INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA

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INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-01: INTERPRETATION

PART I: APPLICATION

Internal Regulations of Governance-01 shall apply to the Internal Regulations of Elections and Referenda.

PART II: DEFINITIONS

The following terms used in the Internal Regulations of Elections and Referenda shall have the same definitions as those given to the same terms used in the Constitution.

a) "Board of Directors"
b) "Chief Electoral Officer"
c) "Constitution"
d) "Councillor"
e) "Executive Committee"
f) "General Assembly"
g) "General Manager"
h) "Internal Regulation" (see definition of "By-Laws")
i) "Judicial Board"
j) "Legislative Council"
k) "Member"
l) "Nominating Committee"
m) "Officer"
n) "Referendum"
o) "Simple Majority"
p) "Society" and "SSMU"
q) "Speaker"

The following terms used in the Internal Regulations of Elections and Referenda shall have the same definitions as those given to the same terms used in the Internal Regulations of Governance.

r) "Ancillary Fee"
s) "Base Fee"
t) "Campaigning"

u) "Club"
v) "Day"
w) "Election"
x) "Elections SSMU"
y) "Electoral Officer"
z) "External Body"
aa) "Fee"
bb) "Governance Documents"
cc) "Independent Student Group"
dd) "Interim Provision"
ee) "Senate"
ff) "Senate Caucus"
gg) "Service"
hh) "Society Staff"
ii) "Student Association"
jj) "University"

The following terms used in the Internal Regulations of Elections and Referenda shall have the same definitions as those given to the same terms used in the Internal Regulations of Representation and Advocacy.

kk) "Federation"

In the Internal Regulations of Elections and Referenda, unless otherwise indicated:

ll) **"Campaign Period"** shall mean the duration of time for which Elections SSMU has designated for campaigning;
mm) **"Censure"** shall mean a Public Notice disseminated by Elections SSMU in response to a campaign infraction, and which describes the infraction and explains why it was issued;
nn) **"Deputy Electoral Officer"** shall mean the person appointed by the Society, in accordance with the Internal Regulations, who shall report to the Chief Electoral Officer and be responsible for the administration of the Society's Elections and Referenda;
oo) **"Elected Undergraduate Senator"** shall mean an Undergraduate Senator who is elected in that capacity to represent their Student Association and shall not hold their Senate seat ex officio of another office;
pp) **"Elections Coordinator"** shall mean the person(s) appointed by the Society to assist the Chief Electoral Officer and the Deputy Electoral Officer in the administration of the Society's Elections and Referenda;
qq) **"Electoral Period"** shall include, but is not limited to, Nomination Periods, Campaign Periods, Referendum periods, debates, and Polling Periods;

rr) **"First Year Council"** shall refer to the elected body of the Society that represents all first year students;

ss) **"Nomination Period"** shall mean the duration of time that Elections SSMU designates for the collection of nomination signatures for Election;

tt) **"Pensketch"** shall mean a brief outline of the platform of a candidate for Election;

uu) **"Polling Period"** shall mean the duration of time that Elections SSMU designates for the casting of votes in an Election;

vv) **"Polling Station"** shall mean a place established by Elections SSMU for Members to cast their votes in an Election;

ww) **"Public Notice"** shall mean a written notice that is sent to all Members by electronic means; and

xx) **"Undergraduate Senator"** shall include the Elected Undergraduate Senators, the Vice-President (University Affairs) and the Undergraduate Representative to the Board of Governors.

INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-02: GENERAL

1. CREATION OF THE INDEPENDENT AGENCY - ELECTIONS SSMU

1.1 **GENERAL.** Elections and Referenda shall be conducted in accordance with the Governance Documents of the Society. The independent body responsible for conducting Elections and Referenda shall be Elections SSMU.

1.2 **ADMINISTRATION.** Elections SSMU shall be the sole body to administer the Society's Elections and Referenda. The Chief Electoral Officer shall oversee Elections SSMU.

2. COMPOSITION

2.1 **ELECTORAL OFFICERS.** Elections SSMU shall be composed of the following Electoral Officers:

a) the Chief Electoral Officer;
b) the Deputy Electoral Officer; and
c) up to two (2) Elections Coordinators.

2.2 **SIGNING OFFICERS.** The signing officers of Elections SSMU shall be the Chief Electoral Officer and the Deputy Electoral Officer. Signing officers are responsible for authorizing all Elections SSMU materials and documents in accordance with the Internal Regulations of Finances.

2.3 **RESTRICTIONS.** No Electoral Officer may be:

a) a member of the Legislative Council (including the Speaker), an Officer, a member of the Judicial Board, or a member of the Senate Caucus;
b) a former member of the Legislative Council or a former Officer;
c) a councillor or executive of a Student Association;
d) a member of Society Staff in any other capacity;
e) a member of the editorial staff of any campus media;
f) a candidate or member of a campaign committee; or

2.4 **APPOINTMENT.** The Electoral Officers shall be appointed by the Nominating Committee and ratified by the Legislative Council and subsequently by the Board of Directors. The General Manager and the incumbent Chief Electoral Officer may provide recommendations to the Nominating Committee.

2.5 **PRECEDENCE.** In the event of a contradiction between the decisions of the Electoral Officers, the ruling and interpretation of the Chief Electoral Officer shall prevail over those of other Electoral Officers. A decision by the Chief Electoral Officer shall be considered binding, subject only to appeal to the Judicial Board.

3. REMOVAL FROM OFFICE

3.1 **PROCEDURE.** Any Electoral Officer may be removed from office by way of a resolution passed by a three-fourths (3/4) vote of the Legislative Council for impropriety, violation of the Governance Documents, delinquency of duties, failure to act impartially, or misappropriation of Society funds. If approved by the Legislative Council, removal from office must be ratified by the Board of Directors.

3.2 **NOTIFICATION.** The Electoral Officer against whom a request for removal from office is directed shall be notified of the place, the time, and the date of the meeting of the Legislative Council called to remove them within one (1) week of said meeting. Such Electoral Officer shall have the right to attend and to address the meeting or, in a written statement read by the Speaker, to put forth the reasons why such Electoral Officer opposes the proposed removal from office.

4. MANDATE

4.1 **ELECTIONS.** Elections for the following positions shall be conducted under the auspices of Elections SSMU:

a) the Officers;
b) the executive members of the First Year Council;
c) the two (2) Councillors representing the Society's Clubs;
d) the one (1) Councillor representing the Society's Services;
e) the two (2) undergraduate representatives to CKUT; and
f) any special Election provided for in the Governance Documents or those which are assigned to Elections SSMU by the Legislative Council.

4.2 **REFERENDA.** Elections SSMU shall administer the following Referenda:

a) the Fall Referendum, which shall take place during the fall academic semester;
b) the Winter Referendum, which shall take place during the winter academic semester; and
c) any other special Referenda provided for in the Governance Documents or those which are assigned to Elections SSMU by the Legislative Council.

4.3 **GENERAL ASSEMBLY.** The Chief Electoral Officer shall conduct the online ratification of General Assembly motions, in accordance with the Constitution.

4.4 **INTERIM PROVISIONS.** During an Election or Referendum, the Chief Electoral Officer may define and enforce additional rules, or change existing rules, if it is necessary for the administration of Elections and Referenda or to uphold the spirit of a fair campaign. All additional rules must be communicated to all candidates and referendum committees in writing. No candidate or Referendum committee may be subject to Censure or sanction for violation of any additional rule or rule change defined and enforced by the CEO until twenty-four (24) hours after such written communication to all candidates and referendum committees has been issued.

5. LEGISLATIVE COUNCIL AND ELECTIONS SSMU

5.1 **REPORTS TO THE LEGISLATIVE COUNCIL.** At the request of the Legislative Council, the Chief Electoral Officer shall report to the Legislative Council on any matters pertaining to Elections, Referenda, and their conduct. The Chief Electoral Officer shall also report to the Legislative Council and the Board of Directors in confidential session after each electoral period to disclose all demerits accrued by all candidates and campaign committees during that electoral period.

5.2 **CENSURE AND REMOVAL.** The Legislative Council shall reserve the right to Censure an Electoral Officer by a way of a motion passed by a three-fourths (3/4) majority of the Legislative Council, or to remove an Electoral Officer in accordance with these Internal Regulations.

5.3 **TRANSMISSION OF MOTIONS TO ELECTIONS SSMU.** The Speaker, shall transmit all motions pertaining to Elections and Referenda to Elections SSMU no less than seven (7) days prior to the opening of polls. Any motion of the Legislative Council pertaining to Elections or Referenda that is not transmitted to Elections SSMU ten (10) or more days prior to the opening of polls shall be deemed spent and of no force or effect unless this requirement is waived by the Chief Electoral Officer.

6. ELECTIONS PERIODS

6.1 **SETTING OF ELECTORAL PERIODS.** The Chief Electoral Officer shall submit the electoral dates for Elections and Referenda outlined in the Internal Regulations for approval by the Legislative Council. Provisional electoral dates for the following year shall be submitted to the Legislative Council before the end of the academic year. Finalized dates for Elections and Referenda occurring in the fall academic semester shall be determined before the first (1st) of October each year. Finalized dates for Elections and Referenda occurring in the winter academic semester shall be determined by the last meeting of the Legislative Council of the fall academic semester.

6.2 **REFERENDUM PERIODS.** Referenda are regularly held during the periods from the fifteenth (15th) of February to the thirty-first (31st) of March and from the fifteenth (15th) of October to the fifteenth (15th) of November.

6.3 **SPECIAL REFERENDUM PERIODS.** The Legislative Council may define special Referendum periods by way of a resolution passed by a two-thirds (2/3) majority. Such periods must occur before the first and last day of classes of the fall or winter academic semester.

6.4 **DURATION.** The Electoral Periods shall consist of a Nomination Period that is at least ten (10) days, an extended Nomination Period, if necessary, of at least forty-eight (48) hours – twenty-four (24) of which shall be on a business day, a Campaign Period of at least ten (10) days, and a Polling Period of at least three (3) consecutive days. The Campaign Period and Polling Period may overlap. The required duration for the periods may be suspended by way of a resolution passed by a two-thirds (2/3) vote of the Legislative Council and approved by the Chief Electoral Officer.

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INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-03: ELECTIONS

1. NOMINATIONS AND CANDIDACY

1.1 **EXTENDED NOMINATION PERIOD.** Where one or fewer Members declare themselves as candidates for an elected position, nominations for the vacant position shall be extended by at least forty-eight (48) hours regardless of the scheduled Campaign Period. Appropriate public notice must be made of the extended Nomination Period.

1.2 **MEETING WITH THE INCUMBENT.** All Members wishing to stand for Election to become an Officer must make all reasonable efforts to meet with the incumbent Officer, or an alternative Officer at the discretion of Elections SSMU, to discuss the position and its responsibilities. Failure to do so may result in sanction at the discretion of Elections SSMU.

1.3 **ELIGIBILITY.** All Members wishing to stand for Election shall provide proof that they were Members at the beginning of the Nomination Period.

1.4 **STATEMENT OF UNDERSTANDING.** All Members wishing to stand for nomination shall submit alongside their nomination a statement of understanding, which states that they have read and understood the Constitution, the Internal Regulations, and the electoral guidelines; that should they be elected, violation of the Constitution or Internal Regulations is grounds for Censure or their removal from office; they understand that they will be subject to sanctions imposed by Elections SSMU; and that they intend to remain a Member of the Society throughout their term in office.

1.5 **COLLECTION OF SIGNATURES.** Nominations for Elections require signatures from the Members as follows:

a) one hundred (100) signatures for nominations of Officers;
b) the lesser of fifty (50) signatures or signatures from twenty-five percent (25%) of the respective constituency for Elected Undergraduate Senators; and
c) fifty (50) signatures by other first year students for executive members of the First Year Council.

A signature for nominations shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. Members may nominate more than one (1) candidate for each position.

1.6 **LIMITATIONS ON CANDIDACIES.** Members may present themselves as candidates for only one (1) elected position within the Society in any given Electoral Period.

1.7 **WITHDRAWALS.** Withdrawals of candidates will be accepted by Elections SSMU up to one (1) hour before the beginning of the Polling Period.

1.8 **VACANCIES.** If a non-Officer position is vacant after the extended Nomination Period or as a result of withdrawals, the Electoral Period shall carry on. To fill the position, the Legislative Council may call a by-election, fill the vacancy by appointment, or delegate the responsibilities to a sitting representative. The Legislative Council may waive electoral period requirements and define exceptional electoral periods by way of a resolution passed by three-fourths (3/4) majority, when the replacement of an Officer is deemed urgent and essential for the proper operation of the SSMU.

2. INFORMATION MEETING

2.1 **GENERAL.** Elections SSMU shall organize and promote a mandatory information meeting for all candidates before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform candidates about electoral regulations and of important times and dates.

2.2 **ABSENCE FROM MEETING.** Absence from this meeting must be approved by the Chief Electoral Officer. Unapproved absences may be subject to sanction. All candidates absent from the meeting will be deemed to be in full knowledge of the information disseminated at the meeting.

3. CANDIDATES DEBATE

3.1 **GENERAL.** Elections SSMU shall organize and promote at least one debate for all candidates for Officers to be held no later than twenty-four (24) hours prior to the beginning of the Polling Period. The purpose of this debate shall be to give Members an opportunity to ask questions to the candidates, and for candidates to make their views known.

3.2 **BROADCASTING.** Where possible, Elections SSMU should broadcast debates using electronic live streaming.

4. CAMPAIGN COMMITTEES

4.1 **FORMATION OF A CAMPAIGN COMMITTEE.** Each candidate may form a campaign committee by submitting their name and phone number and a list of the committee members with their student identification number, faculty, and year of study. All members of a campaign committee are required to be Members.

4.2 **ADDITION OF COMMITTEE MEMBERS.** After a campaign committee is formed in accordance with these Internal Regulations, the candidate may recruit additional members by submitting their name, student identification number, faculty, and year of studies to Elections SSMU. Additional committee members may only begin campaigning upon receipt of written acknowledgement of their admission to the campaign committee by Elections SSMU.

4.3 **CANDIDATE SUBJECT TO SANCTION.** All committee members are responsible for adhering to these Internal Regulations, the SSMU Constitution, and all SSMU Governance Documents. The candidate may be subject to sanctions due to violations of the Internal Regulations or any of the above-mentioned Documents by any of their committee members.

INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-04: REFERENDA

1. REFERENDUM QUESTIONS

1.1 **GENERAL.** Referenda may be initiated by the Legislative Council or by Members.

1.2 **LEGISLATIVE COUNCIL-INITIATED REFERENDUM QUESTIONS.** The Legislative Council may initiate a Referendum question by way of a resolution. Any motion to place a question before the Society by the Legislative Council must be presented as a written motion signed by the number of Councillors stipulated in the Standing Rules, or where none exist, at least three (3) Councillors and distributed to all Councillors prior to the meeting of the Legislative Council. If passed, it will be put to Members during the following Referendum period. The wording of a Referendum question must be approved by the Legislative Council fourteen (14) days prior to the opening of polls.

1.3 **STUDENT-INITIATED REFERENDUM QUESTIONS.** Any Member may initiate a Referendum question by presenting a question to the Chief Electoral Officer who shall indicate to the Member as soon as possible whether the proposed question respects the requirements of the Internal Regulations. The Member must then collect on a petition, clearly stating the Referendum question at the top of each page, the signatures of one hundred (100) Members with not more than thirty percent (30%) from any one faculty or school. All signatures must be collected in the academic year

in which the Referendum is to be held. A signature shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. A Member may sign multiple petitions for Referendum questions. The Member shall submit the complete petition of signatures to the Chief Electoral Officer at least fourteen (14) days prior to the beginning of the Polling Period. Student-initiated Referenda may not alter the composition of the Society's staff or the Society's base fee. The Chief Electoral Officer shall either approve or reject each Referendum petition within three (3) days of its receipt. All student-initiated Referendum questions shall be transmitted to the Society's Speaker and President to be circulated to the Legislative Council within twenty-four (24) hours after the petition is approved.

1.4 **WAIVER OF DEADLINE.** The fourteen (14) day deadline for approval of Legislative Council-initiated and student-initiated referendum questions may be extended for a question by a motion passed by a two-thirds (2/3) majority of the Legislative Council and approval by the Chief Electoral Officer. If this deadline has been waived or postponed by the Legislative Council, there shall be a Public Notice indicating so, posted on the Society's website and distributed via the Society's listserv. Each question shall be considered separately, and a motion to waive or postpone this deadline shall only apply to one (1) question at a time.

1.5 **EXCEPTION.** The fourteen (14) day deadline for approval of Legislative Council-initiated Referendum questions shall not apply to the Referendum Respecting the Election of Councillors to the Board of Directors.

1.6 **APPROVAL OF REFERENDUM QUESTIONS.** All Referendum questions must be approved by the Chief Electoral Officer. The Chief Electoral Officer shall ensure that Referendum questions are clear, concise, and do not violate the Governance Documents. The Chief Electoral Officer may reject any Referendum question they deem in violation of the Constitution or Internal Regulations. Student-Initiated Referenda that seek to alter the SSMU Constitution will require approval by the Board of Directors, which shall be rendered at the Board's earliest convenience and upon consultation of relevant Governance Documents, as well as appropriate provisions of Canadian Law where necessary. Where the Board of Directors deems a legal issue may exist with the referendum question, it can vote to present the question to outside counsel for legal consultation. If the question is approved outside of the appropriate electoral timeline, it may be considered pre-approved for the following semester. Moreover, any significant changes to the question from its original form may require the collection of a new set of signatures, at the discretion of the CEO. Any dispute or uncertainty arising from the Chief Electoral Officer's interpretation of a Referendum question shall be referred to the Judicial Board for an opinion.

1.7 **FEE QUESTIONS.** Referendum questions proposing Society fees shall follow the requirements outlined in the Internal Regulations of Finances.

1.8 **QUORUM.** Quorum for all Referenda shall be fifteen percent (15%) of Members.

1.9 **CONSTITUTIONAL AMENDMENT.** The Constitution may only be amended by Referendum, except for instances otherwise provided by law. All amendments to the Constitution shall be adopted in both official languages. Furthermore, the existing wording as well as the proposed amendment to the Constitution shall be provided at every Polling Station and shall be readily accessible on the online ballot. Any Referendum question proposing an amendment to the Constitution must be approved by a majority vote of the Board of Directors.

1.10 **NOTICE OF QUESTIONS.** Notice of the Referendum and detailed instructions regarding the formation of "Yes" and "No" committees shall be distributed by a Public Notice to Members.

1.11 **WITHDRAWALS.** "Yes" or "No" Referendum committees may withdraw up to twenty-four (24) hours before the beginning of the Polling Period by a submission of a petition of two-thirds (2/3) of the Referendum committee for student-initiated committees or by a resolution of the Legislative Council for Legislative Council-initiated committees.

2. PLEBISCITES

2.1 **APPROVAL OF PLEBISCITES.** The Legislative Council shall approve semesterly by the end of the Nomination Period for Referendum questions a list of no more than ten (10) single-part questions on which students will be asked to voice their opinion at the bottom of the Elections ballot.

2.2 **CAMPAIGNING.** Campaigning for Plebiscites is prohibited. The Legislative Council may make available unbiased information about the topic.

2.3 **NON-BINDING.** Plebiscites are non-binding and are used for acquiring the opinion of Members.

3. INFORMATION MEETING

3.1 **GENERAL.** Elections SSMU shall organize and promote an information meeting for all Referendum committees before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform Referendum committees of electoral regulations and important times and dates.

3.2 **MANDATORY MEETING.** This meeting is mandatory for all Referendum committee chairs or a representative from the Referendum committee. Absences must be approved by the Chief

Electoral Officer. Unapproved absences may be subject to sanction. All committees absent from this meeting shall be deemed to be in full knowledge of the information disseminated at this meeting.

3.3 **RECORDING.** The information meeting shall be recorded by Elections SSMU. An audio recording must be taken but a video recording may also be used.

4. REFERENDUM COMMITTEES

4.1 **FORMATION OF A REFERENDUM COMMITTEE.** A "Yes" or "No" committee can be formed for accepted Referenda questions by way of:

a) a petition signed by ten (10) Members for that purpose where the Referendum question and goal of the committee must appear at the top of each page of the petition. A signature shall only be valid if it is accompanied by a corresponding name, student identification number, faculty, and program year. The name and phone number of a chair, and a list of committee members, all of whom are Members, must be submitted to Elections SSMU.

4.2 **RESTRICTIONS.** No Member may act as a member of both "Yes" and "No" committees of the same question.

4.3 **RESPONSIBILITIES OF MEMBERS.** After the "Yes" or "No" committee is formed in accordance with these Internal Regulations, the chair of the committee may recruit additional members by submitting their names and student identification numbers to Elections SSMU. Additional committee members may only begin campaigning upon receipt of written acknowledgement of their admission to the campaign committee by Elections SSMU. All committee members are equally responsible for adhering to these Internal Regulations. The Referendum committee may be subject to sanctions due to violations of the Constitution or Internal Regulations by any of its committee members.

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INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-05: CAMPAIGNING

1. CAMPAIGN GUIDELINES

1.1 **GENERAL.** The Chief Electoral Officer shall distribute electronic copies of relevant Internal Regulations, Policies and University regulations to all candidates prior to the beginning of the Campaign Period. Failure to comply with these Internal Regulations may result in the disqualification of a candidate or Referendum committee, invalidation of Elections or Referenda, or any other sanctions deemed appropriate by Elections SSMU. All provisions of the Internal Regulations apply equally to all candidates, campaign committees, and Referendum committees unless otherwise specified.

1.2 **SPIRIT OF A FAIR CAMPAIGN.** Candidates and Referendum committees shall respect the spirit of a fair campaign and shall conduct themselves with full respect of other candidates and committees. Any activity deemed by the Chief Electoral Officer to impinge on these principles may be subject to sanction.

1.3 **CAMPAIGNING.** Campaigning and related activities may only be carried out by Members. All campaigning for an Election must be carried out by the candidate and their authorized campaign committee. All campaigning for a Referendum must be carried out by members of the Referendum committee.

1.4 **CAMPAIGN PERIOD.** The Chief Electoral Officer shall designate a specific period in which campaigning is permitted. Such a period shall be called the Campaign Period. Candidates and Referendum committees shall be permitted to Campaign throughout the Polling Period. There shall be no campaigning during any other period, including the Nomination Period.

1.5 **EXTERNAL BODIES.** No External Body may be directly or indirectly involved in the activities of, or in the implicit or explicit support of, Referendum committees or candidate's campaign committees. Any Referendum committee or candidate believed by the Chief Electoral Officer to have received assistance, either direct or indirect, from an External Body may be subject to sanction up to and including disqualification of a candidate or Referendum committee and/or invalidation of an Election or Referendum.

1.6 **EXCEPTION – HEALTH INSURANCE FEE.** In the event of a question on the renewal or alteration of the Society's group insurance plan, the plan provider may provide information to a Member when solicited for information by that Member. The plan provider may also provide to the campaign committee materials for distribution to Members, provided that the materials are declared at fair value, as determined by Elections SSMU, in the campaign committee's budget. This plan provider itself may not distribute campaign materials to Members who are not members of the campaign committee.

1.7 **EXCEPTION – STUDENT FEDERATION AFFILIATION.** In the event of question on the affiliation with, continued affiliation with, or disaffiliation from a Federation, the Federation may provide information to a Member when solicited for information by that Member. The Federation may also provide to the campaign committee materials for distribution to Members, provided that the materials are declared at fair value, as determined by Elections SSMU, in that campaign committee's budget. The Federation itself may not distribute campaign materials to Members who are not members of the campaign committee.

1.8 **INTEFERENCE WITH CAMPAIGNING.** Candidates and their respective committees shall not interfere with the distribution of campaign material or engage in slanderous campaigning.

1.9 **CAMPAIGNING AREAS.** Campaigning is not permitted within the vicinity of an Elections SSMU Polling Station, or within University residences, libraries, and designated study areas at the University. Candidates may organize events in University residences as well as put up posters, so long as all candidates are given fair and equal access to such campaigning opportunities. The use of privileged access to residences, due to working within the residences or official student bodies therein, is strictly prohibited.

1.10 **IDENTIFICATION.** Any individual campaigning must produce their University student identification card and any other relevant documentation when asked to do so by an Electoral Officer. Failure to produce adequate identification will result in the uncompensated confiscation of campaign material in the person's possession as well as any sanctions deemed appropriate by the Chief Electoral Officer.

1.11 **RESPECTING GOVERNANCE DOCUMENTS.** Candidates and Referendum committees shall act in accordance with all SSMU Governance Documents. Any activity deemed by the CEO to violate provisions of SSMU Governance Documents may be subject to sanction.

2. ABUSE OF POSITIONS

2.1 **GENERAL.** No candidate, campaign committee member, or Referendum committee member may abuse positions they hold with any group to provide greater resources, exposure, or support to

their campaign. Such abuses shall include, but are not limited to, subversion of, or exertion of undue influence on, any established systems for issuing endorsements, using privileged access to contact lists or social media platforms to campaign, and any other actions deemed inappropriate by the Chief Electoral Officer.

2.2 **ASSOCIATION EXECTIVES.** No officer, director, or employee of the Society or of a school, faculty, or departmental association may use their position, or any benefits associated with it, in order to aid a campaign or Referendum committee.

2.3 **GROUPS, CLUBS, SERVICE EXECUTIVES.** No member of a Club, Service, Independent Student Group, or media organization may use their position in order to aid a Campaign.

2.4 **TEMPORARY SUSPENSION OF DUTIES.** During the Campaign Period, all candidates with a position providing access to broadcasting and/or programming abilities shall forgo their programming and broadcasting responsibilities. Likewise, all candidates who have editorial duties, including contributions, with a campus publication shall refrain from fulfilling those duties during the Campaign Period.

3. CAMPAIGN LITERATURE

3.1 **AFFIXATION OF POSTERS.** Posters may only be affixed indoors in buildings operated by the University or the Society. No paper campaign materials may be distributed, affixed, or publically shown within the University libraries, within the vicinity of an Elections SSMU Polling Station, or in classrooms and designated study areas at the University.

3.2 **REMOVAL OF POSTERS.** Candidates and Referendum committees are responsible for the removal of all campaign posters by the end of the Campaign Period, in accordance with the deadline established by the Chief Electoral Officer.

3.3 **DISTRIBUTION OF HANDBILLS.** Single handbills may only be distributed indoors on the University campus directly to Members unless permitted otherwise by the Chief Electoral Officer in writing.

3.4 **RECYCLED PAPER.** Reasonable efforts shall be made to ensure that all campaign literature shall be produced on reused and recycled paper.

3.5 **APPROVAL.** All campaign literature shall be subject to approval by Elections SSMU prior to distribution. The Chief Electoral Officer shall implement a system to inform candidates of whether campaign literature has been approved.

3.6 **CAMPAIGN STICKERS.** Campaign stickers may not be attached to University, city of Montreal, or the Society's property.

3.7 **BUILDING RULES.** Postering and the distribution of other campaign literature must respect each building's regulations. The Chief Electoral Officer shall not be responsible for enforcing University building regulations, but may issue sanctions if such regulations are not followed.

4. PENSKETCHES AND THE ELECTIONS SSMU WEBSITE

4.1 **PENSKETCHES.** All candidates' Pensketches shall be made available through Elections SSMU and/or on the Society website at the start of the Campaign Period, provided that they are submitted according to the deadline and requirements set by the Chief Electoral Officer.

4.2 **HYPERLINKS.** Elections SSMU shall provide up to four hyperlinks from the Elections SSMU website to each candidate or campaign committee's online campaign platforms.

5. SOCIAL MEDIA AND ONLINE CAMPAIGNING

5.1 **PUBLICATION OF REGULATIONS.** The Chief Electoral Officer shall issue clear regulations concerning the use of websites, social media, and all other means of online campaigning before the start of the Campaign Period; these regulations shall be made publicly available on the Elections SSMU website. Any further clarifications deemed necessary by the Chief Electoral Officer during the Campaign Period will be made publicly available on the Elections SSMU website.

5.2 **CONSULTATION OF ELECTIONS SSMU.** Where the Chief Electoral Officer has not issued clear regulations regarding campaigning on a specific online platform, the candidate, campaign committee member, or Referendum committee member must consult Elections SSMU prior to using the platform for campaigning purposes.

5.3 **ELECTRONIC MAIL.** Candidates and campaign committee members may send unsolicited electronic mail or messages on any social media platform for the purpose of campaigning. However, they may not send unsolicited messages to listservs of which they were automatically included, such as Student Association listservs.

5.4 **EXTERNAL INVOLVEMENT.** External Bodies are restricted from any form of campaigning or support on any social media, mobile, or online platform. Each candidate shall be expected to make a reasonable effort in enforcing this rule. The Chief Electoral Officer shall have final consideration as to what constitutes as unauthorized support on a social media, mobile, or online platform.

5.5 **ONLINE ADVERTISEMENTS.** The Chief Electoral Officer will decide, prior to the start of every campaign period, whether to allow the use of online advertising platforms (including but not limited to Facebook, Instagram, and Twitter advertising). The CEO's decision regarding online ads will be included in the online campaigning regulations discussed in 5.1. Candidates and Campaign Committee members will not be permitted to use advertising platforms that are not explicitly approved by the CEO. They shall also be responsible for keeping official receipts of their transactions on any such platform for the CEO to scrutinize. Exceeding the campaign spending limit, or otherwise violating the CEO's regulations regarding online advertising platforms, is strictly prohibited, and will be subject to sanction at the discretion of the CEO.

6. OTHER RESTRICTIONS ON CAMPAIGNING

6.1 **GIFTS AND PROMISES.** Candidates may not distribute or promise gifts of any kind during the Electoral Period. The Chief Electoral Officer shall have the discretion to determine what gifts or promises violate the principles of a fair campaign.

6.2 **FOOD.** Food may not be distributed during the Electoral Period by candidates or campaign committees or members thereof, with the exception of food for campaign committee members at campaign committee meetings. Food provided at campaign committee meetings may not exceed five dollars ($5) per person and must be declared as part of a candidate or Referendum committee's total expenses. Food may not be used to recruit campaign team members.

6.3 **CAMPUS MEDIA.** Other than news coverage, no candidate, campaign committee member, or Referendum committee member shall have access, either directly or indirectly, to radio features or public service announcements. Candidates and Referendum committees are not permitted to approach campus publications or student media; the Chief Electoral Officer shall send the candidates and Referendum committees' contact information to campus publications and student media once they become available.

6.4 **SLATE CANDIDACY.** Slate candidacy is not permitted. As a general reference, this refers to two (2) or more candidates campaigning together with their names appearing together for the purposes of campaigning. This includes, but is not limited to, any written campaign material or classroom announcements.

6.5 **RESTRICTION ON CAMPAIGNING.** The Chief Electoral Officer may prohibit campaigning activity or the dissemination of any campaign materials that, in their judgment, contravene the Governance Documents or the spirit of a fair campaign. Candidates should seek the approval of the Chief Electoral Officer before disseminating any materials or engaging in any campaign activity but they shall nevertheless be ultimately responsible for activity engaged in, or material disseminated, on their behalf that contravenes the Governance Documents or the spirit of a fair campaign.

7. CAMPAIGN FUNDING

7.1 **MAXIMUM CAMPAIGN EXPENSES.** Each candidate or Referendum committee shall be permitted to spend the following maximum amount, in Canadian dollars, on campaigning:

a) candidates for Election as an Officer shall be permitted to spend a maximum of three hundred dollars ($300);
b) Referendum committees shall be permitted to spend a maximum of four hundred dollars ($400); and
c) candidates seeking a position as an executive of the First Year Council or as a Councillor representing the Society's Clubs, as a Councillor representing the Society's Services shall be permitted to spend a maximum of one hundred dollars ($100).

7.2 **SPENDING REPORTS.** Candidates must electronically publish an updated spending report during the Campaign Period as expenses are incurred.

7.3 **REIMBURSEMENT.** All candidates who receive at least ten percent (10%) of the total vote, and all Referendum committees, shall be entitled to reimbursement by the Society of the amount they have spent on campaign materials, less the amount of any financial sanctions imposed by the Chief Electoral Officer. Candidates who receive less than ten percent (10%) of the total vote may also be entitled to reimbursement so long as the candidate did actively, and earnestly, solicit votes throughout the Campaign Period as determined by the Chief Electoral Officer.

7.4 **EXPENSE REPORTS AND REIMBURSEMENTS.** All candidates and Referendum committees shall submit a complete expense report, campaign receipts, and requests for reimbursement to the Chief Electoral Officer within two (2) days of the announcement of the Election results or by the deadline set by the Chief Electoral Officer. No candidate or Referendum committee shall be entitled to reimbursement of campaign expenses if original itemized receipts are not provided.

7.5 **FAIR MARKET VALUE.** All candidates and Referendum committees must pay at least fair market value for any campaign expenses, which shall mean the lowest price for any given product available to the public in the Montreal region. Where a candidate or Referendum committee

receives or purchases materials for less than Fair Market Value, the candidate or Referendum committee must declare the Fair Market Value for such expenses on their expense report. The Fair Market Value of materials shall be counted towards total campaign expenditures. The Chief Electoral Officer shall distribute detailed information to the candidates and committees in advance and have final say in what constitutes as Fair Market Value.

7.6 **PUBLICATION OF EXPENSES.** Elections SSMU shall make every effort to review all receipts and prepare and make available a summary of all expense reports to the Members within four (4) days of the announcement of Elections results. If candidates fail to submit expense reports on time, their campaigns may be subject to sanction at the CEO's discretion.

7.7 **AUDITS.** All Members are entitled to request an inquiry into the campaign spending of a candidate within three (3) days of the Chief Electoral Officer's publication of a candidate's expenditures. In the case of such a request, the Chief Electoral Officer shall evaluate the campaign spending of the candidate in question.

8. ENDORSEMENTS

8.1 **GENERAL.** Any organization which is not an External Body shall be entitled to issue endorsements according to their established decision-making processes, subject to the specifications herein, for all Elections and Referenda which are under the jurisdiction of Elections SSMU and in which all Members are eligible to vote. The Chief Electoral Officer, President, and Vice-President (Student Life) shall make every effort to ensure that all potential organizations and all eligible voters are aware of these regulations in advance of the Campaign Period, including but not limited to listserv, social media, and website announcements.

8.2 **RESPONSIBILITIES OF CANDIDATES.** Candidates seeking endorsement must:

a) ensure that all the relevant decision-making body is aware of these Internal Regulations;
b) not seek endorsement from any Student Association to assist their campaign; and
c) disclose any affiliations to the organization from which the endorsement is sought when sharing the endorsement.

8.3 **RESPONSIBILITIES OF REFERENDUM COMMITTEES.** Referendum Committees seeking endorsements must:

a) Ensure that the relevant decision-making body is aware of these Internal Regulations;
b) Disclose any affiliations of members of the campaign committee to the organization from which the endorsement is sought when sharing the endorsement.

8.4 **RESPONSIBILITIES OF THE ORGANIZATION.** An organization wishing to give an endorsement is required to ensure that all candidates or referendum committees for or against the question attend an in-person meeting of, and/or submit a written statement to, the organization in advance of an endorsement decision. After meeting the candidates or Referendum committees or receiving such written statements, an organization is not obliged to give an endorsement. Should they choose to give an endorsement, the organization shall:

a) exclude any campaign committee members or Referendum committee members from the endorsement decision-making process;
b) disclose any affiliations of candidates or Referendum committee members to their organization in any Public Notice regarding an endorsement decision; and
c) limit endorsements to electronic communications, such as an electronic mail to the membership, or through any of the organization's social media channels.

8.5 **INFRACTIONS.** Failure to comply with these regulations may result in sanctions for the candidates or Referendum committees by the Chief Electoral Officer. Organizations who are not affiliated with the Society are urged to act in the spirit of these Internal Regulations.

8.6 **IMPARTIALITY OF OFFICERS.** The Officers shall remain neutral in a Society Election or any other Elections run by Elections SSMU. This does not extend to Referendum questions.

INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-06: POLLING, SCRUTINEERING, VOTING AND COUNTING

1. ELECTRONIC VOTING SYSTEM

1.1 **GENERAL.** All voting shall be conducted using Elections SSMU's electronic voting system.

1.2 **UPLOADING OF BALLOTS.** The Chief Electoral Officer shall upload official ballots to the electronic voting system in the presence of at least one other Electoral Officer.

1.3 **LOANING.** The online voting system may be loaned by Elections SSMU subject to a fee and contract established by Elections SSMU. Elections SSMU reserves the right, at the discretion of the

CEO, to refuse loaning the online voting system to any organization that lacks an adequate supervisory body for elections and referenda. A decision by the CEO to refuse loaning the Elections SSMU online voting system may be appealed to the Legislative Council, which can overturn the CEO's decision by a ⅔ majority vote.

1.4 **ONLINE BALLOT CANCELLATION.** Where a ballot is found to be faulty, or in violation of the Internal Regulations of Elections and Referenda, the CEO may decide to cancel the ballot and immediately communicate said cancellation to SSMU Members. In such a case, the CEO shall endeavor to upload a corrected ballot as soon as possible and announce the new ballot to Members. If the CEO decides not to cancel a faulty ballot, their decision may be appealed by SSMU Members to the Board of Directors or the Judicial Board, which shall review the ballot with input from both the CEO and the complainant(s) before issuing a ruling regarding whether to accept the CEO's decision, or to cancel the ballot and issue a new one.

2. PAPER BALLOTS

2.1 **GENERAL.** In the event that the electronic voting system is not operational, or at the discretion of the Chief Electoral Officer, Elections SSMU shall make paper ballots available to all eligible voters. The Chief Electoral Officer will ensure that the paper ballot system is secure such that each eligible voter may vote only once and that only Electoral Officers have access to ballots.

2.2 **AVAILABILITY AND ACCESSIBILITY.** Elections SSMU shall ensure that Polling Stations are available on campus for at least three (3) hours on each weekday when paper ballots are used. Elections SSMU shall make every reasonable effort to ensure that polls are held in a variety of locations across campus and in residences in order to promote voting by the entire membership of the Society. There must be at least one Polling Station with wheelchair access that is accessible to persons with physical, visual, or auditory disabilities. Said station must have sufficient facilities to ensure that all Members may be able to vote.

2.3 **ANNOUNCEMENT.** When paper ballots are used, all eligible voters shall be informed of the date, time, and location of polls by electronic mail no later than twenty-four (24) hours prior to the beginning of the Polling Period, per the availability of the third party polling software. Polls whose locations have not been made public at least twenty-four (24) hours in advance shall be deemed unofficial and all ballots cast at an unofficial poll will be null unless all candidates or committees involved agree otherwise before the opening of the poll concerned. In the event that the online voting system stops working during the Polling Period and physical Polling Stations are defaulted to, the twenty-four (24) hour notice requirement shall not apply.

2.4 **SETUP.** Polling Stations shall be cleared of any campaign material. The setup of the Polling Station shall ensure that a Member may cast a vote in private. All voting materials and instructions shall be available in English and French at all Polling Stations.

2.5 **CASTING OF VOTES.** Under no circumstances may a Member cast a paper ballot without their valid student identification card. No appeals on this matter will be considered. All paper ballots must be cast in the presence of at least one Electoral Officer or Elections SSMU staff. Each Member wishing to vote at a Polling Station must do so in person. Voting by proxy is prohibited.

3. POLLING STATIONS

3.1 **GENERAL**. Polling Stations may be used during the voting period if deemed necessary by the Chief Electoral Officer. A Member may vote at any open Polling Station during an Election or Referendum, on a computer provided by Elections SSMU.

3.2 **SETUP AND PROVISIONS.** The setup of Polling Stations should follow same provisions that apply to paper ballots.

4. BALLOTS AND CASTING OF VOTES

4.1 **BALLOT ORDER.** The position of each name on an Elections ballot shall be randomized for all ballots. Referenda options shall appear in the following order unless otherwise required:

a) "Yes";
b) "No"; and
c) "Abstain".

4.2 **PENSKETCHES.** All candidates and Referendum committees are entitled to submit a picture, Pensketch, and up to two hyperlinks to appear on the ballot. These must be submitted by a deadline set by the Chief Electoral Officer; the Chief Electoral Officer has the discretion to accept or reject any submissions submitted after this deadline.

4.3 **CASTING OF VOTES.** Each Member shall have a single ballot and may cast their vote only once. All votes shall be cast on Elections SSMU's electronic voting system unless paper ballots are being used, in which case votes may be cast electronically or by authorized paper ballots. Members must cast their own votes. No candidate, campaign committee member, or Referendum committee member may observe, interfere, or be actively involved in the process of a Member casting their vote.

5. ACCLAIMED CANDIDATES

5.1 **BALLOT.** If there is only one candidate for any position, the ballot shall offer the following options: "Yes", "No", and "Abstain".

5.2 **SUCCESSFUL CANDIDATES.** If the acclaimed candidate receives a plurality of "yes" votes, or an equal number of "yes" and "no" votes, the candidate shall be declared elected.

5.3 **UNSUCCESSFUL CANDIDATES.** If the acclaimed candidate receives a plurality of "no" votes, the candidate shall not be declared elected. The Chief Electoral Officer shall, pending the approval of the Legislative Council, immediately declare a Nomination Period of four (4) business days via a Public Notice to all eligible voters through electronic mail. Regular nomination rules and procedures follow. Any Member, including any previously acclaimed candidates, shall be eligible to declare themselves a candidate during this Nomination Period, subject to the standard eligibility requirements. Following the Nomination Period, there shall be a five (5) day Campaign Period followed by a two (2) day Polling Period. Standard campaign and polling regulations shall apply. If no candidate is declared elected by this procedure, the Legislative Council may fill the position using procedures outlined in these Internal Regulations.

6. THE COUNT AND OPTIONAL PREFERENTIAL BALLOT VOTING

6.1 **GENERAL.** In an Election, or a Referenda in which the ballot offers more than two (2) options, a preferential voting system (instant-runoff voting) shall be employed for the counting of ballots. Electors shall mark their choices in order of preference. All first choice votes shall be counted and allocated to each candidate or Referendum question option. If no candidate or Referendum question option receives a majority of the total vote, the candidate or Referendum question option with the fewest votes shall be declared eliminated and the first choice ballots allocated to that selection shall redistributed in accordance with the following choice indicated on each voters' ballot. This system of eliminating the candidate or Referendum question option with the fewest votes and redistributing ballots according to the next choice of remaining candidates shall continue until one (1) candidate or Referendum question option achieves a Simple Majority.

6.2 **PARTIAL PREFERENTIAL BALLOT.** Voters do not need to indicate a preferred rank for all candidates and may indicate preference for only a subset of candidates.

6.3 **MULTIPLE SEATS.** In an Election for one position with multiple seats available, the candidate with the fewest number of "Yes" votes shall be eliminated until the number of candidates remaining is

equal to the number of positions available. The reallocation of votes through preferential ballot voting shall apply.

6.4 **DISQUALIFICATION OR INVALIDATION.** If a candidate or Referendum option, in Referenda where preferential voting is applicable, is disqualified, the disqualified candidate shall be declared eliminated, and their first choice ballot recounted in accordance with the stated preference on the ballot.

6.5 **ABSTENTIONS.** Abstentions, declined, or spoiled ballots shall not count in the calculation of a majority.

6.6 **PLURALITY VOTING.** In Elections or Referenda where only two options exist, a plurality voting system shall be employed for the counting of ballots.

6.7 **TABULATION.** Votes cast through Elections SSMU's electronic voting system shall be tabulated by the Chief Electoral Officer in the presence of at least one other Electoral Officer.

6.8 **PAPER BALLOTS.** A paper ballot shall be rejected if there is no clear indication of preference of candidates or Referendum question or if the initials of the poll clerk do not appear on the paper ballot. Any candidate or Referendum committee chair may request one (1) recount of the paper ballots. The Chief Electoral Officer may order further recounts if necessary. All paper ballots shall be kept in a secure location for seven (7) days following the announcement of results.

6.9 **SCRUTINEERS.** Paper ballots shall be tabulated in the presence of no less than two Electoral Officers. At the request of any candidate or Referendum committee, one (1) neutral scrutineer may be appointed to observe the count of paper ballots. This neutral scrutineer may not be a member of any campaign committee, or Referendum committee and shall be chosen by the Chief Electoral Officer from a list of Members submitted by the candidate or Referendum committee submitting this request and any opposing candidates or committees. Each candidate or committee must submit at least two names.

6.10 **TIE VOTES.** If two or more leading candidates have received an equal number of votes, the Chief Electoral Officer will issue a Public Notice of a new vote for the position in question. The vote shall be open for three (3) days, beginning the day after the announcement of the previous Election's result. Campaigning shall be allowed throughout this Polling Period, subject to the regulations in these Internal Regulations. Should this vote also result in a tie, a drawing of lots shall determine which candidate shall be declared elected. In the event of a tie vote for a Referendum question, the Referendum question shall be deemed defeated.

7. ANNOUNCEMENT OF RESULTS

7.1 **OFFICIAL RESULTS.** Upon completion of the ballot counting, the Chief Electoral Officer shall publically announce the unofficial results of the Election. The Chief Electoral Officer shall submit the official results in writing to the General Manger on the business day following the tabulation of results. The Chief Electoral Officer shall include the total votes cast, full text of all Pensketches and Referendum questions, including all clauses, vote count, percentage of votes received for each candidate or Referendum question option, and a copy of the ballot.

7.2 **TIME AND LOCATION.** Results of an Election and Referenda are to be announced by Elections SSMU at a pre-established time and, where possible, place.

INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-07: INVESTIGATION AND SANCTIONS

1. INVESTIGATION

1.1 **GENERAL.** The Chief Electoral Officer has the discretion to develop any investigative process as they see fit so long as it is equally applied to all candidates in that Electoral Period.

1.2 **STANDARD OF PROOF.** The standard of proof for an investigation of Elections SSMU shall be a balance of probabilities.

1.3 **TESTIMONIAL EVIDENCE.** Where the only evidence of an infraction comes from personal testimony, the Chief Electoral Officer shall seek the testimony of the individual who is the subject of the allegation in order to obtain as complete and impartial of an understanding of the situation as possible barring any restrictions due to provisions concerning confidentiality. The Chief Electoral Officer should also seek additional evidence that can corroborate testimony. The Chief Electoral Officer may also ask that all testimony that is to be used as evidence be submitted as an affidavit in the presence of a Commissioner of Oaths.

1.4 **CONFIDENTIALITY.** The Chief Electoral Officer should ask any individuals submitting a report of an infraction, or testimony, if they wish for Elections SSMU to keep their identity confidential. Where

express permission to reveal an individual's identity has not been given, the Chief Electoral Officer shall maintain confidentiality of that individual.

1.5 **PROCEDURAL FAIRNESS.** During an investigation of Elections SSMU, the minimum procedural fairness owed to the party subject to investigation shall be a written explanation of any decisions taken by Elections SSMU regarding such investigation.

2. SANCTIONS

2.1 **GENERAL.** The Chief Electoral Officer has the discretion to disqualify, withhold reimbursement or deposit from, and/or officially Censure a candidate or Referendum committee, and in addition declare the Election of a candidate or passing of Referendum question invalid, for any infraction of the Governance Documents, depending on the severity of the offence. The Chief Electoral Officer may, at their discretion, provide for other sanctions.

2.2 **INFRACTION BY EXTERNAL BODY.** The Chief Electoral Officer shall have the discretion to sanction a candidate or Referendum committee for the infraction of an External Body that is in violation of the Governance Documents if there is convincing evidence, on a balance of probabilities, that the candidate or Referendum committee in question possessed knowledge of the violation before its realization, made no reasonable effort towards its prevention and the infraction had a positive effect for the candidate or Reference committee.

2.3 **DEMERIT SYSTEM.** The Chief Electoral Officer shall employ a demerit system as a tool to quantify the severity of infractions and to indicate when it is necessary to consider certain recourses and shall outline the parameters of the system in advance of the Campaign Period, including necessary references to any Interim Provisions. A demerit system assigns values to particular offences and provides suggested or standard sanctions when particular thresholds of demerits have been exceeded. The demerit system shall be a reference tool for Elections SSMU.

2.4 **CONFISCATION OF MATERIAL.** Material that contravenes the Governance Documents shall be subject to confiscation by the Chief Electoral Officer.

2.5 **REPETITIVE INFRACTIONS.** The Chief Electoral Officer may disqualify a candidate or invalidate the Election of any successful candidate who has continued to repeat behaviour that is the same as, or substantially similar to, that which was previously sanctioned and prohibited by the Chief Electoral Officer. In the case of a Referendum, the Chief Electoral Officer is empowered to disqualify a Referendum committee, or declare a Referendum invalid, if a Referendum committee continues to repeat behaviour that is the same as, or substantially similar to, that which was previously sanctioned and prohibited by the Chief Electoral Officer.

2.6 **GRAVE VIOLATIONS.** In the case of any grave violation of the Governance Documents on the part of a candidate, candidate's campaign team or Referendum committee, the Chief Electoral Officer shall invalidate the Election or Referendum if, in their determination, a violation of the Governance Documents or electoral decisions by the Chief Electoral Officer has adversely affected the outcome of the Election or Referendum. In making this decision, the Chief Electoral Officer shall consider the conduct of the parties.

3. DISQUALIFICATION, INVALIDATION, AND THE ELECTORAL REVIEW COMMITTEE

3.1 **GENERAL.** The Electoral Review Committee shall refer to the body of the Society charged with reviewing decisions of the Chief Electoral Officer to disqualify a candidate in an Election or invalidate an Election or Referendum.

3.2 **MANDATE.** In the case that a disqualification of a candidate or Referendum committee, or the invalidation of an Election of a successful candidate or Referendum question, is being considered, the Chief Electoral Officer shall immediately call for the meeting of the Electoral Review Committee.

3.3 **POWERS.** The Chief Electoral Officer and Deputy Electoral Officer shall seek the consultation of the Electoral Review Committee, however, they shall retain the full authority vested in them by the Governance Documents to make decisions regarding Elections. The Electoral Review Committee shall rule on whether or not particular infractions have occurred and Elections SSMU shall rule as to the sanctions or recourses that are to be undertaken in response to the infractions.

3.4 **CONSULTATION.** The Electoral Review Committee should consult legal counsel whenever necessary. The Electoral Review Committee may request the Judicial Board's interpretation of the Internal Regulations and Constitution whenever necessary. The Electoral Review Committee may also consult retired Electoral Officers or any other individuals, excluding current Officers and Councillors, so long as these individuals have signed confidentiality agreements.

3.5 **INVALIDATED ELECTIONS.** Where Elections SSMU invalidates the Election of a successful candidate after the Electoral Review Committee makes its determination, the vote shall be re-tallied where the votes cast in favour of the successful candidate shall be redistributed to the other candidates in accordance with each voter's stated preference. The count shall proceed in accordance with these Internal Regulations. At the discretion of the Chief Electoral Officer, all votes may be declared moot, and an exceptional Polling Period may be called. The exceptional Polling Period must end prior to the end of the academic semester and should last a minimum of three (3) days.

3.6 **INVALIDATED REFERENDA.** Where Elections SSMU invalidates a Referendum question after the Electoral Review Committee makes its determination all votes shall be declared moot and an exceptional Polling Period shall be called. The exceptional Polling Period must end prior to the end of the academic semester and should last a minimum of three (3) days.

4. APPEALS

4.1 **GENERAL.** The decisions and conduct of Elections SSMU are subject to the jurisdiction of the Judicial Board, whose opinions must be ratified by the Board of Directors. The Judicial Board shall consider whether or not the Internal Regulations or the Constitution have been infringed upon, and should review the conduct of Elections SSMU, an administrative decision making body, on a deferential standard of reasonableness.

4.2 **DEADLINE.** All appeals to the Judicial Board regarding the conduct of an Election or Referendum must be made no later than five (5) days after the official transmission of results to the General Manager or five (5) days after the transmission of the decision regarding the invalidation of an Election or Referendum. All petitions to the Judicial Board regarding Elections or Referenda that are within the prescribed deadlines shall be moot. The Judicial Board shall not have jurisdiction to examine, try, or hear such an appeal.

4.3 **ADJUDICATION.** Notwithstanding Judicial Board rules of practice or procedure, all appeals arising from Elections and Referenda shall be heard in the semester that they are launched. Any case that is not adjudicated during the semester that it is launched shall be deemed moot.

INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-08: SPECIAL ELECTIONS

1. ELECTION OF COUNCILLORS REPRESENTING THE SOCIETY'S CLUBS AND SERVICES

1.1 **GENERAL.** Three (3) Councillors shall be elected annually, with two (2) representing the Society's Clubs and one (1) representing the Society's Services. This Election shall be held via an electronic voting system administered by Elections SSMU and is to be held before the end of the academic

year, with the Polling Period lasting for at least five (5) business days. Public Notice shall be given at least ten (10) days prior to the first day of the Polling Period.

1.2 **QUORUM.** The quorum for the Election of the Councillors representing Clubs is ten percent (10%) of the Society's Clubs, and the quorum for the Election of the Councillor representing Services is thirty percent (30%) of the Society's Services.

1.3 **BALLOT.** The Elections ballots for the Councillors representing Clubs and the Councillor representing Services shall be sent to all Full Status Clubs and Services respectively based on the contact information provided by the Vice-President (Student Life). Each Club will be able to vote for two candidates.

1.4 **NOMINATION.** Members must declare their candidacy for Councillor representing Clubs or Services to the Chief Electoral Officer by a time determined by Elections SSMU and the Vice-President (Student Life). Elections SSMU shall provide detailed instructions via electronic mail. All candidates are entitled to submit a Pensketch, picture, and/or a video Pensketch, which shall be submitted along with the declaration of candidacy. There will be no extended Nomination Period for these positions; any vacant seats shall be filled in September of the following academic year.

1.5 **CAMPAIGNING.** Candidates may campaign during the Polling Period, subject to the same campaign regulations as the Society's Elections and Referenda unless otherwise specified here.

2. ELECTION OF COUNCILLORS REPRESENTING THE SENATE CAUCUS

2.1 **GENERAL.** Two (2) Councillors shall be elected to represent the undergraduate student members of Senate, from among the Elected Undergraduate Senators, in accordance with the Constitution, at a meeting attended by the Undergraduate Senators who shall be represented by the Councillors in question. This meeting shall be chaired by the Vice-President (University Affairs) (either current or incoming), who shall be assisted by the Chief Electoral Officer or any other Electoral Officer.

2.2 **TIMELINE.** This meeting shall be held before the first meeting of the Legislative Council of the year, and may be held prior to the commencement of the terms of the Undergraduate Senators who will be represented by the Councillors in question. Public Notice shall be given at least seven (7) days prior to the meeting.

2.3 **ELECTRONIC VOTING.** Electronic voting may be used, administered by Elections SSMU.

2.4 **QUORUM.** Quorum for this meeting shall be fifty percent (50%) of the Undergraduate Senators. The outgoing President and Vice-President (University Affairs) may vote at the meeting. Should any

Undergraduate Senator who will be represented by the Councillors in question be unable to attend the meeting, the incumbent from that constituency shall be entitled to vote at the meeting.

2.5 **ROTATING SEAT.** Where there are not two (2) or more Elected Undergraduate Senators who wish to serve as Councillors representing the undergraduate student members of Senate, there shall be one (1) rotating seat on the Legislative Council. The Elected Undergraduate Senators shall attend meetings of the Legislative Council on a rotating basis to ensure that this rotating seat is always occupied, and that the Senate Caucus is properly represented.

3. FIRST YEAR COUNCIL ELECTIONS

3.1 **GENERAL.** Elections SSMU shall administer the First Year Council Elections during the fall semester Electoral Period according to the procedures set out in these Internal Regulations.

3.2 **TERM OF OFFICE.** The executive board members of the First Year Council shall be elected for a term of one (1) year during an Election occurring before September 30th.

4. ELECTION OF THE UNDERGRADUATE REPRESENTATIVES TO THE CKUT BOARD OF DIRECTORS

4.1 **GENERAL.** Two (2) Members shall fill two (2) undergraduate seats on the CKUT Board of Directors, serving a term of one (1) year, beginning on June 1st.

a) Two (2) Members shall be nominated by election from amongst the student membership.

4.2 **ELECTIONS PERIOD.** The Election of the undergraduate representatives to the CKUT Board of Directors shall occur during the winter semester Electoral Period along with the regular Elections of that period and appear on the same ballot.

a) In the event that an undergraduate representative to CKUT role is vacant after the Extended Nomination Period or as a result of withdrawal or resignation, the appointment of student representatives to the role shall be conducted by the CKUT Board of Directors in accordance with their governance documents.

4.3 **CAMPAIGNING.** All standard Elections procedures, stated in these Internal Regulations, shall apply to the Election of the undergraduate representatives to the CKUT Board of Directors unless otherwise stated.

4.4 **RATIFICATION.** Members nominated to the CKUT Board of Directors shall be ratified at a CKUT annual general meeting. In the event they are not ratified, a by-election shall be held and the non-ratified candidate shall not be eligible as a candidate in the by-election.

5. NOMINATION AND ELECTION OF COUNCILLORS TO THE BOARD OF DIRECTORS

5.1 **GENERAL.** Four (4) Councillors shall be elected to the Board of Directors in accordance with the Constitution.

5.2 **ELECTION.** Following nomination by the Legislative Council, the nominated Councilors to serve as directors shall be ratified by way of Referendum or approved by General Assembly.

6. ELECTION OF OFFICERS TO THE BOARD OF DIRECTORS

6.1 **GENERAL.** Four (4) Officers of the Society shall be elected to the Board of Directors in accordance with the Constitution.

6.2 **RATIFICATION.** Officers nominated to serve as Directors shall be submitted for ratification by way of Referendum or approved by the General Assembly.

7. ELECTION OF MEMBERS WHO ARE NOT OFFICERS OR MEMBERS OF LEGISLATIVE COUNCIL TO THE BOARD OF DIRECTORS

7.1 **GENERAL.** Four (4) Members of the Society who are not members of the Legislative Council or are Officers shall be nominated by the Nominating Committee to the Board of Directors.

7.2 **RATIFICATION.** Members nominated to serve as Directors shall be submitted for ratification by way of Referendum or approved by General Assembly.

7.3 **REPLACEMENT.** Members at large can be selected by Nominating committee and ratified by the Board of Directors to fill vacant seats of the Board of Directors.

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INTERNAL REGULATIONS OF ELECTIONS AND REFERENDA-09: FEE REFERENDA

1. GENERAL

1.1 **JURISDICTION.** The creation, renewal, and amendment of fees shall be subject to the provisions contained in the Internal Regulations of Finances.

1.2 **SOCIETY FEES.** The Legislative Council or Members may seek the creation or renewal of Fees through Referendum. All Fee questions require ratification of the Board of Directors prior to being placed on the ballot. In the event that the Board of Directors proposes the creation of a Fee, the creation of a Fee must also be approved by the Legislative Council.

1.3 **WORDING.** All Fee questions must include the amount of the Fee per student per semester or fiscal year, the first and final dates (by semester) of the dedicated funding, whether or not it applies to both full-time and part-time students, and whether or not the Fee is opt-outable.

1.4 **APPROVAL OF QUESTIONS.** All Fee questions shall be created in consultation with the Vice-President (Finance) and the Chief Electoral Officer. All questions must be approved by Elections SSMU, who shall liaise with the Office of the Deputy Provost (Student Life and Learning) and Student Accounts to ensure that the University will implement the Fee if the Referendum question passes where applicable.

1.5 **BALLOT.** The Ancillary Fee Referenda shall appear on a separate ballot at the same time as the normal Referendum period in a manner so as to differentiate University fees from Society Fees, where technically possible.

2. INDEPENDENT STUDENT GROUPS

2.1 **CONDUCT OF INTERNAL REGULATIONS.** Any Independent Student Group that chooses to conduct Referenda through Elections SSMU must abide by these Internal Regulations. If these Independent Student Groups have their own electoral regulations and choose to abide by those,

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they must conduct their own referendum independent of Elections SSMU, and be responsible for their referendum's legitimacy with the University.