



POLICY TYPE: **Policies & Procedures**  
 POLICY TITLE: **Election Policy**  
 APPROVED: **December 15, 2020**

## **SECTION 1 – ANNUAL ELECTIONS – TIME & POSITIONS**

Yearly elections will be held in February for the following executive positions on the SUCCI Board of Directors:

President  
 Vice President  
 Director of Wellness & Diversity  
 Director of Social Events  
 Director of Athletics & Campus Recreation  
 Senator of Aviation  
 Senator of Business, Hospitality & Media Arts  
 Senator of Health, Negahneewin & Community Services  
 Senator of Technology

## **SECTION 2 – ELIGIBILITY & QUALIFICATIONS**

### **2.1 President**

In order to run in the election as a Presidential Candidate, a potential candidate must be a current SUCCI Board of Director, or be the current President seeking a second & final term of office. A Board Member's interest in the position of President must be declared by January 1<sup>st</sup> through an e-mail to the Board. The candidate must have the ability to serve a one-year employment term in a full-time capacity with a minimum of 35 hours per week (Monday – Friday) commencing May 1<sup>st</sup> and ending April 30<sup>th</sup>. Candidates must be Board Members in good standing at the time of nominations.

If no candidate(s) step forward from within the Board Members, the position of President will be open to eligible members of the general student population during the regular election nomination period.

### **2.2 An eligible candidate for President must meet the following requirements of the position:**

- Must be a member in good standing with SUCCI and have no current offences on their student record under the College's Student Code of Conduct
- Must be a registered full time post secondary student with a Minimum overall GPA of 2.50 and not less than 2.25 in any single semester based on the official grades held by the Office of the Registrar of Confederation College and must be completing their studies at the end of the Winter Semester
- GPA requirements will be verified upon completion of the winter semester to confirm the GPA requirements have been maintained prior to officially assuming office on May 1<sup>st</sup>
- A full time President seeking re-election for their second and final term will not be required to meet the full time post secondary student registration or GPA requirement



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- Must be the age of eighteen (18) years before officially taking office
- If there are multiple candidates following a Vote of Confidence for the position of President, the President will be Elected as part of the Annual SUCCI Elections
- The position of President may be held for two consecutive 1 year terms, however it is a requirement for a President seeking election for a 2<sup>nd</sup> and final term to follow the process outlined in the Election Policy
- Any candidate seeking election to the position of President must provide two letters of recommendation that they are a good role model and effectively represent the Student Body, SUCCI and Confederation College
- The first letter of reference must be provided by a Faculty Member, current Dean or College Manager of Confederation College who is familiar with the Presidential Candidate
- The second letter of reference must be provided by a current student who is not a member of or affiliated with the SUCCI Board of Directors or a personal friend of the candidate.
- Please Note: The Role of President is a full time employment position (35 hours per week) for the period of May 1<sup>st</sup> until the end of April the following year; specific details will be outlined in the employment contract, which define hours of work , terms and conditions of employment as well as a current job description;

### **2.3 Vote of Confidence for Board Member Candidates for President**

- A Vote of Confidence Meeting will occur for internal Presidential Candidates at a special meeting of the Board of Directors meeting held the first week of the winter semester
- Candidates will be required to complete a 15 minute timed presentation to the SUCCI Board of Directors, outlining their contributions to the Student Body, SUCCI and Confederation College and be prepared for up to 15 minutes of questioning from the SUCCI Board of Directors. No opposing Presidential Candidates will be in the room during presentations
- A Vote of Confidence will follow the question and answer period after candidates have left the room and an evaluation matrix will be provided to Board Members to assist in their decision making process
- Each nominee must receive a Vote of Confidence of (50% plus 1) to be eligible to run for the position of President. The Board will move in camera to conduct the vote by secret ballot
- All members of the Board of Directors will be eligible to vote in the Vote of Confidence, with the exception of the Executive Director and the Chief Justice



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- Only candidates receiving a Vote of Confidence will move forward as a Presidential Candidate. If a Board member does not receive a Vote of Confidence, they are ineligible to run for the position of President
- Following the Vote of Confidence, if there are still no approved eligible candidates, the position of President will be open to eligible members of the general student body during the election nomination period
- If there is only one eligible candidate after the Vote of Confidence from within the Board of Directors, that candidate will be acclaimed to the position of President upon successful completion of their nomination package
- The Vote of Confidence process will be facilitated by the Chief Justice and in their absence the Executive Director

#### **2.4 Eligibility Requirements for Vice President, Directors and Senators**

- Each candidate for the position of Vice President, Directors and Senators shall be a registered full time student of Confederation College at the Thunder Bay Campus as determined by the Office of the Registrar and must have passed with a minimum of 2.25 GPA in the Fall semester
- Must be the age of eighteen (18) years before officially taking office
- Must have no current offences on their student record under the College's Student Code of Conduct which will be confirmed by the Registrar
- Candidates must maintain a 2.25 GPA during the Winter semester in order to take office on May 1<sup>st</sup> and must maintain a registered full-time student status during their tenure of office and maintain the 2.25 GPA for each academic semester
- Students who are new to Confederation College and currently in their first semester in January as a post secondary student at Confederation College are not eligible to run in the Election
- Special consideration regarding the full time course load requirement will be provided to a student with a documented disability as being eligible to take a reduced course load will be considered and eligible to run in the elections; the student must be a member of SUCCI who has paid the SUCCI Fees
- Students re-entering Confederation College in January who do not have a previous fall semester GPA must have a minimum GPA of 2.25 for the last year in which they were in attendance at Confederation College. Special consideration may be provided to a student re-entering the college after an absence of 3 years



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- A candidate running for a position of Senator must be a full time student in the respective school of study for the duration of their elected term of office which is May 1<sup>st</sup> till April 30<sup>th</sup>. If an elected Senator changes their school of study once elected to represent that school of study, they will automatically forfeit their position as Senator ; the respective school of study is outlined in the nomination package
- Once elected the criteria must be maintained throughout the term of office and all elected Board Members must be an official member of SUCCI. A member is defined as any full time post secondary student who has paid the SUCCI Fees.
- As part of the Nomination Package, a candidate running for any position on the SUCCI Board of Directors must provide a letter of recommendation indicating that the student is a good role model and would make a good student leader. Students are required to ask a faculty member or their Program Coordinator at Confederation College for this letter of recommendation;
- SUCCI Administrative Staff will remain neutral and will not endorse any specific candidates in the election process
- Current Board Member seeking an elected position as part of the Annual Elections must not use internal SUCCI resources of the organization or the SUCCI Offices for campaigning; in addition a Board Member cannot use their scheduled hours to campaign for their position – this ensures fairness and equity for all candidates pursuing leadership positions on the SUCCI Board
- An Internal Candidate can participate in SUCCI hosted Election Events & Activities available for all Candidates

### **SECTION 3 – VOTING RIGHTS**

Full time post secondary students at the Thunder Bay campus who are official members of SUCCI may vote for the positions of President, Vice-President, Director of Wellness & Diversity, Director of Social Events and Director of Athletics & Campus Recreation. Members may vote for the Senator of their respective school of study in which they are enrolled. A member is defined as any full time post secondary student who has paid the SUCCI Membership fee.

### **SECTION 4 – EX-OFFICIO REPRESENTATIVES & OASA REPRESENTATIVE**

The Ex-Officio members shall consist of the Chief Justice, the SUCCI Executive Director, the College Administrative Representative, the Faculty Representative, the Support Staff Representative, the Past President or Alumni Representative and any person that may from time to time be appointed by the Board of Directors as an ex-officio position on the Board.



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The Oshki Anishnawbeg Student Association (OASA) Representative shall be elected/or appointed by their respective constituent organization. This is an executive voting position on the SUCCI Board of Directors.

The above positions are not part of the annual SUCCI Election process.

### **SECTION 5 – CHIEF RETURNING OFFICER**

The Chief Justice shall act as Chief Returning Officer, (herein after referred to as the CRO) in the annual elections. The primary responsibility of the CRO is to ensure the election is free, fair and effective. The CRO must operate with complete independence and no partisanship.

The CRO will:

- Administer the election process with the assistance of SUCCI staff
  - Direct the election process
- Ensure that the election regulations are enforced and voters list is accurate and reflects the current membership of the organization.
- Direct the SUCCI Admin. Staff to create materials, print & digital, to inform the students that positions are available for nomination and that a vote is being held, explaining how to exercise the right to vote and generate interest in the campaign by means of advertising
  - Organize an Open Forum, or other Meet the Candidate opportunities
  - Respond to requests for information from students and candidates
  - Decide on the measures to take following infractions of the election and campaign regulations
  - Ask each candidate to identify key members of their campaign team
  - Thoroughly investigate and confirm details prior to making a decision to disqualify a candidate to ensure that the disqualification is warranted based on facts and circumstances; consultation with an external individual is encouraged

In the absence of a Chief Justice the Board shall appoint a Chief Returning Officer, by first requesting the assistance of The College Administrative or Support Staff Representative to act as such, and then only upon refusal by this person The Board shall appoint another individual to act as the Chief Returning Officer. The CRO must be objective and unbiased in their activities during elections. At any time during the election, a candidate who has a complaint must put the complaint in writing and it should be signed by two witnesses. A candidate who wishes to address a decision or action taken by the CRO must make an appointment with the CRO. At this meeting, reasonable steps will be taken to resolve the issue



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## **SECTION 6 – BALLOT PROCEDURES**

Elections will be conducted electronically using a web-based, fully hosted, independent universal polling technology. The vendor will specialize in anonymous electronic voting and have conducted polls for other student association elections and/or comparable organizations.

The vendor must prevent voter and election tampering and will be able to certify the results of every poll at the request of SUCCI. Privacy, anonymity and confidentiality of every vote cast must be ensured.

The on-line technology and vendor must ensure that there are adequate and reasonable measures of prevention against the submission of multiple votes by a single voter.

Eligible voters are all full time post-secondary students at the Thunder Bay Campus who are registered at the college upon payment of the SUCCI Membership Fee. They will be invited to vote through a message received in their Confederation College e-mail.

The Candidate's photo and biography will be attached to the name of each candidate in the online ballot. Candidate rotation will be used to eliminate any bias caused by the order of presentation of candidates in the ballot.

A list of eligible voters will be secured from the Registrar's Office prior to the start of the campaign period. The list will contain the following information:

- (i) The Member's student identification number
- (ii) The Member's first and last name
- (iii) The Members Confederation College E-mail Address
- (iv) The academic program in which the member is registered and the academic division the member is registered in.

The eligible voters list will be provided to the vendor for set up of the Electronic Poll, taking care to secure access to certain questions or offices to the appropriate subset of eligible voters, as applicable.

Electronic voting will be available for 3 consecutive business days beginning at 9:00 am on the first business day and concluding at 4:00 pm on the 3<sup>rd</sup> business day. There will be an option for a student to abstain in voting for a certain competition as part of the electronic ballot.

The CRO shall endeavour to provide awareness to voters on how to vote through a variety of methods.



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## SECTION 7 – NOMINATIONS & QUALIFYING PROCESS

The qualifications, (not withstanding those outlined in the constitution), for nomination for a position of the Board are as follows:

1. For President, nominations by 50 students.
2. For Vice-President, nominations by 40 students.
3. For Directors, nominations by 20 students.
4. For Senators, nominations by 15 students. Nominations for Senators must be from their respective school of study

Students should not nominate more than one candidate for the same position.

The nomination period shall be at least ten (10) days in duration.

The opening and closing dates of nominations shall be advertised in SUCCI social media platforms and on the Student Portal

Students interested in running for election shall access the Elections package from the SUCCI website at [www.succi.com](http://www.succi.com)

The Nomination Form/Election Package shall include the following:

- A list of relevant dates, times, locations and deadlines for all stages of the Elections Process
- A copy of the Election Policy
- Position Descriptions for positions open for election
- A signed authorization form which will allow the Executive Director or designate to access student information to confirm eligibility
- A letter of recommendation for Student Leadership
- A copy of biography, intent & personal statement
- Vote of Confidence completed successfully for the position of President
- All relevant forms within the Nomination & Elections Package must be completed and submitted, online, by 4 pm on the final date of nominations. No packages shall be accepted after the deadline.
- The CRO along with the Executive Director shall review the packages and notify all eligible candidates (5) days prior to the start of the campaign period



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- A mandatory information session will be scheduled with potential candidates to respond to questions around the election and to inform students about responsibilities of an elected leadership position; this will be hosted by the Executive Director and the CRO if available
- A mandatory All Candidates Meeting will be scheduled with all qualified candidates following the close of nominations

### **SECTION 8 – VACANT POSITIONS**

Any position vacant after the yearly elections may be filled by appointment as per the guidelines in the constitution.

### **SECTION 9 – DISPUTE RESOLUTION**

Any disputes arising out of an election shall be ruled upon by the CRO. The Ontario Elections Act may be used as a reference in settling disputes.

The CRO will rule on any disputes arising during the election process and their decision will be final. An appeal process exists for students wishing to appeal the election.

### **SECTION 10 - CONDUCT**

All students who meet the eligibility requirements and complete the nomination and selection process will be considered Candidates. In the case, where there is only one candidate running for any position, they shall be acclaimed if they meet the requirements of the position, and shall be referred to as an Acclaimed Candidate. All members who are successful in the election or acclaimed to a position will remain Candidates until such a time as they are appointed to The Board or their term of office which officially begins on May 1<sup>st</sup>. From the time that a student submits their nomination for a position on The Board until the time they are officially a SUCCI Board Member, they will be held to the code of conduct expected of all members of The Board.

### **IN YOUR ROLE AS BOARD MEMBER OR CANDIDATE FOR THE SUCCI BOARD, YOU WILL ADHERE TO THE FOLLOWING CODE OF CONDUCT:**

1. As an Officer of the Board, Candidate or Acclaimed Candidate, a higher standard of conduct is expected in that student leaders set an example for other students in the College. All students affiliated with the Board must be familiar with and adhere to SUCCI and College policy regarding The Student Code of Conduct, the Charter of Student Rights and Responsibilities, policies on harassment and discrimination, racism, plagiarism and cheating and student removal from class/subject or program.
2. In all business dealings whether in relation to each other, staff, College employees or community contacts are expected to deal in a professional manner while representing the Board.





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3. Represent the interests of all members of SUCCI, and not favour special interests inside or outside the organization
4. Act respectfully towards members of the college and community in accordance with the ideals of the Respect Initiative
5. Be accountable for your actions and not violate the trust placed in you by those who nominated or elected you.
6. Focus efforts on the goals of the organization and not personal agendas.
7. Not use the organization for personal advantage or the advantage of friends or supporters.
8. Meet commitments, and communicate with the board and staff to further understanding and communication.
9. Respect the shared office space and conduct yourself at all times in a professional manner, keeping in mind that this is a place of business.

Candidates or Acclaimed Candidates who violate this Code of Conduct will face disqualification and removal from their position.

### **SECTION 11 – CAMPAIGNING**

Campaigning shall be defined as an activity that promotes a candidate, either verbally, written, electronically, through social media, public display of materials in or around the campuses of the college, or gatherings which are intended for the purposes of public assembly. All campaigning shall be carried out in good taste and should not slander, or attempt to defame other candidates. Candidates are encouraged to campaign on the issues. Slander, libel and unethical campaigning are forbidden and are grounds for disqualification.

Candidates are expected to be professional and respectful to their peers. Campaigning must be done in such a manner that will not harm others and will uphold the values, policies and procedures of SUCCI as well as adhering to the Human Rights Code, the Discrimination & Harassment policies and the Student Code of Conduct. Violation may result in disqualification. Campaigning which does not conform to these guidelines may be grounds for disqualification from the election for the offending candidate.

In order to assist candidates with their campaign SUCCI will make available to them a \$25 campaign budget for the positions of Senators and a \$50 budget for the position of President, Vice President or Directors. This is available for contested positions only. If you have questions regarding suitability of campaign materials please consult the CRO, or any of the SUCCI Staff. There will be guidelines outlined in the Election Package in regards to posters to ensure a reasonable volume of posters on campus. No posters should be placed outside of the college. Candidates are encouraged to be creative and eco-friendly in their campaign initiatives.



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A President seeking re-election will be allowed to flex their regular scheduled office hours during the election campaign period.

### **SECTION 13 – ELECTRONIC VOTING TABULATION**

The electronic tabulation shall begin following the closing of the Polling Period. At the conclusion of the Electronic Tabulation, the Chief Returning Office shall provide a copy of the certified results of the Election. The candidate with simple majority shall be declared the winner.

Election candidates will be notified through e-mail as soon as the election results are available. It is anticipated that results will be available within 12 hours, following the close of the on-line poll. Every effort will be made to announce the Election Results immediately following the close of the electronic poll.

**Official Election Results will be published on the website and other media forms once available.**

### **SECTION 14 – TIE BREAKER**

In the event of a tie, the Chief Returning Officer conducts a lottery to determine the winner, then casts the deciding vote in that candidate's favour.

The lottery will be completed by placing a ballot for each candidate into an empty ballot box. The Chief Returning Officer will draw one ballot from the ballot box. This will be done in the presence of two additional witnesses. The name drawn will be determined as the elected candidate for the position and the Chief Returning Officer will then include this ballot as part of the official election results.

### **SECTION 15 – APPEAL PROCESS**

The CRO will make final decisions on disputes arising during the elections.

A candidate wishing to appeal a disqualification from the election will submit their appeal in writing, setting out the basis of the disagreement and submit it to the Executive Director within three (3) business days following a candidate's disqualification.

A candidate wishing to appeal the election results is required to submit their appeal in writing, setting out the basis of the disagreement and submit it to the Executive Director within three (3) business days following the Election.

The Executive Director will forward the appeal to the Board of Directors and a hearing will be held within 10 business days at an emergency business meeting of the Board of Directors.

The final decision of the current Board of Directors will be binding.



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A candidate will adhere to the policies of SUCCI and Confederation College including but not limited to the Student Code of Conduct. Violation of these policies may be grounds for dismissal, disqualification from the election and/or removal from the SUCCI Board of Directors. This will remain in place during the election period and will continue until the candidate officially assumes office and throughout a Board Member's term of office.