

# Electoral Oversight Policy



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RELATED DOCUMENTS:

Electoral Oversight Procedure

Election Rules

Election Policy

This policy is intended to provide guidance to those tasked with the oversight of SUS elections.

This policy applies to the Chief Electoral Officer (CEO), the Executive Director (ED), the Electoral Appeals Committee (EAC) and any candidate running in a SUS election or by-election.

## Part 1: Definitions

“Board” refers to the SUS Board of Directors as defined in SUS Bylaw 21

“Candidate” refers to any individual that meets the eligibility requirements of SUS elections and intends to run for a position

“Campaigning” refers to any activity or message that serves to promote a candidate

“CEO” refers to SUS’s Chief Electoral Officer

“EAC” refers to the Electoral Appeals Committee

“ED” refers to the SUS Executive Director

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President

“Members” refers to current members of SUS who are enrolled in at least one class or in the trades program and have paid SUS fees for the current semester

“SUS” refers to the Student Union Society at the University of the Fraser Valley

“UFV” means the University of the Fraser Valley, in the Lower Mainland, in the Province of British Columbia

“VPI” refers the SUS Vice President Internal

## Part 2: Structure

### 1. Vice President Internal

1.1 Outside of elections, the VPI is the Members’ point of contact for all election matters



1.2 The VPI is responsible for training the CEO, but is not involved directly once the nomination period begins

1.2.1 If VPI position is vacant, another executive can be appointed by Executive Committee majority vote

1.3 The CEO may request the VPI (or designate) provides clarity to general items, but none of the current executives can address specific issues, *even if the executive director position is currently vacant*

## 2. Chief Electoral Officer

2.1 The CEO becomes the main point of contact to Members and candidates for elections once the nomination period begins. They are responsible for ensuring procedures are followed and policies are upheld

## 3. Executive Director

3.1 The ED is responsible for hiring (or if necessary, recruiting) the CEO and EAC. They become the first contact to the CEO once the nomination period begins, should issues arise

3.2 If the ED position is vacant, first contact is deferred to the EAC

## 4. The Electoral Appeals Committee

4.1 The three members comprising the EAC are on call to provide support to the CEO, and ensure candidates have the opportunity to appeal decisions of the CEO

4.2 Members of the EAC must be unbiased and should have minimal contact with currently elected Board Members during the election period

## Part 3: Moderating

## 5. Complaints

5.1 Complaints must be submitted by email to the CEO

5.2 The CEO must encourage members to accurately and completely provide all relevant information regarding the complaint, to the best of the ability of the person(s) submitting the complaint

5.3 Complaints guarantee a response from the CEO. However, if inappropriate communication occurs, the CEO may ask the complainant to restructure their complaint before engaging further

## 6. Sanctions

6.1 The CEO must uphold all relevant SUS bylaws, policies, and/or rules and as such must sanction election candidates who are found to be in violation accordingly

6.1.1 The CEO may sanction a candidate for violations committed by non-candidates acting on behalf of candidates, as determined by the CEO

6.1.2 The CEO must send a written warning to candidates upon first offence of a SUS bylaw, policy and/or rule violation unless the offence is deemed severe enough to elicit a sanction



6.2 If the severity of the offence elicits a sanction, or the offence continues, the CEO may impose the following sanctions in writing to the violating candidate:

- 6.2.1 Limit the amount of election materials allowed for a candidate
- 6.2.2 Remove the election materials for a candidate
- 6.2.3 Remove the candidate from the election

6.3 All sanctions imposed will be made public by referencing the section of policy enacted

6.4 Notwithstanding sections above, the CEO may remove a candidate from the election or by-election for a serious offence that would prevent the election from continuing as a free and fair process, or if the candidate is no longer eligible as defined by Elections Rules or the BC Societies Act. Removal of a candidate under this section **must** be done with the majority agreement of the Electoral Appeals committee

6.5 If a sanctioned candidate is demonstrably hostile towards the CEO, the Electoral Appeals Committee, or any member of SUS; or continues to violate the policies, even if that candidate has already been removed from the election, the CEO can impose the following sanctions:

- 6.5.1 Banning participation for future elections and/or by-elections for a length of time determined by the CEO, but not exceeding two (2) years
- 6.5.2 Begin the process to remove the member as a member in good standing of SUS as determined in the SUS bylaws

## 7. Appeals

7.1 Any candidate may begin the appeals process at any time within forty-eight (48) hours of receiving written notice of the sanction

7.2 The appeal process begins when the candidate submits a written appeal with all applicable evidence to the CEO

7.3 Once the appeal has been submitted and received, the following appeals process is initiated:

7.3.1 A meeting will be struck by the Electoral Appeals Committee

7.3.2 The Electoral Appeals Committee will read and review the written appeal of the sanctioned candidate and the CEO's written case decision

7.3.3 Neither the sanctioned candidate nor the CEO may be present during the Electoral Appeals Committee meeting

7.3.3.1 The Electoral Appeals Committee may interview either the sanctioned candidate and/or the CEO regarding the appeal or sanction(s)

7.3.4 A decision must be made by majority vote to overturn or uphold the sanction(s) applied by the CEO within seventy-two (72) hours, or in such longer time as may be reasonably necessary to conduct interviews

7.3.5 The Electoral Appeals Committee must communicate their decision to the CEO and to the candidate simultaneously



7.4 In the instance where a candidate successfully appeals their removal from an election the CEO must promptly issue a retraction and make a reasonable effort to minimize any negative impact on the candidate

7.4.1 If voting has already begun, the election for that position will immediately be declared null and void. If possible without affecting other ballots, the poll for the position in question will be removed and a new vote shall be held in accordance with the provisions for a tie in an election

7.4.2 If the voting period has completed, the CEO must declare the election for that position null and void, and hold a new vote in accordance with the provisions for a tie in the election

## Part 4: Administrative

### 8. Polling

8.1 A minimum of one (1) polling station shall be located on both the Abbotsford and CEP campuses

8.2 These polling stations must be operational during some portion of the Student Union's business hours

8.3 Each polling station must be located in a high traffic area

8.4 Polling stations must be clearly marked with authorized signage during operation

8.5 Further polling stations beyond the minimum may be added

### 9. Ballot Formation

9.1 The ballot should be formatted as follows:

9.1.1 Each position contested requires its own ballot section

9.1.2 Multiple candidates running for the same position must be order alphabetically by surname

9.1.3 Per Canadian election protocols, for every position, contested or uncontested, the ballot should contain a list of candidates of which only one can be chosen. If more than one candidate is chosen, the ballot will be considered a "spoiled ballot"

9.1.4 Per British Columbia's Local Government Act, each section of a composite ballots (ballots for two or more elections packaged together) is to be treated as a separate elections and as such, leaving an election blank is not reason for declaring a ballot spoiled, if at least one election is completed [Local Government Act, section 139(5)]

9.2 The CEO is responsible for ensuring the ballot is accurate

### 10. Contact

Outside of election period:

[vpinternal@ufvsus.ca](mailto:vpinternal@ufvsus.ca) or (604) 864-4613

During election period:

[elections@ufvsus.ca](mailto:elections@ufvsus.ca) or (604) 864-4613

