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# Policies + Procedures

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## 5.0 ACADSA Elections

### 5.1 NOMINATIONS

<b>Date Drafted:</b>	Sept. 8, 2009
<b>Date Approved:</b>	November 1, 2011
<b>Date Revised:</b>	February 9, 2017

#### INTENT

ACADSA ensures that the nomination process for elected positions is conducted in a fair and democratic manner.

#### SCOPE

This policy applies to elections for Executive Committee and Student Leadership Council member positions.

#### POLICY

##### 5.1.1 Eligibility

- a. The eligibility requirements for elected positions are as follows:
  - i. Hold full membership with ACADSA and be in good standing
  - ii. Hold a current grade point average (GPA) of 2.0 or higher
  - iii. Must be in good academic standing
  - iv. Be enrolled in a minimum of 3 credits and a maximum of 9 credits per semester for Executive Committee nominees
  - v. Be enrolled in a minimum of 3 credits per semester for SLC member nominees
  - vi. Be bondable
  - vii. Not be a contracted full or part-time employee of ACADSA and/or ACAD during their term of office
- b. Nominees for positions must be supported by a minimum of ten (10) Active Members, excluding the nominee
- c. Nominees for positions are entitled to a single campaign manager who is a member of ACADSA who shall plan and conduct the campaign with them.
- d. If the candidate wishes to include a campaign manager they must document this in their nomination package

##### 5.1.2 Nomination Period

- a. The Elections Officer shall declare the formal closing of the nomination period and announce the candidates for each position

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### **5.1.3 Withdrawal from Election Race**

- a. Withdrawal from the election race must be made in writing and submitted to the Elections Officer
- b. Candidates for positions who withdraw from the election race during the campaign period or violate campaign regulations forfeit the \$20 bond

### **5.1 NOMINATIONS PROCEDURES**

- a. The nomination period shall be announced upon notice of the election
- b. Nomination packages shall be made available upon notice of the election
- c. Nomination packages for elected positions must include the following documents:
  - i. Signed and completed nomination form
  - ii. A copy of the nominee's transcript, which indicates their current academic standing and proof of declaration of major if applicable.
  - iii. An electronic and hard copy of the candidate's platform statement (maximum 350 words).
  - iv. A \$20 bond, to be refunded after the election provided the candidate does not break any related ACADSA policies
- d. Nomination packages must be submitted to the Elections Officer by the specified time by the last day of the nomination period
- e. The Elections Officer shall call a meeting immediately after the close of nominations to inform candidates of campaign regulations

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## 5.2 ELECTION SCHEDULE

<b>Date Drafted:</b>	Sept. 8, 2009
<b>Date Approved:</b>	November 1, 2011
<b>Date Revised:</b>	February 9, 2017

### INTENT

ACADSA elections are held on a consistent schedule to ensure an efficient election process.

### SCOPE

This policy applies to the Elections Officer and all candidates nominated for the election.

### POLICY

- a. Elections for all Executive Committee and Student Leadership Council positions shall be held by the end of March each academic year
- b. Elections for First Year Studies Representative positions shall be held the following September
- c. In the case of vacant positions a by-election will be held
- d. The polls shall be open for eight hours on each day of voting during the election
- e. By-elections for all position vacancies may be held at any time but shall comply with the requirements for annual elections
- f. All election schedules shall be set by the Election Officer and contain the following mandatory elements:
  - i. Notice of Elections
    - o Minimum one (1) week notice
  - ii. Submission of Nomination Packages
    - o Minimum one (1) week following the close of notice of elections
  - iii. Campaign Period
    - o One (1) week, following the close of nominations and ending after the final vote is announced.
  - iv. Candidates Forum
    - o Occurs during the campaigning period; typically held on a Wednesday.
  - v. Voting Period
    - o Campaign period will end after the final vote is announced.

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### **5.2 ELECTION SCHEDULE PROCEDURES**

#### **5.2.1 Communications**

- a. Election notices shall be prominently posted throughout the ACAD campus for viewing by all ACADSA members
- b. Election notices shall contain the following elements:
  - i. Opening and closing dates for nominations
  - ii. How to access and submit nomination packages
  - iii. Date, time and location of Candidates' Forum
  - iv. Poll hours and location
  - v. Voting Period

#### **5.2.2 Appointment of the Elections Officer**

The Elections Officer shall be the Director of Advocacy and Representation except in the following circumstances:

- a. The Director is running for re-election. In this case, another member of the EC will be appointed as Elections Officer
- b. In the case of all the EC running for re-election, a member of the SLC will be appointed
- c. In the event that no SLC member is able to act as Elections Officer then the Office + Communications coordinator will act as Elections Officer
- d. The SLC determines that the Director is in a conflict of interest situation. In this case, the SLC shall appoint an Elections Officer from within the SLC
- e. The Director of Advocacy and Representation position is vacant

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## 5.3 CAMPAIGN REGULATIONS

<b><i>Date Drafted:</i></b>	Sept. 8, 2009
<b><i>Date Approved:</i></b>	November 1, 2011
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### INTENT

Campaign regulations provide standard guidelines for candidates' campaigns, and ensure a fair election process.

### SCOPE

This policy applies to all candidates nominated for election.

### POLICY

#### 5.3.1 Campaign Period

- a. Candidates shall limit their campaigns to the campaign period defined in the election schedule
- b. The time and place of the candidates' forum shall be listed on the notice of elections
- c. Campaign materials may be posted on ACADSA bulletin boards for viewing by all ACADSA members
- d. Campaign materials may not be posted in such a way that presents a health and safety hazard and/or fire hazard, including postings on windows, washrooms and stairwells
- e. Candidate's' platform statements shall be made available to the ACADSA membership
- f. Multiple candidates for a single position shall be listed alphabetically
- g. Candidates are limited to a maximum of fifty dollars (\$50) for campaign costs

#### 5.3.2 Disqualification

- a. Candidates who are found breaking election regulations shall be subject to disqualification by the Elections Officer
- b. Candidates and/or their official campaign supporters (ie. Campaign manager) who are found defacing, damaging, covering up or removing another candidate's campaign materials, or slandering another candidate, shall be immediately disqualified

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- c. Disqualified candidates are not eligible to run for a position as an Executive Committee or SLC Representative for a full year
- d. Candidates and their campaign managers must comply with all ACADSA and ACAD *Respectful Workplace*, *Code of Conduct* and *Conflict of Interest* policies

### 5.3 CAMPAIGN REGULATIONS PROCEDURES

- a. The regulations for the candidates' forum are as follows:
  - i. The Elections Officer shall determine the format for the candidates' forum after meeting with nominated candidates
  - ii. Each candidate may speak publicly to the ACADSA membership
  - iii. The order of speeches shall be determined by alphabetical order
  - iv. The maximum length of speeches shall be determined by the Elections Officer
  - v. Each candidate shall be granted the same amount of time
  - vi. Speeches shall be made by the candidate.
  - vii. In extreme cases, the Elections Officer may allow the campaign manager to present the speech
- b. Campaign materials shall be removed within 48 hours after the final vote is announced

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## 5.4 VOTING PROCESS

<b>Date Drafted:</b>	Sept. 8, 2009
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### INTENT

An established voting process ensures that voting is conducted in a confidential manner, and that the counting of ballots is accurate.

### SCOPE

This policy applies to all ACADSA members, Polling Clerks, and the Elections Officer.

### POLICY

#### 5.4.1 Voting

- a. Voting shall be conducted by secret ballot
- b. The only persons allowed in the polling area are:
  - i. Voters
  - ii. Elections Officer
  - iii. Polling Clerks
- c. Ballots for all positions shall provide a Yes/No option for each candidate

#### 5.4.2 Counting of Ballots

- a. Immediately following the close of the polls, the Elections Officer or delegate shall convey the ballot boxes to the ballot counting area
- b. The only persons allowed in the counting area are:
  - i. Elections Officer
  - ii. Polling Clerks
  - iii. Scrutineers
  - iv. Office + Communications Coordinator
- c. Each candidate may select one (1) scrutineer to oversee the counting of ballots
- d. The Elections Officer shall decide the validity of all ballots
- e. Their decision is final once the counting of ballots has concluded the Elections Officer shall declare the elected candidates to the membership
- f. The ballots shall remain in sealed boxes for seven (7) days after the election
- g. If no protests are filed the election shall be declared final

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### 5.4 VOTING PROCEDURES

#### 5.4.1 Voting

- a. The polling clerks shall have a complete list of ACADSA members
- b. The polling clerks shall present ballots to students who are on the voting list and strike their name when the ballot has been presented
- c. If the name of an eligible voter has been left off the voting list by mistake, the Elections Officer shall be informed and shall contact the Registrar's office for confirmation of the voter
- d. A voter who spoils a ballot by mistake shall return it to the polling clerk in exchange for a new ballot
- e. The spoiled ballot shall be destroyed immediately

#### 5.4.2 Counting of Ballots

- a. There shall be at least two (2) polling clerks to count the ballots, one (1) per ballot box as appointed by the Elections Officer
- b. Where a discrepancy exists between the polling clerks regarding the total number of votes per candidate, the Elections Officer shall personally supervise a recount
- c. After the election is declared final, the ballots shall be destroyed under the supervision of the Elections Officer