

# Election Rules and Dates

## Foreword

This document pertains to the ECE Society election being run in the Winter 2019 academic term for the on-term exec for the Fall 2019 term. The Elections Officer and author of this document is Christopher Chalmers, with assistance by Craig Lalumiere in running the election as the Elections Deputy.

This election is the first for the ECE Society but the election will be based on the guidelines set out in ECE Society Draft Constitution as of March 23, 2019. All times are associated with the current timezone of the University of Waterloo.

## Election Rules

Although a guideline exists in the Constitution draft, exact rules for the election will be recorded in this section for reference to the society members and candidates.

### *Nominations*

Applicants for the executive positions are required to submit a filled out Nomination form (see corresponding document section) with 10 signatures of support for their candidacy bid. Of these 10 supporting signatures, all must be from ECE Society members and at least 2 must not be from the same academic class as the applicant. An example is if a applicant is in 2B, then at least 2 signatures must be from ECE Society members not in 2B.

In the event of an applicant not being present in Waterloo or off-term (but still a valid candidate for the position as outlined in the Constitution and Nomination form), the applicant may designate a proxy to collect signatures from ECE Society members on their behalf. To do so, a valid Proxy Nomination form (see corresponding document section) is required to be filled out by both the applicant and the designate proxy and both forms submitted before the deadline.

All completed nomination forms must be submitted to the Elections Officer or Elections Deputy by the deadline as stated in the Election Dates section of this document. Forms can be submitted in person or by email. If submitted by email, the Elections Officer is the preferred recipient. Deadlines are strict, and exceptions will only be made in extenuating circumstances as deemed by the Elections Officer.

If an applicant does not have the required signatures on either the Nomination or Proxy Nomination form, or does not submit the forms by the scheduled deadline then they will not be considered a candidate in the election.

### *Campaigning*

During the Campaigning period of the election, candidates may, and are encouraged to, promote their platform to their peers; however, some rules apply, seen below, that govern how these candidates may promote themselves.

In terms of allowable spending by a candidate, they may spend at most \$20 out of their own expense. The intent of this is to allow printing of promotional materials but also allow an even campaigning field amongst candidates.

Candidates are permitted to create at most 3 permanent web presences (e.g. a Facebook page, personal website, one other page), and these presences can be linked to from other sources. Discussion on message boards or chats are permitted, but what could be considered spam, that is repeatedly posting the same thing, is not permitted.

Candidates are permitted to distribute campaign material in paper, poster, or other forms approved by the Elections Officer, as long as candidates spend within the election spending limit. If posters or other materials are to be affixed to walls, then be respectful of where they are placed, and observe spaces where no promotional materials are allowed to be placed.

All campaign promotional material must advertise the candidate, the candidate's position, and the date of the election. The promotional campaign material can not contain disparaging or other disrespectful material to any other candidate.

During the election in general, disparaging or other disrespectful comments toward other candidates is strictly prohibited. Discussions between candidates are encouraged, but responses shall be respectful and civil.

During the election period, at least 1 candidate Q&A (Questions and Answers) period will be held and run by the Elections Officer or the Elections Deputy at the time of their choosing. Candidates are encouraged to come out to this Q&A session if possible to discuss with society members their platforms. Additionally, classroom visits may be arranged, and if so candidates are encouraged to attend although it is not necessary.

## *Voting*

During the voting period, candidates are not permitted to continue campaigning for their platforms but may (and hopefully do) encourage their society peers to vote. This encouragement can be of the form of reminders or shout-outs of the election, but may not include messages to explicitly vote for or not vote for any candidate. Any candidate in violation of this rule may, at the discretion of the Elections Officer, be removed from the election. Any posters a candidate may have hung up may remain but no new posters may be setup during this period.

Voting will follow the Constitution guidelines and consist of an online vote consisting of a ranked ballot system with each candidate for a position listed on the ballot. The voting period will be active for 5 days, at the end of which the vote will close. The vote is to be hosted on [vote.feds.ca](http://vote.feds.ca), unless otherwise noted and advertised. Candidates are permitted to vote for themselves.

On every ballot an option equivalent to no candidate will be present. Additionally, an option to decline the ballot will be available. These options will be clearly defined to each voter.

### *Results*

The results will be sent to the Elections Officer as soon as the vote is closed and votes tallied. It is then the job of the Elections Officer to validate the votes and begin any tasks needed to disseminate the information to the appropriate parties at the scheduled times. All candidates will be informed of the results 3 hours before the rest of the society to allow them to make speeches if desired for when the results are disseminated to the society body.

Any complaints about the results of the election will be brought forth to the Elections Officer and given consideration.

Candidates are asked to be respectful of the election results and act in a professional manner to one another. If a candidate hung any campaign posters, they are expected to be removed within 3 days of the election results being released.

In the event of a role being unfilled, the guidelines established in the draft Constitution will be used, that is, to hold a special election for any unfilled role(s) run by the Elections Officer.

## Election Dates

The entire election period will be from Monday March 25th starting from 8AM and end on Thursday April 11th by 12PM noon. An exact breakdown of the election period calendar is as follows and the rules for them can be found in the previous section, Election Rules:

### *Nomination Period - March 25 8AM to March 29 5PM*

This period is allocated for a week with the intent to inform the society body of the elections and positions, allow candidates enough time to consider running for elections, and allow candidates to collect the required number of signatures and present the nomination form to the elections officer in order to be considered.

### *Campaign Period - April 1 8AM to April 5 5PM*

This period is allocated for a week with the intent for candidates to present their platforms to the society body and introduce themselves to the society body; specifically to give opportunities to campaign to peers outside their respective cohorts.

At least one candidate Q&A session will be held within this period and be advertised in advance to allow the society body to attend.

### *Voting Period - April 6 8AM to April 9 10PM*

The voting period will open on Saturday April 6th at 8AM utilizing the FEDS online voting system hosted at [vote.feds.ca](http://vote.feds.ca) and close Tuesday April 9th at 10PM. The results will be forwarded to the Elections Officer at the end of this period to prepare for the results reveal the following day.

### *Results - April 11 12PM (Candidates) and April 11 3PM (Society)*

The Elections Officer will reveal to all the candidates the results of the elections by email on April 11 by 12PM noon and the general society body 3 hours following at 3PM via web communication channels (i.e. Society Facebook Page, Email, Class Slack Channels, etc.). The intent on revealing to candidates at 12PM is because of the 3 hour time difference to PST, in which remote candidates may located.

## Election Forms

These are links to the forms that will be used throughout the election, specifically the nomination form and nomination proxy forms.

### *Nomination Form - [Available Here](#)*

This form is used to collect signatures and confirm a candidates intent to run. It is due at the end of the nomination period of the elections.

### *Nomination Proxy Form - [Available Here](#)*

This form is used to designate a representative of a potential candidate to collect nomination signatures on the candidate's behalf. The intent of this form is to allow candidates who are currently not in Waterloo or off-term, but who are still eligible for the election, to collect the signatures required for nominations.