



ELECTIONS POLICY

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ELECTIONS POLICY #1

The Wilfrid Laurier University Students' Union

ELECTIONS & REFERENDA IN-GENERAL (POLICY #1)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy shall be to outline the general rules and procedures of elections and referenda more specifically than outlined within the WLUSU By-Law.

Section 1: Compliance

- 1.1 Elections & Referenda shall be conducted in accordance with the Constitution, policies and resolutions of the Students' Union.

Section 2: Passage

- 2.1 Elections are passed by plurality and a simple majority shall pass referenda.

Section 3: Electoral Officers

- 3.1 The Chief Returning Officer (CRO), hired by the Board of Directors of the Students' Union, shall oversee the general conduct and execution of elections and referenda on behalf of the Board of Directors and shall fulfill these duties with all due diligence and impartiality.
- 3.2 The Chief Returning Officer shall hire an Elections Team and a Head Deputy Returning Officer (HDRO) Brantford by the end of September of the year the Chief Returning Officer is hired.
- 3.3 The Assisting Chief Returning Officer shall act in the capacity of the Chief Returning Officer when determined necessary by the Chief Governance Officer on behalf of the Board of Directors.

Section 4: Annual General Meeting Date Selection

- 4.1 The Annual General Meeting of the members of the WLUSU shall be held on the first Thursday in the month of February in the cities where the offices of the WLUSU are situated.
- 4.2 The Board of Directors may, where circumstances justify, and then only when approved by a two-thirds (2/3) majority vote of the Board of Directors, postpone the Annual General Meeting of the members of the WLUSU until the month of March.

Section 5: Meeting Notification

- 5.1 Members of the WLUSU shall be given at least thirty (30) days notice of the Annual General Meeting.
- 5.2 The Chief Returning Officer shall make all reasonable efforts to inform members of each meeting.

Section 6: Proxy Notification

- 6.1 Notice of each meeting of the members shall remind members that they have the right to vote by proxy, and outline the implications thereof.

Section 7: Referendum Questions

- 7.1 The Board of Directors must approve all questions that are to be put to the students in a referendum.
- 7.2 Referenda questions must be received by the Board prior to prior to its last meeting of December.
- 7.3 The Board of Directors is responsible for informing their constituents about the referenda questions prior to the opening of nominations and the deadlines for submission of questions as per section 7.2
- 7.4 WLUSU Corporate will not offer an opinion on any referendum question put to the membership of WLUSU
 - 7.4.1 WLUSU Corporate is defined as the Board of Directors, the Brantford Campus Council, the Management Group, Brantford Operations Team, and Full-Time Staff

Section 8: Open Forums

- 8.1 The Elections Team shall organize at least one (1) open forum per campus where all candidates and/or parties shall have an opportunity to talk and answer questions posed by members of the corporation.
- 8.2 The CRO shall appoint a moderator for each open forum who shall not be any of the following:
 - 8.2.1 A Director of the Board;
 - 8.2.2 A member of the Appeals Committee
 - 8.2.3 A Brantford Campus Councillor;
 - 8.2.4 A Management Group member;
 - 8.2.5 A full-time staff member
 - 8.2.6 An Elections Team member; or
 - 8.2.7 A candidate running for election or a party chair supporting either side of a referendum question.

Date of Approval by the Board of Directors: November 21, 2008

ELECTIONS POLICY #2

The Wilfrid Laurier University Students' Union

NOMINATIONS (POLICY #2)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy shall be to outline the rules and regulations relating to the nomination process for an election.

Section 1: Nominations Package (Elected Positions)

- 1.1 Before nominations are scheduled to open, the Chief Returning Officer shall create a 'Nominations Package' for distribution to all hopeful nominees.
 - 1.1.1 The Nomination Package must be available no later than two weeks before nominations officially close.
- 1.2 The package shall include the following:
 - 1.2.1 The date on which the nomination period ends;
 - 1.2.2 The date, time and location of the All-Candidates meeting;
 - 1.2.3 A copy of all election-related policies;
 - 1.2.4 Descriptions of all positions presently open for election;
 - 1.2.5 A copy of the supplementary 'Code of Conduct' created by the Chief Governance Officer and subject to approval by the Appeals Committee;
 - 1.2.6 A 'Nomination Form' which must include the following in order for the nominee to become an official candidate:
 - 1.2.6.1 A declaration of candidacy and understanding of the policies and resolutions governing the election.
 - 1.2.6.2 At least one hundred (100) signatures from members of the Students' Union should the nominee be running for one (1) of the fifteen (15) spots on the Board of Directors or for the position of President; or
 - 1.2.6.3 At least twenty-five (25) signatures from members of the Students' Union should the nominee be running for one (1) of four (4) spots on the Brantford Campus Council or for a spot on the Wilfrid Laurier University Board of Governors or Academic Senate.
 - 1.2.7 A 'Proof of Registration Form' which must be endorsed by the Wilfrid Laurier University Registrar's Office proving that the nominee is registered as a undergraduate student at the Wilfrid Laurier University;
 - 1.2.8 A 'Proof of Age Form' which must be filled out by the nominee and submitted with a photocopy of government identification.

- 1.2.8.1 This condition is not required for candidates running to be Councillors for Brantford Campus Council
- 1.2.9 An 'Agent Form' which must be filled out by both the nominee and his/her prospective Agent, authorizing said person to act on behalf of the nominee if the nominee so desires to have an Agent;
- 1.2.10 A 'Scrutineer Form' which must be filled out and submitted at noon on the day prior to the opening of polls;
 - 1.2.10.1 Scrutineers must be members of the corporation not standing for election
- 1.3 All relevant forms within the 'Nominations Package', outlined from 1.2.6 to 1.2.10, must be completed and submitted to the WLUSU office before the close of nominations for the nominee to become an official candidate for the election.
- 1.4 No individual may be nominated for more than one (1) position in the WLUSU during any election.

Section 2: Referenda Packages (Party Chairs)

- 2.1 Before nominations are scheduled to open, the Chief Returning Officer shall create a 'Referenda Package' for distribution to all hopeful nominees.
- 2.2 The Referenda Package must be available no later than two weeks before nominations officially close.
- 2.3 The package shall include the following:
 - 2.3.1 The date on which the nomination period ends;
 - 2.3.2 The date, time and location of the All-Parties Meeting;
 - 2.3.3 A copy of the of all election-related policies of the Students' Union;
 - 2.3.4 A copy of the supplementary 'Code of Conduct' created by the Chief Governance Officer and subject to approval by the Appeals Committee;
 - 2.3.5 A 'Referenda Form' which must include the following in order for the nominee to become an official Party Chair:
 - 2.3.5.1 A declaration of candidacy and an understanding of the policies and resolutions governing the election.
 - 2.3.5.2 At least fifty (50) signatures from members of the Students' Union who are in agreement with the nominee.
 - 2.3.6 A 'Proof of Registration Form' which must be endorsed by the Wilfrid Laurier University Registrar's Office proving that the nominee is a registered undergraduate student at the Wilfrid Laurier University;
 - 2.3.7 An 'Agent Form' which must be filled out by both the nominee and his/her prospective Agent, authorizing said person to act on behalf of the nominee if the nominee so desires to have an agent;
 - 2.3.8 A 'Scrutineer Form' which must be filled out and submitted at noon on the day before the opening of polls;
 - 2.3.8.1 Scrutineers must be members of the WLUSU not standing for election
- 2.4 All relevant forms within the 'Referenda Package', outlined from 2.3.5 to 2.3.8, must be completed and submitted to the WLUSU office before the close of nominations for the nominee to become an official Party Chair.

Section 3: Withdrawal of Nomination

- 3.1 All nominees and/or candidates may withdraw their nominations by giving signed written notice to the Chief Returning Officer (or the Brantford Head Deputy Returning Officer for Brantford candidates).

Section 4: Re-Opening of Nominations

- 4.1 If there are fewer than fifteen (15) candidates running for spots on the Board of Directors, nominations will automatically re-open for a period of seven (7) days
 - 4.1.1 If there are still fewer than fifteen (15) candidates for the Board of Directors after the re-open period, the issue will be referred to the Board of Directors

Date of Approval by the Board of Directors: November 21, 2008

ELECTION POLICY #3

The Wilfrid Laurier University Students' Union

CANDIDATES' & PARTIES' REPRESENTIVES (POLICY #3)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy is to outline the rules and regulations for Agents and Scrutineers for elections & referenda.

Section 1: Agents

- 1.1 Each Candidate or Party shall be entitled to have one (1) Agent, who must be a member of the WLUSU, and who shall not be any of the following:
 - 1.1.1 A Director of the Board;
 - 1.1.2 An Appeals Committee member;
 - 1.1.3 A Brantford Campus Councillor;
 - 1.1.4 A Management Group member;
 - 1.1.5 An Assistant Vice President;
 - 1.1.6 An Associate Vice President;
 - 1.1.7 A Full-Time staff member
 - 1.1.8 An Elections Team member;
- 1.2 An Agent shall be the official representative of the Candidate or Party. The Agent shall be seen as one and the same as the candidate and shall therefore not be allowed to scrutineer or enter the polling area on Election Day.
 - 1.2.1 A Candidate or Party Chair may not also be an Agent.
- 1.3 An Agent may represent up to one (1) Candidate and one (1) Party

Section 2: Scrutineers

- 2.1 Each Candidate or Party shall be entitled to have a number of Scrutineers not to exceed two (2) times the number of polling stations, who must be members of the WLUSU, and who shall not be any of the following:
 - 2.1.1 A Director of the Board;
 - 2.1.2 An Appeals Committee member;
 - 2.1.3 A Brantford Campus Councillor;
 - 2.1.4 A Management Group member;
 - 2.1.5 An Assistant Vice President;
 - 2.1.6 An Associate Vice President;
 - 2.1.7 A Full-Time staff member
 - 2.1.8 An Elections Team member;

- 2.2 A Scrutineer shall have the right to stand within the bounds of the polling area and, should he/she see reason to do so, object to the conduct of a poll while respecting the voter's right to a secret ballot.
 - 2.2.1 Such an objection shall be made to the Chief Returning Officer, the HDRO (Brantford polling areas only), or a member of the Elections Team.
- 2.3 Each Candidate or Party shall have a maximum of one (1) Scrutineer at each polling station at any time.
- 2.4 A Scrutineer who abuses his/her rights by acting in an unreasonable manner may be expelled from the poll by the Chief Returning Officer or Head Deputy Returning Officer: Brantford.
- 2.5 Each Candidate or Party must have a Scrutineer present during ballot counting unless said candidate explicitly chooses not to exercise this right.
 - 2.5.1 The Chief Returning Officer must take reasonable measures to ensure that Scrutineers are trained.
- 2.6 Scrutineers are not permitted to participate in the count; they may observe, object if there is cause and appeal to the Chief Governance Officer for redress.
 - 2.6.1 Scrutineers must sign the relevant section of every spoiled ballot where their Candidate or Party is affected
- 2.7 Scrutineers shall not leave the room where ballots are counted until after the Chief Returning Officer has publicly announced the official results of the count.
 - 2.7.1 Should any Scrutineer(s) divulge any information related to the count before the official announcement, the candidate or party whom they represent shall not be entitled to their reimbursement.

Date of Approval by the Board of Directors: November 20, 2009

ELECTIONS POLICY #4

The Wilfrid Laurier University Students' Union

ALL-CANDIDATES/ALL-PARTIES MEETING (POLICY #4)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy is to outline the rules and regulations for the All-Candidates and All-Parties Meetings.

Section 1: All-Candidates Meeting

- 1.1 All candidates must be present, or represented by their Agent, at the All-Candidates Meeting.
 - 1.1.1 If a candidate or his/her Agent is not present, at the All-Candidates Meeting, said Candidate shall be immediately disqualified.
- 1.2 All candidates shall be notified of the date, time and location of the All-Candidates meeting in their 'Nominations Package' as per Nominations Policy s.1.2.2.
 - 1.2.1 If, for whatever reason, the date, time or location is not mentioned in the 'Nominations Package' or if, for whatever reason, the date, time or location of the All-Candidates Meeting must be changed, all candidates must be notified of the All-Candidates Meeting at least seventy-two (72) hours in advance.
 - 1.2.1.1 A Candidate missing the All-Candidates Meeting that has been changed as per Section 1.2.1 may appeal his/her disqualification.

Section 2: All-Parties Meeting

- 2.1 All Parties must be present, or represented by their Agent, at the All-Parties Meeting.
 - 2.1.1 If a Party or their Agent is not present, said Party shall be immediately disqualified.
- 2.2 All Parties shall be notified of the date, time and location of the All-Parties meeting in their 'Referenda Package' as per Nominations Policy s.2.3.2.
 - 2.2.1 If, for whatever reason, the date, time or location is not mentioned in the 'Referenda Package' or if, for whatever reason, the date, time or location of the All-Parties Meeting must be changed, all parties must be notified of the All-Parties Meeting at least seventy-two (72) hours in advance.
 - 2.2.1.1 A Party missing the All-Parties Meeting that has been changed as per Section 2.2.1 may appeal their disqualification.

Date of Approval by the Board of Directors: November 21, 2008

ELECTIONS POLICY #5

The Wilfrid Laurier University Students' Union

CAMPAIGNING (POLICY #5)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy is to outline the rules and regulations of campaigning for elections & referenda.

Section 1: Definitions

- 1.1 Soliciting shall be defined as direct engagement with any member for campaign purposes
- 1.2 Active campaigning shall be considered any direct and immediate act where a vote is solicited
- 1.3 All other forms of campaigning shall be considered to be passive campaigning

Section 2: Campaigning

- 2.1 Word of mouth shall never be defined as campaigning unless the Candidate or Party is implicitly or explicitly soliciting a vote.
- 2.2 No promotional materials shall be distributed or posted off campus.
- 2.3 The Chief Returning Officer shall be responsible for determining whether any specific action or medium shall be deemed to be campaigning.
 - 2.3.1 The Chief Returning Officer's decision regarding campaigning may be appealed to the Appeals Committee by contacting the Chief Governance Officer.
- 2.4 The Chief Returning Officer must approve of any type of campaign action or medium in use.
- 2.5 Campaigning shall commence one-half (1/2) hour following the adjournment of the All-Candidates/All-Parties Meeting and shall end one-half (1/2) hour following the closing of the polling stations.
- 2.6 No active campaigning shall take place in any of the following areas:
 - 2.6.1 The WLUSU offices;
 - 2.6.2 WLUSU business operations; and
 - 2.6.3 The Office of the Secretariat.
- 2.7 The following people shall not be permitted to campaign for any candidate(s):
 - 2.7.1 A Management Group member not standing for election;
 - 2.7.2 An Assistant Vice President, not standing for election;
 - 2.7.3 An Associate Vice President, not standing for election;
 - 2.7.4 An Appeals Committee member;
 - 2.7.5 An Elections Team member;
 - 2.7.6 Any Full-Time Staff member.

Section 3: Expenditures

- 3.1 Candidates running for the position of President shall not incur expenses and have donated materials in excess of five hundred dollars (\$500.00).

- 3.2 Candidates running for one of the fifteen (15) Director positions, one of the four (4) Brantford Campus Councillor positions, or a spot on the Wilfrid Laurier University Board of Governors or Senate shall not incur expenses and have donated materials in excess of one hundred and twenty five dollars (\$125.00)
- 3.3 Candidates who are pursuing multiple positions in WLUSU and WLU elections shall not incur expenses or have donated materials in excess of the largest limit they would be granted if running individually.
 - 3.3.1 This does not apply to Candidates who are also chairing referendum campaigns.
- 3.4 Parties running a referendum campaign shall not incur expenses and have donated materials in excess of five hundred dollars (\$500.00).
- 3.5 All Candidates and Parties shall be required to submit receipts at the time of approval of all campaign materials.
 - 3.5.1 It will not be the responsibility of the Elections Officials to notify Candidates of their current totals of expenditures.
 - 3.5.2 Failure to submit receipts will result in materials not being approved.
- 3.6 Candidates and party chairs must keep track of their expenditures and be able to provide a current total if requested by the Chief Returning Officer
- 3.7 Candidates or Party Chairs who exceed their maximum allowable limit by less than ten percent shall receive three (3) demerit points.
- 3.8 Candidates or Party Chairs who exceed their maximum allowable limit by ten percent (10%) and up on campaign expenditures/donations shall receive five (5) demerit points and will not be reimbursed.
- 3.9 Candidates or Party Chairs who exceed their maximum allowable limit by twenty percent (20%) or more on campaign expenditures/donations will be disqualified and will not be reimbursed.
- 3.10 Candidates' spending limits shall be increased by \$1.50 for replacement of each damaged or missing poster in excess of five percent (5%) of the total number of their posters posted.
- 3.11 The Students' Union shall reimburse all Candidates/Party Chairs eighty percent (100%) of their campaign expenses.

Date of Approval by the Board of Directors: November 20, 2009

ELECTIONS POLICY #6

The Wilfrid Laurier University Students' Union

PROMOTIONAL MATERIALS (POLICY #6)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy shall be to outline the rules and regulations for promotional materials for elections & referenda.

Section 1: Quantity of Promotional Materials

- 1.1 Quantities of all promotional materials shall be set at the discretion of the Chief Returning Officer.
- 1.2 The Chief Returning Officer shall grant candidates whose posters go missing or are vandalized a supplementary number of posters, equal to the number missing, upon confirmation.

Section 2: Placement of Promotional Materials

- 2.1 Promotional materials must receive the appropriate permission (e.g. Stamp) from the appropriate body or person for all placements (e.g. Dean of Students Office, Athletics Department, Residences, Dean of Brantford Campus).
- 2.2 Promotional materials must be compliant with the University's poster policy.
- 2.3 Only masking tape or tacky putty may be used to attach promotional materials to the appropriate surfaces.
 - 2.3.1 Only thumb tacks or staples may be used to attach promotional materials to bulletin boards.
- 2.4 All Candidates must submit a detailed poster location form to the Chief Returning Officer or a member of the elections executive within twenty-four (24) hours of the placement of any posters.

Section 3: Restrictions on Promotional Materials

- 3.1 All Candidates running for a position in the WLUSU shall be required to have the name of the Wilfrid Laurier University Students' Union on all printed promotional material for identification of the position for which they are a candidate.
- 3.2 Use of the names and/or logos of any specific Department(s) of the WLUSU is banned.

- 3.3 Either the Chief Returning Officer or a member of the elections executive must stamp/sign all promotional material
 - 3.3.1 The Chief Returning Officer or a member of the elections executive shall have the discretion to not approve promotional material if s/he feels that it is in violation of the spirit of the By-Laws, policies, or the code of conduct.
- 3.4 The use of Trademarks, Registered Trademarks and/or copyrighted material is forbidden.

Date of Approval by the Board of Directors: November 21, 2008

ELECTIONS POLICY #7

The Wilfrid Laurier University Students' Union

VOTING & BALLOTS (POLICY #7)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy is to outline the rules for voting and ballots for elections & referenda.

Section 1: Quorum

- 1.1 At any members' meeting, quorum shall be ten (10) percent of the members of the Students' Union.
- 1.2 Voting shall be conducted for a minimum of ten and one half (10.5) hours, and must include the hours from 8:30 a.m. to 7:00 p.m.
- 1.3 The Chief Returning Officer shall only proceed with counting if quorum has been met.
 - 1.3.1 If quorum has not been met the ballot boxes shall not be opened and the polls shall be reopened at a time determined by the Board of Directors.

Section 2: Polling Stations

- 2.1 A complete list of eligible voters for each polling station shall be provided.
 - 2.1.1 The list will only include students that are eligible to vote at that station.
- 2.2 Each member must present his/her membership card, valid Drivers License, Passport, or any other photo identification approved by the Chief Returning Officer and/or the Deputy Returning Officers present at the polling booth, prior to voting, and the polling clerk shall hold said identification until the ballot is returned.
- 2.3 A voter may not leave the polling area with a ballot.
- 2.4 Polling stations may be located in the Concourse of the Fred Nichols Campus Centre, the Science Building, the School of Business & Economics, the Peters Building, the Aird Building, the Bricker Academic Building, St. Michael's Campus, Northdale Campus and the Brantford Student Centre as deemed appropriate by the Chief Returning Officer and approved by the Appeals Committee.
- 2.5 A Deputy Returning Officer, or the Chief Returning Officer, shall be located at each polling station throughout the meeting of the members.
 - 2.5.1 This person shall be responsible for administering and signing the ballots.

- 2.6 The polling clerks shall be responsible for ensuring that the voter is marked off the voters list when they vote, and holding that persons' identification until his or her ballot is returned.
- 2.7 Members shall vote by secret ballot, by proxy, or in accordance with the Co-op Early Ballot Procedure (s. 6).
- 2.8 The polling area shall be a minimum of ten (10) feet in all directions from the ballot boxes.
 - 2.8.1 It shall be at the discretion of the Chief Returning Officer to expand the dimensions of a polling area beyond those specified in s 2.8 above.

Section 3: Secret Ballot

- 3.1 The ballot shall be formatted, in general, as follows:
 - 3.1.1 The ballot shall be divided into separate sections for distinct categories of questions being asked of the voter.
 - 3.1.1.1 Determination of such categories of questions shall be at the discretion of the Appeals Committee.
 - 3.1.2 The ballot shall specify "You may select up to ____ (__) Candidates for the position of..." and will list the Candidates for the respective position(s).
 - 3.1.3 The ballot shall state any referendum questions and ask the voter to indicate either "yes" or "no".
- 3.2 A voter's allowable choice(s) for each question and within each category as defined in Section 3.1.1 shall be clearly stated on the ballot.
 - 3.2.1 It shall be noted that only voters registered as Laurier Brantford students may vote for the positions of Brantford Campus Councillor.
- 3.3 Before a ballot may be considered official:
 - 3.3.1 It must bear the initials, written or stamped, of the Chief Returning Officer or Assistant Chief Returning Officer prior to the opening of the polls.
 - 3.3.2 It must also bear the initial of a Deputy Returning Officer or second set of initials from the Chief Returning Officer at the time the ballot is given to the voter.
- 3.4 A ballot shall be considered spoiled if it does not bear one or more of the markings specified in Section 3.3
- 3.5 Should any section of the ballot bear marks other than those specified as allowable as per Sections 3.1.2, 3.1.3 and 3.2.1 that particular section of the ballot will be considered spoiled.
 - 3.5.1 Spoiled ballots, or sections thereof, shall count towards quorum but not towards any specific Candidate(s), referendum or other such questions.
- 3.6 Any significant error, as so determined by the Appeals Committee, affecting the nature of the ballot, or section(s) thereof, either in text or formatting, shall make said ballot, of sections(s) thereof, defective and unsuitable for use in the election.
 - 3.6.1 Defective ballots may not be knowingly distributed under any circumstances.

- 3.6.2 If, for whatever reason, a defective ballot is cast that vote shall not be counted toward quorum or any particular Candidate(s), referendum or other such questions.

Section 4: Chief Returning Officer's Vote

- 4.1 The Chief Returning Officer shall cast his or her vote before the polls open.
- 4.2 He or she shall cast a separate vote for each position by ranking all the candidates in order of preference, sealing each ballot, if there is more than one, in a separate marked envelope, and placing all the envelopes in a ballot box.
- 4.3 Only in the case of an equality of votes for a position, requiring the least plurality of votes, shall the appropriate sealed envelope be opened and the votes recorded.

Section 5: Proxy

- 5.1 Proxies shall be available to all members from the CRO, HDRO or elections executive at the Head Office of the Students' Union for ten (10) business days prior to the election yet must be submitted at least forty-eight (48) hours prior to the election in order to be recognized. Proxies shall be available to students at Brantford campus during the office hours of the Brantford HDRO.
 - 5.1.1 It shall be the sole responsibility of the student wishing to proxy his/her vote to get a proxy form.
 - 5.1.2 Students obtaining proxy forms shall be required to show a valid student card and their name and student number shall be recorded by the CRO, HDRO, or a member of the elections executive.
 - 5.1.3 The student shall also inform the CRO, HDRO or an elections executive of the name and student number of the student who will be receiving the proxy
- 5.2 The maximum number of proxies delegated to one (1) member is one (1).
- 5.3 Members who have given their proxies may not vote on Election Day, unless they have revoked their proxy by submitting the appropriate Revocation Form at least twenty-four (24) hours in advance of the election.
 - 5.3.1 Members signing a proxy will be asked to sign a statement on the bottom of the proxy verifying their understanding that they cannot vote on Election Day and the member receiving the vote will sign verifying that they understand they have two (2) votes on Election Day.

Section 6: Co-op Proxy Procedure

- 6.1 In the case of co-operative education students absent from campus on work terms at the time of an election, candidates' and party platforms as a well as proxy forms shall be sent via electronic mail ten (10) days prior to Election Day.
- 6.2 The Proxy Form must be completed and returned to the elections e-mail account no later than forty-eight (48) hours prior to the opening of the polls.
- 6.3 Students who submit co-op proxy forms shall be removed from the voters list, and may not vote at the polling station unless a Revocation Form is submitted.

Section 7: Platforms

- 7.1 The approved platforms of the candidates and parties shall be visibly posted at all Polling Stations on Election Day, along with all referendum questions.
- 7.2 It is the responsibility of all candidates and Party Chairs to provide their approved platform to the Chief Returning Officer at a time and date specified by the Chief Returning Officer.
- 7.3 The Chief Returning Officer shall approve all platforms, provided that they meet the requirements of the Wilfrid Laurier University Code of Conduct and do not infringe upon the individual rights and freedoms guaranteed under the Canadian Charter of Rights and Freedoms.

Section 8: Counting

- 8.1 Counting of the ballots shall begin within two hours of the polls closing at a place determined by the Chief Returning Officer.
- 8.2 Only the CRO, elections executive, DROs, member of the Appeals Committee, and Scrutineers shall be allowed in the counting room.
 - 8.2.1 The Appeals Committee may chose to admit additional persons into the counting room.
 - 8.2.2 The Appeals Committee may not admit:
 - 8.2.2.1 Any Candidates running for elections;
 - 8.2.2.2 Any Party Chairs; or
 - 8.2.2.3 Agents of any Candidate or Party.
- 8.3 The ballots from each polling station shall be reconciled against the number of voters that voted at that station prior to the counting of ballots for accuracy.
 - 8.3.1 If the difference between the number of ballots cast and the number of voters who voted is greater than five percent (5%) of the number of voters who voted at that polling station, then all ballots from said polling station shall be considered to be spoiled, but shall still count towards quorum.
- 8.4 Should votes be cast for any candidate that has withdrawn, but whose name could not be removed from the ballot as per Policy 1-902 s.3.1, then that vote shall be discounted.
 - 8.4.1 Votes discounted as per this section shall not cause the ballot or any part thereof to be spoiled and shall therefore still be counted towards quorum.
- 8.5 All decisions regarding candidates' demerits or disqualification must be made prior to the counting of ballots.
 - 8.5.1 In the event that a candidate is disqualified and their name appears on the ballot, all ballots shall be counted.
- 8.6 No individual may leave the counting room without being escorted by a member of the Appeals Committee, with the exception of health reasons, while the ballots are being counted.
- 8.7 Only the Chief Returning Officer, Deputy Returning Officers and elections team members may handle the ballots.

- 8.7.1 Where absolutely necessary to facilitate counting of the ballots, the Appeals Committee may have additional person(s) handle ballots under the strict supervision of the Chief Returning Officer.
- 8.8 If, in any election, there is a difference of ten (10) votes or less for a decisive rank after the first summation, there shall be a recount within forty-eight (48) hours.
 - 8.8.1 Should the Chief Returning Officer not be able to attend a mandatory recount, for whatever reason, he/she is required to inform the Chief Governance Officer, and the Chief Governance Officer must immediately appoint a Deputy Returning Officer as a temporary Chief Returning Officer for the purpose of carrying out a recount.
 - 8.8.2 The Chief Returning Officer may request a recount at his/her discretion.
- 8.9 A candidate shall not have the right to ask for a recount if he/she did not have a Scrutineer present for the counting of the ballots.

Section 9: Destruction of Ballots

- 9.1 The ballots shall not be destroyed until seventy-two (72) hours after the ballots are counted or recounted but must be destroyed within one-hundred-and-twenty (120) hours of the election unless an appeal for a recount or for ballot reconciliation has been initiated.

Section 10: Electronic Methods

- 10.1 Any means of electronic voting and electronic voting lists may be used at the discretion of the Chief Returning Officer and the Appeals Committee.

Date of Approval by the Board of Directors: November 21, 2008

ELECTIONS POLICY #8

The Wilfrid Laurier University Students' Union

DEMERITS, DISQUALIFICATIONS & APPEALS (POLICY #8)

Date of Last Amendment: November 21, 2008

Introduction:

The purpose of this policy shall be to outline the rules regarding demerits for elections & referenda.

Section 1: Demerits and Disqualifications

- 1.1 The Chief Returning Officer, with the assistance of the Deputy Returning Officers, shall be responsible for enforcing campaign regulations, and shall have the power to levy demerits against any member of the Students' Union for any infraction of the By-Laws, policies or Code of Conduct related to elections.
 - 1.1.1 In the case that ten demerit points are charged to a particular candidate, for actions committed by the candidate, agent, or Scrutineer, the Chief Returning Officer shall disqualify the Candidate or Party.
 - 1.1.2 In the case of a severe infraction by a candidate, Party, Agent or Scrutineer, the Appeals Committee may disqualify the Candidate or Party.
 - 1.1.3 In the case of a Party being disqualified, the referendum question shall continue regardless.
- 1.2 Written notice of any violation will be provided to the Candidate or Party Chair, and carbon copied to the Front Desk of the respective WLUSU office for candidate review before 8:30am the next business day.
 - 1.2.1 Notice of violations on Election Day shall be given directly and immediately to the Candidate or Party Chair by a member of the Elections Team
 - 1.2.2 Only appeals that may cause a disqualification will be heard on Election Day and notice of appeals must be given
 - 1.2.3 Candidates disqualified on Election Day will still be permitted to campaign until such a time that their appeal has been resolved.
- 1.3 The categories and levels for demerit points shall consist of the following
 - 1.3.1 Minor offences worth one (1) demerit point
 - 1.3.1.1 Minor offences include, but are not limited to:
 - 1.3.1.1.1 poster violations
 - 1.3.1.1.2 Use of WLUSU intellectual property
 - 1.3.2 Moderate offences worth three (3) demerit points
 - 1.3.2.1 Moderate offences include, but are not limited to:

- 1.3.2.1.1 Active campaigning violations, including campaigning in business operations
 - 1.3.2.1.2 Distribution of unapproved campaign materials
 - 1.3.2.1.3 Campaigning around voting booths on Election Day
 - 1.3.2.1.4 Repetition of minor offences
 - 1.3.2.1.5 Exceeding spending limits by up to 10%
 - 1.3.3 Major offences worth five (5) demerit points
 - 1.3.3.1 Major offences include, but are not limited to:
 - 1.3.3.1.1 Slander (verbal defamation of character not based on proven fact)
 - 1.3.3.1.2 Libel (written defamation of character not based on proven fact)
 - 1.3.3.1.3 Abuse of campaign funds (e.g. going over the spending limit by more than 10%, using campaign funds for expenses not related to the campaign, etc.)
 - 1.3.3.1.4 Abuse of Candidate's or Party Chair's position
 - 1.3.3.1.5 Use of official mailing lists
 - 1.3.4 The Chief Returning Officer, where necessary, may declare an act not mentioned in the above examples to be within one of the three categories
- 1.4 The demerit system shall consist of the following for Party Chairs for Referendum questions:
 - 1.4.1 If a Party's Chair receives seven (7) demerit points, then the Party shall select a new Party Chair
 - 1.4.2 If a Party receives ten (10) demerit points, then the Party shall not receive reimbursement
- 1.5 At no point shall any Candidate or Party penalized due to the Appeals Committee, the Chief Returning Officer, the Head Deputy Returning Officer, the Deputy Returning Officers or any Elections Team member erring on the interpretation of their respective responsibilities and/or duties under WLUSU Policy or failing to provide clear, accurate, unbiased and timely instruction or direction.

Section 2: Appeals Process

- 2.1 A Candidate or party Chair must give written notice in hard copy to the Chief Governance Officer of any appeal of any decision made or demerit awarded by the Chief Returning Officer or Deputy Returning Officers by 11:59pm the following business day.
- 2.2 Any disqualification will be treated as automatically appealed and the Appeals Committee must hear the case within a reasonable time
- 2.3 Any decision reached by the Appeals Committee shall be final and shall be communicated to the relevant Candidate or Party by such means as are deemed appropriate.

Section 3: Appeals Committee Membership

- 3.1 The Appeals Committee shall consist of the following:

- 3.1.1 The Chief Governance Officer, who shall act as Chair;
- 3.1.2 Two Directors, elected by the Board;
 - 3.1.2.1 Directors sitting on the Appeals Committee cannot be a member of any campaign teams
 - 3.1.2.2 Directors sitting on the Appeals Committee cannot openly support any candidate or party
 - 3.1.2.3 Directors sitting on the Appeals Committee cannot be running for election for any position in the election
- 3.1.3 The Chief Returning Officer or their designate who shall sit ex-officio with a voice but no vote;
 - 3.1.3.1 In the case where an appeal involves candidates for the Brantford Campus Council, or the appeal involves an event that happened on the Brantford Campus, the Head Deputy Returning Officer: Brantford will sit in the place of the Chief Returning Officer as an ex-officio member with a voice but no vote.
- 3.1.4 One student at large
 - 3.1.4.1 Student at large sitting on the Appeals Committee cannot be a member of any campaign teams
 - 3.1.4.2 Student at large sitting on the Appeals Committee cannot openly support any candidate or party
 - 3.1.4.3 Student at large sitting on the Appeals Committee cannot be running for election for any position in the election

Date of Approval by the Board of Directors: November 20, 2009