

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.

2.0 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, Engineering, and Business 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 seats are filled by members of the Carleton Student Engineering Society and their respective departmental representatives, which make up 14 seats (Civil, Environmental, Architectural Conservation and Sustainability, Electrical, Sustainable and Renewable Energy, Engineering Physics, Computer Systems, Software, Communications, Biomedical Electrical, Biomedical Mechanical, Mechanical, Aerospace)

3.3.3 The Faculty of Business Seats are filled by the Sport Business Student Society, which make up 4 seats (Commerce and International Business).

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

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

3.4.2 One of the two Department of Law & Legal Studies seats (1) is to be filled by a member from the Executive of the Carleton Law & Legal Studies Society.

3.4.3 One of the two Department of Political Science seats (1) is to be filled by a member from the Executive of the Carleton Political Science Society.

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 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.

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

3.5.4 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

- 3.5.5 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
- 3.5.6 Carleton Department of Communications, this email should be sent on the first Monday of the Academic year.
- 3.5.7 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.
- 3.5.8 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.
- 3.5.9 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 There should be 3 days allowed for voting
- 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 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.

3.7 Eligibility

- 3.7.1 To be eligible to run in a CASG representative election you must satisfy the following requirements;
 - 3.7.1.1 Majoring in the program you are running for
 - 3.7.1.2 If the student has a double major, they may choose to run in one or the other.
 - 3.7.1.3 For the following seats, they may also run:
 - 3.7.1.3.1 Minor in Sexuality Studies -Sexuality Studies seat
 - 3.7.1.3.2 Specialization in African Studies -African Studies seat

- 3.7.1.3.3 Special Student -Special Student
- 3.7.1.3.4 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

3.8 Campaign Rules

- 3.8.1 Those seeking election are encouraged to campaign.
- 3.8.2 Candidates must follow the Carleton University privacy and human rights guidelines.
- 3.8.3 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
- 3.8.4 Campaigning is not to take place in Carleton campus computer labs or the library.

3.9 Elections Committee

- 3.9.1 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.
- 3.9.2 The elections committee shall be composed of five people: the VPI and four student senators with one student senator as an alternative
- 3.9.3 The VPI must email the Student Senators in late August to solicit members to nominate themselves for membership on the elections committee. The first four to reply will be selected, with the fifth reply acting as the alternate
- 3.9.4 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.
- 3.9.5 Elections Committee meetings should take place in person, if this is not possible, then online.
- 3.9.6 Quorum is 100% attendance/response.
- 3.9.7 A member of the elections committee may not hear complaint made about themselves. In the event such a complaint is made, the alternate will fill in for the member in conflict.

4.0 Executive and Faculty Coordinator Elections

- 4.1 This section governs the election of the following positions, President, Vice President Internal, Vice President Operations, and Vice President Academic.
- 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
 - 4.2.1.1 The final CASG meeting of the year
 - 4.2.1.2 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. 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.
- 4.3.2 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.
- 4.3.3 The President will make an email list of CASG Council members available to the nominees
- 4.3.4 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.
- 4.3.5 The email will be sent out 1 day following the last general CASG meeting of the academic year or town hall
- 4.3.6 There will be 3 days given for voting to occur
- 4.3.7 The candidate with the most votes will be the winner, and will take office on May 1st
- 4.3.8 In the event of a tie vote, there will be a run-off ballot

4.4 Eligibility

- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 To be eligible to run for a Faculty Coordinator position you must currently be a representative on the CASG in that faculty.

4.5 Campaign Rules

- 4.5.1 Those seeking election are encouraged to campaign.
- 4.5.2 Candidates must follow the Carleton University privacy and human rights guidelines
- 4.5.3 Campaigning is not to take place in Carleton campus computer labs or the library.

4.6 Executive and Coordinator Elections Committee

- 4.6.1 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.
- 4.6.2 Appeals to the Executive and Coordinator Elections Committee decisions will be heard by the SEO and the SEO's decision will be final.
- 4.6.3 The Executive and Coordinator Elections Committee will elect a Chief Electoral Officer (CEO) to oversee the functions of the election.
- 4.6.4 The Executive and Coordinator Elections Committee will be composed of President and four members of CASG council.
- 4.6.5 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.
- 4.6.6 No member of the Executive and Coordinator Elections Committee may seek election while on the committee
- 4.6.7 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.
- 4.6.8 Executive and Coordinator Elections Committee meetings should take place in person, if this is not possible, then online.
- 4.6.9 Quorum is 100% attendance/response.

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
- 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 (VP) resign prior to the first meeting the remaining executives shall appoint an interim to act and call an election to replace the Vice President that has resigned

5.2.1.1 A person seeking nomination does not have had to have sat on CASG Council previously

5.2.2 If the VP resigns after the first meeting, the executive may select an interim from a member of CASG council, and call a meeting. Those eligible to run are only those who are currently on CASG council

6.0 Council Resignation

6.1 Should a councilor resign the VP Internal must work with the councilor's department to find a replacement, and this replacement should be voted in at the next possible CASG committee meeting.