

WILFRID LAURIER UNIVERSITY
**STUDENTS'
UNION**



ELECTIONS POLICY

Effective: December 3RD, 2021

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DEFINITIONS

- a) “**Academic Year**” means the period beginning with the Fall semester, and progressing through the Winter and Spring/Summer semesters.
- b) “**Active Campaigning**” means any act where a vote is solicited by the candidate or their Executive and General Campaign Teams.
- c) “**Candidate**” means any individual running for an elected position available to students of Wilfrid Laurier University and members of the Students’ Union.
- d) “**Election**” means the formal process of electing or being elected, in this context the Students’ Union elections.
- e) “**Elections Committee**” oversees the general conduct and execution of elections on behalf of the Board of Directors and is chaired by the Chief Returning Officer. Membership includes the Deputy Returning Officer (Brantford), and Assistant Returning Officer (if applicable), with full-time staff support provided by the Director, Policy Research and Advocacy. The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- f) “**Election period**” means the days when candidates are campaigning for elected positions.
- g) “**Endorsement**” means the act of giving obvious public approval or support of another candidate.
- h) “**Executive Campaign Team**” means the leadership team supporting a candidate, including the candidate, their campaign manager, the official agent, and the scrutineer(s).
- i) “**General Campaign Team**” means the group of members a candidate assembles to assist with campaigning.
- j) “**Management Team**” is defined as the Students’ Union President and their Vice-Presidents and Associate Vice Presidents.
- k) “**Member**” means those persons registered in an undergraduate program at Wilfrid Laurier University who have paid all applicable fees.
- l) “**Nominee**” means a person seeking candidacy during the Students’ Union elections.
- m) “**Nomination**” means the process through which a member seeks to become a candidate for an elected position.
- n) “**Official Mailing Lists**” shall be defined as those produced from yourstudentsunion.ca, wlu.ca, or students.wlu.ca websites, Students’ Union volunteer lists, email “listservs,” Students’ Union volunteer Facebook groups or any other university information databases.

- o) **“Promotional Materials”** shall be defined as all materials used in the promotion of a candidate containing their name, likeness, image or brand.
- p) **“Scrutineer”** means the individual selected by a candidate to observe the process of vote collection and tabulation.
- q) **“Social media platforms”** means any internet-based technology, websites, and mobile applications which enable users to create and share content and/or participate in social networking.
- r) **“Voting period”** means the days when members are able to cast their votes.

PURPOSE OF THIS POLICY

The purpose of this policy is to outline the rules for elected student positions with the Wilfrid Laurier University Students' Union and the Wilfrid Laurier University Board of Governors and Senate. Each member must adhere to each of the following regulations and procedures, which expand on the instructions for elections established by the constitution of the Students' Union.

1. ELECTION OFFICIALS

- 1.1.** The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- 1.2.** The Chief Returning Officer is hired by the Students' Union Board of Directors, and will oversee the general conduct and execution of elections on behalf of the Board of Directors.
 - 1.2.1.** The Chief Returning Officer will chair the Elections Committee, which is composed of the Deputy Returning Office (Brantford), an Assisting Chief Returning Officer, and any others as determined by the Students' Union Board of Directors.
 - 1.2.2.** The Director, Policy Research and Advocacy will serve as the full-time staff support to the Elections Committee.

2. ELECTED POSITIONS

- 2.1.** The members of the Students' Union will elect:
 - 2.1.1.** One (1) President of the Students' Union;
 - 2.1.2.** Twelve (12) members to the Students' Union Board of Directors;
 - 2.1.2.1.** At least two (2) members must be elected from each campus in which the Students' Union operates.

- 2.1.3. One (1) representative to the Wilfrid Laurier University Board of Governors;
- 2.1.4. Five (5) representatives to the Wilfrid Laurier University Senate from the Waterloo campus;
- 2.1.5. One (1) representative to the Wilfrid Laurier University Senate from the Brantford campus.

3. ANNUAL GENERAL MEETING

- 3.1. The Annual General Meeting of the members of the Students' Union shall be held on a hybrid platform, contingent on the Universities guidelines for in-person activities, in January or the beginning of February by the Students' Union.
- 3.2. The Students' Union Board of Directors may, where circumstances justify and when approved by a two-thirds (2/3) majority votes, postpone the Annual General Meeting until March, as outlined by the Students' Union Constitution.
- 3.3. Members will be provided at least thirty (30) days' notice of the Annual General Meeting.
 - 3.3.1. The Chief Returning Officer will make all reasonable efforts to inform members of each meeting.

4. ELIGIBILITY

- 4.1. Each member of the Students' Union will have the opportunity to vote for any candidate standing for election.
- 4.2. Each member of the Students' Union will have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate, as long as they are enrolled in at least 0.5 course credits during the Fall and Winter semesters during the current academic year.
- 4.3. A student enrolled in a co-operative education program has the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate.
- 4.4. All directors of the Board, provided they are still members and are enrolled in courses for the entirety of the current academic year, have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate.

- 4.4.1.** A director of the Board must declare a conflict of interest during the election period, and refrain from using their position to seek any nomination, or be elected to any position.
- 4.5.** All members of the Management Team, provided they are still members and are enrolled in courses for the entirety of the current academic year, have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate.
- 4.5.1.** A member of the Management Team must take a leave of absence from their role, or utilize vacation time during the election period.
 - 4.5.1.1.** The departmental responsibilities of the Management Team member seeking election will be reassigned at the discretion of the Students' Union President and Chief Executive Officer.

5. NOMINATIONS

- 5.1.** The nomination period shall be a minimum of fourteen (14) days.
 - 5.1.1.** After the conclusion of the nomination period, a nominee becomes a candidate.
- 5.2.** Any nominee for an elected position with the Students' Union must be a paying member of the organization, registered in an undergraduate program at Wilfrid Laurier University.
 - 5.2.1.** Students enrolled in co-op placements remain eligible to stand for election.
- 5.3.** If a student intends to stand for election, but is not currently enrolled in courses for either the Fall or Winter semesters, they may appeal to the Chief Governance Officer and the Chief Returning Officer on the grounds of extenuating circumstances.

6. NOMINATION PACKAGES

- 6.1.** The 'Nomination Package' must be made available to the membership no later than two weeks before the close of the nomination period.
- 6.2.** The package should include the following:
 - 6.2.1.** The date on which the nomination period ends;
 - 6.2.2.** The date, time, and location of the All-Candidates meeting;
 - 6.2.3.** A copy of the Election Policy;
 - 6.2.4.** Descriptions of all positions open for election;
 - 6.2.5.** A copy of the "Student Elections Candidates Code of Conduct" (See Appendix "A");
 - 6.2.6.** A "Nomination Form" which must include the following completed requirements:

- 6.2.6.1.**A declaration of candidacy and acknowledgement of the policies and regulations governing Students' Union elections;
- 6.2.6.2.**At least seventy-five (75) signatures from members if the nominee intends to seek election to the position of Students' Union President and Chief Executive Officer;
- 6.2.6.3.**At least twenty-five (25) signatures from members if the nominee intends to seek election to one (1) of twelve (12) available seats on the Students' Union Board of Directors;
- 6.2.6.4.**At least ten (10) signatures from members if the nominee intends to seek election to one (1) of the available seats on the Wilfrid Laurier University Board of Governors.
- 6.2.6.5.**At least ten (10) signatures from members if the nominee intends to seek election to one (1) of the five (5) available seats on the Wilfrid Laurier University Senate (Undergraduate Senators serve two-year terms, and a one (1) seat is reserved for a Brantford nominee);
- 6.2.6.6.**A "Proof of Age Form," which must be completed by the nominee and submitted along with a photocopy of government-issue identification;
- 6.2.6.7.**An "Agent Form," which must be completed by the nominee and their prospective Agent, and authorizes that individual to act on behalf of the nominee when required;
- 6.2.6.8.**A "Scrutineer Form," which must be filled out and submitted by noon on the day prior to the opening of polls;
 - 6.2.6.8.1.**Scrutineers must be members of the Students' Union not standing for election.
- 6.3.** All required forms of the "Nominations Package" must be completed and submitted to the Chief Returning Officer through email at sucro@wlu.ca before the close of the nomination period.
- 6.4.** No member may be nominated for more than one (1) position with the Students' Union during a single election period.

7. WITHDRAWAL OF NOMINATION

- 7.1.** Any nominee or candidate may withdraw their declaration of candidacy or nomination by providing signed written notice to the Chief Returning Officer.
- 7.2.** Any nominee or candidate who withdraws their nomination after the conclusion of the nomination period must abide by this election policy until the conclusion of the election period.
- 7.3.** Any nominee or candidate who withdraws their declaration of candidacy prior to the conclusion of the nomination period will not be bound by elections policies.

- 7.4.** Any nominee or candidate who withdraws their nomination must not publicly endorse any other candidate for an elected position.

8. RE-OPENING OF NOMINATIONS

- 8.1.** If there are fewer than twelve (12) candidates for seats on the Board of Directors, those who submitted nomination forms by the deadline shall be acclaimed and nominations may be reopened for a period of seven (7) days to fill the remaining spots.
- 8.1.1.** 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.
- 8.2.** If there is fewer than one (1) candidate for seats on the Wilfrid Laurier University Board of Governors, the candidate(s) who submitted a nomination by the deadline shall be acclaimed and nominations reopened for a period of seven (7) days to fill any remaining spots.
- 8.3.** If there are fewer than five (5) candidates for seats on the Wilfrid Laurier University Senate, those who submitted nomination forms by the deadline shall be acclaimed and nominations reopened for a period of seven (7) days to fill the remaining spots.

9. SINGLE CANDIDATE FOR PRESIDENT

- 9.1.** In the event there is only one (1) candidate for President, a “Yes” or “No” vote will be held, with a simple majority required to pass.

10. AGENTS

- 10.1.** Each candidate shall be entitled to one (1) Agent, who must be a member of the Students' Union.
- 10.2.** An Agent is recognized as the official representative, and is empowered to operate on behalf of the candidate.
- 10.3.** The following positions are ineligible from serving as a candidate's Agent:
- 10.3.1.** A director of the board;
 - 10.3.2.** An Appeals Committee member;
 - 10.3.3.** An Elections Committee member;
 - 10.3.4.** A member of the Students' Union Management Team;
 - 10.3.5.** A candidate for election;
 - 10.3.6.** A referendum Party Chair;
 - 10.3.7.** A Scrutineer.

11. ALL-CANDIDATES MEETINGS

- 11.1.** An initial All-Candidates meeting will be held following the conclusion of the nomination period.
 - 11.1.1.** A subsequent All-Candidates meeting(s) may be held at the discretion of the Chief Returning Officer and the Elections Committee.
- 11.2.** All candidates must be present, or represented by their Agent, at any All-Candidates meeting.
 - 11.2.1.** If a candidate or their Agent is not present at an All-Candidates meeting, they will be immediately disqualified.
- 11.3.** Candidates must be notified at least seventy-two (72) hours in advance of any changes in date, time, or location of any All-Candidates meeting.
 - 11.3.1.** Disqualification for failure to attend an All-Candidates meeting where the date, time, or location was changed is subject to appeal.

12.CAMPAIGNING

12.1.General guidelines

- 12.1.1.** Active campaigning will commence a half-hour following the adjournment of the All-Candidates Meeting, and ends a half-hour prior to the opening of polling.
 - 12.1.1.1.** While candidates are not permitted to actively campaign during the voting period, digital campaign materials may remain in place so long as they were authored and distributed prior to the end of the campaign period.
- 12.1.2.** The Chief Returning Officer, with the support of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, will arbitrate any conflicts involving what may, or may not be considered campaigning.
 - 12.1.2.1.** The decision made by the Chief Returning Officer, with respect to campaigning, can be appealed to the Appeals Committee by contacting the Chief Governance Officer.
- 12.1.3.** Candidates are prohibited from using the assets of the Students' Union, or any Students' Union business to promote their candidacy.
- 12.1.4.** Candidates shall not use any employment or volunteer role with any external business or organization to promote their candidacy.
- 12.1.5.** The following individuals are prohibited from campaigning for any candidate:
 - 12.1.5.1.** A director of the board not standing for election;
 - 12.1.5.2.** An Appeals Committee member;
 - 12.1.5.3.** An Elections Committee member;
 - 12.1.5.4.** A member of the Management Team not standing for election.

- 12.1.6.** Candidates who withdraw from the election are prohibited from campaigning on behalf of another candidate.
- 12.1.7.** All candidates shall refrain from endorsing, supporting, or campaigning on behalf of another candidate running for any position.

12.2.Campaigning on campus

- 12.2.1.** Campaigning is prohibited in the following areas:
 - 12.2.1.1.**The Students' Union offices;
 - 12.2.1.2.**The Office of the University Secretariat;
- 12.2.2.** Candidates are permitted to campaign in Students' Union business operations, at the discretion of the relevant manager, and with the approval of the Chief Returning Officer.
- 12.2.3.** The following rules as set out by the Department of Residence Life shall apply to any campaigning within residence buildings:
 - 12.2.3.1.**All posters to be distributed within campus shall be provided to the Chief Returning Officer or their designate.
 - 12.2.3.2.**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.
 - 12.2.3.3.**Residence staff who decide to endorse or become part of an election campaign shall follow the guidelines established by the Department of Residence:
 - 12.2.3.4.**No shirts, posters, flyers, or any type of public endorsement can be shown in residence, including the rooms of Residence Staff.
 - 12.2.3.5.**Residence Life Staff and Students' Union Icebreakers are not to utilize their position to solicit first year student votes in, or outside of their residence buildings.

12.3.Online campaigning

- 12.3.1.** Candidates (including their Executive Campaign Team and General Campaign Team) are not permitted to make use of any privileged access to the social media accounts of any Students' Union businesses, committees, clubs, faculty associations, or third-party organizations for campaign purposes.
- 12.3.2.** The Chief Returning Officer or their designate must approve in advance any third-party endorsements that will be communicated digitally.
- 12.3.3.** Candidates' authorized social media accounts are not permitted to post any content other than the official Students' Union #LaurierVotes marketing content during the voting period.

- 12.3.3.1.** Existing content, authored during the campaign period, may remain posted on authorized candidate accounts during the voting period.
- 12.3.4.** The Executive Campaign Team must make all reasonable efforts to ensure that General Campaign Team members follow the online campaigning guidelines.
- 12.3.5.** Individual social media activity on accounts not declared for candidate use, including displaying support for campaign posts, sharing promotional material, or altering profile pictures is **NOT** considered campaigning.

13. EXPENDITURES

- 13.1.** Candidates for Students' Union President are limited to expenses, sponsorships, and gifts-in-kind totalling five hundred dollars (\$500).
- 13.2.** Candidates for the twelve (12) Students' Union Board of Director positions are limited to expenses, sponsorships, and gifts-in-kind totalling one hundred dollars (\$100).
- 13.3.** Candidates for the University Board of Governors and Senate are limited to expenses, sponsorships, and gifts-in-kind totalling thirty dollars (\$30).
- 13.4.** Candidates will be reimbursed by the Students' Union for one hundred percent (100%) of their campaign expenses, unless maximum allowable limits are surpassed.
- 13.5.** Candidates pursuing multiple elected positions are restricted to the largest expenditure limit allocated to any of the positions for which they hold a nomination.
 - 13.5.1.** This restriction does not apply if a candidate is simultaneously a referendum Party Chair.
- 13.6.** Candidates are required to submit receipts in order for campaign materials to be approved and received.
- 13.7.** It is the candidate's responsibility to monitor their expenditures.
 - 13.7.1.** Upon request, all candidates must be able to report their total expenditures to the Chief Returning Officer, or their designate.
- 13.8.** A candidate's expense limit will be increased commensurate to the cost of any damaged or missing campaign materials.

14. PROMOTIONAL MATERIALS

14.1. General guidelines

- 14.1.1.** The Chief Returning Officer or their designate must approve in advance all promotional material used for campaigning, regardless of medium.
 - 14.1.1.1.** The Chief Returning Officer will rely on the Students' Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, Wilfrid Laurier University Poster Regulations, and all other relevant University policies and applicable laws when approving promotional materials.
- 14.1.2.** On all promotional materials candidates are required to include:
 - 14.1.2.1.** #LaurierVotes branding;
 - 14.1.2.2.** The position for which they are a candidate;
 - 14.1.2.3.** "Wilfrid Laurier University Students' Union" or a colloquialism approved by the Chief Returning Officer;
 - 14.1.2.4.** "Wilfrid Laurier University," if a candidate is running for a position on the Wilfrid Laurier University Board of Governors or Senate.
- 14.1.3.** The use of trademarks, registered trademarks, and/or copyrighted does not imply endorsement for a candidate.
- 14.1.4.** Any explicit endorsements must first be registered with the Chief Returning Officer before being included on promotional materials.

14.2. Promotional materials on campus

- 14.2.1.** A physical poster limit will be established at the discretion of the Chief Returning Officer prior to the commencement of the campaign period.
 - 14.2.1.1.** Candidates pursuing multiple elected positions are restricted to the highest physical poster allocated to any of the positions for which they hold a nomination.
 - 14.2.1.2.** In the case where two or more names, photographs, personal likenesses, or brands appear on promotional material, each candidate will be deemed to have contributed to their physical poster limit.
 - 14.2.1.3.** All candidates must submit a detailed poster location form to the Chief Returning Officer, or a member of the Elections Committee within twenty-four (24) hours of placement.
 - 14.2.1.4.** Before displayed, all physical posters must receive the appropriate permission from the Chief Returning Officer, or their designate, and the relevant authorized campus partner:
 - 14.2.1.4.1.** Residence buildings – Manager of Residential Services and Housing Office;
 - 14.2.1.4.2.** Waterloo Athletic Complex – Athletic Complex Office;

- 14.2.1.4.3.**All other university buildings – Dean of Students' Office.
- 14.2.1.5.**The placement of all physical posters must adhere to the following guidelines:
 - 14.2.1.5.1.**No physical promotions material may be distributed or posted off campus;
 - 14.2.1.5.2.**Only tacky putty or tape may be used to attach to appropriate surfaces (e.g. no painted surfaces);
 - 14.2.1.5.3.**Only thumb tacks or staples may be used to attach promotional materials to bulletin boards.
- 14.2.1.6.**All physical promotions material must be removed one hour following the end of voting.
- 14.2.2.** Before displayed, all physical promotional materials must be approved by the Chief Returning Officer.
 - 14.2.2.1.**This includes all material utilized for candidate outreach at display booths or other forms of member interaction.

14.3. Digital promotions and social media

- 14.3.1.** Candidates are only permitted to contact students through email using personally cultivated mailing lists, and through social media; the use of official email "listservs" is prohibited.
 - 14.3.1.1.**All forms of social media being used by candidates must be approved by the Chief Returning Officer.
- 14.3.2.** Students have the right to request removal from any candidate's subscription list;
- 14.3.3.** All social media platforms (accounts) intended for campaigning and promotional use must be declared, approved, and registered with the Chief Returning Officer, or their designate prior to use.
 - 14.3.3.1.**Candidates are individually responsible for all content disseminated on registered social media platforms.
 - 14.3.3.2.**All social media content, whether written, audio, or video, must adhere to the Students' Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.
 - 14.3.3.3.**Social media platforms are not permitted to promote a potential candidacy before they are approved by the Chief Returning Officer, and prior to the commencement of the elections period.
 - 14.3.3.4.**During the elections period all registered candidate social media platforms must be available publicly; accounts with privacy restrictions enabled are unable to be used for campaigning purposes.

- 14.3.3.5.**Candidates are not permitted to contact students or advertise their candidacy in pre-existing social media groups (e.g. Facebook group for Laurier Class of 20XX, Snapchat groups, subreddits, etc).
- 14.3.3.6.**Students have the right to request the removal of their photograph or likeness from any candidate's digital promotion or social media platform content.
- 14.3.3.7.**Pre-approved sponsored social media posts must be scheduled to end prior to the start of voting days.

15. OPEN FORUMS

- 15.1.**The Elections Committee shall organize at least one (2) open forums that the Students' Union operates.
- 15.2.**The Chief Returning Officer will appoint a moderator for each open forum who is not one of the following:
 - 15.2.1.** A director of the board;
 - 15.2.2.** A member of the Appeals Committee;
 - 15.2.3.** A member of the Elections Committee;
 - 15.2.4.** A candidate for election;
 - 15.2.5.** A Referendum Chair;
 - 15.2.6.** A member of the management team.

16. VOTING

- 16.1.**Voting will be conducted for a minimum of thirty-six (36) hours
 - 16.1.1.** Voting must be open on voting days between the hours of 8:00am and 8:00pm.
- 16.2.**Voting will be conducted by electronic ballot.
 - 16.2.1.** Electronic ballots will enable all members to cast their vote by secret ballot.
 - 16.2.2.** Each electronic ballot will include:
 - 16.2.2.1.**Separate sections for each distinct question asked;
 - 16.2.2.2.**A list of the candidates running for each elected position;
 - 16.2.2.3.**A question asking the voter to rank their preferred candidates for each elected position;
 - 16.2.2.4.**Any referendum questions put to their membership, in the form of a "yes" or "no" question.
 - 16.2.3.** A ballot will be considered official upon submission.
 - 16.2.4.** An online ballot will be considered spoiled if a specific selection is not completed.

- 16.2.4.1.** Spoiled ballots, or sections thereof, will still be counted towards quorum.
- 16.3.** At the discretion of the Chief Returning Officer, polling stations may be located in the Concourse of the Fred Nichols Campus Centre, the Science Building, Lazaridis Hall, the Peters Building, the Aird, Building, the Bricker Academic Building, the Brantford Student Centre, and the RCW Building.
- 16.3.1.** The Chief Returning Officer, Deputy Returning Officer, or an elections volunteer will be located at each polling station for the duration of the voting period.
- 16.3.2.** Polling stations must be located a minimum of ten (10) feet in all directions from the electronic voting device.
- 16.3.2.1.** The Chief Returning Officer has the authority to expand this minimum distance.
- 16.4.** A Scrutineer will be allowed to observe all voting areas, but is prohibited from interfering with each member's right to a secret ballot.
- 16.4.1.** Each candidate is permitted to have a Scrutineer present during the ballot tallying to observe, any interference in the process is strictly prohibited.
- 16.4.1.1.** Scrutineers are not permitted to leave the location where ballots are being tallied until the Chief Returning Officer has publicly announced the official election results.
- 16.4.1.2.** A Scrutineer who divulges any elections results prior to the official announcement will sacrifice their candidate's reimbursement.
- 16.4.2.** The Chief Returning Officer must take reasonable measures to ensure that Scrutineers are trained as needed.
- 16.5.** The Chief Governance Officer will cast a vote in writing prior to the opening of polls.
- 16.5.1.** The Chief Governance Officer will cast a separate vote for each position by ranking each candidate 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 Chief Returning Officer.
- 16.5.1.1.** The Chief Governance Officer will provide a copy of these ballots in a sealed envelope to the individual responsible for inputting the tie-breaking votes into the Single-Transferable Vote and Optional Instant Runoff Voting systems.
- 16.5.2.** Only in the case of an equality of votes for an elected position will the Chief Governance Officer's vote be recorded.

17. RESULTS

- 17.1. The following individuals may be allowed in the physical or digital results room:
- 17.1.1. Chief Returning Officer;
 - 17.1.2. Chief Governance Officer;
 - 17.1.3. Assistant Returning Officer(s);
 - 17.1.4. Deputy Returning Officer(s);
 - 17.1.5. Members of Elections Committee;
 - 17.1.6. Members of the Appeals Committee;
 - 17.1.7. Campaign Scrutineers.
- 17.2. All appeals must be heard and ruled upon prior to the official release of the results.
- 17.3. In the event that a candidate is disqualified, the Students' Union Board of Directors shall make a ruling prior to the opening of the ballots.
- 17.4. The results will not be disclosed until they have been officially announced by the Chief Governance Officer
- 17.5. A candidate is only able to request a recount if they had a Scrutineer present during the vote tally and release of results.

18. DEMERITS AND DISQUALIFICATIONS

- 18.1. The Chief Returning Officer, with the assistance of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, will be responsible for enforcing campaign regulations, and has the power to impose demerits against any candidate for violations of the Students' Union By-Laws, Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.
- 18.2. Demerits **may be** charged to a candidate for any violations committed by the **candidate, their Agent, or their Scrutineer.**
- 18.3. Demerits will be categorized as either minor, moderate, or major offences.
- 18.3.1. Minor offences are worth one (1) demerit point and may include, but are not are not limited to:**
- 18.3.1.1. Promotional and digital material violations.
- 18.3.2. Moderate offences are worth three (3) demerit points and may include, but are not limited to:**
- 18.3.2.1. Campaigning violations
 - 18.3.2.1.1. Formal campaigning on Election Day;
 - 18.3.2.1.2. Campaigning within the restricted area around voting booths;
 - 18.3.2.2. Distribution of unapproved campaign materials;
 - 18.3.2.3. Repetition of minor offences;

- 18.3.2.4. Exceeding expenditure limits by up to ten (10) percent;
- 18.3.2.5. Endorsing or campaigning on behalf of a candidate running for another position.
- 18.3.3. Major offences are worth five (5) demerit points and may include, but are not limited to:**
 - 18.3.3.1. Slander, which means the verbal defamation of a character not based on proven fact;
 - 18.3.3.2. Libel, which means written defamation of character not based on proven fact;
 - 18.3.3.3. Abuse of campaign funds, including:
 - 18.3.3.3.1. Exceeding the expenditure limit by more than ten (10) percent but less than twenty (20) percent;
 - 18.3.3.3.2. Using campaign funds for non-campaign expenses
 - 18.3.3.4. Abuse of a candidate's position
 - 18.3.3.5. Use of Students' Union or Wilfrid Laurier University official email "listservs" or other mailing lists.
 - 18.3.3.6. Endorsement of a candidate following withdrawal from the election period.
- 18.3.4. The Chief Returning Officer, with the assistance of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, where necessary, may declare an act not explicitly described above either a minor, moderate, or major demerit.
- 18.3.5. Written notice of any violation(s) will be provided to the candidate and carbon copied to the Front Desk of the relevant Students' Union office for candidate review by 8:30am the next business day.
 - 18.3.5.1. Notice of violation(s) on Election Day will be immediately provided or emailed directly to the candidate by a member of the Elections Committee.
- 18.4. If a candidate receives seven (7) demerits**, they automatically forfeit fifty percent (50%) of their expenditures reimbursement.
- 18.5. A candidate may be disqualified under the following circumstances:**
 - 18.5.1. The Chief Returning Officer will disqualify a candidate if they are charged with ten (10) demerit points.
 - 18.5.2. The Chief Returning Officer will disqualify a candidate if they exceed their maximum allowable expenditure limit by twenty (20) percent.
 - 18.5.3. The Chief Returning Officer may disqualify a candidate for a severe infraction.
 - 18.5.4. If the Chief Returning Officer, with the assistance of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, feels a candidate has conducted themselves in clear contravention of the Students' Union By-Laws, Elections Policy, the Student Elections Code

of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws beyond the scope of the demerit system, a special meeting of the Students' Union Board of Directors will be called to review the candidacy in question.

18.5.4.1.The candidate under review will be provided with no less than twenty-four (24) hours' notice of the special meeting, for the purpose of preparing a defence.

18.5.4.2.Any Students' Union Board of Directors decision on candidate disqualification requires a 2/3 majority vote of all voting members present.

18.5.5. In the event a disqualification recommendation is presented to the Students' Union Board of Directors on Election Day, the candidate in question will be given no less than one (1) hours' notice of the special meeting, for the purpose of preparing a defence.

18.5.6. If a candidate's Scrutineer divulges any information obtained through their presence in the vote tally room, the candidate will not be entitled to their reimbursement.

18.5.7. At no point will any candidate be penalized due to an error in interpretation, or by failure of the Chief Returning Officer, or any member of the Elections Committee, or the Chief Governance Officer to execute their respective responsibilities/duties as outlined by the Elections Policy, or by failing to provide clear, accurate, unbiased and timely instruction or direction.

19. APPEALS

19.1.The Appeals Committee will consist of the following:

19.1.1. The Chief Governance Officer, who will serve as committee Chair;

19.1.2. Two Directors of the Students' Union Board of Directors, elected by the Board;

19.1.2.1.Directors sitting on the Appeals Committee must not be a member of any campaign team;

19.1.2.2.Directors sitting on the Appeals Committee must not openly support any candidate or referendum campaign;

19.1.2.3.Directors sitting on the Appeals Committee must not be running for any elected position.

19.1.3. The Chief Returning Officer, or their designated who shall sit ex-officio with voice but no vote;

19.1.3.1.In the case of an appeal on the Brantford campus, the Deputy Returning Officer (Brantford) will be designated by the Chief Returning Officer to sit ex-officio with voice but no vote.

- 19.1.4.** Two (2) students-at-large, with one representative from each campus on which the Students' Union operates.
 - 19.1.4.1.** Students-at-large sitting on the Appeals Committee must not be a member of any campaign team;
 - 19.1.4.2.** Students-at-large sitting on the Appeals Committee must not openly support any candidate or referendum campaign;
 - 19.1.4.3.** Students-at-large sitting on the Appeals Committee must not be running for any elected position.
- 19.1.5.** When an appeal deals with an elected position on the Wilfrid Laurier University Board of Governors or Senate, the University Secretary and General Counsel, or their designate, have a seat and vote on the Appeals Committee.
- 19.2.** To request an appeal of any decision or demerit awarded, a candidate must give written notice in hard copy to the Chief Returning Officer by 11:59pm the following business day.
- 19.3.** Any disqualification will prompt an automatic appeal, to be heard by the Appeals Committee within a reasonable amount of time.
- 19.4.** All decisions reached by the Appeals Committee are considered final, and will be communicated to the relevant candidate by such means as deemed appropriate by the Chief Returning Officer.

Appendix "A"

STUDENT ELECTIONS CODE OF CONDUCT

Introduction:

The Student Elections Code of Conduct, as a component of the Students' Union Elections Policy, is intended as a guide for the election period. These guidelines should be viewed in addition to the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws. Violations of the Student Elections Code of Conduct are subject to the demerit system outlined in the Elections Policy, at the discretion of the Chief Returning Officer, the Chief Governance Officer and/or the Appeals Committee.

1. All Candidates running for an elected position, Referendum Chairs, their Agents, Campaign Teams, and Scrutineers shall:
 - 1.1. Be courteous, polite and respectful to the electorate, the Elections Committee, the Appeals Committee, those members currently holding elected positions, the staff of Wilfrid Laurier University and the Wilfrid Laurier University Students' Union, and their fellow candidates.
 - 1.2. Not harass or otherwise "aggressively campaign" towards any member of the electorate, regardless of whether or not they choose to exercise their vote.
 - 1.3. Refrain at all times from profanity, slander, derogatory statements, or disrespecting the electoral process.
 - 1.4. Never issue, condone or otherwise endorse offensive statements regarding an individual or group's creed, disability, ethnicity, gender identity, race, sexual identity, and commit to engage the electorate with a commitment to equality.
 - 1.5. Not use Students' Union resources for electoral purposes unless explicitly permitted to do so as outlined in the Elections Policy, or as mandated by the Appeals Committee.
 - 1.6. Respect the rules of all Students' Union business operations, including but not limited to the Turret, Wilfs, Brantford Williams, and Golden Grounds.
 - 1.7. Not campaign in the Students' Union offices or the Office of the Secretariat.
 - 1.8. Not purposefully engage in behaviour that would result in the issuance of a demerit, as outlined in the Elections 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.

WILFRID LAURIER UNIVERSITY
**STUDENTS'
UNION** 

REFERENDUM POLICY

Effective: TBD, 2021

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DEFINITIONS

- a) **“Academic Year”** means the period beginning with the Fall semester, and progressing through the Winter and Spring/Summer semesters.
- b) **“Active Campaigning”** means any act where a vote is solicited.
- c) **“Election”** means the formal process of electing or being elected, in this context the Students' Union elections.
- d) **“Elections Committee”** oversees the general conduct and execution of elections on behalf of the Board of Directors and is chaired by the Chief Returning Officer. Membership includes the Deputy Returning Officer (Brantford), and Assistant Returning Officer (if applicable), with full-time staff support provided by the Director, Policy Research and Advocacy. The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- e) **“Election period”** means the days when Referendum Chairs are campaigning on behalf of referendum questions.
- f) **“Endorsement”** means the act of giving public approval or support of another candidate, or referendum question.
- g) **“Management Team”** is defined as the President, as well as all Vice-Presidents and Associate Vice Presidents.
- h) **“Member”** means those persons registered in an undergraduate program at Wilfrid Laurier University who have paid all applicable fees.
- i) **“Official Mailing Lists”** shall be defined as those produced from yourstudentsunion.ca, wlu.ca, or students.wlu.ca websites, Students' Union volunteer lists, email “listservs,” Students' Union volunteer Facebook groups or any other university information databases.
- j) **“Promotional Materials”** shall be defined as all materials used in the promotion of a candidate or referendum question, containing their name, likeness, image or brand.
- k) **“Referendum Chair”** means the individual tasked with promoting a “Yes” or “No” vote for a specific referendum question.
- l) **“Referendum Team”** means the group of members a Referendum Chair may assemble to assist with campaigning.
- m) **“Scrutineer”** means the individual selected by a Referendum Chair to observe the process of vote collection and tabulation.
- n) **“Social media platforms”** means any internet-based technology, websites, and mobile applications which enable users to create and share content and/or participate in social networking.
- o) **“Voting period”** means the days when members are able to cast their votes.

PURPOSE OF THIS POLICY

The purpose of this policy is to outline the rules for submitting and campaigning for a referendum question. Each members must adhere to each of the following regulations and procedures, which expand on the instructions for elections established by the constitution of the Students' Union.

1. ELECTION OFFICIALS

- 1.1.**The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- 1.2.**The Chief Returning Officer is hired by the Students' Union Board of Directors, and will oversee the general conduct and execution of elections on behalf of the Board of Directors.
 - 1.2.1.**The Chief Returning Officer will chair the Elections Committee, which is composed of the of Deputy Returning Office (Brantford), an Assisting Chief Returning Officer, and any others as determined by the Students' Union Board of Directors.
 - 1.2.2.**The Director, Policy Research and Advocacy will serve as the full-time staff support to the Elections Committee.

2. ANNUAL GENERAL MEETING

- 2.1.** The Annual General Meeting of the members of the Students' Union shall be held on a hybrid platform, contingent on Universities guidelines for in-person activities in of January or the beginning of February on a virtual platform by the Students' Union.
- 2.2.** The Students' Union Board of Directors may, where circumstances justify and when approved by a two-thirds (2/3) majority votes, postpone the Annual General Meeting until March, as outlined by the Students' Union Constitution.
- 2.3.** Members will be provided at least thirty (30) days' notice of the Annual General Meeting.
 - 2.3.1.**The Chief Returning Officer will make all reasonable efforts to inform members of each meeting.

3. REFERENDUM QUESTION SUBMISSION

- 3.1.** The Chief Governance Officer will inform the members of their right to submit referendum questions no less than thirty -five (35) days prior to the last regularly scheduled Students' Union Board of Directors' meeting of the fall semester.
- 3.2.** Referendum questions must be submitted no less than five (5) business days prior to the last regularly scheduled Board of Directors' meeting of the fall semester.
- 3.3.** Referendum questions must include:
 - 3.3.1.** A date of implementation;
 - 3.3.2.** Eligible voting members;
 - 3.3.3.** Any associated and inflationary costs, and the method of their application;
 - 3.3.4.** If the fee is intended to be compulsory, the justification for mandatory participation;
 - 3.3.5.** Any impact on previously approved referendum questions.

4. REFERENDUM QUESTION REVIEW

- 4.1.** The Students' Union Board of Directors is the final arbiter of all referendum questions asked during the Annual General Meeting.
 - 4.1.1.** Prior to review by the Board of Directors, referendum questions will be assessed by the Wilfrid Laurier University Committee on Non-Tuition Fee Assessment;
 - 4.1.2.** A committee consisting of the Chief Returning Officer, Chief Governance Officer, the Chief Executive Officer, and the Chief Operating Officer shall review all proposed referendum questions prior to their submission to the Board of Directors.
 - 4.1.3.** This committee will compile a report for the Board, providing information regarding the question's compliance with the Students' Union Constitution, Letters Patent, and any other legally binding documents.
- 4.2.** The Board of Directors is responsible for informing members of the referenda questions being asked prior to the opening of nominations.

5. ELIGIBILITY

- 5.1.** Each member of the Students' Union will have the opportunity to vote on applicable referendum questions.

- 5.1.1.**Referendum questions may, based on applicability, apply to certain campuses on which the Students' Union operates, or members enrolled in specific faculties.
- 5.2.** Each member of the Students' Union will have the opportunity to be nominated as a Referendum Chair, as long as they are enrolled in at least 0.5 course credits during the Fall and Winter semesters during the current academic year.
- 5.3.** A student enrolled in a co-operative education program has the opportunity to be nominated as a Referendum Chair.
- 5.4.** The following individuals are not permitted to be nominated as Referendum Chair, or campaign for any referenda:
 - 5.4.1.**A Director of the Board not standing for election;
 - 5.4.2.**An Appeals Committee member;
 - 5.4.3.**An Elections Team member;
 - 5.4.4.**A member of the Management Team.
 - 5.4.4.1.**In the case where a referendum question impacts the financial position, or the operations of the Students' Union, a member of the Management Team not seeking election may serve as a Referendum Chair, and are entitled to use Students' Union resources, so long as they follow the budget limits, and this Referendum Policy.

6. NOMINATIONS

- 6.1.** The nomination period shall be a minimum of fourteen (14) days.
 - 6.1.1.**After the conclusion of the nomination period, a nominee becomes a Referendum Chair.
- 6.2.** Any nominee for Referendum Chair Union must be a paying member of the organization, registered in an undergraduate program at Wilfrid Laurier University.
 - 6.2.1.**Students enrolled in co-op placements remain eligible to serve as Referendum Chair.
- 6.3.** If a student intends to stand as Referendum Chair, but is not currently enrolled in courses for either the Fall or Winter semesters, they may appeal to the Chief Governance Officer and the Chief Returning Officer on the grounds of extenuating circumstances.

7. NOMINATION PACKAGES

- 7.1.**The 'Nomination Package' must be made available to the membership no later than two weeks before the close of the nomination period.
- 7.2.**The package should include the following:

- 7.2.1.**The date on which the nomination period ends;
- 7.2.2.**The date, time, and location of the All-Candidates meeting;
- 7.2.3.**A copy of the Referendum Policy;
- 7.2.4.**A copy of the “Student Elections Candidates Code of Conduct” (See Appendix “A”);
- 7.2.5.**A “Referenda Form,” which must include the following completed requirements:
 - 7.2.5.1.**A declaration of candidacy and acknowledgement of the policies and regulations governing Students’ Union elections;
 - 7.2.5.2.**At least twenty-five (25) signatures from members in support of the nominee serving as Referendum Chair;
 - 7.2.5.3.**A “Proof of Registration Form,” which must be endorse by the Wilfrid Laurier University Registrar’s Office proving that the nominee is a registered undergraduate student at Wilfrid Laurier University;
 - 7.2.5.4.**An “Agent Form,” which must be completed by the nominee and their prospective Agent, and authorizes that individual to act on behalf of the nominee when required;
 - 7.2.5.5.**A “Scrutineer Form,” which must be filled out and submitted by noon on the day prior to the opening of polls;
 - 7.2.5.5.1.**Scrutineers must be members of the Students’ Union not standing for election;
- 7.3.**All required forms of the “Nominations Package” must be completed and submitted to the Chief Returning Officer through email at sucro@wlu.ca before the close of the nomination period.

8. WITHDRAWAL OF NOMIANTION

- 8.1.** Any Referendum Chair may withdraw their declaration of candidacy or nomination by providing signed written notice to the Chief Returning Officer.
- 8.2.** Any Referendum Chair who withdraws their nomination after the conclusion of the nomination period must abide by this election policy until the conclusion of the election period.
- 8.3.** Any Referendum Chair who withdraws their declaration of candidacy prior to the conclusion of the nomination period will not be bound by elections policies.
- 8.4.** Any Referendum Chair who withdraws their nomination must not publicly endorse any referendum question.

9. AGENTS

- 9.1. Each Referendum Chair shall be entitled to one (1) Agent, who must be a member of the Students' Union.
- 9.2. An Agent is recognized as the official representative, and is empowered to operate on behalf of the Referendum Chair.
- 9.3. The following positions are ineligible from serving as a Referendum Chair's Agent:
 - 9.3.1. A director of the board;
 - 9.3.2. An Appeals Committee member;
 - 9.3.3. An Elections Committee member;
 - 9.3.4. A member of the Students' Union Management Team;
 - 9.3.5. A candidate for election;
 - 9.3.6. A referendum Party Chair;
 - 9.3.7. A Scrutineer.

10. ALL-CANDIDATES MEETINGS

- 10.1. An initial All-Candidates meeting will be held at the conclusion of the nomination period.
 - 10.1.1. A subsequent All-Candidates meeting(s) may be held at the discretion of the Chief Returning Officer and the Elections Committee.
- 10.2. All Referendum Chairs must be present, or represented by their Agent, at any All-Candidates meeting.
 - 10.2.1. If a Referendum Chair or their Agent is not present at an All-Candidates meeting, they will be immediately disqualified.
- 10.3. Referendum Chairs must be notified at least seventy-two (72) hours in advance of any changes in date, time, or location of any All-Candidates meeting.
 - 10.3.1. Disqualification for failure to attend an All-Candidates meeting where the date, time, or location was changed is subject to appeal.

11. CAMPAIGNING

- 11.1. Active campaigning will commence a half-hour following the adjournment of the All-Candidates Meeting, and ends a half-hour prior to the opening of polling.
 - 11.1.1.1. While Referendum Chairs are not permitted to actively campaign during the voting period, digital campaign materials may remain in place so long as they were authored and distributed prior to the end of the campaign period.
- 11.2. The Chief Returning Officer, with the support of the Chief Governance Officer and the Elections Committee, and in consultation with the

Director, Policy Research and Advocacy, will arbitrate any conflicts involving what may, or may not be considered campaigning.

11.2.1.1.The decision made by the Chief Returning Officer, with respect to campaigning, can be appealed to the Appeals Committee by contacting the Chief Governance Officer.

11.2.1.2.The decision made by the Chief Returning Officer, with respect to campaigning, can be appealed to the Appeals Committee by contacting the Chief Governance Officer.

11.3.Referendum Chairs shall not use any employment or volunteer role with any external business or organization to promote their position.

11.3.1. The following individuals are prohibited from acting as a Referendum Chair:

11.3.1.1.A director of the board not standing for election;

11.3.1.2.An Appeals Committee member;

11.3.1.3.An Elections Committee member;

11.4.Campaigning is prohibited in the following areas:

11.4.1.The Students' Union offices;

11.4.2.The Office of the University Secretariat;

11.5. Referendum Chairs are permitted to campaign in any Students' Union business operation, at the discretion of the relevant manager, and with the approval of the Chief Returning Officer.

11.6.The following rules as set out by the Department of Residence Life shall apply to any campaigning within residence buildings:

11.6.1.All posters to be distributed within campus shall be provided to the Chief Returning Officer or their designate;

11.6.2.No active or passive promotion of a referenda stance will take place in any residence building unless at a Residence Life sanctioned event;

11.6.3.Residence staff who decide to endorse or become part of an election campaign shall follow the guidelines established by the Department of Residence:

11.6.3.1.No shirts, posters, flyers, or any type of public endorsement can be shown in residence, including the rooms of Residence Staff.

11.6.4.Residence Life Staff and Students' Union Icebreakers are not to utilize their position to solicit first year student votes in, or outside of their residence buildings.

11.7.The following individuals are prohibited from campaigning for any referendum question:

11.7.1.A director of the board not standing for election;

11.7.2.An Appeals Committee member;

11.7.3.An Elections Committee member;

11.7.4.Referendum Chairs who withdraw from the election are prohibited from campaigning on behalf of another referendum questions.

- 11.8.**Referendum Chairs are not permitted to make use of any privileged access to the social media accounts of any Students' Union businesses, committees, clubs, faculty associations, or third-party organizations for campaign purposes.
- 11.9.**The Chief Returning Officer or their designate must approve in advance any third-party endorsements that will be communicated digitally.
- 11.10.**Referendum Chairs' authorized social media accounts are not permitted to post any content other than official Students' Union #LaurierVotes marketing content during the voting period.
- 11.10.1.**Existing content, authored during the campaign period, may remain posted on authorized Referendum Chair accounts during the voting period.
- 11.11.** The Referendum Chair must make all reasonable efforts to ensure that their General Campaign Team members follow the online campaigning guidelines.
- 11.12.**Individual social media activity on accounts not declared for Referendum Chair use, including displaying support for campaign posts, sharing promotional material, or altering profile pictures is **NOT** considered campaigning.

12.EXPENDITURES

- 12.1.**Referendum Chairs, on behalf of their referendum question, are limited to expenses and gifts-in-kind totalling three hundred dollars (\$300).
- 12.2.**Referendum Chairs will be reimbursed by the Students' Union for one hundred percent (100%) of their campaign expenses, unless maximum allowable limits are surpassed.
- 12.3.**Referendum Chairs are required to submit receipts in order for campaign materials to be approved and received.
- 12.4.** It is the Referendum Chair's responsibility to monitor their expenditures.
- 12.4.1.**Upon request, all Referendum Chairs must be able to report their total expenditures to the Chief Returning Officer, or their designate.
- 12.5.** A Referendum Chair's expense limit will be increased commensurate to the cost of any damaged or missing campaign materials.

13. PROMOTIONAL MATERIALS

13.1.General guidelines

- 13.1.1.**The Chief Returning Officer or their designate must approve in advance all promotional material used for campaigning, regardless of medium.

- 13.1.1.1.**The Chief Returning Officer will rely on the Students' Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, Wilfrid Laurier University Poster Regulations, and all other relevant University policies and applicable laws when approving promotional materials.
- 13.1.2.**On all promotional materials Referendum Chairs are required to include:
 - 13.1.2.1.#LaurierVotes branding;
 - 13.1.2.2.**The referendum question;
 - 13.1.2.3.**"Wilfrid Laurier University Students' Union" or a colloquialism approved by the Chief Returning Officer;
 - 13.1.2.4.**"Wilfrid Laurier University," if the referendum question relates to an institutional initiative.
- 13.1.3.**The use of trademarks, registered trademarks, and/or copyrighted does not imply endorsement for a candidate.
- 13.1.4.**Any explicit endorsements must first be registered with the Chief Returning Officer before being included on promotional materials.

13.2.Promotional materials on campus

- 13.2.1.**A physical poster limit will be established at the discretion of the Chief Returning Officer prior to the commencement of the campaign period.
- 13.2.2.**Referendum Chairs must submit a detailed poster location form to the Chief Returning Officer, or a member of the Elections Committee within twenty-four (24) hours of placement.
- 13.2.3.**Before displayed, all physical posters must receive the appropriate permission from the Chief Returning Officer, or their designate, and the relevant authorized campus partner:
 - 13.2.3.1.**Residence buildings – Manager of Residential Services and Housing Office;
 - 13.2.3.2.**Waterloo Athletic Complex – Athletic Complex Office;
 - 13.2.3.3.**All other university buildings – Dean of Students' Office.
- 13.2.4.**The placement of all physical posters must adhere to the following guidelines:
 - 13.2.4.1.**No physical promotions material may be distributed or posted off campus;
 - 13.2.4.2.**Only tacky putty or tape may be used to attach to appropriate surfaces (e.g. no painted surfaces);
 - 13.2.4.3.**Only thumb tacks or staples may be used to attach promotional materials to bulletin boards.

- 13.2.5.**All physical promotions material must be removed one hour following the end of voting.
- 13.2.6.**Before displayed, all physical promotional materials must be approved by the Chief Returning Officer.
- 13.2.6.1.**This includes all material utilized for outreach at display booths or other forms of member interaction.

13.3.Digital promotions and social media

- 13.3.1.**Referendum Chairs are only permitted to contact students through email using personally cultivated mailing lists and through social media; the use of official email “listservs” is prohibited.
- 13.3.2.**Students have the right to request removal from any Referendum Chair’s mailing list or social media network.
- 13.3.3.**All social media platforms (accounts) intended for campaigning and promotional use must be declared, approved, and registered with the Chief Returning Officer, or their designate prior to use.
- 13.3.3.1.**Referendum Chairs are individually responsible for all content disseminated on registered social media platforms.
- 13.3.3.2.**All social media content, whether written, audio, or video, must adhere to the Students’ Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.
- 13.3.3.3.**Social media platforms are not permitted to promote a potential referendum question prior to the commencement of the elections period.
- 13.3.3.4.**During the elections period all registered social media platforms must be available publicly; accounts with privacy restrictions enabled are unable to be used for campaigning purposes.
- 13.3.3.5.**Referendum Chairs are not permitted to contact students or advertise their candidacy in pre-existing social media groups (e.g. Facebook group for Laurier Class of 20XX, Snapchat groups, subreddits, etc).
- 13.3.3.6.**Pre-approved sponsored social media posts must be scheduled to end prior to the start of voting days.

14. OPEN FORUMS

- 14.1.**Elections Committee shall organize at least one (2) open forums that the Students’ Union operates.
- 14.2.**The Chief Returning Officer will appoint a moderator for each open forum who is not one of the following:

- 14.2.1.**A director of the board;
- 14.2.2.**A member of the Appeals Committee;
- 14.2.3.**A member of the Elections Committee;
- 14.2.4.**A candidate for election;
- 14.2.5.**A Referendum Chair;
- 14.2.6.**A member of the management team.

15. VOTING

- 15.1.**Voting will be conducted for a minimum of thirty-six (36) hours.
 - 15.1.1.**Voting must be open on voting days between the hours of 8:00am and 8:00pm.
- 15.2.**Voting will be conducted by electronic ballot.
 - 15.2.1.**Electronic ballots will enable all members to cast their vote by secret ballot.
 - 15.2.2.**Each electronic ballot will include:
 - 15.2.2.1.**Separate sections for each distinct question asked;
 - 15.2.2.2.**A list of the candidates running for each elected position;
 - 15.2.2.3.**A question asking the voter to rank their preferred candidates for each elected position;
 - 15.2.2.4.**Any referendum questions put to their membership, in the form of a “yes” or “no” question.
 - 15.2.3.**A ballot will be considered official upon submission.
 - 15.2.4.**An online ballot will be considered spoiled if a specific selection is not completed.
 - 15.2.4.1.**Spoiled ballots, or sections thereof, will still be counted towards quorum.
- 15.3.**At the discretion of the Chief Returning Officer, polling stations may be located in the Concourse of the Fred Nichols Campus Centre, the Science Building, Lazaridis Hall, the Peters Building, the Aird, Building, the Bricker Academic Building, the Brantford Student Centre, and the RCW Building.
 - 15.3.1.**The Chief Returning Officer, Deputy Returning Officer, or an elections volunteer will be located at each polling station for the duration of the voting period.
 - 15.3.2.**Polling stations must be located a minimum of ten (10) feet in all directions from the electronic voting device.
 - 15.3.2.1.**The Chief Returning Officer has the authority to expand this minimum distance.
- 15.4.**A Scrutineer will be allowed to observe all voting areas, but is prohibited from interfering with each member’s right to a secret ballot.

- 15.4.1.** Each Referendum Chair is permitted to have a Scrutineer present during the ballot tallying to observe, any interference in the process is strictly prohibited.
 - 15.4.1.1.** Scrutineers are not permitted to leave the location where ballots are being tallied until the Chief Returning Officer has publicly announced the official election results.
 - 15.4.1.2.** A Scrutineer who divulges any elections results prior to the official announcement will sacrifice their Referendum Chair's reimbursement.
- 15.4.2.** The Chief Returning Officer must take reasonable measures to ensure that Scrutineers are trained as needed.
- 15.5.** The Chief Governance Officer will cast a vote in writing prior to the opening of polls.
 - 15.5.1.** The Chief Governance Officer will cast a separate vote for each referendum question, sealing each ballot if there is more than one in a separate marked envelope, and delivering all the envelopes to the Chief Returning Officer.
 - 15.5.1.1.** The Chief Governance Officer will provide a copy of these ballots in a sealed envelope to the individual responsible for inputting the tie-breaking votes into the Single-Transferable Vote and Optional Instant Runoff Voting systems.
 - 15.5.2.** Only in the case of an equality of votes for a referendum question will the Chief Governance Officer's vote be recorded.

16. RESULTS

- 16.1.** The following individuals may be allowed in the physical or digital results room:
 - 16.1.1.** Chief Returning Officer;
 - 16.1.2.** Chief Governance Officer;
 - 16.1.3.** Assistant Returning Officer(s);
 - 16.1.4.** Deputy Returning Officer(s);
 - 16.1.5.** Members of Elections Committee;
 - 16.1.6.** Members of the Appeals Committee;
 - 16.1.7.** Campaign Scrutineers.
- 16.2.** All appeals must be heard and ruled upon prior to the official release of the results.
- 16.3.** The results will not be disclosed until they have been officially announced by the Chief Governance Officer
- 16.4.** A Referendum Chair is only able to request a recount if they had a Scrutineer present during the vote tally and release of results.

17. DEMERITS AND DISQUALIFICATIONS

17.1.The Chief Returning Officer, with the assistance of the Elections Committee, will be responsible for enforcing campaign regulations, and has the power to impose demerits against any member of the Students' Union for any election violation of the Students' Union By-Laws, Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.

17.2.Demerits **may be** charged to a Referendum Chair for any violations committed by the **Referendum Chair, their Agent, or their Scrutineer.**

17.3.Demerits will be categorized as either minor, moderate, or major offences.

17.3.1.Minor offences are worth one (1) demerit point and may include, but are not are not limited to:

17.3.1.1.Promotional and digital material violations.

17.3.2.Moderate offences are worth three (3) demerit points and may include, but are not limited to:

17.3.2.1.Campaigning violations:

17.3.2.1.1.Campaigning on Election Day;

17.3.2.1.2.Campaigning within the restricted area around voting booths;

17.3.2.2.Distribution of unapproved referendum materials;

17.3.2.3.Repetition of minor offences;

17.3.2.4.Exceeding expenditure limits by up to ten (10) percent;

17.3.2.5.Endorsing or campaigning on behalf of a candidate, or another referendum question.

17.3.3.Major offences are worth five (5) demerit points and may include, but are not limited to:

17.3.3.1.Slander, which means the verbal defamation of a character not based on proven fact;

17.3.3.2.Libel, which means written defamation of character not based on proven fact;

17.3.3.3.Abuse of campaign funds, including:

17.3.3.3.1.Exceeding the expenditure limit by more than ten (10) percent but less than twenty (20) percent;

17.3.3.3.2.Using campaign funds for non-campaign expenses

17.3.3.4.Abuse of a Referendum Chair's position.

17.3.3.5.Use of Students' Union or Wilfrid Laurier University official email "listservs" or other mailing lists.

17.3.3.6.Endorsement of a referendum question following withdrawal from the election period.

- 17.3.4.**The Chief Returning Officer, where necessary, may declare an act not explicitly described above either a minor, moderate, or major demerit.
- 17.3.5.**Written notice of any violation(s) will be provided to the Referendum Chair and carbon copied to the Front Desk of the relevant Students' Union office for Referendum Chair review by 8:30am the next business day.
- 17.3.5.1.**Notice of violation(s) on Election Day will be immediately provided or emailed directly to the Referendum Chair by a member of the Elections Committee.
- 17.4.**If a Referendum Chair receives seven (7) demerit points, a new Referendum Chair will be selected.
- 17.5.**If a Referendum Chair receives ten (10) demerit points, then the Party will not receive reimbursement.
- 17.6.**If the Chief Returning Officer, in consultation with the Elections Committee, feels a Referendum Chair has conducted themselves in clear contravention of the Students' Union By-Laws, Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws beyond the scope of the demerit system, a special meeting of the Students' Union Board of Directors will be called to review the candidacy in question.
- 17.6.1.1.**The Referendum Chair under review will be provided with no less than twenty-four (24) hours' notice of the special meeting, for the purpose of preparing a defence.
- 17.6.1.2.**Any Students' Union Board of Directors decision on disqualification requires a 2/3 majority vote of all voting members present.
- 17.7.**If a Referendum Chair's Scrutineer divulges any information obtained through their presence in the vote tally room, the Referendum Chair will not be entitled to their reimbursement.
- 17.8.**At no point will any Referendum Chair be penalized due to an error in interpretation, or by failure of the Chief Returning Officer, or any member of the Elections Committee, or the to execute their respective responsibilities/duties as outlined by the Elections Policy, or by failing to provide clear, accurate, unbiased and timely instruction or direction.

18. Appeals

18.1. The Appeals Committee will consist of the following:

- 18.1.1.**The Chief Governance Officer, who will serve as committee Chair;
- 18.1.2.**Two Directors of the Students' Union Board of Directors, elected by the Board;

- 18.1.2.1.**Directors sitting on the Appeals Committee must not be a member of any campaign team;
- 18.1.2.2.**Directors sitting on the Appeals Committee must not openly support any candidate or referendum campaign;
- 18.1.2.3.**Directors sitting on the Appeals Committee must not be running for any elected position.
- 18.1.3.**The Chief Returning Officer, or their designated who shall sit ex-officio with voice but no vote;
 - 18.1.3.1.**In the case of an appeal on the Brantford campus, the Deputy Returning Officer (Brantford) will be designated by the Chief Returning Officer to sit ex-officio with voice but no vote.
- 18.1.4.**Two (2) students-at-large, with one representative from each campus on which the Students' Union operates.
 - 18.1.4.1.**Students-at-large sitting on the Appeals Committee must not be a member of any campaign team;
 - 18.1.4.2.**Students-at-large sitting on the Appeals Committee must not openly support any candidate or referendum campaign;
 - 18.1.4.3.**Students-at-large sitting on the Appeals Committee must not be running for any elected position.
- 18.1.5.**When an appeal deals with an elected position on the Wilfrid Laurier University Board of Governors or Senate, the University Secretary and General Counsel, or their designate, have a seat and vote on the Appeals Committee.
- 18.2.**To request an appeal of any decision or demerit awarded, a Referendum Chair must give written notice in hard copy to the Chief Returning Officer by 11:59pm the following business day.
- 18.3.**Any disqualification will prompt an automatic appeal, to be heard by the Appeals Committee within a reasonable amount of time.
- 18.4.**All decisions reached by the Appeals Committee are considered final, and will be communicated to the relevant Referendum Chair by such means as deemed appropriate by the Chief Returning Officer.

Appendix "A"

STUDENT ELECTIONS CODE OF CONDUCT

Introduction:

The Student Elections Code of Conduct, as a component of the Students' Union Elections Policy, is intended as a guide for the election period. These guidelines should be viewed in addition to the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws. Violations of the Student Elections Code of Conduct are subject to the demerit system outlined in the Elections Policy, at the discretion of the Chief Returning Officer, the Chief Governance Officer and/or the Appeals Committee.

1. All Candidates running for an elected position, Referendum Chairs, their Agents, Campaign Teams, and Scrutineers shall:
 - 1.1. Be courteous, polite and respectful to the electorate, the Elections Committee, the Appeals Committee, those members currently holding elected positions, the staff of Wilfrid Laurier University and the Wilfrid Laurier University Students' Union, and their fellow candidates.
 - 1.2. Not harass or otherwise "aggressively campaign" towards any member of the electorate, regardless of whether or not they choose to exercise their vote.
 - 1.3. Refrain at all times from profanity, slander, derogatory statements, or disrespecting the electoral process.
 - 1.4. Never issue, condone or otherwise endorse offensive statements regarding an individual or group's creed, disability, ethnicity, gender identity, race, sexual identity, and commit to engage the electorate with a commitment to equality.
 - 1.5. Not use Students' Union resources for electoral purposes unless explicitly permitted to do so as outlined in the Elections Policy, or as mandated by the Appeals Committee.
 - 1.6. Respect the rules of all Students' Union business operations, including but not limited to the Turret, Wilfs, Brantford Williams, and Golden Grounds.
 - 1.7. Not campaign in the Students' Union offices or the Office of the Secretariat.
 - 1.8. Not purposefully engage in behaviour that would result in the issuance of a demerit, as outlined in the Elections 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.