

## **BY-LAW 1 - ELECTIONS**

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### **PREAMBLE**

**BE IT ENACTED** by and with the consent of the Society Council the following by-law of the Society:

#### **Article 1 - Time and Place**

- 1.1 A general election shall be held after March 1st but prior to the end of the fiscal year to elect the Executives and Department Representatives.
- 1.2 A general election shall be held after the start of the fiscal year but no later than October 31<sup>st</sup> to elect First Year Representatives into the Society Council at the beginning of the fiscal year.
- 1.3 A by-election to fill a vacancy in the office of an Executive or Department Representative may be held at any time.
- 1.4 The Vice President Internal, in each fiscal year, shall determine the specific dates for each election to be held during that fiscal year, provided that the voting period falls on school days.
- 1.5 For every election, the Vice President Internal shall present a Writ of Election or By-Election for the approval of the Society Council. The Society Council may amend or reject a Writ when presented, but may not make further modifications to it once it has been approved.
- 1.6 A Writ of Election or By-Election shall include:
  - (a) The list of elected offices to be filled, and the number of nomination signatures required for each;
  - (b) Where nomination forms may be obtained; and
  - (c) All important dates, times and locations for the various components of the election.
- 1.7 An election may not commence without the approval of a corresponding Writ with a 50 percent plus one vote.
- 1.8 All election proceedings shall be held at the CSSS office and all polling stations shall be located in prominent locations where the members normally congregate.
- 1.9 Seven days prior to the nomination period of each election, the Chief Electoral Officer shall post the Writ in prominent locations where the members normally congregate.

#### **Article 2 - Chief Electoral Officer**

- 2.1 The Chief Electoral Officer may be any student currently attending Carleton University.
- 2.2 The Chief Electoral Officer may not be a member currently running for any position on Council.

- 2.3 A call for a Chief Electoral Officer will be made one week prior to the meeting where the Writ of Election or By-Election is brought before council.
- 2.4 The Chief Electoral Officer will be elected by a majority vote plus one of the society Council after the Writ of Election is approved.
- 2.5 The society will grant the Chief Electoral Officer the power to determine the weighted response to any electoral violations. Including the ability to disqualify candidates.

### **Article 3 - Voter and Nominator Eligibility**

- 3.1 The Executives shall be nominated by any student registered in an Undergraduate Bachelor of Science at Carleton University.
- 3.2 All Department Representatives shall be nominated by registered Undergraduate students in their respective constituency.
- 3.3 The candidates for all positions must be enrolled in an undergraduate Bachelor of Science degree less the First Year Representatives that must also be in first year academic standing.
- 3.4 The First-Year Representatives shall be nominated and elected by regular members who are first-year students at the time of election and be enrolled in an undergraduate degree at Carleton University in the Faculty of Science.
- 3.5 Every candidate for an elected office must, at the close of the Nomination Period, be eligible to hold the office in accordance with the restrictions and regulations outlined in this By-Law.
- 3.6 During or before the close of the Nomination Period, the Vice President Internal shall provide to the Chief Electoral Officer the list of all members entitled to nominate and vote.
  - (a) In the case of electronic voting through the Office of Institutional Research and Planning will be notified as well.

### **Article 4 - Nominations**

- 4.1 At least seven days prior to the date on which polling commences, the Nomination Period shall commence and the Chief Electoral Officer shall make nomination forms for each office freely available to regular members.
- 4.2 To be included on the ballot, an eligible member seeking an office shall obtain on the nomination form provided by the Chief Electoral Officer the required number of nominations required for that office.
  - (a) Signatures collected must be from the nominee's constituency only. To clarify the Executives' constituency is the entirety of the undergraduate students registered in the Faculty of Science at Carleton University.
- 4.3 The minimum required number of signatures for Executive positions and Departmental Representatives is five. The Integrated Science Institute's nominees will only require two signatures.

- 4.4 Completed nomination forms must be submitted to the Chief Electoral Officer no later than the date and time stated on the Writ, provided there be a minimum of seven days between the date on which nomination forms are due and the date on which polling commences.
- 4.5 Candidates may not gain signatures in the following areas;
- (a) Classrooms;
  - (b) The Library; or
  - (c) Residences.

#### **Article 5 - Ballots**

- 5.1 The Chief Electoral Officer shall prepare a ballot, listing as candidates those members seeking office who have submitted a completed nomination form by the nomination deadline and who have been deemed eligible.
- 5.2 Prior to the date on which polling commences, the Chief Electoral Officer shall remove a candidate from the ballot only under the following conditions:
- (a) Upon receipt of a signed statement from the candidate indicating that the candidate no longer wishes to be a candidate;
  - (b) Where the candidate is no longer eligible for the office the candidate is seeking;
  - (c) Where the Chief Electoral Officer has found that the candidate has violated an election rule for which the penalty prescribed is the candidate's removal from the ballot; or
  - (d) Where the candidate has not completed the form correctly.
- 5.3 After the polling period, but prior to submitting final results to the Council a week after the returned results, the Chief Electoral Officer shall disqualify and discard any votes for the candidate only under the following conditions:
- (a) Where the candidate is no longer eligible for the office the candidate is seeking; or,
  - (b) Where the Chief Electoral Officer has found that the candidate has violated the electoral rules for which the penalty prescribed is the candidate's removal from the ballot.
- 5.4 Elections may be conducted via online ballot.
- 5.5 Online ballots shall only indicate a candidate's name and the position they are running for.

#### **Article 6 - Campaigning**

- 6.1 Campaigning for a position will be limited to the nomination period described in the Writ of Election.
- 6.2 Candidates are limited to a non-refundable \$50 budget on campaigning during the nomination period.
- 6.3 Signed reports must be submitted to the Chief Electoral Officer outlining any or nil spending with receipts before the end of the nomination period.

- 6.4 Informing students of the vote will be allowed during the voting period without personal endorsement or endorsement of others.

#### **Article 7 - Voting**

- 7.1 All voting shall be by secret ballot.
- 7.2 Polling stations shall be open at least six consecutive hours and close no later than 5:30PM EST on each polling date.
- 7.3 Voting can occur using online means through a trusted site that has been approved by 50 percent plus one of council upon the recommendation of the Chief Electoral Officer or the Vice President Internal.
- 7.4 Ballots must be presented in a manner so that candidates running for an Executive role or Department Representative may be ranked in order of preference by the voter with respect to the position which they seek election.
- (a) The voter will have the option to leave their ballot blank or rank as many or few candidates as they prefer.
- 7.5 A candidate who receives a majority of the first preference votes is elected to that position.
- (a) If no candidate has received a majority of all votes cast, the candidate with the least first preference votes is eliminated and their ballots are distributed to the other candidates based on the secondary preference listed on the specific ballots.
- (b) This process is repeated until either one candidate has a clear majority or only one candidate remains to be eliminated.

#### **Article 8 - Election Results**

- 8.1 After the closing of polls, the Chief Electoral Officer shall forthwith tabulate the votes, unless the ballots were counted electronically.
- 8.2 No later than seven days after the election, the Chief Electoral Officer shall notify the candidates and the members of the final election results, and submit to the Council a signed written statement listing and certifying those results, including all findings and rulings.
- 8.3 The Office of the Dean of Science must be informed of the results for the Executives-elect.
- 8.4 The Carleton Academic Student Government's Vice President Internal must be informed of the elected Department Representatives-elect and the Vice President Academic-elect.
- (a) If by-elections occur where a new Vice President Academic or new Department Representatives are elected the same transfer of information occurs.
- (b) Should an office be vacated for any reason during the year such information will be passed on in the same manner.

#### **Article 9 - Transition of Power**

- 9.1 Following a general election, all those elected shall assume office on the last day of the current fiscal year.

- 9.2 Following any other election, all those elected shall assume office immediately after final election results are submitted to the Council.

**Article 10 - Election Rules**

- 10.1 The Council may from time to time by a resolution passed by at least two thirds (2/3) of the Councillors present at a meeting, prescribe further election rules not inconsistent with this Part, which shall come into effect at the next posting of a notice of election.
- 10.2 No election rule prescribed by the Council shall restrict the eligibility of a regular member for any office beyond the restrictions and regulations outlined in this By-Law.
- 10.3 No negative campaigning may be used during either the nomination or voting period.
- 10.4 Non public email lists may not be used for campaigning;
- (a) Email contact lists obtained due to a professional position may not be used i.e. Class mailing lists.
- (b) Department advisors or Carleton University staff with access to mailing lists are not to be contacted for the purpose of promoting a slate or a candidate.
- 10.5 If candidates are found to be in violation of this code three times by the Chief Electoral Officer, they will be disqualified from the elections.
- 10.6 Material meant to promote single or multiple candidates may not be in sticker form.
- 10.7 Slates, where multiple people run as a group, are prohibited for Department Representatives.
- 10.8 Posters are limited to 11x17 inches or less and must be approved by the Chief Electoral Officer before displaying them.