


<b>Elections Policy</b>		
<b>Parent Policy:</b> <b>Related Policies:</b> <b>Approving Body:</b> <b>Passed:</b> <b>Amended:</b>	Union Bylaw N/A Students' Legislative Council April 7, 2015 (72.34) August 11, 2020 (78.10)	

## Definitions

*Active Member* means a student at the University of Calgary who meets the qualifications for membership established in section 1 of the Union Bylaw.

*All-Candidates Meeting* means a meeting scheduled by the CRO that is mandatory for all Candidates or Official Agents (for Candidates and Campaign Groups) to attend.

*Campaign Group* means an Active Member or group of Active Members registered as the official “yes” or “no” side for a Referendum or Plebiscite question.

*Campaigning* means all activities related to the promotion of a Candidate and/or the “Yes” or “No” side of a Referendum or Plebiscite.

*Campaign Manager* means anyone designated by a Candidate who is properly registered with the CRO to act as an official representative of that Candidate in all matters related to a Union Election.

*Candidate* means an Active Member who is seeking election for the office of President, Vice President Academic, Vice President External, Vice President Student Life, Vice President Operations and Finance, Faculty Representative, Board of Governors or Senate Student-at-Large Representative in a Union Election.

*Chief Returning Officer (CRO)* means the Active Member(s) responsible for administering Union Elections in accordance with this policy.

*Elected Officials* means anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current SLC members, the current Board of Governors and Senate Student-at-Large Representatives.

*Fine* means a financial penalty levied against a Candidate or Campaign Group by the CRO. A Fine is counted as a debt to the Students' Union but is not counted against campaign finance limits.

*Frivolous Complaint* means a complaint that has no merit.

*Nomination Days* refer to the days at the end of the Nomination Period during which the CRO will accept nominations. At the end of Nomination Days, the CRO declares the Candidates, acclamations, and vacancies for each position.

*Nomination Package* means the package provided to potential Candidates or Campaign Groups for Union Elections. It includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork.

*Nomination Period* means the days from when the Notice of Nomination is posted up to and including the Nomination Days.

*Notice of Election* refers to the CRO declaration confirming the Candidates for each position up for election and Referendum or Plebiscite questions that will appear on the ballot, including the dates and times for voting. The Notice of Election occurs after the final Nomination Day.

*Notice of Nomination* refers to the day the CRO announces the positions that are up for election and Referendum or Plebiscite questions that will appear on the ballot.

*Official Agent* means anyone designated by a Campaign Group who is properly registered with the CRO to act as an official representative of that Campaign Group in all matters related to a Referendum or Plebiscite.

*Petition* means a formal written request, signed by at least ten percent of Active Members, requesting SLC to conduct a vote on, and implement any resolution pertaining to the affairs of the Union, including a proposed Referendum or Plebiscite question.

*Plebiscite* means a general vote of Active Members on a single question that has been referred to them for their opinion on an important proposal. The outcome of a Plebiscite is not binding but as an expression of popular will, it can carry considerable weight.

*Referendum* means a general vote of Active Members on a single question that has been referred to them for a direct decision. The outcome of a Referendum is binding on the Union. Referenda are required to establish or increase fees administered by the Union or to amend the Constitution.

*Registered Student Organization* means a formal third-party student group such as a club, association, or society that is registered with the SU.

*Slate* means two or more candidates acting cooperatively in any manner where candidates seek to promote each other's campaign. A slate may include, but is not limited to, the use of a unifying name, symbol, slogan, and/or visual identity (e.g. colour scheme, design of campaign materials); explicit verbal or written endorsements between candidates; and/or substantively aligned platforms. Slates, real or apparent, are not permitted. Note that campaigning in the same area or keeping company with other candidates do not constitute a slate.

*SU Business* means work related to the roles and responsibilities of current Elected Officials.

*Third Parties* means individuals and organizations, including, but not limited to, Registered Student Organizations, other campus-based groups, or external organizations and businesses.

*Union Policy* means any official statement of values, beliefs, principles or processes of the Union as outlined in the Constitution, Union Bylaw, Policies, Procedures, Resolutions or Terms of Reference which are amenable in the proper form dictated by either the Constitution or Union Bylaw.

*Union Elections* means a process by which an Active Member is selected to be on SLC or as a Board of Governors or Senate Student-at-Large Representative at a General Election or By-Election.

*Vexatious Complaint* means a complaint which is brought, regardless of its merits, solely to harass or subdue another person.

### **Authority**

- 1 (1) Section 93(3) of the Post-Secondary Learning Act (PSLA) legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and enforcement of rules relating to student affairs.
- (2) Section 95(1)(a) of the PSLA legislates that the businesses and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are to be elected by and from the members of the student organization as provided in the Bylaws made by the council.
- (3) Section 95(2)(b) of the PSLA states that the council of a student organization may make bylaws governing the qualifications for election as a member of the council and the time and manner of conducting the elections.
- (4) In accordance with Section 95 of the PSLA, the Union Bylaw establishes:
  - (a) The general principles of Union Elections; and
  - (b) The ability for the Students' Legislative Council to create additional policies and procedures pertaining to the administration and conduct of Union Elections.
- (5) As per the Union Bylaw, all Union Policy shall be made in accordance with the Constitution and Union Bylaw.

### **Purpose**

- 2 (1) The purpose of this policy is to:
  - (a) Fulfil requirements established in the Post-Secondary Learning Act pertaining to the administration of Union Elections;
  - (b) Establish principles for how Union Elections shall be administered;
  - (c) Delegate authority for the management of Union Elections to the Chief Returning Officer (CRO) and General Manager or designate as appropriate;
  - (d) Establish expectations for the conduct of Union Elections; and
  - (e) Outline standards and criteria for the administration of a fair and valid election.

## Principles

- 3 (1) The Students' Union (SU) shall ensure that Union Elections are administered in accordance with the SU's mission, vision, and values. Union Elections shall be:
  - (a) Fair and equitable for all participants;
  - (b) Administered in a manner that is independent and impartial;
  - (c) Transparent and accountable;
  - (d) Democratic;
  - (e) Environmentally and financially sustainable; and
  - (f) Grounded in professionalism and respect for all parties.

## Statement of Independence

- 4 (1) The SU shall not endorse or support the views of any Candidate in any Union Election. Further, the views of any Candidate during campaigning shall not necessarily represent the views of the SU or current Elected Officials.

## Eligibility

- 5 (1) In accordance with the Union Bylaw, all current Active Members shall be eligible to run in Union Elections.
  - (2) An Active Member who wishes to be nominated for an executive position must have completed at least one half-course at the University of Calgary in each of the preceding fall and winter semesters to be eligible for nomination.
  - (3) An Active Member who wishes to be nominated for a Faculty Representative position may only be nominated for the faculty in which they are currently registered in a program leading to a degree.<sup>1</sup>
  - (4) A current Elected Official may be nominated in an upcoming Union Election if their office will be up for election.
- 6 (1) An Active Member is not eligible to be nominated as a Candidate or Campaign Group for any position being contested in any Union Election or to serve as an Elected Official if they are:
  - (a) The CRO;
  - (b) A member of the Review Board or Tribunal;
  - (c) Disqualified from eligibility to run in Union Elections by SLC, the Review Board, or the Tribunal;
  - (d) Indebted to the SU for more than \$75.00, unless they have entered into a written agreement with the SU to repay the debt;
  - (e) An SU employee who has not taken a leave of absence; or
  - (f) Party to litigation with the SU.

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<sup>1</sup> The University of Calgary Calendar defines this as a "Regular Student" – a student who has been formally admitted and is registered in a program leading to a degree. Open Studies Students, Visiting Students, and Exchange Students are not eligible for Faculty Representative positions.

- 7 (1) To be nominated, all eligible Active Members shall complete and submit an Election Nomination Package during Nomination Days:
  - (a) Executive Candidates shall collect 150 signatures of Active Members;
  - (b) Faculty Representative Candidates shall collect 50 signatures of Active Members registered in their faculty;
    - (i) Faculty Representative Candidates in faculties with fewer than 750 undergraduate students<sup>2</sup> shall collect 25 signatures of Active Members registered in that faculty;
  - (c) Senate and Board of Governors Student-at-Large Representative Candidates shall collect 50 signatures of Active Members; and
  - (d) Campaign Groups shall collect 150 signatures of Active Members.
- (2) All Candidates (including Campaign Managers, if applicable) must attend at least one All-Candidates Meeting before being eligible to participate in the given Union Election.

### **Chief Returning Officer**

- 8 (1) As established in the Union Bylaw, the CRO shall be an Active Member.
  - (2) An Active Member shall not be eligible to serve as the CRO if they are:
    - (a) A current SU Elected Official;
    - (b) A member of the Review Board or Tribunal;
    - (c) A Candidate or Campaign Manager in a Union Election;
    - (d) An Official Agent for a Campaign Group in an Referendum or Plebiscite.
  - (3) In accordance with the Union Bylaw, no SU Executive shall be eligible to become the CRO within three years of the Executive's term in office.
- 9 (1) The CRO shall be governed by Conflict of Interest provisions established in the Union Bylaw.

### **Delegation of Authority**

- 10 (1) The CRO and General Manager or designate shall be delegated authority for the administration and conduct of Union Elections.
- (2) The CRO and General Manager or designate shall establish operational rules and procedures regarding Nominations, Campaigning, Expenses, Candidate and Campaign Group conduct in accordance with:
  - (a) All relevant Union Policy, including, but not limited to, the Union Bylaw and this Elections Policy;
  - (b) University policies and procedures; and

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<sup>2</sup> Faculty enrolment data may be obtained from the university's Fact Book published by the Office of Institutional Analysis. Section 7(1)(b)(i) refers to the whole number of Active Members in a faculty, regardless of location (campus, practicum placement, etc.).

- (c) Municipal, provincial, and federal legislation.
- (3) The CRO may make decisions with respect to the administration and conduct of any Union Election, taking into consideration:
  - (a) All relevant Union Policy;
  - (b) The SU's mission, vision, and values;
  - (c) Input from the General Manager or designate;
  - (d) Student feedback;
  - (e) University policies and procedures; and
  - (f) Best practices for the administration of elections.
- 11 (1) The General Manager or designate shall have the authority to make decisions regarding staff involvement in Union Elections.

### **Referenda and Plebiscites**

- 12 (1) All Referendum and Plebiscite questions shall be initiated and administered in accordance with the Union Bylaw.
- (2) The Union shall only administer Referendum and Plebiscite questions that:
  - (a) Align with the SU's mandate established in the PSLA;
  - (b) Align with the SU's mission, vision, and values; and
  - (c) Permit the General Manager or designate to exercise professional judgment in discharging responsibility for the administration and operations of the SU.
- 13 (1) A Petition of Active Members shall be considered valid if:
  - (a) The Petition includes the names, university identification number, phone number, address, and signature of the official representative(s) of the Petition;
  - (b) The proposed Referendum or Plebiscite questions to appear on the ballot appears identically on each page of the Petition;
  - (c) The Petition is signed by at least ten percent of Active Members;
  - (d) Each Active Member who is a signatory to the Petition prints their name and student identification number adjacent to their signature;
  - (e) Each signature to the Petition is witnessed by an official representative of the Petition; and
  - (f) The witnesses submit an affidavit with the Petition attesting to the eligibility of each signatory to sign the Petition as an Active Member.
- 14 (1) In accordance with the Union Bylaw, SLC may vote to approve a Referendum or Plebiscite question to appear on the ballot during the upcoming Union Election if the question meets the following criteria:
  - (a) Referendum questions shall be written in the form of a polar question<sup>3</sup>;

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<sup>3</sup> A polar question has only two possible responses: yes or no.

- (b) Plebiscite questions shall either solicit preference or ask a polar question;
  - (c) All proposed Referendum and Plebiscite questions shall include:
    - (i) The name of the individual or group sponsoring the question; and
    - (ii) Reasonable background information enabling voters to make an informed choice;
  - (d) All proposed Referendum questions shall include an explanation of each possible outcome;
  - (e) All proposed Referendum and Plebiscite questions calling for a change in the level of a current fee or for the creation of a new fee shall include:
    - (i) Information on the purpose of the fee;
    - (ii) The university sessions during which the fee will be levied;
    - (iii) The level of the fee in all faculties, programs and session in which the fee level may be different;
    - (iv) The duration of the fee;
    - (v) If applicable, the current per student, per session level of the fee; and
    - (vi) The future per student, per session level of the fee in the event of an affirmative vote.
- (2) The CRO and General Manager or designate shall verify the grammatical correctness and clarity of all proposed Referendum and Plebiscite questions and may make non-substantive changes to clarify the intent or correct grammatical errors prior to SLC approval.
- 15 (1) The SU shall remain neutral regarding all Referendum and Plebiscite questions.
- (2) SU Marketing and Communications staff may publicize any Referendum or Plebiscite question as they see fit, within the bounds of section 15(1).
- (3) Notwithstanding section 15(1), SLC may vote by Special Super Majority Resolution to support a side if a Referendum question concerns a fee levied for the maintenance of the association, as established in section 95(2)(e) of the PSLA.
- 16 (1) There may be one Campaign Group registered for each side of a Referendum and Plebiscite question appearing on the ballot during a Union Election.
- (a) An Active Member or group of Active Members, represented by an Official Agent, may register as the official “yes” or “no” Campaign Group on a first come, first served basis for a given question in accordance with procedures established by the CRO and the General Manager or designate.

## **Election Calendar**

- 17 (1) The CRO and General Manager or designate shall create and make available an annual calendar for the administration of Union Elections, establishing dates for:
- (a) Notice of Nominations;
  - (b) Referendum and Plebiscite question submission and approval by SLC;
  - (c) Nomination Days;
  - (d) Notice of Elections, acclamations, and vacancies;
  - (e) All-Candidates Meetings;
  - (f) Campaign funding procedure deadlines;

- (g) Campaign periods;
- (h) Voting days; and
- (i) Appeal deadlines.

- 18 (1) Regular voting days for the annual General Election shall be held no later than two weeks after Reading Week for at least three consecutive business days.
- (2) Regular voting days for the annual By-Election shall be held during the second full week of October for at least three consecutive business days.

### **Nominations**

- 19 (1) The CRO and General Manager or designate shall establish procedures for:
- (a) Submitting valid nominations;
  - (b) Registering a Campaign Group;
  - (c) Platform submission;
  - (d) Withdrawing nominations; and
  - (e) Registering Campaign Managers and Official Agents.

### **Campaign Managers, Official Agents and Campaign Volunteers**

- 20 (1) Active Members may serve as Campaign Managers for Candidates subject to the same criteria outlined in section 6.
- (a) Candidates or Campaign Groups must register the name of their Campaign Manager or Official Agent in accordance with procedures established by the CRO and the General Manager or designate.
- 21 (1) Campaign volunteers may work for any Candidate or Campaign Group in a non-official capacity.
- (a) Campaign volunteers may not receive compensation or in-kind gifts.

### **Campaigning**

- 22 (1) All Campaigning shall be positive in nature and in accordance with:
- (a) The rules of fair play outlined in section 27; and
  - (b) The community standards established in section 28.
- 23 (1) Candidates and Campaign Groups shall be responsible for understanding what campaign materials are permitted and how those campaign materials may be displayed or distributed during Union Elections.
- 24 (1) The following activities are strictly prohibited during Campaigning:
- (a) Any and all campaigning activities in any campus library or residence facility;



- (b) Any and all campaigning activities at all campus food vendors; and
  - a. Food vendors shall not be permitted to display or distribute campaign materials on behalf of Candidates or Campaign Groups;
- (c) Participation in a slate, whether real or apparent, as a Candidate or Campaign Group;
  - a. To prevent the formation or appearance of slates, Candidates and Campaign Groups shall not:
    - i. Share expenses for campaign materials;
    - ii. Appear on another Candidate or Campaign Group's campaign materials;
    - iii. Produce campaign materials that resemble those of another Candidate or Campaign Group in colour, branding or design; or
    - iv. Use the same slogan or slogans as another Candidate or Campaign Group.
- (d) Blocking or obstructing a means of egress including secondary corridors, fire exits, stairways, stairway landings, aisles, or fire escapes with your person or any physical object;
- (e) Using or superimposing logos (including SU, University of Calgary, Dinos, and/or faculty logos) on any campaign materials; and
  - a. Logos that appear in the existing environment and do not require special permissions for use may be permitted at the discretion of the CRO and General Manager or designate;
- (f) Campaign activities that involve posting materials or writing on whiteboards, chalkboards, or any other surfaces in classrooms for the purpose of campaigning;
- (g) Campaign presentations in classrooms by Candidates and/or Campaign Groups unless advance written permission from the instructor assigned to a given course section has been attained;
- (h) During Voting Days, all Campaigning shall be strictly prohibited within a 20m radius sightline of all SU voting stations.

25 (1) The Students' Union is committed to fair and independent elections. No SU resources shall be used for the purposes of any Campaigning activities, and Current Elected Officials who participate in a Union Election as Candidates, Campaign Managers, Campaign Groups, or Official Agents shall be required to forgo privileged access to any and all SU offices for the duration of the campaign periods.

- (a) Notwithstanding section 25 (1), current Elected Officials may be permitted to access SU offices for the purpose of SU business, at the discretion of the CRO.
- (b) The storage of campaign materials is considered to be a Campaigning activity, and as such is strictly prohibited in any Students' Union operated offices or businesses.

26 (1) In consultation with campus stakeholders and in accordance with the principles established in this policy, the CRO and General Manager or designate shall establish and enforce additional rules and procedures regarding:

- (a) What campaign materials shall be permitted during a Union Election;
- (b) The content of campaign materials; and
- (c) The display and distribution of permitted campaign materials.

### **Rules of Fair Play in Union Elections**

27 (1) In accordance with the principles established in section 3(1), Active Members who choose to

participate in Union Elections shall be required to conduct themselves in accordance with the following rules of fair play:

- (a) Participants in Union Elections shall demonstrate respect for others. Respect refers to having due regard for the feelings and the rights of others; further, respect may include admiration or acknowledgement of another's abilities, qualities, or achievements;
- (b) Participants in Union Elections shall engage in fair competition, understanding that legitimate success is earned in accordance with the rules and without cheating or trying to achieve an unjust advantage;
- (c) Candidates shall compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;
- (d) Candidates shall demonstrate integrity by adhering to a code of moral values, particularly honesty, during Union Elections;
- (e) All platforms presented by Candidates shall be written by the individual Candidate in their own words;
- (f) Participants in Union Elections shall regard Union Elections with a sense of unity in pursuit of democratic elections and with an ultimate goal of enhancing the welfare of students at the University of Calgary;
- (g) Participants in Union Elections shall demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and
- (h) Candidates shall demonstrate concern for, and attach importance to the interests of Active Members and the Students' Union.

### **Community Standards in Union Elections**

- 28 (1) In accordance with the principles established in section 3(1), Active Members who choose to participate in Union Elections shall be required to conduct themselves in accordance with the following community standards.
- (a) As students at the University of Calgary and members of the SU, all participants in Union Elections, including Candidates, Campaign Groups, volunteers, and voters, shall be required to comply with university and SU policies and procedures, including rules related to harassment, discrimination, and other types of non-academic misconduct.
  - (b) The SU welcomes debate and dissent of ideas; however, campaign activities shall not harm the reputation of any individual, the SU, or the university.
  - (c) Campaign activities shall not interfere with or cause unwelcome disruption to any person or group including faculty, staff or students who continue to study, attend class, and work during Union Elections.
  - (d) Campaign activities shall not insult, attack, harass, bully, threaten, demean, or impersonate others.
  - (e) Campaign activities shall not advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, sex, gender identity, personal expression, or ability.
  - (f) Campaign activities shall not contain content that is graphic, violent, or obscene. This includes content that is construed to be explicit, overly suggestive, or intentionally shocking.
  - (g) Campaign activities shall not promote the excessive consumption of alcohol or drinking games.
  - (h) Participants in Union Elections shall comply with municipal, provincial, and federal laws.

- Campaign activities shall not promote or depict illegal activities.
- (i) Participants in Union Elections have a right to privacy. Campaign activities shall not reveal the personal information of others without their consent.

## **Endorsements**

- 29 (1) Only verbal or written endorsements shall be permitted during Union Elections.
  - (2) Candidates and Campaign Groups shall not be permitted to receive any monetary, in-kind, or material endorsements or donations from Third Parties during Union Elections.
  - (3) In accordance with section 24 (1) (c) (a), endorsements made by Candidates or Campaign Groups shall not appear on Campaign Materials.
  - (4) Any endorsement from a Registered Student Organization shall be authorized by the Registered Student Organization's governing body in accordance with the organization's own policies and procedures; if a Candidate or Campaign Group member is a member of a Registered Student Organization, they shall abstain from participating in such decisions.
- 30 (1) Currently elected Executives shall not endorse Candidates or Campaign Groups.
  - (2) Current Elected Officials shall not utilize SU resources, including their title and any established modes of communicating to students on behalf of the SU, to endorse Candidates or Campaign Groups.
- 31 (1) Candidates and Campaign Groups shall not be permitted to use the university's electronic communications system (e.g. D2L, the UCalgary global address book, etc.) for Campaigning.
  - (2) Candidates and Campaign Groups shall be required to obtain explicit or implied consent to collect and use students' personal contact information for the purposes of Campaigning.
  - (3) Candidates and Campaign Groups shall not be permitted to send emails or other mass communications to Third Party lists for the purposes of Campaigning. Third Parties may send written endorsements to their own managed lists; however, these messages may not be sent by or on behalf of a Candidate or Campaign Group.

## **Voting**

- 32 (1) Voting for Union Elections shall be administered through an online system established by the CRO and General Manager or designate. Where possible, paper ballots shall be made available at polling stations in case the online system is unavailable.
- 33 (1) Candidates and Campaign Managers shall have the right to observe voting at any polling station during a Union Election.
  - (a) The CRO or General Manager or designate may impose rules regarding where Candidates or Campaign Managers may observe voting.

- (b) Candidates and Campaign Managers shall not interfere with voters before or after a vote is cast.

### **Campaign Funding**

- 34 (1) All Candidates and Campaign Groups shall be eligible to receive funding from the SU to cover campaign expenses equal to a maximum allowable expenditure for the office/position sought, as established by the CRO and General Manager or designate in accordance with the Annual Budget.
- (2) Campaign donations are not permitted.
  - (a) Discounts must be available to all Candidates and Campaign Groups to be considered an eligible expense.
- 35 (1) The General Manager or designate shall have authority over the administration of all Campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

### **Conduct**

- 36 (1) All Candidates and Campaign Groups shall act reasonably, in good faith, and in accordance with the rules of fair play during the course of Union Elections.
- (2) Candidates and Campaign Groups shall be responsible for the actions, and violations stemming from such actions, of any volunteer or individual acting on their behalf.
- 37 (1) Elected executives who run for election or re-election during their current term must use personal leave time (known as wellness days or half-days) if they wish to participate in any campaigning activities during established office hours.
- 38 (1) In accordance with section 10 (3) and in consideration of the principles established in section 3, the CRO may make decisions regarding the conduct of any Candidate or Campaign Group in a Union Election.
- (2) Candidates and Campaign Groups who fail to abide by policies and procedures during a Union Election may be subject to sanctions on the following grounds:
  - (a) Minor violations shall include, but are not limited to:
    - (i) Failing to adhere to the policies and procedures related to Campaigning, rules of fair play, community standards, endorsements, campaign funding or conduct established in this policy;
    - (ii) Making Frivolous or Vexatious Complaints; and
    - (iii) Failing to comply with policies and procedures established by the CRO and the General Manager or designate.
  - (b) Major violations shall include, but are not limited to: <sup>4</sup>

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<sup>4</sup> As per the Review Board decision issued November 16, 2017, and upheld by the Tribunal on February 23, 2018, a discretionary major violation "should be something unlisted among the major violations that would compromise the integrity of the democratic process."

- (i) Failing or ceasing to meet Candidate or Campaign Group eligibility requirements;
    - (ii) Failing to comply with a CRO decision;
    - (iii) Interfering with voters, ballots, voting procedures or ballot counting; and
    - (iv) Repeated and/or willful violation(s) of election policies and procedures.
  - (3) The CRO, in consultation with the General Manager or designate, shall investigate the nature of violations and may impose any combination of the following sanctions:
    - (a) For minor violations the CRO may:
      - (i) Issue a warning;
      - (ii) Levy a fine;
      - (iii) Confiscate or destroy campaign materials; or
      - (iv) Impose limits, restrictions or prohibitions on any Campaign activities for any period of time.
    - (b) For major violations the CRO may:
      - (i) Disqualify a Candidate or Campaign Group; or
      - (ii) Invalidate an election or referendum.
  - (4) Sanctions for minor violations shall not necessarily be considered cumulative.
  - (5) The CRO and General Manager or designate may establish a schedule outlining how fines and penalties may be levied for specific violations at the discretion of the CRO.
- 39 (1) All Active Members may be subject to the University of Calgary's Non-Academic Misconduct Policy for their conduct in Union Elections.

## **Complaints**

- 40 (1) Any member of the university community may submit a written complaint to the CRO in accordance with procedures established by the CRO and General Manager or designate. Complaints may be made in regard to any perceived violation of this Elections Policy that may impact the validity and fairness of a Union Election.
- (2) Upon receipt of a complaint, the CRO shall provide an initial response to the complainant within 24 hours. The CRO may investigate a complaint and make any decision regarding the conduct of candidates or Campaign Groups in elections in accordance with sections 10(c) and 38 of this policy.

## **Appeals**

- 41 (1) In accordance with the Union Bylaw, any Active Member may appeal a CRO decision or contest the validity of a Union Election by application to the Review Board, within five SU business days of the last day of voting, in accordance with procedures established by the Review Board.

## **Reporting**

- 42 (1) The CRO shall provide a written report to SLC at least three SLC meetings prior to the first day of the Nomination Days for each Union Election. This report shall include:
- (a) The elections calendar for the given Union Election; and
  - (b) A summary of any changes to election policies or procedures made since the previous Union Election.
- (2) The CRO shall provide a written report to SLC no later than three SLC meetings subsequent to the completion of a Union Election. This report shall include:
- (a) A summary of the results;
  - (b) A summary of complaints, concerns, and issues that arose before, during, and after the election; and
  - (c) Recommendations for amendments to the Union Bylaw or Election Policy, if necessary.

### **Accountability**

- 43 (1) The CRO and the General Manager or designate are responsible for the implementation, administration, and review of this policy in advance of each General Election and By-Election, as scheduled in the Elections Calendar.

### **Authority to Approve Procedures**

- 44 (1) The CRO and the General Manager or designate have the authority to approve secondary procedures that comply with the Elections Policy.

### **Review**

- 45 (1) This policy shall be reviewed at least once a year by the CRO and the General Manager or designate.
- (2) Upon the request of the CRO, the Policy Development and Review Committee (PDRC) may review and make recommendations regarding the Elections Policy to the CRO.

**Amendment History:** June 7, 2016 (74.04); April 4, 2017 (74.54); June 13, 2017 (75.05); December 5, 2017 (75.23); July 3, 2018 (76.09); December 4, 2018 (76.30); December 3, 2019 (77.23).