

# ***ELECTIONS POLICY***



*sheridan student union*

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# **POLICY 1: ELECTIONS AND REFERENDA IN-GENERAL**

## ***Introduction:***

The purpose of this policy shall be to outline the general rules and procedures of elections.

## ***Section 1: Compliance***

**1.1** Elections shall be conducted in accordance with the Constitution, policies and resolutions of the Sheridan Student Union.

**1.2** Candidates and their representatives are responsible for reading and being familiar the Elections Policy. Ignorance will not be accepted as an excuse for violations of the policy.

**1.3** Ignorance of any rule presented in these documents, revisions, or addenda is not an excuse for violations. Candidates should seek clarifications if needed.

**1.4** Any person with concerns regarding the organization, operation, or outcome of the election shall register complaints in writing, to the Returning Officers.

## ***Section 2: Passage***

**2.1** A plurality voting system shall be employed for the counting of ballots.

**2.1.1** Electors shall mark a number of choices not exceeding the numbers of open positions.

**2.1.2** Votes shall be counted for each candidate, and candidate(s) with the most votes shall be duly elected.

**2.1.3** In the event of an affirmation vote, candidates with a simple majority of yes votes shall be duly elected.

## ***Section 3: Electoral Officers***

**3.1** The Chief Returning Officer (CRO) shall oversee the general conduct and execution of elections on behalf of the Board of Directors and shall fulfill these duties with all due diligence and impartiality.

**3.2** The Elections and Referenda Committee shall act as an oversight body to the elections process and the CRO, while also playing an advisory and support role to the CRO and performing such duties as required.

**3.3** The CRO may hire further employees to aid in ensuring an effective and proper electoral process.

## **POLICY 2: NOMINATIONS**

### ***Introduction:***

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

### ***Section 1: Nominations Process***

**1.1** The opening and closing of nominations must be advertised for at least ten (10) business days where regular classes are scheduled.

**1.2** Nominations must be open for a minimum of five (5) business days, and may be open in conjunction with the second week of the advertisement of an election as stated in the Elections Policy 2: Nominations (s.1.1)

**1.3** Forty (40) signatures are required to nominate a potential candidate for one (1) of the twelve (12) seats on the SSUI Board of Directors.

**1.4** Nominees must be a student enrolled in a full-time program during the full academic year and a member of the constituency of the position for which they are running.

**1.5** Nominators must be a student enrolled in a full-time program during the full academic year and a member of the constituency of the position for which they are nominating.

**1.6** During the nominations process, potential candidates may communicate their platform on a one-to-one verbal basis with potential nominators.

**1.7** Attendance at the All-Candidates Meeting, Mandatory Board Meeting and Campaign Forum is required for all candidates running in an election.

## ***Section 2: Nominations Package***

**2.1** Before nominations are scheduled to open, the CRO shall create a ‘Nominations Package’ for distribution to all hopeful nominees.

**2.1.1** The ‘Nomination Package’ will be available for the time period determined by the CRO.

**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 Meetings / All-Parties 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’

**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 “Statement of Responsibility” form which will serve as a declaration of candidacy and understanding of the policies and resolutions governing the election.

**2.2.6.2** A form on which to collect at least forty (40) signatures from members of the student body at the nominee’s designated campus.

**2.2.7** A ‘Choice of Agent’ form which must be filled out by both the nominee and their prospective Agent, authorizing said person to act on behalf of the nominee if the nominee so desires to have an Agent;

**2.2.8** A ‘Scrutineer Approval” form which must be filled out and submitted by 12:00 PM on the day prior to the opening of polls;

**2.2.9** Each candidate must complete their platform as a Board Director including how they will contribute to Sheridan Student Union Board of Directors.

**2.2.10** A “Campaign Tabling Request Form” can be submitted by candidates to book a table for campaigning during the campaigning period.

**2.2.11** A proof of enrollment and GPA requirement form must be submitted

**2.2.12** A “Policy Violation Form” that must be completed when submitting a complaint against another candidate for breaking the election policy.

**2.3** All relevant forms within the ‘Nominations Package’, outlined from 2.2.1 to 2.2.12, must be completed and submitted to the Student Union office before the close of nominations in order for the nominee to become an official candidate for an election nomination packages must be approved by CRO before the All Candidates Meeting.

### ***Section 3: Withdrawal of Nomination***

**3.1** All nominees and/or candidates may withdraw their nominations by giving signed written notice to the CRO or DRO.

**3.1.1** Once submitted, a nomination package will not be returned to the nominee for any reason.

### ***Section 4: Re-Opening of Nominations***

**4.1** If there are fewer than four (4) candidates running for positions on the Board of Directors at Davis Campus and/or fewer than four (4) candidates running at Trafalgar Road Campus and/or fewer than four (4) candidates running at the Hazel McCallion Campus, those submitting nomination forms by the deadline shall be acclaimed.

**4.1.1** In the case of a by-election if there are fewer candidates running for positions on the Board of Directors at any campus than there are vacant seats to be filled, those submitting nomination forms by the deadline shall be acclaimed.

**4.2** In the case of Elections Policy 2 (s. 4.1 and 4.1.1), there shall be an affirmation vote for the nominee. A simple majority of votes cast will be required to affirm the candidate. This vote will be operated under the same rules as contested elections.

## **POLICY 3: CANDIDATES' REPRESENTATIVES**

### ***Introduction:***

The purpose of this policy is to outline the rules and regulations for Agents and Scrutineers for elections.

### ***Section 1: Agents***

**1.1** Each candidate shall be entitled to have one (1) Agent, who must be a member of the Sheridan Student Union (a full time fee-paying student Sheridan Student), and who shall not be any of the following:

**1.1.1** A Director of the Board;

**1.1.2** An Appeals Committee member;

**1.1.3** A full-time staff member;

**1.1.4** An Elections Team member.

**1.2** An Agent shall be the official representative of the candidate. The Agent shall be seen as one and the same as the candidate and shall therefore not be allowed to scrutineer or enter the polling area on polling day(s).

**1.2.1** An Agent may not run in an election while also representing another candidate;

**1.2.2** An Agent may represent at most one (1) candidate;

**1.2.3** An Agent's responsibilities cease to exist as soon as the voting period ends.

**1.3** In order for a candidate to exercise their right to have an Agent, the "Choice of Agent" form must be completed in full and submitted by the deadline set by the CRO.



## **POLICY 4: MANDATORY EVENTS AND MEETINGS**

### ***Introduction:***

The purpose of this policy is to outline the rules and regulations for the All-Candidates/All-Parties Meetings, Mandatory Board Meeting, and Campaign Forum.

### ***Section 1: All-Candidates/All-Parties Meeting, Mandatory Board Meeting, and Campaign Forum Attendance***

**1.1** All candidates must be present, or represented by their Agent, at the All-Candidates/All-Parties Meeting.

**1.1.1** If a candidate or their Agent is not present at the All Candidates/All-Parties Meeting, the Mandatory Board Meeting or Campaign Forum said candidate shall be immediately disqualified.

**1.1.2** If extenuating circumstances prevent the candidate from attending the All-Candidates/All-Parties Meeting, Mandatory Board Meeting, and Campaign Forum the candidate must contact the CRO by 12 PM (noon) of the day of the Meeting. It will be at the CRO's discretion whether or not to approve the absence.

**1.2** All candidates shall be notified of the date, time and location of the All-Candidates/All-Parties Meeting, Mandatory Board Meeting or Campaign Forum in their 'Nominations Package' as per Elections Policy 2: Nominations (s.2.2.2).

**1.2.1** If, for whatever reason, the date, time or location of the All-Candidates/All-Parties Meeting/Mandatory Board Meeting and Campaign Forum is not noted in the 'Nominations Package' or if, for whatever reason, the date, time or location of the meeting must be changed, all candidates must be notified of the date, time, and location of the meeting at least seventy-two (72) hours in advance.

**1.2.1.1** Candidates that have missed the All-Candidates/All-Parties Meeting, Mandatory Board Meeting and Campaign Forum that has been changed as per Elections Policy 4: All-Candidates (s.1.2.1) may appeal their disqualification (see Elections Policy 8: Demerits, Disqualifications & Appeals (s.2.1.3).

## **POLICY 5: CAMPAIGNING**

### ***Introduction:***

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

### ***Section 1: Definitions***

**1.1** Soliciting shall be defined as direct engagement with any member for campaign purposes.

**1.2** Active campaigning shall be considered any campaign activity, whether planned or unplanned, that has been performed with the intent of influencing at least one voter and which is driven by the candidate or their campaign team.

**1.3** Responsibility of Candidates: Candidates shall be responsible for the action, and the violations stemming from such actions, of any non-arm's length party (agents, team members, classmates or any other individuals), however occurring.

**1.4** Campaigning can include, but is not limited to the following methods, posters, leaflets, banners, websites, new media (i.e. Facebook, Twitter, etc), clothing, buttons, stickers, logos, audio & video recordings, etc. Publications like opinion pieces and advertisements created and/or provided by a candidate or campaign volunteer.

### ***Section 2: Campaigning***

**2.1** Word of mouth shall never be defined as campaigning unless the candidate is implicitly or explicitly soliciting a vote.

**2.2** No promotional materials shall be distributed or posted off-campus.

**2.3** The CRO shall be responsible for determining whether any specific action or medium shall be deemed to be campaigning.

**2.4** The CRO or DRO must approve of any type of campaign action or medium in use.

**2.5** Candidates and campaign team members are to carbon copy (cc:) the CRO on all emails they send promoting their candidacy that are distributed to more than five (5) individuals who are not on their campaign team.

**2.6** The CRO, with approval of the Board of Directors will be responsible for determining the start and end of the campaign period.

**2.7** During the course of the campaign period, no candidate may:

**2.7.1** Interfere with or disrupt the normal operations of the college, which includes any businesses or departments which normally operate on-campus, including but not limited to classrooms, faculty offices, library, Sheridan services;

**2.7.2** Disrupt any academic setting so that the academic pursuit of any student(s) is unduly impaired;

**2.7.3** Send communications regarding their campaign to students using any internal Sheridan Learning Management Systems (LMS), such as SLATE;

**2.7.4** Campaign in the SSUI offices, SSUI business operations (The Marquee, Coffee Loft, The Den, Bruin Coffee House); Second floor of the B-wing (Trafalgar Road Campus); Faculty offices; or off-campus;

**2.7.5** Remove or reposition another candidate's campaign material;

**2.7.6** Cover or overlap another candidate's campaign material;

**2.7.7** Use unapproved campaign materials for any reason;

**2.8** Members of a candidate's campaign team must not exceed twenty five (25).

**2.9** Members of a campaign team are required to have their student card (OneCard) on their person while campaigning.

**2.10** The following people shall not be permitted to campaign for any candidate(s):

**2.10.1** A Director of the Board;

**2.10.2** An Appeals Committee member;

**2.10.3** A full-time staff member;

**2.10.4** An Elections Team member;

**2.10.5** Persons not enrolled as a student at Sheridan College.

### ***Section 3: Election Expenses***

**3.1** Each candidate may spend up to \$100.00 for campaign strategies, which he or she will be reimbursed back upon the completion of the Expense Form as indicated.

**3.1.1** All receipts must be submitted and recorded on the “Campaign Expense Form”. All expenses must be reported and submitted.

**3.1.2** Any inconsistencies in financial reporting will be considered a violation of the Elections Policy and candidates may be subjected to review by the CRO.

**3.2** Any donations must be within the \$100.00 limit. Donated money/goods/materials must be reported on the “Campaign Expense Form”.

**3.2.1** The CRO shall be empowered to assign a cost to any campaign materials and services received for free or at a discounted price.

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

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

**3.4** Under no circumstances is a candidate allowed to pool, share or donate his funds or resources with another candidate.

#### ***Section 4: Campaign Forum***

**4.1** The Elections Team shall organize at least one (1) open forum at each campus where elections are to take place. It will be at these open forums where all candidates and/or parties shall have an opportunity to talk and answer questions posed by members of the corporation. The Campaign Forum is an event that is not required during a By-Election.

**4.1.1** The Elections Team shall ensure that all information/presentations in regards to open forums are made available online to all students who are unable to attend.

**4.2** The CRO shall appoint a moderator for each open forum who shall not be any of the following:

**4.2.1** A Director of the Board;

**4.2.2** A member of the Appeals Committee;

**4.2.3** A full-time staff member;

**4.2.4** An Elections Team member.

### ***Section 5: Platforms***

**5.1** All platforms must meet the requirements of the Sheridan Student Code of Conduct and not infringe upon the individual rights and freedoms guaranteed under the Canadian Charter of Rights and Freedoms.

**5.2** It is the responsibility of all candidates to provide their approved platform to the CRO upon submission of their nomination package.

### ***Section 6: Withdrawal or Disqualification of a Candidate***

**6.1** Candidates must withdraw in writing to the CRO or DRO.

**6.2** There will be no reimbursement of campaign expenses if a candidate is disqualified from running. Reimbursements will only be given to candidates that withdraw if there are extenuating circumstances; this will be determined at the discretion of the CRO.

**6.3** Where a candidate has withdrawn or been disqualified from an election, any votes cast for that candidate are to be considered spoiled, and the resulting count being added to the classification of “spoiled” when the election results are released.

**6.4** No disqualified candidate or their candidate representative shall be allowed to be present during ballot counting.

## **POLICY 6: PROMOTIONAL MATERIALS**

### ***Introduction:***

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

### ***Section 1: Promotional Materials***

**1.1** Promotional materials shall generally include posters, buttons, banners, websites, social media pages, and all other materials as approved by the CRO or DRO.

**1.2** All promotional materials must be approved by the CRO or DRO prior to being used. Where possible and affordable, the CRO will retain either a physical or electronic copy of all approved materials.

**1.3** Table bookings will be approved based on availability and on a first-come-first-serve basis.

**1.4** Candidates may create and distribute print material for the purpose of campaigning.

**1.5** If organized by the CRO, Candidates must participate in a mandatory Campaign Forum where they will interact with and answer student questions regarding their experience and platform.

**1.6** Campaign materials must adhere to the SSUI Posting Policy and not contain any content that contains:

**1.6.1** Nudity, violence, alcohol, drugs, or weapons

**1.6.2** Discriminatory or offensive content

**1.6.3** Negative content about another candidate, the Elections Process, or the Sheridan Student Union.

**1.7** Quantities of all promotional materials shall be set at the discretion of the CRO.

**1.8** All promotional materials must be removed by 5 p.m. on the day following the close of polls. It will be the responsibility of the candidate to ensure that their campaign materials have been removed by this deadline.

### ***Section 2: Restrictions on Promotional Materials***

**2.1** The use of Trademarks, Registered Trademarks and/or copyrighted material is forbidden.

### ***Section 3: Social Media Policy***

**3.1** All elections-based social media accounts must be officially confirmed by the CRO.

**3.2** During the election, the following people must remain neutral in their support of the elections through the use of social media:

**3.2.1** A Director of the Board;

**3.2.2** An Appeals Committee member;

**3.2.3** A full-time staff member;

**3.2.4** An Elections Team member;

**3.3** The aforementioned must not express any targeted support for any specific candidate(s) on Twitter, Facebook or any blogs.

**3.4** The aforementioned may only post general information about the election on social media sites.

**3.5** No candidate, agent or member of a campaign team may post either directly or indirectly a link to Simply Voting during voting days if electronic voting is being used as a means of voting.

**3.6** Candidates may use any social media channel (ex. Facebook, Twitter, Pinterest, Tumblr, Youtube, etc.), so long as it is approved by the CRO.

**3.7** Where possible, the CRO and/or DRO must be an Administrator on any social media outlet promoting a candidate.

**3.7.1** The CRO, DRO, or a member of the Elections Team that is an administrator may deem content as inappropriate and will notify the candidate of such. The candidate will have twenty-four (24) hours from the time the notification is given to remove the content.

**3.8** A candidate must not shoot any videos for promotional purposes in SSUI space (Student Centres; The Marquee, Coffee Loft, The Den, Bruin Coffee House, Union Fresh, Student Lounge, SSUI offices) or bear the logos of any SSUI affiliated business or service.

**3.9** Following the election, all elections-based social media channels must be deleted within a specified time period, as selected by the CRO.

**3.10** Contacting students via a mailing list must not infringe on the students' privacy.

**3.10.1** Any use of thessu.ca, sheridansu.net, sheridanstudentunion.com, sheridaninstitute.ca, sheridancollege.ca or any variation of SSUI volunteer lists, or any other college information databases to acquire student emails is strictly prohibited.

**3.10.2** The use of user-generated mailing lists (contacts already in your address book or friends the candidate has on a social network) is allowed.

**3.10.2.1** If, at any point, a student communicates interest in being removed from a mailing list as defined above, the candidate must respect the student's wish and avoid contact with said student via a mailing list from that point forward.

**3.11** No candidate will resort to phishing, social engineering, or otherwise collect Sheridan student usernames and/or passwords with the intent of committing voting fraud.



## **POLICY 7: VOTING & BALLOTS**

### ***Introduction:***

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

### ***Section 1: Means of Voting***

**1.1** The Elections and Referenda Committee shall determine the type of ballot most suitable to each election or referendum.

**1.1.1** This includes, but is not limited to, paper or online balloting or single transferable vote or plurality ballots.

### ***Section 2: Polling***

**2.1** If polling stations are used; A complete list of eligible voters for each polling station shall be provided by Sheridan College.

**2.1.1** The list will only include students that are eligible to vote at their respective campus.

**2.1.2** If a student is not on the voters list they must present a letter from the Office of the Registrar indicating that there was an omission and that the student is, in fact, eligible to vote.

**2.2** A copy of the Elections Policy and any other relevant rules and regulations will be kept at each polling station for reference purposes.

**2.3** The CRO, DRO, or any other appointed election staff shall be located at each polling station throughout the polling process. These individuals will act as Polling Clerks during polling.

**2.3.1** Polling Clerks must sign a document that indicates that they have read and understand the rules and regulations governing their actions and the elections process before being able to work a polling station.

**2.3.2** Polling Clerks are not to instruct voters, in any manner, so as to influence the voter's choice.

**2.4** It shall be at the discretion of the CRO to expand the dimensions of a polling area

**2.5** During polling no campaign materials are allowed within the polling area at any time. It is the responsibility of each candidate to remove their own campaign material that is within polling areas.

**2.6** In case of paper balloting; each member must present their oneCARD, valid Driver's License, Passport, or any other photo identification approved by the CRO and/or DRO at the polling booth prior to voting.

**2.7** If applicable, ballots will be initialed on the rear by Polling Clerks before being handed to voters.

**2.8** Members shall vote by secret ballot.

### ***Section 3: Voting Ballot***

**3.1** The ballot shall specify how many candidates the voter may select for the position of Director of the Board and it will list the candidates for the respective position(s) in the order that the CRO has received the nomination package.

**3.2** If applicable, when a ballot is marked incorrectly by a student prior to submission they may request a new ballot. The Returning Officers must destroy the spoiled ballot in the presence of the student before a new ballot is provided. The Returning Officers must keep a record of such destroyed ballots.

**3.3** A ballot shall be considered official upon submission.

**3.4** A ballot shall be considered spoiled if:

**3.4.1** The member has not selected any candidates;

**3.4.2** The choice(s) are unclear;

**3.4.3** There are markings other than the indication of a choice;

**3.4.5** The paper ballot is not initialed on the rear by the Polling Clerk who distributed the ballot.

### ***Section 4: Counting***

**4.1** Tallying of the ballots shall begin within two hours of the polls closing at a place determined by the CRO.

**4.2** Only the CRO, DROs, members of the Elections Team, and those designated by the CRO shall be allowed in the room while ballots are being tabulated.

**4.2.1** Should electronic voting be the means by which ballots are cast; only the CRO, DROs, members of the Elections Team, and those designated by the CRO shall be allowed in the room when results are released electronically for the first time.

**4.3** Should votes be cast for any candidate that has withdrawn, but whose name could not be removed from the ballot, then that ballot shall be discounted.

**4.3.1** Votes discounted as per this section shall only be discounted for the individual who has withdrawn, therefore the ballot will still be counted for the remaining candidates.

**4.4** All decisions regarding candidates' demerits or disqualification must be made prior to the counting of ballots.

**4.5** No individual may leave the tallying room without being escorted by a member of the Elections Team, with the exception of health reasons, while the ballots are being tallied.

**4.6** Votes shall be counted for each candidate, and the candidate(s) with the most votes shall be declared duly elected.

**4.7** If, in any election where paper balloting is the means of voting, there is a difference of ten (10) votes or less for a decisive rank after the first summation, there shall be a recount immediately following the original count.

**4.7.1** The CRO may request a recount at their discretion.

**4.8** If there is tie vote, a special tie-breaking election shall be held not less than five (5) or more than ten (10) business days in which regular classes are held following the regular election.

**4.8.1** The CRO, with the approval from the Board of Directors, will choose the date of any tie-breaking election.

**4.8.2** Any tie-breaking election will only involve those candidates in the tie.

**4.8.3** In a tie-breaking election each candidate will be allowed to campaign up until the polls close and will be granted half the budget they had during the original election.

**4.9** A candidate shall not have the right to ask for a recount if they did not have a Scrutineer present for the counting of the ballots.

## ***Section 5: Election Results***

**5.1** Unofficial results will be released on the last day of voting at 7:00pm.

**5.2** Prior to the release of the official results, the elections committee will be responsible for reviewing the results of the election. Within a 24-hour period, the elections committee must address any issues that have arisen from the release of the unofficial results.

## ***Section 6: Destruction of Ballots***

**6.1** Relevant balloting data shall not be destroyed until seventy-two (72) hours after the ballots are tallied or retallied but must be destroyed within one-hundred-and-twenty (120) hours of the election unless an appeal for a recount has been initiated.

## **POLICY 8: DEMERITS, DISQUALIFICATIONS & APPEALS**

### ***Introduction:***

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

### ***Section 1: Demerits and Disqualifications***

**1.1** The CRO, with the assistance of the DROs, shall be responsible for enforcing campaign regulations, and shall have the power to levy demerits against any member of the Student Union for any infraction of the By-Laws, policies or Code of Conduct related to elections.

**1.1.1** In the case that eight (8) demerit points are charged to a particular candidate, for actions committed by the candidate, Agent, or Scrutineer, the CRO shall disqualify the candidate.

**1.1.2** In the case of a severe infraction by a candidate, agents, scrutineers or other individuals (Policy 5, Section 1, 1.2) the CRO may disqualify the candidate.

**1.2** Any violation of the Elections Policy by a candidate, Agent, or Scrutineer shall be considered grounds for demerit points.

**1.3** The categories and levels for demerit points shall consist of the following:

**1.3.1** Minor offences are worth one (1) demerit point and include, but are not limited to:

**1.3.1.1** Failing to report any donated money/goods/materials used for campaigning;

**1.3.1.2** Use of SSUI intellectual property;

**1.3.1.3** Exceeding the allowable limit by less than 10%.

**1.3.2** Moderate offences are worth two (2) demerit points and include, but are not limited to:

**1.3.2.1** Active campaigning violations, including campaigning in business operations;

**1.3.2.2** Distribution of unapproved campaign materials;

**1.3.2.3** Repetition of minor offences;

**1.3.2.4** Exceeding the allowable limit by 10% and up.

**1.3.3** Major offences are worth five (5) demerit points and include, but are not limited to:

**1.3.3.1** Slander (verbal defamation of character not based on proven fact);

**1.3.3.2** Libel (written defamation of character not based on proven fact);

**1.3.3.3** Abuse of candidate's position;

**1.3.3.4** Use of official mailing lists;

**1.3.3.5** Exceeding the allowable limit by 25% or more.

**1.3.4** Framing another candidate for a violation will result in disqualification at the discretion of the CRO.

**1.3.5** The CRO, where necessary, may declare an act not mentioned in the above examples to be within one of the three categories.

**1.4** To ensure fair elections, the CRO will supersede the policies in granting demerit points or qualifications/disqualifications for events of extensive ethical reasoning or extenuating circumstances (which may include but are not limited to: discrimination, unfair campaigning practices, unfair solicitation of votes, offering a student a means of voting, including laptop, tablet, smart phone, or any other digital device should electronic voting is the means used in an election. etc.)

## ***Section 2: Sanctioning Process***

**2.1** The process and timeline for alleged violations resulting in demerit points shall be as follows:

**2.1.1** The Returning Officers witness or are informed of the alleged violation.

**2.1.2** The Returning Officers will communicate written notice of the violation and will be provided via email to the candidate within twenty-four (24) hours. The notice will include the alleged violation, the section of the Elections Policy that the violation infringed, and the related timeline. Where possible, the Returning Officers will confirm the receipt of the notice verbally with the candidate.

**2.1.3** If the candidate wishes to appeal the sanction imposed, they will submit a request for appeal via email to the Returning Officers within forty-eight (48) hours of the unofficial results being released. The Returning Officers will reconsider their decision but, should they choose not to alter the sanction, the candidate may elect to have their appeal brought to the Appeals Committee.

### **Section 3: Appeals Committee Process and Membership**

**3.1** If a resolution to an imposed sanction cannot be found between a candidate and the Returning Officers, the Appeals Committee will meet within a reasonable time to hear the details of the violation and sanction.

**3.2** The Appeals Committee shall consist of the following:

**3.2.1** A VP from a campus different than the candidate's enrolled at shall act as chair but not have a vote.

**3.2.2** Three (3) students at large who will have a vote.

**3.2.2.1** Students at large sitting on the Appeals Committee cannot be a member of any campaign teams.

**3.2.2.2** Students at large sitting on the Appeals Committee cannot openly support any candidate.

**3.2.2.3** Students at large sitting on the Appeals Committee cannot be running for election for any position in the election.

**3.3** Decisions made by the Appeals Committee will be reached through majority vote, for those with voting powers.

**3.4** Any decision reached by the Appeals Committee shall be final and shall be communicated to the relevant candidate by such means as are deemed appropriate.

*Note: Sheridan Student Union Inc. wishes to acknowledge Brock University Students' Union, McMaster Students Union and Mohawk Students' Association as sources for parts of this policy.*