

ELECTION POLICY

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Section 1. General

Definitions

1.01. In this policy, unless the context requires otherwise:

- a. **“ACCSA”** means the Assiniboine Community College Students’ Association;
- b. **“All Candidates Meeting”** means a mandatory meeting held by the Election Chair in which the rules, procedures, and timelines of an ACCSA election are reviewed;
- c. **“Associate Members”** means all Members based on all campuses excluding the Victoria Avenue East and North Hill campuses;
- d. **“By-election”** means any election where the Members have voting rights that is not a General Election or held at the Annual General Meeting;
- e. **“By-laws”** means the by-laws of the ACCSA;
- f. **“Chair”** means the Chair of the SAC, of a Committee, or of the Elections;
- g. **“College”** means the Assiniboine Community College;
- h. **“Committee”** means a committee of the SAC;
- i. **“Conflict of Interest”** is defined as having a personal or financial holding in another entity, preventing one from being unbiased
- j. **“Days”** means calendar days;
- k. **“Employee”** means an individual employed at the ACCSA;
- l. **“Executive”** means the President or Vice Presidents of the SAC;
- m. **“Executive Director”** means the Employee hired by and reporting to the SAC to manage the operations and the employees of the ACCSA;

- n. **“Full time”** means those students as defined by the College; **“General Election”** means the principal elections held by the ACCSA in which the Members elect SAC members;
 - o. **“Good Standing”** means a student that is not on academic suspension or probation or has been removed from the college;
 - p. **“G.P.A.”** means the grade point average of an ACC student as deemed by the college;
 - q. **“High School”** is a secondary school where the sole purpose is to obtain a High School Diploma (not a mature student diploma.)
 - r. **“Member”** means an individual who is admitted as a ACCSA Member according to the criteria as set out in the ACCSA By-laws;
 - s. **“Part time”** means those students as defined by the College;
 - t. **“President”** means the President of the SAC;
 - u. **“Referendum”** means a general vote of the Members on a single question referred to them by the SAC for a direct decision;
 - v. **“Representative(s)”** means any non-Executive position of the SAC that is deemed to represent a specific academic area of Assiniboine Community College or a specific demographic of ACCSA Members;
 - w. **“SAC”** means the Students’ Association Council of the ACCSA;
 - x. **“Simple majority”** means a vote supported by fifty (50) percent plus one of those voting;
 - y. **“Vice President of Diversity & Inclusion”** means the Vice President of Diversity & Inclusion of the SAC;
- “Vice President of Engagement”** means the Vice President of Engagement of the SAC; and
- “Vice President of Operations”** means the Vice President of Operations of the SAC.

- z.** “**Yes/No Vote**” when a position is uncontested, and the voting is done in a yes/no manner in acceptance of the candidate.

Gender and Case

1.02. Words importing the singular number include the plural and vice versa.

1.03. Words importing gender include all genders.

Computation of Time

1.04. Where a given number of days’ notice is required to be given, the day of posting of the notice shall not, unless it is otherwise provided, be counted in such number of days.

Section 2.Introduction

Purpose of the Elections Policy

2.01. This policy exists to outline the procedures that apply to all ACCSA General Elections, By-elections and Referenda, ensuring the fair and unbiased administration of these events.

Policy Amendment

2.02. The SAC shall conduct an annual review of this policy. Amendments may be proposed and shall be passed by a Simple majority vote of the SAC. Amendments shall not be retroactive (unless otherwise required by law) and shall take effect immediately.

Section 3.Election Officials

Qualifications

- 3.01.** All election officials:
- a.** Must be 18 years of age;
 - b.** Must not be involved as a candidate or on a campaign team in any election which they administer; and
 - c.** Must be objective and unbiased in fulfilling their duties.

Election Chair

- 3.02.** The Executive Director or designate employee shall serve as the head administrator of ACCSA elections.
- 3.03.** In the event that there are no employees of the ACCSA, including the Election Vice Chair, that can fulfill the duties of the Election Chair in a fair & impartial manner (as determined by the SAC), the SAC reserves the right to seek out an impartial third party to serve as the Election Chair as per this policy.
- 3.04.** The Election Chair shall:
- a.** Determine the dates of the nomination, campaign and voting periods;
 - b.** Determine the elected positions to be contested, as set out in the By-laws;
 - c.** Set and supervise the recruitment plan for nominees;
 - d.** Prepare nomination packages;
 - e.** Check the status of each candidate's G.P.A. with the College Registrar's Office;
 - f.** Plan and conduct the election-related meetings;
 - g.** Ensure that all candidates abide by the election policy during the nomination, campaign and voting periods;

- h.** Approve of all campaign materials;
- i.** Discipline all candidates found guilty of violating election policy;
- j.** Collect and approve of campaign expenses;
- k.** Obtain the voters list from the College Registrar or designate;
- l.** Consult with the body that runs the online voting system to ensure that the most up-to-date security measures are in place to protect the integrity of the online voting system;
- m.** Test the online voting system;
- n.** Ensure the proper set-up, staffing, resourcing, functioning and closing of online polling;
- o.** Ensure the integrity of the vote counting and tallying process;
- p.** Announce final elections results;
- q.** Submit information and evidence in the event of a candidate disputing the validity of the election process and launching an appeal;
- r.** Destroy any ballots used for accommodations upon the finalization of elections results;
- s.** Present a post-election report to the SAC, outlining key lessons and recommendations for future elections; and
- t.** Fulfill any other relevant duties.

Election Vice Chair

- 3.05.** The President (or designate in the event that the President is contesting in the election) shall serve as the Election Vice Chair. The Election Vice Chair shall:
- a.** Assume the role of Election Chair during any absences or vacancies;
 - b.** Promote the election to Members; and
 - c.** Fulfill any other relevant duties as determined by the Election Chair.

Section 4. Candidate Eligibility

General Eligibility Restrictions

- 4.01.** Any Member may be eligible to run for a position on the SAC, except:
- a.** Any Member who has been removed from the SAC within the preceding twelve (12) months;
 - b.** Any Member who has previously served three (3) consecutive election terms in the SAC;
 - c.** Any Member who has previously lost a 'Yes/No' vote within the last twelve (12) months and is again running uncontested for the same position they lost;
 - d.** Any Member who does not intend to remain in the SAC position, if elected, for the entirety of the term of office;
 - e.** Any Member who is intending on graduating or otherwise finishing their studies before the end of the winter term (classes ending in April);
 - f.** Any Member who has been found to have violated the ACCSA Code of Conduct;
 - g.** Any Member who is not in good standing as a student of the Assiniboine Community College;
 - h.** Any member who does not hold a G.P.A. of 2.5 or higher as determined by the college;
 - i.** Any Member who has previously filed for bankruptcy;
 - j.** Any Member below eighteen (18) years of age on the first day of voting for the election in which they are running;
 - k.** Any Member deemed to have a conflict of interest by the Election Chair and Vice Chair; and
 - l.** Any Member who holds an official position within an external student association not sanctioned by the ACCSA.

Additional Executive Position Eligibility Requirements

- 4.02.** Any Member may be eligible to run for the President, Vice President of Operations, Vice President of Engagement, and Vice President of Diversity & Inclusion positions on the SAC provided that:
- a.** They are committed and willing to enter a short-term employment contract with the ACCSA over the months of May, June, July, and August for their respective term should they be the successful candidate.
 - b.** They are committed and willing to work specified hours between the hours of 8 am and 5 pm Monday to Friday (excluding holidays) for the term of employment referenced in point 4.02.a. President committing to 616.25 hours and VPs committing to 306 hours.

Additional Academic Representative Eligibility Requirements

- 4.03.** Any Member may be eligible to run for any of the Academic Representative positions on the SAC (Centre for Adult Learning, Agriculture & Environment Representative, Business Representative, Health & Human Representative, Nursing Representative, M.I.C.A. Representative, and Trades Representative) provided that:
- a.** They are currently enrolled in and are anticipating being enrolled in a program at Assiniboine Community College corresponding to the respective position.
 - b.** All discrepancies regarding which programs correspond to which Academic Representative positions on the SAC shall be decided by the Election Chair.

Additional Constituency Representative Eligibility Requirements

- 4.04.** Any Member may be eligible to run for the Accessibility Representative position on the SAC provided that:
- a.** They self-identify as living or otherwise have experience with an accessibility or disability issue, whether visible or not; and

- b.** Notwithstanding Section 4.04.a of this policy, proof of any such accessibility or disability issue shall not be required to confirm eligibility.
- 4.05.** Any Member may be eligible to run for the Indigenous Representative position on the SAC provided that:
 - a.** They self-identify as an Indigenous person (First Nation, Métis, or Inuit), as defined in *section 35 (2) of the Constitution Act, 1982*; and
 - b.** Notwithstanding Section 4.05.a of this policy, proof of any such self-identification shall not be required to confirm eligibility.
- 4.06.** Any Member may be eligible to run for the International Representative position on the SAC provided that:
 - a.** They are a non-Canadian citizen student who does not have ‘permanent resident’ status and had to obtain the authorization of the Canadian government to enter Canada with the intention of pursuing an education; and
 - b.** Notwithstanding Section 4.06.a of this policy, proof of resident status shall not be required to confirm eligibility.
- 4.07.** Any Member may be eligible to run for the LGBT2SQ+ Representative position on the SAC provided that:
 - a.** They self-identify as being represented within the LGBT2SQ+ community, or other preferred terminology that mirrors the spirit of the LGBT2SQ+ community, excluding allies; and
 - b.** Notwithstanding Section 4.07.a of this policy, proof of any such self-identification shall not be required to confirm eligibility.
- 4.08.** Any Member may be eligible to run for the Mature Representative position on the SAC provided that:
 - a.** They are at least 30 years of age or older;
 - b.** Have been out of high school for at least seven (7) years and

- c. Notwithstanding Section 4.08.a of this policy, proof of age shall not be required to confirm eligibility, except as outlined in Section 4.01.i of this Policy.
- d. Notwithstanding Section 4.08.b of this policy, proof of time away from high school shall not be required to confirm eligibility, except as outlined in Section 4.01.i of this Policy.

Section 5.Nomination

Pre-Nomination

- 5.01.** At least ten (10) days prior to the nomination period, the SAC shall review and approve the election policy.
- 5.02.** Prior to the nomination period, the Election Chair shall publicize the following election information on the ACCSA website, in the student paper and through all other appropriate channels:
 - a. The election calendar;
 - b. Contested positions;
 - c. Nomination requirements; and
 - d. The Election Policy.

Nomination Period

- 5.03.** The nomination period for the General Election held in the Winter Semester to elect all SAC positions shall run for a minimum of five (5) consecutive business days during the month of February, March, or April.
- 5.04.** The nomination period for the General Election held in the Fall Semester to elect all vacant positions of the SAC shall run for a minimum of five (5) consecutive business days during the month of September;
- 5.05.** The nomination period for additional By-elections shall run for a minimum of five (5) consecutive business days.

Nomination Packages

5.06. Nomination packages shall be available for download on the ACCSA website or pick up at the ACCSA head office prior to the start of the nomination period and shall contain:

- a.** A nomination form;
- b.** A media release form;
- c.** A candidate information sheet;
- d.** An election calendar;
- e.** An academic information release form;
- f.** A description of the contested position;
- g.** A link to the ACCSA and College code of conduct;
- h.** A set of candidate questions;
- i.** A link to the By-Laws;
- j.** A link to the Board Manual;
- k.** A link to the election policy; and
- l.** Additional resources as determined by the Election Chair.

Nominations Signatures

5.07. In order to be nominated for the following positions, candidates must attain the following:

- a.** Printed full names, student numbers and signatures from eight Members (online agreement via Microsoft Forms may be utilized). Candidates running for academic representative positions must get these from students in their division; and
- b.** Printed full names and signatures from two (2) ACC Staff (online agreement via Microsoft Forms may be utilized).

Nomination Procedure

- 5.08.** The Election Chair shall make available nomination packages in the ACCSA office located at 1430 Victoria Avenue East, Brandon, MB-Room 413 and on the ACCSA website;
- 5.09.** Members running for a position shall:
 - a.** Obtain the nomination package;
 - b.** Read and understand its contents;
 - c.** Return their completed nomination package contents in a sealed envelope to the ACCSA office located at 1430 Victoria Avenue East, Brandon, MB-Room 413;
- 5.10.** The ACCSA employee receiving the nomination package shall mark it with the date and time of receipt, along with their signature; and
- 5.11.** The Election Chair or Vice Election Chair shall store the nomination forms and any other confidential election material in a secure location to which only the Election Chair and Vice Election Chair have access.

Eligibility Approval

- 5.12.** The Election Chair shall start the verification of all nomination form information upon receipt, and complete the verification process within forty-eight (48) hours of the close of the nomination period:
- 5.13.** Members who return the nomination form after the end of the nomination period shall not be considered for candidacy;
- 5.14.** A nomination form will not be invalid as a result of a failure by any ACCSA employee;
- 5.15.** The Election Chair shall immediately notify any Member with an invalid nomination form and provide a twenty-four (24) hour period to submit a valid nomination form;
- 5.16.** Upon completion of the verification process, the Election Chair shall determine the eligible candidates to run for election; and

- 5.17.** No appeals will be granted to any candidate who is ruled ineligible to run for a position.

Campaigning

- 5.18.** Campaigning is not permitted during the nomination period;
- 5.19.** Any meeting held by a prospective candidate that includes more than one (1) other individual shall be considered campaigning; and
- 5.20.** A prospective candidate may meet with one (1) individual at a time for the purposes of assembling a campaign team during the nomination period.

Promotion

- 5.21.** Nominees are required to have their picture taken by the ACCSA for promotional purposes.

Section 6.Campaigning

Candidate List

- 6.01.** A list of all election candidates and the positions they are running for shall be posted:
- a.** On the ACCSA website;
 - b.** On ACCSA social media platforms; and
 - c.** In the ACCSA office located at 1430 Victoria Avenue East, Brandon, MB-Room 413.

All Candidates Meeting

- 6.02.** An All Candidates Meeting shall be held after the closing of the nomination period.
- 6.03.** All successful candidates are required to attend the All Candidates Meeting prior to being allowed to campaign.
- 6.04.** If a candidate does not attend the All Candidates Meeting, they must coordinate another time to meeting with the Election Chair before the end of the Campaign Period.
- 6.05.** If, by the end of the campaign period any candidate has not attended a single All Candidates Meeting, they shall be disqualified by the Election Chair.

Campaign Period

- 6.06.** The campaign period:
- a.** Must not start before the completion of the nomination period, as well the All Candidates Meeting organized by the Election Chair; and
 - b.** Must end before the voting day.

Campaign Guidelines

- 6.07.** Campaigning is any activity or message that serves to promote a candidate.

- 6.08.** Candidates may use a variety of methods to campaign, within the guidelines of the election policy;
- 6.09.** Candidates are expected to conduct their respective campaigns in the spirit of integrity and fairness;
- 6.10.** Only candidates and their campaign team members may engage in campaigning;
- 6.11.** Candidates may not engage with media outlets without the prior authorization of the Election Chair;
- 6.12.** Candidates may not campaign in any ACCSA offices on any ACC campuses;
- 6.13.** Executives who are seeking re-election shall temporarily suspend their employment for the duration of the campaign period and voting day, with the exception of emergency affairs and financial approval responsibilities;
- 6.14.** Executives who are seeking re-election shall refrain from wearing ACCSA branded clothing and accessories for the duration of the campaign and voting periods;
- 6.15.** All Executives and Employees are not permitted to be part of any campaign team;
- 6.16.** Any campaigning that threatens the integrity of the elections process will be subject to disciplinary action by the Election Chair; and
- 6.17.** Candidates making outrageous campaign promises, engaging in negative campaign tactics, acting dishonestly or otherwise violating the guidelines of the election policy will be subject to disciplinary action by the Election Chair.

Campaign Teams

- 6.18.** Campaign team members are College students who assist a candidate in any way with respect to running in an election;
- 6.19.** Candidates must submit the full names and signatures of their campaign team to the Election Chair before the start of the campaign period;

- 6.20.** Candidates must notify the Election Chair prior to adding or removing a student from their campaign team;
- 6.21.** Candidates shall be responsible for the conduct of their campaign team members at all times; and
- 6.22.** Acts or omissions of campaign team members shall be regarded as acts or omissions of the candidate.

Affiliation

- 6.23.** Candidates may not affiliate with each other in the form of a team, party, loose coalition or slate.

Campaign Materials

- 6.24.** Campaign materials refer to all items and messages pertaining to a candidate, including:
 - a.** Hung or posted items such as posters, stickers and banners;
 - b.** Distributed items such as flyers, food, beverages and other goods; and
 - c.** Communications delivered in person, via broadcast, on social media platforms, and through other relevant methods.
- 6.25.** All campaign materials must be:
 - a.** Approved by the Election Chair or Election Vice Chair;
 - b.** Free from any direct or indirect reference to an opposing candidate; and
 - c.** Free from any content that denigrates the spirit of a fair and peaceful democratic election, as determined by the Election Chair.
- 6.26.** In the case of class talks, presentations, or the posting of materials in a class setting, approval must be sought from the ACC staff that is responsible for that space at that time.
- 6.27.** All campaign materials must not:

- a.** Be created or distributed in any ACCSA offices on any ACC campuses;
 - b.** Be hung or posted in college classrooms, lecture halls and seminar rooms;
 - c.** Overlap or be attached to any hung or posted campaign material of another candidate;
 - d.** Cover clocks, emergency signs and other such important signage;
 - e.** Block an individual's vision through glass doors;
 - f.** Include or incorporate the ACCSA logo; and
 - g.** Denigrates the spirit of a fair and peaceful democratic election.
- 6.28.** Alcohol, drugs and illegal substances may not be used as campaign material;
- 6.29.** No campaigning may take place where alcohol or drugs are being used or served within the confines of a licensed establishment, whether on or off campus;
- 6.30.** All campaigning via email or social media communication sent to a managed list of more than one (1) person must be approved in advance by the list administrator;
- 6.31.** Candidates shall be held responsible for any damage caused to College or ACCSA property if they have not demonstrated caution in the distribution and affixing of campaign material;
- 6.32.** Approval of campaign materials by the Election Chair or Election Vice Chair shall be in the form of:
- a.** The official stamp of the ACCSA;
 - b.** Confirmation given via Email by the Election Chair or the Election Vice Chair;
 - c.** The signature and initials of the Election Chair or Election Vice Chair;
or

- d.** A letter signed or stamped by the Election Chair or Election Vice Chair.

6.33. Candidates are limited to:

- a.** No more than five (5) hung or posted materials that are larger than two (2) feet in any direction, within a limit of twenty (20) square feet total;
- b.** No more than fifty (50) hung or posted materials in total;
- c.** No more than two hundred (200) flyers; and
- d.** No more than five hundred (500) non-paper items.

6.34. Candidates shall be responsible for removing all their physical campaign materials from around the College by 5:00 PM on the final day of the campaign period; and

6.35. Candidates who do not comply with section 6.33 and 6.34 may be subject to disqualification, at the discretion of the Election Chair.

Section 7.Voting

Eligible Voters

- 7.01.** All ACCSA Members, at the time of voting, are eligible to vote in ACCSA elections and by-elections.

Candidate Guidelines

- 7.02.** Candidates and campaign team members must allow Members to vote without any undue pressure, influence, or coercion; and
- 7.03.** The Election Chair may immediately disqualify any candidate found to be participating in voter misconduct.

Voting Period

- 7.04.** Voting shall take place on two (2) designated voting days;
- 7.05.** The voting day shall be held after the campaign period ends; and
- 7.06.** On the day before the voting day, the Election Chair shall send out an email alerting all Members of location of online polling.

Online Voting System

- 7.07.** Voting shall take place through a secure online polling system where appropriate; and
- 7.08.** Where a Member who is eligible to vote faces a barrier that prevents them from voting using the online polling system, the Election Officials may authorize a paper ballot for that Member upon presentation of their student identification card and recording of their student number.

Paper Ballots

- 7.09.** Ballots shall contain a designated marking area in front of each candidate's name;
- 7.10.** Each candidate's name shall be listed on the ballot in alphabetical order by last name;

- 7.11.** Elections involving voting for division representatives will have different ballots for each division;
- 7.12.** Each ballot shall contain a “Decline to vote” option listed below the candidates’ names;
- 7.13.** In the event of a candidate withdrawing from the elections after the ballots have been prepared, their name shall be crossed off the ballot before it is given to each voter, and a notice of the candidate withdrawal shall be clearly posted at the ACCSA office located at 1430 Victoria Avenue East, Brandon, MB-Room 413; and
- 7.14.** In the event that there is only one (1) candidate running for a position, the position shall be acclaimed.

Voting Irregularities

- 7.15.** The Election Chair shall determine the best course of action in the event of any voting irregularities.

Section 8. Election Results

Election Method

- 8.01.** The candidate with the highest number of votes for a contested position shall be declared the winner of that contested position.

Unofficial Results

- 8.02.** Unofficial election results will be released within twenty-four (24) hours of the close of the voting period.

Official Results

- 8.03.** Official election results will be released within fourteen (14) days of the close of the voting period.

Recount

- 8.04.** A one-time automatic recount will occur in the event that an election results in a less than one percent (0.5%) difference between the votes received for the winner and the runner up.

Ties

- 8.05.** In the event of a tie, a run-off election between the tied candidates will take place on one (1) voting day within seven (7) days of the close of the voting period;
- 8.06.** The tied candidates shall be permitted to campaign following the announcement of the run-off election by the Election Chair, until the end of the day before the run-off election; and
- 8.07.** Should the re-vote result in another tie, the election shall be resolved by way of a coin toss performed by the Election Chair.

Section 9.Campaign Expenditures

Expense Reimbursement

- 9.01.** Candidates will be reimbursed for their allowable election expenses, provided that they:
- a.** Collect all expense receipts; and
 - b.** Submit all these items to the Election Chair within forty-eight (48) hours of the close of voting on voting day.

Expense Limits

- 9.02.** Candidates have a campaign expense limit of fifteen (15) dollars;

Expenditure Exceptions

- 9.03.** No expense shall be assigned to the use of computers, phones, tablets and other similar items that confer no special advantage to a candidate.

Reimbursement Guidelines

- 9.04.** Failure to submit all expense items will result in the candidate's reimbursement being withheld;
- 9.05.** Failure to remove hung or posted campaign materials by 5:00 pm the day prior to voting day will result in the candidate's reimbursement being withheld;
- 9.06.** The Election Chair may refuse to pay any submitted expense that is unrelated to the candidate's election campaign; and
- 9.07.** All submitted receipts must include a company name, address, contact details, in addition to the date of purchase, the price of each item purchased and the total purchase amount.

Section 10. Complaints & Penalties

Submitting Complaints

- 10.01.** A Member may issue a complaint to the Election Chair relating to matters governed by this policy; and
- 10.02.** The complaint shall be made in writing, be signed by the Member and include that Member's contact information and student number.

Investigating Complaints

- 10.03.** The Election Chair shall decide whether or not to investigate a complaint;
- 10.04.** When the Election Chair decides to not investigate a complaint, the complainant shall be advised of this decision within forty-eight (48) hours of the complaint submission;
- 10.05.** When the Election Chair does decide to investigate a complaint, an acknowledgment of the receipt of the complaint will be sent to the complainant within forty-eight (48) hours of the complaint submission;
- 10.06.** When the Election Chair does decide to investigate a complaint, a summary of the complaint shall be sent to the candidate against whom the complaint is made within forty-eight (48) hours of the complaint submission;
- 10.07.** Where a complaint has been received or is being investigated, the Election Chair may not publicly acknowledge the fact of a complaint to anyone other than the complainant or the candidate named in the complaint until the investigation into the complaint has been concluded; and
- 10.08.** If the Election Chair rules that a candidate has failed to comply with this policy based on a submitted complaint, the Election Chair shall make a final decision on the appropriate course of action.

Authority

- 10.09.** The Election Chair shall have sole authority to issue penalties to candidates.

Causes for Penalty

10.10. Penalties shall be issued to candidates for the following actions:

- a.** Failure to comply with the spirit and purpose of the election;
- b.** Bullying or improper coercion of voters;
- c.** Improper use, display or distribution of campaign materials;
- d.** Improper campaign materials;
- e.** Campaigning in an unauthorized area;
- f.** Campaigning outside of the campaign period;
- g.** Misrepresentation of facts;
- h.** Breaking of any respectful college policies; and/or
- i.** Breaking of any municipal, provincial, or federal law.

Types of Penalties

10.11. The Election Chair may issue the following penalties to candidates:

- a.** Restrictions on future campaigning;
- b.** Restrictions on future campaign expenditures;
- c.** Loss of part or entire refund for campaign expenditures;
- d.** Loss of privileges pertaining to the use of the ACCSA property and resources for candidates who are SAC members or Employees;
- e.** Disqualification; and
- f.** Any combination of these penalties.

Notification

10.12. Notification of issued penalties shall be made via phone, in person or through the posting of the penalty decision on a designated election space

in the ACCSA office located at 1430 Victoria Avenue East, Brandon, MB-
Room 413.

Section 11. Appeals

Appeals Body

- 11.01.** All appeals shall be heard by an appeals Committee formed by the SAC, consisting of three (3) Members; and
- 11.02.** All members of the appeals Committee shall not have any involvement in campaign activities and must be impartial to election results.

Appeals of Election Chair Penalties

- 11.03.** Penalties handed out by the Election Chair may not be appealed.

Appeals of Election Results

- 11.04.** Any candidate may challenge the validity of the elections results in a written submission to the appeals Committee within twenty-four (24) hours of the publication of unofficial election results;
- 11.05.** Written submissions appealing election results shall contain the appellant's name, student number, contact details and a detailed explanation of the reason for challenging the results;
- 11.06.** The ACCSA Employee receiving the appeal submission shall sign and date it before forwarding it onto the appeals Committee; and
- 11.07.** The appeals Committee shall investigate the appeal and decide on the appropriate course of action within forty-eight (48) hours of the receipt of a written appeal.

Reversal

- 11.08.** If, at any time, the appellant wishes to retract their appeal, they may do so by submitting a letter to that effect, addressed to the appeals Committee.

Section 12. Referenda

Purpose

- 12.01.** A referendum may be conducted in an attempt to determine the opinions of Members regarding a particular issue or series of issues, either related to independent of each other.

Powers

- 12.02.** The results of any referendum shall be binding on the ACCSA, unless:
- a.** The results affect the ACCSA Letters Patent;
 - b.** Implementing the directive of the referendum would result in the SAC breaching its fiduciary responsibilities; and
 - c.** Less than ten percent (10%) of the total Membership on the day of the referendum votes.

Member-Initiated Referendum

- 12.03.** Any Member may present a petition to the SAC requesting that a referendum be held on a particular matter, except for matters pertaining to fees passed on to ACCSA clubs, societies and other similar subsidiary entities;
- 12.04.** The submitted petition must include:
- a.** The full names, student numbers and signatures of at least ten percent (10%) of the total current Membership; and
 - b.** A clear description of the issue to be addressed during the referendum, including the question that will be posed during the referendum.
- 12.05.** The SAC shall assess the validity of the petition and provide any recommendations for editing of the petition;
- 12.06.** The SAC shall forward all the financial and legal ramifications of the petition to the Election Chair;

12.07. If the petition is found to be valid, the Election Chair shall draft a referendum summary, outlining:

- a.** The proposed referendum question;
- b.** The financial and legal ramifications of the proposed referendum; and
- c.** The name of the petitioner and the number of student signatures on the petition.

SAC-Initiated Referendum

12.08. Any voting SAC member may present a referendum proposal to the SAC requesting that a referendum be held on a particular matter, except for matters pertaining to fees passed on to ACCSA clubs, societies and other similar subsidiary entities;

12.09. The SAC may initiate a referendum through a motion of the SAC, duly passed by a simple majority vote at a SAC meeting.

Referendum Process

12.10. Any Member or group of Members may register with the Election Chair in order to campaign on behalf of any side in a referendum;

12.11. The referendum campaign, voting and counting process shall be conducted in line with the spirit and guidelines of this election policy;

12.12. Referenda must be comprised as individual, non-consequential 'Yes' or 'No' questions;

12.13. Questions included in a referendum must be worded in a positive sense; and

Referendum Timing

12.14. All SAC-initiated referendum shall:

- a.** be conducted at a time deemed appropriate by the SAC;
- b.** follow a timeline consistent with a standard Election timeline as stipulated in this policy; and

- c.** require a minimum of 4 weeks' time between the motion referenced in Section 12.08. of this policy, and the first voting day of the referendum.

12.15. All member-initiated referendum shall:

- a.** be conducted at the same time as the next regularly scheduled ACCSA General Election;
- b.** follow the standard election timelines as outlined in this policy.
- c.** require a minimum of 4 weeks' time between the submission of the petition, and the first voting day of the referendum.

12.16. All referendum timelines shall be verified by the Election Chair to ensure compliance with this Policy.