Elections Policy

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1 Purpose

(1) The purpose of this policy is to

(a) fulfil requirements established in the 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 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.

2 Scope

(1) This policy applies to:

(a) Campaign Groups;
(b) Campaign Managers;
(c) Candidates;
(d) the CRO;
(e) Elected Officials;
(f) Official Agents;
(g) SU staff; and,
(h) Third Parties.

3 Authority

(1) Section 93(3) of the Act 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 Act 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 Act 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 Act, 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.

Part 2: Definitions

4 Definitions

(1) In this policy:

(a) “Act” means the Alberta Post-Secondary Learning Act;

(b) “Active Member” is defined per the Union Bylaw as a student at the University of Calgary who meets the qualifications for membership in the SU;

(c) “All-Candidates Meeting” means a meeting scheduled by the CRO that is mandatory for all Candidates or Campaign Managers, and Official Agents, to attend;

(d) “Campaign Group” means an Active Member or group of Active Members registered as the official representative of a given side for a Referendum or Plebiscite question;

(e) “Campaigning” is defined per the Union Bylaw as all activities related to the promotion of a Candidate and/or a given side for a Referendum or Plebiscite question;

(f) “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;

(g) “Candidate” is defined per the Union Bylaw as means an Active Member who is vying for an elective position in a Union Election;

(h) “Chief Returning Officer” (CRO) is defined per the Union Bylaw as the SU staff member responsible for administering Union Elections in accordance with this policy;

(i) “Conflict of Interest” is defined per the Union Bylaw as a set of circumstances in which the Private Interests of an individual, Directly Associated Person or Organization may be reasonably perceived to bias a decision-maker’s judgment in the exercise of an official power, duty, or function;

(j) “Constitution” means the Students’ Union, the University of Calgary Constitution.

(k) “Elected Official” is defined per the Union Bylaw as 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;
(l) “Fee” is defined per the Union Bylaw as any fee approved by a Referendum of Active Members in accordance with the Constitution and administered by the SU;

(m) “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;

(n) “Frivolous Complaint” is defined per the Union Bylaw as a complaint that has no merit;

(o) “Nomination Days” means 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, and vacancies for each position;

(p) “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;

(q) “Nomination Period” is defined per the Union Bylaw as the days from when the Notice of Nomination is posted up to and including the Nomination Days;

(r) “Notice of Election” means 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;

(s) “Notice of Nomination” means the day the CRO announces the positions that are up for election and Referendum or Plebiscite questions that will appear on the ballot;

(t) “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;

(u) “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 SU, including a proposed Referendum or Plebiscite question;

(v) “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;

(w) “Polar Question” means a question to which there are only two possible responses, “yes” and “no,” or an effective equivalent;

(x) “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 SU or to amend the Constitution;
(y) “Registered Student Organization” means a formal third-party student group such as a club, association, or society that is registered with the SU;

(z) “Review Board” is defined per the Union Bylaw as the Review Board established in Article VIII of the Constitution which has jurisdiction over justiciable issues of the SU;

(aa) “Slate” means two or more Candidates acting cooperatively in any manner where Candidates seek to promote each other’s campaign.

(bb) “Students’ Legislative Council” (SLC) is defined per the Union Bylaw as the Students’ Legislative Council of the Students’ Union, established by Article VI, Section A of the Constitution for the purpose of managing the business and affairs of the SU;

(cc) “Strategic Plan” is defined per the Union Bylaw as the SU’s three-year guidance document that includes the mission statement, vision statement and guiding principles;

(dd) “SU” means the Students’ Union, the University of Calgary;

(ee) “SU Business” means work related to the roles and responsibilities of current Elected Officials;

(ff) “Third Parties” means individuals and organizations, including, but not limited to, Registered Student Organizations, other campus-based groups, or external organizations and businesses;

(gg) “Tribunal” is defined per the Union Bylaw as the Tribunal established in Article VIII of the Constitution, which has jurisdiction of review over decisions of the Review Board;

(hh) “Uncontested Candidate” means a Candidate in a race in which there are an equal number or fewer Candidates than available positions;

(ii) “Union Bylaw” means the Students’ Union, the University of Calgary Union Bylaw.

(jj) “Union Policy” is defined per the Union Bylaw as any official statement of values, beliefs, principles or process of the SU as outlined in the Constitution, Union Bylaw, Procedures, Resolutions or Terms of Reference which are amendable in the proper form dictated by either the Constitution or the Union Bylaw;

(kk) “Union Election” is defined per the Union Bylaw as 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; and,

(ll) “Vexatious Complaint” means a complaint which is brought, regardless of its merits, solely to harass or subdue another Candidate.
5 Principles

(1) The SU shall ensure that Union Elections are administered in accordance with the SU’s Strategic Plan. 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.

6 Statement of Independence

(1) The SU shall not endorse or support the views of any Candidate in any Union Election.

(2) The views of any Candidate during Campaigning do not necessarily represent the views of the SU or current Elected Officials.

7 SU Resources

(1) 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.

(2) No SU resources shall be used for the purposes of any Campaigning activities.

(3) Elected Officials who participate in a Union Election as Candidates, Campaign Managers, Campaign Groups, or Official Agents must forgo privileged access to all SU offices for the duration of the campaign periods.

(4) Despite subsection (3), Elected Officials may be permitted to access SU offices for the purpose of SU Business, at the discretion of the CRO.

(5) Storage of any campaign material in any SU operated office or business is prohibited.

(6) Current Executives who run for election or re-election during their term must use Wellness Days if they wish to participate in any campaigning activities during SU office hours.

8 Eligibility

(1) In accordance with the Union Bylaw, all current Active Members shall be eligible to run in Union Elections, subject to additional eligibility criteria within Union Policy.

(2) An Active Member who wishes to be nominated for any Executive position must:
(a) have completed at least one “3 unit” course at the University of Calgary in each of the Fall and Winter terms of the prior academic year; and,

(b) be legally authorized to work as a full-time employee in Canada, in the capacity of the Executive position they seek nomination to, for the entire duration of the term of office for which they would be elected.

(3) An Active Member who wishes to be nominated for a Faculty Representative position must be enrolled in a program leading to an undergraduate degree from that respective Faculty at the time of their nomination.

(4) 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 CRO, 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.

9 Nomination

(1) To be nominated, an eligible Active Member must complete and submit a Nomination Package during Nomination Days, including all materials deemed procedurally necessary by the CRO or the General Manager or designate.

(2) Active Members must obtain signatures of support from other Active Members to be nominated, in the amount of:

(a) at least 150 for:

(i) Executive Candidates; and

(ii) Campaign Groups;

(b) at least 50 for:

(i) Faculty Representative Candidates enrolled in a faculty with 750 or more enrolled undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook;

(ii) Senate Student-at-Large Representative Candidates; and

(iii) Board of Governors Student-at-Large Representative Candidate; or,
(c) at least 25 for Faculty Representative Candidates enrolled in a faculty with fewer than 750 undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook.

(3) Faculty Representative Candidates must obtain signatures of support from Active Members enrolled in an undergraduate degree program offered by the faculty they seek to represent.

(4) All Candidates (including Campaign Managers, if applicable) must attend an All-Candidates Meeting.

10 Referenda and Plebiscites

(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 Act;
   (b) align with the SU’s Strategic Plan; and
   (c) permit the General Manager or designate to exercise professional judgment in the administration and operations of the SU.

(3) In accordance with the Union Bylaw, the 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;
   (b) Plebiscite questions shall either solicit preference or ask a Polar Question;
   (c) All proposed Referendum and Plebiscite questions must 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 must 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 must 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.
(f) A proposed Referendum or Plebiscite question may only call for the creation of a new Fee if the Fee is for the maintenance of the SU, per the Act.

(4) 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.

(5) The SU shall remain neutral regarding all Referendum and Plebiscite questions.

(6) SU staff may publicize any Referendum or Plebiscite question as they see fit, within the bounds of subsection (5).

(7) Despite subsection (5), SLC may vote by Special Super Majority Resolution per the Union Bylaw to support a side if a Referendum question concerns a Fee levied for the maintenance of the SU, per section 95(2)(e) of the Act.

(8) There may be one Campaign Group registered for each side of a Referendum and Plebiscite question appearing on the ballot during a Union Election.

(9) An Active Member or group of Active Members, represented by an Official Agent, may register as the official 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.

11 Petitions

(1) A Petition of Active Members is 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.

12 Voting

(1) Voting for Union Elections shall be administered through an online system established by the CRO and General Manager or designate.

(2) Where possible, paper ballots must be made available at polling stations, in case the online system is unavailable.
(3) Candidates and Campaign Managers may observe voting at any polling station during a Union Election.

(4) The CRO or General Manager or designate may impose rules regarding where Candidates or Campaign Managers may observe voting.

(5) Candidates and Campaign Managers must not interfere with voters before or after a vote is cast.

13 Votes of Confidence

(1) Uncontested Candidates are elected through a vote of confidence ballot question.

(2) The ballot question asked in a vote of confidence shall be written in the form of a Polar Question.

(3) The majority of votes cast on a vote of confidence shall determine the outcome of the election, in that if a majority of votes cast on a vote of confidence are:

(a) "yes," the Uncontested Candidate shall be elected to the position; or,

(b) "no," the Uncontested Candidate shall not be elected to the position, which shall remain vacant and be filled in accordance with the process identified in the Union Bylaw.

Part 4: Campaigning and Conduct

14 Campaign Managers and Official Agents

(1) Active Members may serve as Campaign Managers for Candidates subject to the same criteria outlined in section 8(4).

(2) 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.

(3) Campaign Managers are not required to be enrolled in the same faculty as the Candidate they are registered to support.

15 Campaign Volunteers

(1) Campaign volunteers may work for any Candidate or Campaign Group in a non-official capacity.

(2) Campaign volunteers must not receive compensation or in-kind gifts.

16 Campaigning

(1) All Campaigning shall be positive in nature and in accordance with:

(a) the rules of fair play outlined in section 17; and

(b) the community standards established in section 18.
(2) **Candidates** and **Campaign Groups** are responsible for understanding what campaign materials are permitted and how those campaign materials may be displayed or distributed during **Union Elections**.

(3) Campaign activities of any kind are prohibited at any

(a) campus library;
(b) residence facility;
(c) **SU** office or business;
(d) campus food vendor; and
(e) any other designated no-campaign zone.

(4) Participation in a **Slate**, whether real or apparent, is prohibited, including:

(a) the use of a unifying name, symbol, slogan, or visual identity (e.g., colour scheme, design of campaign materials);
(b) explicit or verbal written endorsements between **Candidates**;
(c) substantively aligned platforms;
(d) sharing expenses for campaign materials;
(e) appearing on another **Candidate** or **Campaign Group’s** campaign materials, including campaign social media;

(5) For the purposes of subsection (4), a **Slate** does not include:

(a) **Campaigning** in the same area as other **Candidates** or **Campaign Groups**, provided the frequency of such occurrence(s) between **Candidates** or **Campaign Groups** is minimal or negligible; or,

(b) Private or informal interactions with other **Candidates** or members of a **Campaign Groups**.

(6) 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 is prohibited.

(7) Using or superimposing logos (including **SU**, University of Calgary, Dinos, and/or faculty logos) on any campaign materials is prohibited, except those that appear in the existing environment and are permitted by the **CRO** or General Manager or designate; and

(8) Campaign activities that involve posting materials or writing on whiteboards, chalkboards, or any other surfaces in classrooms for the purpose of **Campaigning** are prohibited.

(9) Campaign presentations during instructional course hours, including labs, lectures, seminars, and tutorials, are prohibited, unless the **Candidate** or **Campaign Group** has

(a) received advance written permission from the course instructor; and,
(b) has provided notice of that written permission to the CRO;

(10) Any campaign activity is prohibited within a 20-metre radius sightline of all SU voting stations.

17 Rules of Fair Play in Union Elections

(1) In accordance with the principles established in section 5(1), Active Members who choose to participate in Union Elections must conduct themselves in accordance with the following rules of fair play:

(a) Participants in Union Elections must act reasonably, and in good faith.

(b) Participants in Union Elections must demonstrate respect for others, including having due regard for the feelings and the rights of others and may include admiration or acknowledgement of another’s abilities, qualities, or achievements;

(c) Participants in Union Elections must 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;

(d) Candidates must compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;

(e) Candidates must demonstrate integrity by adhering to a code of moral values, particularly honesty, during Union Elections;

(f) Platforms presented by Candidates must be written by the individual Candidate in their own words;

(g) Participants in Union Elections must 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;

(h) Participants in Union Elections must demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and

(i) Candidates must demonstrate concern for, and attach importance to, the interests of Active Members and the SU.

18 Community Standards in Union Elections

(1) In accordance with the principles established in section 5(1), Active Members who choose to participate in Union Elections must conduct themselves in accordance with the following community standards:

(a) As students at the University of Calgary and Active Members of the SU, all participants in Union Elections, including Candidates, Campaign Groups, volunteers, and voters, must 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 must not harm the reputation of any individual, the SU, or the university.

(c) Campaign activities must 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 must not insult, attack, harass, bully, threaten, demean, or impersonate others.

(e) Campaign activities must 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 must 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 must not promote the excessive consumption of alcohol or drinking games.

(h) Participants in Union Elections must comply with municipal, provincial, and federal laws.

(i) Campaign activities must not promote or depict illegal activities.

(j) Participants in Union Elections have a right to privacy. Campaign activities must not reveal the personal information of others without their consent.

19 Endorsements

(1) Only verbal or written endorsements are permitted during Union Elections.

(2) Candidates and Campaign Groups are not permitted to receive any monetary, in-kind, or material endorsements or donations from Third Parties during Union Elections.

(3) To avoid the appearance of a Slate, 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.

(5) A Candidate or Campaign Group member who is also a member of a Registered Student Organization must abstain from participating in the decision-making process of that Registered Student Organization to grant an endorsement to that Candidate or Campaign Group.

(6) Current SU Executives are not permitted to endorse Candidates or Campaign Groups.

(7) Third Parties may send written endorsements to their own managed contact lists only if these messages are not sent by or on behalf of a Candidate or Campaign Group.

20 Use of Personal Information and Voter Contacts
(1) Candidates and Campaign Groups are not 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 must obtain explicit or implied consent to collect and use students' personal contact information for the purposes of Campaigning.

(3) Candidates and Campaign Groups are not permitted to send emails or other mass communications to Third Party contact lists for the purposes of Campaigning.

Part 5: Compliance

21 Violations

(1) A Candidate or Campaign Group who fails to comply with any provision of this policy, the Nomination Package, or other applicable Union Policy commits a Violation.

(2) Candidates and Campaign Groups are responsible for any Violations of Union Policy committed by volunteer, individual or entity acting on their behalf.

(3) Active Members are subject to the University of Calgary’s Student Non-Academic Misconduct Policy for their conduct during Union Elections.

22 Complaints

(1) Any member of the university community may submit a written complaint to the CRO regarding a perceived Violation of this policy, in accordance with procedures established by the CRO and General Manager or designate.

(2) Written complaints must include:

   (a) the name of the complainant(s);
   (b) the name of the respondent(s);
   (c) the reason for the complaint;
   (d) an explanation of the complaint;
   (e) evidence of the basis of the complaint; and,
   (f) if applicable, documentation of prior attempts to resolve the complaint informally.

(3) Upon receipt of a written complaint, the CRO must provide an initial response to the complainant within one business day regarding how the complaint will be addressed.

(4) The CRO must investigate a written complaint and decide whether a Violation has been committed.

23 Sanctions

(1) The CRO may apply sanctions to a Candidate or Campaign Group who has committed a Violation, including:
(a) a written warning;
(b) a Fine;
(c) the confiscation or destruction of campaign materials;
(d) the imposition of limitations or prohibitions on any or all campaign activities for a specified period of time;
(e) disqualification, subject to subsection (5); or,
(f) invalidation of a Plebiscite, Referendum, electoral race, or election, subject to subsections (6) – (7).

2) When applying a sanction, the CRO must
   (a) communicate to the Candidate or Campaign Group what the violation they are being sanctioned for is;
   (b) apply a sanction that is reasonable and proportionate to the violation; and
   (c) provide information to the Candidate or Campaign Group for how the sanction may be appealed.

3) The CRO and General Manager or designate must establish and include in the Nomination Package a schedule outlining how sanctions are typically applied for common violations.

4) The schedule established per subsection (3) shall not limit the ability of the CRO to
   (a) apply sanctions for violations not listed in the schedule; or
   (b) apply other reasonable and available sanctions under Union Policy.

5) A Candidate or Campaign Group may only be disqualified if that Candidate or Campaign Group:
   (a) fails or ceases to meet applicable eligibility criteria;
   (b) fails to attend an All-Candidates Meeting;
   (c) repeatedly or willfully violates Union Policy;
   (d) interferes with voters, ballots, voting procedures, or ballot counting; or
   (e) fails to comply with a CRO decision that has been communicated by the CRO to the Candidate or Official Agent of the Campaign Group in writing, such as by email.

6) A Plebiscite, Referendum, electoral race, or election may only be invalidated if the integrity of the democratic process has been compromised, such as if there has been:
   (a) a demonstrable and substantive breach of Union Policy in the conduct or administration of the Plebiscite, Referendum, race, or election, including by the CRO, a Candidate, or a Campaign Group.
(b) interference with voters, ballots, voting procedures or ballot counting; or

(c) repeated or willful violations of Union Policy, University of Calgary policy, or municipal, provincial, or federal legislation in a way that impacts the integrity of the entirety of the Plebiscite, Referendum, race, or election.

(7) If a Plebiscite, Referendum, electoral race, or election is invalidated:

(a) the decision to invalidate must be communicated in writing to:
   (i) all Candidates and Campaign Groups affected by the decision;
   (ii) the General Manager or designate; and
   (iii) the SLC, at the first SLC meeting after the decision is made, and;

(b) the written decision must detail:
   (i) how the integrity of the democratic process had been compromised; and
   (ii) how the decision to invalidate the Plebiscite, Referendum, electoral race, or election balances the rights and obligations of:
      (A) the SU;
      (B) the CRO;
      (C) all the Candidates and Campaign Groups participating in the affected Plebiscite, Referendum, electoral race, or election; and
      (D) Active Members.

24 Appeals

(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 business days of the last day of voting, in accordance with procedures established by the Review Board.

Part 6: Administration

25 Delegation of Authority

(1) The CRO and General Manager or designate are delegated authority for the administration and conduct of Union Elections.

(2) 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 Strategic Plan;
(c) input from the General Manager or designate;
(d) student feedback;
(e) university policies and procedures;
(f) best practices for the administration of elections; and
(g) applicable municipal, provincial, and federal legislation.

(3) The General Manager or designate has the authority to make decisions regarding staff involvement in Union Elections.

26 Chief Returning Officer

(1) An individual is not eligible to serve as the CRO if they are:

(a) a current 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 a Referendum or Plebiscite.

(2) In accordance with the Union Bylaw, no SU Executive is eligible to become the CRO within three years of the Executive's term in office.

(3) The CRO is governed by Conflict of Interest provisions established in the Union Bylaw.

27 Authority to Approve Procedures

(1) The CRO and the General Manager or designate have the authority to approve procedures for the administration and operations of Union Elections in compliance with:

(a) all relevant Union Policy, including the Union Bylaw and this Elections Policy;
(b) University of Calgary policies and procedures; and
(c) Municipal, provincial, and federal legislation.

(2) The CRO and the General Manager or designate must establish procedures for:

(a) submitting valid nominations;
(b) registering a Campaign Group;
(c) platform submission;
(d) withdrawing nominations;
(e) registering Campaign Managers and Official Agents;
(f) in consultation with campus stakeholders, the use of campaign materials, including:
(i) what types of materials are permitted in a Union Election;
(ii) the content of campaign materials; and
(iii) the display and distribution of permitted campaign materials;

(g) campaign expenses; and

(h) Candidate and Campaign Group conduct.

28 Election Calendar

(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 the SLC;

(c) Nomination Days;

(d) Notice of Elections, and vacancies;

(e) All-Candidates Meetings;

(f) campaign funding procedure deadlines;

(g) campaign periods;

(h) voting days; and

(i) appeal deadlines.

(2) Regular voting days for the annual General Election must be held:

(a) for at least three consecutive business days; and

(b) on or before March 15.

(3) Regular voting days for the annual By-Election shall be held:

(a) for at least three consecutive business days; and

(b) on or before October 15.

29 Campaign Funding

(1) Candidates and Campaign Groups are 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.

(3) Discounts utilized by a Candidate or Campaign Group must be available to all Candidates and Campaign Groups.
(4) The General Manager or designate has authority over the administration of all campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

30 Reporting

(1) The CRO shall provide a written report to the 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 the SLC no later than three SLC meetings following 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) elections-related recommendations for amendments to Union Policy, if necessary.

31 Implementation Authority

(1) The CRO and the General Manager or designate are responsible for the implementation and administration of this policy.

32 Review

(1) This policy shall be reviewed at least once per year by the CRO and the General Manager or designate.

(2) Upon the request of the CRO, the Policy Development and Review Committee may review and make recommendations regarding the Elections Policy to the CRO.

33 Editorial Revisions

(1) Subject to restrictions on when amendments to this policy may be made under the Union Bylaw, the General Manager or designate may make editorial revisions to this policy to:

(a) Update hyperlinks;

(b) Correct or update references to policies or other documents, such as the number of a section in another policy; or

(c) Correct grammatical or typographical errors.

(2) The General Manager or designate must report any editorial revisions made under this section to the SLC.
History:

- April 7, 2015 (Resolution 72.34): Approved and enacted.
- June 7, 2016 (Resolution 74.04): Amended.
- April 4, 2017 (Resolution 74.54): Amended.
- June 13, 2017 (Resolution 75.05): Amended.
- December 5, 2017 (Resolution 75.23): Amended.
- July 3, 2018 (Resolution 76.09): Amended.
- December 4, 2018 (Resolution 76.30): Amended.
- December 3, 2019 (Resolution 77.23): Amended.
- August 11, 2020 (Resolution 78.10): Amended.
- March 30, 2021 (Resolution 78.35): Amended.