



university of victoria
students' society

Electoral Policy

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PART 1: PURPOSE AND APPLICATION

- This policy sets out the responsibilities and obligations for conducting Electoral Events, in accordance with the UVSS Constitution and Bylaws, including:
 - i. The democratic election of Lead Directors, Directors-at-Large, and the Director of International Student Relations to the Board,
 - ii. Referenda among the UVSS membership, and
 - iii. By-elections.
- It is based on the principles of:
 - i. Respect for the democratic process and persons involved in that process,
 - ii. The right of voters and candidates to participate in fair and just Electoral Events,
 - iii. Fair and open processes for resolving issues, arising from Electoral Events, and
 - iv. Accessibility and inclusivity.
- Any amendment to this policy made between:
 - i. January 1st and August 31st will take effect September 1st of that calendar year.
 - ii. September 1st and December 31st will take effect January 1st of the next calendar year

PART 2: DEFINITIONS

- 2.1 Academic building** means any UVic building instruction occurs.
- 2.2 Arbitration Panel** refers to the panel appointed under the UVSS Constitution and Bylaws to hear the final level of appeals.
- 2.3 Board** means the UVSS Board of Directors.
- 2.4 Bylaws** are the current, officially accepted UVSS Constitution and Bylaws.
- 2.5 Campaign material** is any verbal (e.g., speeches, classroom talks, videos), digital (e.g., electronic, websites, social media) or physical (e.g., paper, chalking, advertising) produced by or on behalf of a candidate, proponent or opponent to promote their campaign.
- 2.6 Campaign manager** is an individual who is the designated contact/representative for candidates or for proponent/opponent. A campaign manager cannot be a candidate or proponent/opponent.
- 2.7 Campaign Period** is the time frame in which campaign material may be posted.
- 2.8 Candidate** is a person whose Nomination Form has been accepted as complying with this policy to stand for election to the Board.
- 2.9 Complainant** is an individual who makes a complaint under this policy.
- 2.10 Election** refers specifically to the election of candidates and is distinct from referendum.
- 2.11 Elections Adjudicator** is the person appointed under the UVSS Constitution and Bylaws to hear the first level of appeals.

- 2.12 Electoral Committee** is the Electoral Committee of the UVSS as outlined in the UVSS Constitution and Bylaws.
- 2.13 Electoral Event** refers collectively to any general election, by-election and/or referendum.
- 2.14 Electoral Office** refers to the physical location set by the Board for the use of the Electoral Officers to administer and manage Electoral Events, or the administrative body led by the Chief Electoral Officer.
- 2.15 Electoral Officers** includes all persons hired to staff the Electoral Office, including the Chief, Senior and Deputy Electoral Officers.
- 2.16 Electronic voting** is voting using a secure, internet-based interface that will ensure each member will have only one vote and will uphold the secrecy and integrity of the ballot.
- 2.17 In writing** includes print (hard copy) and electronic text.
- 2.18 Member** is an active member of the UVSS as outlined in the UVSS Constitution and Bylaws.
- 2.19 Nomination period** refers to the time frame for nomination applications to be received by the Electoral Office.
- 2.20 Nominee** is a member who has been nominated for election to the Board.
- 2.21 Opponent** is a member who is representing the no side of a referendum question.
- 2.22 Petition** is the complete package of documents required to call a referendum question.
- 2.23 Proponent** is a member who is representing the yes side of a referendum question.
- 2.24 Referendum** is a vote, binding on the Board, on resolutions concerning the business of the Students' Society as outlined in the UVSS Constitution and Bylaws.
- 2.25 Referendum question** is the yes/no question posed to members during a referendum.
- 2.26 Respondent** is a candidate, proponent, opponent or campaign manager against whom a complaint has been filed under this policy.
- 2.27 SIFLG** is a Separately Incorporated Fee-Levied Group as defined by the UVSS Board of Directors policy.
- 2.28 Signatory** is a member who nominates another member to stand as a candidate for the Board, or a member who signs a petition to call a referendum question as outlined in the UVSS Constitution and Bylaws
- 2.29 Social Media** is information technology service, software and accounts used to campaign in an Electoral Event, including but not limited to Facebook accounts, pages, and public groups; Twitter, Instagram, and Snapchat accounts; and blogs/websites.
- 2.30 Student Residences** is all residence building complexes, Cluster Housing and Family Housing, as well as the Commons Block Building and any associated areas.
- 2.31 UVSS** is the University of Victoria Students' Society.

2.32 Voting Period is the time frame in which members cast a ballot.

PART 3: ELECTORAL EVENT PLANNING

3.1 General Elections and By-elections

- a. A general election of Lead Directors, Directors-at-Large, and the Director of International Student Relations must be held annually in March as per Bylaw 5.2.a. The Voting Period may begin in February as long as it concludes in March.
- b. By-elections may be held in the Fall term to fill vacancies on the Board of Directors which have occurred between the general election and November 15.
- c. The UVSS must pay the costs of the Electoral Events required or authorized by this policy.

3.2 Referendum

- a. Referendum may be held in conjunction with a general election, by-election or as its own Electoral Event:
 - i. The Board shall determine the most financially responsible time to staff the Electoral Office.
 - ii. Referendum questions must be called at least fourteen [14] days before the Nomination Period of a scheduled general election or by-election in order to run concurrently.
 - iii. The Board shall not impede the question going forward within the board term and as per the Bylaws, the Board shall not schedule a referendum when classes are not in session.
- b. Referendum questions must set out the exact words of the question which are to appear on the ballot and must be phrased in a way that the question can be answered “yes” or “no”.
- c. If the CEO is of the opinion that a question does not comply with this policy and/or UVSS Bylaws, the CEO may refuse to accept the question as valid.
- d. Referendum questions may only be called as provided by Bylaw 4.7.b:
 - i. If the Board calls a referendum question as per Bylaw 4.7.b.i, the following shall occur:
 - a. Schedule the date on which the referendum question will be posed to the membership,
 - b. Vote on whether it is in favour, neutral or opposed to the question,
 - c. Select a proponent, and
 - d. Direct the Electoral Committee to submit the referendum question and the name, email address and phone number of the proponent to the CEO within two [2] business days.
 - ii. If a member calls a referendum question as per Bylaw 4.7.b.ii, the following shall occur:
 - a. The petition must include the referendum question, and the name and student number for each signatory.
 - b. The petition shall be submitted to the Electoral Committee.
 - c. The Electoral Committee must liaise with the University in order to verify the signatories within a reasonable time frame
 - i. If the percentage of valid signatories is enough to call the referendum question:
 1. Within one [1] business day, the Electoral Committee shall inform the member who initiated the question.
 2. At least one [1] business day before the next Board meeting, the member who initiated the referendum question shall inform the Electoral Committee the name of the proponent.
 3. At the next Board meeting, the Board must:
 - a. Schedule the date on which the referendum question will be posed to the membership,

- b. Vote on whether it is in favour, neutral or opposed to the question,
 - c. Approve the proponent, and
 - d. Direct the Electoral Committee to submit the referendum question and the name, email address and phone number of the proponent to the CEO within two [2] business days.
- ii. If the percentage of valid signatories is not enough to call the referendum question, within one [1] business day, the Electoral Committee shall notify the member who initiated the referendum question and the petition shall be returned to them.

3.3 Responsibilities of the Board

- a. The Board is responsible for establishing the Electoral Office, including making administrative arrangements for communication accounts and expense related accounts. The location of the Electoral Office may be revised, if necessary, but notice of that must be given by posting a notice on the UVSS website and on the door of the proposed initial location.
- b. The Board is responsible for scheduling Electoral Events, including:
 - i. A Nomination Period of at least seven days and specify the dates and times at which nominations open and close,
 - ii. A Campaign Period beginning at 9:00am on a Monday and close at 12:00pm on the Friday of the following week, and
 - iii. A Voting Period, beginning at 9:00am on the second Wednesday of the Campaign Period and closing at 12:00pm on the second Friday of the Campaign Period.
- c. General elections must be scheduled no later than the final board meeting of the prior calendar year.
- d. Within one [1] week of an Electoral Event being scheduled, the Board must post a copy of this policy, the schedule for the Electoral Event, and the email address of the Electoral Officers on the UVSS website and maintain that posting until the Electoral Event results are made official.
- e. In exceptional circumstances where it is unsafe for members to be on campus, no less than two [2] months before the Campaign Period, the Board may decide that all Electoral Event matters will occur virtually, including but not limited to:
 - i. Eliminating Voting Information Stations,
 - ii. Prohibiting all on-campus campaigning, including all physical campaign material,
 - iii. Establishing a virtual Electoral Office, and
 - iv. Holding virtual events (e.g., office hours, the Open House, Orientation, All Candidate Forums).

3.4 Staffing

- a. At least six [6] weeks before the Nomination Period the Electoral Committee must recommend, to the Board for approval:
 - i. One [1] Chief Electoral Officer (CEO), and
 - ii. One [1] Elections Adjudicator and three [3] individuals to the Arbitration Panel.
- b. At least four weeks before the Nomination Period, the Electoral Committee must hire a Senior Electoral Officer(s) (SEO) and/or a Deputy Electoral Officer(s) (DEO).
- c. Hiring and orientation procedures for the CEO, SEO and DEO must comply with the UVSS Employee Handbook (unionized and excluded positions) and the Collective Agreement (unionized positions).

3.5 Autonomy of the Electoral Officers

- a. The Electoral Officers have the responsibility and authority to conduct Electoral Events under this policy, independently from the Board and the Electoral Committee and impartially between candidates.

- b. The CEO has the authority to expense and staff the Electoral Office as required for each Electoral Event, in accordance with UVSS policy, as outlined by the official CEO job description.
- c. The CEO must consult with the Electoral Committee about any issues that arise that may have budget impacts. Electoral Committee must then consult with the Director of Finance and Operations about the issue(s).
 - i. During the election period, the Electoral Committee may allocate up to \$5000 in excess of the amount within the Elections budget as per Parts 7.1 and 7.2 of Board of Directors policy to the Electoral Office without approval of the Board of Directors, if:
 - a. the CEO requests the allocation as necessary to conduct a fair and democratic election, and
 - b. there is no opportunity for the Board to approve the allocation in a timely manner.

PART 4: NOMINATIONS

4.1 Call for Nominations

- a. Between seven [7] and fourteen [14] days before the Nomination Period the Electoral Officers must issue an official Call for Nominations via:
 - i. Broadcast on CFUV 101.9FM,
 - ii. Post on the Electoral Office website and social media channels, and
 - iii. Broadcast email to all members.
- b. The official Call for Nominations must include:
 - i. A list of all accepted referendum questions,
 - ii. The website address where this policy may be viewed,
 - iii. The date and time of the Open House,
 - iv. The dates and times of the Nomination Period,
 - v. The dates and times of the Voting Period,
 - vi. The contact information of the Electoral Officers, and
 - vii. The location of the Electoral Office.
- c. Between seven [7] and fourteen [14] days before the Nomination Period, the Electoral Officers must contact any proponents and provide them with any relevant information and timelines

4.2 Nomination Process – Board Candidates

- a. The Electoral Officers must prepare and post a Nomination Form on the Electoral Office website.
- b. Before the close of the Nomination Period, a nominee must email, to the Electoral Officers, a completed Nomination Form that must include the following information:
 - i. The nominee's student number,
 - ii. The name and student number of at least 15 other members who are nominating the nominee, and
 - iii. The nominee's signature which confirms that the information provided on the Nomination Form is true and that they understand and will comply with the obligations and responsibilities for candidates set under this policy
- c. A nominee may submit only one Nomination Form. Once submitted, a Nomination Form may only be withdrawn by the nominee, in writing. If, at the close of the Nomination Period, a nominee has more than one Nomination Form submitted, the CEO must reject all of those nominations.
- d. Electoral Officers may not complete or revise Nomination Forms.
- e. Within twenty-four [24] hours after the close of the Nomination Period, the CEO must:
 - i. Review the Nominations Forms and reject all nominees whose Nomination Form is missing required information (4.2.a),
 - ii. Verify the eligibility of the nominee and all signatories on the Nomination Form and reject all nominees whose Nomination Form does not meet eligibility criteria (Bylaw 6.6).

- iii. Confirm, as candidates, all nominees whose Nominations Form is complete and meets the eligibility criteria, and
- iv. Post a list of all candidates and all rejected nominees on the Electoral Office website.
 - a. Within twenty-four [24] hours of the list being posted, the decision of the CEO to reject a Nomination Form may be appealed, in writing, by the nominee:
 - i. The CEO has discretion whether to meet with the nominee and/or review and re-verify the information on the Nomination Form
 - ii. The CEO must issue a written decision within 48 hours of the nominee submitting their appeal.
 - iii. The written decision of the CEO cannot be appealed.
 - iv. Dependent on the outcome of the appeal, the Electoral Office must, as soon as is reasonably possible, revise the list of the all candidates and all rejected nominees.

4.3 Nomination Process – Referendum Opponents

- a. The Electoral Officers must prepare and post a Referendum Opponent Form on the Electoral Office website.
- b. Before the close of the Nomination Period, a member may apply to be the opponent of any referendum question by submitting, by email, a Referendum Opponent Form to the Electoral Officers.
- c. If two or more members apply to be the opponent, the CEO must:
 - i. Give each member one [1] business day to submit in writing why they should be the opponent,
 - ii. Within one [1] business day, decide which member shall be the opponent, and notify any unsuccessful opponents that they may appeal this decision through the Electoral Committee, and
 - iii. Give reasons for the decision, in writing, to each member who applied to be the opponent.

PART 5: SUPPORTS

5.1 Principles

- a. The Electoral Officers must provide information to support candidates through the electoral process, and members in making informed decisions.
- b. All supports produced and/or activities organized by the Electoral Officers must be non-partisan.
- c. All electronic supports produced by the Electoral Officers must be made available in an accessible PDF format.

5.2 Candidates, Proponent and Opponent Supports

- a. The Electoral Officers must post, on the Electoral Office website, a handbook for candidates, proponents and opponents forty-eight [48] hours following the close of the Nomination Period that includes:
 - i. Important dates,
 - ii. UVSS Electoral Event principles,
 - iii. A summary of candidate, proponent and opponent responsibilities,
 - iv. A summary of relevant campaigning policies, and
 - v. An overview of the policy infraction options and processes.
- b. For general elections and by-elections, between one [1] and seven [7] days before the Nomination Period, the Electoral Officers must organize, in partnership with the Research and Communications Manager and the Director of Outreach and University Relations, an Open House for all Board positions. The objective of this event is to allow interested candidates to ask

questions of existing Directors and to find out more about the process of running and being a Board member.

- c. Within seven [7] days after the Nomination Period, the Electoral Officers must organize an orientation for candidates, proponents and opponents.
- d. The Electoral Officers must hold and post office hours during which they are available for candidates, proponents and opponents.
- e. The CEO may schedule meetings for all candidates, proponents and/or opponents.
 - i. Efforts must be made to accommodate academic schedules.
 - ii. The CEO must give at least twenty-four [24] hours notice of any meeting by email.
 - iii. Campaign managers may attend meetings on behalf of candidates, proponents or opponents.
 - iv. The CEO may offer an alternate time to meet, if neither the candidate/proponent/opponent or their campaign manager can attend the meeting.

5.3 Member Supports

- a. The Electoral Officers must organize at least one [1] All Candidates Forum prior to and as close as possible to the beginning of the Voting Period. The Electoral Officers has discretion on the format and timing. The forum may be organized in collaboration with *The Martlet* and/or CFUV 101.9FM.
- b. The Electoral Officers will create a Voter Information Guide that includes:
 - i. Voter eligibility (including International Student Representative),
 - ii. The dates and times of the All Candidate Forum,
 - iii. The dates and times of the Voting Period,
 - iv. The URL of the electronic voting system,
 - v. The contact information of the Electoral Officers,
 - vi. The location of the Electoral Office, and
 - vii. Candidate, proponent and opponent platforms
 - a. Platforms must be emailed to the Electoral Officers before the end of the Nomination Period.
 - b. The word count of platforms must not exceed:
 - i. 200 words for Director-at-Large positions
 - ii. 300 words for Director of International Student Relations position
 - iii. 300 words for Lead Director positions
 - iv. 300 words for referendum question proponents and opponents
 - c. Once submitted to the Electoral Officers, a platform cannot be edited. Should the maximum applicable word limit be exceeded, the Electoral Officers must delete words, starting from the last word and continuing from there until the maximum allowable number of words is reached.
 - d. The Electoral Officers must send candidates, proponents and opponents an email copy of the proof of their platform prior to publication. Candidates must, within twenty-four [24] hours of the email notice, give the Electoral Officers written notice of any revisions necessary to correct any errors in the proof to correspond with the platform as submitted.
 - e. The Voter Information Guide must be made available on the Electoral Office website before the Campaign Period opens.
- c. The Electoral Officers must send an email to all members when voting opens that includes:
 - i. Voter eligibility (including International Student Representative)
 - ii. The dates and times of the Voting Period,
 - iii. The URL of the electronic voting system,
 - iv. The contact information of the Electoral Officers,
 - v. The location of the Electoral Office,
 - vi. The URL of the Voter Information Guide.

- d. The Electoral Officers must post on the Electoral Office website and social media channels:
 - i. The dates and times of the All Candidate Forum
 - ii. The URL of the Voting Information Guide
- e. Voting Information Stations are required during the Voting Period, only for Electoral Events that take place on campus (3.3.e):
 - i. For general elections, Voting Information Stations must be established including:
 - a. Fixed Voting Information Stations in each of the Student Union Building, Clearihue, and the McPherson Library, and each staffed for a minimum of eight hours, and
 - b. Mobile/roaming Voter Information Stations which can set up and be present in each of the main academic buildings, as well as in student services locations, during peak hours, to be accessible to as many potential voters as possible. These are to be staffed for a combined, minimum of 26 hours during the Voting Period.
 - ii. For by-elections and/or referenda, the minimum number of Voting Information Station hours may be reduced.
 - iii. The Electoral Officers will ensure that at least one Voting Information Station:
 - a. Is clearly identified as a station where access accommodation requests are welcome
 - b. Is wheelchair friendly and accessible for members with any mobility or physical issues,
 - c. Is open for at least twelve hours during the Voting Period,
 - d. Permits a member with a disability to vote with the assistance of another person, if that member requests, and
 - e. Is consistently advertised in all promotions for the Voting Information Stations.
- f. The Electoral Officers must hold and post office hours during which they are available in-person or virtually (e.g., via telephone, email, social media) for members.

PART 6: CAMPAIGNING

6.1 Campaign Material

- a. Campaign material must not be posted or published prior to the start of the Campaign Period and must be removed within six hours of the end of the Campaign Period.
- b. All campaign material must be attributed to a candidate, proponent or opponent.
- c. Candidates may not name or display the image of any other candidate in their campaign materials or in their speeches.
- d. Candidates may not have the same logos, slogans and/or graphics on campaign materials as other candidates.
- e. Candidates, proponents and opponents are responsible for all their campaign materials and compliance with posting regulations.
- f. Candidates, proponents and opponents may post, distribute, react to, and/or share Electoral Event-related content produced by the Electoral Officers.
- g. Candidates, proponents and opponents may not post, distribute, react to, share and/or comment on any Electoral Event-related content produced by a third-party (e.g., UVSS advocacy and affiliated organizations and Separately Incorporated Fee-Levied Groups).
- h. Candidates may not make reference to any other candidates in any campaign materials.
- i. Candidates are prohibited from accepting endorsements from any on- or off-campus groups, including but not limited to:
 - i. Political parties at any level of government,
 - ii. Businesses or corporations,
 - iii. Labour unions,
 - iv. Interest groups such as clubs and course unions, and
 - v. Student unions or their umbrella organizations.
- j. Digital campaign material is permitted for all Electoral Events

- i. Candidates, proponents and opponents are permitted to use one social media page or profile per social media platform for the purpose of campaigning:
 - a. Only a social media page or profile created solely for the purpose of campaigning for the current UVSS electoral event may be used.
 - b. A link to the social media page or profile must be shared with the Electoral Officers.
- ii. Candidates, proponents and opponents are permitted to host one website for the purpose of their campaign.
- iii. Candidates may not react to, share, and/or comment on digital campaign material created by other candidates.
- k. Physical campaign material is permitted for on-campus Electoral Events (3.3.e)
 - i. Candidates, proponents and opponents are encouraged to be environmentally responsible when considering the numbers and types of physical campaign materials they intend to use.
 - ii. With the exception of posters, banners and chalking on classroom blackboards, physical campaign materials must be handed directly to members and not left in physical locations.
 - iii. Candidates may not post or distribute physical campaign material created by any other candidate.
 - iv. Physical campaign material may only be posted or distributed on the University of Victoria campus, and are not permitted to be posted or distributed at or in the Halpern Grad Centre, the Petersen Health Centre, or any area associated with student residences
 - v. Candidates are limited to thirty [30] posters and two [2] banners at any time, while proponents and opponents are limited to one-hundred [100] posters and six [6] banners.:
 - a. All posters and banners must be stamped by the Electoral Officers before being posted.
 - b. Posters and banners may only be posted in accordance with UVic's Student Election Poster and Banner Procedures.
 - c. Posters must be printed on recycled paper and cannot be larger than 8.5 inches by 11 inches.
 - d. Posters can be placed beside each other to create the effect of a larger poster or banner but cannot exceed fifteen [15] square feet in total.
 - e. Candidates also seeking election to the UVic Senate and/or Board of Governors are entitled to the number of posters and banners outlined above for their candidacy for UVSS elections, in addition to the posters and banners for their Senate and/or Board of Governor elections
 - vi. The following physical campaign materials are prohibited:
 - a. Gift cards or items of monetary value,
 - b. Stickers,
 - c. Styrofoam cups,
 - d. Substances such as alcohol or marijuana and illegal narcotics
 - e. Chalking, except on classroom chalkboards.

6.2 Referenda and Election Relations

- a. Candidates may publicly support proponents or opponents.
- b. Candidates running for election to the Board may also be proponents or opponents for a referendum question.
 - i. Branding for proponent or opponent campaign materials must be distinct from the candidates' campaign materials in a concurrent election to the Board.
 - ii. Campaign materials for a referendum must be solely in reference to the referendum.
- c. Referendum proponents and opponents are not permitted to reference candidates if a general election or by-election is being held concurrently.

6.3 Board support for Proponents and Opponents

- a. If the Board votes to be in favour of or opposed to a referendum question (4.2.c), UVSS resources will be made available to the proponent or opponent who aligns with the endorsement of the Board.
- b. The following UVSS resources shall not count towards the allowable expenses of the proponent or opponent endorsed by the Board:
 - i. UVSS staff time and their work product,
 - ii. UVSS website and social media hosting fees,
 - iii. Tabling equipment, and
 - iv. SUB space bookings.

6.4 SIFLG support for Proponents and Opponents

- a. If a referendum is called that concerns the fee of a SIFLG, that SIFLG may choose to endorse and provide resources to the proponent or opponent.
 - i. Before the date on which campaign materials may be posted, the CEO must confirm with the SIFLG whether they support the proponent or opponent.
- b. The following SIFLG resources shall not count towards the allowable expenses of their campaign:
 - i. SIFLG staff time and their work product,
 - ii. Advertising within their own media,
 - iii. Tabling equipment, and
 - iv. SUB space bookings.

6.5 Print Credit and Financial Limits

- a. Candidates may spend a maximum of \$50.00 on their campaign, which will be reimbursed by the UVSS after the conclusion of the Electoral Event for all candidates who are not disqualified.
- b. Proponents or opponents may spend a maximum of \$200.00 on their campaign, which will be reimbursed by the UVSS after the conclusion of the Electoral Event for all proponents or opponents who are not disqualified.
- c. All candidates or proponents may request a cheque of up to \$50.00 or \$200.00, respectively, from the CEO at the start of the campaign period. All unused funds must be returned to the Electoral Office upon submitting their Expense Allowance Form. If unused funds are not returned to the Electoral Office, the candidate or proponent shall be disqualified.
- d. The following must be reported and included when determining campaign spending and whether the campaign spending limit has been exceeded:
 - i. The fair market value of any donated goods or materials,
 - ii. The fair market value of any goods or materials that are obtained at a discounted price that would not be available to all other candidates, proponents or opponents, and
 - iii. Any provincial, federal, or harmonized sales, goods or services taxes.
- e. The Electoral Officers must prepare and post an Expense Allowance Form on the Electoral Office website.
- f. Candidates, proponents and opponents must submit the Expense Allowance Form and copies of all receipts to the Electoral Officers before the end of the Voting Period.
- g. A candidate, proponent or opponent who submits the Expense Allowance Form but fails to submit all receipts or incorrectly fills out the form shall be granted a grace period of twenty-four [24] hours to submit the necessary receipts or correct the form. If after twenty-four [24] hours, they still have not submitted receipts or corrected the form, they shall be disqualified.

6.6 Campaign Managers

- a. If a candidate chooses to have a campaign manager, they must designate one person as their campaign manager who is not running in the election and must provide contact information for that person, in writing, to the Electoral Office 72 hours before the start of the Campaign Period.

- b. Candidates may appoint one person to act as their campaign manager.
- c. Campaign managers shall not receive compensation for their duties.
- d. An Electoral Officer, the Elections Adjudicator or the Arbitration Panel may deal directly with a campaign manager about any issues related to, or complaints made against, their candidate. The campaign manager will be responsible for representing the candidate with respect to any such issues or complaints, and for informing the candidate about any such campaign issues or complaints and the outcomes.
- e. Campaign managers may be responsible for a campaign's finances, including but not limited to: online promotion, signing and submitting the expense allowance form to the Electoral Office, and otherwise making purchases on behalf of the campaign.

PART 7: VOTING

7.1 General

- a. All persons must preserve the secrecy of the ballot, and integrity of voting.
- b. No person may vote more than once.

7.2 Electronic Voting

- a. Electoral Events are to be conducted using electronic voting.
- b. The Electoral Committee is responsible for annually contracting a service provider to host the electronic voting, according to the terms set out in this policy.
- c. In the event that electronic voting is compromised, the CEO will determine if the issue is quickly resolvable and if so, will notify all members by email, and adjust voting times accordingly. If the issue is not quickly resolvable, the CEO will implement a paper ballot vote, in accordance with this policy and the Bylaws, and using the procedure where paper balloting was last utilized. This shall be done expediently as possible with regular email updates to the membership. In the instance that paper ballots are required, Co-op and distance students may be assigned a longer Voting Period than on-campus students.
- d. The contract agreement with the electronic vote provider must include:
 - i. Direction to uphold the parameters for voter eligibility as defined in the Bylaws including that:
 - 1. Eligible voters for Lead Director and Director-at-Large positions are to include all active UVSS members; and
 - 2. Eligible voters for the Director of International Student Relations are to include all active UVSS members who are international students.
 - ii. Direction regarding the form of the ballot including to:
 - 1. Use one ballot for each Lead Director position, one ballot for all of the Director-at-Large positions and one ballot for the Director of International Student Relations position, and
 - 2. List candidates' names on each ballot alphabetically.
 - iii. Direction regarding Electoral Event data including:
 - 1. Report Electoral Event results to both the Electoral Committee and the CEO, and
 - 2. The parameters for the destruction of data.

7.3 Accessibility

- a. The Board and the Electoral Officers are committed to ensuring access for all members to fully participate in Electoral Events as candidates, proponents, opponents and as voters. Members who require accommodations for full participation are strongly encouraged to make these known to the Electoral Officers as early as possible.

- b. Before each Electoral Event, Electoral Officers will consult with the Society for Students with a Disability and the Centre for Accessible Learning representatives to better understand current issues and plan for potential accommodations that could be requested by members with disabilities.
- c. The Electoral Officers must make every effort to meet the accommodation requests of members with disabilities in keeping with Human Rights legislation and UVSS policies on access and accommodation.

7.4 Responsibilities of Candidates, Proponents and Opponents

- a. Candidates, proponents and opponents must not approach, visit, or campaign within sound or sight [6] metres of a Voting Information Station.
- b. Candidates, proponents and opponents must not speak or engage with any persons having business with the Voting Information Station until that person has moved six [6] meters from the Voting Information Station, regardless of the intent.
- c. Candidates, proponents and opponents must immediately leave an area of a Voting Information Station if asked to do so by a Voting Information Officer. Disagreement over such a request may be brought to the CEO.
- d. Campaigning at or near the Electoral Office or Voting Information Stations may result in disqualification.
- e. Failure to leave or in any other way distract a Voting Information Officer from their duties may result in disqualification

PART 8: POLICY INFRACTIONS

8.1 Policy Infractions

- a. If a candidate, proponent or opponent allegedly violates this policy, the CEO may conduct an investigation to determine if the allegations are true, and whether the behaviour constitutes a minor or major infraction.
- b. The CEO may apply a warning or a sanction to any candidate, proponent, opponent or campaign manager.
- c. In the instance where a campaign manager commits an infraction, a sanction may be applied equally to their candidate, proponent or opponent.
- d. An investigation must be initiated through a formal complaint.

8.2 Informal Dispute Resolution

- a. A person may request that the CEO meet informally with a candidate to discuss whether the candidate may be failing to comply with this policy.
- b. The CEO may request further information from the person, prior to undertaking informal discussions.
- c. The CEO must advise the person of the outcome of the discussions.
- d. The CEO is not obligated to pursue informal dispute resolution with a candidate.

8.3 Major Infractions and Sanctions

- a. The following are considered major infractions:
 - i. **Harassment** – Any verbal or physical action that a reasonable person would consider offensive or humiliating to an individual. Generally, harassment is a behaviour that persists over time. Serious one-time incidents may be considered harassment
 - ii. **Defamation** – Any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person’s reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.

- iii. **Vote buying** – Any incentive offered to a member on the condition that they vote or do not vote in a particular way.
 - iv. **Interference** – Any overt attempt to interfere with the administration of a free and fair Electoral Event which includes but is not limited to impersonating an Electoral Officer, cyberattacks on the electronic voting portal or Electoral Office website and communications, intentional voter suppression, loitering at, or approaching members at Voting Information Stations during the Voting Period.
 - v. **Financial non-compliance** – Includes failure to submit a completed Expense Allowance Form, exceeding spending limits, failure to disclose all expenses and donations, and failure to properly submit receipts after the grace period has elapsed.
 - vi. **Repeated and willful infractions** – Includes but is not limited to a significant number of instances of the same minor infraction or failure to comply with the decisions of the Electoral Office. The number of minor infractions that will constitute a disqualifiable offence is at the discretion of the CEO and will be considered on an individual basis.
- b. Major infractions shall result in immediate disqualification of the candidate.
 - c. If a major infraction is committed by a proponent or opponent, the referendum may be considered invalid. The CEO must make all reasonable attempts to investigate, rectify, and/or resolve any issues before resorting to invalidating the result of a referendum question.

8.4 Minor Infractions and Sanctions – Candidates

- a. The CEO may apply sanctions for any campaigning infractions or actions, that contravene the principles of this policy, not listed in 8.3.a.
 - i. Sanctions will be determined at the discretion of the CEO, including but not limited to:
 - a. A written warning.
 - b. Restrictions on the numbers and types of campaign materials.
 - ii. **Minor** Sanctions cannot incur financial costs to or impose spending limits on candidates, or campaign managers.
 - iii. **Minor** Sanctions not listed in this policy must be reviewed and approved by the Electoral Committee.

8.5 Other Infractions and Sanctions – Proponents and Opponents

- a. The CEO may apply sanctions for any campaigning infractions or actions, that contravene the principles of this policy, not listed in 8.3.a.
 - i. Sanctions will be determined at the discretion of the CEO, including but not limited to:
 - a. A written warning.
 - b. Restrictions on the numbers and types of campaign materials.
 - c. Disqualification of the proponent or opponent and no other person may replace them.
 - ii. Sanctions cannot incur financial costs to or impose spending limits on proponents, opponents or campaign managers.
 - iii. Sanctions not listed in this policy must be reviewed and approved by the Electoral Committee.

8.6 Formal Complaints

- a. The Electoral Officers must prepare and post a Complaint Form on the Electoral Office website.
- b. A member may make a complaint about a candidate's failure to comply with this policy by submitting a Complaint Form to the Electoral Officers' email address. Complaints should include evidence (e.g., photos, links, screenshots).
- c. A complaint is considered under review after a completed complaint form is received by the CEO.
- d. When a complaint is under review, the CEO shall:
 - i. Request more information about the complaint, if needed.

- ii. Review the complaint within one [1] business day once all necessary information has been obtained.
- e. Once the CEO has reviewed a complaint, they shall do one of the following:
 - i. Determine the complaint is not likely to succeed and advise the complainant that it is being dismissed without further action being taken.
 - ii. Rule that the complaint was a frivolous or vexatious complaint and apply the appropriate sanction if the complainant is a candidate or campaign manager.
 - iii. Send a redacted version of the complaint to the respondent with any information that identifies the complainant removed.
- f. The respondent may respond in writing by filing a response to the Electoral Officers' email address within one [1] business day of the complaint being sent to the respondent.
- g. The CEO may request the complainant or the respondent meet with the CEO prior to making a decision and set a time for that to happen. If the complainant or respondent does not take advantage of that opportunity, the CEO may make a decision without that meeting. The CEO is not required to meet with the complainant or the respondent before a decision.
- h. The CEO must decide the complaint within one [1] business day of a response being filed or a meeting being held under the preceding paragraph, whichever is the latest. The CEO must give their decision and the reasons for it and any consequences as a result of the decision, in writing, to the candidate and the person who made the complaint.
- i. The CEO must post all complaint decisions online but must not post the original complaint or response. The CEO must not reveal the identity of the complainant.
- j. The CEO has the discretion to extend any time limit set for the complaint process but must be mindful of the need to resolve complaints in a timely way.
- k. The Electoral Office will survey the campaign process and is able to report and respond to infractions independently of an official complaint form being filed by a member, proponent/opponent or candidate.

8.7 Appeals to the Elections Adjudicator

- a. The Electoral Officers must prepare and post an Appeal Form on the Electoral Office website.
- b. Within one [1] business day after the CEO makes a decision, an appeal may be made to the Elections Adjudicator by a complainant or the respondent by sending an Appeal Form to the Elections Adjudicator email address, and to the Electoral Officers' email address.
- c. On receipt of an appeal, the Electoral Officers must send copies of the complaint, the response if any, and the decision of the CEO to the Elections Adjudicator.
- d. When considering an appeal, the Elections Adjudicator must review written submissions as well as conduct an interview with the complainant, respondent, the Electoral Officers, and any relevant witnesses.
- e. Until an appeal is concluded, a decision of the CEO to disqualify a candidate is held in abeyance, but a decision to impose restrictions on the numbers and types of campaign materials the candidate may use applies until overturned on appeal.
- f. The process for a complaint applies to an appeal, and the Elections Adjudicator has, on an appeal, the same powers and is subject to the same timelines and obligations as the CEO on a complaint.

8.8 Appeals to the Arbitration Panel

- a. Within one [1] business day after the Election Adjudicator makes a decision, a respondent may appeal that decision to the Arbitration Panel, by sending an Appeal Form to the Arbitration Panel email address and to the Electoral Officers email address.
- b. The requirements, obligations, time limits and authorities for an appeal to the Election Adjudicator apply to appeals to the Arbitration Panel. The process for a complaint applies to an appeal to the Arbitration Panel, and the Arbitration Panel has, on an appeal, the same powers and is subject to the same timelines and obligations as the CEO on a complaint.

- c. When considering an appeal, the Arbitration Panel must review written submissions as well as conduct an interview with the complainant, respondent, the Electoral Officers, the Elections Adjudicator and any relevant witnesses.
- d. The decision of the Arbitration Panel is final.

8.9 Member Appeals to the Arbitration Panel

- a. Members with concerns about this policy or conduct of the Electoral Officers may provide a written submission to the Arbitration Panel within seventy-two [72] hours after the Voting Period.
- b. These submissions should reflect substantial concern about an electoral policy, practice, or process.
- c. This complaint process shall be handled separately from the process described in Section 7.8.
- d. The Arbitration Panel may choose to, in response to the complaint, dismiss the complaint, forward the complaint to the Electoral Officers and/or the Electoral Committee, or make an official recommendation to the Electoral Officers, Electoral Committee, or the Board.

PART 9: POST-ELECTORAL EVENT

9.1 General

- a. The candidate receiving a plurality of votes duly cast shall be declared elected to the Board. If a successful candidate is disqualified, the next candidate with the next greatest number of votes is to be declared elected.
- b. Referendum questions must receive a majority/plurality of votes duly cast in-favour to pass, as well as meet the quorum requirements as outlined in the Bylaws.
- c. The CEO may withhold results until all campaign material has been removed. Once satisfied, the CEO must post the unofficial results of the Electoral Event on the Electoral Office website.
- d. Members and candidates have seventy-two [72] hours after polls close to submit any complaints regarding the Electoral Event.
- e. The Electoral Event results must not be considered official until all decisions are made on all outstanding complaints and appeals.
- f. The CEO must post the official results of the Electoral Event on the Electoral Office website.
- g. Official results of the Electoral Event shall not be subject to recount. However, in the case that the electronic voting system is compromised and paper ballots are utilized, recounts are permissible.

9.2 Electoral Report

- a. After the official results of the Electoral Event are posted, the CEO must prepare a report setting out:
 - i. The official results of the Electoral Event,
 - ii. A financial statement setting out the full cost of the Electoral Event,
 - iii. A list of any investigations conducted, and the associated decisions and sanctions
 - iv. A list of any complaints and appeals, and the associated decisions and sanctions,
 - v. Any suggestions to improve the efficiency and/or fairness of the electoral process, and
 - vi. Any other information that the CEO deems to be important to include.
- b. The CEO must provide a window of one [1] week immediately after the results are announced for members to submit recommendations on the electoral process. All submissions from members shall be submitted to the Electoral Committee.
- c. The report must be signed by the CEO and the chair of the Electoral Committee.
- d. The report must be submitted to the Electoral Committee who must submit it to the Board no later than two [2] weeks after the results of the Electoral Event are official, and all information, including financial accounting for the Electoral Event is available.
- e. The Electoral Committee must ensure the destruction and/or secure storage of all relevant data.

- f. The Electoral Committee must close the Electoral Office, including signing off on an accounting of all materials and supplies, and the secure storage of all confidential material and equipment.

PART 10: JOB DESCRIPTIONS – EXCLUDED POSITIONS

10.1 CHIEF ELECTORAL OFFICER

FUNCTION:

1. Responsible for all Electoral Event logistics, campaign regulation, and balloting for the UVSS Board of Directors.

ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the UVSS Executive Director on administrative matters.
3. Functions as a delegate of the UVSS Electoral Committee.
4. Collaborates with the University Secretary.
5. Liaises and consults with the Elections Adjudicator and Arbitration Panel.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES

:

1. Plan and resource all aspects UVSS Electoral Events.
2. Enforce UVSS Electoral Policy.
3. Make regular reports to the UVSS Electoral Committee.
4. Execute a staffing plan to carry out the activities of the Electoral Event including the recruiting, hiring, training and supervising of Senior and Deputy Electoral Officers.
5. Liaise with the Office of the University Secretary to ensure that online voting follows established protocols and troubleshoots any issues that may arise.
6. Ensure the posting requirements are met for all referenda, calls for nominations, declaration of candidates, official complaints and decisions, and official results.
7. Declare quorum requirements.
8. Declare candidates to be in good standing or disqualified.
9. Declare results of the Electoral Event.
10. Write a report on the Electoral Event including the results, the conduct of candidates, and recommendations for improving future Electoral Events, co-signed by the Chair of the Electoral Committee, to the Board of Directors.
11. Direct issues of harassment and/or discrimination to UVic's Office of Equity and Human Rights.
12. Ensure impartiality and non-partisanship of all Electoral Office staff and all Electoral Office platforms, including social media accounts.
13. Keep all property, files and records of the Electoral Office organized, secure, and confidential.
14. Responsibly manage the budget of the Electoral Office.
15. Responsible for authorizing Election Office expenses within the Electoral Office budget, referring extraordinary expenses to the UVSS Executive Director and/or the Electoral Committee.

QUALIFICATIONS

:

Required:

1. A background working in any of the following: law, policy, elections, or public administration.
2. Demonstrated experience supervising staff.
3. Demonstrated leadership abilities.
4. Demonstrated experience administering rules and regulations.
5. Demonstrated financial management skills.
6. Experience in positions of responsibility.

10.2 SENIOR ELECTORAL OFFICER

FUNCTION:

1. Responsible for assisting the Chief Electoral Officer (CEO) in all of their duties.

ORGANIZATIONAL RELATIONSHIP:

1. Is a person independent of the University and the UVSS, contracted by the UVSS.
2. Reports to the Chief Electoral Officer.
3. Liaises with the UVSS Electoral Committee, USEC, and other SEOs, as directed by the CEO. May train and supervise Voting Information Officers.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

STANDARD DUTIES:

- Abide by the UVSS Bylaws, UVSS Electoral Policy, and UVSS Electoral Office procedures.
- Work closely with the all Electoral Office staff to ensure all Electoral Policy regulations and deadlines are met.
- Maintain the Electoral Office as a secure, professional and voter-accessible space.
- As a representative of the Electoral Office, convey professionalism, independence, impartiality and integrity at all times.
- Keep assigned office hours, provide assistance, and make referrals when appropriate.
- Keep all files and property of the Electoral Office organized, secure and confidential.
- Report in writing on work progress and anticipated concerns to the CEO.
- Assist the CEO in drafting the Election Report, making recommendations for improvements to the Election Office.

SPECIFIC DUTIES:

Senior Electoral Officers will be assigned one or more specific areas of responsibility:

1. Nominations, campaign and candidate oversight, including:
 - a. Overseeing Electoral Office communications with potential candidates, declared candidates, third parties and other campaign stakeholders.
 - b. Being the key contact to provide information, support and resources to candidates, and third parties, including setting up Zap accounts.
 - c. Approving and regulating all campaign materials, including print, electronic, and other forms.
 - d. Organizing Election Office events, such as all candidates meetings and public forums.
2. UVSS Election Office communications and administration, including:

- a. Communicating with all UVSS members to ensure that they have the information necessary to participate in Electoral Events.
 - b. Ensuring that key communication deadlines of the Electoral Policy are met.
 - c. Keeping all stakeholders informed of Electoral Event progress and issues arising.
 - d. Ensuring all Election Office social media is kept current, relevant and engaging.
 - e. Coordinating the development, printing and dissemination of all forms and documents as required by the Electoral Policy.
3. Voter education and voting promotion, including:
- a. Recruiting, hiring, training, supervising and supporting the Voting Information Officers.
 - b. Overseeing the planning and operation of voter information stations and roaming polls to ensure security, visibility and accessibility.
 - c. Developing voting promotion strategies, activities and materials.
 - d. Ensuring the Electoral Office's supplies and equipment are accounted for and maintained.
 - e. Collecting and compiling Voting Information Officer tally sheets and feedback.
 - f. Updating and strengthening Voting Information Officer training materials, instruction sheets and checklists.

STANDARD QUALIFICATIONS:

- 1. Shall not be an individual who has run for office in a UVSS election within the past five years.
- 2. Must be eligible to take the UVSS Election Oath of Office swearing impartiality and no personal or business connections to any candidate in the UVSS Elections.
- 3. Previous experience in electoral event administration, or operationalization.
- 4. Demonstrated ability to adhere to professional electoral standards and the Canadian Code of Ethics for Elections Administrators.
- 5. Demonstrated ability to interpret, clearly explain and administer policy and regulations.
- 6. Proven reliability, punctuality, and ability to problem solve and get time sensitive tasks completed regardless of circumstances.
- 7. Demonstrated ability to work under stress and to deal with difficult situations.
- 8. Demonstrated office administration and organizational skills.
- 9. Fiscally astute and efficient, demonstrated ability to minimize office costs without compromising integrity or standards.
- 10. Flexible schedule and availability.

Senior Electoral Officers are also required to have expertise/qualifications in one or more of the three (3) specific areas of responsibility stated above, such as:

- 11. Ability to engage in difficult conversations with stakeholders who may not be adhering to policy.
- 12. Success in informal dispute resolution and conflict management with tact and diplomacy.
- 13. Excellent interpersonal and communication skills to provide clear instruction, training and support.
- 14. Experience as a supervisor of other employees or volunteers.
- 15. Demonstrated success with improving member engagement and event turnout.
- 16. Skilled in developing and implementing communication and social media strategies.
- 17. Technologically savvy with social media forums, WordPress and the ability to troubleshoot and provide instruction on iPads and other personal electronic devices.
- 18. Experience with ensuring events meet standards for accessibility.

This is a temporary position excluded from union membership.

10.3 ELECTIONS ADJUDICATOR

FUNCTION:

1. Serves as the first level of appeal in the UVSS Elections complaints process.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSS General Manager on employment-related matters.
2. Reports to the Electoral Committee on administrative matters.
3. Serves as an independent and impartial body of appeal.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Makes rulings on appeals submitted by candidates who are unsatisfied with a ruling(s) of the Chief Electoral Officer (CEO).
2. Makes rulings on complaints submitted against the Electoral Office.
3. Liaises with the CEO and the Arbitration Panel in advance of the campaign period in order to reach a common understanding of campaign rules and disciplinary procedures as laid out in the Electoral Policy Manual.
4. Provides written recommendations on potential Electoral Policy revisions, and Electoral Office procedures, as requested by Electoral Committee.

QUALIFICATIONS:**Required:**

1. Shall not be a member of the UVSS as defined in Bylaw 2.1.
2. Shall not be an individual who has run for office in a UVSS election within the past five years.
3. Familiarity with the UVSS electoral process, or with other electoral processes.
4. Demonstrated ability to interpret and apply rules and regulations.
5. Experience in positions of responsibility.
6. Experience in appeal procedures.
7. Must be able to meet the critical deadlines for hearing appeals and providing rulings during the campaign period.

Preferred:

1. Experience in law, public administration or political science.

This is a temporary part-time excluded employee. Compensation will reflect level of experience. The University of Victoria Students' Society is an equal opportunity employer.

Approved by Email by Electoral and Personnel Committee January 10th 2018.

10.4 ARBITRATION PANEL MEMBER**FUNCTION:**

1. Serves as the second and final level of appeal in the UVSS Elections complaints process.

ORGANIZATIONAL RELATIONSHIP:

1. Reports to the UVSS General Manager on employment-related matters.
2. Reports to the Electoral Committee on administrative matters.

3. Serves as an independent and impartial body of appeal.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Makes rulings on appeals submitted by candidates who are unsatisfied with a ruling(s) of the Elections Adjudicator.
2. Makes rulings on complaints submitted against the Electoral Office which have been ruled on by the Elections Adjudicator.
3. Liaises with the Chief Electoral Officer and the Elections Adjudicator in advance of the campaign period in order to reach a common understanding of campaign rules and disciplinary procedures as laid out in the Electoral Policy Manual.
4. Provides written recommendations on potential Electoral Policy revisions, and Electoral Office procedures, as requested by Electoral Committee.

QUALIFICATIONS:

Required:

1. Two of the three panel members shall not be members of the UVSS as defined in Bylaw 2.1.
2. Shall not be an individual who has run for office in a UVSS election within the past five years.
3. Familiarity with the UVSS electoral process, or with other electoral processes.
4. Demonstrated ability to interpret and apply rules and regulations.
5. Experience in positions of responsibility.
6. Experience in appeal procedures.
7. Must be able to meet the critical deadlines for hearing appeals and providing rulings during the campaign period.

Preferred:

1. Experience in law, public administration or political science.