

## R-17 Electoral and Referenda Policy

### Article A: OBJECTIVES

1. The primary function of the SFSS Electoral Policy is to provide for an orderly and democratic succession from one set of SFSS Board of Directors to another. Therefore, the Electoral Policy is based on the following principles:
  - a. that there is respect for the rules and the democratic process;
  - b. that the Candidates, Commissioners, and the Independent Electoral Commission members treat each other with fairness and respect;
  - c. that the Commissioners and the IEC act with impartiality in the conduct of elections;
  - d. that candidates have the right to participate in a fair and just election and to expect that their campaign material and their person be treated with respect and dignity by fellow candidates;
  - e. that there is an established process for electoral policy rulings; and
  - f. that there are transparent rules for discipline and disqualification.

### Article B: DEFINITIONS

The term:

1. Campaigning shall refer to any public advertising or communication by anybody promoting a candidate.
2. Candidate shall refer to any person whose nomination form has been received and verified.
3. Complainant shall refer to the individual(s) who file a complaint.
4. Independent Electoral Commission shall refer to the Independent Electoral Commission of the SFSS as outlined in Bylaw 14.7 of the SFSS Constitution and Bylaws.
5. Commissioners shall refer to the Chief and Deputy Commissioners appointed as outlined in this policy.
6. Voting shall refer to the process of casting a secret ballot in an election or referendum.
7. Electronic Voting shall refer to a closed electronic voting system that replaces paper ballots with electronic ballots
8. E-mail shall apply to any and all means of electronic message where the sender intends a specific recipient or recipients. This includes all forms of instant messaging and social networking sites.
9. In Writing shall refer to written communication including printed and electronic text.
10. Major Offense shall mean any infraction to the Electoral Policy that is outlined in the list under Article J: Discipline and Enforcement, 3. Discipline, c. Major Offenses.
11. Minor Offense shall mean any infraction to the Electoral Policy that is not listed as a major offense.
12. Online Community shall refer to any online social media network including but not limited to forums, blogs, MySpace, Facebook, YouTube, Twitter, etc.
13. Slate shall be defined as a group of candidates campaigning in support of each other in an election.

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14. Respondent shall refer to the individual(s) against whom a complaint has been filed.
15. Student Residences shall include all residence building complexes, and its associated dining halls.
16. Board of Directors shall refer to the SFSS Board of Directors.
17. Forum shall refer to the SFSS Forum.
18. Commissioners shall refer to both the Chief Commission and the Deputy Commissioners.

### Article C: ELECTRONIC VOTING

1. The Board of Directors may choose to conduct elections via electronic voting.
2. In the event of electronic voting all references to ballots shall refer to electronic ballots and all references to scrutineers shall be considered redundant.
3. In the event of electronic voting all members shall be allowed to vote via the web during the polling period in place of paper ballots.
4. In the event of electronic voting no poll sitters or ballot counters shall be required.
5. In the event of electronic voting there shall be no polling stations.
6. In the event of electronic voting the Commissioners shall endeavour to publicize highly visible, secure, and accessible computer lab stations for voting.
7. In the event of electronic voting candidates, upon request, shall be provided with all information made available to the Commissioners within five calendar days of the final polling day.
8. In the event of electronic voting, the order of balloting screens must be:
  - a. Presidential contest,
  - b. Treasurer contest,
  - c. External Relations Officer contest,
  - d. University Relations Officer contest,
  - e. Member Services Officer contest,
  - f. Internal Relations Officer contest,
  - g. At-Large Directors contest,
  - h. all other faculty director positions according to faculty size, and
  - i. all referendum questions (ordered according to date placed on the ballot).
9. In the event of electronic voting, Article D section 5 shall not apply.
10. In the event of electronic voting, polling shall be completed online through SFU's authenticated web survey system.
11. In the event of electronic voting all files, documents and papers relating to the individual votes of members shall be destroyed within five calendar days of the election results being ratified by the Board of Directors.

### Article D: ELECTION PLANNING

1. Scheduling of Elections

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- a. Elections for the At-Large and Executive Positions on the Board of Directors shall be held during the Spring Semester.
  - b. The Board of Directors shall set the schedule of elections for the Board of Directors.
  - c. The schedule of elections shall include:
    - i. a two [2] week period for the submission of nomination forms to the Independent Electoral Commission commencing on a Monday no earlier than four [4] weeks after the first day of classes of the semester,
    - ii. a campaigning period of two [2] weeks starting at noon on the day of the close of nominations,
    - iii. exactly three [3] days of voting immediately after the end of the campaigning period.
2. Scheduling of By-elections
- a. By-Elections for the At-Large and Executive Positions on the Board of Directors may be held only during the Fall semester,
  - b. The schedule of By-elections shall include:
    - i. All of Article D Section 1.c as above.
3. Notice of Election
- Sufficient notice shall be deemed to have been given by:
- a. The posting, on prominent locations of all the University's campuses , not less than two [2] weeks prior to the opening of the nomination period, but no earlier than the first Monday of the classes in the same semester, of not less than twenty-five [25] notices, not less than eleven [11] inches by seventeen [17] inches, stating:
    - i. the date voting will take place,
    - ii. the positions vacant,
    - iii. the dates and times for the opening and closing of the nomination period,
    - iv. The regulations governing the nomination of candidates,
    - v. The place for pick-up and submission of nomination papers, and
    - vi. the length of time for campaigning for office and the limitation on campaign expenses.
  - b. The printing in the student-run campus newspaper, of at least one half page advertisement containing the same information as above in subsection a in accordance with By-Law 14.9.b.
  - c. An email sent to all members in good standing not less than two [2] weeks prior to the opening of nominations containing the same information as above in section "a", information on the SFSS positions, and a link to the SFSS website.
4. Commissioners
- a. When possible, the Commissioners shall have a private office.

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- b. The Board of Directors shall appoint four [4] deputy Commissioners to the Independent Electoral Commission who were not:
    - i. candidates in either the SFSS Election or By-election within the past year, or
    - ii. previously held any Forum or Board of Directors positions
  - c. The Board of Directors shall appoint a Chief Commissioner who was not previously:
    - i. a candidate in any SFSS Election or By-election, or
    - ii. held any Forum or Board of Directors positions,
  - d. Candidates will accord all Commissioners the respect expected towards any Students' Society employee. Any issues that candidates have with Commissioners should be raised with the Board of Directors.
  - e. Commissioners may not fill out nomination forms.
5. Absentee Ballots
- a. The Chief Commissioner shall attempt to contact all members not regularly attending a campus to determine which students wish to receive ballots to vote in elections no later than one [1] month prior to the first day of campaigning.
  - b. Students shall be asked to provide to the Chief Commissioner their current address, current phone number, current email address, and student number.
  - c. Students shall have until two [2] weeks before the first day of campaigning to respond to the Chief Commissioner.
  - d. All information obtained from members requesting absentee ballots shall be destroyed after the results become official.
  - e. The Chief Commissioner must send out a voting package to members opting to cast an absentee ballot, upon completion of the elections supplement, containing:
    - i. election ballots and candidates' platforms;
    - ii. the elections supplement;
    - iii. the date by which ballots must be mailed in order to be duly cast; and
    - iv. a self-addressed, stamped return envelope.
  - f. Absentee ballots must be postmarked by the final day of polling to be considered duly cast.
  - g. Only ballots received within three [3] weeks of the final day of polling shall be considered duly cast.
  - h. The final results of the election shall not be official until all duly cast co-op ballots have been counted and declared final by the Chief Commissioner.
6. Miscellaneous
- a. The Chief Commissioner may consult the SFSS legal council on election related matters.

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- b. The Chief Commissioner and the Deputy Commissioners shall review a letter written by the SFSS legal council outlining issues encountered during previous elections and by-elections, and this letter shall include:
  - i. all legal opinions given to the Chief Commissioner during previous consultations, and
  - ii. any other information and advice as deemed necessary by the SFSS legal council.
- c. The Chief Commissioner and the Deputy Commissioners shall meet prior to the closing of nominations to review Electoral Policy and reach agreement on the interpretation of policy.
- d. The Commissioners shall create and/or maintain a candidates' handbook, which shall include, but not be limited to, the following:
  - i. The permitted types of campaign materials, along with examples of past infractions:
  - ii. An explanation of "libel" "slander" "defamation" and "conflict of interest"
- e. The IEC shall organize and hold an information session to explain electoral process, rules, previous decision, and previous disciplinary rulings.

### Article E: CANDIDATE PREPARATION

1. Nominations
  - a. Each position being contested in the election shall have its own nomination form, and the candidate shall be responsible for submitting the correct form.
  - b. If a candidate submits an incorrect form, or more than one form, he/she must submit, in writing, the correct position to the Chief Commissioner before the end of the nomination period. The Chief Commissioner will provide written notification to any candidate who has submitted an incorrect form or multiple forms at close of nominations if the error goes uncorrected.
  - c. Nomination forms shall require the following information:
    - i. candidate's full name,
    - ii. candidate's undergraduate student number,
    - iii. candidate's phone number,
    - iv. candidate's email address,
    - v. signature and student number of ten [10] members of the student society,
    - vi. a separate letter signed by candidate granting permission to the IEC to seek information that identifies the candidate as eligible to stand for their position from the University's registrar.
    - vii. name of the slate, if applicable, of which the candidate is a member,
    - viii. candidate's signature indicating that all the information provided on the form is true, and

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- ix. candidate's signature indicating that he/she understands this policy, and will abide by it.
  - d. A candidate's nomination form shall be considered invalid if any of the information in section "c" above is not provided before the end of the nomination period.
  - e. The candidate may correct any errors, but not omissions, in the information provided in section "c" above after the nomination deadline without fear of repercussion.
- 2. Slates
  - a. Individuals may work together to further their campaign and candidates are allowed to organise as a slate.
  - b. Slates cannot produce any posters or handbills that are not attributable to a candidate.
  - c. Identification of slate membership for candidates shall not be included on ballots during polling.
  - d. Candidates must inform Commissioners of their membership in a slate on their nomination forms.
  - e. Candidates may make reference to their stated slate in their materials but may not make reference to other candidates.
- 3. Platforms
  - a. The SFSS shall publish an election supplement for candidates to advertise their platforms.
  - b. The deadline for submission of platforms for inclusion in the supplement shall be the close of nominations. Platforms shall be submitted to the Chief Commissioner only. Late submissions shall not be accepted.
  - c. Platforms shall abide by the following word counts:
    - i. Director at Large positions shall not exceed 200 words.
    - ii. Executive Director positions shall not exceed 300 words.
    - iii. Referendum shall not exceed 400 words.
  - d. Platforms may include a relevant photograph or graphic.
  - e. The Chief Commissioner shall provide candidates with an opportunity to review their platforms by email before the deadline for submission for publication. The review shall abide by the following:
    - i. The Chief Commissioner shall email each candidate's platform to the email address provided within 72 hours of the publication deadline.
    - ii. At this time, if the applicable word limit is exceeded, the Chief Commissioner shall notify the candidate.
    - iii. If the applicable word limit is exceeded, the candidate may choose the words that are to be struck from the submission and make those changes in person with the Chief Commissioner.
    - iv. After the deadline for submission for publication has passed, the Commissioners shall strike every word in excess of that limit starting from the last word.

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- v. No changes to platform submissions shall be accepted after the deadline has passed. This includes edits.
- f. The Chief Commissioner shall provide candidates with an opportunity to review the first proof of the election supplement. This review shall abide by the following:
  - i. Upon completion, the IEC shall email a PDF (Portable Document File) version of the first proof of the election supplement to each candidate.
  - ii. Candidates shall be allowed only to confirm that the Supplement proof matches the platform submitted to the Chief Commissioner.
  - iii. If a candidate finds a discrepancy between their platform and the Supplement proof, it must be brought to the attention of the Commissioners with 24 hours of receipt of the email. Commissioners shall confirm, and, if necessary, ensure the correction of the error. All changes must be made in person.
  - iv. It shall be the sole responsibility of the candidates to report any discrepancies between the proof and the platform submitted.
  - v. In the event candidates choose not to avail themselves of this opportunity, the Commissioners shall not be responsible for reconciling any errors appearing in that candidate's platform in the final supplement. Further, the Chief Commissioner shall examine the layout of the electoral supplement to ensure that each candidate received fair exposure in the supplement.

### Article F: REFERENDUMS

1. The Independent Electoral Committee may accept applications for, and recognize one (1) "Vote Yes" and one (1) "Vote No" campaign Committee per referendum question.
2. All applications must be received within a period of two (2) weeks from the announcement of the referendum.
3. Campaign Committees shall be recognized through a proposed chair , who shall be:
  - a. A member in good standing of the SFSS, or
  - b. Director of the SFSS, or
  - c. A member of Forum.
4. If the Board of Directors or Forum wishes to chair a campaign or Committee, then it may designate one or more of its members to act as chair on its behalf.
5. All rules for campaigning for or against a referendum question shall be as provided in this policy.

### Article G: CAMPAIGN MATERIALS

1. All campaign materials must be approved by the Chief Commissioner or designate prior to being posted or distributed.
2. Candidates and referendum sides are responsible for all of their campaign materials, including materials that they themselves may not have posted or otherwise distributed, but of which they should be reasonably aware.

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- Candidates are responsible for ensuring that campaign materials they entrust to supporters are distributed according to this policy.
3. Campaign materials shall be posted in accordance with the Simon Fraser University posting regulations.
  4. The posting and distribution of campaign materials shall be restricted to the SFU campuses, excluding all student residences, all libraries, Highland Pub, Highergrounds Coffee, the Arcade, Mackenzie Cafeteria, SFU Residence Cafeteria, Raven's Cafeteria, the International Student Group's Lounge, and any space not freely accessible to all candidates.
  5. The use of e-mail to promote candidates or referendum sides is prohibited where the e-mail is sent via mass distribution systems that both exist for purposes unrelated to the SFSS elections and are not personal distribution lists except when the aforementioned mailing and contact lists are listed on the SFSS' website.
  6. All online material must be approved by the Chief Commissioner before publication.
  7. Candidates shall have a spending limit of \$50 of which \$40 shall be covered by the SFSS in the form of a credit at the SFSS Copy Centre. Credit can only be used for campaign materials. Unused credit expires at the end of the campaign period. All receipts for any expenditure shall be provided to the Chief Commissioner by the close of the campaign period. Paint, ink, or any other drawing material for the creation of banners is not included in the spending limit.
  8. Referendum sides have a spending limit of \$300 all of which shall be paid by the SFSS. All receipts for any expenditure shall be provided to the Chief Commissioner by the close of the campaign period.
  9. Candidates shall be limited to four [4] banners, and referendum sides shall be limited to six [6] banners. Posters must be printed at the SFSS Copy Centre. Banners shall not exceed fifteen [15] square feet. The SFSS will supply the candidates and referendum sides with the paper for the creation of banners.
  10. Campaign materials for the distribution to individuals must be handed directly to individuals.
  11. All referendum material shall clearly identify the originator(s), all campaign material shall clearly identify the candidate.
  12. Only the candidate or referendum side chair, or any members in good standing so designated in writing to the IEC by the candidate or chair, may spend campaign funds.
  13. No candidate in any election of the Society may use their election funds to finance a referendum campaign, nor shall they produce any single piece of campaign literature that combines both the promotion of their candidacy and a referendum campaign.
  14. No referendum in any election of the Society may use their campaign funds to finance a candidate's campaign, nor shall they produce any single piece of campaign literature that combines both the promotion of their campaign and a favoured candidate.

Article H: CAMPAIGN PERIOD

1. Duration of the Campaign
  - a. The campaign period shall be two weeks excluding voting days.
  - b. No campaigning shall occur until the Chief Commissioner officially opens the campaign. After the closing of nominations, candidates must report at least once a week to one of the Commissioners for the purpose of obtaining information from the Commissioners regarding posters, violations of rules, changes of plans, etc. It is not the responsibility of the Commissioners to contact the candidates regarding the general progress of the election, with the exception of extraordinary circumstances that may arise during the electoral period (i.e. disqualification of a candidate).
  - c. Campaigning shall not occur during the voting period.
  - d. All campaign materials must be removed by candidates from display on campus by candidates to the satisfaction of the Commissioners by midnight on the last day of campaigning.
  
2. All Candidates Forum
  - a. A minimum of one [1] All Candidates Forum shall be held in the Maggie Benston Centre.
  - b. At the All Candidates Forum time limits for speeches shall be as follows:
    - i. Directors at Large: two [2] minutes
    - ii. Executive Directors: three [3] minutes
    - iii. Official Representatives of Referenda: three [3] minutes.
  - c. Question period shall be limited to ten [10] minutes for each of the above categories. During question period priority shall be given to questions posed by non-candidates.
  - d. An additional All Candidates Event may be held in a similar or different format outside of the Maggie Benston Centre.

Article I: POLLING AND BALLOT COUNTING

1. Poll Sitters
  - a. Poll sitters shall be hired.
  - b. Two [2] poll sitters shall be charged with overseeing each polling station for the duration of polling.
  - c. The hiring committee for poll sitters shall be in accordance with the Collective Agreement.
  - d. Poll sitters must check the voting booth every fifteen [15] minutes to ensure that the voting booth is clean and free of campaign materials and they must make sure that the SFSS supplement is in the voting booth and has not been written upon. Poll sitters must also make sure that there are enough ballots on hand.

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- e. All poll sitters must attend an orientation session that shall include, but not be limited to, a description of duties and an explanation of poll sitter impartiality.
2. Polling
    - a. There shall be polling stations at no less than six [6] locations throughout the polling period.
    - b. There shall be polling stations on all three [3] voting days in the West Mall Complex, Academic Quadrangle, and SFU Surrey Mezzanine.
    - c. There shall be polling stations for no less than two [2] days at: SFU Vancouver.
    - d. There shall be polling stations on at least one [1] day at: SFU Residence Dinning Hall, SFU Kamloops.
    - e. The polling period shall be three [3] days.
    - f. At no time during the polling period is a candidate restricted from briefly visiting a polling station during polling hours. However, loitering shall be strictly prohibited. "Please – No Loitering" signs shall be prominently displayed at all polling stations.
  3. Balloting
    - a. Proper municipal/provincial ballot boxes shall be used.
    - b. The ballot boxes shall be locked during the polling period. Outside of polling hours, ballot counting, and until all appeals have been concluded, the ballot boxes shall be in the custody of campus security. The Chief Commissioner and the Independent Electoral Commission shall be responsible for ensuring the security of the ballot boxes.
    - c. There shall be a separate ballot for the executive positions collectively and the director at large positions collectively.
    - d. Waivers shall be provided at each polling station that outline needed accommodations for students with visual impairments. In the case that a student with a visual impairment wishes to vote, the student may vote via an assistant who must sign the waiver provided. That waiver must be submitted to an poll sitter to be kept on file until ballots are destroyed.
  4. Design of Ballots
    - a. The Independent Electoral Commission shall maintain control over the design of the ballots with the following provisions:
      - i. paper ballots shall be printed in large font,
      - ii. each position and referendum must appear on separate ballots or in the case of electronic voting on separate balloting screens,
      - iii. candidates' names must be alphabetically ordered according to their last name,
      - iv. referendum questions must contain the full text of changes to be made to bylaws or policy and must include all relevant information as decided by the Independent Electoral Commission, and

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- v. referendum questions have their title selected by the Independent Electoral Commission, and
  - vi. referendum questions must contain information explaining whether the question and its motivation has been reviewed and deemed acceptable by SFSS' legal council.
5. Counting of Ballots
- a. Candidates shall not be permitted to count ballots. Candidates shall be permitted to attend ballot counting but must remain in the area designated as the gallery. Candidates shall address questions and problems only to the Commissioners or their own scrutineer.
  - b. Poll sitters shall be preferentially hired to count ballots.
  - c. If a count results in one or more candidates being within twenty votes of the prevailing candidate, with the exception of the Directors-At-Large, the Chief Commissioner shall call for a recount. The recount must be called within one business day and held in accordance with SFSS Bylaws.
  - d. Candidates have the right to request a recount of votes cast as outlined in Bylaw 14, Article 21 of the Society's Constitution and Bylaws.
  - e. Tally sheets should be set up for counting purposes. The Society's General Manager or designate shall witness the counting of ballots, and shall assist the Independent Electoral Commission in the taking and reporting of results.
  - f. A ballot must be marked in a way that the intention of the voter is clear. Any intentional mark may be used as long as it does not identify the voter and/or select more than one candidate.
  - g. A ballot must be rejected if any of the following applies:
    - i. the ballot is not an official Simon Fraser Student Society election or referendum ballot.
    - ii. the ballot has not been marked in any way.
    - iii. the ballot is marked in a way that identifies the voter.
    - iv. more candidates or referendum options than required are marked.
    - v. the ballot does not clearly indicate the intention of the voter.
  - h. Candidates shall not communicate with ballot counters while the ballot counter is in the counting area.
6. Scrutineers
- a. Candidates shall be permitted a maximum of one [1] scrutineer at a time during ballot counting, to a maximum of two [2] scrutineers. Scrutineers shall be confirmed prior to the close of voting by a form signed by the candidate for whom they are scrutineering and Commissioner.
  - b. Scrutineers shall be permitted to enter the counting area and observe the counting of ballots.
  - c. Scrutineers shall refrain from communicating with counters. All questions, problems and anomalies shall be directed to the Commissioners.
  - d. Scrutineers shall not be candidates in the current SFSS Election.

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- e. Violation of the above policy will result in expulsion from the site.

### Article J: DISCIPLINE AND ENFORCEMENT

#### 1. Administration

- a. The Board of Directors delegates the administration of elections, by-elections, and referendums to the Independent Electoral Commission.
- b. The Commissioners are solely responsible for administering this policy;
- c. Notwithstanding Article I section 1.a, provisions laid out in this electoral policy or the SFSS' Constitution and By-laws which assign power and responsibility outside the Independent Electoral Commission remain in effect.
- d. Only the Chief Commissioner and the Deputy Chief Commissioner(s) may discipline a candidate.
- e. Any disciplinary action resulting from an appeal and/or a complaint to the Independent Electoral Commission and/or Board of Directors shall be carried out by the Chief Commissioner.

#### 2. Complaints

- a. All complaints must be in writing via the Complaint Form.
- b. All complaints must be made to the Chief Commissioner with the following exceptions:
  - i. complaints made against the Chief Commissioner must be made to the Independent Electoral Commission,
  - ii. complaints made against the Independent Electoral Commission must be made to the Board of Directors.
- c. If a complaint is made to an improper authority, the complaint will be passed on to the proper authority without being investigated by the original recipient.
- d. All complaints will be investigated and ruled on within two [2] business days of the complaint being received by the proper authority.
- e. The subject(s) of the complaint shall have a chance to respond to the complaint before a decision is made by the Chief Commissioner
  - i. Respondents shall receive a copy of the complaint with the complainant's name(s) censored, as well as a Response Form.
  - ii. Respondents have one [1] business day to submit a Response Form after receiving a copy of the complaint.
- f. No complaints may be filed forty-eight [48] hours after the end of polling.
- g. Candidates who have had a complaint lodged against them shall receive a copy of the complaint setting out the grounds for the complaint prior to a ruling.

#### 3. Discipline

- a. The Independent Electoral Commission and candidates shall abide by the following guidelines when dealing with discipline and enforcement:

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- i. If the offense involves campaign material, the offending material shall be removed by the Commissioners.
  - ii. Commissioners must make every reasonable effort to meet with a candidate, and communicate the desire to meet with the candidate in writing, before rendering a decision on discipline.
  - iii. Commissioners shall provide the candidate with a copy of any written complaint with the complainants name(s) censored, and a copy of the Response Form.
  - iv. Commissioners shall provide the candidate with the decision on discipline in writing.
  - v. A written record of the disciplinary action shall be submitted to the Independent Electoral Commission to be used in the case of an appeal.
  - vi. The candidate(s) may appeal the ruling using the guidelines outlined under the section below entitled "Appeals".
- b. Minor Offenses
- i. In the case that a candidate commits a minor offense, Independent Electoral Commission shall issue the candidate a written warning outlining the nature of the offense. If the offense concerns campaign materials, offending materials shall be removed by the Independent Electoral Commission.
  - ii. Should the candidate commit an offense of a similar nature to the first, the Independent Electoral Commission shall issue a second written warning and notice that a third offense of a similar nature will result in disqualification, remove a suitable portion of the candidate's posters, and set up a meeting between the candidate and the Independent Electoral Commission to discuss the offenses.
  - iii. Should the candidate commit an offense of a similar nature a third time, the Chief Commissioner shall disqualify the candidate in keeping with Article J: Discipline and Enforcement, 4. Disqualification. Candidates cannot be disqualified without having received written notice and having met with the Independent Electoral Commission about at least one offense.
  - iv. In the case that a candidate commits a second offense, but the offense is of a different nature than the first, the Independent Electoral Commission shall issue a written warning outlining the nature of the second offense.
  - v. The Independent Electoral Commission shall issue written warnings for subsequent offenses of different natures for up to five [5] offenses.
    - (a) Upon the third offense of a similar nature, the Independent Electoral Commission shall remove a suitable portion of the candidate's posters and set up a meeting between the candidate and the Independent Electoral Commission to discuss the offenses.
    - (b) Upon the fourth offense, the candidate will be prohibited from distributing handbills, have all campaign materials attributed to

that candidate removed, and shall be warned, in writing, that subsequent offenses shall result in disqualification.

(c) Upon the fifth offense, the Independent Electoral Commission shall disqualify the candidate in keeping with Article J: Discipline and Enforcement, Disqualification. Candidates cannot be disqualified without having received written notice and having met with the Independent Electoral Commission about at least one offense.

c. Major Offenses

Committing any of the following offenses will result in disqualification in keeping with Article J: Discipline and Enforcement, 4. Disqualification:

- i. Acting maliciously against or substantially prejudicial toward another campaign and/or the Independent Electoral Commission.
- ii. Acting maliciously against the electoral process.
- iii. Exceeding the banner limit by more than 50%.
- iv. Harassing anyone involved with or outside the election campaign.
- v. Campaigning door to door anywhere.
- vi. Campaigning off campus.
- vii. Campaigning in or around residence buildings.
- viii. Campaigning during the voting period.
- ix. Committing three [3] offenses of the same nature or five [5] or more offenses of different natures.
- x. Removing or defacing the advertising of another candidate(s).
- xi. Campaigning before the campaign period.
- xii. Campaigning via campus publications such as The Peak or CJSF in ways other than letters to the editor, personal interviews concerning a candidate's nomination, or SFSS election supplement.
- xiii. Posting campaign materials on University borders or surrounding municipal property.
- xiv. Failing to remove websites not approved by the Chief Commissioner.
- xv. Vandalising campaign materials other than those belonging to the candidate.
- xvi. Making, joining, or participating in campaigning that defames any candidates in the SFSS election.

4. Disqualification

- a. A candidate(s) shall only be disqualified by the Chief Commissioner.
- b. Any disqualification(s) resulting from an appeal and/or a complaint to the Independent Electoral Commission and/or Board of Directors shall be communicated by the Chief Commissioner.
- c. In the event a candidate is to be disqualified the following procedure shall occur:
  - i. The Chief Commissioner shall contact the candidate in writing, and inform him or her of the alleged offense,
  - ii. The Chief Commissioner, a Deputy Commissioner, the candidate, and a witness of the candidate's choosing shall meet at a mutually agreed

upon time at which the Chief Commissioner shall render his/her ruling.

- iii. At this meeting the Chief Commissioner shall provide a letter informing the candidate of the grounds for disqualification,
- iv. If a candidate wishes to appeal the decision, the appeal must be issued in writing to the Independent Electoral Commission within two [2] business days of having received the notification of the ruling from the Chief Commissioner.

5. Appeals

- a. All appeals must be in writing.
- b. Any ruling by a Deputy Chief Commissioner may be appealed to the Chief Commissioner within twenty-four [24] hours of the ruling.
- c. If a candidate wishes to appeal any ruling of the Chief Commissioner, the appeal must be issued in writing to the Independent Electoral Commission within 2 business days of receipt of the ruling from the Chief Commissioner.
- d. If a candidate wishes to appeal any ruling of the Independent Electoral Commission, the appeal must be issued in writing to the Board of Directors within 2 business days of receipt of the ruling by the Independent Electoral Commission.
- e. Complainants and respondents shall be restricted to either representing themselves or being represented by another SFSS member at any complaint hearing or appeal.
- f. Only the respondent or the complainant may submit an appeal.
- g. When an appeal involves a member who is reasonably unable to appear due to a co-operative education term or international exchange or distance education, the member shall be included in the appeals process and the appeals will be held at a time when the student is able to attend in person, or participate via telecommunication.
- h. The Chief Commissioner and Independent Electoral Commission shall be given discretion to extend time limits for the appeals process.
- i. Prior to ruling on an appeal, the Board of Directors must consult with the SFSS' legal council.
- j. The decision of the Board of Directors is final.
- k. The election results will not be considered official until rulings are made on all outstanding appeals.

Article K: CONCLUSION

1. Official Results

- a. The Chief Commissioner shall post the unofficial results once all duly cast on-campus ballots have been counted.
- b. When all duly cast ballots, including co-op ballots, have been counted, and all complaints and appeals have been dealt with, the results of the election shall be considered official.

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- c. The Chief Commissioner shall submit the official results to the Board of Directors for ratification.
  - d. The Chief Commissioner shall post the official results of the Election in no fewer than six [6] academic and/or administrative buildings on campus, one of which must be the Maggie Benston Centre, SFU Surrey, and SFU Vancouver.
  - e. The nominee receiving a plurality of votes cast shall be declared duly elected.
2. Election Report
- a. As soon as the results of the election are considered official the Chief Commissioner must prepare a report containing:
    - i. the official results of the election and any referendum questions,
    - ii. a financial statement outlining the full cost of the election,
    - iii. a list of any infractions of this policy that occurred during the campaign period,
    - iv. any suggestions to improve the efficiency and/or fairness of the election, and
    - v. any other information that the Chief Commissioner deems to be important enough to include in the report.
  - b. The report shall be signed by the Chief Commissioner, and the Deputy Commissioners.
  - c. The report shall be submitted to the Board of Directors no later than one [1] month after the results of the election are considered official.
3. Independent Electoral Commission Stipends
- a. The Chief Commissioner shall receive a stipend of \$500 per month during any election, by-election or referenda period. During all other months she/he shall not receive a stipend.
  - b. Deputy Commissioners shall receive a stipend of \$200 per month during any election, by-election, or referenda period. During all other months they shall not receive a stipend.
  - c. The Chief Commissioner shall have a mobile phone provided at the SFSS' expense. The mobile phone shall not be used for personal calls.
  - d. Deputy Commissioners shall not receive any financial support for use of mobile phones.
  - e. The eligibility of a Deputy Commissioner for their full stipend shall be determined by their fulfillment of the responsibilities as outlined:
    - i. attending Independent Electoral Commission meetings,
    - ii. verifying nomination papers,
    - iii. assisting in the creation of candidate information packages,
    - iv. assisting in the organization and promotion of the All Candidates Forum,
    - v. assisting the Chief Electoral Commissioner in logistical preparations for the election,

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- vi. reviewing campaign materials to ensure they comply with election rules and regulations
  - vii. hold office hours during the campaign period
  - viii. supervise voting during polling period
  - ix. oversee ballot counting
  - f. The Chief Electoral Commissioner and the Deputy Commissioners shall keep a record of hours worked on the election.
  - g. In the event that a Deputy Commissioner does not fulfill their responsibilities, the Chief Commissioner shall determine the amount of the stipend to be deducted and shall report said deduction to the Treasurer. The Commissioner may appeal this deduction in writing to the Stipends Appeals Committee.
  - h. In the event that the Chief Commissioner does not fulfill her or his responsibilities, a recommendation may be made by a majority of the Deputy Commissioners to the Treasurer of an amount to be deducted at the discretion of the Treasurer. The Chief Commissioner may appeal this deduction in writing to the Stipends Appeals Committee.
  - i. The Chief Commissioner and the Deputy Commissioners shall not be paid their stipend until the election report is filed and accepted by the Board of Directors. Additionally, all society reimbursements and payments shall be withheld from the Chief Commissioner and the Deputy Commissioners until the election report is accepted by the Board of Directors
4. Destruction of the ballots
- a. Within one[1] week of the Chief Commissioner submitting the Election Report to the Board of Directors and the Board of Directors ratification of the election results, the Chief Commissioner shall destroy:
    - i. all used ballots, and
    - ii. all student lists related to the election.
    - iii. The destruction of material in shall occur in an environmentally friendly manner.