

Carleton Academic Student Government Electoral Code

Last amended: February 5, 2019

1.0 Preamble

- 1.1 This document states how CASG representatives are to be elected, how executives are to be elected, and how coordinators are to be elected. It provides specific definitions and rules of how to campaign. It establishes what is allowed, how the elections will proceed, and how they are judicially handled. The spirit of this document is to ensure free, fair, and transparent elections for these positions.

2.0 Definitions

- 2.1 "CEO" shall refer to the position of Chief Electoral Officer.
- 2.2 "SEO" shall refer to the position of Senate Electoral Officer.
- 2.3 "Candidate" shall refer to any individual seeking any office within the CASG.
- 2.4 "Student body" shall refer to any Carleton student who pays the CASG levy.
- 2.5 "Campaigning" shall be defined as any method to convince any member of the student body to either support or oppose the voting for a candidate.
- 2.6 "CASG" shall refer to the Carleton Academic Student Government.
- 2.7 "VPI" shall refer to the Vice-President Internal of CASG.
- 2.8 "President" shall refer to the President of CASG.
- 2.9 "Department" shall refer to any department/school/institute (or occasionally faculty) that is recognized under the Academic Governance of the University document as allocating seats for student representatives.
- 2.10 "Complaint" is a complaint submitted by any member of the student body when they feel a candidate is violating a campaign rule

3.0 Representative Elections

- 3.1 The VPI is responsible for running the Representative Elections.
- 3.2 All the executives and coordinators are expected to help in any way possible, facilitating the VPI when applicable
- 3.3 The Faculties of Science and Engineering are responsible for filling their constituency seats
 - 3.3.1 The Faculty of Science seats are filled by members of the Carleton Science Student Society and their respective departmental representatives which make up 22 seats (Biology, Chemistry, Earth Science, Neuroscience, Physics, Biochemistry, Environmental Science, Integrated Science Institute, Computer Science, Mathematics and Statistics, Health Sciences)
 - 3.3.2 The Faculty of Engineering & Design seats are filled by their respective student society.
 - a) Fourteen (14) seats will be filled by members of the Carleton Student Engineering Society (CSES) and their respective stream representatives (Civil, Environmental, Architectural Conservation and Sustainability, Electrical, Sustainable and Renewable Energy A, Sustainable and Renewable Energy B, Engineering Physics, Computer Systems, Software, Communications, Biomedical Electrical, Biomedical Mechanical, Mechanical, Aerospace).
 - b) One (1) seat will be filled by a member of the Carleton Industrial Design Student Association (CIDSA)
 - c) One (1) seat will be filled by a member of the Azrieli Architecture Student Association (AASA)
 - d) One (1) seat will be filled by a member of the Bachelor of Information Technology Society (BITSoc)

- 3.4 CASG shall reserve at least one representative position for each of the following faculty-recognized academic student societies:
- 3.4.1 One of the two Public Affairs and Policy Management (PAPM) seats is to be filled by an executive member of the Arthur Kroeger College Educational Students' Society (AKCESS).
 - 3.4.2 One of the two Department of Law & Legal Studies seats is to be filled by an executive member of the Carleton Law & Legal Studies Society.
 - 3.4.3 One of the two Department of Political Science seats is to be filled by an executive member of the Carleton Political Science Society (CPSS).
- 3.5 Nomination Process for Standard Elections
- 3.5.1 In order to run for office of CASG representative you must first be nominated, this section outlines how representatives are nominated. With regards to this section, it is of the utmost importance that the SEO is fully knowledgeable of this section and in full cooperation.
 - 3.5.2 The Vice-President Internal will receive a list from Senate regarding the minimum number of seats per department as defined by the AGU.
 - 3.5.3 Confirmation of nomination from a student will be done via CASG authorized form to be completed by the student. These forms will be kept and recorded by the VPI. That list will then be formatted and sent to the SEO for the election to begin (or to determine acclamations). This must be submitted by the end of the campaigning period as determined by the executive.
 - 3.5.4 Students will be informed of how to seek nomination and made aware of the election from a mass email to the student body as communicated by their departments
 - 3.5.5 The VPI, with the direct aid and support of the Vice-President Operations of CASG, must promote the elections to make students aware of how to nominate and what the positions entails in a variety of ways (such as tabling, class talks, Facebook ads, etc.), this promotion may take place during the summer months and early September.
 - 3.5.6 If the above nomination process proves to be excessively onerous, or select departments are being uncooperative, the executive committee may choose to waive the requirement in favor of a self-nomination process on a case by case basis.
 - 3.5.7 Nominations will be collected by the VPI from any time after the Fall term of the academic year has started and this will last for approximately one week
- 3.6 Election Process for Standard Elections
- 3.6.1 With regards to this section, it is of the utmost importance that the SEO is fully knowledgeable of this section and in full cooperation. The nominees must first be verified by the SEO within three days of the end of the nomination period
 - 3.6.2 Campaigning shall last approximately one week, if during this time, nominees are informed of ineligibility, they must remove all campaign material.
 - 3.6.3 Voting period must not exceed two days.
 - 3.6.4 Voting will be done online and conducted by the SEO. Standard procedure is for the SEO to use the senate electronic polling system to email all students in a program with the list of candidates and they may select from there, the process is very similar to the student senator elections.
 - 3.6.5 Elections with more than two candidates competing for a single seat are conducted as follows:
 - a) Ballots must be clearly presented so that the voter can rank candidates running for positions specified in section 4.3.10 in order

of preference by the voter in the event that more than two candidates run for a given position.

- i. The voter is informed they will have the option to leave their ballot blank to indicate abstention from voting.
 - ii. The voter may rank as many candidates as they prefer.
 - b) A candidate who receives a majority (more than 50%) of the first preference votes is elected to the contested position.
 - c) If no candidate receives a majority of the first preference votes, the candidate with the fewest first preference votes is eliminated from the count.
 - i. The ballots of the eliminated candidate shall then be redistributed to the other candidates based on the secondary preference each of their voters listed on their specific ballot.
 - ii. This process is repeated until either one candidate has a majority, or only one candidate remains to be eliminated.
 - iii. If two candidates are tied for last place on a ballot, they are both eliminated.
 - d) Ballots which are either submitted blank or in which all selected preferences are eliminated are to be considered as abstentions for successive ballot counts.
- 3.6.6 Elections with more than two candidates competing for more than one seat are to be conducted by a block vote, where voters can cast vote for as many candidates as there are seats being contested.
- a) Ballots votes are cast with no weighting or preference for a specific candidate.
 - b) Ballots must include an option to abstain from voting for the listed candidates.
- 3.6.7 After the voting days have ended, the SEO will tabulate the results and acclamations and submit them to the VPI. Results should be posted immediately, and all candidates informed.

3.7 Eligibility

- 3.7.1 To be eligible to run in a CASG representative election, a candidate must:
- a) Be in good academic standing with the University;
 - b) Be enrolled in the program they wish to represent; and
 - c) Select only one program to represent if enrolled in a double major.
- 3.7.2 Candidates may seek election for one of the following seats if it reflects their degree elements:
- a) Sexuality Studies (Minor)
 - b) African Studies (Minor, Specialization, or Concentration)
 - c) French (Minor or Mention Français)
 - d) Special Student

3.8 Campaign Rules

- 3.8.1 Candidates must follow the Carleton University privacy and human rights guidelines.
- 3.8.2 The SEO, in conjunction with the VPI, will try to make available each year an election supplement, containing a biography of all candidates on the CASG website
- 3.8.3 Campaigning is not to take place in the Carleton library.
- 3.8.4 There are to be no official campaigning on voting days.

- 3.8.5 In order to preserve elections that are equitable, respectful and transparent, bringing about electoral fraud in the following manners are strictly forbidden:
- a) All forms of bribery;
 - b) Intimidating opposition (limited to physical, verbal, and written intimidation as determined by a reasonable person in a third-party position);
 - c) Slandering opposition;
 - d) Tampering with ballots;
 - e) Attempting to manipulate election results;
 - f) All other actions that are deemed to undermine a fair and equitable election, determined by either the Chief Electoral Officer and/or the Appeals Committee.
- 3.9 If a position remains vacant after the standard elections, it shall be filled at the discretion of:
- 3.9.1 The respective student society listed in Section 3.3 if the vacancy is for a position within either the Faculty of Science or the Faculty of Engineering and Design;
 - 3.9.2 The respective student society listed in Section 3.4 if the vacancy is for a position reserved for a student society within the Faculty of Public Affairs; or
 - 3.9.3 The VPI if the vacancy is for any other representative position.

4.0 Executive and Faculty Coordinator Elections

- 4.1 This section governs the election of the following positions:
- 4.1.1 President;
 - 4.1.2 Vice-President Internal;
 - 4.1.3 Vice-President Operations;
 - 4.1.4 Vice-President Academic;
 - 4.1.5 FASS and Faculty Coordinators, as the remaining coordinator positions are to be filled respectively by a representative of:
 - a) The Carleton Student Engineering Society (CSES) for Engineering & Design;
 - b) The Carleton Science Student Society (CSSS) for Science; and
 - c) The Sprott Business Student Society (SBSS) for Business.
- 4.2 Nomination for Executive and Faculty Coordinator Elections
- 4.2.1 The nomination period will be held no less than 2 weeks prior to either
 - a) The final CASG meeting of the year
 - b) A town hall that may be held separate from the final CASG meeting of the year, but must be after the final CASG meeting of the year
 - 4.2.2 All candidates may nominate themselves by emailing the President .
 - 4.2.3 An email calling for nominations will be sent out at least 2 weeks before the final CASG meeting of the academic year or town hall if a town hall will be held
- 4.3 Election Process
- 4.3.1 At the final CASG general meeting of the academic year or town hall all candidates will be made known and allowed to give speeches in their favor.
 - a) These speeches are to last no longer than 5 minutes.
 - b) There will be a question period for each position that may last no longer than 15 minutes.
 - c) There will be a concluding speech that will last no longer than 5 minutes for each position.
 - 4.3.2 All voting members of CASG Council shall be eligible to vote in the election.
 - 4.3.3 Candidates may submit electronic versions of their platform to the CASG Executive to have them placed on the website and forwarded in the email during voting process.

- 4.3.4 The President will make an email list of CASG Council members available to the nominees
- 4.3.5 Voting will be conducted online, with a list of candidates and their platforms sent to all CASG council members by the SEO.
- 4.3.6 There will be 2 days given for voting to occur
- 4.3.7 Upon the closure of the voting period, the SEO will have 24 hours to tabulate the results and circulate them to CASG Council.
- 4.3.8 The candidate with the most votes will be the winner, and will take office on May 1st
- 4.3.9 In the event of a tie vote, there will be a run-off ballot.
- 4.3.10 If a candidate in an acclamation does not receive the confidence of Council to serve in the given position, the position will be considered vacant.

4.4 Eligibility

- 4.1.1 To be eligible to serve as President, at the time of the election, a candidate must:
 - a) Have served as a CASG representative for a minimum of 4 months,
 - b) Be in good academic standing with, and
 - c) Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.
- 4.1.2 To be eligible to run for a Vice President position, a candidate must be:
 - a) Enrolled as an undergraduate student at Carleton,
 - b) In good academic standing with the University, and
 - c) Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.
- 4.1.3 To be eligible to run for a Faculty Coordinator position, a candidate must be:
 - a) Enrolled as a FASS or FPA undergraduate student at Carleton,
 - b) Majoring in a discipline situated within the faculty represented by the specific coordinator position,
 - c) In good academic standing with the University, and
 - d) Not a current or newly-elected executive of the Rideau River Residence Association or the Carleton University Students Association.
- 4.1.4 In the case of contention an appeal can be made to the Chief Electoral Officer.

4.5 Campaign Rules

- 4.5.1 Candidates must follow the Carleton University privacy and human rights guidelines
- 4.5.2 Campaigning is not to take place in Carleton campus computer labs, the Carleton library, or the CASG, RRRA, CUSA offices and businesses.
- 4.5.3 Any official campaign emails must be carbon copied to the CEO of the election
- 4.5.4 In order to preserve elections that are equitable, respectful and transparent, bringing about electoral fraud in the following manners are strictly forbidden:
 - a) All forms of bribery;
 - b) Intimidating opposition (limited to physical, verbal, and written intimidation as determined by a reasonable person in a third-party position);
 - c) Slandering opposition;
 - d) Tampering with ballots;
 - e) Attempting to manipulate election results;
 - f) All other actions that are deemed to undermine a fair and equitable election, determined by either the Chief Electoral Officer and/or the Appeals Committee.

4.6 Appeals

- 4.6.1 A decision made by the CEO on an alleged violation of the Campaign Rules may be appealed by a candidate to the Appeals Committee established in CASG Bylaw I Section 1.7

- 4.6.2 If a member of the Appeals Committee is a candidate in an executive or coordinator election, they must recuse themselves from any decision made by the Committee.
- 4.6.3 A ruling made by the Appeals Committee may be further appealed by a candidate to the SEO, whose decision on the matter is final.

5.0 Executive Resignation

5.1 President Resignation

- 5.1.1 Should the President of CASG resign, their resignation shall be tendered to the Executive Committee
- 5.1.2 The VP-Internal shall act as interim President until an election can be called. Should the VP Internal be unable to assume the position, order of precedence will follow as VP Operations and VP Academic. Should the order of precedence be exhausted, the VP Internal will then assume the position of interim President.
- 5.1.3 An election will be laid out as per the constitution and this code
- 5.1.4 A person seeking nomination as CASG President must've served at least one year on CASG council
- 5.1.5 Council members are the eligible voters
- 5.1.6 Should the President resign over the summer, an election will be held once council has been filled, with Vice-President Internal acting as President.

5.2 Vice-President Resignation

- 5.2.1 Should a Vice-President resign prior to the first meeting of the academic, the remaining executive committee shall appoint an interim who must receive ratification to the position by a simple majority of Council members by October 31 of the given year.
- 5.2.2 Should a Vice-President resign after the first meeting, the Hiring Board shall appoint an interim who must:
 - a) be a current member of Council, and
 - b) receive ratification to the position by a simple majority of Council members at the meeting which follows the interim appointment by the Hiring Board.

6.0 Resignation of a Representative or Coordinator

- 6.1 Should a CASG Representative resign, the VPI must work with the Representative's department to find a replacement.
- 6.2 Should a Coordinator resign, the VPI shall nominate a CASG Representative from the Coordinator's faculty, and formally appoint the Representative to the position upon receiving support from two-thirds of Council.

7.0 Amendments to the Electoral Code

- 7.1 This document shall be considered a policy of the Carleton Academic Student Government and be subjected to the policy amendment rules established under CASG Bylaw IV.