

**POLICY NUMBER 2004-10-01**  
**POLICY ON SUMMER MONTH OFFICER ELECTIONS**  
**UNIVERSITY OF TORONTO ENGINEERING SOCIETY**

ADOPTED: Oct 26, 2013



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## POLICY ON SUMMER MONTH OFFICER ELECTIONS

### 0. General

- 0.1. Purpose: To describe the process and nomination of an Officer between the Joint Council Meeting (Second Part) and the day preceding the first day of classes.
- 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 the sole authority over all things related to the summer election.
- 1.2. 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 in a timely manner (48 hours or less).
- 1.3. The CRO shall keep a file of all outgoing and incoming communications regarding the election in electronic form.

### 2. Nominations

- 2.1. The nomination period shall last ten (10) business days.
- 2.2. The nomination period shall be officially opened by an email from the CRO to the entire constituency detailing the vacant position, the nomination guidelines, and then referring potential candidates to the relevant Society bylaws and policies.
- 2.3. Members may nominate emailing their completed nomination to the CRO.
- 2.4. Completed nominations shall include:
  - a. 25 electronic signatures from the constituency;
  - b. A filled Candidate Information Form emailed to the CRO by the date specified in the email opening the nomination period.

### 3. Reopening Nominations

- 3.1. If no nominations have been received for an Officer position by the deadline, the CRO shall re-open nominations by sending an email to all members.
- 3.2. This email shall explain why the nominations are being reopened and reiterate the details of the nomination process.
- 3.3. The reopened nomination process shall last at least 3 (three) business days.

### 4. Campaign

- 4.1. The only acceptable forms of public campaigning are a 200 word email statement, and a website or social media event.
- 4.2. Campaigning may only start as of 9:00 AM Monday of election week until 11:59 PM Wednesday of election week.
- 4.3. Posters and banners are not acceptable. Having a poster or banner up will result in a warning.
- 4.4. Campaigning websites and social media events must adhere to the following rules:
  - a. The CRO must be made aware of the website's URL by the Monday of election week at 9:00 AM or when the site goes live, whichever is later.



- b. Websites must be in English or French. The CRO must be provided with a certified translation, if any other languages are used, before the website goes live.
  - c. The penalty for having a website up before the start of campaigning or modified after the close shall be disqualification.
- 4.5. The role of emails in campaigning is governed by the following rules:
- a. Engineering clubs or recognized groups mailing lists cannot be used. Such groups include but are not limited to discipline clubs and affiliated clubs.
  - b. No club email list more than ten (10) engineering members shall be permitted to send an email on behalf of the candidate.
  - c. Emails to publicly advertised accounts are acceptable.
  - d. The CRO must be carbon copied on all email campaigning.
  - e. Infractions to article 4.5 shall result in a fine of \$25 or disqualification, depending on the level of involvement of the candidate, as judged by the CRO.
- 4.6. Speaking to large groups during the campaigning period is not permitted.
- 4.7. No club or group shall be permitted to endorse a particular candidate via email or club meetings.

## **5. Comments/Statements concerning other Candidates**

- 5.1. 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.
  - 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.
- 5.2. 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.

## **6. Candidates' Forum**

- 6.1. The candidates' debate shall occur online on a forum of the CRO's choosing.
- 6.2. This electronic forum shall be open the Tuesday and the Wednesday of election week.
- 6.3. Candidates may use this forum to ask questions to each other, and answer questions from the constituency.
- 6.4. Inappropriate comments or invalid inflammatory comments to another candidate or a general member in the constituency shall result in a fine.

## **7. Voting**

- 7.1. Voting shall be performed through preferential ballot an electoral site chosen by the CRO.



- 7.2. 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.
- 7.3. The voting portion of the site shall be opened from 9:00 AM Thursday of election week to 5:00 PM Friday.

## **8. Appeals**

- 8.1. 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
- 8.2. Complaints about the work of the CRO may be submitted to the President, for immediate referral to the Election Review Committee, within 72 hours of results being posted.
- 8.3. All appeals of the decisions of the CRO must be submitted to the President, for immediate referral to the Election Review Committee, within 24 hours after the decision has been communicated (by written reply or e-mail).