

Policy on Elections and Referenda

Oversight Body: CSU Chief Electoral Officer, CSU Membership, CSU Judicial Board, CSU Elections Officers, CSU Council

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Related policies, bylaws, legislation: CSU By-Laws, CSU Code of Conduct, Positions Book, other Policy Books in Standing Regulations.

Definitions

“By-Laws” means the By-Laws of the Concordia Student Union;

“Chairperson” means the Chairperson of Council;

“Code” means the Revised Code of CSU Standing Regulations;

“Council” means the Council of Representatives of the Student Union;

“day” means a business day which excludes Saturdays, Sundays, Good Friday, Easter Monday, third Monday of the month of May, Quebec’s National Holiday, Canada Day (or July 2nd if July 1st falls on a Sunday), Labour day, Thanksgivings day, Concordia University Holidays where the University is closed and any days starting December 20th until January 5th inclusively. These days shall not be calculated in calculating any delays under the Bylaws, regulations or policies of the Student Union;

“Employee” means a person employed by the Student Union or its subsidiary, other than an Officer of the Student Union or its subsidiary;

“Executives” means a member of the Executive of the Student Union;

“General Meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;

“member” means a person who fulfills the conditions of membership under section 3.1 of the By-Laws;

“office” means the office of a Coordinator or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified;

“public notice” means publication on the Council electronic mailing list, the CSU website and placement of posters on the Student Union bulletin board;

“Representative” means a duly elected member of Council who has taken office;

“Student Union” means the Concordia Student Union

“subsidiary” means any company operated by the CSU and its various operations;

“these regulations” means the regulations inside this Code;

“in writing” means either by a hard copy or via electronic mail;

“University” means Concordia University.

Purpose

This policy document should serve to provide information on procedures for the Concordia Student Union general elections, by-elections, and referenda.

Scope

1. This policy applies to all CSU elections and referenda.

2. These regulations apply to all Annual General Elections, By-Elections, Special Elections, and Referenda of the Student Union.
3. Any ordinary motion, resolution or regulation that deviates from these regulations can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article(s) are not to be applied towards the motion. Such a motion requires a 2/3 majority vote and will cease to have effect four months following its approval.
4. The following is a list of general provisions to apply to this policy:
 1. English and French can be used equally in any Student Union Meetings and elections materials.
 2. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
 3. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
 4. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.

Policy Statement

Section 1: Elections

Subsection 1: Election Types

- 1.1. There shall be two types of elections:
 - 1.1.1. By-Elections;
 - 1.1.2. General Elections.

Subsection 2: Divisions of an Election

- 1.2.1. Elections shall be divided into three phases:
 - 1.2.1.1. Nomination Phase;
 - 1.2.1.2. Campaign Phase;
 - 1.2.1.3. Voting Phase.
- 1.2.2. The Nomination Phase shall consist of fifteen (15) University Days.
- 1.2.3. The Campaign Phase shall consist of six (6) University Days.
- 1.2.4. The Voting Phase shall consist of three (3) University Days. The Voting Phase shall occur on a Tuesday, Wednesday, and Thursday.

Subsection 3: Election Dates

- 1.3.1. Fixed Election Dates for By-Elections:
 - 1.3.1.1. The Nomination Phase shall begin one (1) University Day before Canadian Thanksgiving.
 - 1.3.1.2. The Campaign Phase shall immediately follow the Nomination Phase.
 - 1.3.1.3. The Voting Phase shall immediately follow the Campaign Phase.
- 1.3.2. Fixed Election Dates for the Annual General Elections:
 - 1.3.2.1. The Nomination Phase shall conclude immediately before the Winter Reading Week.
 - 1.3.2.2. The Campaign Phase shall immediately follow the Winter Reading Break.
 - 1.3.2.3. The Voting Phase shall immediately follow the Campaign Phase.

Section 2: Referenda

Subsection 1: Occurrence

- 2.1.1. Referenda are held only during By-Elections and General Elections.

Subsection 2: Types of Referendum Questions

- 2.2.1. In accordance with Sections 9.6.1 and 21.1 of the Bylaws, the following are the three types of referendum questions:
 - 2.2.1.1. Questions of importance;
 - 2.2.1.2. Questions to amend the Bylaws;
 - 2.2.1.3. Questions concerning a fee-levy.

Subsection 3: Questions of Importance

- 2.3.1. In accordance with Section 9.6.1 of the Bylaws, there are two methods to send a question of importance to referendum:
 - 2.3.1.1. The Council of Representatives may pass a resolution by a simple-majority;
 - 2.3.1.2. Any member may submit a petition of five-hundred (500) valid signatures of members to the Chairperson. The petition must be presented to Council prior to receiving signatures. The petition must be submitted five (5) days before the Announcement of the Polls.
- 2.3.2. Questions of Importance are defined by matters are matters which have direct consequences on the student body, or matters which affect the functioning of the Concordia Student Union and their ability to fulfil their duties.
 - 2.3.2.1. Questions of importance exclude the existence of clubs, student associations or groups outside of matters directly related to the CSU Standing Regulations or By-Laws.

Subsection 4: Questions to Amend the By-laws

- 2.4.1. In accordance with Section 20.2 of the Bylaws, a referendum question is required to amend the Bylaws.
- 2.4.2. A question to amend the bylaws may be sent to referendum by a resolution of the Council of Representatives passed with a two-thirds (2/3rds) majority.
- 2.4.3. The resolution must be passed at a Special Council Meeting.

Subsection 5: Questions concerning a fee-levy

- 2.5.1. The following are the different types of questions that can go to referendum:
 - 2.5.1.1. CSU fee-levies;
 - 2.5.1.2. Fee-Levy Group fee-levies;
 - 2.5.1.3. University fee-levies.
- 2.5.2. In accordance with Section 11.2 of the Bylaws, the Council of Representatives shall have the sole authority to propose a modification to the CSU's fee-levies.
- 2.5.3. Referenda for the purposes of introducing or modifying a student fee for a Fee-Levy Group or the University must be submitted to the Fee Levy Review Committee for review and approval according to the deadlines stipulated in the Policy on Fee Levy Applications.
- 2.5.4. Referendum questions regarding student fees must clearly state the amount of the fee. All changes to an existing student fee must state the previous amount of the fee and the proposed fee.
- 2.5.5. Any referendum question regarding a fee levy may request that the levy be indexed to inflation in accordance with the Consumer Price Index so that the fee would automatically adjust each year to reflect inflation rates.
- 2.5.6. Any referendum question regarding a University fee levy shall only be concerned with a single fee. In the event that several fees were to be created or modified, each fee shall be the object of its own question.

Section 3: Elections Commission

Subsection 1: Oversight of Elections

- 3.1.1. Elections shall be governed by the Elections Commission. The Elections Commission shall consist of the following three (3) members:
 - 3.1.1.1. The Chief Electoral Officer (CEO);
 - 3.1.1.2. The Deputy Electoral Officer - Internal (Internal DEO);

3.1.1.3. The Deputy Electoral Officer - External (External DEO).

3.1.2. The Elections Commission shall be appointed according to the stipulations set out in the Electoral Officer Appointments Policy.

Subsection 2: Student List

3.2.1. The Chief Electoral Officer shall request the Fall Student List from the Dean of Students Office during the By-Elections and the Winter Student List from the Dean of Students Office during the General Elections.

Subsection 3: Announcements

3.3.1. The Announcement of the Elections, the Announcement of the Polls, and the Announcement of the Results are important announcements. So that they may reach as many students as possible, they must be made in the following three places:

3.3.1.1. By email to all members with a link to the website and Facebook page;

3.3.1.2. Posted on the Elections Commission website;

3.3.1.3. Posted on the Elections Commission Facebook Page.

Subsection 4: Wording of Referendum Questions

3.4.1. The Elections Commission shall have the authority to modify the wording of a referendum question if they believe it will unfairly sway voters. The Elections Commission's modification of a referendum question shall be submitted in writing without prejudice to the interested parties and the Judicial Board. The Judicial Board shall have the authority to overturn the decision.

Section 4: Offices

Subsection 1: List of Elected Offices

4.1.1. In accordance with Sections 9.1.2. and 9.1.3., the following are the list of elected offices:

4.1.1.1. Executive:

4.1.1.1.1. General Coordinator

4.1.1.1.2. Academic & Advocacy Coordinator

4.1.1.1.3. External Affairs and Mobilization Coordinator

4.1.1.1.4. Finance Coordinator

4.1.1.1.5. Internal Affairs Coordinator

4.1.1.1.6. Loyola Coordinator

4.1.1.1.7. Student Life Coordinator

4.1.1.1.8. Sustainability Coordinator

- 4.1.1.2. Council of Representatives:
 - 4.1.1.2.1. Thirty (30) offices divided by faculty according to the Policy on the Council and Committees
- 4.1.1.3. Senate:
 - 4.1.1.3.1. Four (4) offices, one (1) per faculty.
- 4.1.1.4. Board of Governors (Alternate):
 - 4.1.1.4.1. One (1) office available to all members

Subsection 2: Eligibility for Office

- 4.2.1. In accordance with Section 3.1 of the Bylaws, only members shall have the right to run for elected office within the Student Union.
- 4.2.2. The elected offices for Executive and Board of Governors (Alternate) shall be open to all members. The elected offices for the Council of Representatives and Senate shall be restricted to faculties. For the purposes of these regulations, Independent Students shall be deemed a faculty.
- 4.2.3. Notwithstanding, the following persons are ineligible to run for elected office within the Student Union:
 - 4.2.3.1. Current members of the Elections Commission;
 - 4.2.3.2. Current members of the Judicial Board;
 - 4.2.3.3. In accordance with Section 23 of the Bylaws, all members who held the office of Chief Electoral Officer or Judicial Board within six (6) months of the first day of the Nomination Phase
- 4.2.4. Members must be aware of the eligibility requirements imposed by Article 12b of Concordia University's Bylaws. Members that do not meet these eligibility requirements will not be able to serve on the Senate and Board of Governors.

Subsection 3: Verification of Eligibility

- 4.3.1. The Elections Commission shall use the student list provided by the Dean of Students. They shall use the Fall list to verify membership in the By-Elections and the Winter list to verify membership in the General Elections.
- 4.3.2. A member's faculty is the one indicated in the Faculty column in the Fall student list for By-Elections and Winter student list for General Elections.

Subsection 4: Affiliations

- 4.4.1. Candidates for Executive offices shall be able to run as an Executive Slate.
- 4.4.2. An Executive Slate shall contain no more than one candidate for each Executive office.

- 4.4.3. An Executive slate may share campaign materials and platforms.
- 4.4.4. In accordance with Section 9.1.3. of the Bylaws, candidates for the Council of Representatives, Senate, and Board of Governors must run individually and independently.
- 4.4.5. This specifically means candidates cannot:
 - 4.4.5.1. Run with a common team name;
 - 4.4.5.2. Run with a shared platform;
 - 4.4.5.3. Run with shared campaign material.
- 4.4.6. Candidates may:
 - 4.4.6.1. Endorse or share their opinions, positive or negative, on other candidates and take positions on referendum questions, affirmative or negative, so long as they respect the rules of fair play as outlined in these regulations.

Subsection 5: Referendum Committees

- 4.5.1. All members have the right to form and join a referendum committee. This shall be done by submitting a Referendum Committee Form. Notwithstanding, the following persons are ineligible...
 - 4.5.1.1. Current members of the Elections Commission;
 - 4.5.1.2. Current members of the Judicial Board;
 - 4.5.1.3. In accordance with the Bylaws, all members who held the office of Chief Electoral Officer or Judicial Board within six (6) months of the first day of the Nomination Phase.
- 4.5.2. No member may simultaneously hold office on the “Yes” and “No” RRCs for the same question.
- 4.5.3. The member who brought a question to referendum, either by passing a resolution or by presenting a petition, shall be considered the Promoter of the referendum question. The Promoter will be given priority to create and to be the main representative on either the “Yes” or the “No” referendum committee.
- 4.5.4. Following the nomination period, should any side of a referendum question not be represented by an established committee (either “Yes” or “No”), such a committee may be established at any time before the end of the campaigning period in the presence of the Elections Commission.

Section 5: Registration Forms

Subsection 1: Candidate Forms

- 5.1.1. **Function.** Every eligible person may be nominated as a candidate for one office per election period by submitting the prescribed nomination form to the Elections Commission.
- 5.1.2. **Availability.**
 - 5.1.2.1. **Time.** Nomination forms for candidates shall be made available on the first day of the Nomination Phase.
 - 5.1.2.2. **Location.** Nomination forms shall be available at the front desks of the downtown office and the Loyola office. They shall also be available on the CSU website and the Elections Commission website.
- 5.1.3. **Deadline.** Nomination forms must be submitted to the Elections Commission by the last day of the Nomination Phase at 6:00 PM in person or online. There shall be no exceptions.
 - 5.1.3.1. Nomination forms, if completed, may also be submitted electronically to the Elections Commission through the elections website or, if no such function is operational five (5) university days prior to the last day of the Nomination Phase, in a single email to an email address established by Election Commission for such a purpose, from the email address indicated on the nomination form.
 - 5.1.3.1.1. Regulations pertaining to the subject line and body of the email may be established by the Elections Commission at their discretion.
 - 5.1.3.1.2. Electronic submissions via the elections website shall include fields to enter the first name, last name, student ID, telephone number, the faculty in which the candidate is registered and the email address of the candidate as well as an upload function for the required documents.
 - 5.1.3.1.3. Electronic submissions must also include a scan of a document, issued by the university, which confirms the name and the Concordia I.D. number of the candidate.
 - 5.1.3.1.3.1. These documents include but are not limited to student I.D. cards, unofficial or official transcripts, attestation letters, etc...
- 5.1.4. **Content.**
 - 5.1.4.1. **Personal Information and Office.** The nomination form shall state the name of the candidate, as well as their Concordia I.D. number, address, telephone number, email address, the faculty in which they are registered, and the office for which they are a candidate.
 - 5.1.4.2. **Signed Statement.** The nomination form shall include a statement signed by the candidate(s) in the presence of the person authorized to receive the nomination form, stating that they consent to the nomination and are eligible to run for the position.
- 5.1.5. **Signatures.** The nomination form shall include the printed names, signatures and Concordia I.D. numbers of...

- 5.1.5.1. Candidates for the Executive are required to obtain 125 signatures from any member;
- 5.1.5.2. Candidates for the Council of Representatives, Senate, and Board of Governors are required to obtain 45 signatures from members who are eligible to vote for the office for which the candidate is being nominated;
- 5.1.5.3. Notwithstanding the foregoing, independent student candidates for the Council of Representatives may obtain 45 signatures from any member.
- 5.1.5.4. Notwithstanding 5.1.5, if, for any reason, the student body is, in fact, unable to access campus during the nomination period, the required number of signatures is reduced to 50 for candidates for executive and 20 for all others.
 - 5.1.5.4.1. In such an event, the signatures shall be submitted via a spreadsheet document with the template to be decided by the Elections Commission at their discretion. Such a spreadsheet template shall be available on the Elections Commission Website for download.
 - 5.1.5.4.2. This spreadsheet shall ask for the following information from signees :
 - 5.1.5.4.2.1. First Name
 - 5.1.5.4.2.2. Last Name
 - 5.1.5.4.2.3. Faculty
 - 5.1.5.4.2.4. Student I.D. Number
 - 5.1.5.4.2.5. Initials (acting as signature)
- 5.1.6. **Verification.** The Elections Commission shall have the sole authority to verify the validity of nomination papers.
- 5.1.7. **Receipt.** Upon submission of the nomination form, the candidate shall be immediately provided with a paper receipt or an electronic confirmation via an automatic reply from the Elections Commission email or a printable document generated on the elections website, as is suitable to the method of submission, signed by the candidate and the Elections Commission.
 - 5.1.7.1. In the case of electronic submission, the electronic confirmation shall act as the signature of the Elections commission and the requirement for a signature by the candidate is waived.
 - 5.1.7.2. The printable document generated on the elections website shall also be sent to the email address the candidate indicated on their submission.
 - 5.1.7.3. Notwithstanding 5.1.6, if such a confirmation is not received within 24 hours of submission, the candidate must send a complaint to the Elections Commission within 48 hours of the original submission with evidence of the submission before the deadline. If the Elections Commission does not confirm the submission within a further 48 hours the nomination papers are considered validly submitted by default and may not be disqualified due to late submission alone.

- 5.1.8. **Follow Up Email.** In addition to the electronic confirmation, if applicable, the candidate shall be provided with electronic copies of the following by email by the Elections Commission no later than 24 hours following the receipt of nomination:
- 5.1.8.1. The By-Laws;
 - 5.1.8.2. The Code of Standing Regulations;
 - 5.1.8.3. The date, time, and location of the public debate(s);
- 5.1.9. **Withdrawal.** A candidate may withdraw their nomination by sending a message to the Elections Commission in writing. The deadline to withdraw shall be one (1) day before the Voting Phase. The death of a candidate will have the same effect as a withdrawal.

Subsection 2: Executive Slate Form

- 5.2.1. **Function.** Executive candidates who choose to run in an Executive Slate must submit an Executive Slate Form, in addition to the Nomination Form.
- 5.2.2. **Availability.**
- 5.2.2.1. **Time.** Executive Slate Forms shall be made available on the first day of the Nomination Phase.
 - 5.2.2.2. **Location.** Executive Slate Forms shall be available at the front desks of the downtown office and the Loyola office. They shall also be available on the CSU website.
- 5.2.3. **Deadline.** Executive Slate Forms must be submitted to the Elections Commission by the last day of the Nomination Phase at 6:00 PM in person or online. There shall be no exceptions.
- 5.2.3.1. The same regulations regarding the electronic submission of nomination forms apply to the Executive Slate Forms, with the main representative replacing the candidate, where applicable.
- 5.2.4. **Content.** Executive Slate Form must have fields for the number, names, and signatures of all Executive candidates. It shall also include a field to identify the main representative of the team for communications with the Elections Commission.
- 5.2.4.1. **Main Representative.** The main representative shall be the General Coordinator. Notwithstanding, in the absence of a General Coordinator candidate the Executive Slate shall select an official representative from amongst themselves.
- 5.2.5. **Receipt.** Upon submission of the Executive Slate Form, the main representative shall be immediately provided with a paper receipt or an electronic confirmation via an automatic reply from the Elections Commission email or a printable document generated on the elections website, as is suitable to the method of submission, authorizing the Executive Slate, signed by the main representative and the Elections Commission.
- 5.2.5.1. The same regulations regarding the electronic receipts for nomination forms apply to the Executive Slate Forms, with the main representative replacing the candidate, where applicable.

Subsection 3: Referendum Committee Form

- 5.3.1. **Function.** Every eligible person may form a referendum committee by submitting a Referendum Committee Form to the Elections Commission.
- 5.3.2. **Availability.**
 - 5.3.2.1. **Time.** Referendum Committee Forms shall be made available on the first day of the Nomination Phase.
 - 5.3.2.2. **Location.** Referendum Committee Forms shall be available at the front desks of the downtown office and the Loyola office. They shall also be available on the CSU website.
- 5.3.3. **Deadline.** Referendum Committee Forms must be submitted to the Elections Commission by the last day of the Nomination Phase at 6:00 PM in person or online. There shall be no exceptions.
 - 5.3.3.1. The same regulations regarding the electronic submission of nomination forms apply to the Referendum Committee Forms, with the main representative replacing the candidate, where applicable.
- 5.3.4. **Content.** The form shall contain the referendum question, whether the committee is for or against the referendum question, the official name of the committee, and the main representative for communications with the Elections Commission. The form shall also include a list of the members of the committee.
 - 5.3.4.1. **Main Representative.** The main representative shall be the member who forms the committee.
- 5.3.5. **Receipt.** Upon submission of the Referendum Committee Form, the main representative shall be immediately provided with a paper receipt or an electronic confirmation via an automatic reply from the Elections Commission email or a printable document generated on the elections website, as is suitable to the method of submission, signed by the main representative and the Elections Commission.
 - 5.3.5.1. The same regulations regarding the electronic receipts for nomination forms apply to the Referendum Committee Forms, with the main representative replacing the candidate, where applicable.

Section 6: Electoral Events

Subsection 1: Announcement of Elections

- 6.1.1. The Chief Electoral Officer shall issue a public notice the day before the first day of the Nomination Phase at 6:00 PM. It shall include...

- 6.1.1.1. **Seats Available.** The offices open for election, including the number of Council seats open for each constituency.
- 6.1.1.2. **Forms.** That Nomination Forms, Referendum Committee Forms, and Executive Slate Forms are available at the front desk of the CSU offices and online. As well as the place(s) and dates for the filing of nomination forms in accordance with these regulations.
- 6.1.1.3. **Information Session.** Mandatory nature of information sessions and consequences for missing them and make-up dates. The dates, times, and locations of the two information sessions.
- 6.1.1.4. **Debate.** The dates, times, and locations of the public debate.
- 6.1.1.5. **Duration.** The beginning and end dates of the Nomination Phase, the Campaign Phase, and the Voting Phase.

Subsection 2: Announcement of Polls

- 6.2.1. The Chief Electoral Officer shall issue a public notice the day before the first day of the Campaign Phase at 6:00 PM. It shall include...
 - 6.2.1.1. All candidates running for election and all referendum questions that will be on the ballot.
 - 6.2.1.2. The date, time, and location of the public debate.
 - 6.2.1.3. The dates and times to vote, as well as the location of voting booths.

Subsection 3: Information Sessions

- 6.3.1. **Quantity.** The Elections Commission shall hold two (2) information sessions.
- 6.3.2. **Time.** The first information session shall occur on the last Wednesday of the Nomination Phase at 6:00 PM. The second information session shall occur on the last Friday of the Nomination Phase at 6:00 PM.
- 6.3.3. **Purpose.** The Elections Commission shall hold information sessions for all candidates and referendum committees for the purpose of informing them of the rules of the elections.
- 6.3.4. **Availability.** The Elections Commission shall record and post online, in a conspicuous location, at least one (1) information session. A link to the recording shall be sent to all candidates via email within 24 hours of being posted. It is the responsibility of candidates to ensure they are properly informed of all rules and regulations. Ignorance is not an excuse for breaking the rules.

Subsection 4: Public Debates

- 6.4.1. **Quantity.** The Elections Commission shall hold one (1) public debate during the by-election and two (2) debates during the general elections.
- 6.4.2. **Time and Date.** One (1) debate shall occur on Thursday during the Campaign Phase at 6:00 PM. During general elections, another debate shall occur on Tuesday during the Campaign Phase at 6:00 PM.
- 6.4.3. **Participants.** All Executive Slates, independent executive candidates, Council candidates, and referendum committees shall participate in the debate.
- 6.4.4. **Duration.** The debate shall not exceed one and a half (1.5) hours.
- 6.4.5. **Media.** The debate must be livestreamed on one of the CSU's social media platforms for the members that are unable to attend the public debate.
- 6.4.6. **Structure.**
 - 6.4.6.1. Thirty (30) to sixty (60) minutes dedicated to executive candidates;
 - 6.4.6.2. Thirty (30) to sixty (60) minutes dedicated to council candidates;
 - 6.4.6.3. Thirty (30) to sixty (60) minutes dedicated to referendum committees.
- 6.4.7. **Location** Public debates shall occur on campus at a location determined by the Elections commission. During the general elections, one debate must be held on Loyola campus.
 - 6.4.7.1. Notwithstanding the above, if it is, in fact, impossible to host a debate on campus, or if it is, in fact, impossible for students to access campus, public debates shall occur via online video-conference using software determined by the Elections Commission.

Section 7: Campaign Rules

Subsection 1: Definition of Campaigning

- 7.1.1. **Definition.** Campaigning is defined as publicly influencing a member to vote for a particular candidate or a particular Executive Slate. Campaigning must include the sharing of political platforms, campaign names, slogans, and/or promotional materials.
 - 7.1.1.1. Campaigning is an act that is carried out exclusively by candidates.
 - 7.1.1.2. The Elections Commission shall never regulate external parties, nor hold candidates and committees responsible for the actions of external parties. External parties include members who are not running in the election, the student media, and student groups.
- 7.1.2. **Public Reminder.**
 - 7.1.2.1. Publicly reminding members to vote during the voting phase is to be encouraged by the Elections Commission to ensure higher voter turnout.
 - 7.1.2.2. Candidates and committees may remind members to vote during the voting phase in any manner that they see fit, so long as they do not lead members to vote in any particular way for a candidate.

Subsection 2: Responsibility

- 7.2.1. **Responsibility.** It is the responsibility of the candidates to ensure that all campaign tactics, materials, and advertisements conform to the rules of the Concordia Student Union and the rules of Concordia University.

Subsection 3: Rules of Fair Play

- 7.3.1. **Fair Play.** Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play includes committing the following acts:
- 7.3.1.1. **Abuse of Office.** No Candidate may take advantage of any resource or other benefit to which they have access by virtue of holding elected or appointed office in the CSU, unless said resource or other benefit is equally accessible and available to all candidates. The resource or benefit must be utilized in such a way that the candidate's campaign is directly benefited;
 - 7.3.1.2. **Bribery.** Promising monetary or non-monetary reward to members for voting in any particular way;
 - 7.3.1.3. **Defamation.** Private or public communications targeting the reputation of candidates that are untruthful and non-factual. This does not include fair criticism;
 - 7.3.1.4. **Interference.** Any attempt to undermine the electoral process including, but not limited to, interfering or compromising the CSU's online voting system.
 - 7.3.1.5. **Misrepresentation of Facts.** Intentional private or public communications that make false statements concerning candidate campaigns and the CSU for the purpose of influencing a vote. This does not include fair criticism;
 - 7.3.1.6. **Physical Harm.** Creating an actual risk of physical injury or property damage to participants in the election;
 - 7.3.1.7. **Threats.** Credibly threatening people or public safety.
 - 7.3.1.8. **Unauthorized Campaigners.** No Candidate may receive professional campaigning services in support of their campaign from a non-member.

Subsection 4: Physical Campaigning

- 7.4.1. **Posters.**
- 7.4.1.1. **Recycled.** Whenever possible, campaign posters must be printed on 100% recycled paper.
 - 7.4.1.2. **Size.** The size of a poster shall not exceed 29.7cm x 42 cm i.e. 'Tabloid' size (11" x 17").
 - 7.4.1.3. **Location.** Posters can be put up on any poster board in the university that is equally accessible to all candidates.
 - 7.4.1.4. **Quantity.**

- 7.4.1.4.1. Candidates for the Council of Representatives, unaffiliated Executive candidates, and may post up to three (3) posters per board.
- 7.4.1.4.2. Executive Slates may collectively post up to three (3) posters per board.
- 7.4.1.5. **Postering.**
 - 7.4.1.5.1. **Start.** Candidates may start postering on the evening before the start of the Campaign Phase at 6:00 PM.
 - 7.4.1.5.2. **Removal.** Candidates must make every reasonable effort to remove, and whenever possible, recycle all of their posters and campaign materials by the deadline of six (6) University Days after the closing of the polls at 6:00 PM.
- 7.4.1.6. **Restricted Areas.**
 - 7.4.1.6.1. **Equally Available.** No physical campaign materials are permitted in spaces that are not equally accessible and available to all candidates.
 - 7.4.1.6.2. **Union Offices.** No physical campaign materials are permitted in the CSU offices.

Subsection 5: Rules of Digital Campaigning

- 7.5.1. **Social Media.**
 - 7.5.1.1. **Platforms.**
 - 7.5.1.1.1. **Permitted.** All candidates are permitted to use websites, Facebook, and Instagram to campaign.
 - 7.5.1.1.2. **Banned.** The use of email by candidates is banned.
 - 7.5.1.2. **Time.**
 - 7.5.1.2.1. **Start.** Campaigning on social media is permitted at 12:00 AM on the first day of the Campaign Phase.
 - 7.5.1.2.2. **End.** Campaigning on social media ends at 6:00 PM on the last day of the Campaign Phase. All new posts and the sharing of old posts is prohibited from thereon.
 - 7.5.1.3. **Restrictions.**
 - 7.5.1.3.1. **Equally Available.** Digital campaigning is permitted in spaces that are easily accessible by all students.
 - 7.5.1.3.1.1. **Facebook Group Pages.** Facebook Group Pages that are known to accept all student requests to join, such as CASA-JMSB, shall be permitted for campaigning.
 - 7.5.1.3.2. **Group Chats.** Notwithstanding accessibility restrictions, candidates shall be permitted to campaign using one-on-one messaging and group messaging with friends until the end of the Campaign Phase.

Subsection 6: Rules of Classroom Campaigning

- 7.6.1. **Chalking.** Candidates are permitted to promote their campaign by writing on classroom chalkboards, provided they respectfully do not take up too much space on the chalkboard.
- 7.6.2. **Classroom Announcements.** Candidates are permitted to promote their campaign in classrooms, provided that they make the announcement before the class or, if the professor has arrived, ask permission from the professor.

Subsection 7: Rules of Tabling and Pamphleting

- 7.7.1. **Tabling.** The Elections Commission shall reserve the Hall Mezzanine tables before the election. They shall ensure equal and fair access to the tables to all candidates. Candidates are permitted to book other tables on campus provided that they are equally accessible to all candidates.
- 7.7.2. **Pamphlets and Business Cards.** The use of pamphlets and business cards are permitted. They must be handled in a manner that complies with the Concordia University “Policy on the Distribution of Flyers,” which is summarized as the following:
 - 7.7.2.1. Student associations may distribute flyers at tables booked on the Mezzanine, the 7th floor cafeteria of the Hall building, and in the Loyola cafeteria.
 - 7.7.2.2. All materials must be printed on 100% recycled paper.

Subsection 8: Restrictions During Voting Phase

- 7.8.1. **Candidate Provided-Devices.** Candidates are not permitted to provide a device to a student for the purpose of online voting.
- 7.8.2. **Collecting Credentials.** Candidates are prohibited from collecting any credential from students that is used to verify a student’s identity when they vote online.

Section 9: Penalties

- 7.9.1. **Penalties.** The Elections Commission may assign a penalty to candidates for a violation from the *List of Violations and Maximum Demerit Points*.
 - 7.9.1.1. **Individual Punishment.** Punishments shall be assigned to individual candidates based on their individual actions. Candidates shall not be punished for the actions of other members of their Executive Slate or external parties.
 - 7.9.1.2. **Written Warning or Demerit Points.** Penalties shall be accompanied by either a written warning or demerit points. The *List of Violations and Maximum Demerit Points* specifies the maximum amount of demerit points that can be issued for each violation.

7.9.1.3. **Issued in Writing.** Any penalty imposed by the Elections Commission must be issued in writing no later than 48 hours following the decision to penalize a candidate, and must include a reasonable judgement for the penalty as well as any evidence used in the decision. Failure to submit the penalty in writing, a reasonable judgment, and evidence shall result in an illegitimate penalty that shall be overturned by the Judicial Board.

7.9.2. **Criteria.** In determining the appropriate demerit points for a violation, the Elections Commission shall consider the following:

7.9.2.1. **Multiple violations of the same nature.** Multiple violations of the same nature committed at the same time shall be considered one single violation and shall be punished as only one penalty.

7.9.2.2. **Multiple violations of a different nature.** Multiple violations of a different nature committed at the same time may result in multiple penalties.

7.9.2.3. **Proportionality.** Penalties shall be proportional to the severity of the violation. A penalty shall be considered more severe if the evidence establishes any of the following:

7.9.2.3.1. **Corrective Measures.** A candidate did not take reasonably available steps to correct the violation within a reasonable time period.

7.9.2.3.2. **Further Violations.** A candidate continued violating a rule after being informed by the Elections Commission that their actions violated the rule in writing.

7.9.2.3.3. **Personal Responsibility.** A candidate bears direct personal responsibility for the violation having occurred.

7.9.2.3.4. **Significant Benefit.** There was a significant unfair benefit to the candidate because of the violation.

7.9.3. **The List of Violations and Maximum Demerit Points.**

List of Violations	Maximum Demerit Points Per Penalty
Fair Play	

Abuse of Office	100
Bribery	100
Defamation	50 75
Interference	100
Misrepresentation of Facts	50
Physical Harm	100
Threats	100
Unauthorized Campaigners	100
Physical Campaigning	
Size of poster exceeds prescribed maximum	5
Quantity of posters exceeds prescribed maximum	5
Campaigning before the prescribed start date and time	25
Campaigning after the prescribed start date and time	100
Campaigning in areas that are not equally accessible and available	5

Campaign material in Student Union offices	50
Digital Campaigning	
Use of email by candidates	50
Campaigning before the prescribed start date and time	25
Campaigning after the prescribed end date and time	100
Posts in online spaces that are not equally accessible and available	5
Classroom Campaigning	
Taking up too much space on the chalkboard	5
Disrupting a class after it has begun without permission of the professor	5
Tabling and Pamphleting	
Use of tables that are not accessible to all candidates	50
Violations of the Concordia University “Policy on the Distribution of Flyers”	25
Restrictions During Voting Phase	
Providing students with devices to vote	100

Collecting student login credentials	100
General	
Refusing to take corrective actions for a violation within a reasonable amount of time	25

Subsection 10: Disqualification

- 7.10.1. **Disqualification.** Violations of the following nature shall result in disqualification:
 - 7.10.1.1. Being ineligible.
 - 7.10.1.2. Accumulating one-hundred (100) demerit points.
- 7.10.2. **Requirements.** Any disqualification declared by the Elections Commission must be issued in writing no later than twenty-four (24) hours following the decision, and must include all evidence used in the decision. Failure to issue the declaration in writing or failure to include evidence shall result in an illegitimate disqualification that shall be overturned by the Judicial Board.
- 7.10.3. **Deadline.** No disqualifications may be issued by the Elections Commission seven (7) days after the announcement of the results.
- 7.10.4. **Vacancy.** In the event that a candidate who has been declared elected is disqualified, the office shall be made vacant and shall be filled in accordance with the By-Laws. The Chief Electoral Officer and the Elections Commission shall not fill the vacancy with other candidates in the election.

Section 8: Voting

Subsection 1: Voters

- 8.1.1. Every person who is a member as indicated on the Fall Student List provided by the Dean of Students shall be entitled to vote in the By-Elections.
- 8.1.2. Every person who is a member as indicated on the Winter Student List provided by the Dean of Students shall be entitled to vote in the General Elections.
- 8.1.3. Voters are entitled to...
 - 8.1.3.1. Cast a ballot for each Executive office and all Board of Governors candidates;

- 8.1.3.2. Cast a ballot for Council and Senate for their faculty as indicated on the Student List;
- 8.1.3.3. Cast a ballot in all referenda

Subsection 2: Voting System

- 8.2.1. **Voting System.** Voting shall be done using a secret, online ballot. The voting system shall be administered by a third-party organization not related to the Student Union nor the university.

Subsection 3: Voting Phase

- 8.3.1. **Voting Phase.**
 - 8.3.1.1. **Start.** The Online Voting system shall begin to be operational at 12:00 AM on the first day of the Voting Phase.
 - 8.3.1.2. **End.** The Online Voting system shall cease to be operational at 6:00 PM on the last day of the Voting Phase.

Subsection 4: Online Ballots

- 8.4.1. **Ballot Contents.**
 - 8.4.1.1. **Information.** The name on the ballot shall be the candidates surname and one or all of their given or chosen names. They may also use a generally recognized abbreviated version of their name.
 - 8.4.1.2. **Executive Slate.** A candidate's Executive Slate shall be clearly indicated on the ballot in brackets after their name (for example: First Name Last Name (Slate Name)).
 - 8.4.1.3. **Photo.** Candidates are entitled to submit a photo representing their likeness for the ballot. The photo may contain the name or logo of the Executive Slate.
 - 8.4.1.4. **Biography.** Candidates are entitled to submit a biography of a maximum of 250 words for display on the ballot.
- 8.4.2. **Ballot Features.**
 - 8.4.2.1. **Randomization.** The names of all candidates shall be placed on each ballot in random order at each page view.
 - 8.4.2.2. **Uncontested.** In the event that a candidate is uncontested for an elected office, there shall be a yes, no, and abstain option after the candidate's name on the ballot.
 - 8.4.2.3. **Abstentions.** All candidates and referendum questions shall include an option to Abstain.

Subsection 5: Accessibility

- 8.5.1. **Disability.** Following the announcement of the polling date, the Elections Commission shall inform the Concordia Access Centre about the CSU's online voting system and how it works. In the event that a member with a disability requires assistance to use the online voting software, they should seek it from Concordia's Access Centre for Students with Disabilities rather than the CSU in order to ensure impartial assistance.

Subsection 6: Results

- 8.6.1. **Final Authority.** The Elections Commission is the final authority on the rejection of ballots.
- 8.6.2. **Process for Counting Ballots.**
- 8.6.2.1. **Executive.** The Elections Commission shall declare the candidate for each executive office who has received the greatest number of votes to be elected.
 - 8.6.2.2. **Council.** The Elections Commission shall declare the candidates who have received the greatest number of votes for the amount of contested seats available elected.
 - 8.6.2.3. **Uncontested.** Following the counting of ballots for any office(s) subject to a ratification poll, the Elections Commission shall declare each candidate who has received more "Yes" votes than "No" votes to be elected.
 - 8.6.2.4. **Referendum.** Following the counting of the ballots for any referendum, the Elections Commission shall declare the option that has received the greatest number of votes to be adopted by the members.

Subsection 7: Announcement of Results

- 8.7.1. **Announcement of Results.** An announcement of the results shall be posted on the last day of the Voting Phase at 8:00 PM. The announcement shall include:
- 8.7.1.1. A list of the candidates for each office with the number of votes each candidate has received;
 - 8.7.1.2. A list of candidates who have been declared elected
 - 8.7.1.3. A list of the referendum questions with the number of votes cast in favour of each option.
 - 8.7.1.4. Each candidate is entitled to see a print-out of the official results from the voting software.
 - 8.7.1.5. Should the online voting software have the option to publish the election results on the online voting website, the Chief Electoral Officer shall publish the results along with the announcement.

Section 9: Elections Expenses Form

- 9.1. **Function.** All sources of revenue for candidate and referendum campaigns must be disclosed in the Elections Expense Form.
- 9.2. **Definition.** Election expenses are defined as the cost of any goods or services used for any type of campaigning by election participants.
- 9.3. **Users.** Only a candidate or the referendum committees may incur election expenses.
- 9.4. **Availability.**
 - 9.4.1. **Time.** Elections Expense Forms shall be made available twenty-four (24) hours after the closing of the polls.
 - 9.4.2. **Location.** Elections Expense Forms shall be available at the front desks of the downtown office and the Loyola office. They shall also be available on the [CSU and Elections Commission](#) website.
- 9.5. **Content.**
 - 9.5.1. **Reminder.** The Elections Expense Form shall contain a reminder of the spending limits for executive candidates, council candidates, and referendum committees.
 - 9.5.2. **Common Campaign Material Costs.** The Elections Expense Form shall contain the recognized costs of different poster sizes that all candidates will be reimbursed regardless of the cost paid. The value of creative content produced by volunteers or the candidate themselves shall not be counted towards the maximum amount of expenses.
 - 9.5.3. **Fields.** The form shall contain the following fields: name of claimant, Concordia I.D., candidate for office or referendum committee, phone, email, mailing address.
 - 9.5.4. **Expenses Table.** The table of expenses shall contain the following columns: name of supplier, nature of expense, supplier contact information, date of expenditure, and cost.
- 9.6. **Invoices.** All candidates and referendum committees must include the following receipts attached to the expense form:
 - 9.6.1. Every payment of election expense described in the expense table.
 - 9.6.2. The invoice must clearly state the name and address of the supplier, the date the goods or services were supplied, and the cost of the goods or services.
- 9.7. **Spending Limits.** The maximum amount of election expenses that may be incurred by a candidate for a particular office or a referendum committee is as follows:
 - 9.7.1. Office of Executive: \$100
 - 9.7.2. Office of Council - \$50
 - 9.7.3. Referendum Committee - \$150
 - 9.7.4. Executive Slates may collectively spend their individually allocated amounts.

- 9.8. **Time Frame.** Executive Slates, candidates, and referendum committees may start incurring election expenses at the start of Nomination Phase.
- 9.9. **Deadline.** Elections Expense Forms with all invoices attached must be submitted to the Elections Commission six (6) University Days after the closing of the polls at 6:00 PM in person. There shall be no exceptions.
 - 9.9.1. **Reminder.** The Elections Commission must send an email to all candidates and main representatives of referendum committees within twenty-four (24) hours after the polls have closed to remind them of these regulations.
- 9.10. **Receipt.** Upon submission of the Elections Expense Form, the main representative shall be immediately provided with a paper receipt, signed by the main representative and the Elections Commission.
- 9.11. **Reimbursements.**
 - 9.11.1. **Amount.** The Elections Commission will reimburse one-hundred (100) percent of the election expenses incurred from the electoral budget.
 - 9.11.2. **Requirements.** The expenses must have been incurred and paid in accordance with the standard set out in these regulations.
 - 9.11.3. **Executive Slates.** An Executive Slate must submit a single expense form and the main representative of the Executive Slate shall be reimbursed.
 - 9.11.4. **Referendum Committees.** Referendum Committees must submit a single expense form and the main representative shall be reimbursed.
 - 9.11.5. **Deadline.** The Elections Commission shall reimburse all candidates and referendum committees within thirty (30) days of the polls closure.
- 9.12. **Failure to Complete.** In the event that any member has failed to fill out their election expenses they will not be reimbursed for any election expenses incurred.
 - 9.12.1. Notwithstanding, the Elections Commission may accept late expense forms in the case of exceptional circumstances by unanimous approval.

Section 10: Contestation

- 10.1. **Grounds for Contestation.** Every member may contest the following to the Elections Commission:
 - 10.1.1. A person declared elected was ineligible;
 - 10.1.2. A person declared elected did not obtain the greatest number of valid votes;
 - 10.1.3. A candidate was unfairly disqualified;
 - 10.1.4. That a corrupt electoral practice was used;
 - 10.1.5. There were violations of these regulations.
- 10.2. **Deadline.** A contestation must be filed in writing with the Elections Commission no later than ten (10) days after the announcement of the results.

- 10.3. **Response.** The Elections Commission shall issue a response to the Contestation within three (3) days of receiving it. They have three (3) options:
 - 10.3.1. **Uphold.** The Elections Commission may uphold the contested decision.
 - 10.3.2. **Overturn.** The Elections Commission may overturn the contested decision.
 - 10.3.3. **Dismissal.** The Elections Commission may dismiss a complaint where they consider the request frivolous, vexatious, made in bad faith, or unnecessary in the circumstances.
- 10.4. **Appeal.** Should the complainant be unsatisfied with the response of the Elections Commissions, they are entitled to file an appeal to the Judicial Board. The next steps shall be conducted as laid out in the Judicial Board Code of Procedure.
- 10.5. **Judicial Board.**
 - 10.5.1. **Availability.** The Judicial Board shall always be available on the Monday before the Voting Phase for emergency hearings.
 - 10.5.2. **Expediency.** Should a disqualification occur during the campaigning period the Judicial Board shall deal with the case as fast as possible, not to the detriment of natural justice principles.

Section 11: Chief Electoral Officer Report

- 11.1. **Annual General Elections.** The Chief Electoral Officer shall submit a yearly report of the Annual General Election to the Annual General Meeting of the members.
- 11.2. **By-Elections.** The Chief Electoral Officer shall submit a report of the By-Elections to the Council of Representatives
- 11.3. **Content.** The report of the Chief Electoral Officer shall contain (when relevant):
 - 11.3.1. The final results of any elections or referenda;
 - 11.3.2. A list of any recommendations for the Council, the Executive, and/or the following year's Elections Commission pertaining to the electoral process;
 - 11.3.3. A complete list of all complaints filed during their term;
 - 11.3.4. The adequacy of the budget provided for that years' election.