



University of Calgary Graduate Students' Association
214 MacKimmie Library Tower
2500 University Drive. N.W.
Calgary, Alberta
T2N 1N4
Tel (403) 220-5997 Fax (403)282-8992
www.gsa.ucalgary.ca

Policy Title: GSA Election Policy

Policy Statement

The following document outlines the GSA's election guidelines. This document is designed to provide information to all GSA Active Members in relation to the GSA's electoral process.

Definitions

"Active Members" means all persons registered as graduate students in the Faculty of Graduate Studies or as Credit Certificate and Diploma Program students at the University of Calgary who pay full- or part-time Association fees.

"Association" means the Graduate Students' Association of the University of Calgary.

"Banners" means multiple individual posters hung together or near each other, where each subsequent poster is a continuation of the previous, is considered a banner. Posters hung together or near each other, each individually containing a complete message, independent of other posters, are not considered a banner. Any poster over 11"x17" will also be considered a banner.

"Chief Returning Officer" (CRO) is an Active Member elected by the GRC to organize and oversee the annual election of the Board and any necessary by-elections and referenda. The CRO is elected annually at the April GRC meeting.

"Campaign Materials" means banners, posters, handbills, AV materials, related social media content (twitter, Facebook, YouTube, etc.,) and any other Electronic Campaign Materials.

"Candidate" means any person running for a GSA Executive Board of Directors' position.

"Deputy Returning Officer" (DRO) is an Active Member elected by the GRC during

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the annual April GRC meeting to carry out the duties of the CRO should the CRO be unable to perform their duties as required identified herein. Should the CRO transfer their duties to the DRO, the DRO will be excluded from voting in GSA elections and referenda.

“Electronic Campaign Materials” means online voting materials, websites, blogs, and other services such as Facebook, Twitter, YouTube, other forms of text-messaging, or more broadly, activities such as blind phone calling, and any material made accessible by the Candidate on the internet or other communication service or device (such as cell/smart phones, computers, tablets, etc.).

“Eligible Voters” means all Active Members, excluding the Chief Returning Officer, of the Association.

“Executive Director” means the senior full-time staff member hired by the Board to lead the operations of the GSA.

“Graduate Representative Council” (GRC) is a group of Active Members from eligible departments as defined in the GSA bylaws.

“Handbill” means any material meant to be distributed to electors and not posted.

“Posters” means an advertisement smaller than 11” x 17”.

“Slate” means a group of Candidates who run for elected office on a similar or singular platform for mutual advantage.

“Staff Member” means all persons employed by the GSA in a paid capacity, whether full-time, part-time, term certain, or contract.

Applicability

This document applies to all Active Members of the GSA and Staff Members.

Reason for Policy

This document is meant to outline election policy and procedures in order to improve transparency in decision-making. While it outlines how the Chief Returning Officer (CRO) and Candidates should act during the election, the CRO

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reserves the right to act in accordance with his or her interpretation of all pertinent bylaws of the Graduate Students' Association of the University of Calgary (GSA) in addition to the policies and procedures outlined herein.

It is the responsibility of all Candidates or other interested parties to ensure they are aware of and adherent to this policy document. Parties are therefore invited and encouraged to ask the CRO if they have any questions or concerns over anything relating to this policy, the GSA bylaws or any other issue arising from the election process.

Non Compliance

This document contains procedures that carry significant liability for the GSA as it relates to the electoral process. Failure to comply with this document may result in disciplinary action up to and including disqualification for Candidates.

Roles and Responsibilities

It is the responsibility of the Chief Returning Officer (CRO) to ensure this document is adhered to in its entirety. Should the CRO and/or the Deputy Returning Officer (DRO) be unable to fulfill their obligations under this policy, a new CRO will be elected by the Graduate Representative Council (GRC) at the next regularly scheduled GRC meeting and the requirements of the new CRO will be the same as identified under the definition of the CRO herein. Should both the CRO and the DRO be unable to fulfill their duties identified herein, and the GRC will not have time to convene prior to the election taking place, the Chair of the Judicial Review Board will appoint a new CRO and the new CRO will fulfill their obligations outlined herein under the supervision of the Executive Director.

Should the Chair of the Judicial Board be unable to appoint a suitable Candidate, acting reasonably, prior to the election taking place, the Chair of the Judicial Board will assume the responsibilities of the CRO.

Contacts

Subject	Contact	Telephone	Email
CRO			
DRO			
Judicial Board Chair			
Executive Director			

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Procedures

1. Nomination Process Procedure

- 1.1. Upon receipt of all pertinent campaign documents by the GSA main office or emailed to cro@gsa.ucalgary.ca, the names of Candidates who have submitted documentation will be listed on the GSA website when the nomination period closes, the Candidates have been verified by the CRO and have been notified by email as provided on the nomination form.
- 1.2. Following the close of nominations, all nomination forms will be officially reviewed and then eligible Candidates whose paperwork is in order will be declared official Candidates and will be notified in writing by the CRO. Any Candidate whose paperwork was ruled out of order by the CRO will be considered ineligible and will be notified in writing by the CRO. If any Candidates are deemed otherwise ineligible at the sole discretion of the CRO, they will be notified in writing by the CRO.
 - 1.2.1. Any Candidates determined ineligible will be provided with a written explanation provided by the CRO within twenty-four (24) hours of the close of the nomination period.
- 1.3. Should the CRO, the DRO, or the Chair of the Judicial Board decide to run for an elected position, they must resign from their current position at least fourteen (14) days prior to the beginning of the nomination period. Notice must be provided to both the Chair of the Governance Committee and to the Executive Director in writing prior to the nomination period.
 - 1.3.1. The CRO, the DRO, nor the Chair of the Judicial Board are eligible to be nominated for an elected position once the nomination period has started.

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2. Campaigning

- 2.1. No Candidate shall run or be a member in a slate, real or apparent as determined by the CRO in their sole discretion, or share expenses for Campaign Materials, work together for mutual benefit, use similar or identical slogans or otherwise appear to be acting as a slate. Failure to abide by this rule constitutes a serious campaign violation and may result in disqualification of all Candidates that have been identified as running in a slate.

- 2.2. The GSA places a high priority on open lines of communication between Candidates and electors, Candidates are required to attend the all-Candidates forum as identified in Schedule A herein in a location determined by the CRO. The CRO will notify all Candidates in writing to the email address provided on the nomination form of when this forum will occur. If this requirement is not followed, the CRO reserves the right to disqualify the Candidate.

- 2.3. No Candidate shall make a speech to any class in the University without the prior agreement of the CRO and the professor or instructor responsible for that class.
 - 2.3.1. Candidates are to submit the content of their presentations/speeches to the CRO in advance for approval.

- 2.4. During officially organized events, which include all opportunities to officially address the student body either formally or informally, Candidates must behave in a professional manner as outlined in the GSA's Code of Conduct policy.
 - 2.4.1. Should the Candidate not act professionally, as determined by the CRO in their sole discretion acting reasonably, they may be disqualified from the electoral process.
 - 2.4.1.1. Should a disqualified Candidate wish to challenge the CRO's decision, they may do so by written appeal to the Judicial Board within twenty-four (24) hours of notification by the CRO.

- 2.5. Candidates, or any person(s) acting on the behalf of the candidate, may not assist voters in the electoral process.

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3. Campaign Materials

3.1. All Candidates must have their campaign and communication materials, which include but are not limited to posters, banners, handbills, online materials, and electronic communication etc., approved by the CRO or designate prior to distribution to the electorate. All campaign and communication materials must be provided to the CRO at least twenty-four (24) hours in advance of distribution.

3.1.1. A copy of the material and/or communication message must be emailed to the CRO identifying when, where, and how the material/communication will be disseminated. Further, Candidates must receive permission from the CRO in relation to any materials and/or communication as to the content of the communicate prior to dissemination.

3.1.2. The material may only be disseminated after reception of a confirmation communication from the CRO.

3.2. All Candidates are strongly encouraged to create a Candidate platform which will be posted on the GSA website after the nomination period.

3.3. All Candidates are strongly encouraged to submit a video which states their name and the position sought. The video or video URL link must be submitted to the CRO and must be approved by the CRO prior to dissemination of its content and URL link.

3.4. No Campaign Materials may contain misinformation, slander, inappropriate endorsements, and inappropriate or discriminatory content. Should the CRO determine in their sole discretion acting reasonably that a Candidate has contravened this clause, the Candidate may be disqualified.

3.5. During the designated campaign period, Candidates shall not distribute any item to electors, except for approved Campaign Materials.

3.6. All Campaign Materials shall include on the front, in legible form, the name of

the Candidate and the position being sought.

- 3.7. All Campaign Materials shall where applicable, include on the front, in legible form, a statement declaring who paid for the production of the Campaign Material. If campaign materials are paid for by the GSA under Article 4.4 herein, the GSA must be recognized by having "paid for by the GSA" on said materials.
- 3.8. Campaign Material shall only be approved if it contains statements about a Candidate's own campaign and platform.
- 3.9. A Candidate shall not make reference to the identity of another Candidate on any Campaign Materials.
- 3.10. A Candidate shall not misrepresent themselves as to name or physical appearance on Campaign Materials.
- 3.11. Candidates shall not use the logos of the Graduate Students' Association or the University of Calgary on any Campaign Material.
- 3.12. A Candidate may have no more than two (2) banners.
- 3.13. All Candidates shall:
 - 3.13.1. comply with all building regulations.
 - 3.13.2. follow university regulations on posters and use of university grounds;
and
 - 3.13.3. not use stickers, decals, or any adhesive material of a permanent or semi-permanent nature.
- 3.14. Only the Association and Candidates may post election-related or Campaign Material as approved in advance by the CRO.
- 3.15. Candidates may not campaign or post any Campaign Materials in any campus library.

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- 3.16. No Candidate shall accept in-kind donation of advertising space in any publication, advertisement space or media venue.
- 3.17. All Candidates are solely responsible for the removal of all their Campaign Materials from campus by the end of the campaign period.

4. Election Spending

- 4.1. No Candidate may spend more than \$150 (CAD) during his or her election campaign. All election expenses must be reported to the CRO in the form of receipts, and expenses must be incurred by the Candidate himself or herself. Expenses must include all items considered Campaign Materials, the rental or use of facilities, and all items or services of any kind donated to a campaign, which must be assessed and reported at fair market value.
- 4.2. Candidates must submit a report to the CRO listing all expenses by the end of the campaigning period and before voting commences. If expenses are incurred Candidates must submit original receipts. Failure to submit a report may result in immediate disqualification of the Candidate.
- 4.3. If the CRO deems any expense not to be commensurate with the campaign or with fair market value, the CRO reserves the right to investigate the expenses before certifying the result. Further, the CRO reserves the right to invoke disciplinary action up to and including disqualification according to the CRO's interpretation of this policy.
- 4.4. The GSA will reimburse election expenses for each Candidate in the amount of up to \$150 (CAD) after a submission of all receipts (as specified above) if requested to do so.
- 4.5. No campaign expenses may be incurred during the voting period.

5. Election Voting Period

- 5.1. Voting shall take place over two days (48 hours) and shall be done through electronic means (D2L or its electronic equivalent) unless a physical balloting

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system has been approved by 2/3 majority in a previous GRC meeting.

5.1.1. All Active Members of the Association may cast one vote for each position during the election.

5.2. Polling stations, if required, must be manned by non-partisan volunteers as coordinated by the CRO (minimum of two (2) per station).

6. Announcing the Results

6.1. After the end of the voting period, the ballots shall be counted by the CRO and witnessed by a neutral third party,

6.1.1. The ballot count may also be witnessed by one (1) scrutineer appointed by each Candidate (which may be the Candidate him/herself), if so desired by the Candidate.

6.2. A first-past-the-post vote shall constitute the election of an officer in the case of all Executive offices. If no Candidate is declared a winner, then the position will be declared vacant, and the vote will go to a by-election as outlined in the GSA Bylaws.

6.3. The CRO shall announce the initial results within 24 hours of the end of the voting period.

6.4. The results initially announced will be provisional until all outstanding issues are resolved, with regard to any outstanding violations of policy by Candidates, or other issues that may arise. Once these issues have been addressed, the CRO shall then officially certify the results.

6.4.1. The CRO may take up to 2 weeks to certify the results of the election should an appeal take place.

7. By-elections

7.1. By-elections for the Association will follow all election policies with the following noted exceptions (see By-election policy):

7.1.1. The by-election shall be held as part of the GRC meeting following the end of the campaign period, as per GSA Bylaws and as noted in the by-

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election announcement.

7.1.2. Voting shall occur at the GRC meeting announced in the by-election announcement.

7.1.2.1. Only eligible GRC members may cast votes during by-elections.

7.1.2.1.1. Exceptions may be made by a GRC resolution passed with a super majority (i.e. 2/3) at the previous GRC meeting

7.1.2.2. Voting shall be conducted using separate ballots for each contested position.

7.1.2.3. Winner is determined by first-past-the-post.

7.1.3. The public forum shall occur prior to the vote in the GRC meeting in which the by-election is held.

8. Complaints, Infractions and Penalties

8.1. Because electronic Campaign Materials can be of a variety of forms, and therefore practically difficult to approve before their release, they will be policed using a complaint-activated process. Any Active Member who believes that any such materials violate GSA bylaws, this policy, university policy or any other election procedure should contact the CRO. After adjudication, the CRO reserves the right to either warn a Candidate, disqualify the Candidate, or ultimately refuse to certify the election if such action is deemed appropriate by the CRO.

8.2. The following violations regarding Campaign Materials will result in the Candidate being disciplined up to and including disqualification, and the Warning Procedures herein will come into effect:

8.2.1. Campaign Materials on a painted wall or surface;

8.2.2. Campaign Materials displayed in an unauthorized area;

8.2.3. Campaign Materials posted before the campaign period begins;

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- 8.2.4. disobeying university, municipal, provincial, and/or federal law/regulation while campaigning;
 - 8.2.5. Campaign Materials containing misinformation, negative campaigning, slander, inappropriate endorsements, or discriminatory content;
 - 8.2.6. Campaign Materials submitted by any outside organization or individual that is not an Association Active Member;
 - 8.2.7. Candidates themselves enforcing bylaws or policy or otherwise being seen to "police" other Candidates;
- 8.3. Any election violation including but not limited to policies outlined in this document will result in the Candidate being disciplined up to and including disqualification, and the warning procedures herein will come into effect.
- 8.3.1. The CRO reserves the right to act in a manner reflective of the severity of the infraction according to the CRO's interpretation of said infraction up to and including disqualifying the Candidate(s). Should the infraction(s) be severe enough in the opinion of the CRO, the CRO may refuse to certify the election.

9. Warning Procedures

- 9.1. Any Candidate who violates any provision herein that results in an official warning or disqualification will be notified in writing by the e-mail provided on the nomination form by the CRO of their violation. All warnings, sanctions, and disqualifications will be posted on the GSA website and in the GSA office.
- 9.2. Any Candidate receiving an official sanction not including disqualification as a result of a policy violation will have twenty-four (24) hours to fix the violation; otherwise the Candidate will be disqualified from the election.
- 9.3. Any violation of Campaign Material expense limits may result in immediate disqualification from the election without a previous warning.

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10.Appeals

10.1. As per GSA bylaws, Candidates may appeal decisions made by the CRO to the GSA's Judicial Board.

10.1.1. Appeals must be received by the Chair of the Judicial Board in writing within 2 business days of receiving notice by the CRO.

11.Interpretation and Approval

11.1. This policy must be approved by the Board of Directors of the Graduate Students Association of the University of Calgary on a yearly basis prior to the Annual General Meeting. The interpretation of this policy is at the sole discretion of the Chief Returning Officer as defined herein.

Appendix A - Timeline

Mon., Feb 6th - Official Announcement of Election
Mon., Feb 6th - Nominations Open (12:30 PM)
Tues., Feb 21st - Nominations Close (4:30 PM)
Wed., Feb. 22nd - Nominees are Notified (before 12 PM)
Wed., Feb. 22nd - Campaigning Begins (1 PM)
Mon., Feb. 27th - Nominee platforms sent to CRO (12 PM)
Tues., Feb. 28th - Election Forum at GRC (5-6 PM)
Sun., Mar. 12th - Campaigning Ends (Midnight)
Mon., Mar. 13th & Tues., Mar. 14th - Voting days
Wed. Mar. 15th - Election announcements (in LDL)

Forms

Attach, or link to, any forms or templates related to this policy or its procedures.