



## **POLICY AND PROCEDURE MANUAL**

### **POLICY 12 – ONLINE VOTING SYSTEM (OVS)**

#### **Policy Intent**

This policy outlines the terms and conditions regarding the online voting procedures for the Humber Students' Federation. This policy will support the information within the HSF Constitution and Policy 5 – HSF Elections and Appeals.

#### **Acknowledgment**

Students who use the Online Voting System (OVS) must take responsibility for preserving the integrity of their respective digital identification. This comes in the form of your student number and your corresponding PIN number. Students should not share this confidential information with any other student as this would compromise the integrity of the OVS. This is an inherent responsibility of the student and the HSF will make no allowances for students who do not adequately protect their digital ID in reference to the Student Records System (SRS).

The OVS has been programmed by skilled experts and has been debugged and troubleshot for potential errors. The HSF endorses the capabilities of the OVS and commits to the integrity of which votes are recorded and tabulated electronically.

HSF Election Administrators will govern the status of the OVS during any election (or referendum) period. Problems associated with the OVS will be determined by the CRO and reported to the candidates and membership accordingly.

#### **The Online Voting System**

The Online Voting System (OVS) is supported through the college Student Records System (SRS). This allows students to login and be authenticated as an entitled voter for election purposes. The OVS is recognized as secure and accurate in its ability to authenticate students and to tabulate voting results.

The results compiled by the OVS will be deemed to be final, conclusive and binding by the HSF, all elections candidates and the HSF election's officials.

### **Access to the OVS**

The HSF will promote and advertise to the membership the applicable voting days for HSF elections and/or referenda. During such a voting period, the SRS will include a link enabling students to cast their vote. By engaging this link, the student voter will be authenticated for validity and shown the electronic ballot form. Student voters would complete the electronic ballot as indicated and then "click" to confirm and accept their vote.

Since the OVS is supported by the SRS, student access will be available to the OVS throughout the entire voting period. Students may access the SRS through HSF-sanctioned internet-enabled computer workstations set up in the college. Voting shall be administered by electronic ballot through the college (SRS) at locations designated by the HSF. The e-voting stations will be operated by the HSF between 8:30 a.m. and 4:30 p.m. each of the voting days. Locations of the e-voting stations will be determined by the elections administration team definitively and advertised by the HSF. The HSF CRO will be responsible for activating the OVS at the start of the voting period and deactivating the OVS at the conclusion of the voting period. It is the responsibility of the student voter to ensure that they allow enough time to complete the voting transaction process on the OVS when the voting period will be closing. Should a student voter not complete the voting transaction process by the stated end of the voting period, their electronic ballot will not be included in the final vote tabulation. The deadline for the end of the voting period is not flexible and will be strictly observed.

### **Failure of the OVS**

In a rare instance that the OVS is rendered inaccessible by a SRS failure, the HSF election's officials will determine if the voting period must be rerun or if the voting period will continue without interruption. If the SRS is determined to be in a state of failure for longer than twenty-five percent (25%) of the total time allotted for the voting period, then the voting period will be rerun at the next available time the SRS is determined to be able to support the OVS. When possible, the period for conducting a voting period rerun should be no longer than five (5) business days after the SRS is effectively restored. The HSF will incur the responsibility of advertising such a change in the voting period to the membership.

In an instance where the OVS is determined to be inaccessible through a failure of the SRS for less than a period of twenty-five percent (25%) of the total time allotted for the voting period, then the HSF will either extend the voting period of an equal amount of time the OVS was determined to be inaccessible *or* to continue with the regularly scheduled voting period. Under this scenario, the HSF election's officials will only extend the voting period should the OVS

have been inaccessible during a large portion of a business day during the voting period (i.e. inaccessible for 6 hours during a normal business day).

Based on the professional opinion of the college information technology staff, they will be able to determine if the voters' list has been compromised by any failure of the SRS. Should the voters' list have been compromised by a SRS failure, the HSF election's officials will rerun the voting period as described above in the first paragraph of this section. Should the voter's list not be compromised by an SRS failure, the OVS will be permitted to continue under the terms described in the second paragraph of this section. Any decision regarding a failure of the SRS and its impact on the OVS is subject to the discretion of the HSF election's officials.

### **Use of Paper Ballots**

The HSF reserves the right to conduct elections using the traditional paper ballot system for any election and/or referenda. Paper ballots will be used only in instances where there is concern regarding the reliability of the SRS, the SRS is determined to be in a prolonged state of failure or the election and/or referenda being conducted is small in size and is easily facilitated through a paper ballot system.

When using paper ballots, the HSF will establish one (1) polling station at each campus for a voting period that is no shorter than two (2) consecutive business days of eight (8) hour duration. Polling stations will be operated using a voting list as provided from the Registrars Office. Student voters will be required to present valid Humber ITAL ID in order to participate in the voting process.

The HSF election's officials will be responsible for developing and producing any paper ballot to be used for elections purposes. Paper ballots will be deposited into secure ballot boxes at the polling station. When the voting period has concluded, the ballot boxes will be moved to a secure room where the vote counting procedure will take place. In elections for positions on the HSF Executive Committee or for Program Representative, each candidate will be permitted to assign a scrutineer to be present in the room where ballots will be counted. This scrutineer must be a full time student of Humber ITAL who does not have any affiliation with the HSF. Once the ballot counting procedure has begun, no person may leave the secure room until the final results have been determined by the CRO.