

POLICY NUMBER 2002-09-01
POLICY ON ELECTION OF OFFICERS
UNIVERSITY OF TORONTO ENGINEERING SOCIETY

ADOPTED: March 8, 2014



POLICY ON ELECTION OF OFFICERS

0. General

- 0.1. Purpose: To describe the process of nomination and election of Officers
- 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. Communication

- 1.1. The CRO shall have sole authority over all things related to the election during Election Week.
- 1.2. The CRO and Officers shall meet in January to review the policy for Officer Elections and implement any changes deemed necessary.
- 1.3. All questions asked to the CRO and all answers and decisions given by the CRO pertaining to the election process shall be e-mailed out to all candidates and the policy committee in a timely matter (no more than 6 hours after the question has been answered).
- 1.4. The CRO shall keep a file of all (incoming and outgoing) communication regarding elections in either paper or electronic form.
- 1.5. The paper copies of election communication shall be initialed and dated by the CRO and kept until ordered destroyed by a motion of the Board.

2. Nominations

- 2.1. The CRO shall send an e-mail to all Members by 9:00 am on the day nominations open.
- 2.2. This e-mail shall contain a short description of the positions available, outline of the nomination process, and advise potential candidates to obtain a copy of the policies relating to their position from the Society website.
- 2.3. Completed nominations shall be submitted to the Society Office prior to the deadline specified in Bylaws and must include:
 - a. A twenty-five dollar (\$25) deposit;
 - b. The Officer Nomination Form; and
 - c. The Candidate Information Form.

3. Reopening Nominations

- 3.1. If no nominations have been received for an Officer position by the deadline or the only candidate has failed a vote of confidence, the CRO shall reopen nominations for that position, by sending an e-mail to all members.
- 3.2. This e-mail shall explain why the nominations are being re-opened and reiterate the nomination process.
- 3.3. The reopened nomination period shall last at least 3 business days.

4. Candidates' Meeting

- 4.1. The CRO shall call a Candidates meeting by the date specified by in the bylaws.
- 4.2. Candidates shall be informed of the date, time, and location of this meeting no later than 24 hours before the meeting.
- 4.3. In the case of reopened nominations, the candidate shall be informed of the date, time and location of this meeting when they hand in their completed nomination (as defined in 2.3).



- 4.4. Candidates who cannot attend the Candidates meeting should inform the CRO as soon as possible and must designate an alternate to go in their place.
- 4.5. At the Candidates meeting the CRO shall explain the election rules, the penalties for breaking the rules, and answer any questions related to the election. The CRO shall also supply each candidate with a copy of the election rules, and advise them that they can obtain further details from the appropriate sections of the Constitution, Bylaws and Policies.
- 4.6. At the Candidates meeting a date and time shall be set for the All-Candidates Forum. The CRO shall attempt to ensure that each candidate can be present at the debate.

5. Assistance

- 5.1. The candidate shall ensure that all assistants helping on his campaign are aware of the election rules and abide by them.
- 5.2. If an assistant is caught breaking an election rule, and the candidate could have reasonably been expected to know that the person was working on his campaign, then the relevant penalty will be assessed to the candidate.

6. Comments/Statements Concerning Other Candidates

- 6.1. A candidate may make statements about other candidates running in his race, subject to the following restrictions:
 - a. No candidate may make any statement which encourages voting for or against anyone based on their gender, ethnicity, or any other distinction listed in the Engineering Code of Ethics;
 - b. No candidate may make any comment that, to the best of his knowledge, is untrue. He must make a reasonable effort (in the opinion of the CRO) to confirm the veracity of the statement before making it; and
 - c. No candidate may make a comment that is not directly (in the opinion of the CRO) relevant to the position being contested. In cases of any doubt, the stating candidate shall explicitly confirm the relevance of the statement each time it is made.
- 6.2. Candidates issuing statements contrary to the above policy may face warnings, fines, or disqualification at the CRO's discretion. Any such penalization shall be reported to all other candidates and the Standing Committee on Policy.

7. All - Candidate Forum

- 7.1. An All-Candidate Forum shall be held on the Tuesday or Wednesday of Election week.
- 7.2. The CRO shall send an e-mail to all Members notifying them of date, time and location of the All-Candidate Forum by the Saturday prior to Election Week.
- 7.3. All VP candidates will be given 2 minutes to speak.
- 7.4. After all the candidates for a particular VP position have spoken there will be a 3 minute Debate Period where candidates may ask questions of each other as well as a 3 minute Question Period where the audience may ask questions of the candidates.
- 7.5. All Presidential candidates will be given 5 minutes to speak.



- 7.6. After all the candidates for president have spoken there will be a 5 minute Debate Period where candidates may ask questions of each other as well as a 5 minute Question Period where the audience may ask questions of the candidates.
- 7.7. Any candidate who has been acclaimed to his position shall be given the opportunity to speak for two (2) minutes. There will be NO Debate Period.

8. Preparation for Voting

- 8.1. The CRO shall send an e-mail to all Members by 9:00 am of the Thursday of Election week. The e-mail shall contain instructions on how to vote, the dates, times, and location of voting.
- 8.2. The CRO should send an e-mail to all candidates indicating the method by which he intends to count the ballots, and allow all software used in such a process to be examined by any Member upon request.
- 8.3. No candidate may be a Deputy Returning Officer (DRO).

9. By-elections

- 9.1. Should an Officer position become vacant during the school year between the first day of classes and the Joint Council Meeting (First Part), the CRO shall immediately call a By-election.
- 9.2. Notification of the By-Election shall be sent by e-mail to all Members.
- 9.3. The nomination period shall be 5 business days.
- 9.4. Election rules for a standard Officer election shall be followed except as specified below.
- 9.5. There shall be a Candidates Meeting on the evening of the close of nominations for the By-Election.
- 9.6. Campaigning shall begin on the next business day following the close of the nomination period.
- 9.7. Should an Officer position become vacant during the summer months between the Joint Council Meeting (Second Part) and the day preceding the first day of classes, the CRO shall call a by-election as stipulated in the Policy on Summer Month Officer By-Elections.

10. Deposit Return and Reimbursement

- 10.1. Candidates may collect their deposit on the Friday following the posting of results, provided that they have not been informed by the CRO that their deposit will not be returned.
- 10.2. Candidates should submit a detailed summary of campaign spending to the CRO 5 business days following the posting of results. This summary should include receipts.
- 10.3. Candidates may not exceed \$100 spent on their campaign. This shall include any material purchased or donated, and any paid labour, but not any volunteer labour as deemed by the CRO.
- 10.4. Upon application, a candidate may have up to \$20 of his expenses covered by the Society.
- 10.5. Candidates may pick up their reimbursement beginning 7 business days following the posting of results, if the reimbursement is requested.



11. Appeals

- 11.1. The CRO shall inform all candidates of the appeal process at the end of an election and following any rulings.
- 11.2. Any complaint regarding election procedural irregularities shall be made in writing to the CRO within 48 hours after the posting of election results. A written reply by the CRO shall be made no later than 5:00 pm on the day following the date of the complaint.
- 11.3. If intention to file an appeal is communicated to the CRO, the CRO shall inform all candidates affected as soon as possible.
- 11.4. Complaints about the work of the CRO may be submitted to the Outgoing President, for immediate referral to the Election Review Committee, within 72 hours of results being posted.
- 11.5. All appeals of the decisions of the CRO must be submitted to the Outgoing President, for immediate referral to the Election Review Committee, within 24 hours after the decision has been communicated (by written reply or e-mail).
- 11.6. The results of the appeal process for Officer elections shall be reported by the Elections Review Committee to Council at the Joint Council Meeting (Part 1).