

ELECTORAL, APPOINTMENT AND REFERENDUM POLICY

POLICY: EL-01
ELECTIONS

Reviewed Governance Committee February 2020

Approved Students' Council February 2020

POLICY INTENT

This policy applies to all elections, appointments and referendums organized by the SABVC to fulfill requirements of the SABVC bylaws. All Candidates and Registered Campaigns are required to familiarize themselves with the content of this policy and the SABVC bylaws.

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DEFINITIONS

“Active Member”	means an individual who satisfies the membership criteria as defined in the SABVC bylaws.
“All Candidates Forum”	means an event organized by SABVC which provides a public opportunity for Executive Candidates to present their platforms and answer questions from the Membership.
“Appointment”	means the process described in section 13.1 of this policy by which vacant Councillor, Executive or Board of Governors Representative positions are required to be filled as per the Bylaws when a resignation or vacancy occurs between October and January.
“Board of Governors Representative Appointment”	means the process by which Students' Council vote for a Board of Governors Representative through nominations received according to Appointment Schedule described in section 1.2. The appointment is decided by a Simple Majority of votes.
“Campaign Teams”	means individual(s) associated and assisting a Candidate in an election or individuals associated and assisting a Registered Campaign in a Referendum.
“Campaigning”	means any activity by a Nominee, Candidate, or Campaign Team with the intent of soliciting votes in their favour, including personal, public, and online campaigning.
“Campaigning Period”	means the dates approved by Council for which Candidates and Campaign Teams may campaign.
“Candidate”	means an individual approved and officially announced by the CRO to have met the eligibility criteria and successfully submitted a Nomination Package for candidacy in an election for either an Executive position or a position on Council.
“Chief Returning Officer”	(CRO) means an individual hired by the SABVC to ensure compliance with our bylaws and policies and to assist in conducting free and fair elections and Referendums.
“Nomination Period”	means the dates approved by Council for which interested SABVC Members may submit a Nomination Package to the CRO.
“Nominee”	means a person who has submitted a Nomination Package for a position in an election, but who is not yet confirmed as a Candidate by the CRO.
“Notice of Appeal”	means a written letter of intent by an SABVC Member to appeal a decision made by the CRO and/or the Electoral Committee.

“Online Campaigning”	means any campaigning or activity intended to solicit votes that occurs on the Internet including Facebook, websites, blogs, online forums, etc.
“Personal Campaigning”	means in-person communication intended to inform a person of one’s intent to run in an election, including personal conversations, building a campaign team, requesting nomination signatures, etc.
“Public Campaigning”	means any activity or attempt to solicit votes and persuade eligible voters in a particular direction for voting. Public Campaigning includes but is not limited to: engaging in conversation with multiple people; classroom visits or presentations; public speaking; distributing campaign materials; etc.
“Referendum”	means a general vote by Active Members, usually performed through a ballot vote that takes place on a single day or over the course of a number of days. This vote must ask a direct question that can be answered with a ‘yes’ or a ‘no’.
“Registered Campaigns”	means an individual or group that registers and is sanctioned with the SABVC to campaign their opinion on a Referendum.
“Sabotage”	means defacing or removing or attempting to deface or remove any campaign material.
“Undue Influence”	means attempting to influence an SABVC Member by: a. Making use of or threatening to make use of any force, violence, or restraint; and/or b. Inflicting or threatening the infliction of any injury, harm, or loss to an SABVC Member.

1.0 Election and Appointment Scheduling

1.1 Elections shall be held twice per year.

1.1.1 Executive elections shall be completed by March 31, unless otherwise approved by Council.

1.1.2 Student Council elections shall be completed by September 30, unless otherwise approved by Council.

1.2 Appointments for Board of Governors Representative shall be held once per year.

1.2.1 Appointment for external candidates shall be completed by March 31, unless otherwise approved by Council.

1.3 SABVC staff shall recommend for approval the dates for the Nomination Period, All-Candidate Meeting(s), the Campaigning Period, All-Candidate Forum (for Executive Elections only), and the voting days.

- 1.3.1 September election dates shall be approved by the Executive Committee whereas March election and appointment dates shall be approved by Students' Council.
- 1.3.2 Nomination Period shall normally extend for at least ten days or for a sufficient amount of time to allow for maximum awareness and the greatest number of Nominees as possible.
- 1.3.3 Campaigning Period shall:
- Normally extend for ten days, or a sufficient amount of time as defined by the approving body for the election's dates as per section 1.3.1 to promote the election and voting options to SABVC's Active Members;
 - Be scheduled to start after at least one All-Candidate Meeting; and
 - Be completed after the close of the polls on the last day of voting.
- 1.3.4 Voting days shall normally extend for the last two or three days of the Campaigning Period, subject to scheduling with Bow Valley College (BVC).

2.0 Election Advertising

- 2.1 Students' Council and Executives are all responsible for working together with the SABVC Staff to ensure important details of the election are well advertised including the Nomination Period, the All-Candidates Forum (when applicable), and the voting days, to encourage a high number of Nominees and high voter turn-out.

3.0 Chief Returning Officer Selection and Orientation

- 3.1 The Executive Director is responsible for posting the Chief Returning Officer (CRO) job description, seeking applications, and recommending the CRO for approval to:
- The Executive Committee for the September election;
 - Students' Council for the March election and Board of Governors Representative Appointment;
 - Student's Council for any necessary appointment process after September election.
- 3.2 The Executive Director shall orient the CRO.
- 3.3 The CRO shall be a neutral individual with no apparent or potential conflicts of interest or biases in the election and shall be able to handle the challenges and demands that may come with the position.

4.0 Election Responsibilities

Chief Returning Officer

4.1 The CRO shall act independently of the SABVC to ensure fair and equitable elections.

4.2 The duties and responsibilities of the CRO include:

- Reviewing inquiries regarding SABVC policy and bylaws;
- Reviewing and responding to any complaints regarding Candidate conduct and the administration of the election, documenting all issues and sanctions thoroughly;
- Being part of the Electoral Committee as a member;
- Overseeing the voting process including the transportation of ballots and ballot boxes, secure set-up and tear-down of voting stations each day, and confirming the eligibility of voters;
- Facilitating the counting of ballots;
- Verifying the final election tallies and declaring the names of successful Candidates;
- Communicating any concerns raised by the Electoral Committee regarding a Candidate's campaigning expenses to the Candidate.

4.3 A CRO shall be paid a fair honorarium to be determined each year by Students' Council in compensation for their service.

Executive Director

4.4 The specific duties and responsibilities of the Executive Director regarding SABVC elections, appointments and referendums include:

- Recommending elections, appointments and referendum dates and the CRO to the appropriate approving body as prescribed in this policy;
- Reviewing the Nomination Packages to determine eligibility;
- Communicating, or delegating the communication of, any errors in a Nomination Package with the Nominee;
- Facilitating at least one All-Candidates Meeting scheduled by the Electoral Committee;
- Chairing, or appointing a delegate to chair, an All-Candidate Forum for Executive Elections and determining the format in consultation with the CRO;
- Publishing the official results of elections, appointments and referendums to the SABVC community;
- Receiving and analyzing criminal record check of all elected Candidates for Executive positions.

Poll Clerks

4.5 Poll Clerks shall:

- Be responsible for confirming an individual's status as a Member prior to voting at the polling stations;
- Not be involved in any campaign and may not openly support a particular Candidate;
- Report to the CRO with any questions or concerns;
- Sign an agreement form stating that they understand the importance of their role and agree to the specifications and responsibilities listed in this policy.

5.0 All-Candidates' Meeting

5.1 After the close of the Nomination Period and prior to the beginning of the Campaigning Period, at least one All-Candidates' Meeting shall be held. During the meeting:

- 5.1.1 Nominees must be in attendance in order to successfully be considered a Candidate in the election.
- 5.1.2 The Executive Director, or delegate, shall review important policies and specifications for the Election.
- 5.1.3 The Executive Director shall officially declare the names of all approved Candidates.
- 5.1.4 All Candidates shall receive a copy of the bylaws and the policies relevant to the position for which they are running.

5.2 All-Candidates' Meeting does not apply for appointment processes.

6.0 Electoral Committee

6.1 Composition of the Electoral Committee will consist of:

- SABVC Executive Director; and
- the CRO.

6.2 The duties and responsibilities of the Electoral Committee will be to:

- Provide oversight and organizational support to the CRO during the administration of all elections for SABVC;
- Ensure that all elections occur in the manner prescribed by the bylaws and this policy;
- Determine the format for the All-Candidates Forum during Executive elections;
- Address and document in writing any misconduct or violation of election bylaws or policies when consulted by the CRO;

- Determine a process and schedule for all referendum elections in keeping with this policy;
- Submit a report on the conduct, results, and recommendations of all elections to Council;
- Review concerns regarding a Candidate's expenses.

7.0 Eligibility and Requirements

7.1 As per the bylaws, to be eligible for nomination to an SABVC election, Candidates shall:

- 7.1.1 Be an Active Member of SABVC, and have an honest intention of remaining a Bow Valley College student and an Active Member for the duration of the term for which they are seeking election;
- 7.1.2 Be attending classes at the main downtown Calgary campus, or be easily accessible to this campus, due to the requirements of Council to attend meetings and represent SABVC on the main campus for the duration of the term for the office or seat for which they are seeking election;
 - 7.1.2.1 attending classes at any other BVC sites due to the requirements of Council to attend meetings remotely (online) in the case of the Regional Representative;
- 7.1.3 Be free of Academic Misconduct and BVC Learner Code of Conduct sanctions one year prior to the elections and during elections;
- 7.1.4 Having not be on academic probation for 1 year prior to the nomination package submission;
- 7.1.5 be eighteen (18) years of age or older;
- 7.1.6 Be one of the following:
 - 7.1.6.1 In the case of a candidate running for office as a **Councillor**:
 - a new student of BVC; **or** a returning student of BVC who has not been enrolled in a program or course at BVC for a full calendar year; **or** a returning student with a cumulative grade point average (GPA) at BVC of at least 2.00;
 - attending classes at the main downtown Calgary campus or any other BVC sites due to the requirements of Council to attend meetings in person or remotely (online) in the case of the Regional Representative;
 - be free of criminal record during elections.
 - 7.1.6.2 In the case of a candidate running for office as an **Executive or Board of Governors Representative**:

- a student at BVC for at least one semester with a cumulative GPA of at least 2.50;
- attending classes at the main downtown Calgary campus;
- be free of criminal record prior and during elections.

7.1.7 In the case of a Candidate running for office as an Executive, not have served as an Executive, regardless of the office(s) as an Executive, for three (3) or more terms, whether consecutive or otherwise, unless or until five (5) years has passed since the end date of their most recent term.

7.1.8 In the case of a Candidate running for Council, not have served as a Councillor for three (3) or more terms, whether consecutive or otherwise, unless or until five (5) years has passed since the end date of their most recent term.

7.2 The successfully elected Candidates for Executive positions must supply a criminal record check at the start of their term.

7.3 Candidates may only run for one position, either for Council or for one of the Executive positions, including the Board of Governors Representative position.

8.0 Nomination and Nomination Package

8.1 In order to seek election or appointment, Members must be nominated by not less than 15 Active Members and submit to SABVC a nomination package. These two mandatory steps comprise the nomination process to become a Candidate.

8.1.1 Active Members may sign multiple nomination forms as it is not a promise to vote but is simply an acknowledgement of support.

8.2 SABVC shall communicate to potential Nominees the due date of the nomination package. For example, students may be required to sign a form when picking up the package from the office, or the online Nomination Package may have a cover page stating clearly when the package is due.

8.2.1 Nomination packages must be submitted by the close of the Nomination Period. Late submissions shall not be considered under any circumstance.

8.2.2 It is the sole responsibility of the student seeking nomination to ensure that their package is completed accurately and submitted on time.

8.3 Nomination packages shall include:

- (a) A statement that the person seeking nomination is willing and able to perform the duties and responsibilities of a Councillor or of the office for which they are seeking candidacy as an Executive or Board of Governors Representative;

- (b) A statement that the person seeking nomination is bondable, and disclosure of any criminal record of such person;
- (c) A list with minimum of fifteen (15) Active Members' names and signatures nominating the person as a Candidate;
- (d) Information verifying that the person satisfies the criteria of a Candidate set out in section 7.1;
- (e) A candidate profile;
- (f) An agreement form signed by the Nominee stating that they:
 - Have read the applicable rules, policies, and bylaws;
 - Would fulfil the requirements of their position;
 - Agree to and is able to attend the All-Candidates Meeting (not applicable for Board of Governors Representative appointment);
 - Agree to and is able to attend the All Candidates Forum (not applicable for Council election and Board of Governors Representative appointment); and
 - Grant the Executive Director permission to access their student records at BVC to confirm eligibility of their nomination.
- (g) Such other information as may be required in the prescribed form of nomination package in effect from time to time.

8.4 Should the Executive Director find any Nominee ineligible, the Executive Director may grant the Nominee 48 hours to rectify or resolve the issue in order to be deemed an eligible and approved Candidate.

9.0 Campaigning

9.1 No potential Nominee, approved Nominee, or Candidate shall begin Public or Online Campaigning of any kind until the start of the Campaigning Period. Personal Campaigning may occur at any time of the year, but it must be understood that Personal Campaigning is an expression of an individual's desire to run and not an attempt to persuade an Active Member to vote for them.

9.2 Campaigns shall not be undertaken to campaign against a specific Candidate or group of Candidates.

9.3 Campaigning material and messages shall:

- Not be demeaning or harmful in any way and should hold to the standards of SABVC's Code of Conduct Policy and BVC Learner Code of Conduct.
- Candidates are responsible for ensuring that all Campaigning occurs and campaign materials are distributed in approved locations which shall be predetermined by the Electoral Committee. For example, the Electoral Committee may decree that campaign materials only be posted on approved boards and shall not be affixed on any BVC property.

- The Electoral Committee shall recognize that some campaign material such as handbills may be brought into unapproved areas. If this occurs, the situation will be investigated by the CRO.
- Be limited to posters, ribbons, buttons, handbills, flyers, brochures, and banners. Other materials must be approved in advance. Stickers are not permitted.
- Include the Candidate's full name.
- Be removed by 4:00pm the day following the last day of voting.

9.4 Any Candidate wishing to present to a class must receive preapproval from the Instructor and must be for a prearranged, agreed upon time.

9.4.1 Classroom visits are only permitted for Executive elections and not for Councilor elections.

9.5 Staff and current Executives and Councillors shall not use SABVC time, resources, or current position to campaign for themselves or to assist Candidates.

9.6 SABVC staff and current Executives and Councillors may not publicly endorse Candidates.

9.7 Candidates may not campaign as a slate or be seen as formally endorsing other Candidates.

9.8 An All-Candidates Forum shall be held for all Executive elections.

9.8.1 All Candidates shall attend the Forum, it is mandatory for all Candidates.

9.8.2 The Executive Director shall chair the Forum, or delegate an alternate, and determine the format and Candidate order in consultation with the CRO.

10.0 Candidate Conduct

10.1 No Candidate may assist at or attend SABVC events during the Campaigning Period.

10.2 Candidates who currently hold a position on Council or as an Executive shall not use, or appear to use, their position to further their campaign.

10.3 Any current Executives who are running in an Election must take a leave of absence from their position during the Campaigning Period and submit their keys to the Association until the election is complete. Arrangements for the Executive's duties and responsibilities shall be made prior to the commencement of their leave.

10.4 SABVC resources shall not be used for the purpose of Campaigning.

10.5 All Candidates and Campaign Team members for SABVC Elections are deemed to be associated representatives of SABVC and shall hold themselves to the standards

defined in the SABVC Code of Conduct Policy and BVC Learner Code of Conduct. Specifically, all Candidates shall:

- Be personally responsible and liable for any damages resulting from the campaign;
- Be responsible for ensuring that practices that are unfair to other campaigns, as determined by the CRO, are not undertaken by a Candidate's Campaign Team; and
- Be responsible for complying with and leading their Campaign Team to comply with the provisions of SABVC bylaws, policies, and regulations outlined during the All-Candidates Meeting.

10.6 At the discretion of the CRO, disqualification or punishment, including letters of reprimand, removal of campaign materials, or suspension from campaigning, may be issued in the event that a Candidate and/or a Campaign Team exhibits inappropriate behaviours including, but not limited to:

- Campaign material(s) such as handbills are brought into unapproved areas as per section 9.3;
- Sabotage by a Candidate or their Campaign Team of another Candidate's campaign material;
- Sabotage by a Candidate or their Campaign Team of any SABVC promotional material related or not to the election;
- Undue Influence on an SABVC Member; and/or
- Bribery.

11.0 Voting & Ballot Counting

11.1 All Active Members of SABVC are eligible to cast one vote per election.

11.1.1 Active Membership is defined in the bylaws as a student of BVC who has paid their respective Student Association fees for the semester in full and who are in good standing with the Association.

11.2 In the event only one nomination is submitted for a position, Active Members vote to approve or disapprove the Candidate.

11.3 Names on ballots should be in alphabetical order by last name.

11.4 A ballot may be spoiled if the voter's intent is unclear, according to the CRO.

11.5 The CRO shall ensure that all used and unused ballots are transported in a secure way at the beginning and close of each voting day.

11.5.1 Item 11.5 is not applicable in case of online voting.

11.6 Prior to each election, the Electoral Committee shall determine areas on campus and a perimeter surrounding the voting station(s) within which Candidates, Campaign Teams, and all Campaigning shall not enter, except to cast their vote.

11.6.1 Item 11.6 is not applicable in case of online voting.

11.7 The Candidates receiving a plurality or majority of votes cast shall be declared duly elected and are to take office on the dates specified within the bylaws.

11.8 Each Candidate may appoint a Scrutineer to oversee the counting of ballots.

11.8.1 Item 11.8 is not applicable in case of online voting.

11.8.2 In case of online voting, the CRO and the Executive Director are responsible for announcing the results provided by the online system report in the presence of minimum of two (2) witnesses. Witnesses can be any Active Members of SABVC.

11.9 As per SABVC bylaws, ballots shall be destroyed only after a Simple Resolution is passed to do so by Council, which shall not be made earlier than seven (7) business days following the close of voting or, where an appeal has been made, until the Appeals Committee has made a final determination on the matter.

11.9.1 Item 11.9 is not applicable in case of online voting.

11.10 Any specific processes for online voting may be determined by the Electoral Committee prior to the commencement of the election.

12.0 Results

12.1 Election, appointment and referendum results shall be published to Membership on SABVC website and social media.

12.2 The Executive Director is responsible for informing the results to all SABVC community, including but not limited to:

12.2.1 Candidates, nominees and registered campaign groups;

12.2.2 SABVC staff members;

12.2.3 SABVC current student leaders;

12.2.4 BVC departments;

12.2.5 Any Association that SABVC is a member of;

12.2.6 Bank manager and all other administrative institutions that require the Executives' information on their records to operate.

13.0 Appeals Committee & Process

13.1 Prior to each election, the Electoral Committee shall be responsible for seeking nominations for membership on the Appeals Committee and recommending the members to Council.

13.1.1 Composition of the Appeals Committee will consist of:

- Three SABVC Active Members at large;
- An SABVC staff member as ex officio.

13.1.2 Members of the Appeals Committee must be ratified by Students' Council.

13.1.3 The three committee nominees shall appoint one nominee to take on the role of Chair of the Appeals Committee.

13.1.4 The nominee recommended as Chair to Students' Council must first be contacted and willing to let their name stand.

13.1.5 No member of the Appeals Committee, while participating in an appeals process or serving on the Appeals Committee, shall seek nomination or run in any SABVC elections, or be a current member of Council or Executive Committee.

13.1.6 The Appeals Committee shall receive a compensation for their service for each Election. The amount of the compensation shall be determined by Students' Council prior to the appointment of Committee members.

13.2 Candidates wishing to appeal a decision of the CRO or Electoral Committee must submit a written Notice of Appeal to the Appeals Committee within five business days following the close of voting, outlining the details of their concern.

13.3 The Appeals Committee shall be responsible to review any Notice of Appeal within two business days and decide whether or not there are sufficient grounds for an investigation.

13.3.1 If the Appeals Committee decides to investigate an appeal, they may require the appellant to present any required information.

13.4 The Appeals Committee Chair shall communicate the appeal conclusion and decision in a report to Students' Council and the involved individuals.

13.5 The Appeals Committee has authority to overturn any decision made by the CRO and/or the Electoral Committee.

13.5.1 All decisions of the Appeals Committee are final.

14.0 Vacancies or Resignations

Appointment Process

14.1 As per the SABVC bylaws, if any Executive or more than three Councillors of the Students' Association vacates or resigns from office, the Council shall initiate an Appointment process to fill the position(s). The same situation will apply for Board of Governors vacant positions. The process to fill the vacant position(s) shall follow the instructions described in the sections below for each position.

14.1.1 Vacant positions will normally be posted for at least ten days or for a sufficient amount of time to allow for maximum awareness and the greatest number of applicants as possible.

14.1.2 Applicants for vacancies are to submit the nomination package.

14.1.3 Acting on behalf of SABVC Membership, applicants will be voted on by Council using a secret ballot system. The applicant(s) with the Majority or Plurality of votes by Council shall be deemed duly elected and will start on the date determined by Council.

Executive Appointments

14.2 If an Executive position becomes vacant between May and the end of August, the Executive position shall be filled during the September Councillor election.

14.2.1 The Executive Candidates shall be governed during the September election by all relevant election policies and any additional rules determined by Council.

14.3 All Executive vacancies occurring between September and early January shall be resolved as early in the winter semester as possible through the Appointment process.

14.4 No vacant Executive position may be filled after the end of January. If an Executive position becomes vacant after the middle of January, or no suitable candidate is found through the Appointment process, the vacant Executive's duties shall be distributed between other Executives.

Councillor Appointments

14.5 Should three or more Councillor positions become vacant between October and early January, Students' Council shall make every attempt to fill the positions through the Appointment process.

14.6 If three or more Councillor vacancies occur after the middle of January, Students' Council may determine if an Appointment process is required through a simple majority vote.

- 14.6.1 Should Council vote to proceed with an Appointment, the process in 14.1 shall be used.

Board of Governors Representatives Appointments

- 14.7 If a Board of Governors Representative position becomes vacant between May and the end of August, the position shall be filled during the September Councillor election.
- 14.8 If the vacancy occurs between September and early January shall be resolved as early in the winter semester as possible through the Appointment process.
- 14.9 No vacant position may be filled after the end of January. If a Representative position becomes vacant after the middle of January, or no suitable candidate is found through the Appointment process, the vacant Representative's duties shall be passed to the other Representative.

15.0 Referendum Scheduling and Preparation

- 15.1 Referendums may be called from time to time to consult the Membership on an issue as per bylaws.
- 15.2 Students' Council shall set the time and date for the Referendum, and as per bylaws, the Membership shall be notified no less than 21 days prior to the vote.
- 15.3 The Executive Director shall proceed with the process of recommending a Chief Returning Officer (CRO) as per section 3.0 of this policy and shall select dates to be approved by Council for the close of campaign registration, an orientation session similar to an All-Candidates' Meeting, and the start of the Campaigning Period.
- 15.4 Proponents, groups, clubs, or individuals of a particular perspective of a Referendum question may organize campaigns, but must be registered with the SABVC as a Registered Campaign using the process and dates determined by the Electoral Committee.

16.0 Referendum Campaigning

- 16.1 No Registered Campaign shall begin campaigning of any kind until the start of the Campaigning Period.
- 16.2 Students' Council shall determine a maximum amount prior to each election that Registered Campaigns may spend on campaign expenses as well as a maximum amount of campaigning expenses for which SABVC will reimburse.
- 16.2.1 Registered Campaigns must submit their receipts to the SABVC office for all campaigning expenses within two business days in order to receive their reimbursement cheque. If the receipts are not submitted, or there are no receipts proving a Campaigning expense, the Registered Campaign shall not be reimbursed.

16.2.2 The Executive Director shall review the Registered Campaign's expenses to ensure their eligibility prior to approving a cheque requisition.

16.2.3 Reimbursement is only given towards amounts that the Campaign Team expended from their own resources. Donations shall be declared by the Registered Campaign and subtracted from the Registered Campaign's expenses.

16.2.4 Reimbursement of disqualified Registered Campaign members' expenses shall be at the discretion of the CRO.

16.2.5 Campaigning material and messages shall:

- Not be demeaning or harmful in any way and should hold to the standards of and principles within SABVC's Code of Conduct Policy and BVC Learner Code of Conduct.
- Be limited to posters, ribbons, buttons, handbills, and banners. Other materials must be approved in advance. Stickers are not permitted.
- Clearly state the referendum position.
- Be removed by 4:00 pm on the day following the last day of voting.

16.3 Any Registered Campaign wishing to present to a class must receive preapproval from the Instructor and must be for a prearranged, agreed upon time.

16.4 Registered Campaigns are responsible for ensuring campaigning occurs and campaign materials are distributed in approved locations which shall be predetermined by the Electoral Committee. In case some campaign material is brought into unapproved areas, the situation will be investigated by the CRO.

16.5 Staff, current Executives, and current Councillors shall not use SABVC time, resources, or current position to campaign for themselves or to assist Registered Campaigns.

RELATED POLICIES

GV-01 Policy on the Role of Students' Council

GV-01-A Students' Council Procedures

GV-02 Policy on the Role of Executive Committee

GV-04 Policy on the Role of Board of Governors Representative

GV-05 Policy on the Role of Executive Director

ELECTION CAMPAIGN PROCEDURES

POLICY: EL-01-A

ELECTIONS

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POLICY INTENT

This policy defines mandatory procedures for election campaigns of Students' Association of Bow Valley College. Election campaigns shall include elections for Executive positions (Director of Internal Affairs, Director of External Affairs, Director of Finance); and for Students' Council positions (Councillors). It does not apply for Appointment processes and Referendums.

CONTEXT

The Students' Association of Bow Valley College is committed to establishing and sustaining a positive, supportive, and healthy working and learning environment within our diverse College community. Actions of all our staff, volunteers, candidates, and supporters are expected to exemplify our guiding values of Integrity, Excellence, Concern for People, Respect for Diversity, Accountability, Teamwork, and Trust.

All procedures described in this document should also follow SABVC bylaws and related policy.

CANDIDATE CONDUCT

1. Candidates are SABVC ambassadors and, as such, are to demonstrate the highest level of integrity during the campaign, both in person and online.
2. Candidates are entirely responsible for their campaign.
3. Candidates are responsible for the behaviours of their supporters, whether they are officially part of a campaign team or not, and as such, will face repercussions as determined by the CRO for any misconduct.
4. Any candidate with a **BVC Learner Code of Conduct Misconduct, Academic Misconduct, or Academic Probation Misconduct** notation, **Academic Plagiarism**

warnings or official warning will be disqualified. The Executive Director will send all candidates for vetting through BVC Learner Success Services to ensure the Code of Conduct requirements are met.

5. Candidates' campaign teams cannot include members who are not currently enrolled in a class at Bow Valley College and who have not paid SABVC fees during the current semester. Candidate supporters who are not current Bow Valley College students will be removed from campus. This includes students on Academic Leave.
6. Threatening and/or harassing behaviour demonstrated by candidates towards other candidates, voters, or staff is punishable by the CRO. Threatening behaviour includes, but is not limited to:
 - a. Verbal or physical threats
 - b. Voter intimidation, which can include, but is not limited to:
 - i. Threats against voters, either verbally or physically
 - ii. Online threats or harassing comments towards voters or candidates
 - iii. Standing in front of or blocking voters right to move freely around campus
 - iv. Following candidates or voters around campus
7. **Instances of candidate misconduct referring to sections 1 to 6 will result in disqualification. Additionally, all misconduct will be reported to College officials and they may choose to pursue matters within their Learner Code of Conduct.**

CAMPAIGN TEAMS & CAMPAIGNING

8. Online campaigning is permitted but must not include any disrespectful posts or comments by any candidate – including, but not limited to threats, harassment, discriminatory language – directed towards any other candidate(s) or any person(s).
9. Campaigning in the Plus 15 and Plus 30 is strictly prohibited.
10. SABVC will create one set of candidate posters, which will include a photo and mini biography. SABVC will not correct spelling or grammatical errors in the biography. SABVC will also make edits without approval if the material provided exceeds the word count. Posters will go up once all candidates have been vetted by the Office of the Registrar and Learner Success Services.
11. Campaign teams can only consist of the candidate plus **ONE** member who will be identified and present at the All Candidates Meeting.
12. Campaign teams will indicate who they are campaigning for at the All Candidates Meeting. Campaign teams are NOT to campaign for any other candidates. Campaign teams caught campaigning for multiple candidates will result in having those candidates disqualified from the election.
13. Campaign teams must wear the buttons provided indicating they are campaigning for a candidate.
14. Campaign teams cannot give their buttons to someone else to campaign for a candidate.
15. Campaign teams cannot duplicate the buttons to have more campaign team members.
16. Candidates and Campaign teams must sign they have read and understood the campaign procedures and related policy.
17. Candidates are entirely responsible for the behaviour of their campaign teams.
18. All candidates are to follow any instructions issued by the CRO.
19. Email communication is strictly limited to students/classmates with whom the candidate is personally acquainted. Candidates and Campaign teams are NOT allowed to:

- a. send mass email communications to their class or program lists, or to the wider Bow Valley College community either using D2L or MyBVC;
- b. send any emails to individuals they do not know.

20. Instances of candidate, campaign teams and/or campaigning misconduct referring to sections 8 to 19 will result in disqualification. Additionally, all misconduct will be reported to College officials and they may choose to pursue matters within their Learner Code of Conduct.

ALL CANDIDATES FORUM

21. Candidates will present their platforms and answer questions at the All Candidates Forum. This Forum is applicable only for Executive Elections.
- a. Candidates may not send a proxy in their place.
 - b. Questions will be asked by the moderator of the All Candidates Forum.
 - c. All candidates must attend the All Candidates Forum.
 - d. All candidates will be presented with a list of topics they are encouraged to research at the All Candidates Meeting. Candidates will be asked questions on these topics.
 - e. The Electoral Committee is responsible for determining and informing the All Candidates Forum format and Candidate order for presentation.

VOTING

22. All candidates are eligible to vote during the election days.
23. Only students who are currently registered in a class or classes **AND** have paid SABVC fees for the current semester **AND** have their name appear on the official voter list (provided by the Office of the Registrar) will be allowed to vote. No exceptions will be made.
24. Electoral Committee shall decide and inform SABVC community if it will be a traditional election with paper ballots or an online voting, always acting in the best interest of SABVC.
25. Voter intimidation or coercion by candidates during election days will not be tolerated and will result in responsible candidates being disqualified immediately.
26. Candidates or supporters are not to touch any voters' electronic devices. No exceptions.
27. Candidates or supporters are not to approach voters with laptops. No exceptions.
28. Candidates or supporters are not allowed to approach voters while they are voting or in the line waiting to vote. No exceptions.
29. **No one is to vote on behalf of another voter for any reason.** Candidates or the campaign team caught voting for another voter will be removed from the election.
30. If a voter experiences difficulty with the online voting system, they are to visit the Students' Association Office for assistance. At no point should a candidate or a campaign team member assist the voter.

BALLOT COUNTING

31. All candidates (other than any disqualified ones) are welcome to meet in the SABVC Office, (S2034) on the last day of voting at 3 pm to await the results of the election.
32. In case of traditional voting, all candidates are entitled to appoint **ONE** scrutineer to oversee the counting of ballots.

33. In case of online voting, SABVC shall appoint **TWO** witnesses to oversee the logging in of the online voting system. In this case, witness can be any Active Member of SABVC that is not part of the referred election as a candidate or a campaign team.
34. Scrutineers and witnesses will have to leave their phones with the CRO during the viewing of the results.
35. The only people present in the room when counting ballots or the online voting system is examined for results will be the CRO, Executive Director of SABVC, and the scrutineers or witnesses.
36. Scrutineers or witnesses will have to stay for the duration of voting/result verification. No exceptions.
37. Results must be announced by the CRO. Scrutineers who leak results preliminarily risk the disqualification of the candidate they represent.
38. Phones or electronic devices will not be allowed in the results area.

QUESTIONS AND CONCERNS DURING THE ELECTION CAMPAIGN

39. If any Bow Valley College staff or faculty member makes a formal complaint regarding the behaviour of any candidate, that candidate will be disqualified by the CRO.
40. Complaints made by students about any candidate behaviour will go through the Electoral Committee to be formally investigated. It is the job of the CRO to investigate candidate conduct and determine a verdict.
41. Complaints made by candidates regarding other candidates must be emailed to the CRO at election@sabvc.ca.
42. All election infractions will be reported to Learner Success Services for a BVC Learner Code of Conduct investigation.
43. Complaints issued by Bow Valley College, the City of Calgary, or any external organization with business at Bow Valley College about campaign behaviour may result in candidates being disqualified, or in a suspension of the election.

RELATED POLICIES

EL-01 Electoral, Appointment and Referendum Policy

GV-01 Policy on the Role of Students' Council

GV-02 Policy on the Role of Executive Committee