.1 Only the CRO, CGO, elections executive, DROs, member of the Appeals Committee, and Scrutineers shall be allowed in the results room.
- 7.2 All appeals shall be heard and ruled upon prior to the opening of the results.
- 7.3 In the event that a candidate is disqualified the Board shall make a ruling prior to the opening of the ballots.
- 7.4 The results shall not be disclosed until they have been officially announced by the CGO.
- 7.5 A candidate shall not have the right to ask for a recount if he/she did not have a Scrutineer present for the opening of the result

ELECTIONS & REFERENDA POLICIES

APPEALS (POLICY #8)

Date of Last Amendment: October 21, 2016

Introduction:

The purpose of this section is to outline the eligibility of the composition of the appeals committee.

Section 1: Appeals Committee Membership

- 1.1 The Appeals Committee shall consist of the following:
 - 1.1.1 The Chief Governance Officer, who shall act as Chair;
 - 1.1.2 Two Directors, elected by the Board;
 - 1.1.2.1 Directors sitting on the Appeals Committee cannot be a member of any campaign teams;
 - 1.1.2.2 Directors sitting on the Appeals Committee cannot openly support any candidate or party;
 - 1.1.2.3 Directors sitting on the Appeals Committee cannot be running for election for any position in the election
 - 1.1.3 The Chief Returning Officer or their designate who shall sit ex-officio with a voice but no vote;
 - 1.1.3.1 In the case where an appeal involves an event that happened on the Brantford Campus, the Head Deputy Returning Officer: Brantford will sit in the place of the Chief Returning Officer as an ex-officio member with a voice but no vote.
 - 1.1.4 Two students at large, one being from each campus out of which the Students' Union operates;
 - 1.1.4.1 Student at large sitting on the Appeals Committee cannot be a member of any campaign teams;
 - 1.1.4.2 Student at large sitting on the Appeals Committee cannot openly support any candidate or party;
 - 1.1.4.3 Student at large sitting on the Appeals Committee cannot be running for election for any position in the election.
 - 1.1.5 In the case of an appeal from a candidate for an elected position to a Wilfrid Laurier University body, the University Secretary and General Counsel, or their designate, shall be permitted to attend the appeals meeting, and cast a vote.