

Carleton Academic Student Government Electoral Code

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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.

2.00 Definitions

2.01 "CEO" shall refer to the position of Chief Electoral Officer.

2.02 "SEO" shall refer to the position of Senate Electoral Officer.

2.03 "Candidate" shall refer to any individual seeking any office within the CASG.

2.04 "Student body" shall refer to any Carleton student who pays the CASG levy.

2.05 "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.

2.06 "CASG" shall refer to the Carleton Academic Student Government.

2.07 "VPI" shall refer to the Vice President Internal of CASG.

2.08 "President" shall refer to the President of CASG.

2.09 "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

3.00 Representative Elections

3.01 The VPI is responsible for running the Representative Elections.

3.02 All the executives and coordinators are expected to help in anyway possible, facilitating the VPI when applicable.

3.10 Non-Standard Representative positions on CASG council

3.11 A number of representative positions on CASG are not elected via our normal elections, these positions are the following:

3.12 All Engineering seats (5) (Civil and Environment, Electronics, Mechanical and Aerospace, Systems and Computer, Biomed) are filled by the members of Carleton Engineering Student Society and their respective departmental representatives.

3.13 The Computer Science Seats (2) are filled by the Vice President Academics of the Carleton Computer Science Society.

3.14 The Information Technology seat (1) is filled by a member designated by the Executive of the Bachelor of Information Technology Society.

3.15 The Industrial Design seats (2) are filled by members designated by the Executive of the Industrial Design Society.

3.16 The Architecture seats (2) are filled by members designated by the Executive of the Architecture Students' Society.

3.17 The Public Affairs and Policy Management seats (2) are filled by members designated by the Executive of the Arthur Kreuger College Educational Student Society.

3.18 The Business/Commerce seats are filled by members designated by the Executive of the Sprott Business Students Society, with the additional seats of Business Student Senator (1) filled by the respective elected student.

3.19 The CASG continues to build ties with faculty-recognized societies and welcomes further involvement by their members in filling Caucus seats.

3.20 Nomination Process for Standard Elections

3.21 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.

3.22 It will be the task of the Vice President Internal of CASG to first contact all of the chairs of the departments (or other person who deals with these matters) to seek out how many representatives they would like to have sit on their departmental boards. The minimum requirements are in the Academic Governance of the University document. Once the number is determined this must be recorded and kept to ensure an accurate and timely election process.

3.23 All departments will be solicited to suggest students they would like to nominate to sit as representatives on their boards.

3.24 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 September 16th.

3.25 Students will be informed of how to seek nomination and made aware of the election from a mass email to the student body as approved by the SEO and sent out by

Carleton Department of Communications, this email should be sent on the first Monday of the Academic year.

3.26 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.

3.27 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 favour of a self nomination process on a case by case basis.

3.28 Nominations may be collected by the VPI from anytime from May 1st of the year of the election until the closing date of the nomination period, September 15th.

3.30 Election Process for Standard Elections

3.31 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 on the 16th of September (if this is a weekend it may be pushed to the following Monday).

3.32 The election will commence on the 17th of September, if this is a weekend, it may be pushed to the Monday, or if the above applied as well, to the Tuesday following.

3.33 There should be 4 days allowed for voting with at least one email reminder to those who haven't voted during the 4 day period.

3.34 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.

3.35 After the voting days have ended, the SEO will be provided with 1 day to tabulate the results and acclamations and submit them to the VPI. Results should be posted immediately and all candidates informed.

3.40 Eligibility

3.41 To be eligible to run in a CASG representative election you must satisfy the following requirements;

3.42 Majoring in the program you are running for.

3.43 If the student has a double major, they may choose to run in one or the other.

3.44 For the following seats, they may also run:

Minor in Sexuality Studies - Sexuality Studies seat

Specialization in African Studies - African Studies seat

Special Student - Special Student seat

Directed Interdisciplinary Studies - Candidates from DIS may apply to be counted as another major appropriate for their area of studies whereupon they can stand for election in that major

Engineering Physics - Physics seat (Science)

3.50 Campaign Rules

3.51 Those seeking election are encouraged to campaign.

3.52 Candidates must follow the Carleton University privacy and human rights guidelines.

3.53 The SEO, in conjunction with the VPI, will try to make available each year an election supplement, containing a biography of all candidates.

3.54 Campaigning is not to take place in Carleton campus computer labs or the library.

3.60 Elections Committee

3.61 The purpose of the elections committee is to be an impartial judicial body that deals with violations of the Campaign Rules. Elections committee rulings are presented to the SEO to see if it warrants disqualification.

3.62 The elections committee shall be composed of five people: the VPI and four members of CASG with one alternate.

3.63 The VPI must email council in late August to solicit members to nominate themselves for membership on the elections committee. If more than 4 members put their names forward there will be an electronic vote, the 4 with the most votes shall be elected, and the one with the fifth most votes will be the alternate. Executives and Coordinators may only be members of the committee if no other members put their name forward. In the event of a tie in votes for the fourth and/or fifth position, a run-off ballot will be held consisting only of those who have tied.

3.64 All complaints will be directed to the VPI, which will then be forwarded to the elections committee to determine if there was a serious violation of the campaign rules.

3.65 Elections Committee meetings should take place in person, if this is not possible, then online.

3.66 Quorum is 100% attendance/response.

3.67 A member of the elections committee may not here a complaint made about themselves. In the event such a complaint is made, the alternate will fill in for the member in conflict.

4.00 Executive and Faculty Coordinator Elections

4.01 This section governs the election of the following positions, President, Vice President Internal, Vice President Operations, and Vice President Academic.

4.10 Nomination for Executive and Faculty Coordinator Elections

4.11 All candidates may nominate themselves by emailing the President or making it known at the last CASG general meeting of year in person.

4.12 An email calling for nominations will be sent out at least 2 weeks before the final CASG meeting of the academic year.

4.20 Election Process

4.21 At the final CASG general meeting of the academic year all candidates will be made known and allowed to give speeches in their favour. These speeches are to last no longer than 10 minutes. There will be a question period for each position that may last no longer than 10 minutes. There will be a concluding speech that will last no longer than 10 minutes for each position.

4.22 Candidates are allowed to 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.

4.23 Voting will be conducted online, with a list of candidates and their platforms sent to all CASG council members by the Executive and Coordinator Elections Committee. Council members will cast their vote in a reply/secure online ballot with all their chosen candidates. The results will then be tabulated and released.

4.24 The email will be sent out 1 day following the last general CASG meeting of the academic year.

4.25 There will be 4 days given for voting to occur with a reminder email sent after 2 days to those who have not voted.

4.26 The candidate with the most votes will be the winner, and will take office on May 1st

4.27 In the event of a tie vote, there will be a run-off ballot

4.30 Eligibility

4.31 To be eligible to run for President you must be a current representative on the CASG, in good academic standing, and not a current or elect executive of the Rideau River Residence Association or the Carleton University Students Association.

4.32 To be eligible to run for a Vice President position you must be a member of the Student Body, in good academic standing, and not a current or elect executive of the Rideau River Residence Association or the Carleton University Students Association.

4.33 To be eligible to run for a Faculty Coordinator position you must currently be a representative on the CASG in that faculty.

4.40 Campaign Rules

4.41 Those seeking election are encouraged to campaign.

4.42 Candidates must follow the Carleton University privacy and human rights guidelines.

4.43 Campaigning is not to take place in Carleton campus computer labs or the library.

4.50 Executive and Coordinator Elections Committee

4.51 The purpose of the elections committee is to be an impartial judicial body that deals with violations of the Campaign Rules and handles the election process. The Executive and Coordinator Elections Committee will make rulings on whether they feel the campaign rules have been violated, they have the power to issue warnings and disqualifications.

4.52 Appeals to the Executive and Coordinator Elections Committee decisions will be heard by the SEO and the SEO's decision will be final.

4.53 The Executive and Coordinator Elections Committee will elect a Chief Electoral Officer (CEO) to oversee the functions of the election.

4.54 The Executive and Coordinator Elections Committee will be composed of the President and four members of CASG council.

4.55 If the President does not wish to, or cannot serve, on this Committee an alternate Executive member, as appointed by the Executive Committee, shall take their place.

4.56 No member of the Executive and Coordinator Elections Committee may seek election while on the committee

4.57 Membership on the Executive and Coordinator Elections Committee will be determined at the previous meeting to the final CASG general meeting in the Academic year, if this is not possible, then it will be determined with online nomination and electronic vote more than two weeks prior to the final meeting.

4.58 Executive and Coordinator Elections Committee meetings should take place in person, if this is not possible, then online.

4.59 Quorum is 100% attendance/response.