

SGA/AGÉ Board of Directors Elections Policy: To be followed in October 2018

RATIONALE

The purpose of this policy is to outline the rules to be followed when electing student positions for the Students' General Association Board of Directors at Laurentian University, hereinafter referred to as the SGA/AGÉ. The policy shall establish principles and expectations for how the SGA/AGÉ Board of Directors Elections shall be administered. This policy describes the delegation of authority for the management of the SGA/AGÉ Board of Directors Elections to the Chief Returning Officer (CRO) and Election Committee as appropriate. The policy outlines standards and criteria for the administration of a fair and equal access opportunity election.

DEFINITIONS

Academic Year	The period between the beginning of the Fall semester and the end of the Winter semester.
Active Campaigning	Any activity carried out by a candidate or any other third party that promotes support for the candidate's campaign. This shall include, but is not limited to, the physical distribution of campaign materials, verbal campaigning and discussion of campaign logistics.
All Candidates' Meeting	Refers to a meeting scheduled by the CRO that is mandatory for all candidates or Official Agents to attend.
Ballot	The paper, or electronic document marked by a voter.
Call for Candidates	The day the CRO announces the positions that are open for election.
Campaign material	Any content, including but not limited to physical or digital copies, that advertises a candidate's desire for candidacy, their platform, or their vision for the association if elected.
Campaign Period	The time period leading up to elections during which candidates may campaign and promote their platforms to SGA/AGÉ members.
Campaign Team	The group of members a candidate formally assembles to assist with campaigning.
Campus	Any and all main, subsidiary and/or remote campuses of Laurentian University.

Candidate	An SGA/AGÉ member who is seeking election for a position on the Board of Directors.
Chief Returning Officer	The SGA/AGÉ member responsible for administering SGA/AGÉ Board of Directors Elections in accordance with this policy.
Constituency Groups	Members of the following constituencies: Pride @ LU, Women's Centre, and Indigenous Student Circle.
Cross-Campaigning	The collaboration of two (2) or more candidates seeking election for a seat on the Board of Directors through the sharing of campaign platforms and materials.
Defamation of character	A false statement written about an individual, including but not limited to slander or libel, intended to harm the individual's reputation.
Designate	With respect to this policy, an individual that has been chosen and identified to attend one of the All Candidates' Meetings in the place of a candidate.
Elected or Appointed Officials	Current SGA/AGÉ Executives and the current Board of Directors and Senate Representatives.
Election Committee	The committee that is responsible for administering the SGA/AGÉ Elections alongside the CRO to ensure equity.
Election Obstruction	An attempt to obstruct either the election officials', or a voter's right to vote. This includes but is not limited to spreading false information regarding the election, interfering with the balloting process, or refusing to leave a polling station when instructed by the CRO.
Election Period	The period during which SGA/AGÉ members may vote for candidates.
Endorsement	The act of giving public approval or support of a Candidate.
Executive Committee	The SGA/AGÉ President, Vice Presidents, and Executive Director.
Fine	A financial penalty levied against a Candidate by the CRO. A Fine is counted as a debt to the SGA/AGÉ and is counted against campaign finance limits.
Frivolous Complaint	A complaint that has no merit.

General Meeting	A meeting held twice a year, in the fall and spring, where all current SGA/AGÉ members are entitled to vote on decision items.
Libel	Written statements that are defamatory in nature and may or are likely to damage an individual or organization's reputation.
Member	A student at Laurentian University who meets the qualifications for SGA/AGÉ membership as established in the SGA/AGÉ Constitution, and has paid all applicable fees.
Nomination	The process through which an SGA/AGÉ member seeks to become a candidate for an elected position.
Nomination Form	The form provided to potential candidates for SGA/AGÉ Elections. It includes information about positions open for election, the election calendar, and any election-related forms and paperwork.
Nomination Period	The days where candidates may nominate themselves, beginning when the Call for Candidates is posted.
Notice of Election	The CRO's declaration confirming the candidates running for each position, including the dates and times for voting. The Notice of Election occurs after the final Nomination Day.
Official Agent	Anyone designated by a candidate and properly registered with the CRO to act as an official representative of that candidate in all matters related to the SGA/AGÉ Election.
Promotional Materials	All materials used in the promotion of a candidate containing their name, likeness, image or brand.
Registered Student Organization	A formal third-party student group such as a club, group, association, or society that is ratified by the SGA/AGÉ.
SGA/AGÉ Business	Work related to the roles and responsibilities of current Elected or Appointed Officials
SGA/AGÉ Elections	The process by which an SGA/AGÉ member is selected to become a member of the Executive, Board of Directors, or Senate at a General Election or By-Election.
SGA/AGÉ Policy	Any official statement of values, beliefs, principles or processes of the SGA/AGÉ as outlined in the Constitution, Bylaws, or other policies that have been ratified by the appropriate body and are

amendable in the proper form dictated by either the Constitution or the Bylaws.

SGA/AGÉ Team Member	An SGA/AGÉ team member is an appointed, or elected member of the Board of Directors, or any full or part-time SGA/AGÉ staff person.
Slander	Oral statements that are defamatory in nature and may or are likely to damage an individual or organization's reputation.
Slate	A group of candidates that run for different positions in the elections and share a common platform.
Third Parties	Individuals and organizations including but not limited to Registered Student Organizations, other campus-based groups, or external organizations and business.
Vexatious Complaint	A complaint filed against a candidate with intent of hurting or disrupting the person's character, reputation, or candidacy.
Vote of Confidence	A yes/no vote that is used when only one candidate is running for a position.
Voting Period	The days when SGA/AGÉ members are able to cast their votes.

SECTION 1: ELECTION REGULATIONS AND LOGISTICS

1. JURISDICTION

- 1.1. Jurisdiction of this policy shall extend to include all members of the SGA/AGÉ running for an elected seat on the Board of Directors at the Fall 2018 General Meeting.
- 1.2. The provisions of this policy shall extend to the on and off-campus actions of any and all candidates and campaign volunteers, given that those actions are within the scope of an SGA/AGÉ Board of Directors election.

2. STATEMENT OF INDEPENDENCE

- 2.1. The SGA/AGÉ shall not endorse or support any candidate in any SGA/AGÉ Election.
- 2.2. The views of any candidate during campaigning are separate than those of the SGA/AGÉ and its current elected or appointed officials.
- 2.3. The SGA/AGÉ and its members are not accountable for any misinformation that results from a candidate's actions.

- 2.4. The SGA/AGÉ Executive, Senators, Board of Directors, and full-time and student staff shall remain neutral throughout the campaigning and election period to ensure equity and fairness.

3. ADMINISTRATION OF ELECTIONS

- 3.1. Election results will only be valid if quorum is met as outlined in the Constitution. Quorum of a general meeting is 20 members, as per the SGA/AGÉ Constitution and Bylaws.
- 3.2. The SGA/AGÉ Board of Directors election for the 2018-2019 term shall be administered and supervised by a CRO and Election Committee that shall be struck at the August Board Meeting.
 - 3.2.1. The composition of the Election Committee shall be as follows:
 - 3.2.1.i. The CRO, *ex-officio*, as Chairperson, non voting.
 - 3.2.1.ii. Two (2) to four (4) outgoing and non-returning or past SGA/AGÉ board members, voting.
 - 3.2.1.ii.1. Past Executive Committee members of the association must have been out of office for at least four (4) years.
 - 3.2.1.ii.2. No present full-time staff of the association may sit on the Election Committee.
 - 3.2.1.ii.3. If less than four (4) spots are filled, the Election Committee may fill the remaining spots at their own discretion.
 - 3.2.2. The authority of the Board of Directors is delegated to the Election Committee and its members shall make recommendations to the Board on all matters which relate to the election that may be accepted or rejected at the Board level.
 - 3.2.3. The CRO shall be ratified at the September Board of Directors meeting. In the event that quorum is not met, the ratification process shall be delegated to the Election Committee.
 - 3.2.4. The duties of the Election Committee shall include hearing appeals from candidates, disciplinary action required to candidates or the CRO, and other duties that may arise.
 - 3.2.5. Committee members shall not seek office in this election, or support any candidate any way. Failure to comply with this requirement shall result in the immediate removal of the member from the Election Committee.
 - 3.2.6. Mandatory meeting dates of the Election Committee shall be determined by the Board of Directors.
- 3.3. The following items will be publicized by the SGA/AGÉ for the purpose of the election period:
 - 3.3.1. Call for candidates for SGA/AGÉ Board of Directors Election;
 - 3.3.2. Election related policies and procedures;
 - 3.3.3. Election calendar; and
 - 3.3.4. Any election-related Nomination Forms and paperwork.
- 3.4. For the purpose of the election period, the CRO shall be responsible for:

- 3.4.1. Hosting All Candidates' Meetings;
- 3.4.2. Election balloting and ballot counting; and
- 3.4.3. Overseeing the announcement of the official results for the SGA/AGÉ Elections.
- 3.5. Appeals brought forth regarding nominations, fines, or campaign material approval shall be managed by the Election Committee. Decisions made by the committee cannot be further appealed.

4. ELECTION TIMELINE

- 4.1. The Board of Directors Election shall take place on the first Tuesday of the month of October, at the Fall 2018 General Meeting.
- 4.2. Twenty-one (21) days prior to the Election (Tuesday, September 11th, 2018), the Election Committee shall issue a Call for Candidates, thereby initiating the Nomination Period. Nomination Forms shall become available to students at this time.
- 4.3. The Nomination Period will last until Monday, September 24th at 12:00 p.m.
- 4.4. The committee shall issue a Notice of Election at 12:00 pm on the first business day after the final Nomination Day (Tuesday, September 25th). The Notice of Election shall be sent out to all SGA/AGÉ members informing them of the candidates running for each position. The All Candidates' Meetings will also be held on this day.
- 4.5. The Campaign Period shall commence at 9:00 am on the day following the Notice of Election (Wednesday, September 26th).
- 4.6. The Campaign Period shall extend into the Election Day.
- 4.7. The duration of the Campaign Period shall be from Wednesday, September 26th, 2018 at 9:00 am until Tuesday, October 2nd, 2018 at 4:00pm.
- 4.8. The successful candidates shall be announced by the end of the General Meeting, to be ratified by the membership.

September 11	Call for Candidates and notice of election to general membership
September 24	Nomination Period ends
September 25	All Candidates' Meetings
September 26	Campaigning begins at 9:00 am.
October 2	General Meeting Day/Election Day/End of campaign period (4:00 p.m.)
October 4	All campaign posters must be removed notwithstanding policy line 10.4.

5. NOMINATION FORMS

- 5.1. Candidates for all elected positions must complete a Nomination Form, using the form released at the beginning of the Call for Candidates.
- 5.2. Nominations shall only be valid if the required Nomination Form has been submitted prior to the end of the Nomination Period, and has been filled out completely and accurately, including a valid Laurentian University email address.

6. CANDIDATE ELIGIBILITY

- 6.1. An SGA/AGÉ student shall only be eligible to run as a candidate in the election if at the time of their candidacy they have been registered as a full-time undergraduate or professional student at Laurentian University as of the 2018 fall academic term.
- 6.2. Candidates seeking faculty representative seats may only run to represent the faculty in which they are enrolled.
- 6.3. Representatives of the four constituency groups outlined in the SGA/AGÉ constitution (ISC, Pride, International, Womyn's Centre) shall be selected within their own respective circles.
- 6.4. The Barrie representative shall be presented to the Board from among the remaining Barrie students, and shall not be elected.
- 6.5. Faculty representatives, on-campus representatives, off-campus representatives and community representatives shall be elected at the General Meeting.
- 6.6. Any student who holds a job with the SGA/AGÉ shall be deemed ineligible to be a candidate unless they take an unpaid leave of absence from their duties starting from the day Nomination Forms are filed until the end of the voting period.
 - 6.6.1. Successful candidates must resign from their job upon election.

7. ALL CANDIDATES' MEETING

- 7.1. All candidates must attend the All Candidates' Meeting and be on time. Candidates may send a Designate to the Meeting in extenuating circumstances.
- 7.2. There will be two (2) All Candidates' Meetings to ensure accessibility. One (1) meeting shall be held from 1:00 pm to 2:00 pm in the SGA/AGÉ Clubs Room (P-308) and the second shall be held from 6:00 pm to 7:00 pm in the SGA/AGÉ Clubs Room (P-308). One meeting will be filmed for the purpose of informing any candidates that are unable to attend.
 - 7.2.1. A summary of the questions will be recorded and sent out to all candidates following the two All Candidates' Meeting.
- 7.3. The Candidate, whether present in person or not, is entirely responsible for receiving and understanding all information presented at the All Candidates' Meeting.
- 7.4. Campaign material will not be approved by the CRO until the All Candidates' Meeting has been held.
- 7.5. Other All Candidates' Meetings may be called by the CRO at any time, in which

case candidates will be notified by Laurentian email.

8. VOTER ELIGIBILITY

- 8.1. Students must be registered as a full-time undergraduate or professional student at the University and pay tuition to Laurentian University as well as applicable SGA/AGÉ fees for the current academic year.
- 8.2. In order to vote, SGA/AGÉ students must be present at the Fall Annual General Meeting and be able to provide a valid Laurentian University student card upon request for reference with the SGA/AGÉ membership list.

SECTION 2: RULES FOR ELECTIONS AND CAMPAIGNING

1. FAIR PLAY

- 1.1. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of the campaigns of other candidates, intentional misrepresentation of fact, and malicious or intentional breach of this policy or applicable regulations.
- 1.2. Candidates shall be responsible for the actions, and the violations stemming from such actions, of any campaign volunteer(s) unless the Candidate satisfies the Election Committee that they did not direct the action, and could not have reasonably foreseen that the action would occur.
 - 1.2.1. Candidates may dissociate themselves from any person or organization who would otherwise be considered a campaign volunteer, provided that they give immediate notice to the CRO, in writing, and provided that the committee is satisfied that the dissociation is genuine.
 - 1.2.2. A candidate shall not be held responsible for the actions of any persons or organization if the candidate has previously and adequately dissociated themselves from that person or organization.
 - 1.2.3. Candidates shall compile and maintain an up-to-date list of the names and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within 12 hours of the initial assembly of the volunteer team.

2. EXISTING POLICIES

- 2.1. It is the responsibility of the Candidate to ensure that all campaign plans, materials, and/or advertisements conform to all policies and regulations of Laurentian University and the SGA/AGÉ, and with all municipal, provincial and federal laws.
- 2.2. Restrictions regulating campaigning that are unique to Thorneloe University, Huntington University, University of Sudbury, or the Northern Ontario School of Medicine must be strictly adhered to. It is the responsibility of the candidates to

familiarize themselves with the different rules which may govern each of the aforementioned entities.

3. BENEFITS ACQUIRED BY VIRTUE OF OFFICE

- 3.1. Candidates and campaign volunteers are not entitled to use in their campaign any service or tangible benefits conferred on them by virtue of holding any position in any organization. This includes, but is not limited to, mailing lists, office space, office supplies, equipment, advertising space, and secretarial services.
- 3.2. Full-time SGA/AGÉ staff, and SGA/AGÉ Executives are to remain neutral for the duration of the entire election period, including the nomination and campaign periods.
- 3.3. Any student who is only a V-Crew Volunteer may endorse a candidate or be a campaign volunteer during the campaigning period, pursuant to the following conditions:
 - 3.3.1. Under no circumstances may a V-Crew member utilize SGA/AGÉ resources, including their title and any established modes of communicating to students on behalf of the SGA/AGÉ, to endorse candidates.
 - 3.3.2. V-Crew members may exercise their freedom of speech and endorse a candidate, without being required to stop volunteering activities with the SGA/AGÉ ; however
 - 3.3.2.i. Under no circumstances may the member endorse or campaign for a volunteer during scheduled volunteer hours or within sightline of the V-Desk or SGA/AGÉ offices; and
 - 3.3.2.ii. The V-Crew member shall be prohibited from utilizing SGA/AGÉ resources, including their title and any established modes of communicating to students on behalf of the SGA/AGÉ, to endorse candidates.
- 3.4. All SGA/AGÉ staff members and Executives should be familiar with all election-related policies, as failure to comply shall result in repercussions for the individual. Failure of full-time staff members to comply shall be dealt with at the discretion of the Executive Committee. The Election Committee is responsible for the Executive Committee's repercussions. Repercussions include but are not limited to the initiation of the disciplinary process and suspension of employment for the duration of the election period.

4. SOLICITATION OF THE EXECUTIVE AND THE SGA/AGÉ

- 4.1. Candidates shall not solicit the aid or endorsement of any SGA/AGÉ full-time or student staff or Executive members for the purposes of campaigning.
 - 4.1.1. Any unsolicited aid or endorsement received by a candidate from a staff or Executive member is prohibited, and the candidate and endorser shall be subject to penalty.

5. INTERFERENCE BY OUTSIDE PARTIES

- 5.1. No SGA/AGÉ recognized organizations, Centres, or clubs shall collectively act as an arm's-length party or volunteer campaign group in order to engage in conduct that violates this policy or brings the elections into disrepute.
- 5.2. Endorsement by any collective groups, meaning recognized organizations, Centres, clubs or other collectives internal or external to Laurentian University, is prohibited.
 - 5.2.1. Candidates must actively dissociate themselves from any endorsement
 - 5.2.2. Candidates may be endorsed by individuals as long as the endorsement is not representing any organization that they may be a part of.
- 5.3. Solicitation of endorsement from non-ratified clubs and associations shall result in the immediate disqualification of the candidate. Unsolicited endorsement from non-ratified clubs and associations shall result in consequences for the candidate at the discretion of the CRO and the Election Committee.

6. GENERAL CAMPAIGNING GUIDELINES

- 6.1. It is the responsibility of the candidates to ensure adherence to these guidelines. If there are uncertainties about any campaign-related materials or activities, the candidate is expected to verify with the CRO before proceeding.
- 6.2. Candidates shall be held responsible for the actions of their campaign teams, subject to interpretation by the Election Committee.
- 6.3. Candidates must reference the fine chart for further restrictions. The CRO withholds the right and responsibility to refer issues to the Election Committee.
- 6.4. There may be no slander or libel against past or current SGA/AGÉ Team Members.
- 6.5. Candidates shall not incentivize SGA/AGÉ members to attend the General Meeting in any way.
- 6.6. All campaign materials, events, posts and other activities must be approved by the CRO. Approval of materials deemed potentially contentious by the CRO shall be withheld until the materials are reviewed by the Election Committee.
 - 6.6.1. PRE-CAMPAIGNING
 - 6.6.1.i. Candidates and prospective candidates are not permitted to influence or attempt to influence voters prior to the campaign period, including, for example, through the posting of material designed and/or likely to influence voters. Candidates and prospective candidates may not assemble a campaign team or distribute materials prior to the Campaign Period.
 - 6.6.1.i.1. The Committee reserves the right to find a candidate or prospective candidate in violation of this policy if the actions taken by the candidate or prospective candidate in preparing for the campaign are adjudged to be designed to/likely to influence voters.

6.6.1.i.2. Candidates who are found in violation of this policy shall be immediately disqualified.

6.6.2. CROSS-CAMPAIGNING

6.6.2.i. There will be no cross-campaigning or slating in the 2018 Fall Elections.

6.6.2.i.1. Candidates found in violation shall be immediately disqualified.

6.6.3. CAMPAIGNING DURING THE VOTING PERIOD

6.6.3.i. Candidates and their volunteers are permitted to continue campaigning as normal on the date of the General Meeting, pursuant to the following restrictions:

6.6.3.i.1. All campaigning shall be prohibited within the sightline and inside of the Executive Learning Centre.

6.6.3.i.2. All campaigning activities must stop at 4:00 pm.

6.6.3.i.3. No candidate, campaign volunteer, or any other party shall cause a wilful disturbance, or interfere, or attempt to interfere, with an individual's right to vote; or coerce, or attempt to coerce, a vote through the use of intimidation. This is considered election obstruction and has associated fines.

7. BRANDING

7.1. Candidates in the election shall not use the SGA/AGÉ logo or Laurentian University logo, and any other SGA/AGÉ or University copyrighted material or image when producing materials, printed, written, or otherwise produced, for the purposes of campaigning.

7.2. Candidates may campaign and distribute campaign materials at their own discretion, subject to the limitations of this policy. The CRO reserves the right to find a candidate in violation of this policy if their campaign materials do not conform to the following limitations:

7.2.1. Campaign materials cannot contain copyrighted material or images without the consent of the copyright holder.

7.2.2. Campaign materials may not depict images or imply actions of alcohol or drug use.

7.2.3. All campaign material must not be in violation of the Laurentian University Student Code of Conduct and the SGA/AGÉ Information Communication Policy.

8. CAMPAIGNING LOCATIONS

8.1. The Pub DownUnder, the V-Desk and the SGA/AGÉ office are off-limits for all campaign materials and active campaigning at all times. This includes the staircase-hallway down to the Pub Downunder and the areas immediately outside the doorway of the SGA/AGÉ office and V-Desk. There will be no campaigning in the line for the Pub Downunder.

- 8.2. Campaign materials and active campaigning are not permitted inside any food service venue on campus.
- 8.3. Campaign materials and active campaigning are not permitted inside any Laurentian University lecture room. Classroom talks are prohibited.
- 8.4. Campaign materials or activities must not be visible from the SGA/AGÉ office.
- 8.5. Campaigning inside the Executive Learning Centre at any time is prohibited.
- 8.6. Campaigning off of Laurentian University's campuses or on public transit is strictly prohibited and candidates shall be subject to the applicable penalties.
- 8.7. The regulations for campaigning inside Laurentian Campus buildings are as follows:

Parker Building	Campaigning and campaign materials are not permitted inside the Great Hall, inside of Subway, or in the Pub Downunder. Posters approved by Housing & Food Services may be placed on the bulletin board beside Subway on the 1st floor.
Arts Building	Campaign materials must not be visible from the SGA/AGÉ office or the V-Desk. Posters approved by Housing & Food Services may be placed on the bulletin board beside the RBC ATM and beside Tim Hortons on the 1st floor.
Classroom Building	Posters approved by Housing & Food Services may be placed on the bulletin boards beside C-104, C-206, and C-306.
J. N. Desmarais Library	Posters are only permitted in the front area of the building. None are to be posted inside the library. Nothing is to be posted directly in front of the Starbucks or above the Starbucks. Posters are only permitted on the second floor outside the library main entrance.
Science II Building	Posters approved by Housing & Food Services may be placed on the bulletin board beside F-214.
Fraser Building	Posters approved by Housing & Food Services may be placed on the bulletin board between the doors to Alumni Hall. There will be no campaigning in Alumni Hall or at the Tim Hortons express store.
West Residence	Posters approved by Housing & Food Services may be placed on the bulletin board near the exit closest to the Parker building.
Single Student Residence (SSR)	Posters approved by Housing & Food Services may be placed on the bulletin boards beside G-4, G-7, G-19, and across from G-11. There will be no campaigning in the C-Store.
University College Residence (UC)	Posters approved by Housing & Food Services may be placed on the bulletin board across from the elevators.
Mature Student Residence (MSR)	Posters approved by Housing & Food Services may be placed on the bulletin board in the MSR lobby.

East Residence	Posters approved by Housing & Food Services may be placed on the bulletin boards on the ground floor near Bistro and on the 2nd floor near the lounge. There will be no campaigning in Bistro.
University of Sudbury (U of S)	All posters must be postmarked by the receptionist of U of S on the first floor at the main entrance. Only one poster may be posted per person for each section of the residence.
Thorneloe University	All posters must be approved by the college secretary in the main office. Posters are to be placed on the bulletin boards provided on each floor.
Huntington University	Posters must be approved by the receptionist office in room 101. Huntington reserves the right to move posters to a suitable place if they are not in the proper spot.
Alphonse Raymond Building	Posters approved by Housing & Food Services may be placed on the bulletin board beside E-030.
Clifford Fielding Building	Posters may be placed on walls of building at the candidate's own risk of them being removed. The CRO withholds the right to ask candidates to remove campaign materials should the university indicate they do not want materials in this building.

Posters placed on other walls not specified in this chart may be removed by Laurentian staff at any time and will be posted at the candidate's own risk. Any form of campaigning on residence floors is not permitted.

9. POSTERS/BROCHURES

- 9.1. All printed campaign materials and advertisements require approval by the CRO in advance of printing, posting and distributing. All posters and printed materials must be stamped by the CRO.
- 9.2. Any Candidate distributing non-approved materials shall be fined according to the fine chart.
- 9.3. The CRO can request copy of all materials being used.
- 9.4. All campaign materials shall:
 - 9.4.1. Be free of handmade corrections.
 - 9.4.2. Adhere to the Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or other SGA/AGÉ policies.
 - 9.4.3. Be free of any content that may be deemed hateful, extremist or militant in nature, by the interpretation of the Election Committee.
 - 9.4.4. Be open-sourced.
- 9.5. Physical campaign materials may not be distributed to individuals without their consent.
- 9.6. All posters placed on authorized bulletin boards must be approved by Laurentian Housing & Food Services. These bulletin boards have a sign posted indicating that approval is required for their use. All posters will be stamped with a Housing and Food Services "Approved & Remove On" stamp.

- 9.7. Posters may be placed on university walls at the candidate's own risk. Posters may not be placed on glass, ceilings, elevators, doors, or furniture and in no case shall reduce safety (eg. they must not cover alarms, directional signs, etc.).
- 9.8. Painting tape must be used to hang posters to avoid damage to paint and varnish. Tacks, nails, staples, scotch tape or duct tape may not be used. Stickers and other adhesive materials that could cause damage to surfaces will not be allowed for the campaign.
- 9.9. Candidates shall be required to cover the cost of any campaign materials that cause damage to property on campus and subsequent fines as administered by Laurentian University. Candidates shall also be responsible for any clean-up costs incurred as a result of campaign activity. Election fines may be applied above the cost of damage.
- 9.10. Leaving excessive amount of materials unattended and causing unnecessary cleanup by the university staff is considered littering and will not be permitted.
- 9.11. All candidates shall be responsible for the removal of all posters and other materials, within the control of the candidate, within 36 hours following the close of balloting.
- 9.12. Unapproved, expired, or inappropriately placed materials will be removed immediately, and will result in a fine for the candidate.

10. ONLINE CAMPAIGNING AND SOCIAL MEDIA

- 10.1. Online campaigning will be allowed for the 2018 Board of Directors Election, but will be regulated under strict parameters. The candidate acknowledges their own responsibilities in maintaining campaigning protocol.
- 10.2. The CRO must pre-approve all posts, shares, tweets, etc.
- 10.3. Candidates may only use Facebook, Twitter, Instagram, and Snapchat to campaign, and may only use one user account for each of the social media platforms. No sites, pages, or videos outside of these platforms are permitted for campaigning use.
 - 10.3.1. Candidates may use one personal account that is run exclusively by the candidate per social media platform.
 - 10.3.2. On Facebook, one campaign "Page" may be created. The page must have an election-based focus. Posting in other Facebook groups or pages is prohibited.
 - 10.3.3. Candidates may not use dating apps or sites to campaign.
 - 10.3.4. Candidates may not have material posted on uMentioned Laurentian.
- 10.4. Campaigning is limited to existing outlets available through the aforementioned platforms. This includes but is not limited to photos, posters, and paid ads.
 - 10.4.1. These are included in the candidate's budget and a receipt for ads paid for and generated must be included with the campaign finances package for the CRO to review.

- 10.5. The CRO must be provided with a link to all Facebook, Twitter, Instagram, and Snapchat accounts that will be used, and Facebook pages.
 - 10.5.1. Any posts on an outside page or account will result in fines. This does not include shares, likes, retweets, etc.
- 10.6. The candidate is responsible for maintaining a positive environment on these pages and must actively manage posts by themselves or others to meet campaign guidelines. The candidate shall be expected to moderate their page and/or account to be aware of comments, tweets, posts, etc, and remove or edit hate speech, slurs, comments that may smear other candidates or otherwise inappropriate dialogue.
- 10.7. Candidates are prohibited from using private messages or emails to “spam” voters.
- 10.8. If any postings are seen as offensive or hurtful, further action can be taken by the CRO which may include, but is not limited to;
 - 10.8.1. Ban from Social Media Campaigning
 - 10.8.2. Candidate disqualification
 - 10.8.3. A report to the University
- 10.9. Candidates may indicate they are a candidate for a position in the election in their email signature should they wish to do so. Individuals who have already held a position in the association may not sign emails with their current or past position.
- 10.10. Candidates may not engage in debates online that have not been approved by the CRO.
- 10.11. Candidates may not post material to others’ pages; endorsers may only share posts made by the candidate at their own free will.
- 10.12. The CRO recognizes that social media is a changing avenue for campaigning, and unforeseen issues may arise. Therefore, the CRO retains the right to adapt the guidelines to allow for this. The CRO recognizes that one cannot control the actions of all students, but candidates are expected to be diligent in trying to control any issues arising from campaigning outside the parameters listed.

11. EVENTS

- 11.1. All candidates are required to submit an event proposal to the CRO for approval for any SGA/AGÉ elections-related events, including, but not limited to, volunteer socials and other campaign socials. Election-related socials and events must take place on Laurentian University’s campuses until the election has passed.
 - 11.1.1. Elections-related events may not be held in any residences.
- 11.2. The CRO shall provide an event proposal template to be used by candidates upon request.
- 11.3. Event proposals shall be submitted to the CRO at least 48 hours prior to the intended event.

12. CAMPAIGN FINANCES

- 12.1. The spending limit established for the 2018 SGA General Elections is \$100. Exceeding the spending limit will result in the disqualification of the candidate.
- 12.2. Fines will count as a campaign expense and shall go towards the candidate's overall campaign budget.
- 12.3. Candidates must submit an expense report to the CRO with the receipts of all campaign purchases.
 - 12.3.1. Candidates must submit their completed expense report to the CRO before 9:00 a.m. on Tuesday, October 2nd. Failure to submit an expense report prior to the deadline will result in the immediate disqualification of the candidate.
 - 12.3.2. Should it be determined that a candidate did not fully or truthfully disclose all campaign-related expenses, the candidate shall be disqualified. If this is revealed after the candidate was selected for a position, they shall be immediately removed from the position, and a by-election shall be held to fill the vacancy.
- 12.4. Materials that are available for free, at a reduced rate, or that are donated must be available to all candidates; otherwise they will be given fair market value by the CRO (Receipts are required for all campaign purchases).
- 12.5. All paper campaign materials including but not limited to posters, pamphlets, and cards, must be printed at the Laurentian PrintHub.
- 12.6. If one or more candidates share the cost of producing campaign material, then the full costs of the campaign material will be charged to each candidate, regardless of who paid the expense
- 12.7. Candidates are responsible for ensuring that they do not exceed the spending limit.

13. VIOLATIONS OF CAMPAIGN RULES

- 13.1. Violations of campaign rules may result in fines. All fines must be paid by the beginning of the General Meeting, at 5:00 p.m.
- 13.2. If a winning candidate in any election is disqualified, the candidate who received the greatest amount of votes and who has not yet been disqualified shall be deemed the winner for that representative position.
 - 13.2.1. All decisions for disqualification will be subject to review by the CRO and Election Committee. Candidates may present their case, and decisions will be based on a majority vote of the Election Committee.
- 13.3. It is the responsibility of the CRO to ensure that all procedures are properly followed in accordance with the Election Policy and to address violations should they occur.
- 13.4. All complaints and/or grievances should be sent to the CRO in an email to be kept on record.
- 13.5. If a candidate knows of an issue where campaigning is being done outside policy, or by other students beyond their control in a situation that

they have tried to address but cannot correct, notice of the issue must be submitted in writing to the CRO via email.

13.5.1. If notice is not given within 24 hours of the issue, then it is assumed that candidates are aware and in support of such campaigning, which can lead to fines.

13.5.2. The CRO will issue warnings to candidates if they do witness any campaigning in their name outside of policy.

13.5.3. It is expected that that candidate will then pursue the issue

13.5.4. If no action is taken, or a report is not filed, then it is assumed that candidates support/ are responsible for such campaigning then penalties will be assigned as per existing policy.

13.6.

FINES

\$5.00	\$10.00	\$20.00	\$50.00	Grounds for disqualification
Set of posters not approved (1)	Individual poster not approved (2)	Individual poster not approved (3)		Individual poster not approved (4)
	Campaigning in illegal areas (1)	Campaigning in illegal areas (2)		Campaigning in illegal areas (3)
			Slander/Libel/Defamation of character (1)	Slander/Libel/Defamation of character (2)
				Pre-campaigning (1)
				Election obstruction (1)
Electronic campaigning not conforming with guidelines (1)	Electronic campaigning not conforming with guidelines (2)	Electronic campaigning not conforming with guidelines (3)		Electronic campaigning not conforming with guidelines (4)
				Failure to submit financial statements (1)
				Unpaid fines by deadline (1)
				Spending more than \$100 (1)
				Receiving 5 fines (1)
		Off-campus campaigning (1)		Off-campus campaigning (2)

14. BALLOTS

- 14.1. Paper ballots shall be used for the purposes of this election.
 - 14.1.1. Voters shall be given the ballot in which they will select the names of the candidates they are voting for when they reach the designated private election space.
 - 14.1.2. One ballot shall be used for all elected positions on the Board.
 - 14.1.3. Ballots shall be prepared in advance by the CRO using the following guidelines:
 - 14.1.3.i. Names shall appear in alphabetical order by first name.
 - 14.1.3.ii. The position names shall be written at the top left of the ballot using Arial 14 point font and shall be bolded.
 - 14.1.3.iii. Candidate names shall be listed in alphabetical order by first name on the ballot.
 - 14.1.3.iv. All candidate names shall be written in Arial 12 point font using only black text colours. All candidate names shall be left aligned.
 - 14.1.3.v. No candidate name may be bolded, underlined, italicized, highlighted or otherwise embellished in any way.
 - 14.1.3.vi. The candidates' names on the ballots shall be the names they used to campaign with. Candidates wishing to use another name must inform the CRO to be approved by the Election Committee. No brand or business names may be used.
 - 14.1.3.vii. Each candidate shall have a checkmark box to the left of their name. All checkmark boxes shall be identical in size, colour, and borders.

15. ELECTION PROCESS

- 15.1. Election of members of the SGA/AGÉ Board of Directors shall be held at the Fall 2018 General Meeting.
 - 15.1.1. SGA/AGÉ students who attend the General Meeting shall be able to vote by ballot for candidates running for each elected position.
- 15.2. A third-party individual shall be the Facilitator of the General Meeting.
- 15.3. Once a motion allowing the election to begin is passed, the Facilitator shall present each position and their candidates.
- 15.4. Each candidate will have the opportunity to speak for one (1) minute. After speaking, the membership may ask up to two (2) questions.
- 15.5. After all the candidates have presented, the association members may enter the designated, private voting space to fill out their ballot. The CRO shall be responsible for monitoring the balloting process after all candidates have presented.
- 15.6. Candidate profiles shall be displayed on the projector screen as the ballots are being filled out.
 - 15.6.1. Candidate profiles shall be displayed in alphabetical order by first name.
 - 15.6.2. All candidate profiles shall be displayed in such a way that there are no biases or embellishments that may sway a viewer's attention.

- 15.6.3. Each candidate shall be allowed to have a headshot posted as part of the Candidate profile, along with a 50 word paragraph about their qualifications.
- 15.6.4. Candidate profiles may be submitted to the CRO for approval no later than 12:00 pm on Monday, October 1st, 2018.
 - 15.6.4.i. If no profile is submitted to the CRO, only the candidate's name will be listed.
- 15.7. Ballots shall be collected by the CRO and stored in a private container until voting is complete. Ballots will be counted inside the Executive Learning Centre by the CRO. The members of the Election Committee will act as scrutineers.
- 15.8. In the case of a tie, the tied candidates will answer up to three (3) of the same questions from the membership, followed by a re-vote using a separate ballot.
- 15.9. The winning candidate for each Faculty or Constituency shall obtain the greatest number of votes. Results will be announced by the CRO at the General Meeting, to then be ratified by the membership.