



FROST STUDENT ASSOCIATION

Policy 11

Type: Board of Directors Policy

Name: Election Process

Annually, the Frost Student Association will hold Director elections to fill seven to fifteen (7-15) student elected positions and to appoint one (1) Chairperson. The Frost Student Association By-laws and other policies are used to fill or replace the remaining positions on the Frost Student Association Board, including the ex- officio positions.

The Board will run a fair and impartial election process annually as per this policy. This policy is compliant with the By-laws of the Frost Student Association.

Board's Role:

- 1) The Board's involvement in the election process will be to delegate this responsibility to a Chief Returning Officer (CRO), who is the staff person responsible for carrying out this responsibility, as well as to ensure that the dates and policies as established by the Board are followed.

The Board's duties are:

- a) To appoint an individual who is not seeking election or re-election, to act as Chief Returning Officer of the Corporation. The CRO need not be a member of the corporation.
- b) To remove and replace the CRO with a two-thirds (2/3) vote, if the CRO fails to execute the duties contained within the elections process policy.
- c) To not publicly endorse or denounce any candidate either collectively or as individuals.
- d) Coordinate the opening and closing dates of the election process for all elected director positions.

Chief Returning Officer's Role:

- 1) The Chief Returning Officer will be responsible for executing and monitoring the Board's election process policy and reporting to the Board on a regular basis.

The CRO's responsibilities are:

- a) To become familiar with this policy and the relevant areas of the Frost Student Association's constitution.
- b) To act as the Frost Student Association's spokesperson regarding all election activity.



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- c) To make all disqualification decisions after they investigate and collect any and all evidence regarding infractions or irregularities to this policy.
 - I. Evidence will be destroyed after all appeals are decided.
 - II. Notify the Board in writing immediately.
- d) To make all necessary staffing, information technology, and planning arrangements to run a fair, open and democratic election at all represented campuses.
- e) To organize at least one all-candidates meeting to inform candidates about the election rules and regulations prior to the campaign period.
- f) To answer any questions and provide an interpretation and clarity regarding the campaign and election rules and regulations.
- g) To organize at least one all-candidates forum during the campaign period.
- h) To accept, review and approve all nomination forms to ensure that all candidates meet the qualifying criteria as per section three (3) of the By-laws.
 - I. All nomination forms are to be treated as confidential and are not to be discussed or released prior to the close of nominations.
 - II. The CRO may appoint a designate or designates to accept the nomination packages in the CRO's absence. Frost Student Association staff and/or a member of the Corporation acting as a CRO designate can accept nomination packages.
- i) To use and have final interpretation rights for this particular policy. If the decision is appealed, an independent third-party, binding arbitrator will have final interpretation rights.
- j) To ensure that the Board is informed of any decisions and/or circumstances that the CRO presided over, through a regular report (verbal or written as determined by the Board) on the elections process as a standing item during every Board meeting.
 - I. Reporting shall commence with the first meeting after the person is appointed to the role of CRO until the Board dissolves the role and all election related obligations are completed.
- k) To be compensated for all reasonable campaign expenses incurred and to receive the current Ontario minimum hourly wage for a maximum of 10 hours per week. The Board may also decide to provide a stipend as compensation.
- l) To be provided with a minimum operating budget of \$500.00 to successfully complete elections. Additional funds may be requested and



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approved by a majority vote of the Board.

- m) The CRO will prepare a candidate's package which will include:
 - I. Election schedule
 - II. Board of Directors' Elections Process (Candidates Role)
 - III. Job Descriptions
 - IV. Campaign Rules
 - V. CRO Contact information.

Qualifications:

- 1) In order to run in the election as a candidate for a Director position, a member of the Corporation must meet specific criteria as outlined within the Constitution. A summary of these criterion is outlined below. If there is a discrepancy between the criterion outlined below and within the Constitution, the criterion outlined within the Constitution shall prevail.

The candidate must:

- a) Must be in at least their second semester of study.
- b) Be eighteen (18) or more years of age and have the power to contract.
- c) Must be bondable.
- d) Be a member of the Corporation or shall become a member of the Corporation within 10 days after the Director's election or appointment; and
- e) Not be an undischarged bankrupt.
- f) Attend a meeting with the CRO prior to the start of the campaigning period. Ideally this meeting will be an all-candidates meeting called for that purpose. The member is responsible for being fully aware of the CRO's interpretation of the elections process policy and any other announcements and interpretations made during the meeting and the campaign period.
- g) Ensure that any campaign workers for the candidate adhere to any campaign related policies and procedures.

General Election:

- 1) The Frost Student Association will actively seek to fill at a minimum seven up to fifteen positions:



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President

Vice President

Director of Communications

Director of Student Life

Director of Ecological Sustainability

Director of Athletics

Director of Community Outreach

In the event that:

- a) One (1) or fewer qualified candidates completes the nomination package for any of the above noted positions, they will be acclaimed and the new Board, upon assuming office, will interview and hire any vacant positions using a standardized process.
- 2) A vote of confidence by the students for acclaimed candidates is required prior to the candidate being acclaimed. The poll must include a yes and no option along with a comments section to show that students have confidence in each of the candidates running for the position(s). If there is a vote of no confidence (50%+1) for any candidate, the candidate will be disqualified, and the position will be filled by the hiring process.
- 3) If more than one (1) qualified candidate completes the nomination package for any of the positions noted above, the Board will execute the remainder of this election process policy.

Nomination Period

- a) The nomination period will be held during the last two (2) weeks of January and will be announced by the CRO via FSA social media, all student email and campus bulletin boards
- b) Nomination packages will be made available during this time at all campuses represented by the Frost Student Association.
- c) Prior to the closing of the nomination process, candidates must submit all forms contained within the nomination package in completion to include:
 - I. Nomination forms printed and signed with student numbers,
50 members for Directors
75 members for President and Vice-President
 - II. Personal Information & Contact form.



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- d) The candidates will be allowed a period of two (2) weeks, including study breaks, weekends, and statutory holidays to complete their nomination packages.

Campaign Period – Elected Positions:

- 1) The campaign period will be held during the first two (2) weeks of February and will be announced by the CRO at the all-candidate's meeting.
 - a) The candidates will be allowed a minimum of ten (10) **business days, *not including study breaks or statutory holidays***, to campaign at any or all of the campuses represented by the Frost Student Association.
 - b) Candidates are fully responsible for the operation and organization of their campaign, as well as any content, placement and distribution of any materials produced and distributed by any method.
 - c) Posting and distribution of electronic materials and regulations will be subject to any Fleming College policy as well as any Frost Student Association policies and procedures.
 - I. Posting and distribution of electronic material regulations will be given to candidates as part of the nomination package.
 - II. The candidate is responsible for ensuring that any postings are completely removed within 48 business hours of the confirmation of the election results.
 - d) At least one all-candidates forum will be scheduled by the CRO.
 - a) Attendance by each candidate is to be confirmed with the CRO twenty-four (24) hours in advance.
 - e) Candidates seeking election must uphold and respect any legislated or college implemented human rights policy and college policies related to student conduct. Candidates found to be in violation of any of these policies by the College will result in immediate disqualification.

Election Period:

- 1) The election period will be held during the third (3) week of February and will be announced by the CRO at the all-candidates meeting.

Accordingly, the CRO shall:

- a) Announce the location and operating times of the elections polls or the opening and closing times of an electronic voting system for each particular campus to the entire membership using posters, Frost Student



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Association bulletin boards and any other electronic or communication medium deemed appropriate.

- b) Notify each member of the Corporation of the dates, times and locations for which election or electronic polls at each campus will open and close, as well as the names of the candidates seeking election. Candidates for each position will be listed in order of surname starting with the letter "A" and ending with the letter "Z".
- c) Operate an election or electronic poll at all campuses where there are members eligible to vote.
 - I. A minimum of one poll per campus shall be operational for three (3) consecutive days from 9 a.m. on the opening day until 8:59 a.m. the day of close to allow members to vote.
 - II. If electronic polls are used, the window available for voting will be for no less than a period of 7 (seven) hours per day and up to 24 (twenty-four) hours per day for a minimum of three (3) days.
 - III. A scrutinizer for each candidate will be allowed to oversee the operation of the election polls, or to review the validity of the electronic polls process. They are not allowed to influence a voter in any manner. The CRO has the right to immediately remove a scrutinizer who is not compliant with this policy.
- d) The CRO shall certify the final results of the election. Upon certification, the CRO shall announce the results to the FSA Board of Directors and members of the Corporation through posters, electronic communications or other mediums.
 - I. A disclaimer barring any election appeals should be added to any of these announcements.

Appeal Procedure:

- 1) Any member of the Corporation has the right to appeal an election leading up to and forty-eight (48) hours after the CRO's announcement of the final vote results. All appeals must be in writing addressed to the CRO and copied to the Board of Directors.
 - a) Accordingly, the grounds for appeal are such:
 - I. A member not seeking election can appeal an election for having their rights as a voter unjustifiably interfered with. If successful, a voter may have their vote added to the totals.
 - II. A member seeking election can appeal any aspect of how the CRO



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executed the elections process policy as it is written, not as it ought to be written.

Note - A candidate may make an appeal that is pending the result of another appeal, but it cannot be in opposition to a successful appeal or the potential of a successful appeal.

- b) Upon receiving an appeal, the Board shall contract an outside third party to act as a binding arbitrator to determine whether or not the CRO followed the elections process policy and applied decisions fairly and equitably.
 - I. Each appeal will be treated separately.
 - II. Both the CRO and the appealing candidate shall be allowed an equal and predetermined amount of time to defend their position and present evidence to support their case.
 - III. The arbitrator can ask any questions to either party that will clarify their decision. The arbitrator's decisions are binding and final.
 - IV. Upon reaching a decision, the arbitrator shall issue a written decision to each party and shall copy the same correspondence to the Frost Student Association's Board of Directors.
- c) Within forty-eight (48) hours after the candidates have been issued written notification of the arbitrator's decision, the President shall broadly notify the membership of the final decision.
 - I. The arbitrator shall also be encouraged to make recommendations, if applicable, to the elections process policy as a result of the appeal. These recommendations are non-binding; however, they should be given consideration when reviewing this policy.

Chairperson Appointment Process:

- 1) Upon the closure of nominations and the acceptance of the nominations by the CRO, the Board shall call a meeting prior to the end of their term for the special purpose of selecting a Chairperson for the upcoming term.
 - b) Candidates will have submitted their Chairperson applications to the Board for review and selection by the advertised date.
 - c) Chairperson candidates will have a maximum of 15 minutes to present their platform/speech to the voting Directors on the Board.
 - d) Candidates will not be present for other candidates' speeches.
 - e) A minimum of 30 minutes to a maximum of 90 minutes for a question and answer period including all candidates will follow the candidates'



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speeches.

- f) Voting will take place after the question and answer period after the candidates have left the voting room.
- g) If one of the candidates is a current Board member, they will be required to declare a conflict of interest and will not be eligible to vote or participate in the deliberations.
- h) A secret ballot will take place until there is a clear majority towards one candidate. (50% + 1) If there are three or more candidates, and a clear majority is not reached after the first vote, the candidate receiving the lowest vote total will be removed from the ballot and a new vote will be conducted until one candidate receives a majority of votes.
- i) If there is a tie between the candidates, the meeting Chairperson shall cast the deciding vote.
- j) The Chairperson shall be announced by the President within forty- eight (48) hours of the final vote.

Election Completion:

The CRO shall announce to the Board, upon the completion of all appeals, that the elections have been completed. At such time, the role of the CRO is dissolved and any organizational obligations are pardoned.