

# ELECTIONS PACKAGE: MUS WINTER 2017 ELECTIONS

The following nomination package is to be completed and emailed to [cro@mus.mcgill.ca](mailto:cro@mus.mcgill.ca) by **January 21<sup>th</sup>, 2016**.

On **February 2<sup>nd</sup>, 2017** at **6:00 PM**, there will be a **mandatory candidates' meeting** in the **Bronfman Room 001**. If you are unable to attend this meeting, please email the Chief Returning Officer, Sam Hull ([cro@mus.mcgill.ca](mailto:cro@mus.mcgill.ca)) to arrange an alternative meeting time.

If you have any further questions, please do not hesitate to contact the Chief Returning Office, Sam Hull at ([cro@mus.mcgill.ca](mailto:cro@mus.mcgill.ca))

Package Contents:

- 1) MUS Elections Policy
- 2) Rules of Procedure
- 3) Election Timeline & Deadlines
- 4) Candidate's Agreement
- 5) Nomination Form

## BOARD OF DIRECTORS LONG-TERM VISION

1. To improve our academic competitiveness and performance in inter-university competition to levels consistent with top business schools.
2. To improve communication to and feedback from our students in moving towards a more transparent, inclusive MUS.
3. To move towards a more environmentally sustainable academic curriculum, building and operations.
4. To maximize the professional development offered to our students.
5. To strengthen relations between the MUS and both its alumni network and corporate partners.

# ELECTIONS & REFERENDA POLICY

The Management Undergraduate Society will endeavor to ensure an equitable, sustainable, and transparent voting procedure for various elections conducted within itself. These procedures must be obeyed by the members of the Elections Committee, all candidates, and voters to guarantee the elections are conducted in an efficient manner; this ensures that all candidates are equally represented and that all voters have the ability to gain sufficient knowledge to make an educated vote.

## 1. THE ELECTIONS COMMITTEE

### 1.01

The Elections Committee shall be composed of the Chief Returning Officer and two (2) Deputy Returning Officers.

### 1.02

As per subsection 4.01.02 of the Constitution, the members of the Elections Committee shall be students in good standing with the MUS and **shall not:**

1. Be member of the Board of Directors or MUS Executive
2. Be a candidate for any elected or Executive position in the soonest elections

### 1.03

Should members of the Elections Committee desire to run in an election, they must resign their position at least fourteen (14) days prior to the beginning of the nominations period.

### 1.04

With respect to the Elections & Referenda Policy, the Chief Returning Officer shall have supreme authority on all matters relating to elections and maintain a fair and equitable elections process at all times.

## 2. CANDIDATE ELIGIBILITY

### 2.01

All students who are currently members of the MUS, as defined in subsection 3.01.01 of the Constitution, in the year of their candidacy may be nominated for election.

### 2.02

Exchange students shall not be permitted to run in the MUS elections as defined in subsection 3.01.04 of the Constitution.

2.04

If elected for a position in the Board of Directors of the Council, an individual cannot apply for a position on the Executive of the Society.

2.04

Candidates must declare any plans, confirmed or otherwise, in the next year for exchange or co-op placements prior to election.

2.05

In the case where elections overlap the standard appointment period, no candidate actively running in an election shall be considered for an Executive position.

### **3. TIMELINE**

3.01

The following positions shall be elected by the entire membership of the MUS in an election to be held in the **winter semester**:

1. President
2. Management Senator
3. Representatives to SSMU – two (2) representatives
4. Second Year Representative
5. Third Year Representative
6. Fourth Year Representative

3.02

The following positions will be elected by students in the appropriate academic years in an election to be held in the **fall semester**:

1. First Year Representative – U0 Representative
2. First Year Representative – U1 Representative

3.03

Both fall and winter elections shall have their nomination period begin no later than three (3) weeks after the start of the fall and winter semester respectively.

### **4. PRE-NOMINATION PROCEDURES**

4.01

The Chief Returning Officer shall organize an informational meeting for all members of the MUS who are interested in running for a position in the upcoming elections.

4.02

The informational meeting shall take place in the first two weeks of the second term for the winter elections and of the first term for fall elections.

4.03

At the informational meeting, the Chief Returning Officer shall provide students with information including, but not limited to:

1. Availability and description of positions
2. Electoral and turnover procedures
3. The MUS Elections & Referenda Policy
4. Position duties as outlined in the Constitution and any related policies

## **5. NOMINATION PROCESS**

5.01

Every eligible member of the MUS shall be permitted to run for only one position in a given election.

5.02

The nomination period shall last for at least seven (7) days and the deadline for all nominations shall be announced by the Chief Returning Officer at least seven (7) days prior to the determined date.

5.03

In order to be nominated, each candidate shall submit the following items as proof of intent prior to the nomination deadline:

1. The MUS-issued endorsement sheet signed by one hundred and twenty (120) signatures for President, and eighty (80) signatures for all other elected positions, of MUS members as defined in subsection 3.01.01 of the Constitution.
2. Fill in the MUS Candidate Brief to be displayed publicly on a bulletin board with the ones of all the other candidates, containing:
  - A write-up stating their candidate platform with a minimum of 200 words.
  - A professional photograph.
3. A signed copy of the Candidate's Agreement, binding the candidate to compliance with all Election procedures and policies.

5.04

An election for any position may not begin should there be less than one nominated candidate for that position.

5.05

If there are not enough candidates intending to run for each position by the nomination deadline, the nomination period shall be extended for the affected positions by no more than seven (7) days, at the discretion of the Election Officer.

5.06

If there are still not enough candidates indenting to run for each position by the extended deadline, the position concerned shall be acclaimed.

5.07

If there is no candidate by the extended deadline, the position shall remain vacant for no longer than 20 school days until the position can be filled in a by-election. Responsibilities of this position shall be absorbed by the Board of Directors until the position is filled.

5.08

Candidates may withdraw from the elections at any time prior to, but not after, the ballot opening by submitting a letter of resignation to the Elections Committee.

## **6. CAMPAIGN PROCEDURES AND REGULATIONS**

6.01

Campaigning is defined as an active attempt to advertise one's candidacy or intentions to run in an election, including any form of online, print, or verbal communication.

6.02

Prior to campaigning and no more than twenty-four (24) hours after the nomination deadline, a Candidates' Meeting shall be held to review elections procedures.

6.03

The official campaigning period shall begin immediately after the conclusion of the Candidates' Meeting and last for no less than seven (7) days as defined by the Chief Returning Officer.

6.04

If it is found that a candidate or any individual or organization acting on behalf of a particular candidate has campaigned in any form in support of a candidate or against a candidate in support of other candidates, directly stated or otherwise, before the conclusion of the Candidates Meeting, the offending or supported candidate(s) will be disqualified from the election.

6.05

If it found that a member of the MUS has campaigned in support or against a candidate in an attempt to disqualify another candidate before the conclusion of the Candidates Meeting, the affected candidate(s) shall be allowed to run in the election. This decision shall be made at the discretion of the Chief Returning Officer.

6.06

The act of soliciting nominations shall be except from 6.04 provided it is done on an individual basis.

6.07

All campaign material, printed or otherwise, must be approved by the Chief Returning Officer before use and are subject to the following regulations:

1. Candidates shall submit all posters to the Chief Returning Officer, or a designated representative, before the Candidates' Meeting, to be marked by the MUS stamp ensuring their compliance to the Elections & Referenda Policy.
2. Campaign materials shall not be added or changed without approval from the Chief Returning Officer.
3. The candidates shall be allowed to put up a maximum of four (4) electoral posters.
4. The only accepted poster size is 8.5 x 11 inches.
5. Posters shall include a picture of the candidate and three (3) main points of his/her platform.

6.08

As per subsection 8.04 of the Branding & Communications Policy, the distribution of leaflets is forbidden. Leaflets are defined as printed or handwritten pieces of paper of various sizes, sometimes folded, containing any information or advertisement.

6.09

Classroom speeches shall be governed by the following conditions:

1. Candidates may make a speech before and after class time if permitted explicitly by the instructor
2. Classroom speeches must be limited to 60 seconds per candidate

6.10

Candidates may not form or participate in a slate or party. A slate or a party is defined as an organization to gain political power comprised of persons united in opinion or action that makes a concerted effort to promote itself as an organization or each other member. Any candidate found to be in a slate or party, as determined by the Chief Returning Officer, shall be disqualified immediately.

6.11

Candidates shall ensure that all campaigning materials are removed after the election.

## **7. CANDIDATE ENDORSEMENT**

7.01

The Society shall make no prohibitions on the right of its members to endorse candidates for office. The following exceptions shall apply:

1. The members of the Elections Committee and Ombudsperson are bound by neutrality and shall under no circumstances endorse any candidate(s).
2. Any individual running for office may not publicly support any other candidate(s) in the election pursuant to this policy's position on slating as per subsection 6.10.

7.02

Member of the Council, Board of Directors, Executive and MUS Portfolios shall not be restricted from referencing their prior or current position or experience with the Society in any endorsement of themselves as a candidate or of other candidates in the election, but may in no way employ the resources of that position for the sake of campaigning for or against any such person.

This includes, but is not limited to, contact information and email lists, social networking pages, committee or council meetings, and events.

This limit on use of Society-acquired resources shall further apply to individuals who have held such positions in the past and who may retain access to these resources beyond their tenure.

## **8. CANDIDATES FORUM PROCEDURES**

8.01

A forum system shall be used with the intent of making it simpler for voters to gain sufficient knowledge and make an educated vote.

8.02

A forum shall be held for all candidates running for elected positions in the MUS.

8.03

All candidates running for the same position shall be present for the duration of their respective forum.

8.04

The location and time of the forum shall be publically announced by the Chief Returning Officer at least seven (7) days prior to the first forum.

8.05

Length of speeches shall be determined by the Chief Returning Officer contingent on the number of candidates.

8.06

If a certain candidate is more than thirty (30) minutes late from the beginning of the debate, this candidate shall be disqualified from the elections. Any exceptions to this rule shall only be made by the Chief Returning Officer.

## **9. VOTING PROCEDURES**

9.01

The voting period shall be at least two (2) days in duration and shall begin immediately upon completion of the campaigning period.

## 9.02

All voting in the MUS shall be conducted as follows:

1. Voting shall be conducted online through a secure website or a secure paper ballot.
2. Each ballot form, online or otherwise, shall have a only a single page per position with all candidates for whom the student is eligible to vote.
3. Each ballot shall be secured by a login system that ensures candidates can only cas their vote(s) once.
4. The names of the candidates shall appear on the page surname first, alphabetized by surname
5. The voting system shall have the names of all candidates shown only once and of equivalent typography
6. An “Abstention” option will be available for each position.
7. Voters shall choose one candidate for each of the positions of President, Representative to SSMU, Management Senator and Ombudsperson.
8. Voters may only vote for their relevant category of Academic Year Representatives in accordance with section 4.03 of the Constitution.
9. The voting system shall only display the relevant Academic Year Representatives to individual students by cross referencing their university email to a student information database.
10. The voting system shall be thoroughly tested before each election to ensure quality control, accuracy, and security.

## 9.03

The Chief Returning Officer shall determine the number, location, and hours of operation of any polling stations for the duration of the voting period. Polling stations must be set up for a minimum of six (6) hours for every week day of the voting period.

## 9.04

The use of electronic devices (e.g. laptops, cell phones, etc.) with the intention of using them as voting devices to solicit other students without the permission of the Chief Returning Officer is strictly prohibited.

## 9.05

All members of the Election Committee including the Chief Returning Officer are not allowed to vote

# 10. VOTING RESULTS

## 10.01

The accuracy of the voting results shall be verified by the Chief Returning Officer, Vice President of Internal Affairs and President of the Society prior to public release.



10.02

A breakdown of the results shall be distributed to the outgoing Council members within twelve (12) hours of the final results becoming available to the Chief Returning Officer.

10.03

The Chief Returning Officer shall individually contact each candidate immediately after voting results have been compiled to inform them of the election results.

10.03

The voting results shall be publically released only after the Chief Returning Officer contacts all candidates or twenty-four (24) hours after the results have become available for the Chief Returning Officer, whichever comes first.

10.03

Results shall be publically released via the MUS website, the Bull and Bear, mass email and public announcement

10.04

A tie is defined as a situation in which two or more candidates received exactly the same number of votes in a given election.

10.05

If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is less than or equal to the number of available positions, where the winner of the election is impossible to determine, all tied candidates shall be declared the winner, and the next highest-vote getting candidates shall be declared winners until all available positions are filled.

10.06

If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is greater than the number of available positions, where the winner of the election is impossible to determine, the Chief Returning Officer shall hold an immediate re-vote within two (2) days of the closure of the election period, during which no formal campaign period shall be allowed and in which the voting period is no longer than twenty-four (24) hours.

In such a re-vote only the individuals tied for the position shall be included in the following ballot; individuals receiving fewer votes shall be excluded from the ballot.

Candidates may decline to be included in any re-vote (“forfeit”) and an individual may be acclaimed to a position in such a case of a tie wherein all other tied candidates forfeit within twenty-four (24) hours of receiving the election results.

## **11. APPEAL PROCEDURE**

### 11.01

Any candidate may challenge the results of the elections by submitting a written letter of appeal to the Chief Returning Officer. Reasons for appealing the election procedure include but are not limited to:

1. Breaking of the Elections & Referenda Policy
2. Mishandling of electoral procedure by the Elections Committee or Chief Returning Officer

### 11.02

The appeal should include clearly stated reasons for candidate's appeal as well as the following information:

1. Full name
2. Student number
3. Phone number
4. Email address
5. Mailing address

### 11.03

Appeals shall be submitted within twenty-four (24) hours after the results of the election have been publically released. No appeal shall be processed prior to the release of the elections results.

### 11.04

Results of an election shall only be overturned in such cases as where the relevant parties find there to have been significant breaches of electoral procedure or integrity that materially affected the election results beyond reasonable doubt, and shall not overturn such results where they believe the elected candidate(s) or successful referendum campaigners to have acted in good faith and not have been subject to meaningfully advantaged status as a result of any actions on which the election or referendum results are being appealed.

## **12. PENALTIES FOR POLICY AND ELECTIONS INFRACTIONS**

### 12.01

With exception, penalties for the violations of the Elections & Referenda Policy, or any other regulation during elections, shall be at the discretion of the Elections Committee.

### 12.02

All penalties shall be in proportion to the seriousness of the offence and consistently applied to all similar offences.

### 12.03

Evidence of any offences shall be attested by the Elections Committee prior to the penalty imposition.

12.04

Depending on severity and likelihood of repeated offences, sanctions shall be effectuated by the Elections Committee, as defined by the following:

1. A formal warning
2. Removal of one campaign right including, but not limited to, the right to poster, make classroom speeches, or have online content
3. A prohibition on campaigning
4. A disqualification from the election

12.05

In situations where offences or irregularities may have seriously skewed the election results, the Elections Committee may declare the election invalid and call for a re-election.

12.06

Any deduction and/or reallocation of votes shall not be permitted.

### **13. POLICY ENFORCEMENT**

13.01

Elections within the Management Undergraduate Society shall be kept at a high standard in accordance with the Constitution and the Elections & Referenda Policy.

13.02

Deviations from the Elections & Referenda Policy shall not be tolerated at any time.

13.03

The Chief Returning Officer and the Elections Committee are consultants and enforcers of the Elections Policy.

13.04

Any concerns with the Elections & Referenda Policy should be directed towards the Chief Returning Officer.

### **14. REFERENDA**

14.01

All referenda shall be conducted in accordance with the section 4.04 of the Constitution.

14.02

During the campaigning period, a “yes” campaign and a “no” campaign can be conducted.

14.03

With exception to the MUS Elections Committee, any student within the general membership of the MUS shall be allowed to campaign in favor or against the referendum question.

14.04

All procedures of the Elections & Referenda Policy shall apply and any adaptations of this policy shall apply with consultation of the Elections Committee to conduct a referendum.

# RULES OF PROCEDURE

## ENFORCEMENT OF POLICIES AND CONSTITUTION

These rules are in addition to the rules that are stated in both the MUS policies and the constitution regarding posters and other infractions.

## ADDITIONAL CAMPAIGNING GUIDELINES

### 1) POSTERS

- a. Each candidate shall be allowed six (6) 8 ½” x 11” posters in Bronfman building
  - i. No posters shall be allowed outside the Bronfman Building
- b. Posters shall include a picture of the candidate and at least two (2) main points of his/her campaign platform
- c. Each candidate shall have posters approved by the CRO, DRO, & Vice President of Communications (need stamp)
- d. Posters shall be approved at the Candidates’ Meeting (February 2<sup>nd</sup>, 2016)
- e. Posters shall be allowed on bulletin boards in the basement, 2<sup>nd</sup> floor, and 4<sup>th</sup> floor
- f. All posters shall only be put up once the campaign period begins and shall be taken down after the election.

### 2) FACEBOOK

- a. Each candidate shall be allowed to create a Facebook event explaining their platform
  - i. Posting messages on the event wall shall be allowed
  - ii. Sending mass messages from these events *shall not* be allowed
- b. Facebook groups or fan pages *shall not* be allowed
- c. Candidate shall be able to campaign via their own profile picture, cover photo, and statuses

## CODE OF CONDUCT

Candidates shall conduct themselves in a respectful manner at all times. There shall be absolutely no tolerance for negative campaigning towards fellow candidates or the MUS at any time (i.e. posters, speeches, etc.)

## REMOVAL FROM ELECTIONS

All decisions regarding removals shall be made by the Chief Returning Officer and Deputy Returning Officer under the approval of the Vice-President of Communications. Violations of any rules as stated above and in the Election Policy and/or unprofessional or disrespectful conduct shall result in removal from the election.

# ELECTIONS TIMELINE

## MUS WINTER 2017 ELECTIONS

**STEP 1:** Carefully read the Elections Policy and the rest of this document.

**STEP 2 (Optional):** Come see and/or reach out to the MUS Executives and Board of Directors to better understand their positions and ask any questions.

**STEP 3:** Obtain 80 signatures from eligible voters (MUS members). It is recommended to have more signatures, in case there is a problem with one of the signatures.

**STEP 4:** Submit the following items to [cro@mus.mcgill.ca](mailto:cro@mus.mcgill.ca):

- By **February 1<sup>st</sup>, 2017 at 11:59 PM** (for elected positions),
  - Submit your signatures
  - Submit Candidates Agreement and Nomination Form
  - Submit a one-page summary including
    - Name, year of study, position running for, major/minor/concentration, one sentence to take to the poll
    - Explanation of 3 key platform points
    - A professional photograph

**STEP 5:** Attend a MANDATORY candidates' meeting on February 2<sup>nd</sup>, 2017 in **Bronfman 001** at 6:00PM.

**STEP 6:** Public elections debates will be held at some point, and all candidates will be invited. Procedures and details for debates are attached in the elections package.

**STEP 7:** Campaigning begins on **February 2<sup>nd</sup>, 2016** at **6:30 PM** and ends when the voting period is over.

**STEP 8:** Online elections will begin on **February 7<sup>th</sup>** on the online SSMU simply voting platform, at which point no more campaigning may occur by any candidates.

**STEP 9:** Results will be released on October 6<sup>th</sup>, and announced at 4à7 and over email. At this time, all posters must be taken down by the candidates.

# CANDIDATE'S AGREEMENT

**CANDIDATE'S NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**YEAR OF STUDY:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

I hereby understand the content of the MUS Elections Package and agree to abide to the terms of the Elections Policy and the MUS Winter 2017 Elections Rules of Procedure.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# NOMINATION FORM

\*\*Note: Keep a completed Nomination Form with you at all times when gathering signatures of endorsement as proof of candidacy.

**CANDIDATE'S NAME:** Please print, as will appear on ballot

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**POSITION:**

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**MAJOR(S)/CONCENTRATION(S):**

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**YEAR OF STUDY (U0/U1/U2/U3/U'):** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

I hereby attest that the above information is accurate and complete.

**SIGNATURE:** \_\_\_\_\_



**A SIGNATURE ON THIS FORM DOES NOT REPRESENT A VOTE FOR THIS CANDIDATE. IT ONLY REFLECTS YOUR BELIEF THAT THIS CANDIDATE SHOULD BE ALLOWED TO RUN FOR THE ABOVE POSITION.**

	Name	Student ID	Signature
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