



Elections Policy

Oversight Body: Election Committee

Date Passed by Council: 2022-02-21

Date of Next Review: January 2024

Related policies, bylaws, legislation:

- ASFA By-laws (Version May 2021 - [Link here](#))
 - Section 5 (List of elected positions and their responsibilities)
 - Section 7 (Elections)
- Member Association By-Laws (List of elected positions in an MA - [Link here](#))
- Concordia Postering and flyer guidelines ([Link here](#))

Definitions

- **“Candidate”** - Any member who declares themselves to be running for any of the positions up for election, has successfully completed all necessary documentation and submitted it by the deadline, and who is otherwise eligible to run as a candidate according to the ASFA Bylaws, this policy, and the relevant Member Association Bylaws if applicable.
- **“Campaign”** - A coordinated effort to elect any candidate and/or to pass or defeat any referendum question during elections or referenda.
- **“Campaigning”** - Advertising by any medium designed to influence voters.
- **“Campaigning Period”** - The period during which candidates and referenda campaigns are permitted to advertise their campaigns.
- **“CRO”** - Chief Returning Officer. Replacement for the role of “Chief Electoral Officer” in the ASFA by-laws and/or past Standing Regulations.
- **“DEC”** - Deputy Elections Coordinator. Replacement for the role of “Deputy Electoral Officer” in the ASFA by-laws and/or past Standing Regulations.
- **“Elections Committee”** - The body which governs all ASFA elections and referenda.
- **“Elections Officer”** – Any appointed role tasked with organizing AFSA or Member Association Elections or By-Elections, including the Chief Returning Officer, Elections Coordinator, Deputy Elections Coordinators, and/or Member Association Returning Officers.
- **“Elections Period”** - The period starting when nominations for an election or registration for a referendum opens and ending when the results of the elections or referendum become official.

- **“Mandate Year”** - The term of office for elected ASFA and Member Association positions, which runs from June 1 to May 31.
- **“Member”** - an individual who meets the membership criteria of ASFA as outlined in the ASFA Bylaws and/or an individual who meets the membership criteria of an ASFA Member Association as outlined in the MA’s Bylaws
- **“MRO”** - Member Association Returning Officer. Replacement for the role of “Member Association Chief Electoral Officer” in the ASFA by-laws and/or past Standing Regulations.
- **“Nomination Period”** - The period during which members can nominate themselves for positions up for election and/or when referendum campaigns can register.
- **“Official Results”** - Elections and/or referenda results that are considered binding following the end of the Results Appeals Period and the resolution of any appeals.
- **“Resource”** - Any material or asset that provides a non-monetary benefit to a candidate or campaign.
- **“Special Election”** - An ASFA and/or ASFA Member Association election or referendum which is organized separately from the regularly-scheduled ASFA General Elections and By-Elections.
- **“Spokesperson”** - The member of ASFA chosen by a referendum campaign team to act as the official lead spokesperson for the campaign and as the team’s sole liaison with the Elections Officers.
- **“Unofficial Results”** - Elections and/or referenda results announced after the end of the Voting Period that may be appealed.
- **“Vote to Abstain”** - Formally declining to vote either “Yes” or “No” on a proposal, motion, or in an election. Also known as an “Abstention.”

Purpose

To outline the rules and processes with which to conduct ASFA and Member Association Elections, By-Elections, and referenda to ensure fair, equitable, democratic, and transparent practices.

Scope

The provisions of this Policy will apply to Elections, By-Elections, and referenda for the Arts and Science Federation of Associations (ASFA) as well as all federated Member Associations (MAs). The CRO, Elections Committee, all candidates, campaign spokespersons, campaign workers, and ASFA staff, must abide by the provisions of this policy.

Policy Statement

1. Elections

- 1.1. An ASFA General Election must be held once per year to elect all of the Executive Officers of ASFA, Independent ASFA Council Members, and the Executive Officers of every department-based Member Association representing students in the Faculty of Arts and Science. The term of office for Members elected during the ASFA General Election shall last from June 1 to May 31.
- 1.2. An ASFA By-Election must be held once per year in order to fill vacancies, if any, amongst the Executive Officers of ASFA, Independent ASFA Council Members, and the Executive Officers of every department-based Member Association representing students in the Faculty of Arts and Science. The term of office for Members elected in an ASFA By-Election shall begin on the date in which they are declared elected in the Official Results and shall end on May 31. By-elections are not required if there are no vacant positions.
- 1.3. A Special Election may be called by a $\frac{2}{3}$ majority vote of the ASFA Council.
- 1.4. All ASFA Elections and referenda must be administered in accordance with the principles of democracy and fairness.
- 1.5. All ASFA Elections and referenda shall consist of an Elections Period during which the Nomination Period, Campaigning Period, and Voting Period occur.

2. Eligibility for Elections and Referenda

- 2.1. Any ASFA member may run for office or serve as a referendum spokesperson
- 2.2. Candidates running for office or serving as referendum spokespersons may not sit on the Elections Committee or be an election officer for ASFA or any Member Association.
- 2.3. Member Associations' Bylaws shall establish the eligibility criteria for both the elected positions of their MA and for the spokesperson(s) of their MA specific referenda.

3. Elections and By-Elections Timeline

- 3.1. An Elections Period shall consist of a Nominations Period, a Campaigning Period, and a Voting Period.

- 3.2. The Voting Period for ASFA General Elections shall begin on Tuesday of the third week of March and shall end at 24h59 on Thursday of the same week.
- 3.3. The Voting Period for ASFA By-Elections shall begin on Tuesday of the third week of November and shall end at 24h59 on Thursday of the same week.
- 3.4. The Campaigning Period shall take place before the beginning of the Voting Period. The Campaigning Period shall begin on Monday in the week before the Voting Period, and shall end on the Monday before the first day of the Voting Period at 24h59.
- 3.5. The Nomination Period shall take place during the week before the beginning of the Campaigning Period. The Nomination Period shall begin on Monday and shall end at 20h00 on Friday of the same week.
 - 3.5.1. A minimum of two (2) calendar days must separate the closure of the Nomination Period and the beginning of the Campaign Period. During this in-between period, the Elections Committee shall organize a Candidates Information Meeting in which the rules of the elections shall be explained to all candidates.
- 3.6. The dates for the Elections Period and/or the By-Elections Period may be amended at the recommendation of the Elections Committee. The amendment must be ratified by ASFA Council no fewer than thirty (30) calendar days before the beginning of the Elections Period.
 - 3.6.1. By-Elections must be held no later than November 30. General Elections must be held no later than March 31.
- 3.7. Member Association Elections for their Executive Body and ASFA Councillor shall be held concurrently with ASFA General Elections and/or By-Elections.
 - 3.7.1. Individual Member Associations may request a different election date but shall be responsible for organizing it independently.
 - 3.7.2. For an accredited Member Association to organize an election independently, the regulations and procedures governing that election must be in the spirit of this Elections Policy and ASFA's Bylaws. This policy must be approved by Council no less than thirty (30) days before the proposed start of the election to which they would apply.
- 3.8. Member Associations may opt to hold a General Assembly instead of By-Elections to fill vacant positions.
 - 3.8.1. To opt-out of holding a Fall By-Election, and instead fill their vacancies via a General Assembly, the MA's Executive must approve a resolution to that effect

at a meeting of their Executive, and send the meeting's minutes to the ASFA Internal Coordinator and Elections Coordinator.

- 3.8.2. Member Associations planning to hold a General Assembly instead of a fall By-Election to fill any vacant executive positions must do so by no later than November 30th.
- 3.8.3. Member Associations which choose to hold a By-Election to fill vacant positions may additionally hold General Assemblies, in accordance with their MA's Bylaws.

4. Referenda

4.1. ASFA Referenda

- 4.1.1. Referendum questions may be posed to the Members and must be registered per the process established in the ASFA Bylaws.
- 4.1.2. Before being posed to the membership, the referendum question(s) must be approved by a 2/3 majority of the ASFA Council. Approval must be granted prior to the start of the Nomination Period as determined in the Elections Period schedule.
- 4.1.3. A group or member wishing to propose a referendum question should reach out to the Chair of the ASFA Council for guidance in phrasing their question and in bringing the motion forward to Council.
- 4.1.4. It is the ASFA Council's responsibility to evaluate whether or not referendum questions satisfy the minimum criteria listed below. The ASFA Council will only approve referendum questions it has deemed to satisfy the following minimum criteria:
 - 4.1.4.1. The question is phrased to elicit yes/no answers and is phrased such that a vote of "yes" signifies agreement with the proposal and a vote of "no" signifies disagreement with the proposal.
 - 4.1.4.2. For referenda questions best served by answers other than "YES", "NO", or "Abstain". The ASFA Council will approve the proposed options by a simple majority vote.
 - 4.1.4.3. For referendum questions which would create or change a student fee levy, the question must contain the dollar value of the proposed change and whether the dollar value of the fee levy is indexed to inflation.
 - 4.1.4.4. The referendum question must directly propose changes to ASFA By-Laws, Policies, and/or Positions; a student fee collected by ASFA; mandate that a specific action be taken by ASFA; and/or otherwise contain an actionable directive that is within the scope of ASFA.

4.1.4.5. The referendum question is phrased clearly and presented as neutrally as possible.

4.1.4.5.1. Neutral language means that the question describes the action, change, or position that members are being asked to endorse or reject does not frame the question in such a manner as to persuade voters for or against the question.

4.1.5. ASFA Council has the authority to amend a proposed referendum question that does not meet these minimum requirements. Amendments to referendum questions must not change the intention, dollar value, or effect of the question.

4.2. Member Association Referenda

4.2.1. Referendum questions may be posed to the members of a given Member Association and must be registered per the process established in that Association's bylaws.

4.2.2. Before being posed to the membership, the referendum question(s) must be approved by a 2/3 majority of ASFA Internal Committee. Approval must be granted prior to the start of the Nomination Period as determined in the Elections Period schedule.

4.2.3. A group or member wishing to propose a referendum question should reach out to their Member Association's executive or the ASFA Internal Committee for guidance in phrasing their question and in bringing the proposal forward to the Internal Committee.

4.2.4. It is the Internal Committee's responsibility to evaluate whether or not referendum questions satisfy the minimum criteria listed below. The Internal Committee will only approve referendum questions it has deemed to satisfy the following minimum criteria:

4.2.4.1. The question is phrased to elicit yes/no answers and is phrased such that a vote of "yes" signifies agreement with the proposal and a vote of "no" signifies disagreement with the proposal.

4.2.4.2. For referenda questions best served by answers other than "YES", "NO", or "Abstain". The Internal Committee will approve the proposed options by a simple majority vote.

4.2.4.3. For referendum questions which would create or change a student fee levy, the question must contain the dollar value of the proposed change and whether the dollar value of the fee levy is indexed to inflation.

4.2.4.4. The referendum question must directly propose changes to Member Association By-Laws or Policies; a student fee collected by the Association; mandate that a specific action be taken by the Member

Association Executive; and/or otherwise contain an actionable directive that is within the scope of the Member Association.

4.2.4.5. The referendum question is phrased clearly and presented as neutrally as possible.

4.2.4.5.1. Neutral language means that the question describes the action, change, or position that members are being asked to endorse or reject does not frame the question in such a manner as to persuade voters for or against the question.

4.2.5. The Internal Committee has the authority to amend a proposed referendum question that does not meet these minimum requirements. Amendments to referendum questions must not change the intention, dollar value, or effect of the question.

4.2.6. If a referendum question proposes changes to a Member Association's By-Laws or Policies, the executive of the Member Association must hold an information session to allow the membership to discuss and understand the proposed changes.

4.2.6.1. This session must be accessible to all of the Member Association's members and shall be communicated to their entire membership.

4.2.6.2. The information session must be held prior to the voting period.

4.3. Fee Levy Referenda

4.3.1. Referendum questions which would create or amend a fee levy shall be subject to any restrictions imposed by Concordia University, and must be submitted to the University for review and potential amendment prior to it being voted upon by ASFA Council.

4.3.2. The ASFA Council has the sole authority to send to referendum a modification to the ASFA Student Association Fee.

4.4. Referendum Campaign Teams may be formed in order to campaign for the "YES" or "NO" option in the referendum. Referendum Campaign Teams must register during the Nomination Period using the Nomination Form as developed and published by the Elections Committee. The form must indicate the spokesperson for the referendum campaign team and whether the team will be campaigning for the "YES" or "NO" option in the referendum.

4.5. No more than one Referendum Campaign Team may register for each option presented in the referendum. For further clarity, there may only be one "YES" team and one "NO" team. Should the Elections Committee receive Registration Forms from more than one group seeking to campaign in favour of a particular side, they must immediately contact

all relevant spokespeople to advise them of the issue. It is the responsibility of the prospective Campaign Teams to select their one spokesperson.

4.5.1. The member who brought a question to referendum, either by passing a resolution or by presenting a petition, shall be considered the promoter of the referendum question and will be given priority to either nominate or be the spokesperson on either the “YES” or the “NO” Referendum Campaign Team for said question.

4.6. For the purpose of the Elections Policy and any additional campaign rules, the Referendum Campaign Teams shall be subjected to the same rules as Candidates and references to Candidates shall be interpreted as also referring to Referendum Campaign Teams.

5. Elections Officials

5.1. The Elections Committee

5.1.1. ASFA Elections or referenda must be conducted and supervised by an Elections Committee.

5.1.2. The purpose of the Elections Committee is to oversee, coordinate, and support the administration of ASFA and MA Elections, By-Elections, and referenda.

5.1.3. The Elections Committee shall serve as the supervising body of Elections and referenda and will provide advice and guidance to the Elections Officers.

5.1.4. The Elections Committee must assist in the completion of all elections and referenda procedures in collaboration with the Elections Coordinator and CRO.

5.1.5. The Elections Committee shall be composed of:

5.1.5.1. The Elections Coordinator;

5.1.5.2. The ASFA Chief Returning Officer (CRO);

5.1.5.3. Up to two (2) Deputy Elections Coordinators Electoral Officers (DECs).

5.1.6. The Elections Coordinator shall be the chairperson of the Elections Committee. The Elections Committee shall meet no less than once a week during any ASFA Electoral period, or more frequently if the Elections Coordinator CRO deems it necessary.

5.1.7. For a decision of the Elections Committee to be valid, three (3) of the Committee members must be present at a meeting and the decision must be

made through a resolution with a 2/3 majority vote.

- 5.1.8. Member Association Returning Officers (MROs) may attend any meeting of the Elections Committee. MROs do not have voting rights on the Elections Committee and are not required for establishing quorum. The Elections Coordinator shall be responsible for informing MROs of meeting times.

5.2. The Elections Coordinator

- 5.2.1. The Elections Coordinator shall be responsible for facilitating all ASFA and Member Association Elections. They shall chair the Elections Committee and be the primary person responsible for managing voting platforms and proceedings. They shall be the liaison between the Elections Committee and the ASFA Executive.
- 5.2.2. The Elections Coordinator shall be appointed by the Appointments Committee and confirmed by Council. Their term will begin from the date they sign their contract until May 31st of the academic year. The Elections Coordinator may return for another term if agreed upon by both ASFA and themselves, the approval of this contract renewal shall be ratified at the June Regular Council Meeting.
- 5.2.3. The Internal Affairs Committee of ASFA must prepare a contract for the Elections Coordinator outlining their duties. This contract is to be signed within seven (7) Business Days of the Elections Coordinator's appointment.
- 5.2.4. The Elections Coordinator may resign by notifying the Council Chairperson and Internal Coordinator in writing.
- 5.2.5. Council shall fill a vacancy in the office of the Elections Coordinator within thirty (30) days of such a vacancy.

5.3. Deputy Elections Coordinators

- 5.3.1. There shall be two (2) Deputy Elections Coordinators (DECs).
- 5.3.2. The DECs shall report to the Elections Coordinator. The DECs shall assist the Elections Coordinator with the general administration of the Elections. The DECs will be the primary point of contact between the Elections Committee and the MROs. The Elections Coordinator shall assign each DEC the MROs who shall report to them.

- 5.3.3. DEC's shall be appointed by the Appointments Committee.
- 5.3.4. The Internal Committee Affairs of ASFA must prepare a contract for the DEC's outlining their duties, to be signed within seven (7) business days of each DEC's appointment.
- 5.3.5. DEC's may resign by notifying the Council Chairperson and Internal Coordinator in writing.

5.4. The ASFA Chief Returning Officer (CRO)

- 5.4.1. The CRO shall be appointed by the Appointments Committee.
- 5.4.2. Their term will begin from the date they sign their contract until May 31st of that mandate year.
 - 5.4.2.1. The CRO may extend their appointment for an additional term, subject to the ratification of their renewed contract at the ASFA Regular Council Meeting (RCM) in June.
- 5.4.3. The Internal Affairs Committee of ASFA must prepare a contract for the CRO outlining the duties, to be signed within seven (7) business days of the CRO's appointment.
- 5.4.4. The CRO may resign by notifying the Council Chairperson and Internal Coordinator in writing.

5.5. Member Association Returning Officers

- 5.5.1. Each Member Association's Election, By-Election, and/or referenda shall be administered by a Member Association Returning Officer (MRO).
- 5.5.2. MROs shall be appointed by the Appointments Committee; their term will begin from the date they sign their contract until May 31st of that mandate year.
- 5.5.3. A single MRO may be appointed to oversee up to three (3) MA's, at the discretion of the Internal Coordinator, Executive Coordinator and with the MRO's consent. The Appointments Committee shall be responsible for ensuring that MROs workloads are reasonable given the size(s) of the MA(s) they are appointed to oversee.
- 5.5.4. If an MRO is appointed to oversee more than one MA's elections they shall be compensated accordingly.

- 5.5.5. The Internal Committee of ASFA must prepare a contract for each MRO outlining the duties, to be signed within seven (7) business days of an MRO's appointment.
- 5.5.6. An MRO may resign by notifying the Council Chairperson and Internal Coordinator in writing.

6. Elections and Referenda Rules and Regulations

6.1. General

- 6.1.1. Any violations of the rules or regulations outlined in the Elections Policy may be met with a penalty in line with Additional Directives.
- 6.1.2. The ASFA website shall include a section for all election-related Public Notices as specified in this policy and/or the ASFA By-laws.
- 6.1.3. Any new interpretation or clarification of elections rules by the Elections Committee that occurs during the Campaigning Period must be communicated to all candidates and spokespersons within twenty-four (24) hours of being ruled on. The ruling will come into effect once all campaigns have been notified.

6.2. Announcement of Elections

- 6.2.1. The Elections Coordinator shall issue a Public Notice of the dates for ASFA and Member Association Elections and By-Elections. This Public Notice will be issued on an annual basis and must be issued no later than September 30. An email must be sent to every Member Association executive informing them of these dates. An additional email giving Public Notice of election dates shall be sent to all Member Association executives during the course of the first full week of classes in January.
- 6.2.2. The Elections Coordinator shall give Public Notice of any Election Period no fewer than ten (10) business days before the first day of the Nominations Period. This notice shall include:
 - 6.2.2.1. The particulars of the offices open for election, specifying the number of Council seats open, and/or the question(s) on any referenda (if already submitted and sent to referendum), as the case may be;
 - 6.2.2.2. The place(s) where nomination forms may be obtained;
 - 6.2.2.3. The place(s) and dates fixed for the filing of nomination form in accordance with these regulations;

- 6.2.2.4. The dates fixed for the campaigning period in accordance with these regulations;
- 6.2.2.5. The dates of the poll in accordance with these regulations;
- 6.2.2.6. The dates, times, and locations of all information sessions and public debates;
- 6.2.2.7. A reference to the campaigning rules outlined in these regulations;
- 6.2.2.8. Any additional directives or information the Elections Coordinator deems relevant.

6.2.3. The Elections Coordinator shall give public notice of the list of candidates for each position up for election on the first day of the Campaigning Period.

6.2.4. The Unofficial Results of the election must be made public within 24 hours of the closure of the Voting Period.

6.3. Nomination Period

6.3.1. Nomination Forms

- 6.3.1.1. Nomination forms must include at least the following information: Nominee Name; Desired position; mailing address; telephone number; email address; Major(s)/Program(s) & Year of Study; Concordia Student ID number; Nominee signature and date.
- 6.3.1.2. Nominees must submit a personal bio of up to 250 words on the nomination form, which will be visible to voters while casting their ballots.
- 6.3.1.3. The nomination form shall include a statement signed by the candidate stating that the candidate consents to the nomination and is eligible to run for the position.
- 6.3.1.4. A separate Nomination form shall exist for Referendum Campaign Teams. Referendum Campaign Team Nomination Forms shall contain the referendum question, whether the committee is for a “YES” or “NO” answer to the referendum question, the official name of the committee, the full name of the Team’s main representative for communications with the Elections Commission, and their contact information. The form shall also include a list of the members of the referendum campaign.
- 6.3.1.5. Nomination forms for candidates must be submitted to the Elections Commission no later than 20h00 on the last day of the Nomination Period. The Nomination forms may be delivered online or in-person to

the Chief Returning Officer (for ASFA elections) or the appropriate Member Association Returning Officer (for MA Elections). There shall be no exceptions.

6.3.1.6. Following the Nomination Period, should any side of a referendum question not be represented by an established Campaign Referendum Team (either “Yes” or “No”), such a committee may be established at any time before the end of the campaigning period with the approval of the Elections Committee.

6.3.2. Executive Affiliations

6.3.2.1. Candidates for the ASFA Executive who choose to run as a team must submit an Executive Affiliation Form, in addition to the Nomination Form.

6.3.2.2. The Executive Affiliation form shall state the executive affiliation name, the number of executive candidates running affiliated, the names and signatures of the executive candidates, the positions for which they are running, and their main representative for communications with the Elections Committee.

6.3.3. Verification

6.3.3.1. The Elections Committee shall verify the validity of nomination forms, Executive Affiliation forms, and Referendum Committee forms.

6.3.3.2. At the close of nominations, the Elections Coordinator will submit the names and student numbers of all nominees, spokespeople, and Campaign Team members to the Concordia Dean of Students’ Office for verification of current student status.

6.3.3.2.1. In the event that the Dean of Students’ Office is delayed in verifying the data submitted, all campaigns will be able to proceed as normal until the verified data is returned.

6.3.3.3. All successful nominations must be published for the Membership to view by the beginning of the Campaign Period, at which point nominees become candidates.

6.3.3.4. Any nomination which includes false information, including but not limited to forged nomination signatures must be rejected at the discretion of the CRO (or MRO as applicable).

- 6.3.3.5. Any nomination found to include false information after its approval is subject to immediate disqualification at the discretion of the Elections Committee.
- 6.3.3.6. Appeals regarding the verification of a nomination must be made in writing to the Elections Committee no later than twenty-four (24) hours after publication of the names of nominees. The Elections Committee must render a decision on any appeals within twenty-four (24) hours of receipt.
- 6.3.4. If no candidates have been nominated for any positions at the closure of the Nomination Period, the Elections Committee may extend the Nomination Period for those positions for an initial forty-eight (48) hours. This extension may be extended one more time if necessary. The two possible extensions will under no circumstances exceed a combined 96 hours after the closure of the Nomination Period. Extensions to the Nomination Period for these positions may overlap with the beginning of the Campaigning Period and shall not require that the Campaigning Period be postponed. Notwithstanding this policy, candidates nominated in an extended Nomination Period may have fewer days in their Campaigning Period as a result.
- 6.3.5. Upon confirmation of approval of their nomination, the candidate or Referendum Campaign Team shall be provided with:
 - 6.3.5.1. A copy of the submitted nomination form;
 - 6.3.5.2. A copy of ASFA's ByLaws, Standing Regulations, the Judicial Committee Rules of Procedure, and the Member Association's Bylaws if applicable;
 - 6.3.5.3. The names and contact information of the Elections Coordinator and the CRO (for ASFA elections) and the MRO (for Member Association Elections);
 - 6.3.5.4. The date, time, and location of the Campaign Information Session;
 - 6.3.5.5. A document prepared by the CRO/MRO outlining electoral offenses and appropriate sanctions for said offenses;
 - 6.3.5.6. A form to be used for the return of election expenses provided for by these regulations;
 - 6.3.5.7. Any other information the CRO/MRO deems appropriate.
- 6.3.6. All nominees must attend the Campaign Information Session. Any nominee who does not attend without making prior arrangements with the CRO/MRO before the meeting may have their nomination revoked at the discretion of the Elections Committee.

6.3.7. Until the Voting Period starts, a candidate may withdraw their nomination form and have their name removed from the election. Upon submitting a written declaration of their withdrawal to the CRO (or MRO for member association elections), the candidate must meet with the CRO at the first possible opportunity to sign a declaration of withdrawal in their presence. The CRO must remove a candidate's name from the list of candidates once that candidate has confirmed their intent to withdraw and with the approval of the Elections Committee.

6.4. Campaigning Period

6.4.1. Campaigning may only take place during the Campaigning Period. No campaigning of any medium may take place outside of the Campaigning Period.

6.4.2. Publicly reminding members to vote during the Voting Period is encouraged in order to ensure higher voter turnout and shall not be deemed campaigning, so long as Candidates or members of a referendum committee do not lead members to vote in any particular way for a particular candidate, a particular Executive Affiliation, or in favour or against a particular referendum question.

6.4.3. Candidates and spokespersons are responsible for the actions of their campaign volunteers and are solely liable for campaign violations.

6.4.4. Campaigning must be restricted to Concordia University campuses. Public sidewalks adjoining campus buildings are considered for the purposes of this policy to be a part of the University.

6.4.5. All candidates may make use of any forms of online and digital campaigning in order to benefit their candidacy provided such campaigning is consistent with this Policy and accessible to the Elections Officers.

6.4.6. There must be no campaigning of any kind at any of the University libraries, on campus bars, or residences except where the Elections Committee is holding an official event.

6.4.7. Verbal campaigning in classrooms is permitted when permission is given to a candidate or campaign by the presiding faculty member.

6.4.8. ASFA will ensure that the ASFA Table in the Hall Mezzanine is exclusively available for candidates or campaigns during the Election Period. The Elections Committee shall ensure equal and fair access to the table for all candidates. Candidates are permitted to book other tables on campus provided that they

are equally accessible to all candidates.

6.4.9. No candidate may in any way use the resources available, including but not limited to, office space or mailing lists, through any elected or unelected position within the university or student groups (online or otherwise) to benefit their candidacy during the elections. Candidates who do not respect this provision will be subject to sanctions at the discretion of the CRO/MRO.

6.4.9.1. During both the campaigning and the polling periods, candidates may openly reference their past or current experience.

6.4.10. Candidates or spokespersons who work for ASFA in any capacity are not required to take a leave of absence for their work. However, these candidates must contact the Elections Coordinator and inform them of their work. These candidates, spokespersons and campaign workers must not campaign while they are working.

6.4.11. Endorsements

6.4.11.1. ASFA Member Associations and student-run organizations may endorse a candidate or campaign if the opportunity for endorsement is presented to all candidates for that position. Member Associations may not make endorsements in their own Association's elections.

6.4.11.2. Member Associations that wish to make endorsements must consider all candidates for a particular position for endorsement. A process for communication with candidates and determination of who to endorse is up to individual Member Associations to determine.

6.4.11.3. Executive Officers may endorse candidates and/or referendum campaigns; however, they may not use their position title in any publications of the endorsement.

6.4.12. Incumbent candidates running for executive positions must:

6.4.12.1. Not be permitted to campaign during any office hours, official meetings, or interactions with members while acting in their official capacity as an executive officer.

6.4.12.2. Be permitted to carry out all essential duties reasonably incident to their portfolio.

6.4.12.3. Submit a schedule of all office hours, official meetings, and/or events during which they are to act as a representative of ASFA and therefore are not permitted to campaign, to the CRO before the Campaigning Period starts.

- 6.4.12.4. Not be permitted to use their incumbent status or the resources available to them as an executive officer in a manner which manipulates or extorts members or provides them an unethical advantage over other candidates.

6.4.13. Media Regulations

- 6.4.13.1. All forms of media may be used during the Campaigning Period except where explicitly prohibited by the Elections Committee and noticed during the Campaign Information Session.
- 6.4.13.2. All personal accounts of candidates, spokespersons, and/or campaign volunteers that are used for the purposes of campaigning during the Campaigning Period must be public.
 - 6.4.13.2.1. Media pages and groups may remain live after the end of the Campaigning Period, but campaigns must not make further posts or accept more followers. Campaigns must not send any further messages.
 - 6.4.13.2.2. Candidates, spokespersons, and campaign workers are permitted to use their personal media pages to promote voting during the Voting Period but must not refer to their campaigns.
- 6.4.13.3. All emails and media campaign materials must include:
 - 6.4.13.3.1. A link to the ASFA elections webpage.
 - 6.4.13.3.2. Tags of the ASFA account
- 6.4.13.4. All printed campaign materials must be printed on 100% recycled paper.
- 6.4.13.5. Poster Regulations
 - 6.4.13.5.1. It will be the responsibility of the Elections Coordinator and Elections Committee to secure poster display space in as many University buildings as possible.
 - 6.4.13.5.2. Campaigns must submit electronic copies of their posters to the Elections Committee for approval no later than twenty-four (24) hours after the Nomination Period has ended.
 - 6.4.13.5.3. Posters not approved by the Elections Committee must not be displayed by any campaign in any location.
 - 6.4.13.5.4. All election posters must be printed at a pre-approved common location determined by the CRO in order to ensure fairness between all candidates. The CRO will set the price charged to candidates for posters a minimum of ten (10) business days before the nomination period begins.

6.4.13.5.5. Candidates and campaigns may not put more than one poster on a single bulletin board. An Executive Affiliation may put up to two different posters on the same bulletin board.

6.4.13.5.6. Candidates and campaigns shall not move, cover, damage, or vandalize the posters of other candidates/campaigns.

6.4.13.6. Email Regulations

6.4.13.6.1. Campaigns must only send emails to those members who have given them their email address for campaigning purposes.

6.4.13.6.2. Members must have the option of unsubscribing from the email list by sending an email to the campaign.

6.4.14. The Elections Committee may, at their discretion, organize official campaign events during the campaign period. The Elections Committee may opt to make these events mandatory for candidates and shall notify all candidates at least forty-eight (48) hours in advance of all official campaign events. Official campaign events may include, but are not limited to, public debates.

6.4.14.1. Any candidate that runs unopposed must participate in any official elections events.

6.5. Voting Period

6.5.1. The Elections Committee shall establish such procedures as deemed necessary to ensure that:

6.5.1.1. Every voter exercises their right to vote privately and individually;

6.5.1.2. No voter is able to cast more than one vote for any office or referendum question;

6.5.1.3. Only persons who are eligible voters vote in any Election or referenda.

6.5.1.4. The secrecy of the vote is maintained.

6.5.2. Voting must be done using an anonymous, online ballot.

6.5.3. The Elections Commission shall ensure that at least 2 polling stations are placed in high traffic locations on the Sir George Williams campus and at least 2 polling stations are placed in high traffic locations on the Loyola campus. Each polling station shall provide voters with a Student Union computer.

6.5.4. No person may be present at a polling station who is not an election officer engaged in the fulfillment of his or her duties, a voter who is waiting to vote, or a voter who is in the process of voting.

- 6.5.5. No campaign materials shall be within view of a polling station from the beginning until the end of the polling period. Any campaign material within view will be removed by the election officers.
- 6.5.6. For the days of the polling phase, all Concordia University computer rooms and terminals for the purposes of the election shall be considered to be polling stations for the purpose of restricting candidates' activity around these sites.
- 6.5.7. Each ballot must include:
 - 6.5.7.1. The full names of all candidates, placed in random order on each ballot;
 - 6.5.7.2. The candidates team name, if applicable;
 - 6.5.7.3. The position which the candidate is running for;
 - 6.5.7.4. A photo representing the candidate (optional);
 - 6.5.7.5. The candidates biography of a maximum of 250 words (optional);
 - 6.5.7.6. A voting option to Abstain;
 - 6.5.7.7. A voting option to Re-open Nominations;
- 6.5.8. On the ballot, candidate names must be grouped by position and referendum questions must be listed on a separate page.
- 6.5.9. A vote to abstain shall count towards quorum, but shall not be counted towards the total number of required votes for a candidate or campaign to achieve a majority.
- 6.5.10. If a majority of votes are cast in favour of re-opening nominations, a runoff election or General Assembly shall be organized within thirty (30) days to fill the position.
- 6.5.11. Votes will be collected using a preferential voting system.
 - 6.5.11.1. Each candidate must be credited with the number of first votes for their name
 - 6.5.11.2. Where no candidate received more than fifty percent (50%) of the total number of first choices, then the candidate with the least number of choices will be struck off the ballot and the second choices marked on all ballots for that candidate will be credited to the candidates for whom they were cast
 - 6.5.11.3. Where a candidate whose name has been struck off the ballot is the next choice on the ballot, then the ballot will be counted in favour of the candidate subsequent in choice to the candidate whose name has been struck.

- 6.5.11.4. Where two (2) or more candidates are tied with the least number of votes, both or all must be struck from the ballot. Should this procedure result in only one candidate remaining, that candidate will be elected.
- 6.5.11.5. This process will continue until one (1) candidate has a majority of the votes.
- 6.5.12. Should a tie vote occur for any position, the winner shall be determined by a coin toss performed by the Elections Coordinator.
- 6.5.13. The online voting system must be in operation continuously from at least 08h00 on the first day of the Voting Period until at least 20h00 on the final day of voting. The times used shall be in Eastern Standard Time.
- 6.5.14. The Elections Coordinator may extend the Voting Period by up to two (2) additional days, only in the event that quorum has not been reached; a technical error occurs that interferes with some or all voters' ability to vote; or another major disturbance impacts voting in some way.
- 6.5.15. The decision to extend the voting period will be immediately emailed to the Elections Committee and all campaigns. Updates about extension to the voting period will be posted on the ASFA website and social media at the earliest opportunity following the decision.
- 6.5.16. Any one member's vote must belong to that member alone. There must be no voting by proxy.
 - 6.5.16.1. Online voting must not be done in a group setting or in the presence of persons who may influence the direction of a member's vote.
- 6.5.17. Should a member with a disability require assistance to use the online voting software, they may seek it from the CRO and/or their applicable MRO.
- 6.5.18. Electronic balloting provides opportunity for abuse, intentioned or not, by voters, candidates, campaign volunteers, and spokespersons. Abuse of electronic balloting includes, but is not limited to the following types of action:
 - 6.5.18.1. Efforts by voters to vote more than once.
 - 6.5.18.2. Efforts by candidates, spokespersons, or their campaign volunteers to influence voters by holding social events at which members are encouraged to vote on the premises.
 - 6.5.18.3. Offering favours or gifts in exchange for votes.
 - 6.5.18.4. Pressuring members to vote in the presence of a candidate, spokesperson, campaign workers, or any other member.
 - 6.5.18.5. Providing a device to a student for the purpose of online voting;

6.5.18.6. Collecting any credential from students that is used to verify a student's identity when they vote online.

6.5.19. In determining whether abuse of electronic voting has occurred, the CRO (or MRO for a Member Association Election), as supervised by the Elections Committee, must consider potential abuses on a case-by-case basis. Abuse must be interpreted in the spirit of this section and in the spirit of upholding the principle of an anonymous, secret-ballot vote. The CRO and Elections Committee may apply punishments for abuses ranging in severity up to and including expulsion from the election.

6.5.20. Results

6.5.20.1. Within twenty-four (24) hours of the end of the Voting Period, the Unofficial Results of the election shall be published on the ASFA website and ASFA social media platforms. The Elections Officers shall email the results to all candidates under their supervision.

6.5.20.2. The ASFA Chief Returning Officer and/or Member Association Returning Officer shall declare the candidate in each race who obtained a majority of the votes as elected (or in the case of referenda, approved/defeated).

6.5.20.3. Official Results, if different than the Unofficial Results, shall be published after the time period for complaints and appeals has elapsed and all complaints and/or appeals have been resolved.

7. Election Expenses

7.1. All candidates and campaigns must declare all of their election expenses in an itemized account, which must be submitted to the Elections Committee no later than 5 business days after the end of the Voting Period. The Elections Coordinator will verify the time of all submissions.

7.2. An Election Expenses Form shall be made available to all candidates and campaigns for submitting the necessary information for their election expenses.

7.3. Candidates and campaigns which do not incur any expenses are nonetheless required to submit an Election Expenses Form, which serves as a formal declaration to the Elections Committee that they did not incur any expenses.

7.4. Only a candidate or the main representative of a referendum committee may incur election expenses.

7.4.1. Candidates in an Executive Affiliation are permitted to pool their expenses together, as well as to submit a single expense return for the team. Should an Executive Affiliation file a single expense return, the submitter of the form shall

be reimbursed.

- 7.5. All sources of revenues for the campaign must be disclosed with the return of election expenses.
- 7.6. The maximum amount of election expenses that may be spent by a candidate for a particular office is fifty dollars (\$50.00), including any fines levied by the Elections Officers. Referendum campaigns may spend up to one hundred dollars (\$100).
- 7.7. Every payment of an election expense must be justified by an invoice showing the name and address of the supplier, listed goods or services supplied, the date the goods or services were supplied, and the amount of the expense.
- 7.8. Any in-kind goods or services given to a campaign will be assigned a 'market-value' price as determined by the Elections Committee and included in the total expenditure for that campaign.
 - 7.8.1. Goods and/or professional skills belonging to a candidate, spokesperson, or campaign worker are exempt from this regulation.
- 7.9. Any fines levied by the CRO or Elections Committee to a campaign may be deducted from that campaign's expenditure total.
 - 7.9.1. Should the addition of levied fines to a campaign's expenditure total result in that campaign exceeding the expenditure total, the Elections Committee will determine if those fines must be owed to ASFA according to the seriousness of the offenses. Any fines must be paid by candidates to the ASFA Finance Coordinator within five (5) business days following the end of the Voting Period.
- 7.10. Upon reception of the candidate's expense report and its approval by the Elections Officer (CRO/MRO), ASFA shall reimburse all valid campaign expenditures up to fifty dollars (\$50) for candidates or one hundred dollars (\$100) for referendum campaigns, charged to the Elections Operations budget line.
- 7.11. Candidates and campaigns which fail to meet these deadlines shall not be reimbursed.
- 7.12. In order to ensure a level playing field in elections for all regardless of a candidates' personal financial situation, violations of financial regulations shall be treated as a highly serious offense. This includes, but is not limited to, failure to declare an expense, providing false or altered documentation for any expense, and failure to submit an Election Expenses Form.
- 7.13. Candidates or campaigns which can be demonstrated to have incurred campaign expenses but do not submit an Election Expenses Form within the given deadline shall be disqualified.

- 7.14. The CRO/MRO must send an email to all candidates and spokespersons on the first day after polling has closed to remind them of these Regulations.

8. Sanctions and Disqualifications

- 8.1. All candidates and spokespersons are solely responsible for their actions and those of their campaign workers and are liable for non-refundable fines applied by Elections Officers in accordance with this Policy.
- 8.2. The Elections Coordinator, CRO, and MROs will have the authority to enforce the provisions of this policy except in the case of an appeal.
- 8.3. The Elections Coordinator may impose sanctions on any candidate or referendum campaign which is found to have violated any part of these election regulations. The CRO may impose sanctions on candidates in ASFA elections, and MROs may impose sanctions on candidates in their respective Member Association Elections.
- 8.4. Sanctions for violations of these electoral regulations may include, but are not limited to:
 - 8.4.1. Written warning or reprimand;
 - 8.4.2. Non-refundable fines which shall count towards the candidates' maximum spending limit;
 - 8.4.3. Requirement that the candidate publicly acknowledge their infraction(s) and apologize;
 - 8.4.4. Disqualification from the election.
- 8.5. The Elections Committee, at its own discretion, may lay charges against candidates for violations of this policy.
- 8.6. Charges of violation against any campaign may be submitted by every member in writing to the CRO or MRO (as applicable) who must contact the candidate or spokesperson which leads that campaign within twenty-four (24) hours to notify them of their right to appeal. The CRO must rule on the charge within two (2) days of receiving it.
 - 8.6.1. Complaints shall indicate how a candidate or referendum committee has breached electoral regulations, and shall include evidence of the violation;
 - 8.6.2. The CRO/MRO must notify the candidate or spokesperson on the status of a charge immediately after ruling on that charge;
 - 8.6.3. Any dismissed complaint must indicate the reason for dismissal.
- 8.7. Appeals against charges of violation levied by an Elections Officer must be made in writing to the Elections Committee within forty-eight (48) hours of the Elections

Officer's ruling on that charge.

- 8.8. The Elections Committee must meet to discuss any appeals against charges of violation and decide no later than two (2) days after receiving an appeal on the appropriate action(s) to be taken. The Elections Committee must notify the CRO/MRO and the candidate or spokesperson who submitted the appeal immediately after ruling on the appeal.
- 8.9. Decisions to disqualify a campaign must not be made known to any party during the Voting Period. If a ruling to disqualify is made during the Campaigning Period, the candidate or spokesperson which leads that campaign must be notified immediately.
 - 8.9.1. Should a spokesperson be disqualified, the referendum campaign must also be disqualified.
 - 8.9.2. Should a winning candidate be disqualified after the Voting Period has ended, the position for which that candidate was running must be brought to a by-election.
- 8.10. The Chief Electoral Officer and/or Member Association Returning Officer (as applicable) shall declare a candidate disqualified should the candidate:
 - 8.10.1. Be found ineligible for the position they are a candidate for;
 - 8.10.2. Sign a false declaration of eligibility;
 - 8.10.3. File a false return of election expenses;
 - 8.10.4. Spend more than the maximum allowed for campaign expenses;
 - 8.10.5. Accrue more than half of the permitted campaign expenses in fines;
 - 8.10.6. Interfere or attempt to interfere with the voting process
- 8.11. The Elections Committee must publish an updated list of all offenses, except those that result in disqualification, outside of the designated ASFA Elections Office.
- 8.12. A candidate or spokesperson is deemed to be informed of an Elections Committee ruling six (6) business hours after the ruling is emailed.
- 8.13. Appealing Sanctions Made by the Elections Committee
 - 8.13.1. Appeals against a ruling levied by the Elections Committee must be submitted in writing to the Judicial Committee within two (2) days of the candidate or spokesperson being informed of the ruling. The Judicial Committee will then investigate and return their findings.
 - 8.13.1.1. In addition to the above, appeals submitted to the Judicial Committee against a disqualification may be made on the grounds that the

evidence used was false or insufficient.

- 8.13.2. The role of the Judicial Committee in the appeals process is to rule on whether the Elections Committee acted reasonably and in accordance with their authority granted by this policy when applying any sanctions.
- 8.13.3. Should an appeal be filed per the articles above, the judicial committee shall issue a written decision within 5 days of receiving such an appeal. This appeal procedure is a special procedure and the delays for election appeals take precedence over the Judicial Committee Code of Procedure which shall be adapted to respect the delays of this article.
- 8.13.4. Should a disqualification occur during the Campaigning Period the Judicial Committee shall deal with the case as fast as possible, not to the detriment of natural justice principles.
- 8.13.5. Any decision by the Chief Electoral Officer or the Elections Commissions on a contestation or complaint may be appealed by the member who had submitted the contestation or complaint. The appeal procedure shall be carried out as follows: the complainant may submit an appeal in writing to the Judicial Board, no later than 3 days following the issuance of the decision. Such an appeal may be made on the grounds that the evidence used was false or the judgement of the Chief Electoral Officer was manifestly unreasonable.

9. Appeals of Elections and Referenda Results

- 9.1. Any member may challenge the validity of election, referendum, or recount results in a written submission to the Elections Committee no later than two (2) business days after the end of the Voting Period.
 - 9.1.1. Written submissions appealing election, referendum, or recount results must contain the appellant's full name, student number, contact information, and signature, as well as a detailed explanation of the reason(s) for challenging the results.
- 9.2. The Elections Committee must investigate the appeal and rule on the appropriate action(s) within one (1) calendar week of the submission.
 - 9.2.1. Should a member challenge the ruling of an Elections Committee investigation into the validity of an election, referendum or recount result, the member may submit a petition to the Judicial Board to review the Elections Committee's

findings within one (1) calendar week of the Elections Committee's initial ruling.

- 9.3. No record of the vote for an election or referendum may be destroyed until thirty (30) calendar days after the end of the Voting Period
- 9.4. Should no appeals occur, the Unofficial Results of any election and/or referenda will automatically become Official Results two (2) business days after the end of the Voting Period.
- 9.5. Should an appeal occur, the Unofficial Results of any election and/or referenda will automatically become Official Results two (2) business days after the last ruling on the matter is made and verified by the Elections Coordinator. Once the elections and/or referenda results are made official any challenges of the results must be made in accordance with the ASFA Bylaws, Standing Regulations, and Policies.

10. Amendments to Elections Policy

- 10.1. Amendments to the Elections Policy are prohibited within a twenty (20) Business Day time period before the first day of the nomination period for the Annual General Elections, By-Elections or Referendums.