

# Electoral Oversight Procedure



EFFECTIVE: November 18, 2019

REVIEW DATE: November 2022

AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

Electoral Oversight Policy

Election Rules

Election Policy

The purpose of this document is to outline the oversight procedures of all SUS elections. All members of the Electoral Committee, the CEO, and the Senior Manager, Marketing must comply with this policy and other related documents.

## 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

“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” means 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

## Part 2: Hiring

### 1. Electoral Appeals Committee

1.1 The ED puts out a call for nominations and interviews potential candidates for the Electoral Appeals Committee and hires the three most qualified candidates

1.2 In the event that the ED does not select and form an Electoral Appeals Committee due to factors beyond the control of the Society, an Electoral Appeals Committee containing three students may be formed by a two-thirds vote of the SUS Board, selecting from students responding to a call for nominations



## 2. Chief Electoral Officer

- 2.1 The most qualified CEO is hired by the Executive Director who puts out a call for nominations and interviews potential candidates and hires the most qualified candidate
- 2.2 In the event that the SUS Executive Director does not appoint a CEO due to factors beyond the control of the Society, the CEO may be appointed by the Executive Committee, and conducted in accordance with HR policy

## Part 3: Duties

### 3. Electoral Appeals Committee

- 3.1 During the planning period:
  - 3.1.1 Attend meeting with ED and CEO regarding expectations and processes
- 3.2 During the review period:
  - 3.2.1 Attend All-Candidates meeting
- 3.3 During the campaign period:
  - 3.3.1 Remain available to CEO and candidate through the entire period
    - 3.3.1.1 Committee members are available to provide support to CEO regarding discretionary matters and approve extraordinary sanctions
    - 3.3.1.2 Committee members are available to provide candidate with the opportunity to appeal sanctions made by the CEO
  - 3.3.2 Remain responsive and maintain relevant timelines regarding appeals process outlined in Electoral Oversight policy

### 4. Chief Electoral Officer

- 4.1 Throughout the entirety of their appointed term:
  - 4.1.1 Regularly check and promptly respond to the elections e-mail as appropriate and be in contact with all candidates
  - 4.1.2 Convene meetings of the Electoral Appeals Committee as necessary, with a minimum of one meeting
- 4.2 During the planning period:
  - 4.2.1 Confirm timeline in accordance with the Elections Policy while paying attention to UFV closures and adjusting as necessary. Present timeline to the Board for approval
  - 4.2.2 Arrange and conduct an initial meeting with the Electoral Appeals Committee to inform members of the electoral process and committee expectations. Arrange and conduct any further meetings as necessary
  - 4.2.3 Update the nomination package as follows:



- 4.2.3.1 Ensure the package includes and/or references all relevant policies, procedures and rules
  - 4.2.3.2 Update the dates and deadline
  - 4.2.3.3 Ensure there is a package for each position as applicable and the job descriptions are current
- 4.2.4 Contact the Senior Manager of Marketing and Services with the dates of the election (or by-election) and a marketing timeline
- 4.2.5 Act as the authorizing authority for all election notices, publicity, and campaign materials regulated by the Elections Policy while ensuring that all election materials distributed are non-partisan and do not violate any of the SUS bylaws, polices, and/or rules
- 4.2.6 Set time, location, and date for all candidate meetings, Q&As, and all mandatory election events
- 4.3 During the nomination period:
  - 4.3.1 Communicate with the Senior Manager, Marketing to ensure that promotional materials and nomination packages are distributed/made available to the student community
- 4.4 During the review period:
  - 4.4.1 Review nomination packages and determine if they have been completed in accordance to the requirements laid out
  - 4.4.2 Email the list of candidates with their student numbers and Election Eligibility Verification form who have fully completed packages to UFV OReg. Should UFV fail to provide any necessary information, the CEO must contact candidates as soon as possible to provide all necessary documentation to verify their eligibility
  - 4.4.3 Upon confirmation from OReg, inform each candidate of their eligibility via email simultaneously
  - 4.4.4 Submit list of candidates along with their candidate statements to Senior Manager, Marketing for publication on SUS website
  - 4.4.5 Hold All-Candidates Meeting for successful candidates to inform them about election process
  - 4.4.6 Create and prepare Q&A questions
  - 4.4.7 Organize and plan a minimum of two but ideally three Q&As, one taking place in Abbotsford and one at CEP in Chilliwack
- 4.5 During the campaign period:
  - 4.5.1 Review and authorize/decline all campaign materials and ensure that only approved election materials are being distributed
  - 4.5.2 Ensure campaigning materials have been removed at the end of the Campaign Period and that candidate expenses have not exceeded \$125
  - 4.5.3 Ensure that UFV, SUS and any organizations, including club and associations, are not campaigning on behalf of students
- 4.6 During the voting and ratification period:
  - 4.6.1 Ensure online ballot is correct, put up, and taken down on time
  - 4.6.2 Ensure that no volunteers, including Electoral Appeals Committee members, are enticing voters to vote for specific candidates
  - 4.6.3 Ensure that no candidates are campaigning during the Voting period



- 4.6.4 Ensure that non-partisan authorized materials are distributed to encourage and remind students to vote
- 4.6.5 Deliver and present a report using the Report Template found in the CEO Handbook before the ratification of result for the election, which includes the following:
  - 4.6.5.1 The results of the election by position with the candidates ordered alphabetically by surname. The results must include how many votes each candidate received
  - 4.6.5.2 All discretionary rulings made and all sanctions imposed
  - 4.6.5.3 General nature of each and every complaint made, ensuring privacy of all complainants
  - 4.6.5.4 General recommendations for amendments made to the Election rules and policies
  - 4.6.5.5 Recommend whether or not to ratify based on if the election or by-election was found to be free and fair
  - 4.6.5.6 Recommendations for elections in the future, if any

4.7 After ratification:

4.7.1 Update date the CEO Handbook to include:

- 4.7.1.1 Promotional material used
- 4.7.1.2 An informal summary of the election or by-election under “History of SUS Elections”

**5. Senior Manager, Marketing**

5.1 During planning period:

- 5.1.1 Ensure the marketing timeline provided by the CEO is followed
- 5.1.2 Prepare marketing which advertises positions and elections timeline
- 5.1.3 Ensure marketing approved by the CEO is distributed throughout campus, online, and via student’s emails.
- 5.1.4 Update website with timelines and information provided by the CEO

5.2 During the campaigning period:

- 5.2.1 Ensure candidate statements are posted at the beginning of the campaign period and update as requested by the CEO. Statements are to remain posted until ratification is completed and results are posted.
- 5.2.2 Release election event dates and provide marketing that advertises the events to students through posters, the SUS website, and social media postings

**Part 4: Administrative**

**6. Contact**

Outside of election period:

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

During elections:

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

