



POLICY AND PROCEDURE MANUAL

POLICY 5 – HSF ELECTIONS & APPEALS

Policy Intent

The following policy and procedures will apply to all Humber Students' Federation (HSF) elections and by-elections. This policy exists to ensure the fair and unbiased administration of all elections and appeals processes. For information pertaining to the Board of Governors student representative position, please see the documentation provided by Humber ITAL available from the Office of the President.

Elections Administrators

Chief Returning Officer (CRO) and Deputy Returning Officer(s) (DRO) – Any full-time student of Humber ITAL may be eligible to be hired for these positions, as long as they are registered in a credit course leading to a diploma, certificate or degree.

CRO and DRO Responsibilities – One (1) CRO will be hired for the purpose of administering all HSF elections and to enforce all of the election policies and procedures outlined in the HSF Constitution and this document. The CRO will be involved in the promotion of the entire election process, including nominations, student participation and voting. The CRO is also responsible for assigning penalties to candidates who act against written or stated policy and procedure. Penalties can range from withholding a candidate's security deposit/reimbursement to disqualification. To assist the CRO, one (1) DRO will be hired for each campus, as required.

CRO & DRO Campaign Involvement

The CRO or DRO must not be involved as a candidate *or* on a campaign team in any election or by-election of which they administer. Should the CRO or DRO(s) wish to run for an elected position within the HSF, they must resign their position. This must occur prior to the filing of nomination papers for the election or by-election in question.

CRO & DRO Objectivity

All elections administrators must be, and appear to be, objective and unbiased in their activities during elections. This is also required while considering any issue that comes before the CRO or DRO in the course of their electoral duties.

The CRO and DRO are permitted to sign candidates' nomination forms and vote for any candidate, providing they are enrolled as a full-time student and have paid the respective student

activity fee.

At any time during the election, a candidate who wishes to address a decision or action taken by the CRO must make an appointment with the CRO and the Executive Director. At this meeting, reasonable steps will be taken to resolve the issue, or the candidate may begin the appeals process (see the *Appeals* section of this policy).

Any appeal(s) for incidents occurring *before the close of polls* must be officially lodged *before* the ballots for the election are counted. Once the candidate signs off on the counting of the ballots, they are no longer permitted to make an appeal based on something that happened *prior* to the close of polls.

Candidates shall be notified that they are required to provide notice, in writing, informing the Executive Director of any conflict of interest regarding the CRO or Election Appeals Committee members and alternates. Notice of conflict of interest regarding an Elections Appeals Committee member must be submitted no later than 4:00 p.m., the day before polls open.

Candidates should be cognizant of the penalty process the elections administration team will use during the nomination, campaign and voting process. The elections administration team will use a three strikes protocol. Candidates found to be in violation of this policy will be first issued a verbal or written warning regarding the offence. A second violation of this policy will be forfeit of the candidates' security deposit and/or the election reimbursement being withheld. A third violation of this policy will result in disqualification of the candidate from the elections process. Candidates are advised that the elections administration team can proceed to any of these three steps should the violation of policy be severe in nature.

Elected Positions with the HSF

The following positions shall be considered for each election:

Open Elections:

One Student Representative per academic program (campus-wide election, by program)

One President (may be a student from either campus) (campus-wide election)

One Vice President Administration – Lakeshore (Lakeshore campus election)

One Vice President Administration – North (North campus election)

One Vice President Administration- Orangeville (Orangeville campus election)

One Vice President Campus Life – Lakeshore (Lakeshore campus election)

One Vice President Campus Life – North (North campus election)

One Vice President Campus Life- Orangeville (Orangeville campus election)

Directors Elections

The Student Representatives specific to each school will elect seats on the Board of Directors.

This meeting will be scheduled by the HSF and occur upon the completion of the Student Representative elections process.

Each school will have a Director on the Board of Directors. Within each school, a Representative must make the nomination of another Representative who would stand for election for Director from the same school. A Representative cannot nominate themselves for the position of school Director. Once a nomination is forwarded, the nominated candidate must verbally accept the nomination. Should no other nominations for Director be received, then that nominated Representative will be acclaimed to the position of school Director.

Should multiple nominations be received, each nominee will have a five (5) minute period to address the assembled Representatives to speak to their candidacy for school Director. Once each nominee has spoken, the assembled Representatives will cast secret ballots to elect the school Director. This meeting cannot adjourn until a Director has been appointed or elected to the HSF Board or Directors. The CRO and the Executive Director will co-chair this meeting.

Candidate Eligibility

Any full-time member and the HSF President, as per Article 4.2 of the HSF Constitution, may run in any election for the HSF, provided that they have proven to the CRO that they are eligible as defined in Articles 13 or 18 of the HSF Constitution.

Members Removed – Any student who has been a member of the HSF and has been removed from office may not run for a period of one (1) calendar year after the date of removal from office.

Members Suspended – A full-time member whose eligibility rights have been affected by removal from the Board of Directors (as per Article 18) may not run in any election until the effects of the suspension or removal have expired.

Members Resigned – Any student who has been a member of the HSF and resigned prior to being removed, or deemed removable in accordance with the HSF Constitution or the Policy and Procedure Manual (other than Article 13.1(3), 18.1(5), or 18.2(3)), may not run for a period of one (1) calendar year after the date of resignation.

Members Academic Standing – Any student who has resigned from a position on the HSF due to failure to maintain the sixty-five per cent (65%) grade point average may not run for and/or participate on the HSF Board of Directors for one complete semester during which the student has maintained full-time academic status with Humber ITAL.

Members Campus Transfer – Provided a written notice is received by the CRO from the Registrar's Office prior to the close of nominations, students who are eligible full-time members of the HSF, and have been accepted (and transferred) into a program of study at the either of the three campuses, may run in the elections of the HSF at the campus they have transferred to.

Members Immigration Status – Immigration status does not bar a full-time member of the HSF

from running in any HSF election.

Members Legal Authority – A member who does not have legal authority to be employed full-time, and who wins a HSF election requiring them to work full-time, will be allowed to hold the position until the required authority to work for the HSF has been obtained. Should the work authority be denied, that individual must either resign their position or fulfill their duties without pay.

Members as Incumbents – Any full-time member of the Humber Students' Federation and the incumbent President, in accordance with Article 17, may run for a Director's position providing they fulfill the eligibility requirements described in the HSF Constitution.

External Student Association or Advocacy Group Membership – In accordance with and in support of the HSF Constitution and HSF Policy 17 – Director Loyalty & Commitment, elected students who are Directors or Executives of external student associations and/or student advocacy groups not sanctioned by HSF are not eligible to become Student Representatives or Directors of HSF.

Election Dates

A HSF election must be held during the winter semester and a by-election during the fall semester to elect students to represent all of the open HSF positions as determined by the CRO. The last voting day must occur ***at least ten (10) days prior*** to the HSF Bi-Annual General Meeting, which is deemed to be on, or near, March 31st in the winter semester and October 15th in the fall semester. The Humber ITAL scheduled reading week must be considered when determining election dates to ensure that all students have a fair opportunity to nominate, campaign, and vote in the HSF elections.

Notice of the upcoming election or by-election dates, nomination period dates, Representative and/or Executive seats available, and availability of election rules shall be posted throughout Humber ITAL ***at least three (3) weeks prior*** to polling and in the Humber community media sources ***at least two (2) weeks prior*** to polling.

Candidates must comply with all applicable dates during the nomination, campaigning and voting periods.

Election Information and Nomination Packages

For the fall and winter elections, an Election Information and Nomination Package must be made available for all members interested in joining the HSF. Each package must include: a candidate information sheet, a statement of responsibility, an academic information release, job descriptions for the HSF Executives and Directors, a listing of the Representative positions available, the HSF Constitution and HSF Policy 5 – HSF Elections & Appeals. Every student interested in becoming a Representative or Executive is required to sign out an election package from the HSF office. This Election Package must be reviewed and finalized by the HSF Executive Committee no later than one (1) week prior to the opening of the Nomination Period.

When a student signs out a Nomination Package from the HSF, that student is considered a candidate, and is bound by the HSF Election and Appeals Policy until such time as (1) the CRO informs them otherwise and /or (2) they provide notice to the CRO in writing of their withdrawal from the election.

Candidates are bound to the rules and regulations of this policy once they have indicated their intent to participate in the elections process. This intent can be signaled by signing out an election package or publicly, verbally committing to running for an elected position. In this regard, candidates are bound to all the rules and regulations until a time that they are no longer considered candidates for election. Candidates should be aware of their activities from the time nomination packages are available to avoid violations of rules that could result in a candidates' disqualification.

Nomination Period

The Nomination Period for any election or by-election shall be a *minimum of five (5) consecutive* business days. The following is a listing of the qualifications for nomination:

Any student running for President must attain one hundred (100) signatures from full-time members of the HSF at any given campus. The signatures must include a minimum of 25 signatures from a campus other than their registered home campus.

Any student running for Vice President Campus Life or Vice President Administration must attain one hundred (100) signatures from the full-time members of the respective campus they are running to represent. (i.e. Lakeshore positions require signatures from Lakeshore full-time students).

- Any student running for a Representatives' position must attain signatures numbering twenty-five per cent (25%) of the total program enrollment the student is running to represent. If the corresponding twenty-five percent (25%) value is greater than one hundred (100), only one hundred (100) signatures are required. ***These signatures must be full-time members of the same program of study as the nominee.*** The HSF will supply in the nomination package a list of all of the academic programs, their full-time enrollment number and the respective twenty-five per cent (25%) signature number so prospective candidates are aware.

The nomination forms must be completed and submitted to the reception desk of either HSF Office (North, Lakeshore, or Orangeville). Candidates for Executive positions will be required to submit a security bond of \$25.00 cash. Candidates for Representative positions are ***not*** required to submit a \$25.00 cash security bond. Upon submission, all nomination packages will be endorsed with the date and time received and the name of the person receiving the package on behalf of the HSF. The security bond of \$25.00 will be refunded after the election process, providing no violations have occurred. This refund is at the discretion of the CRO.

Students returning nomination packages after the deadline will not be considered for candidacy in the election process.

The HSF must verify with the College Registrar the eligibility of each candidate, as defined in the HSF Constitution. The CRO will submit an eligibility form for each candidate to the College Registration department upon the close of the nomination period. The CRO will confirm each candidate's respective eligibility for the election.

The CRO must verify with the Executive Director the eligibility of each candidate with respect to the HSF Constitution.

Upon completing the eligibility process, the CRO and the Executive Director will determine the number of positions acclaimed and the number of eligible candidates for each remaining open position. If only one person is nominated for any Representative position, that person shall be declared acclaimed after nominations have been closed by the CRO. If only one person is nominated for any President or Vice President position, the candidate shall run a campaign based on a "Yes/No" ballot.

Should the outcome of a "Yes/No" ballot results in a "No" vote, then that particular Executive position shall remain vacant, and the vacancy must be filled in accordance to Article 24 of the HSF Constitution.

Candidates should be aware that in the event of extraordinary circumstances arising during the regularly scheduled elections period that threatens the conduct of the elections process, the elections administration team reserves the right to meet with the candidates and determine a new timeline for conducting the election, free of repercussions that could be associated with an unforeseen, extraordinary event occurring.

Candidates Meeting #1: CRO Meeting & Candidate Introductions

The CRO and the Executive Director will conduct a meeting to introduce all the election officials and eligible candidates. The election policies will be reviewed in detail, allowing each candidate to address any questions and/or concerns they may have regarding the election policy. The CRO, DRO, and candidates will provide a means of preferred communication (i.e. email, telephone, cell phone, pager) for the duration of the election procedure. This method of communication will serve as the key contact method between candidates and election officials. It is the responsibility of the candidates to ensure this preferred method of communication is readily maintained. In addition, candidates will be required to check their emails daily as any and all messages to be delivered to all candidates will be done through email.

In addition, the Executive Election Forums will be scheduled at this meeting, upon general consensus by the election officials and the candidates. Also, the Election Appeals Committee will be named and verified as acceptable. This will include the names of the standing Elections Appeals Committee members and the names of the alternates for this Committee. Any perceived conflicts of interest should be addressed at this time, or by 4:00 p.m. the day before the polls are opened.

Finally, the CRO will facilitate a discussion regarding monetary limitations pertaining to the Presidential election. As indicated in the *Monetary Limitations* section of this policy, the dollar

value related to campaigning for President is limited to \$300.00. Should all of the Presidential candidates indicate by unanimous vote the desire to increase the monetary limitation for the Presidential campaign, then the CRO will allow this and apply the unanimously agreed upon dollar value as the new monetary limitation. Any discussion regarding monetary limitations will be kept “private” as to not unfairly advantage or disadvantage any Presidential candidate (refer to *Monetary Limitations* section of this policy). “Private” meetings are not to be recorded and the CRO will determine the attendance at such a meeting.

The DRO of their campus will take minutes of Candidates Meeting #1 or record the meeting so there is a clear record of what was discussed.

Executive Positions – Campaign Process

Campaigning begins *within five (5) business days following* the Nomination Period and *extends a minimum of five (5) consecutive* days.

Campaigning is defined as: **an activity that promotes a candidate, either verbally, written, or electronically.** A candidate may use any number of different methods of campaigning, as long as the financial parameters, policy guidelines, and time limits are observed. Candidates should verify with the CRO for guidance with respect to any campaigning material that might be considered offensive to others or against a HSF policy. Any campaign material found to be offensive will be immediately dealt with by the CRO.

Candidates are not permitted to make unreasonable campaign promises at any time during the election period. Candidates making promises, that are considered to be unreasonable by the CRO and the Executive Director, will be subject to disciplinary action at the discretion of the CRO.

Honesty Policy – Any candidate, or campaign team member, caught lying to the CRO, DRO, or Executive Director during the election process is subject to immediate disqualification from the election, at the discretion of the CRO.

Integrity Policy – Candidates for election are required to demonstrate the integrity expected of elected office. Candidates should demonstrate fairness and goodwill to fellow candidates. Candidates are not permitted to engage in negative campaigning practices against a fellow candidate, the HSF or the College. Candidates must run their respective campaigns in a positive spirit. Violations will be subject to penalty at the discretion of the CRO.

Employment on Campus Provision – The elections administration team recognizes that students interested in running for elected positions may have jobs that are necessary to afford the education they are pursuing. As a result, candidates are permitted to have jobs, in a part-time capacity, on campus during the nomination, campaigning and voting periods. Candidates are responsible for not doing any nominations or elections-related activities while they are working in a part-time capacity at the college. Violations of this provision will be dealt with through penalties as determined by the CRO. The only exception to this provision is that current elected

positions within HSF may not continue their regular duties as per this policy (see HSF Property section, page 11).

Campaign Team Definition

Campaign Team Members are defined as anyone who solicits for or assists a candidate in any way with respect to elections. A candidate and members of their campaign team may not solicit votes beyond the close of campaigning under any circumstances. Election candidates will be responsible for the conduct of their campaign team members at all times. Any candidate or campaign team member, found defacing, damaging, or removing campaign materials circulated by the staff of the HSF will be subject to immediate disqualification. This is considered an unfair and malicious practice and will not be tolerated in any form.

Candidates can use both students and non-students to compose their respective campaign team. Please note that non-students who participate on a candidates' campaign team are NOT permitted to operate a candidates' campaign booth independently at any point. All non-student campaign team members must follow the guidelines and requirements of all Humber ITAL students.

Candidates are not permitted to use members of an external student associations and student advocacy groups not sanctioned by HSF as a part of their campaign team. It is the candidates' responsibility to follow this guideline. Should the CRO learn that members of external student associations and/or student advocacy groups are members of a candidates' campaign team, appropriate penalties will be applied, including potential disqualification from the elections process.

All candidates will be required to submit to the CRO at All Candidates Meeting #1 a complete list of all campaign team members. This list must be fully inclusive and is subject to change only through notification to the CRO. Should any candidate not have a campaign team, written notification must be submitted to the CRO stating this fact, at All Candidates Meetings #1.

Corporate Campaign Involvement

Candidates for Executive positions are able to utilize corporate involvement within their respective campaign teams. Corporate involvement is limited to the following provisions:

- Corporations cannot occupy more than twenty per cent (20%) of the visual space a candidate is projecting. This includes, but is not limited to, activity at a candidate's respective campaign booth, promotional efforts by the candidate's respective campaign team (not associated with a specific campaign booth location) and handouts distributed by a candidate.
- In all instances, the candidate (and their respective campaign platform) should be the predominate visual image (80%) at all campaign booths, among campaign team members and in materials distributed to promote a candidate (handouts and flyers).
- Any and all items provided to a candidate through a corporation for the purposes of campaigning are subject to the monetary limitations outlined in this policy. All donated

items must be documented as being received free of charge, otherwise the valuation process of determining the value of donated items, with no cost specified, will be applied as per the monetary limitations guidelines in this policy.

- External student associations and student advocacy groups not sanctioned by HSF are not permitted to assist candidates in their election campaigns and do not qualify as corporations under this policy.

Executive Campaign Forum

The HSF will provide at least one (1) opportunity for Executive candidates to debate and voice their opinions at an Executive Forum.

- At the Executive Forum, candidate(s) will be encouraged to make a short speech to represent their platform. Speeches are to be no longer than five (5) minutes in length; any candidate exceeding five (5) minutes will be instructed to yield the floor by the host of the Executive Forum. If a candidate does not comply with the five (5) minute time limit a penalty can be applied by the CRO.
- The location of the Executive Forum will be discussed and agreed upon by the CRO, DRO, Executive Director, and candidates present at Candidates Meeting #1. The host of the Executive Forum can be the CRO, DRO, HSF Communications Director, or an otherwise suitable host agreed upon unanimously by all candidates.

Other guidelines for conduct during the Executive Campaign forum include:

- Candidates must yield to the forum host when the host begins to speak in all instances.
- Questions from students will be fielded by the forum host, not by candidates directly. Questions from students will be screened for appropriateness and then determined to be either for one candidate or for all candidates. Only once a question has been deemed appropriate and who it is directed towards will it then be asked by the host of the forum.
- Candidates answering questions from students will do so once prompted by the host of the forum to do so.

Election Campaign Posters

The HSF recognizes the need for candidates to communicate their platforms to the student population while not cluttering the Humber ITAL property with small posters. To facilitate communication to the student population, the HSF will provide candidates with the opportunity to state their platform through a collective campaign poster. Each candidate will be responsible for submitting to the HSF Communications Director a maximum of 200 words presenting their platform by a date agreed upon at Candidates Meeting #1 (No exceptions will be made once this date has been agreed to). The candidate should also submit a suitable 3” by 4” photo that will be used for promotional purposes. The HSF Communications Director will use candidate submissions to produce a collective presentation in the form of a single campaign poster.

Each poster will be colour-coded to correspond with an election (i.e. Presidential on blue, Vice President Campus Life on green, etc.). The poster will alphabetically display the candidates' picture and platform statement in a size that is reasonably visible. The candidates photo will be displayed in grey-scale and the font size used for displaying the candidates' name will be no less than 20-point and the font size for displaying a candidates' platform statement will be no less than 18-point. Once designed, the HSF will ensure the adequate display of the collective campaign poster at both campuses. The HSF will monitor the poster locations and verify that posters are maintained appropriately and replaced as required. These locations may include the HSF bulletin boards, HSF display areas, and the residence buildings.

No posted materials, other than the collective campaign poster, are permitted. Therefore, no candidate may post any form of communication in, or around, Humber ITAL property. Any candidate found to be in violation of this will be subject to penalty at the discretion of the CRO.

Any candidate, or member of any candidates' campaign team, found to be defacing, destroying, or interfering with the successful display of the collective campaign poster will be subject to penalty at the discretion of the CRO.

Collective campaign posters will remain displayed through to the last day of voting to encourage students to vote. The HSF will be responsible for removing all posted elections materials after the successful conclusion of the electoral process.

Elections Campaigning, Handouts and Flyers

Any, and all, handouts or flyers intended for distribution must first be submitted to the CRO (or indicated designate) for approval prior to distribution.

Candidates are encouraged to communicate their respective platforms by interacting with the student population. Candidates may produce handouts and flyers to support their respective campaign platforms and communicate their message.

Once approved, candidates can distribute handouts and flyers throughout Humber ITAL. No candidate may affix, post, or permanently display a handout or flyer. The ***only acceptable*** method of distributing handouts or flyers is by direct contact between a candidate, or a candidates' campaign team member, and a Humber ITAL student. Handouts and flyers cannot be left undistributed, for random pick-up, in any area of Humber ITAL. The areas restricted from all forms of campaigning, including the distribution of handouts or flyers, are:

- Library Facilities
- Main Entrance Lobby
- Registration Entrance Lobby
- Washrooms
- Area Bus Shelters
- All Classroom Environments
- Labs (teaching and computer)
- Administration Offices (i.e. school offices)

- All HSF Offices and Games Rooms
- CAPS Pub (Candidates can be part-time staff in CAPS, but must not to campaign while working in CAPS)
- Student Residence Buildings (common areas excepted – i.e. cafeteria and lobby area)

Campaign Booths

Campaign booths are an acceptable form of campaigning, however specific rules and regulations apply. The locations for campaign booths must not be in any of the restricted campaigning areas indicated above. Furthermore, campaign booth locations are available on a first come, first serve basis. Candidates are not permitted to “reserve” or “claim” areas for campaign booths in any way.

Candidates for Vice President may only operate two (2) campaign booths at a time specific to their campus. Candidates for the position of President may operate six (6) campaign booths at a time – two (2) per each campus at any moment in time. Campaign booths must also be hosted at all times by the candidate or a member of the candidate’s campaign team. Once campaign booths are dismantled, no remnants of the campaign booth may remain. This includes posters, chairs, tables, or any other item used in the operations of the campaign booth. Failure to adhere to the regulations pertaining to campaign booths will result in appropriate disciplinary action by the CRO.

All campaign booths must be supervised by a Humber ITAL student participating on a candidates’ campaign team. No non-student is permitted to supervise, or operate independently, a campaign booth. However, non-students can assist in the operation of a candidates’ campaign booth, provided that a Humber ITAL student is present at the campaign booth at all times.

Candidates must be mindful of campaign devices that are used during the campaign period and these devices must not be displayed after the close of the campaign period. These include but are not limited to: customized t-shirts, pins, stickers, pens or any other promotional item that may have been used during campaigning. Failure to abide by this protocol will result in appropriate disciplinary action by the CRO.

Candidates may have events related to their campaigning efforts. Any event operated by a candidate must be verified by the CRO prior to being run to ensure appropriateness and limited liability. Campaign events that are run without prior CRO authorization are subject to penalty at the discretion of the CRO. Space for campaign events is established on the same “first come, first serve” basis as campaign booths are described above.

HSF Property

At ***no time*** during the year is an HSF employee, Executive, Director or Representative permitted to use HSF property or services to ***create*** campaign material for an election candidate.

The following North, Lakeshore and Orangeville HSF locations are **STRICTLY OUT OF BOUNDS** for campaigning activities and distribution of election information:

- HSF Offices and Perimeters
- Games Rooms
- Clubs Meeting Spaces
- TV Lounge

Failure to abide by these rules will result in appropriate disciplinary action at the discretion of the CRO.

All HSF supplies, services, and facilities are restricted to all candidates. Any candidates with keys to the HSF offices will relinquish their keys and pass codes to the Executive Director before election campaigning begins. At no time during campaigning are candidates permitted within the HSF offices and/or areas. If a candidate needs something, or someone, from the office they must call ahead, or send an ambassador, to request a conference on their behalf outside of the HSF area. Any candidate found using HSF supplies, services, or facilities for election purposes are subject to immediate disqualification from the election.

Current Executives of the HSF who are seeking elected office are **not** permitted to continue their employment responsibilities (with the exception of cheque signing responsibilities) during the course of the campaign period. Candidates for election may attend HSF events and activities that occur in common areas, but are not permitted to operate said HSF events or activities.

At the close of the campaign period, HSF Executives are able to return to their required duties of office. Failure to abide by these guidelines will result in appropriate disciplinary action on behalf of the CRO.

Candidates for elected office that currently hold HSF positions (part-time or Executive) at the time of the nomination, campaigning and voting period are not permitted to wear any HSF branded clothing. This is regarded as an unfair advantage over other candidates and will be subject to disciplinary action at the discretion of the CRO.

Candidates who are affiliated with HSF clubs and associations are permitted to continue to participate with their respective club, provided that they are not using their club position to unfairly leverage their campaign or candidacy in the elections process. Violations of this provision are subject to penalty at the discretion of the CRO.

Candidate Storage Facilities

The HSF recognizes that not all candidates have access to storage facilities for their items during the campaign process and has made the following provision for candidates to store materials during the campaigning period only:

1. Location

- Lakeshore Campus: H105 A – 9:00 a.m. to 4:00 p.m. (extension 3382)
- North Campus: KX100 B – 9:00 a.m. to 4:00 p.m. (extension 5051)
- Orangeville- TBA @ All Candidates meeting #1

2. Rules and Regulation

- a. The storage areas will only be accessible during the hours indicated above
- b. Candidates must arrange – by telephone (see above) – to arrange to get campaign materials from, or to, the storage room
- c. An HSF staff member will assist in accessing the storage facilities and unlock and lock it
- d. Candidates are permitted a reasonable amount of space in storage (i.e. one candidate cannot use the entire space) and are permitted to access the storage space no more than two times per day
- e. All materials must be cleared from storage and the end of the campaign period
- f. If a candidate is caught damaging, defacing or tampering with other candidate materials, they you will be disqualified

Candidates use the storage space at their own risk (with the exception of item f above). The HSF bears no responsibility or liability for materials in storage.

Monetary Limitations

Candidates may spend up to three hundred dollars (\$300.00) in an election campaign bid to become a President or Vice President. Candidates for Student Representative may spend up to fifty dollars (\$50.00) in an election campaign bid.

At Candidates Meeting #1, the CRO will facilitate a “private” meeting with the Presidential candidates to determine if the \$300.00 monetary limitation is adequate. Should any Presidential candidate request to increase the monetary limitation; a unanimous vote by all Presidential candidates would be required. Presidential candidates cannot request that the monetary limitation be reduced below \$300.00. The CRO will determine the attendance at this meeting and facilitate all discussions. As this meeting will be “private”, no minutes or recording of the meeting will occur, ensuring no unfair advantage or disadvantage gained by a candidate.

Any free, or donated, campaign materials must be itemized and verified as to its value with the CRO prior to use. The value of such free, or donated, materials will be included in the monetary limitations set forth.

All receipts for campaign expenses must be submitted to the CRO *at the opening of polls*. Any free, or donated, materials must be itemized and verified by the CRO prior to the distribution of such materials. Failure to submit an itemized and verified expense report on time will result in the candidate’s reimbursement being withheld; or the appropriate disciplinary action. If the candidate has not submitted an expense report and the CRO has reason to believe the candidate has exceeded the monetary limit, it shall be the responsibility of the candidate to prove otherwise, even if no expenses are incurred.

Any items that are donated and not included on this list, or if no documentation is available to verify the items carry no cost to the donating party, then the value will be based on an average

cost estimation compiled by taking the mean average of three (3) different estimates provided in reference to comparable products. It is the responsibility of the candidate to supply these three (3) estimates to the CRO for valuation purposes.

Free materials donated to a campaign must be itemized as having no cost affiliated with them by the donating organization if they are to be considered free donations (having no impact on monetary limitations) by the elections administrators.

Candidates who win an election will not be reimbursed for their election expenses. However, unsuccessful candidates will be reimbursed a maximum of \$100.00 for their allowable election expenses, provided the expense report and receipts are submitted according to this policy.

Candidates must provide receipts that are verifiable. This means that all receipts must include the company name and address, date, phone number (or other contact point) and the corresponding amount to be applied.

Consistent with the *Corporate Campaign Involvement* portion of this policy, external student associations and student advocacy groups not sanctioned by HSF are not permitted to donate materials or provide monetary support to candidates for the purposes of campaigning.

Electronic Campaigning

Web sites, email distributions, listserv messages, social networking sites (e.g. Facebook) and all other conceivable methods of electronic campaigning are permissible as a means of communicating a candidate's platform to the student population.

No emails or listserv messages (electronic campaign messages) can be sent after the close of the campaigning period. Candidates must assume responsibility for ensuring that complications from using information technology do not interfere with the timely delivery of electronic messages to the intended recipient in regards to the end of the campaign period. In questionable situations, the CRO will make a discretionary judgment as to the intent and harm of such instances. Web sites must no longer be accessible after the close of the campaign period. Failure by a candidate to restrict access to their respective web site after the close of the campaign period will be seen as campaigning after the close of the campaign period and will be dealt with in the same regard.

No costs will be attributed to such methods of campaigning when considering compliance with the monetary limitations set forth in this policy.

Student Representative – Campaign Process

Candidates in elections for Student Representative will follow the same campaign definitions and guidelines as found under the heading *Executive Positions – Campaign Process* found pages 6 and 7 of this policy. Candidates should also realize the guidelines for electronic campaigning applies to Representatives. These can also be found in this policy under the heading *Electronic*

Campaigning, found on page 12 of this policy. Candidates for Representative are **not** permitted to co-campaign with candidates running for Executive election(s).

Student Representative Forum

Candidates for Student Representative will not have any scheduled forums, unlike the Executive positions. Candidates may independently or collectively organize their own forum should they choose to implement such a meeting as part of their campaign strategy once approved by the CRO.

Student Representative Election Campaign Posters

No posted materials are acceptable in a campaign for Student Representative. The HSF Communications Director will compile the only acceptable posting for display in the appropriate corridors according to schools and academic programs. Candidates may distribute handouts and flyers to students under the guidelines specified on page 9 of this policy under the heading *Election Campaign Handouts and Flyers*.

HSF Property and Student Representative Campaigns

Candidates for Student Representative will not use any HSF property or resources in a campaign effort. Guidelines regarding this are found on page 10 of this policy under the heading *HSF Property*.

Student Representative Campaign Monetary Limitations

Candidates for Student Representative must adhere to the monetary limitation of fifty dollars (\$50.00) in a bid for election. The process for itemizing election campaign expenses is outlined under the heading *Monetary Limitations*, found on page 11 of this policy. Candidates must realize it is their responsibility to submit proper expense reports to the CRO at the opening of polls.

Polling Procedures

The polling period will be *at least 18 hours* during any number of *consecutive days* in a *one-week period* immediately following the campaigning period and cannot occur during the Reading Week.

Only full-time members of the HSF, who have paid their student activity fee are eligible to vote in any HSF election, unless otherwise specified.

No elector shall cast more than one (1) ballot for any one position.

Voting shall be administered by electronic ballot through the college Student Record System (SRS) at designated HSF polling stations only.

There shall be one electronic ballot for each position a full-time member is eligible to vote for. This ballot will contain a designated marking area in front of each name. Also, each candidate's name shall be listed on the ballot in alphabetical order by last name.

A candidate who has been disqualified by the CRO *prior to the open of polls* will not be listed on the ballot.

Candidates and campaign team members are entitled to cast a vote. However, they cannot be within reasonable visual range of any polling station at any other time during the polling period, except to cast their ballot or to facilitate class attendance within Humber ITAL. If any of the candidates or campaign team member(s) are observed loitering within sight of a polling station, they will be asked to leave the area immediately by election officials and the CRO will be notified. Penalty regarding loitering near polling stations will be at the discretion of the CRO.

The CRO shall place a list of the candidate's names and photos at the polling stations, inside each polling booth. This is intended to help students confirm the intentions of their vote. No photos will be included on the actual ballots.

Candidates must allow students to vote without undue influence or duress of any type during the voting period. Any candidate found, or suspected, to be participating in voter misconduct will be subject to immediate disqualification at the discretion of the CRO. This represents a major violation of the intent of the democratic process and the online voting mechanism utilized by the HSF. Candidates, members of a candidates' campaign team and associates of candidates not affiliated with a candidates' campaign team cannot in anyway influence the voting process once the voting process has begun. Candidates must ensure that their campaign team members and associates are aware of this obligation, as candidates suffer the consequences of disqualification – not the campaign team members or associates.

Candidates Meeting #2: Close of Polls

All candidates must attend Candidates Meeting #2, at the close of polls, to sign off on the election as having been run fairly or to launch the appeals process. Once candidates have signed the release form they acknowledge that the electronic tabulation process is accurate, binding and conclusive. *No candidate may launch an appeal based on the electronic vote tabulation process.* Candidates will be informed of any problems the online voting system encountered during the election process at this time by the CRO, should that be applicable.

The results from elections that contain candidates who have signed off on a fair election process shall be reported immediately. These candidates are then informed of their respective school orientation meeting scheduled by the HSF and dismissed from Candidates Meeting #2. Any position with a candidate who has signaled intent to appeal will not have its results reported. The Executive Director will store the electronically tabulated election results in a secure location until the Election Appeals Committee renders its final ruling.

In reference to campaigns involving Student Representatives, in the event a tie vote is reported both of the candidates in the tie position will be declared elected as per the HSF Constitution. In reference to campaigns involving Executive positions, in the event a tie vote is reported there

will be one additional voting day assigned by the CRO. Only the candidates in the tie position shall be placed on the ballot. The CRO will determine the date, location, and times of the additional voting day.

In the event a candidate(s) are declared by the CRO to be absent without cause from Candidates Meeting #2, and after a thirty (30) minute grace period has been provided and no notification has been provided to the elections administrators from the candidate(s), the candidate will be considered to have forfeited their entitlement to sign off on the elections up to and including the close of polls and will permit the election results to be reported. If the candidate provides notification of absence to the CRO, the CRO will make the final determination in terms of the timeline that will be followed.

The additional voting day will be by the *Friday, one week* following the normal close of polls. However, if there is an appeal to the Elections Appeal Committee, the additional voting day will be by the Thursday two weeks after the close of the polls, if possible. All eligible members of the HSF may vote in the additional voting day.

Appeals Process

Policy Intent

The intent of this section of Policy 5 is to outline the process for conducting an appeal regarding an election administered by the Humber Students' Federation (HSF). The appeal process adheres to the HSF Constitution and this package contains all of the necessary forms required to launch an appeal. It is the candidate's responsibility to fully understand the appeal process.

The HSF Constitution should also be consulted for supplementary information or further clarification of the appeal process.

Composition of the Election Appeals Committee

The Election Appeals Committee shall be composed of the HSF President, Vice President Administration (North), Vice President Administration (Lakeshore), one (1) Director of the HSF, and one (1) College Administrator. Prior to the fall by-election, at the first scheduled Board of Directors meeting, two (2) alternate Directors and one (1) alternate Administrator will be named to the Election Appeals Committee. If any other position is vacant on the Election Appeals Committee, it will be filled at this time. These individuals will preside over any appeal that relates to the fall by-election.

After the fall by-election, at the next scheduled Board of Directors meeting, a new group of five (5) alternate HSF Directors and one (1) alternate Administrator shall be appointed to the Election Appeals Committee in the event a seat is vacated and requires an alternate. Directors who previously presided over the fall by-election may be appointed as members, or alternates, to the Election Appeals Committee again. These individuals will preside over any appeal that relates to the winter election.

The membership on the committee will be limited to a maximum of five (5) members and a minimum of three (3) members, drawn from the pool of members named above. The committee will be comprised of the maximum odd number when possible (5), but may have as few as three (3) in instances where members have conflict or are unable to attend a specifically scheduled appeal hearing.

In the instance of an appeal, the Election Appeals Committee members shall arrange availability for a pre-appeal meeting on the fourth day after the polls close and an appeal hearing on the fifth day after the polls close, or as close to that as reasonably possible.

Members of the Election Appeals Committee will not be involved in any election campaign. Involvement includes any activities that could be construed as endorsing a candidate (i.e. putting up posters or wearing campaign paraphernalia). All Election Appeals Committee members must be, and carry the perception of being completely impartial.

Members of the Election Appeals Committee must immediately disclose any potential conflicts of interest to the Executive Director.

Members of the Election Appeals Committee must comply with Article 25 of the HSF Constitution.

Candidates Meeting #1: Appeal Process

All candidates present at Candidates Meeting #1 shall be given a copy of the HSF Election and Appeal Policy. The CRO and the Executive Director will review the appeals process at Candidates Meetings #1.

Candidates shall be notified, in writing and verbally, of the names of all the members and alternates of the Election Appeals Committee.

Candidates shall be notified that they are required to provide notice, in writing, informing the Executive Director of any conflicts of interest regarding the CRO or Election Appeals Committee members and alternates. Notice of conflict of interest regarding an Election Appeals Committee member must be submitted no later than the opening of polls.

Election Appeals Committee members and alternates must sign a *Statement of Roles & Responsibilities* form stating that they understand their role and responsibilities as a member of the Election Appeals Committee, and that to the best of their knowledge, they do not have a conflict of interest with any candidate or the CRO. The Executive Director shall hold the signed *Statement of Roles & Responsibilities* forms, should an appeal be required.

If, during the election process, any Election Appeals Committee member or alternate becomes aware of a conflict of interest, or a potential conflict of interest, they will declare this to the Executive Director immediately.

Candidates Meeting #2: Close of Polls

The CRO and the Executive Director shall hold Candidates Meeting #2 immediately after the close of polls. The CRO shall ask if any candidate disputes the validity of the election process up to the time of the polls closing.

All appeals for incidences occurring before the closing of polls must be officially lodged before election results are reported. When the candidate signs off on the electoral process they are no longer permitted to make an appeal based on something that happened before the close of polls.

If no candidate disputes the validity of the election process up to the close of polls, the CRO shall present the *Release Form* to be signed by each candidate. The *Release Form* shall state that the candidate agrees that the election process up to the close of polls was acceptable and that the candidate does not dispute the validity of the election process. A candidate's signature on the

Release Form bars the candidate from appealing the results of the election based on the process up to, and including, the close of polling stations.

Once all the candidates for a particular election have signed the **Release Form**, the electronically tabulated election results will be reported.

In The Case of a Dispute

If at least one candidate disputes the validity of the election process up to the close of polls and refuses to sign the **Release Form**, the student shall be given the opportunity to explain their concern to the CRO in front of the other candidates. The other candidates will be given the opportunity to respond, either in favor or opposed to the expressed concern. The CRO will then make a final decision regarding the candidate's concern. This process must take place at Candidates Meeting #2.

After rendering their decision regarding the candidate's concern, the CRO shall state that if any candidate(s) does not agree with their decision, that the candidate(s) has the right to appeal to the Election Appeals Committee.

The CRO shall then offer the **Release Form** to the candidates for signatures. If at least one candidate refuses to sign the **Release Form**, the CRO shall explain the appeal process, as stated in the written policy found in the candidates' Election Package. The CRO shall inform the candidate(s) that the Executive Director will answer any questions regarding the appeal process.

The CRO must inform the candidate(s) who does not sign the **Release Form** of the number of student signatures required in order to launch an appeal. This will be done by 4:00 p.m., one (1) business day following the close of polls.

In the event that the **Release Form** is not signed by all candidates present at Candidates Meeting #2, the election results will remain sealed and be stored in a secure area until after the expiry of the time for initiating appeals or until the Election Appeals Committee renders its final decision and directs the CRO to report the election results.

The election results for the elections which candidates have fully signed **Release Forms**, from the candidates present at the Candidates Meeting #2, shall be reported by the CRO.

The Appeals Process: Timeline

Any candidate wishing to appeal an election has until **4:00 p.m., one (1) business day following** the close of polling stations to file a **Notice to Appeal** with the Executive Director.

A **Notice of Appeal** must include a **Letter of Reasons** pertaining to the appeal.

The **Notice of Appeal** form can be found in the **Election Package**.

Any candidate making an appeal must obtain the requisite number of qualifying student signatures on a ***Student Signature Appeal*** form and submit the completed form to the Executive Director by ***4:00 p.m., three (3) business days following*** the close of polls.

The requisite number of signatures shall be fifty-one per cent (***51%***) of the total ballots cast for the election being appealed. The CRO shall provide the number of requisite signatures to be used by the appealing candidates by ***4:00 p.m., one business day following*** the close of polls. The CRO will inform the Executive Director and the HSF customer service staff of the number of the requisite signatures required to authenticate an appeal.

The appealing candidate(s) and the CRO must submit their respective ***Witness Sheets*** to the Executive Director by ***4:00 p.m., three (3) business days following*** the close of the polls.

The Executive Director will make the candidate's ***Letter of Reasons*** available to the CRO by ***9:00 a.m. of the second (2nd) business day following*** the close of polls.

The CRO shall have until ***4:00 p.m. three (3) business days following*** the close of polls to respond to the ***Letter of Reasons*** submitted by the appealing candidate. The ***CRO Response*** must be submitted to the Executive Director.

The Executive Director shall make the ***CRO Response*** available to the appealing candidate by ***9:00 a.m. of the fourth (4th) business day following*** the close of polls.

The Executive Director shall deliver the ***Appeal Package***, containing the ***Letter of Reasons***, ***Student Signatures***, and ***CRO Response***, to the Election Appeals Committee members by ***9:00 a.m. of the fourth (4th) business day after*** the close of polls.

Disclaimer: Reversal of CRO Decision – If, at any time, the CRO wishes to reconsider their decision, or the appealing candidate wishes to retract their appeal, they may do so by submitting a letter to that effect addressed to the Executive Director.

All materials must be submitted by the stated deadlines to be considered in the appeal process. Any materials submitted outside the stated deadlines will be deemed inadmissible, unless otherwise accepted through majority vote of the Election Appeals Committee.

If unforeseen circumstances prevent materials from being submitted by the stated deadlines, the materials will be forwarded to the Election Appeals Committee with notification of the date and time submitted along with the candidate's written reason for late submission. Any materials submitted after the stated deadline will only be accepted at the discretion of the Election Appeals Committee.

The Executive Director shall have a designate and official location at the Lakeshore campus. All Lakeshore candidates shall be notified of this Lakeshore designate and official location through the Election Package and at the Lakeshore Candidates Meeting #1. The Executive Director's official location shall be marked as such from the opening of nominations until the expiry date for all appeals. This specification will also be made at the North campus Candidates Meeting #1.

Timeline Reference Example:

Friday (Business Day 1):

Close of Polls

Monday (Business Day 2):

4:00 p.m. – Notice of Appeal with Letter of Reason due.

4:00 p.m. – CRO to inform of Requisite Number of Signatures.

Tuesday (Business Day 3):

9:00 a.m. – CRO receives the appealing candidate’s Letter of Reasons.

Wednesday (Business Day 4):

4:00 p.m. – CRO Response to the appealing candidate’s Letter of Reasons due.

4:00 p.m. – Appealing candidate’s Student Signature Sheet and Witness Sheets due.

Thursday (Business Day 5):

9:00 a.m. – Appealing candidate receives the CRO Response.

By 4:00 p.m. – Election Appeals Committee receives full Appeal Package.

Friday (Business Day 6):

Election Appeals Committee holds hearings and renders its final decision. The Election Appeals Committee will not adjourn until a final decision has been rendered. The Executive Director will publish the conclusions of the Elections Appeals Committee no later than 24 hours after the final decision has been rendered.

Irregular Timeline: In some instances, it is useful for both the appealing candidate and the elections administrators to expedite the appeal process in order to reach a final decision. In such a case, the appealing candidate and the elections administrators must advance the appeal process in a timely manner, providing the fastest resolution along the most feasible timeline possible. In such an occurrence, the candidate waives the timeline indicated above and agrees to an expedited timeline as provided in writing by the CRO.

Appeal Package

All information submitted to the Election Appeals Committee or requested by the Election Appeals Committee shall be distributed to the parties involved in the appeals process. As stated previously, a complete appeal package includes:

Letter of Reasons:

- a) States, in a logical manner, the reasons for the appeal.
- b) Any documentation being used in support of the appeal must be attached.

Student Signatures (available from the Executive Director):

- a) Executive positions – fifty-one per cent (51%) of the total ballots cast for the election in question. Note that signatures on appeals packages are under the same guidelines and parameters as signatures for nomination packages.
- b) Student Representative – fifty-one per cent (51%) of the total ballots cast for the election in question.

Witness Sheet (applicable to the appealing candidate and the CRO):

- a) On the Witness Sheet form, the name and student number must be printed for each witness statement.
- b) A legible, detailed, statement of the relevant information the witness has first hand knowledge of.
- c) The signature of the student, attesting that the statement is true.
- d) A statement that the witness will be available to testify in person on the date that the Election Appeals Committee will hear the appeal, at the discretion of the Elections Appeals Committee majority vote.

CRO Response:

- a) States, in a logical manner, why the CRO made the decision being appealed and any rebuttal to the Letter of Reasons submitted by the appealing candidate.
- b) Any documentation being used in support of the CRO's decision must be attached.

The Pre-Appeal Hearing Process

The Election Appeals Committee shall meet to review the appeal and render a decision within five (5) business days after the close of polls, when reasonably possible.

Upon receipt of the appeal package from the Executive Director, the Election Appeals Committee members will review the contents, consider which witnesses they wish to call at the hearing, and prepare for the appeal hearing. Most ideally, this would occur at the pre-appeal meeting.

The members of the Election Appeals Committee shall discuss which witnesses, if any, shall be called at the appeal hearing, as well as to make any determinations regarding late or non-existent evidence materials.

The Appeal Hearing Process

The appeal hearing shall take place at a time and location determined by the Executive Director and disseminated to the appropriate parties 24 hours in advance of such a hearing.

Each appeal before the Election Appeals Committee shall be conducted in private. Only the appealing candidate and the CRO shall be permitted to remain in the room throughout the

hearing. Witnesses will be required to leave after presenting their evidence and answering any questions the Election Appeals Committee may ask.

At the appeal hearing, the Election Appeals Committee will inform the CRO and the appealing candidate that *this is an impartial body that will listen objectively to the information from both sides, asks questions when it deems appropriate, and render a decision*. The Election Appeals Committee will state *that the decision of the Election Appeals Committee is final and binding*.

The Election Appeals Committee will alternate statements between the appealing student and the CRO. The parties may call the witnesses, only if approved by the Election Appeals Committee members. Each appealing candidate will be permitted a five (5) minute opening statement followed by a five (5) minute CRO rebuttal. After the CRO rebuttal, an additional five (5) minute rebuttal will be entitled to the appealing candidate. The remaining time will be allotted for witness statements and questions from the Election Appeals Committee members.

Appeal Hearing Conclusion

After hearing all submissions from the parties, the Election Appeals Committee shall meet privately to deliberate their decision. The Election Appeals Committee's decision shall be made on a majority vote. In the event of a tie vote, the Committee shall continue deliberating until a majority vote is achieved.

The Election Appeals Committee's decision shall include a specific direction to the CRO (i.e. report the election results, run a new election, disqualify candidate(s), etc.).

Immediately after a decision has been reached, the Election Appeals Committee must communicate its decision to the Executive Director, who shall notify the CRO and all of the affected candidates within 24 hours of the Election Appeals Committee decision.

The appeal process shall take no longer than five (5) business days after the close of polls, unless unforeseen circumstances prevent the Appeals Committee from completing its work within that time period. If this is the case, the appeals process will conclude as soon as reasonably possible.

HSF Elections & By-Elections

Release Form

The undersigned candidates hereby state that they do not dispute the validity of the election process up to, and including, the close of polling stations.

The undersigned candidates hereby acknowledge that their signature of this *Release Form* bars them from appealing the results of the election, based on the election process up to, and including, the close of polls.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Witness Statement

Statement Provided by: _____

Student Number: _____

Contact Information (email/phone): _____

Statement Text (Please Print Neatly):

I, _____, state that I have first-hand knowledge of the above information, and that this information is true, to the best of my knowledge. I also agree to be available to appear as a witness at the appeal hearing, should my presence be requested*.

*The Chair of the Election Appeals Committee or the Executive Director will give 24 hours notice to witnesses of time and date of the appeal hearing, should the Election Appeals Committee deem their presence relevant.

Date: _____

Signature: _____

Notice of Appeal

I, _____, candidate for the position of
_____ hereby provide Notice of Appeal regarding
the decision of the CRO.

Attached to this Notice of Appeal form is my *Letter of Reasons*, setting out in a logical manner my reasons for this appeal.

I understand the requirements and time limits for undertaking this appeal and agree to abide by them and to uphold the integrity of the appeals process. Furthermore, I understand any decision by the Elections Appeal Committee is final and binding.

Date _____

Signature _____

Election Appeals Committee

Statement of Roles & Responsibilities

I, _____, understand that as a member of the Election Appeals Committee I am required to follow the HSF Constitution and the HSF Policy and Procedure Manual.

I understand that I am required to undertake my responsibilities on the Election Appeals Committee in a fair and objective manner, without bias or impartiality.

I understand that I am required to attend Candidates Meeting #1, a pre-appeal meeting, and an appeal hearing, if required. I also understand that I will be required to read all materials contained in an appeal package prior to an appeal hearing so that I am prepared to be an active participant in the appeal hearing.

I have knowledge all of the candidates and the CRO and state that I would not be in a conflict of interest position if any of these individuals came before the Election Appeals Committee on which I am sitting.

Date: _____

Signature: _____