

Number: **OP 11**

Issues based policy category:

Responsibility: **Election Committee**

Date Approved by Executive: **November 22, 2024**

Date Approved by Board: **November 22, 2024**

Review Period: **Annually**

Purpose:

To guide and outline the process of Elections and By-Elections by the AUSU Board in a fair and equitable manner.

Scope:

This policy applies to all Officers of the AUSU Board, the Chief Returning Officer, Deputy Returning Officer, Polling Clerks and all candidates running in any AUSU Elections.

Policy:

1. Administration of Elections

- a. AUSU shall govern all the elections of the Board.
- b. Procedures for elections shall be found in this policy of AUSU.
- c. No candidate shall run for more than one position during the same election.

2. Elections Committee

The Elections Committee will be comprised as follows:

- a. General Manager (Chair, non-voting)
- b. One (1) non-returning Board Members
- c. One (1) student at large not running in the upcoming election
- d. Chief Returning Officer (CRO) of the Election, once selected by the committee.
- e. Deputy Returning Officer (DRO) of the Election, once selected by the committee (non-voting)

3. Roles & Responsibilities of the Elections Committee

The Elections Committee will be empowered to:

- a. Appoint and train the CRO and DRO.
- b. Ensure election dates are set within the parameters of this policy.
- c. Publicize important election dates and information before and during elections.
- d. Oversee logistics of the elections.
- e. Solicit feedback from members regarding the Elections Process each year.

- f. To study the recommendations of the CRO and DRO to ensure they are fully considered; review good practices from previous elections and be responsible for making policy change recommendations to the Board.
- g. Members of the Elections Committee are not permitted to seek office with AUSU and must remain neutral during the election process and disclose any known conflict of interest.
- h. Train and ensure CRO, DRO and polling clerks understand election policy
- i. Address performance challenges of the CRO, DRO and election volunteers.
- j. Prepare a report summarizing the election activity and statistics.

4. Methodology for Hiring the CRO and DRO

- a. The job posting for the CRO and DRO will be published on the AUSU website, along with other campus media, and will be posted for five (5) business days.
- b. The job posting will include the CRO and DRO job description and the necessary qualifications.
- c. The Elections Committee will review all eligible applications. The CRO and DRO may be a university student employee but cannot be an elected official.
- d. The top candidates will have the ability to answer questions from the Elections Committee to help members make an informed decision.
- e. The Elections Committee shall select the successful candidate by secret ballot.
- f. The Elections Committee shall inform the board after the selection process has been concluded.
- g. Prospective applicants must disclose conflict of interest if any at any given time prior to elections.

5. Roles and Responsibilities of the CRO and DRO

The CRO is responsible for the overall logistical administration of AUSU elections. The CRO's responsibilities will include the following:

- a. Attend training sessions with the Ombudsperson or designate
- b. To gain a working knowledge of AUSU Election policies and bylaws, as well as AU's Code of Conduct
- c. Work closely with the Communications team to develop effective promotion and awareness of nominations, elections, and town hall information
- d. Develop and promote the schedule (with dates that fall within the requirements as outlined in the AUSU bylaws) for fall (byelections, if applicable) and Winter elections across all four campuses
- e. Responsible for all stages of the election process including but not limited to, nomination period, campaigning, and voting.
- f. May be required to attend board meetings once per semester to update the Board on election or byelection planning.

- g. Assist in the coordination of an all candidates meeting, Town Hall and AGM as requested by the board across all four campuses
- h. Review and make decisions on all complaints, infractions and appeals
- i. Coordinate all-candidates meetings
- j. Accept, review and approve all nomination forms
- k. Approve all campaigning materials.
- l. Adjudicate and provide rulings on complaints filed by candidates during the electoral process.
- m. Market and promote AUSU Elections
- n. Work closely with the AUSU Elections Committee and staff to ensure consistency whenever possible
- o. Selects and trains election support staff and volunteers
- p. Publicly display election results and certify results as legally binding after giving a minimum of twenty-four (24) hours from the posting of the results for appeals.
- q. Prepare the CRO's report to be presented to the Board for ratification.
- r. Set up and manage polling stations, if applicable
- s. Coordinate ballot counting, if applicable
- t. Appear before the Elections Review Committee, if requested by the Chair
- u. Additional duties as assigned

The DRO is responsible for supporting the CRO with the overall logistical administration of AUSU elections. The DRO's responsibilities will include the following:

- a. Attend training sessions with the Ombudsperson or designate
- b. To gain a working knowledge of AUSU Election policies and bylaws, as well as AU's Code of Conduct
- c. Work closely with the Communications team to develop effective promotion and awareness of nominations, elections, and town hall information
- d. Promote the schedule (with dates that fall within the requirements as outlined in the AUSU bylaws) for fall (byelections, if applicable) and Winter elections across all four campuses
- e. Responsible for all stages of the election process including but not limited to, nomination period, campaigning, and voting.
- f. May be required to attend board meetings once per semester to update the Board on election or byelection planning.
- g. Assist in the coordination of an all candidates meeting, Town Hall and AGM as requested by the board across all four campuses.
- h. Review and recommend decisions on all complaints, infractions and appeals
- i. Coordinate all-candidates meetings
- j. Accept, review and recommend the approval of nomination forms

- k. Review and recommend the approval of campaigning materials
- l. Market and promote AUSU Elections
- m. Work closely with the AUSU Elections Committee and staff to ensure consistency whenever possible
- n. Helps train election support staff and volunteers
- o. Assist the CRO to prepare their report
- p. Set up and manage polling stations, if applicable
- q. Coordinate ballot counting, if applicable
- r. Verifying with AU Information Technology through the General Manager that the electronic voting process controls are in place.
- s. Additional duties as assigned

6. Election Periods

a. General Elections

- i. Call out to communicate eligibility requirements for elections will be made the first day of classes in the Winter Term.
- ii. A call out to start accepting applications and communicate the election deadline dates will be made no later than January 15th.
- iii. The nomination period will begin five (5) business days from the announcement of accepting nominations. All approved applicants will be eligible to complete the nomination requirements within (five) 5 business days.
- iv. The approval of nominees will be announced five (5) business days from the start of the nomination period.
- v. A meeting with all approved nominees will be scheduled within 2 business days of approving the nominees, where all candidates will complete their election policy and procedure declaration.
- vi. The Campaign period begins the following business day after all of the approved nominees sign the election policy and procedure declaration.
- vii. One or more candidate debates will be hosted within the campaign period.
- viii. The campaign period will last no longer than 2 week
- ix. The campaign period will end 2 business days prior to the start of AU's Reading Week.
- x. The voting period shall last for a minimum of two (2) business days and will be completed prior to the start of AU's Reading Week or before February 15th.

The interim election results will be released within two business days of the polls closing.

b. By-elections

- i. A by-election shall be held in the Fall Term for any vacancies on the Board that occurs before October 1.
- ii. The date of the nominations and election shall be selected by the Elections provided that the elections must occur before November 15th.
- iii. Notice of the date of the election and the nomination procedures shall be made available to members three (3) business days before the start of the nomination period.
- iv. The nomination period shall last for a minimum of three (3) business days.
- v. The campaign period shall last for a minimum of five (5) business days.
- vi. The voting period shall last for a minimum of two (2) business days.

7. Eligibility of Candidates

- a. All members who meet the qualifications of Article 3.1 of the AUSU Bylaws and meet the qualifications of the position shall be eligible to run.
- b. Any Board Member who was removed from office shall be ineligible to run for election for one (1) term of office.
- c. Meet the requirements of Bylaw 3.4.
- d. Meet the unique qualifications for each position within bylaw 6.
- e. Candidates who are also currently members of the Board (Executive or Representative) can run for the same position or another position for no more than 2 terms.
- f. Any student employed by AUSU is eligible to be a candidate, however, they shall be deemed ineligible unless they take a paid leave of absence from their duties starting on the day the campaign period begins, until the end of the voting period.
- g. Any current volunteer Member of the AUSU Board is eligible to be a candidate, however, they shall be deemed ineligible unless they take a leave of absence from their duties starting on the day the campaign period begins, until the end of the voting period.
- h. A Candidate will be declared ineligible if they fail to:
 - i. Submit a valid nomination package by the close of the Nomination Period; or
 - ii. Attend the All-Candidates' Meeting.
- i. Representative candidates do not have additional qualification criteria to meet.
- j. Executive candidates are required to meet the following additional qualifications:
 - i. Be a full or part time student at Algoma University who has completed at least 2 semesters
 - ii. Possess 2 semesters of significant work or volunteer experience with Algoma University or AUSU.

8. Nomination of Directors or Representatives

- a. Candidates for the Director or representative positions shall be nominated pursuant to a nomination form *Appendix A* signed by at least twenty-five (25) members and submitted to the CRO.
- b. To the extent possible, candidates will be notified if their nomination form is deficient or incomplete to permit re-submission before the nomination deadline.
- c. It is the responsibility of the candidate to submit a bona fide nomination form.

9. Nomination of Executive

- a. Candidates for the Executive positions shall be nominated pursuant to a nomination form *Appendix A*, signed by at least forty (40) members and submitted to the CRO.
- b. To the extent possible, candidates will be notified if their nomination form is deficient or incomplete to permit re-submission before the nomination deadline.
- c. It is the responsibility of the candidate to submit a bona fide nomination form.

10. Withdrawal of Candidates

- a. A candidate may withdraw from the AUSU elections so long as his/her withdrawal is in writing and is submitted to and accepted by the CRO twenty-four (24) hours before the voting period commences.

11. All-Candidates Meeting

- a. All nominees must attend the All Candidates Meeting in its entirety or arrange to meet with the CRO in person or virtually within twenty four (24) hours of the meeting.
- b. Alternate arrangements to meet with the CRO must be made before the All-Candidates Meeting.
- c. No candidate may campaign until 9:00 am (EST) on the official campaign period date.
- d. Any candidate who fails to attend the All-Candidates Meeting, or fails to meet with the CRO, shall be disqualified from the election.
- e. The topics at the All-Candidates Meeting shall include, but not be limited to:
 - i. The elections process outlined in this policy (Op11: Elections Policy);
 - ii. The election schedule;
 - iii. The duties and functions of the Election officials.
 - iv. Campaigning rules
 - v. Campaign violations, and how demerit points are calculated
- f. Each candidate, or, will sign a mandatory statement (Declaration of Understanding) before leaving the meeting that indicates they understand the rules and regulations governing the election i.e Elections Policy.
- g. It is the responsibility of each candidate to understand all information provided at the All Candidates Meeting.

- h. The date(s) and time(s) of the All-Candidates Meeting will be advertised at the start of the Nomination Period.

12. Campaigning

- a. Prior to campaigning, all candidates must submit the following documents:
 - i. A campaign statement, with a minimum of 100 words and a maximum of 250 words in length which will be posted exactly as received, along with an optional candidate's facial photograph, which will be posted on AUSU's website.
 - ii. A campaign plan, all campaign materials (including posters, social media content, etc.), and a campaign platform.
 - iii. A campaign budget not exceeding the \$100.00 CAD limit (campaign expenses will not be reimbursed).
- b. All candidates must abide by the following rules relating to conduct and behavior of candidates during campaigning and assume responsibility for those campaigning on behalf of candidates.
- c. Campaigners are bound by the same rules as candidates. Any inappropriate conduct and/or behaviour of a candidate's campaigners may result in a candidate being served with demerit points and possible disqualification.
- d. No campaigning shall take place before the start of the campaigning period.
- e. All candidates must adhere to the Code of Conduct, AUSU & AU Policies and not publicly denounce any returning or potential board members.
- f. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play, include but are not limited to:
 - i. Breaching generally accepted community standards; and
 - ii. Slander; and
 - iii. General sabotage of the campaigns of other candidates; and
 - iv. Malicious and/or intentional breach of the Elections Policy; and
 - v. Any attempt to undermine the electoral process; and
 - vi. Misrepresentation of facts.
 - vii. Actions that create a genuine or perceived risk of physical, mental or emotional harm, injury or property damage, threatens people, public safety and/or the environment, or organizes or encourages harm.
 - viii. Promoting self-harm, eating disorders or substance abuse.
 - ix. Attacks, bullies or harasses people. Includes hate speech.
 - x. Is gratuitously violent or gory.
 - xi. Infringes anyone's intellectual property, privacy or other rights.
 - xii. Is someone else's personal information
 - xiii. Represents a private person offering or advertising to trade or sell drugs, alcohol, firearms or other hazardous materials.
 - xiv. Persistent attempts to undermine the ability of the CRO or the DRO to carry out their responsibilities

- xv. Violating any person's human rights.
- g. It is the responsibility of the candidates to ensure that all campaign materials and/or advertisements conform to all policies and regulations of AUSU & Algoma University, and with all relevant municipal, provincial and federal laws.
- h. It is also the responsibility of the candidates to report any irregularities to the CRO immediately. If the irregularity is being carried out by the CRO or the polling clerks, the candidate must then forward a complaint immediately to the AUSU General Manager. Candidates should not wait until the situation gets out of hand before reporting election irregularities.
- i. All campaign material and/or advertisements need approval by the CRO in advance of posting or distribution. Candidates are encouraged to submit Campaign Materials for approval early to ensure a reasonable timeline for Materials to be approved by the CRO. All submissions made to the CRO shall be returned with or without approval within two (2) business days. Though not an exhaustive list, campaign material can include:
 - i. Posters; and
 - ii. Leaflets; and
 - iii. Banners; and
 - iv. Websites; and
 - v. Social media (such as Facebook, Twitter and Instagram, Threads, Tiktok, Snapchat, Whatsapp); and
 - vi. Clothing; and
 - vii. Buttons; and
 - viii. Stickers; and
 - ix. Logos; and
 - x. Audio & video recordings.
- j. A limit on the quantity of posters shall be as follows:
 - i. Executive Candidates 15 Per Campus
 - ii. Director Candidates 10 Per Campus
- k. The following shall also apply to candidate posters and relevant campaign materials:
 - i. Poster size shall not exceed 11" by 17" (29.7cm by 42.0cm); and
 - ii. No more than two (2) banners are allowed, and are not to exceed 9' by 3' (2.75m by 0.92m); and
 - iii. Leaflets can be a maximum size of 8.5" by 5.5"
 - iv. No laminated posters are allowed; and
 - v. Each candidate's poster must not overlap another candidate's poster; and
 - vi. All posters may only contain information that is relevant to the election; and
 - vii. All publicly displayed campaign materials (including both print and online) must contain information in the English language.
 - viii. All text in other languages on Campaign Materials must have an accurate English translation that appears directly on the Campaign Material in equal size, and that is verified by the CRO to be faithful and accurate. Where Campaign Material contains

text in another language, the Candidate is responsible for obtaining the required verified translation in one of the following ways before dissemination:

1. If AUSU has a translator available for the desired language, the Candidate may submit the Campaign Material to the CRO to receive a translation or submit their own translation to the CRO for review. AUSU's translator may require edits to the Candidate's translation to ensure faithfulness and accuracy.
 2. If the AUSU does not have a translator available for the desired language, the Candidate shall submit a notarized translation for the verification of the CRO.
 3. In all cases, the CRO shall provide verification to the Candidate as soon as possible and within forty-eight (48) hours of submission
- I. Campaign materials shall not:
- i. Overlap or be attached to a campaign material already affixed to something; and
 - ii. Be posted in classrooms, computer rooms, the library or labs; and
 - iii. Be removed from any posted location, legal or illegal, without the authorization of the CRO, except a candidate's own materials removed by that candidate or person(s) authorized by that candidate to remove such materials.
- m. It is the responsibility of the candidates to familiarize themselves with the different rules that govern each of the aforementioned entities such as:
- i. No campaigning of any form is permitted in the AUSU office, or any area that can be perceived to be under the jurisdiction of AUSU unless otherwise stated by the CRO; and
 - ii. Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s) – to campaign in a classroom, a candidate must obtain written consent from the professor/lecturer before the start of the class; and
 - iii. Campaigning is not allowed in Residence; and
 - iv. Campaigning is not allowed within the Library; and
 - v. Campaigning is not allowed within the Computer Labs.
- n. Cross campaigning is allowed between candidates in the election governed by this policy.
- o. Cross campaigning is allowed between candidates being elected through other organizations and candidates in the election governed by this policy. ?
- p. Campaigning during the voting period will not be permitted.
- q. All campaign materials including posters must be removed by 11:00pm the day prior to the start of voting day. Failure to do so may result in immediate disqualification of the election.
- r. Candidates may not campaign by distributing Goods. This includes, but is not limited to, giving out goodie bags, food, swag or other items that are not expressly pre-approved Campaign Materials.

13. Campaign Expenses and Campaign Financing

- a. All candidates shall submit to the CRO a campaign budget report which includes original receipts of all campaign expenditures within twenty-four (24) hours of the close of voting. The CRO may at any time request from any of the candidates original receipts for expenditures prior to the close of voting.
- b. All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on fair market value by the CRO and shall be calculated as campaign expenses.

Fair Market Value of a product or service shall be calculated as the lowest price, without special concessions or discounts that is available for that product or service within the city where the candidate is campaigning.

- i. The CRO or DRO shall contact, where feasible, three (3) suppliers in the city where the candidate is campaigning and shall adopt the lowest price as the FMV. The candidate may rebut such FMV if the candidate is able to produce/submit receipts from the city where the candidate is campaigning merchants which evidence a lower FMV than that obtained by the CRO or DRO.
 - ii. Where a candidate purchases goods or services at a discounted price, or receives them as a donation, the FMV of the purchase will be used to determine a candidate's campaign expenditures.
 - iii. In determining a candidate's total campaign expenditure, the CRO reserves the right to include the Fair Market Value of any materials that endorse or support a candidate. This may, at the discretion of the CRO, include situations whereby a party producing the material or advertising does so without the consent of the candidate, but where the candidate knows, or reasonably ought to know, about such material or endorsement.
- c. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space, and staff.
 - d. Student Clubs, Staff and Faculty may endorse but not financially support a candidate.
 - e. Along with the candidates, AUSU and AU student clubs shall not endorse or campaign during voting days. Any evidence of such activity during voting days, including the act of accessing voting portals during scheduled AUSU and AU club events, shall result in demerit points for the candidate being endorsed.
 - f. Alcoholic beverages will not be considered a legitimate campaign expense.
 - g. Failure by a candidate to submit a campaign expense report and original receipts by the deadline may result in disqualification upon decision of the CRO. Any candidate who exceeds the campaign limit shall be disqualified by the CRO. Disqualification may be appealed, in extraordinary circumstances (i.e. emergency, medical) only to the Election Appeals Committee whose decision shall be considered final and binding as per this policy.
 - h. AUSU shall not be liable for any loss or damage to candidates' campaign materials. Campaign materials are the responsibility of the candidates and not the student union.

14. Violation of Campaign Rules

- a. The CRO shall have the sole authority to administer the provisions of this policy; and
- b. The CRO reserves the right to make rulings on issues and events not otherwise covered in this policy, or to add in such rulings to supplement existing sections;and
- c. Allegations of violations of this policy, along with any evidence available, shall be submitted to the CRO in writing. Such allegations must be made within forty-eight (48) hours after the incident occurred;and
- d. The CRO may lay charges of violations of campaign rules at their own initiative;and
- e. The CRO shall render a decision within forty-eight (48) hours in writing to the candidate(s) in question and the complainant(s), unless the complaint is time sensitive, in which case the CRO shall render a decision within one (1) business day. A complaint shall be deemed time-sensitive when the activity outlined in the complaint is ongoing. All rulings of the CRO shall be done in a fair and consistent manner. Upon making a ruling, the CRO must immediately contact any Candidates to which the ruling applies with notice of the ruling, a description of evidence considered, and any penalties.
- f. It is the responsibility of the candidate to ascertain their position with respect to decisions made by the CRO regarding alleged violations committed by the candidate. This shall be done on a regular basis by consulting with the CRO.
- g. For a Candidate to be found in violation of the Code, there must be evidence which substantiates that the violation has occurred. If this evidence is personal testimony, then it must be submitted to the CRO in writing, and the CRO must know the identity of the person giving the testimony. The CRO may withhold the identity of the person giving testimony from any other party, and must withhold that person's identity if requested.
- h. Where the CRO finds there has been a violation of this policy, the CRO must publish the details of the violation in a designated elections space in the AUSU office(s). Published notification of violations will only take place once all appeals have been exhausted.
- i. Regarding penalties for violations the CRO may:
 - i. Assign a demerit point penalty.
 - ii. Assign multiple penalties where the violation encompasses more than one (1) offense.
 - iii. Declare that an election of a candidate be ruled void.
- j. Demerit points as outlined in the above section are assessed on, but not limited to, the following basis. The values listed below are a guide for issuing demerit points. Values may be increased or decreased at the discretion of the CRO.

Campaign Material Violation	Demerit Points
Unintentional Misrepresentation of Facts	3
Multiple violations in the same location/building	4
Unapproved Material	5
Displayed in an unauthorized Area	5
Pre-Campaign Materials	6
Intentional Misrepresentation of Facts	10
Campaigning Violation	Demerit Points
Unintentional Misrepresentation of Facts	3
Improper Distribution of Campaign Materials	8
Distribution and display of Campaign Materials on Voting days	20
Intentional misrepresentation of facts	10
Pre-campaigning	10
Campaigning in unauthorized area	15
Breaching University, AUSU, municipal, provincial and/or federal law or regulations while Campaigning	25
Accessing student member's voting portals on their behalf	20
Campaigning to students while they are voting	15
Unsolicited Campaigning, including email, phone calls, texts, and other social media	10
Failure to submit campaign receipts and/or signed statement of having no expenses	5
Fair Play Violation	Demerit Points
Candidates enforcing this policy	5

Abuse of position or status	15
Unsanctioned use of AUSU resources	15
Gross misrepresentation of facts	20
Malicious or intentional violation of this policy	20
Denouncing fellow candidates	15
Repeated frivolous complaints or appeals	5
Use of benefits acquired by virtue of office by a currently serving AUSU representative	10
Failure to comply with the spirit and purpose of the Elections Policy and/or Bylaws	5
Failure to follow and/or abide by the grievance procedures laid out in the Elections Policy and/or Bylaws	5
Spending over the prescribed limit	10

- k. Violations of the following nature will result in an automatic disqualification of a candidate:
- i. Anyone improperly declared an eligible candidate.
 - ii. Failure to attend the All-Candidates Meeting.
 - iii. Any candidate spending over the maximum spending limit as set by this policy or failing to submit a campaign's expense report.
 - iv. Intentional misrepresentation of campaign expenditures.
 - v. A candidate accruing greater than one-hundred (100%) percent of their allowable demerit point limit, as follows, is disqualified:
 1. Executive Candidates – 25
 2. Director/Representative Candidates – 25
 - vi. Solicitation of Algoma University Administration to interfere in the election process. Solicitation of Interference includes, but is not limited to, actions that encourage the Algoma University Administration to apply pressure on the CRO or Elections Officials to make or change specific decisions, interference in the voting or ballot counting process, withholding vital election documents such as voters' list and withholding AUSU funds.
 - vii. In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.

15. Polling Stations

- a. In the event electronic voting is not available, the following polling station procedures will be implemented.
- b. Polling clerks will be trained to assist students in the voting process.
- c. Polling clerks will be responsible for checking each polling station after a voter leaves the station to ensure that any campaign material left behind by a voter is removed.
- d. Each polling station will be equipped with written instructions on how to vote and how to bring forward concerns regarding inconsistencies in ballots given to the voter and other voting procedures.
- e. Where possible it will be regular practice to obtain voting materials such as ballot boxes, seals and voter shields from Elections Canada.

In the case of Paper Ballots, scrutineers will be given the opportunity to examine the construction of the ballot box at the opening of the polling station and the closure of the ballot box of the polling station. Failure to send a scrutineer will not invalidate the opening and closing of the polling stations.

Voting Process- Electronic Voting

- a. The method for voting in the Election Process shall be through online voting through each student's account on MyAlgomaU.
- b. The names of candidates for each Executive and Director candidate will appear alphabetically on the ballot.
- c. If polling stations are required, on each voting day a minimum of (1) laptop shall be available for voters.
- d. Valid Student Identification from members is required for voting. The CRO must request for student identification before allowing an individual to cast their vote at the polling station. If any student fails to present student identification, the CRO must ask the individual to verify themselves with Government Issued Identification.
- e. Those with special needs shall be instructed to contact the CRO who will ensure the appropriate voting accommodations are made.
- f. CRO or polling clerks must ensure that each voter has logged out before proceeding to the next voter.

Voting Process- Paper Ballot

- a. Should Electronic Voting be unavailable, paper ballots may be used.
- b. Valid Student Identification from members is required for voting. The CRO must request for student identification before allowing an individual to cast their vote at the polling station. If any student fails to present student identification, the CRO must ask the individual to verify themselves with Government Issued Identification.
- c. Each ballot will be numbered.
- d. The names of candidates for each Executive and Director candidate will appear alphabetically on watermarked paper.
- e. If the University Administration fails to provide the Elections Committee with an up-to-date voters list to verify the identity of a voter, a double envelope system will be used to protect the sanctity of the ballot and the integrity of the vote.
- f. Those with special needs shall be instructed to contact the CRO who will ensure the appropriate voting accommodations are made.
- g. Ballots for each election year shall have a different design.
- h. Polling Stations must be checked before and after each vote is cast.

Ballot Counting Process – Paper Ballot

- a. The ballot counting process will commence no later than twenty-four (24) hours after the polls officially close.
- b. Independent candidates may select one scrutineer.
- c. The results of the ballot counting process will be announced no later than twenty-four (24) hours after the start of the ballot counting process.
- d. Failure to send a scrutineer will not invalidate the ballot counting process.

Ballot Counting Process – Electronic Voting

- a. The online votes will be handled by a representative in the IT Department of Algoma University.
- b. Another member of the elections committee or polling clerk will observe the CRO as they receive the results.
- c. The results of the ballot counting process will be announced no later than two (2) business days of the polls closing.
- d. Independent candidates may select one scrutineer.
- e. Failure to send a scrutineer will not invalidate the ballot counting process.

18. Election of Candidates

- a. In the event that the candidate nominated for a Representatives or Executive office is greater than the number of candidates available to be elected, the winner(s) shall be elected by a plurality of the votes cast.
- b. In the event that the number of candidates nominated for election for any Representative or Executive position is less than the number of candidates available to be elected, the candidate's name shall be entered on the ballot as a "yes" or "no" vote.

19. Equality of Votes

- a. In the event of a tie, the winner shall be decided in a run-off election held five (5) business days after the closing of the voting period.

20. Elections Appeals Committee

- a. The Elections Appeals Committee will be as follows:
 - i. Ombudsperson or designate (chair non-voting)
 - ii. Three (3) general members not elected to AUSU or hired by AUSU.
 - iii. Two (2) alternate members not elected to AUSU or hired by AUSU

21. Responsibilities of the Elections Appeals Committee

- a. Candidates have up to twenty four (24) hours after the decision of the CRO if the ruling was made during the campaigning period or voting period to make an appeal to the Elections Appeals Committee in writing. It is the responsibility of the Candidates to check their emails in a timely manner and ensure that they have received any relevant communication from the CRO, so that they may respond within the twenty-four (24) hour time frame.
- b. Any candidate appealing a ruling of the CRO will present their case to the Elections Appeals Committee.
- c. The Elections Appeals Committee will convene a meeting as soon as possible once in receipt of an appeal. At the said meeting the appellant will have the opportunity to address the committee. The committee may at its discretion invite other individuals to the meeting, including the CRO.
- d. At the Elections Appeals Committee meeting, the CRO shall explain the reasons for their original ruling. The Candidate(s) may then make oral statements and/or deliver a written statement to present their case. Both the CRO and the appellant shall then have the opportunity to address each other's arguments, and answer questions from the Election Appeals Committee members. The voting Election Appeals Committee members shall then

deliberate and come to a decision on whether to uphold, overturn, or amend the CRO's original ruling.

- e. Following the meeting, members of the Elections Appeals Committee shall render a decision as soon as possible and immediately inform any Candidates to which the ruling applies with notice of the ruling, a summary description of the Committee's reasons, and any penalties or changes to penalties given by the CRO.
- f. There will be an automatic meeting of the Elections Appeals Committee if a candidate is disqualified to review the information as a preparatory measure in the event the candidate appeals the decision.
- g. Once the Election Appeals Committee makes a decision, it will be final and not open to be appealed again. The Elections Appeals Committee will ensure detailed reasons are given when decisions are made.

22. Methodology for appointing the Elections Appeals Committee

- a. The request for applications for the Elections Appeals Committee will be publicized on the AUSU website, and the request will be advertised for two (2) weeks in various campus media.
- b. The request will include the Elections Appeals Committee duties and the necessary qualifications.
- c. The Elections Committee will review applications and recommend the top five (5) candidates.
- d. If there are vacancies after the receipt of applications, the Elections Committee shall be empowered to appoint candidates to the vacant positions.
- e. The Elections Committee will select the successful candidates by secret ballot.

23. Appeals of Interim Election Results

- a. Any candidate may challenge the validity of his/her interim election results in a written submission containing their request to the Elections Appeals Committee no later than forty-eight (48) hours after the interim election results are released.
- b. The Elections Appeals Committee shall investigate any appeal and make a recommendation to the Board on the appropriate action.
- c. All interim election result appeal decisions will be made within 3 weeks of the deadline to submit interim election result appeals.
- d. The Board, at its discretion, may refuse to ratify any singular Representative or Executive office election, upon the recommendation of the Elections Appeals Committee. The Board may not amend rulings of the CRO or Elections Appeals Committee.

24. Recounting Ballots

- a. If the number of votes separating the winning candidate and runner up is fewer than 15 votes an automatic recount shall take place.
- b. The CRO at her/his discretion reserves the right to call a recount.
- c. A candidate may request one recount of ballots within 24 hours of the results being posted.

25. Ratification

- a. Candidates shall not be deemed elected until they have been ratified by AUSU's Board at the subsequent meeting following the election results with the condition that there is no outstanding appeal involving the candidate.
- b. Upon ratification by the Board all ballots will be destroyed.