

POLICY NUMBER 2002-08-02
POLICY ON THE ELECTION OF INTERNAL DIRECTORS
UNIVERSITY OF TORONTO ENGINEERING SOCIETY

ADOPTED: December 12, 2015



POLICY ON THE ELECTION OF INTERNAL DIRECTORS

0. General

- 0.1. Purpose: To describe the process of nomination and election of Internal Directors
- 0.2. At the CRO's discretion, this policy may be supplemented by a set of election rules approved by the Board of Directors.

1. Nominations

- 1.1. The CRO shall send an e-mail out to all Members by the Monday of the 5th week after Reading Week. This e-mail opens the nomination process for Internal Directors.
- 1.2. This e-mail shall contain a short description of the positions available, outline the nomination process, state the date of the Joint Council meeting, and advise potential candidates to obtain a copy of the policies relevant to the position in which they are interested. These policies may be obtained from the Society website (skule.ca/documents).
- 1.3. The nomination period shall last at least 5 business days.
- 1.4. The deadline for nominations shall be specified to the minute. No late nominations may be accepted.
- 1.5. Nomination forms shall be available in the Society office and on the Society website.
- 1.6. Completed nomination forms shall be submitted to the CRO via email or through a specific online platform designated by the CRO.

2. Prior to the Election Meeting

- 2.1. The CRO shall send an e-mail out to all Director Candidates informing them of the election process and reminding them of the date of the Joint Council meeting.
- 2.2. Candidates should be advised that they may submit a speech, to be read in under one minute if they are unable to make the meeting.
- 2.3. If a candidate is unable to make the Joint Council Meeting, he/she may designate an alternate to read his speech.
- 2.4. If a candidate chooses to designate an alternate to read his speech, he/she must communicate this choice to the CRO in one of two ways:
 - a. He/she may send an e-mail to the CRO email account (cro@skule.ca) naming the person he/she has selected as his designate. This e-mail must be sent no later than 48 hours prior to the start of the Joint Council Meeting; or
 - b. He/she may submit to the CRO or the CRO's designate a signed statement naming the person he/she has selected as his/her designate. This submission must be made no later than 5:00pm one (1) business day prior to the Joint Council meeting.
- 2.5. The CRO shall designate a person to read the election speeches of all absent candidates who have chosen not to otherwise delegate the task.
- 2.6. The same person shall read all non-designated speeches. This person must not be running in an election himself.
- 2.7. Candidates may each submit a one (1) page US letter sized document to the CRO for distribution. This document shall only concern the candidates plans, ideas, and history that are relevant to the position in question. These documents shall be submitted by email



to the CRO (cro@skule.ca) or his designate five (5) Business Days prior to the Joint Council Meeting.

- 2.8. The CRO shall email packages of the candidates' submitted documents to each council member two (2) business days prior to the Joint Council Meeting.
- 2.9. The CRO shall bring photocopied packages of the candidate's submitted documents to the Joint Council Meeting.

3. Recommendation Committees

- 3.1. Each candidate shall be interviewed by a Recommendation Committee consisting of the incoming overseeing officer, the outgoing overseeing officer, the outgoing director(s) and one Board of Directors member.
- 3.2. If the outgoing director is unavailable, and the directorship chairs a committee, he/she may appoint a designate from that committee.
- 3.3. If the directorship does not have a committee, or any other member prescribed by this policy is unavailable, he/she may be replaced by: an ex-director, an incoming officer, or any current member of Council.
- 3.4. All members must be present at all interviews.
- 3.5. The CRO will be responsible for striking recommendation committees.
- 3.6. Each Recommendation Committee shall submit a report to the CRO no less than 2 days prior to the Joint Council Meeting outlining their assessment of the candidates. The committee shall adhere to the following guidelines in preparing their report.
 - a. The report shall be no longer than three letter-sized pages.
 - b. The report shall address the merits and shortcomings of all candidates.
 - c. If the committee does not reach a unanimous decision, the report shall clearly indicate the recommendation of each member. Each member shall be entitled to use up to 25% of the report to represent his or her opinion.
 - d. The report shall be reviewed and approved by all committee members prior to being submitted to the CRO.
- 3.7. The CRO will be responsible for ensuring that all members have either attached their name to one of the recommendations presented in their report, exercised their right under paragraph (c), or indicated their abstention.
- 3.8. If the above guidelines are not met, the CRO shall not accept the recommendation.
- 3.9. Any recommendation accepted by the CRO shall be forwarded to all candidates for that position at least twenty-four (24) hours prior to the Joint Council Meeting.

4. The Joint Council Meeting

- 4.1. The CRO shall take measures to prevent conversation about, or statements regarding, a candidate once the election process has begun, except for the specific campaigning allowed by Constitution, Bylaws, and Policies. These measures may include removing any Member who fails to comply from the meeting.
- 4.2. The outgoing director will not be permitted to give a speech in support of a particular candidate.
- 4.3. The recommendation committee will not be permitted to speak or answer questions at the Joint Council Meeting except if requested by the CRO.



- 4.4. All candidates for a particular position shall leave the room prior to the commencement of voting.
- 4.5. A candidate who is also a Councilor shall fill out a ballot for the election in which he/she is a candidate and hand it to the CRO prior to leaving the room.
- 4.6. A question and answer session will follow the speeches for each position. The length of each session will be at the discretion of the CRO.
- 4.7. After a candidate has been elected he/she shall be informed by the CRO to fill in an information form and email their overseeing officer within two (2) business days following their election.

5. School Month By-Elections

- 5.1. In case of infirmity, death, resignation, or other form of ineligibility between the first day of classes and the Joint Council Meeting (First Part), a by-election will be held as stipulated in Bylaw 1.
- 5.2. The nomination period will last 5 (five) business days.
- 5.3. The election will occur at the first meeting of council immediately following the close of the nomination period.

6. Summer Month By-Elections

- 6.1. In case of infirmity, death, resignation, or other form of ineligibility between the Joint Council Meeting (Second Part) and the day immediately preceding the first day of classes, a by-election will be held as stipulated in Bylaw 1.
- 6.2. The nomination period will last 5 (five) business days.



APPENDIX

The following changes were made from the previous version (Revised on October 26, 2013):

1. Section 1.6 was amended as per December 2015 BoD decision