



9th MEETING OF COUNCIL 2017/2018

ANNUAL GENERAL MEETING

11 March 2018
9:30 a.m.

The Wave
Lunch at 12:00pm

1. Call to Order
2. O Canada
3. Western Song
4. Land Recognition
5. Roll Call (Outgoing & Incoming Council)
6. Comments from the Chair
7. Approval of Agenda
8. Approval of Minutes
- Meeting of Council (27 February 2018)
9. Presentations
 - i. Welcoming Speech by Tobi Solebo, Outgoing USC President (10 minutes)
 - ii. Welcoming Speech by Mitchell Pratt, Incoming USC President (10 minutes)
 - iii. Standing Committee Presentation (10 minutes)
 - iv. Senior Operations Report (5 minutes)
 - v. First Year Students' Caucus Presentation (15 minutes)
10. For Action (Outgoing Council)
 - i. Motion to Amend By-Law 1 ([Motion 1](#), [Recommendation Report 1](#), [Appendix 1](#))
– K. Olsen, Chair, Governance & Finance Standing Committee
 - ii. Motion to Amend the Council Composition Procedure ([Motion 2](#), [Recommendation Report 2](#), [Appendix 2](#)) – K. Olsen, Chair, Governance & Finance Standing Committee
 - iii. Motion to Amend By-Law 2 ([Motion 3](#), [Recommendation Report 3](#), [Appendix 3](#))
– K. Olsen, Chair, Governance & Finance Standing Committee
 - iv. Motion to Amend the EGC Violations Procedure ([Motion 4](#), [Recommendation Report 4](#), [Appendix 4](#)) – K. Olsen, Chair, Governance & Finance Standing Committee
 - v. Ratification of 2018/2019 Council ([Motion 5](#)) – I. Name, Council Position
11. For Action (Outgoing & Incoming Council)
 - vi. Student Programs Officer Elections (1hr) ([Motion 6](#)) – I. Name, Council Position
 - vii. De-ratification of 2017/2018 Council ([Motion 7](#)) – I. Name, Council Position
- Recess: Lunch at the Wave
12. For Action (Incoming Council)
 - i. Appointment of the 2018-2019 USC Auditors ([Motion 8](#)) – I. Name, Council Position
 - ii. Ratification of the Incoming USC Board of Directors ([Motion 9](#)) – I. Name, Council Position
 - iii. Standing Committee Chair Elections ([Motion 10](#)) – I. Name, Council Position



- iv. Standing Resolution of Council ([Motion 11](#), [Appendix 5](#)) – *I. Name, Council Position*
- 13. For Discussion
- 14. Termination



Motion 1

Motion to Amend Bylaw 1

Be it resolved that; Council approve the following amendments to By-law 1, per the attached Appendix 1.

OLSEN/Secunder



Recommendation Report 1

Governance and Finance Standing Committee Recommendation Report

Item:	BYLAW 1 AMENDMENTS
Author:	Governance and Finance Standing Committee
Purpose of Report:	For Information

Recommendation

The recommendation of the Governance and Finance Committee is:

Council adopt the amendments to By-Law 1.

Summary of Considerations

Member Councillors considered the following:

1. The overly prescriptive wording in By-Law 1 restricted amendments to the Council Composition Procedure.

Context of the Issue(s) to be Addressed

These amendments were prepared in tandem with the amendments to the Council Composition Procedure, and are necessary in order to change that procedure.



Appendix 1

BYLAW 1 Amendments

...

11. Councillors (Members)

...

11.4. Composition of the Membership

11.4.1. Voting, Ordinary Members

Ordinary members shall include:

The President and Vice-President;

The Speaker of Council; and

All constituency councillors, including faculty and affiliate council presidents, *ex officio*, representing the constituencies of the student body.

~~There shall be forty-nine (49) Ordinary Members which shall include,~~

~~the President and Vice-President;~~

~~the Speaker of Council; and~~

~~forty-six (46) constituency councillors, including faculty and affiliate council presidents, *ex officio*, representing the constituencies of the student body.~~

The breakdown of constituency representation, and the mechanics that direct such composition, are detailed in the Council Composition Procedure.

Constituent council presidents shall have the option to decline taking their voting seat on Council. In doing so, their constituent council shall appoint an interim replacement until a permanent Ordinary Member can be elected during a by-election. The Secretary-Treasurer must be advised of the replacement of an interim replacement no later than May 31, so that the register of Members can be updated before the summer meeting and arrangements can be made for a Fall by-election.

...

11.5. Reviewing Council Composition

Council composition shall be reviewed every year in advance of the Spring Elections as per the Council Composition Review Procedure.

Council composition shall be reviewed every two (2) years as per the Council Composition Review Procedure. The next review shall occur during the 2016/2016 academic year.



Motion 2

Motion to Amend the Council Composition Procedure

Be it resolved that; the following amendments to the Council Composition Procedure be approved by Council, per the attached Appendix 2.

OLSEN/seconder



Recommendation Report 2

Governance and Finance Standing Committee Recommendation Report

Item:	COUNCIL COMPOSITION PROCEDURE AMENDMENTS
Author:	Governance and Finance Standing Committee
Purpose of Report:	For Information

Recommendation

The recommendation of the Governance and Finance Committee is:

Council adopt the amendments to the Council Composition Procedure after adopting the amendments to Bylaw 1.

Summary of Considerations

Member Councillors considered the following:

1. The need for WELC to have representation on Council Floor, as their constituency pays ancillary fees to the USC;
2. The rigid nature of the previous Council Composition Procedure which favoured large faculties;
3. The value of having a smaller, more focused Council which grows and shrinks along with the population of individual constituencies; and
4. The value of having minority faculties hold a proportionally larger say on Council floor.

Context of the Issue(s) to be Addressed

These amendments began as part of the WELC Rep Sub Committee's recommendations, and were expanded by the Governance and Finance Committee membership to include a change to the method of determining Council Composition following a presentation by the Music Faculty President and Arts and Humanities President.



Appendix 2

Council Composition Procedure

28 February 2018

USC Council

1. Objective

The composition of Council shall adhere to the following guiding principles:

- a. The Council shall have fair and equal representation of constituents.
- b. ~~All the voting Ordinary Members shall be elected in a similar democratic process.~~
- c. ~~The constituency representatives voting Ordinary Members shall be proportionally representative of Western University.~~

2. Determining Composition of Council

- a. There shall be at least one (1) representative per constituency who will hold a seat on the University Students' Council as an Ordinary Voting Member of Council, with representation being allotted according to the following schedule:
 - i. An additional seat will be added for every one-thousand (1000) students that are enrolled in a constituency, to be elected by and represent that same constituency.
 - ii. There shall be no limit to the number of constituency representative seats on the University Student's Council as set out in the following schedule:
 - A. The full-time equivalent of a constituency shall be calculated in order to determine the total population of the constituency; then
 - B. The total population of the constituency shall be divided by one-thousand, and the integer from the result of that same division shall be taken to be the number of additional seats allotted to a constituency.
- Reference: Additional Seat Formula
- $INT((\text{total population of the constituency})/1000)=\text{number of additional seats}$
- iii. The composition of Council shall be reviewed before the end of the Fall Term by the Governance and Finance Standing Committee and presented to Council every year to ensure fair representation of student constituencies.
 - iv. The full time equivalent population for each constituency as of November 1st of the previous academic year shall be deemed to be the relevant population.
 - i. For calculation purposes, By-Elections shall use the total constituency populations that were used for the previous Spring Elections.
- ~~1.00 The composition of Council shall be reviewed before the end of the Fall Term every two (2) years to ensure fair representation of student constituencies. The next review shall be completed during the Fall Term of 2016/2017.~~
- ii.
 - iii. ~~Notwithstanding the above, the composition of Council may be reviewed before two (2) years have elapsed at Council's discretion.~~

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- ~~iv. —~~
- ~~v. — The full-time equivalent population for each constituency, as of November 1st of the previous academic year, shall be deemed to be the relevant population.~~
- ~~vi. —~~
- ~~vii. — The composition of Council shall be determined by using the following method:~~
- ~~viii. — The total undergraduate full-time and part-time population shall be divided by forty-six (46) — the hard cap of constituency councillors — to determine the Constituency Representative Ratio (CRR).~~
- ~~ix. — The combined full-time and part-time population of each constituency shall be divided by the CRR.~~
- ~~x. — Any whole numbers shall be allocated automatically to that constituency, with a minimum of 1 representative.~~
- ~~xi. — When all whole numbers have been allocated, the sum of the whole numbers shall be subtracted from forty-six (46) to determine the number of seats remaining to be filled. This number shall be referred to as "X."~~
- ~~xii. — The "X" number of constituencies with decimal remainders closest to the next whole number, rounded up, shall be allocated one (1) additional seat.~~
- ~~xiii. —~~
- ~~xiv. — Example
If constituency A had 1.3, and constituency B had 3.9, and constituency C had 7.4, constituency B would be awarded with one (1) additional seat.~~
- ~~xv. —~~
- ~~xvi. —~~

3. Composition of Council – as of March 2019

- a. The voting Ordinary Members of Council shall be:
 - i. The Speaker of Council.
 - ii. The USC President and Vice-President.
 - iii. Constituency Councillors, Forty-six (46) councillors, including faculty and Affiliate council presidents, ex-officio, representing the following constituencies of the student body as follows:

CONSTITUENCY	COUNCILLORS
Arts & Humanities	2
Business	2
Dentistry	1
Education	1
Engineering	2
Faculty of Information and Media Studies	1
Health Sciences	<u>45</u>
Law	1
Medicine	<u>2+</u>



Music	1
Science	7
Social Science	8 ¹¹
Brescia University College	2
Huron University College	2
King's University College	4 ⁶
Western English Language Center	<u>1</u>

- iv. Constituent council presidents shall have the option to decline taking their voting seat on Council. In so doing, their constituent council shall appoint an interim replacement until a permanent Ordinary member can be elected during a by-election. The Speaker of Council and Coordinator of Council Services must be advised of this intention before the annual Summer Meeting of Council so that an interim replacement can be appointed, and arrangements can be made for a Fall by-election.
- b. The non-voting Resource Members of Council shall be:
 - i. The Student Programs Officer, Communications Officer, and Secretary-Treasurer.
 - ii. The Deputy Speaker of Council.
 - iii. All Coordinators and Associates.
 - iv. All student-at-large representatives appointed by the Corporation.
 - v. The President of Inter-fraternity Council and the President of the Panhellenic Council.
 - vi. The Presidents of the Residence Councils.
 - vii. The Senators and Governors.
 - viii. The eight (8) directors from the USC's Board of Directors.
 - ~~viii~~^{ix}. [Constituent Council Presidents who have declined their voting seat on Council.](#)

4. Context and Enactment

- a. Documents Repealed – N/A
- b. Supporting/Related Documents – By-law #1.
- c. Date Passed - ???
- d. All Previous Amendments – [February 1st, 2016](#)~~N/A~~



Motion 3

Motion to Amend Bylaw 2

Be it resolved that; the following amendments to Bylaw #2 be approved by Council, per Appendix 3.

OLSEN/secorder



Recommendation Report 3

Governance and Finance Standing Committee Recommendation Report

Item:	BYLAW 2 AMENDMENTS
Author:	Governance and Finance Standing Committee
Purpose of Report:	For Information

Recommendation

The recommendation of the Governance and Finance Committee is:

Council adopt the amendments to Bylaw 2.

Summary of Considerations

Member Councillors considered the following:

1. The recent changes to the Speaker role which saw it move from an elected position to a hired position;
2. The problems that arose last elections season surrounding the CHRW referendum ranked ballot; and
3. General feedback from the most recent elections season.

Context of the Issue(s) to be Addressed

It was considered pertinent to conduct a further review of Bylaw 2 following recent changes and the problems encountered by the EGC during the previous elections period. These amendments were made by the Elections Review Subcommittee before being further amended by the Governance and Finance Committee.



Appendix 3

Elections Procedures of the University Students' Council

Elections Procedure Code

The University Students' Council of the University Western Ontario, hereinafter called the "Corporation" is a governing body incorporated in 1965 under Letters Patent with Directors and members duly elected by the students of the University of Western Ontario, and, in this capacity, the Corporation finds itself concerned with the democratic operation of electoral rules and procedures by which it abides. As such, the Corporation has approved the procedures and standards set out in this By-Law in an attempt to accomplish the following:

Vision Statement

To maximize the opportunity for students to be involved in USC-governed elections at the University of Western Ontario, as candidates, voters and informed individuals.

Principles:

- To ensure fairness and democracy.
- To provide a manner of balloting that is efficient, effective, impartial and confidential.
- To increase student awareness as to the occurrence of student elections.
- To allow any student to be a candidate in an elections, regardless of financial status.
- To raise the level of debate surrounding student issues.
- To protect the reputation of the University and the USC in the city and elsewhere.

Statement of Independence

The USC shall not endorse or support the views of any Candidate in any election. Further, the views of any Candidate during the course of campaigning shall not necessarily represent the views of the USC or current Elected or Appointed Officials.



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4. Amendments to Bylaw #2
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12. Campaign Materials and Branding
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BY-LAW#2: ELECTIONS BY-LAW

29 November 2017

USC Council

PART A: ELECTIONS

1. Definitions

For the purpose of this By-Law, in addition to definitions from USC's By-Law #1, these terms shall be defined as follows regardless of capitalization:

- 1.1 Arm's-length Party means any individual or group who is not a campaign volunteer.
- 1.2 Campaign Material means any item, giveaway, design, sound, symbol, or mark that is created or copied in any form in order to and/or likely to influence at least one voter to cast a ballot in favour or in opposition of a candidate.
- 1.3 Campaign Period means the designated days during which a candidate may campaign, as set by the CRO.
- 1.4 Campaigning means any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.
- 1.5 Campaign Volunteer means an individual, group, or organization who a Candidate knew, or reasonably ought to have known, would assist that candidate with campaigning and/or the logistics of campaigning.
- 1.6 Candidate means any individual or group of individuals that appears as a single political entity on the voting ballot.
- 1.7 Candidate Forums means organized events by the Committee, where candidates may present their platforms.
- 1.8 Committee means the Elections Governance Committee.
- 1.9 Consultations means a meeting held to gather information for the purposes of assembling a campaign team and/or platform.
- 1.10 CRO means Chief Returning Officer of the USC.
- 1.11 Days means school days unless specified otherwise.
- 1.12 Designated Polling Station means an electronic polling station installed and under the control of the CRO during balloting.
- 1.13 Distribute means the dissemination of campaign materials by a candidate, or a campaign volunteer, to any individual or group.



- 1.14 Divisional Election means an election for representatives of [undergraduate or faculty or affiliate](#) constituencies.
- 1.15 Election shall include any by-election.
- 1.16 Endorsement means supporting a candidate either verbally, or through the provision of materials, advertisements, or non-financial donations.
- 1.17 Fair Market Value of a product or service means the typical price, without special concessions or discounts, which is available to all persons who approach a person or company that sells, or deals in, that product or service.
- 1.18 Fall semester means the session of the academic year starting in September and ending at the conclusion of the December exam period.
- [1.19 Plebiscite means a question posed to Western University's student body, the results of which are non-binding.](#)
- ~~1.19~~[1.20](#) Prospective Candidate means an individual or group of individuals who have expressed an interest in running in a USC Election, regardless of having submitted a Declaration of Candidacy. One shall be considered a prospective candidate up until the moment one submits a valid nomination form.
- ~~1.20~~[1.21](#) PVP Election means an election as a slate for the USC President and Vice-President.
- ~~1.21~~[1.22](#) Proxy means an authorization by means of which a candidate has appointed another student to attend and act on the candidate's behalf.
- [1.23](#) Public Domain means any place to which the public has an automatic right of access.
- [1.24](#) Referendum means a question posed to Western University's student body, the results of which shall be [binding only if a minimum of 20% of the student body votes in the referendum.](#)
- ~~1.22~~[1.25](#) Regulations means guidelines released by the Elections Governance Committee indicating how the by-law will be interpreted and applied.
- ~~1.23~~[1.26](#) Secretary of the University as defined by the University of Western Ontario.
- ~~1.24~~[1.27](#) Slate means a pair of individuals – a President and Vice-President – that constitute a single political entity and run a single campaign.
- ~~1.25~~[1.28](#) Spoiled vote means any ballot cast that is not a valid vote.
- ~~1.26~~[1.29](#) Sponsorship means a financial contribution made for the purpose of supporting a candidate's campaign.
- ~~1.27~~[1.30](#) Student includes any individual with undergraduate status registered at the University of Western Ontario, King's University College, Huron University College, or Brescia University College unless otherwise specified.



University Students' Council of the University of Western Ontario

~~1.28~~1.31 Third-Party Fee is a fee that funds a program or service run by an organization other than the USC, and which benefits Western students.

~~1.29~~1.32 University means the University of Western Ontario together with King's University College, Huron University College, and Brescia University College.

~~1.30~~1.33 USC means University Students' Council of the University of Western Ontario.

~~1.34~~1.34 USC recognized organization shall include but is not limited to, Members of Council, clubs, Faculty Councils, USC Services, Affiliate Councils and accredited groups.

~~1.32~~1.35 University recognized organizations shall include, but is not limited to, Western Athletics, sports teams, Residence Councils and Faculty Associations.

~~1.33~~1.36 Valid Vote means any ballot that is cast with x number of candidates selected when the voter can legally select y number of candidates, and where $y + 1 > x > 0$.

~~1.34~~1.37 Vice-Presidential Election means an election for the Student Programs Officer.

~~1.35~~1.38 Votes Cast means the total of valid votes and spoiled votes.

~~1.36~~1.39 Winter semester means the session of the academic year starting in January and ending at the conclusion of the April exam period.

2. Jurisdiction

2.1 Jurisdiction of this By-law shall extend to include all students registered at the University.

2.2 The provisions of this By-law shall extend to the on and off-campus actions of any and all candidates and campaign volunteers, given that those actions are within the scope of a USC election, by-election, plebiscite and/or referendum conducted by the USC.

2.3 The provisions of this By-law shall apply to those USC elections, by-elections, plebiscites and referenda conducted by the USC.

2.4 Notwithstanding section 2.2, the Secretary of the University is the Chief Returning Officer of the Board of Governors' and Senate elections. The CRO shall assist the Secretary of the University in the facilitation and regulation of Board of Governors and Senate campaigning.

2.5 For the purposes of expediency and fairness, in the event of a by-election for faculty, residence, or college representatives, the Committee may, at its discretion, surrender jurisdiction of the election to the respective faculty, residence, or college student council.

3. Administration of By-law #2

3.1 It will be the duty of the CRO and the Committee to administer this By-law, and to uphold its Visions and Principles.



3.2 The CRO and the Committee shall have the sole authority to enforce the provisions of this By-law.

3.3 The Elections Governance Committee shall:

3.3.1 Be composed of:

3.3.1.1 the Chief Returning Officer (CRO), *ex-officio*, as chairperson, voting;

3.3.1.2 the Deputy Returning Officer (DRO), *ex-officio*, as vice-chairperson voting;

3.3.1.3 the Secretary-Treasurer, *ex-officio*, as a resource, non-voting;

3.3.1.4 Up to nine (9) students of the University, voting, and;

3.3.1.5 Coordinator of Council Services, non-voting;

(a) Shall act as an advisor, as required by the committee; and

3.3.1.6 Further details of the Elections Governance Committee composition are noted in the [Elections Governance Committee Terms of Reference](#).

3.3.2 Oversee the Spring and the Fall Elections in accordance with the provisions of By-law #2.

3.3.3 Develop and maintain a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections.

3.3.3.1 The Committee may release Regulations detailing how By-law #2 will be interpreted and applied during an election period. The Regulations shall be binding as though they were a part of the by-laws, provided that:

(a) The Regulations are consistent with the by-laws; and,

(b) The Regulations are openly available to candidates at the start of nominations.

(c) The Committee recommend to Council any By-law amendments related to Regulations issued as soon as possible following the conclusion of the Election period.

3.3.4 Make recommendations to Council on all matters, including By-law amendments, which relate to the elections.

3.3.5 Not seek office in an election, support any candidate, or endorse a position in a referendum [or](#) [plebiscite](#) administered by the Elections Committee during her term; and,

3.3.5.1 Failure to comply with this requirement will result in the immediate removal from the Elections Committee.

4. Amendments to By-law #2



4.1 Written notice of any amendments to provisions of this By-law regarding Board of Governors or Senate elections, as approved by the USC, shall be provided to the Secretary of the University by the Secretary-Treasurer as soon thereafter as practicable.

5. Annual Elections Timetable

5.1 There shall be ~~three~~^{four} sets of USC elections each year: Fall Elections, Spring Elections, ~~and~~ Vice-Presidential Elections, ~~and the Speaker election~~. The Fall elections will consist of Divisional candidates, whereas, the Spring Elections will consist of both Divisional and PVP candidates.

5.1.1 For the purposes of this By-law, a campaign period is that determined by the Committee, in accordance with this By-law.

5.1.2 Referenda and plebiscites are subject to PART B of this By-law, and they shall be held concurrently with either the Fall or Spring election period.

5.2 The Board of Directors Nominating Committee shall be struck each year and shall report to Council at the Annual General Meeting. The composition of this Committee shall be determined by By-law #1 of the corporation.

5.3 Subject to necessary changes by the Corporation, the Fall Election timetable shall be as follows:

5.3.1 Nominations: Nominations for Divisional candidates shall open no later than September 28th and close the Friday preceding the commencement of the campaign period. In any event, nominations shall be open for at least five (5) days, and shall close not more than two (2) days prior to the commencement of the campaign period.

5.3.2 Campaigning: The campaign period for Divisional candidates shall begin no later than October 19th each year, and shall continue up to and including the day of the close of balloting. In any event, the campaign period shall be no shorter than nine (9) days.

5.3.3 Balloting: Balloting shall take place on-line over a minimum of two (2) consecutive days (from 8:00a.m on the first day to 8:00p.m on the last day), and shall conclude no later than October 31st.

5.4 Subject to necessary changes by the Corporation, the Spring Election timetable shall be as follows:

5.4.1 Nominations: Nominations shall open no later than January 12th and close the Friday preceding the commencement of the campaign period. In any event, nominations shall be open for at least five (5) days, and shall close not more than two (2) days prior to the commencement of the campaign period.

5.4.2 Campaigning: The campaign period for both PVP and Divisional candidates shall begin no later than January 24th each year, and shall continue up to and including the day of the close of balloting. In any event, the campaign period shall be no shorter than nine (9) days.

5.4.3 Balloting: Balloting shall take place on-line over a minimum of two (2) consecutive days (from 8:00 a.m on the first day to 8:00 p.m on the last day), and shall conclude no later than February 3rd.



5.5 Student Programs Officer Elections

5.5.1 Nominations: Nominations for Student Programs Officer candidates shall be open no later than January 31st and shall not close before the announcement of the PVP election results and close no later than fifteen (15) days prior to the second-half of the Annual General Meeting of the Corporation.

~~5.5.2~~ Campaign Period: The campaign period for the Student Programs Officer candidates shall continue up to and including the day preceding balloting at the second half of the Annual General Meeting of the Corporation.

~~5.5.3~~ Speaker of Council Elections

~~5.5.4~~ Each candidate shall be permitted to participate in a Candidates Forum and election at the first Duly Constituted Meeting following the second-half of the Annual General Meeting of the Corporation.

~~5.5.5~~ ~~5.5.2~~ The Chief Returning Officer shall administer the Speaker of Council elections by way of preferential ballot as outlined in section 18 of this By-law.

6. The Constituency

6.1 The constituencies and number of Councillors representing each shall be as indicated by By-law #1 of the Corporation.

7. Candidate Eligibility

7.1 An individual shall be eligible to be a candidate if at the time of their candidacy they have been registered as a full or part-time undergraduate or professional student at the University for two (2) consecutive semesters (i.e., Fall semester, Winter semester) including the one in which the election is to take place as determined by the records of the University.

7.1.1 For the purpose of the Fall Elections two (2) consecutive semesters shall be taken to mean the current Fall semester and the previous Winter semester.

7.1.2 Individuals enrolled as a first year undergraduate student at the University shall not be required to meet the "two semesters" criterion for the Fall Elections.

7.1.3 Undergraduate or professional students of the University that are on exchange at another academic institution at the time of voting for a given election shall be entitled to be a candidate and vote in said election.

7.2 Candidates in Divisional Elections shall be planning to remain registered as a full or part-time undergraduate or professional student at the University for the duration of the term of office relating to the position for which they are running.

7.3 An individual shall only be eligible to be a candidate in the constituency in which they are enrolled as determined by the records of the University.



- 7.4 Any student who has any outstanding fines, as issued by the Elections Governance Committee or the Secretary of the University shall be deemed ineligible to be a candidate for election, until such time as those fines are paid.
- 7.5 Any student who has outstanding loans from the USC PVP or Divisional elections, and who has not made arrangements for the repayment of said loan with the Managing Director of Financial and Corporate Resources of the Corporation, shall be deemed ineligible for election until such time as repayment arrangements are made.
- 7.6 Any student who is an Executive, Associate Vice-President, Intern, or Coordinator with the USC shall be deemed ineligible to be a candidate unless she takes an unpaid leave of absence from her duties starting as of the day nomination forms are filed until the end of the voting period.
- 7.7 Any student who was a candidate during the Spring Elections shall be deemed ineligible to be a candidate in the next Vice-Presidential Elections.

Nomination Forms

- 7.8 Candidates for all election positions must complete a nomination form, using the form released by the CRO on the date specified by the legislative calendar.
 - 7.8.1 A nomination form shall only be valid if the required nomination form has been submitted prior to the closing of nominations and has been filled out completely and accurately, including a valid Western email address.
 - 7.8.2 Appeals regarding the validity of the nomination shall be made in writing to the Committee no later than twenty-four (24) hours following the closing of nominations. The Committee will render a decision prior to the beginning of the campaign period.
 - 7.8.3 A person may not submit a nomination form to be either a Divisional candidate or PVP candidate in the same election.
 - 7.8.4 Further details of nomination form requirements are outlined in the [Nominations Procedure](#).

All Candidates Meeting

- 7.9 Candidates shall be declared ineligible if they fail to attend the All-Candidates Meeting or if the candidate fails to send a proxy to the All-Candidates Meeting. The candidate, whether present in person or not, is entirely responsible for all information provided at the All-Candidates Meeting.

8. Voter Eligibility

- 8.1 In order to vote, each student must possess, and login online, using a unique University email username and password. Further requirements are detailed below.
- 8.2 USC Elections:



8.2.1 For the purposes of this section, "USC Elections" refers to any USC-administered election for Faculty Councillor, Affiliate Councillor, Faculty President, Affiliate President, USC President and Vice-President, [Speaker of Council](#), or Student Programs Officer.

8.2.2 In order to be eligible to vote in a USC Election, an individual must be registered as a full or part-time undergraduate or professional student at the University and pay tuition to the University for the current academic year.

8.2.3 For elections specific to a particular faculty or affiliate, voters must be registered as a student in the corresponding faculty or affiliate.

8.2.4 The USC will rely on records by the University to determine which students are registered as full or part-time undergraduate or professional student and pay tuition to the University, and in which constituency each student is registered.

8.3 University Elections:

8.3.1 For the purposes of this section, "University Elections" refers to the USC-administered elections for Senate and Board of Governors.

8.3.2 The criteria for voter eligibility in University Elections shall be determined by the Secretary of the University.

9. Administration of Elections

9.1 The Committee:

9.1.1 Elections sponsored by the Corporation shall be conducted and supervised by the Committee.

9.1.1.1 All committee members must abide by the USC's [Conflict of Interest Policy](#) and sign confidentiality agreements.

9.2 The Chief Returning Officer:

9.2.1 The following items will be publicized by the CRO, on behalf of the Corporation, for the purposes of each election period:

9.2.1.1 Call for nominations for USC elections, released alongside a nomination package that includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork;

9.2.1.2 Update daily the elections website with the number of candidates for each position in the USC election as their nominations are processed, omitting the names of the candidates;

9.2.1.3 Announcement of the time and date for online balloting;

9.2.1.4 Announcement of the official results for USC elections.



10. The Ballot

- 10.1 The fall and spring ballots shall include the following segments [with electors able to abstain from any or all segments on the ballot without risk of spoiling the ballot](#):
 - 10.1.1 Fall Elections: the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency.
 - 10.1.2 Spring Elections: the names of President and Vice-Presidential candidates, as well as a list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and,
 - 10.1.3 Either Ballot: referendum/plebiscite question(s), if applicable.
- 10.2 A hyperlink to the voter sign-in page shall be placed in a prominent location on the USC Homepage and the USC Elections page during the Fall and Spring Elections balloting periods.
- 10.3 The following criteria must be met when developing the layout of the ballot.
 - 10.3.1 The names of the candidates for the constituency shall be listed in alphabetical order, by the last name. Where the candidates are elected as a slate, the candidates shall be listed in alphabetical order by the last name of the slate member running for the position of President or a reasonable variation thereof.
 - 10.3.2 Only the legal names of candidates, or reasonable variations thereof, shall appear on the ballot, as approved by the CRO.
- 10.4 The layout of the ballot shall be inspected by the Chief Returning Officer prior to balloting, to ensure that it confirms with the criteria set out in this document.
- 10.5 All candidates will have an opportunity to review the ballot not less than seventy-two (72) hours before balloting.
- 10.6 Any candidate who, after inspecting the ballot, has concerns about the layout of the ballot, may address those concerns in writing to the CRO for consideration by the Committee.
 - 10.6.1 Any concerns regarding the ballot must be submitted to the CRO no less than twenty-four (24) hours before balloting opens.
 - 10.6.2 The Committee shall respond to any concerns within twenty-four (24) hours of the submission; and,
 - 10.6.3 Any appeals of a decision made by the Committee with respect to a submission made under paragraph 10.6 must be submitted in writing to the Secretary-Treasurer not less than twenty-four (24) hours before balloting begins.

11. Rules for Elections, Plebiscites, and Referenda



11.1 Fair Play

Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, libel, slander, general sabotage of the campaigns of other candidates, intentional misrepresentation of fact, and malicious or intentional breach of this By-law or applicable regulations.

11.2 Responsibility of Candidates

Candidates shall be responsible for the actions, and the violations stemming from such actions, of any campaign volunteer(s) unless the Candidate satisfies the Committee that he or she did not direct the action, and could not have reasonably foreseen that the action would occur.

11.2.1 Candidates may dissociate themselves from any person or organization who would otherwise be considered a campaign volunteer, provided that they give immediate notice to the CRO, in writing, and provided that the Committee is satisfied that the dissociation is genuine.

11.2.2 A candidate shall not be held responsible for the actions of any person or organization if the candidate has previously and adequately dissociated herself from that person or organization.

11.2.3 Candidates shall compile and maintain an up-to-date list of the names and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within six (6) hours of the CRO's request.

11.3 Existing Policies

It is the responsibility of the Candidate to ensure that all campaign plans, materials, and/or advertisements, conform to all policies and regulations of the USC and University, and with all municipal, provincial and federal laws. Campaign displays and the distribution of literature on campus are also subject to the requirements of Facilities Management and/or Reservations Office.

11.3.1 Restrictions regulating campaigning that are unique to King's University College, Brescia University College, Huron University College, student residences and buildings on campus must be strictly adhered to. It is the responsibility of the candidates to familiarize themselves with the different rules which may govern each of the aforementioned entities.

11.4 Benefits Acquired by Virtue of Office

11.4.1 Candidates and campaign volunteers are not entitled to use in their campaign any service or tangible benefits conferred on them by virtue of holding any position in any organization. This includes, but is not limited to, mailing lists, office space, office supplies, equipment, advertising space, and secretarial services.

11.4.2 Any student who is a USC Executive, Associate Vice-President, Intern, or Coordinator cannot endorse a candidate or be a campaign volunteer during the campaigning period of the election, pursuant to the following conditions:

11.4.2.1 If an Associate Vice-President, Intern, or Coordinator wishes to endorse a candidate, or become a campaign volunteer, they must take an unpaid leave of absence for the duration of the campaign period; however



11.4.2.2 Under no circumstances may a USC Executive, Associate Vice-President, Intern, or Coordinator utilize USC resources, including their title and any established modes of communicating to students on behalf of the USC, to endorse Candidates.

11.5 No Solicitation of the Executive and USC

Candidates shall not solicit the aid or endorsement of any USC Staff or Executive member for the purposes of campaigning. In addition, see section 7.7 of this By-law.

11.5.1 Any unsolicited aid or endorsement received by a candidate from a Staff or Executive member is prohibited, and the candidate shall not be subject to penalty.

11.6 Approval of Campaign Materials and Activities

11.6.1 All printed campaign materials and advertisements require approval by the CRO in advance of posting, printing, and/or distributing.

11.6.2 All candidates are required to submit an event proposal to the CRO for approval for any USC elections-related events including, but not limited to, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events. This shall be a requirement for events both on and off of the University's campus.

11.6.2.1 The CRO shall provide an event proposal template to be used by candidates at the beginning of the campaign period.

11.6.2.2 Proposals shall be submitted to the CRO for approval at least forty-eight (48) hours prior to the intended event.

11.7 Pre-Campaigning

Candidates and prospective candidates are not permitted to influence or attempt to influence voters prior to the campaign period, including, for example, through the posting of material designed and/or likely to influence voters. Candidates and prospective candidates may engage in activities related to planning a campaign or assembling a campaign team and may answer questions from the media with regard to election plans.

11.7.1 The Committee reserves the right to find a candidate or prospective candidate in violation of this By-law if the actions taken by the candidate or prospective candidate in preparing for the campaign are adjudged to be designed/likely to influence voters.

11.8 Cross-Campaigning

Campaigning as a slate in any Divisional election is prohibited. Each candidate must maintain separate finances, produce unique campaign materials, and present campaign platforms distinct from other candidates.

11.9 On-Campus Campaigning

11.9.1 Candidates shall not campaign in the USC Main Offices (including the workspace or office of any Staff, Executive or volunteer) or Council Chambers, or during any meeting of Council or the Standing Committees of Council regardless of location. This prohibition shall include but not be limited to the



display of campaign materials, verbal campaigning and discussion of campaign logistics.

11.9.2 Any and all campaign activities, including, but not limited to, physical distribution of campaign materials in student residences will be done in compliance with any and all regulations released by the Committee in conjunction with Western's University's Housing and Ancillary Services.

11.9.3 Approved campaign posters may only be posted on poster boards that are reserved by the Committee and designated as an elections poster board.

11.9.4 Physical campaign materials shall not be distributed to vacant surfaces throughout the University (i.e., candidates may not leave campaign materials on desks in libraries, or tables in eateries, etc.).

11.10 Off-Campus Campaigning

11.10.1 Candidates and their volunteers may campaign in locations off of the University's campus. These occurrences may include, but are not limited to, the physical distribution of campaign materials, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events.

11.10.2 Any and all off-campus campaign events must receive approval from the CRO as per section 11.6 of this By-law.

11.10.3 Physical campaign materials may not be distributed to any, residence, apartment complex, or place of business, without consent.

11.10.3.1 Candidates and their volunteers are required to seek and receive express written permission from the building manager of any apartment complex prior to attending said building to campaign. This written permission must establish all relevant conditions, including but not limited to,

(a) The time frame candidates and their volunteer(s) may visit;

(b) The number of candidates and volunteers that may visit; and,

(c) The manner in which candidates and their volunteer(s) may distribute physical campaign materials to residents (i.e., whether or not consent is required from each individual resident before posting campaign materials on doors).

11.10.3.2 The permission must be submitted to the CRO prior to attending the residence.

11.11 Campaigning During the Voting Period

11.11.1 While the polls are open, candidates and their volunteer(s) are permitted to continue campaigning as normal, pursuant to the following restrictions:

11.11.1.1 All campaigning shall be prohibited within the sightline of all Designated polling stations; and



11.11.1.2 No candidate, campaign volunteer, or any other party shall: Cause a wilful disturbance, or interfere, or attempt to interfere, with an individual's right to vote; or coerce, or attempt to coerce, a vote through the use of intimidation.

11.11.2 Candidates and their campaign volunteer(s) shall not establish their own polling station to solicit votes.

Example 1

Candidates would be prohibited from approaching students with an electronic device and encouraging them to log on to said device and vote.

12. Campaign Materials and Branding

12.1 Candidates in all elections, PVP and Divisional, shall refrain from the use of the USC or University logo, and any other USC or University copyrighted material or image when producing materials, printed, written, or otherwise produced, for the purposes of campaigning.

12.2 Candidates shall not be able to declare their campaign colour as the colour purple.

12.3 All campaign materials, including but not limited to posters to be printed commercially and promotional materials, shall be printed at Creative Services, unless the service required is unavailable, or reasonably comparable replacement is unavailable at Creative Services.

12.3.1 Any work orders placed with Creative Services must be made via email.

12.4 Candidates may campaign and distribute campaign materials at their own discretion, subject to the limitations of this By-law. The Committee reserves the right to find a candidate in violation of this By-law if their campaign materials do not conform to the following non-exhaustive limitations.

12.4.1 Campaign material cannot contain copyrighted material or images without the consent of the copyright holder.

12.4.2 Campaign materials may not depict images of alcohol or drug use.

12.4.3 All campaign material must not be in violation of the UWO Code of Student Conduct or the USC Community Standards Policy, and;

12.4.4 Any campaign material posted in an area designated by the Committee for posters shall not exceed a size greater than 11"x17".

12.5 Physical campaign materials may not be distributed to individuals without their consent.

12.6 All candidates shall be responsible for the removal of all posters and other materials, within the control of the candidate, within forty-eight (48) hours following the close of balloting.

12.6.1 Posters and other campaign materials shall not be within a direct line of sight of a Designated Polling Station during the balloting period and may be removed at the discretion of the CRO.



12.6.2 A candidate will forfeit an amount no greater than her bond from her eligible reimbursement if all campaign materials and posters that are within the control of the candidate are not removed within forty-eight (48) hours following the close of balloting.

13. Campaign Finances

Campaign finances shall be governed in accordance with the Elections Governance Committee Finance Procedure. The CRO shall be responsible to ensure all procedures are properly followed in accordance with that document.

14. Violations of Campaign Rules

14.1 If a winning candidate in any election is disqualified, the candidate who received the greatest amount of votes and who has not been disqualified shall be deemed the winner.

14.1.1 If preferential balloting was used, the disqualified candidate shall be removed and their votes will be reallocated, the candidate who receives the greatest amount of votes and who has not been disqualified shall be deemed the winner.

14.2 Violations shall be governed in accordance with the Elections Governance Committee Violations Procedure. The CRO shall be responsible to ensure all procedures are properly followed in accordance with that document.

15. Interference by Outside Parties

15.1 No USC recognized organization or organization executive member shall act as an arm's-length party or campaign volunteer in order to engage in conduct that violates this By-law or bring the elections into disrepute.

15.2 Where a USC recognized organization or organization executive member has been alleged to violate By-law #2:

15.2.1 The Committee shall send a summary of the alleged violations to the organization email address on file with the USC, including information about any subsequent action that may be taken under this By-law and any relevant times or dates.

15.2.2 The organization shall have a reasonable period of time to send to the CRO, having regard to the timing and nature of alleged violation.

15.2.3 The Committee shall hold a hearing to determine if the organization has violated By-law #2 and may impose sanctions or prohibitions on the club or individual at the Committee's discretion that shall last for the remainder of the campaign and balloting period.

15.2.4 Upon the announcement of the electoral results, the sanctions shall be suspended and the matter shall be referred to the relevant governing body for further measures at their discretion.

15.3 Notwithstanding provisions dealing with candidates, campaign volunteers, and clubs, no student of the University may engage in actions that are likely to bring the electoral process into disrepute. Where such an



action takes place, the following procedure shall be followed:

- 15.3.1 Any student alleged to be violating this By-law by the Committee shall be notified via their UWO email address, including information about any subsequent action that may be taken under this By-law and any relevant times or dates.
- 15.3.2 The student shall be given the opportunity to respond with a written statement to the Committee within a reasonable period of time.
- 15.3.3 Where the Committee finds a violation has occurred, the Committee may refer the matter to an outside person or body with recommendations, including, but not limited to, the Associate Vice-Provost, Student Experience regarding the Code of Student Conduct, and University Policy and Information and Technology Services.

16. Election Results

16.1 For all elections, referenda, and plebiscites with more than two (2) options on the ballot, excluding divisional elections, the ballots shall be counted and the winner shall be determined in accordance with the Preferential Voting Rules as outlined in section 18.

16.1.1 Where there is an election for multiple positions, the positions shall be filled by the candidates who received the highest number of votes.

16.2 For all elections, referenda, and plebiscites with only two (2) options on the ballot, and for all divisional elections with any number of options on the ballot, a plurality voting system shall be employed for the counting of ballots:

~~16.1.2~~ 16.2.1 For divisional elections, in each constituency the candidate with the highest number of votes shall be declared the winner;

16.2.1.1 Where there are multiple available positions, they shall be filled by the candidates who received the next highest amount of votes; and-

16.2.1.2 In the event of a tie, the winner shall be decided by a coin toss initiated by the CRO.

16.2.2 In a referendum or plebiscite, the option with the highest number of votes shall be declared the winner;

~~16.1.2.1~~ In the event of a tie, the results of the referendum or plebiscite shall be rendered inconsequential.

~~1.01~~ 16.2.2.1 In the event of a tie, the winner shall be decided by a coin toss initiated by the CRO.

~~16.2~~ 16.3 Election results for a referendum, a plebiscite, or a constituency will be valid only if at least half of the votes cast are valid votes.

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~~16.3~~16.4 At her discretion, the CRO may utilize a grace period of up to a maximum of forty-eight (48) hours following the close of balloting before releasing election results.

~~16.4~~16.5 In the event of an invalid election, the Committee shall convene and recommend a course of action to Council.

17. Special Rules for Student Programs Officer Election

17.1 Candidates may make campaign materials available to current Council members through the USC Front Desk.

17.2 No campaigning shall be allowed during the first-half of the Annual General Meeting of the Corporation, except for the following:

17.2.1 Candidates shall be allotted five (5) minutes to address Council.

17.3 No campaigning shall be allowed during the second-half of the Annual General Meeting of the Corporation, except for the following:

17.3.1 Candidates may place campaign materials in an area designated by the CRO; and,

17.3.2 A group-formatted question period shall be available for all candidates competing for a Student Programs Officer position. The Speaker of Council shall set the length of time for the question period.

17.4 Special Balloting Rules:

17.4.1 Balloting for the Student Programs Officer election shall occur during the second-half of the Annual General Meeting of the Corporation.

17.4.2 Voting shall take place by special ballot, with results becoming available upon request ~~within~~ ten (10) days after the winner has been named.

17.4.3 Each Voting Member, including the incoming and outgoing Council Voting Members shall be entitled to one (1) vote per ballot for the Student Programs Officer position.

17.4.3.1 Individuals who are both incoming and outgoing Council Voting Members shall be entitled to one (1) vote per Voting Member position held.

17.4.4 Advanced Polling: The CRO shall designate a time and place for advancing polling subject to the following:

17.4.4.1 Voting in the advanced poll shall take place the week prior to the second-half of the Annual General Meeting of the Corporation.

17.4.4.2 The option to vote in the advanced poll shall not be available for more than three (3) days.

17.4.4.3 The votes cast in the advanced poll shall be received by the CRO.



17.4.4.4 All votes must be cast in person.

17.4.4.5 A vote cast in the advanced poll shall be placed in a sealed envelope and shall be counted at the same time as the votes that are cast at the second-half of the Annual General Meeting of the Corporation.

17.4.4.6 Notwithstanding By-law #1, a vote cast in an advanced poll is final. Once a Voting Member has cast her vote the vote shall not be altered or cancelled.

17.5 Vote of Confidence

If only one candidate stands to be elected for Student Programs Officer, the Speaker of Council shall initiate a vote of confidence in place of balloting during the second-half of the Annual General Meeting. The candidate shall be acclaimed if a simple majority of the eligible Council members votes in favour of the resolution to acclaim the candidate.

18. Preferential Voting Rules

18.1 All elections, referenda, and plebiscites with more than two (2) options on the ballot, excluding divisional races, will be administered using a preferential ranked ballot with a single transferable vote system.

18.2 Counting Ballots: The counting of ballots shall take place according to the following:

18.2.1 Each candidate may designate an agent to act as her scrutineer during the counting of the ballots.

18.2.2 In the first count, first preference votes for each candidate are counted.

18.2.3 If a candidate receives 50% + 1 of the eligible votes cast, that candidate shall be elected.

18.2.4 Where the top candidate fails to achieve 50% + 1, the subsequently ranked~~second choice~~ votes of the candidate finishing last in that round of ballot counting shall be assigned accordingly. This process is repeated until one candidate receives the majority of the highest preferences remaining on the ballots.

18.2.5 If two (2) or more candidates are tied for the least popular position, the candidates with the least number of first round votes shall have their subsequently ranked votes assigned accordingly. ~~these candidates shall be redistributed accordingly.~~

18.2.6 Failure to select a preference in any round of voting shall result in that ballot being spoiled for that and all subsequent rounds of balloting. A ballot shall not be deemed spoiled so long as the voter's intentions can be reasonably ascertained from the ballot.

18.2.7 PVP Election Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not possible, the winner shall be decided by a coin toss initiated by the CRO.

18.2.8 Referendum/Plebiscite Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the side with the most first place votes. If this is not possible, the results of the referendum/plebiscite will be rendered inconsequential.



~~18.2.7~~18.2.9 All Other Elections Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not possible, the election shall be resolved by a re-vote between the tied candidates to take place at the Duly Constituted Meeting. The re-vote shall be subject to the following procedures:

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~~18.2.7.1~~18.2.9.1 The tied candidates shall be permitted to campaign following the end of the meeting in which the Election was held until the start of the next Duly Constituted Meeting.

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~~18.2.7.1~~18.2.9.2 All Voting Members who were eligible to vote at the meeting in which the initial vote was held shall be permitted to vote.

~~18.2.7.2~~18.2.9.3 The CRO shall designate a time and place for advanced polling in accordance with the procedures set out in section 17.4.4.

~~18.2.7.3~~18.2.9.4 The votes shall be counted in accordance with rules as set out above in section 18.2.

~~18.2.7.4~~ Should the re-vote result in a tie between two candidates, the election shall be resolved by way of a coin toss.

~~18.2.7.5~~ Special Rules for PVP ElectionsSpeaker Elections

~~If a single member of a slate resigns of their own volition, the remaining member may continue to campaign on behalf of the slate.~~

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~~1.02~~18.2.9.5 Campaigning for the position of Speaker of Council is strictly prohibited excepting activities that take place during the Candidates Forum provided for above in section 5.6.

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19. Appeals of Committee Decisions or Elections Results

- 19.1 Any appeals of Committee decisions or elections results shall be heard by the USC Appeals Committee and governed by the procedures contained in By-law #6.
- 19.2 Notice and grounds for appeal shall be submitted in writing to the Appeals Board no later than 4:30PM, two (2) days after the Committee's decision is released.

PART B: REFERENDA AND PLEBISCITES

20. General

- 20.1 Without limiting any section of By-law #2 or Part A, Part B covers any referendums or plebiscite conducted by the USC.
- 20.2 The administration of Part B, unless otherwise stated, is vested with the CRO.
- 20.3 The results of any referendum shall be binding on the USC unless the results affect the Letters Patent or the Articles of Incorporation of the USC or unless, by implementing the directive of the referendum, the Board of Directors would be breaching its fiduciary obligations to the corporation.



- 20.4 The results of a plebiscite shall not be binding.
- 20.5 Any referendum or plebiscite requiring a motion of Council must be posted as required by By-law #1. The CRO shall advertise the meetings of Council, in which motions and writs to hold referenda or plebiscites will be put forward, in *The Gazette* at least forty-eight (48) hours prior to such a Council meeting.
- 20.6 For the purposes of Part B, the number of students in the student body shall be the number of full-time equivalent students registered at the University during the previous academic year.
- 20.7 The results of any referendum shall be binding only if a minimum of 20% of the student body votes in the referendum.
- 20.8 A referendum may be initiated either by Council or by students at large.
- 20.9 A plebiscite may be initiated by Council or by students at large.

21. Student-Initiated Referendum

- 21.1 For the purposes of this Section:
 - 21.1.1 A "policy issue" means any issue or proposal which is not likely to have any direct financial or legal implications on the USC.
 - 21.1.2 The Board of Directors, in consultation with any relevant individuals and/or committees, shall determine whether an issue is one which is likely to have direct financial or legal implications on the USC.
 - 21.1.3 An issue shall be deemed to have direct implication on the USC if it will result in the imposition or removal of any fee on students.
- 21.2 Any student wishing to initiate a referendum shall contact the Secretary-Treasurer and Government Services Manager to review the process to have a referendum question put on the ballot prior to collecting signatures, including the collection of signatures, the campaigning process, and any other pertinent information.
- 21.3 Any student may present a petition to the CRO requesting that a referendum be held on any matter, subject to the following:
 - 21.3.1 Student-initiated referenda may not establish any fee to fund the activities of a USC Ratified Club, or Clubs.
 - 21.3.1.1 This does not prohibit funding for activities that are simply supported by a USC Ratified Club.
 - 21.3.2 Any petition requesting a student-initiated referendum must be submitted to the CRO no later than nine (9) days before the last Council meeting prior to the commencement of the campaign period for the election.



- 21.3.3 A petition is only valid if it contains the following:
- 21.3.3.1 The names, student numbers, and signatures of at least 10% of the student body when a request is being made for a referendum on any issue.
 - 21.3.3.2 A clear indication of the issue on which the requested referendum is to be held.
- 21.3.4 The CRO shall check the validity of each name on the petition. If greater than 10% of the names are invalid, the petition is invalid.
- 21.3.5 Any petition which contains any material misstatements of fact or material misrepresentations is invalid.
- 21.3.6 For a petition to contain a clear indication of the issue, it must include at least the following:
- 21.3.6.1 The amount of any fee which will be levied upon students directly for the purpose of implementing the proposal.
 - 21.3.6.2 A statement summarizing the question which will be decided by the referendum.
- 21.3.7 Any student-initiated referendum involving levying a student fee shall require:
- 21.3.7.1 A University administrative advisor to the Board of Governors to be contacted by the USC to determine whether or not the Board would allow such a fee to be collected by the USC.
 - 21.3.7.2 The Secretary-Treasurer to work with the student to determine the exact fee that is to be levied by means of a budget prepared by the student.
 - (a) If no such budget exists, the Secretary-Treasurer shall assist the student in putting together a budget from which a student fee [options](#) can be derived.
- 21.3.8 The Committee shall assess the validity of all petitions and shall notify the student submitting the petition if it is found to be invalid.
- 21.3.8.1 Prior to submitting a completed petition, any student may submit a draft petition question to the Secretary-Treasurer for review. Any petition which is reviewed and endorsed by the Secretary-Treasurer shall be deemed to contain a clear indication of the issue and not to contain any material misrepresentations.
- 21.4 If a petition is found to be valid, a "writ of referendum" shall be drafted by the CRO in consultation with the Committee, which shall include the following:
- 21.4.1 The particulars of the petition, including the name of the petitioners and the number of student signatures on the petition.
 - 21.4.2 The Board of Directors' decision about the financial and legal implications of the proposal, with a brief summary of the reasons for that decision.



- 21.4.3 The proposed referendum question,
 - 21.4.3.1 The Committee shall be responsible for developing an objective referendum question.
- 21.4.4 A budget outlining the projected cost of holding the referendum.
- 21.5 A valid petition requesting that a referendum be held on a policy issue shall automatically result in the initiation of a referendum and shall not require the approval of Council.
 - 21.5.1 The CRO shall present the writ of referendum to Council.
- 21.6 A valid petition requesting that a referendum be held on an issue or proposal which is likely to have direct legal or financial implications on the USC must be approved by Council before a referendum may be initiated. A Simple Majority vote of Council will be required to prevent the referendum as requested from being placed on the ballot.
 - 21.6.1 The CRO shall present the writ of referendum as well as a motion to place the referendum question on the ballot.
- 21.7 In addition to the above, the following considerations apply to student-initiated referenda for Third Party Fees.
 - 21.7.1 USC Clubs are not considered third parties for the purpose of this section.
 - 21.7.2 Any referendum question imposing a Third Party Fee must:
 - 21.7.2.1 Include reasonable and meaningful constraints on the way the will be used, and must be conditional on adherence to those restraints.
 - 21.7.2.2 Require Council renewal every four (4) years in order to continue.
 - 21.7.3 A petition to hold a student-initiated referendum for a Third Party Fee will only be valid if the petition states the referendum question.
 - 21.7.3.1 If the petition signed by students contains a referendum question that the Elections Governance Committee finds to be misleading or inadequate, the Elections Governance Committee may determine that the petition is invalid.
 - 21.7.3.2 The Elections Governance Committee will draft a satisfactory referendum question if approached to do so.
 - 21.7.3.3 The referendum question appearing on the petition does not need to be identical to the referendum question ultimately approved by the Elections Governance Committee, provided that the differences are not material.
 - 21.7.4 The referendum shall be classified as a Registered Interested Party referendum and the ~~Campaign shall be run by the~~ individual initiating the referendum, or a proxy thereof, ~~shall run the~~



[Campaign for the side they wish to advocate for.](#)

21.7.5 The USC will enforce the result of a student-initiated referendum to establish a Third Party Fee, subject to the following:

21.7.5.1 A referendum result may be invalidated by the Committee, if there is sufficient impropriety to cast doubt upon the result.

21.7.5.2 The Board of Governors may refuse to allow the USC to collect the fee.

21.7.5.3 If a fee is imposed, the Secretary-Treasurer must be supplied with financial information describing the use of the fee at least once per year. The Secretary-Treasurer shall be responsible for reviewing the way in which the student fee is being used, and evaluating compliance with the terms of the referendum.

(a) If the Secretary-Treasurer reports that any conditions of the referendum are not being satisfied, Council may resolve to terminate the fee from future budgets.

22. Council-Initiated Referendum

22.1 Council may initiate a referendum on any issue through a motion of Council, duly passed by a simple majority of those present and voting.

23. Student-Initiated Plebiscite

23.1 The names, student numbers, and signatures of at least 5% of the student body are required when a request is being made for a plebiscite on any issue.

24. Council-Initiated Plebiscite

24.1 Council may initiate a plebiscite on any issue through a motion of Council, duly passed by a simple majority of those present and voting.

25. Registered Interest Party

25.1 Registered interested parties are entitled to campaign on behalf of any side in any referendum or plebiscite. More than one registered party may represent each official side.

25.2 Any group may request recognition as a registered interest party provided that the following conditions are met:

25.2.1 They are a student group, or party approved by the Committee, autonomous from the USC, that has been existence for at least six (6) month prior to the writ, including, but not limited to, the following: clubs, Faculty Councils, Affiliated Colleges and Residences Council or,

25.2.2 If a student group or party approved by the Committee, as described above, does not register, then a group of students may register.



- 25.3 When applying to be a registered interest party, a group must prepare a written submission indicating how they will be directly affected by the result of the referendum or plebiscite.
- 25.4 All applications for status as a registered interest party must be submitted to the CRO within seven (7) days of the passing of Council of the motion or writ of referendum or plebiscite.
- 25.5 The Committee will decide on the merit of an application for status as a Registered Interested Party with such decision being subject to appeal to the Board of Directors and finally to Council.
- 25.6 All registered interested parties must name an official spokesperson and this name must be handed into the CRO with the request.
- 25.7 Where there is only one registered party, it will constitute the only official side.
- 25.8 Subject to the following, all registered interest parties, including the USC, when applicable, are deemed to be candidates, are bound by the campaign rules in PART A, as well as by the rules and procedures governing referendums and plebiscites, when representing their side of the issue.
- 25.8.1 All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that they are authored by a registered interest party.
- 25.8.2 Consequences of Disqualification
- 25.8.2.1 If the disqualified group is a USC-ratified club, they shall be prohibited from further campaigning. Failure to adhere to this prohibition will be reported to the Clubs Governance Committee, and could result in further sanctions.
- 25.8.2.2 Individual students cannot be prohibited from further campaigning. However, students that continue to campaign after their group has been disqualified will not be reimbursed for any new campaign expenses.
- 25.8.2.3 A disqualified group will not be reimbursed for the cost of any campaign materials that continue to be used after the group's disqualification.
- 25.8.2.4 A disqualified group may not refer to themselves as an "official registered interest party."
- 25.8.2.5 The disqualification of ~~the "Yes"~~ a registered interest party does not automatically mean that a referendum fails. The Committee must make a separate determination as to whether the referendum result is valid. In doing so, the Committee must consider the potential impact on the infractions on the result.
- 25.8.2.6 The disqualification of the ~~"No"~~ registered interest party campaigning on behalf of the status quo option (the option which would not result in change) never means that a referendum carries.

26. USC-Sponsored Side



- 26.1 Subject to section 28.2.1, where the USC has an interest in the outcome of a referendum or plebiscite, or where it is felt that a side of an issue is not being adequately represented by a registered interest party, the Council has the option of campaigning or appointing someone to campaign on behalf of a particular side.

27. Information-Based Campaign

- 27.1 Where the Council supports the provision of information to the electorate, the USC, by a simple majority vote of Council, may provide financing for information-based campaign in accordance with the financing rules prescribed in section 27.
- 27.1.1 Information-based campaign funding can be allotted in addition to registered interest party campaign funding, or in place of registered interest party campaign funding.
- 27.2 The Elections Governance Committee shall be responsible for administering information-based campaigns by selecting an Ad-Hoc Committee for this express purpose.
- 27.2.1 As a consequence, the Ad-Hoc Committee members shall be prohibited from sponsoring a side whenever an information-based campaign has been approved and shall refrain from participating in Committee discussions of referenda with regards to enforcement of campaign rules and violations proceedings.
- 27.3 All information-based campaign materials must be reviewed and approved by the Committee before being posted or distributed.

28. Finances

- 28.1 Registered interest parties may apply to the Committee for the funding available for their official side.
- 28.2 Each official side shall be entitled to funding up to 100% of the PVP limit as established, unless there is only one official side in which case the spending shall be at 50% of the PVP limit.
- 28.3 All Information-Based Campaigns shall be entitled to funding as follows:
- 28.3.1 100% of the PVP limit, if there are no registered interest parties;
- 28.3.2 75% of the PVP limit, if interest parties are only registered for one official side; or
- 28.3.3 50% of the PVP limit, if interest parties are registered for two or more official sides, there is at least one registered interest party for both official sides.
- 28.4 Registered interest parties shall be entitled to spend the equivalent of 20% of the official side's allowable limit on non-campaign expenditures, which could include:
- 28.4.1 Research material; and,
- 28.4.2 Administrative costs.



Motion 4

Motion to Amend the EGC Violations Procedure

Be it resolved that; the following amendments to the Elections Governance Committee Violations Procedure be approved by Council, per Appendix 4.

OLSEN/Secunder



Recommendation Report 4

Governance and Finance Standing Committee Recommendation Report

Item:	EGC VIOLATIONS PROCEDURE AMENDMENTS
Author:	Governance and Finance Standing Committee
Purpose of Report:	For Information

Recommendation

The recommendation of the Governance and Finance Committee is:

Council adopt the amendments to the EGC Violations Procedure.

Summary of Considerations

Member Councillors considered the following:

1. The effectiveness of a rigid demerit point system when it is needed to be applied dynamically and across many cases;
2. The ability of a demerit point system to be "gamed";
3. Current public opinion of the demerit point system;
4. The pros and cons of a minor/major violations method; and
5. Testimony from the Senior Coordinator of Student Services from the University of Calgary Students' Union regarding the merits and effectiveness of a minor/major violations method.

Context of the Issue(s) to be Addressed

These amendments were originally intended to be included along with changes to USC elections policy in first semester, but were withheld because the current CRO was hired to use the demerit point system and felt uncomfortable switching methods so drastically during her tenure. As a new CRO will be hired next year with full knowledge of the minor/major violations method going into the role, now is a more appropriate time to pass these amendments. These amendments were prepared in the larger context of the full elections policy review that took place last semester, and were also passed through the Elections Review Sub Committee struck this semester following the conclusion of the Spring Elections.



Appendix 4

Elections Governance Committee Violations Procedure

29 December 2017

USC Council

1. Scope

1. This document outlines the proper procedures for receiving, processing, reviewing, and publicizing the results of violations of Bylaw 2 and all applicable regulations.
2. This document outlines the sanctions and remedies available to the Committee when dealing with Candidate misconduct.
3. This document specifies the standards that the Committee shall use to govern its interactions with Candidates, Campaign Volunteers, and General Members during the investigation process.
4. Terms used in this document shall be defined in the same manner as in Bylaw 2.

2. Manager of Investigations

1. The Manager of Investigations shall be a member of the Elections Governance Committee designated by the CRO (or the CRO herself) to be responsible for the receipt and processing of alleged violations through the Committee.
2. The Manager of Investigations shall be responsible for ensuring that alleged violations are processed in the manner set out in this procedure.

3. Receipt of Allegations

1. All allegations of a violation being committed shall be submitted to the Committee in writing via the Committee's online submission form.
2. Any Committee member who receives an allegation outside of the online submission form format shall instruct that individual to submit said allegation via the online submission form, as outlined in 3.01.
3. Any and all allegations must be submitted to the Committee no later than four (4) hours following the close of balloting.
4. Where a member of the Committee raises an allegation, the Committee member shall put the allegation into writing via the Committee's online submission form.
5. The Manager of Investigations shall notify the individual who submitted the allegation of the allegation's receipt and shall follow up with the individual to ascertain any information that has been left out of the allegation including, but not limited to, the following:
 - i. The names of all those involved in the alleged violation;
 - ii. The approximate date and time that the alleged violation occurred;
 - iii. The approximate location in which the alleged violation occurred; and



- iv. The names of any other individuals who may have knowledge of the alleged violation that the Committee may contact during the course of its investigation.
6. The CRO reserves the right to discard any alleged violations where the individual making the allegation refuses to be identified by the Committee or where there is reasonable suspicion that the allegation has been made for the purposes of delaying or distracting the Committee from processing legitimate allegations.
7. The names of individuals making allegations to the Committee shall not be released to Candidates, the media, or the public unless required to by law. Names shall only be required to allow the Committee to process the allegation.
8. The Committee shall not be obligated to inform Candidates of alleged violations until such time that the Committee has verified the legitimacy of the allegation and reasonably believes there is enough evidence to conduct a hearing with the Candidate in question.

4. Investigation

1. The Committee shall not divulge the status of an ongoing investigation to any individual who is not a member of the Committee including the individual who raised the allegation or the Candidate being investigated.
2. The Committee shall take as much time as is reasonably necessary to ascertain the facts of a case.
3. The Committee may not violate any municipal, provincial, or federal laws during the course of its investigation.
4. All findings of an investigation are to be noted in writing and shall be kept in the corresponding investigation file and filed with the Manager of Investigations.
5. Notes of findings shall be as detailed as possible and meet the following criteria:
 - i. Include only facts about the case and statements of witnesses. The notes should not contain speculation or rumours that cannot be corroborated by evidence or witness testimony.
 - ii. Include any items of evidence as presented in the case (i.e. time-stamped screenshots of computer activity, email activity/correspondence, and written witness statements).
6. Before proceeding to a hearing with the Candidate in question, the CRO shall review the findings of the investigator(s) and determine whether there is enough evidence to substantiate the allegation that was made.
 - i. Where it is determined that there is not sufficient evidence to substantiate the allegation the CRO shall provide a brief written report outlining the reasoning that the allegation will not be pursued further. This report shall be made available to the individual(s) who submitted the allegation but shall not be made public.

5. Hearing

1. Where it is determined that there is sufficient evidence to substantiate the allegation the Committee shall call a hearing to review the facts of the case with the Candidate in question.
2. The Committee shall inform the Candidate in writing of the hearing no fewer than six (6) hours in advance and at this time shall provide the Candidate with a written summary of the allegation prepared by the Manager of Investigations, and a copy of the findings of the investigation.



University Students' Council of the University of Western Ontario

- i. The Committee shall redact the names or other identifying information of individuals involved in the investigation.
 - ii. In the event the Candidate is unable to attend the scheduled hearing, the Candidate may send a proxy. The Candidate must provide written notice to the Committee notifying them of their intention to send a proxy, including the identity of the proxy, at least one (1) hour prior to the scheduled hearing.
3. An audio recording of the hearing shall be kept with the Manager of Investigations as part of the investigation file and shall not be released to any member of the public, with the exception of the USC's Appeals Board in the event of an appeal.
4. The order of proceedings at a hearing shall be as follows:
 - i. The investigator leading the hearing shall read the alleged violation to the Candidate and outline the findings of the investigation.
 - ii. The Committee shall have the opportunity to ask any questions regarding the findings of the investigation in an effort ascertain all pertinent information.
 - iii. The Candidate shall have the opportunity to refute any information introduced by the Committee, add any information that the Committee may have missed or overlooked, including any mitigating factors that the Committee should consider in their deliberations.
 - iv. The Committee shall have the opportunity to ask follow-up questions based on the information provided by the Candidate.
 - v. The Candidate shall have the opportunity to make a final statement to the Committee regarding the case.
5. Where a Candidate is given notice of the hearing pursuant to Section 5.02 and fails to appear or send a proxy, the Committee shall assume that the Candidate has no further evidence to add to the case and the Committee shall proceed directly to deliberations.
6. Upon completion of a hearing, the Committee may undertake to confirm any details or corroborate the legitimacy of evidence presented by the Candidate. Following this verification process, the Committee shall:
 - i. Provide the Candidate with a written summary of any additional information ascertained during the Committee's evidence verification process.
 - ii. Provide the Candidate with an opportunity to submit a written statement to address the additional information presented by the Committee or request a supplementary hearing to address the additional information.
 - iii. The Candidate shall have eight (8) hours from the time a written summary as outlined in Section 5.06 (i) is sent to submit a written statement or elect to have a hearing with the Committee; and
 - a. In the event the Candidate fails to respond to the Committee within the specified time allotted, the Committee shall assume that the Candidate has no further evidence to add to the case and the Committee shall proceed directly to deliberations.

6. Deliberations

1. During deliberations the Committee should first decide whether the Candidate is guilty of the alleged violation with regards to Section [6.2 and 6.3](#).

[2. Candidates found guilty of a violation may be subject to sanctions on the following grounds:](#)

- [i. Minor violations shall include but are not limited to:](#)



- a. Failure to adhere to Bylaw 2 and/or other applicable regulations;
- b. Making frivolous or vexatious complaints;
- c. Failure to comply with regulations released by the Committee.
- ii. Major violations shall include but are not limited to:
 - a. Failing or ceasing to meet Candidate eligibility requirements;
 - b. Failing to comply with a Committee decision;
 - c. Interfering with voters, ballots, voting procedures, or ballot counting;
 - d. Solicitation of the login information necessary for voting;
 - e. Action or conduct which represents a flagrant undermining of the purpose and effect of the electoral process set up under Bylaw 2; and
 - a-f. Repeated and willful violation of Bylaw 2 and/or other applicable regulations.

2-3. The Committee shall consider, but not be limited to, the following criteria to determine the appropriate penalty to be assigned to the candidate:

- i. Degree of scope: The Committee should determine the reach of influence as measured by the possible range of students affected by the candidate's violation. The Committee should determine whether the nature of the candidate's actions were on a small or large scale.
- ii. Degree of influence: The Committee should determine the strength of influence the violation had in creating an unfair advantage for the candidate's campaign and its potential of impacting elections results. This may include but is not limited to, increasing voter support for the candidate in question, creating a negative impression of another candidate, or negatively impacting another candidate's ability to campaign.
- iii. Degree of intent: The Committee should determine whether it believes the candidate intended to commit the violation and whether that intent was malicious. In the event the Committee believes there was no malicious intent, the Committee should assess whether the candidate lacked the intent to take reasonable precautions to prevent the violation from occurring.
- iv. Degree of repetition: The Committee should determine whether the candidate in question committed a violation similar in nature to the one in question during the current campaign period.
- v. Degree of legality of action: The Committee should determine whether the violation breaks any municipal, provincial, or federal laws or any regulations set by the University. Actions that break municipal, provincial, or federal law shall be automatically classified as major violations.
- vi. Degree of obstruction: The Committee should determine whether at any point in time during the investigation, the candidate in question attempted to impede the Committee's ability to investigate the violation. This may include, but is not limited to, providing material misstatements to investigators, failing to be forthcoming during the Committee's investigation, attempting to coerce witnesses from assisting the Committee, and lacking overall cooperation with the investigation.

~~3.~~—Where the Candidate has been found guilty of a violation the Committee shall determine the appropriate sanction(s) as available in s. ~~7.00~~ below.

~~4.~~ Where the violation has been classified as an extraordinary violation and the candidate has been found guilty of the violation the Committee shall determine whether the appropriate penalty is disqualification or other sanctions, demerit points. Where the Committee decides on a demerit point penalty they shall also determine the appropriate number of points to award.

~~1-4.~~ Where the violation meets the criteria set out in section 7.03 and the candidate has been found guilty of the violation the Committee shall automatically disqualify the candidate.

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1. The Committee, where it finds there has been a violation, and with regard to Section 6.2 and 6.3, may impose any combination of the following sanctions:
 - i. For minor violations, the Committee may:
 - a. Issue a warning;
 - b. Impose a monetary fine against a Candidate's eligible reimbursement;
 - c. Confiscate or destroy campaign materials that contravene any provision of Bylaw 2; and
 - d. Impose limits, restrictions, or prohibitions on any campaign activities for any period of time.
 - ii. For major violations, the Committee may:
 - a. Disqualify a Candidate; or
 - b. Invalidate an election or referendum.

2. Sanctions for minor violations shall not necessarily be considered cumulative.

The Committee may establish a yearly schedule outlining how fines may be levied for specific violations. The yearly schedule must be officially released by the All Candidates Meeting.

1.1.1. The Committee, where it finds there has been a violation:

1. May impose a monetary fine against a candidate's eligible reimbursement without a demerit point penalty, consistent with a Minor violation fee schedule set by the CRO prior to the campaign period;
2. May assign a demerit point penalty and resulting fine against a candidate or a group representing a side, consistent with the guidelines in subsection 7.02 below;
3. May confiscate or destroy campaign materials that contravene any provision of By Law #2;
4. Shall disqualify a candidate from the election automatically if required by section 7.03 below;
5. May disqualify a candidate from the election discretionarily, if permitted by subsection 7.02 (4) below.
6. May declare that an election in a particular USC constituency or the election of a specific candidate be ruled void; and
7. Shall declare a referendum or plebiscite to be void, if the Committee determines that the violation(s) have compromised the integrity and/or reliability of the results.
8. 2. The Committee shall award demerit points to candidates as follows:
9. Where a candidate has been found guilty of a Minor violation that the Committee deems did not have a material impact on voting outcomes the Committee may award zero (0) demerit points.
10. Where a candidate has been found guilty of a Minor violation the Committee may award up to four (4) demerit points.
11. Where a candidate has been found guilty of a Major violation the Committee may award up to eight (8) demerit points.
12. Where a candidate has been found guilty of an Extraordinary violation the Committee may award up to fifteen (15) demerit points and reserves the right to disqualify a candidate.
13. Candidates will be levied a monetary fine against their eligible reimbursement on a per demerit point basis as follows:

14. PVP	\$10 per point
15. Registered Interest Party	\$8 per point (up to \$240)
16. USC Vice President	\$6 per point
17. All Other USC Candidates	\$6 per point
18. Board of Governors	\$6 per point
19. Senator At Large	\$6 per point
20. All Other Senators	\$6 per point;
21. 3. Violations of the following nature will result in automatic disqualification of a candidate:
22. Anyone improperly declared an eligible candidate;

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- ~~23. Intentional misrepresentation of campaign expenditures;~~
- ~~24. A candidate accruing greater than 100% her allowable demerit point limit as follows:~~
- ~~25.~~
- ~~26. PVP _____ 30 points~~
- ~~27. Registered Interest Party _____ 30 points~~
- ~~28. USC Vice President _____ 20 points~~
- ~~29. All Other USC Candidates _____ 20 points~~
- ~~30. Board of Governors _____ 20 points~~
- ~~31. Senator At Large _____ 20 points~~
- ~~32. All Other Senators _____ 20 points;~~
- ~~33. Any attempted interference in the election process as regulated by By Law #2;~~
- ~~34. Solicitation of the login information necessary for voting; and~~
- ~~35. Action or conduct which represents a flagrant undermining of the purpose and effect of the electoral process set up under By Law #2.~~
- ~~1-3. If a winning candidate in any election is disqualified, the candidate who received the greatest amount of votes and who has not been disqualified shall be deemed the winner.~~
- 4. If a winning candidate in any election is disqualified, the candidate who received the greatest amount of votes and who has not been disqualified shall be deemed the winner.

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8. Notice of Verdict

1. Where the Committee finds there has been a violation of Bylaw 2, or any applicable regulation(s), the Committee shall make the details of the violation public and produce a written report within a forty-eight (48) hour period. Written reports may be subject to redactions to protect the privacy of various stakeholders involved in the investigation.
 - i. The Committee shall inform the following parties:
 - a. The Candidate: The Committee shall provide the Candidate with the verdict in the form of a written decision.
 - b. Voteusc.ca Website: The Committee shall upload a summary of the allegation made against the Candidate and the verdict.
 - c. The Media: The Committee shall provide the media with a summary of the allegation made against the Candidate and the verdict. The CRO may comment on behalf of the Committee regarding the violation.
 - d. The USC Communications Officer: The Committee shall provide the USC's Communications Officer with a summary of the allegation made against the Candidate and the verdict.
2. Where the Committee finds that the Candidate is not guilty of a violation it shall inform the Candidate of the verdict.
3. Where the Committee finds that the Candidate is not guilty of a violation it shall inform the individual who made the allegation that the Committee will not be pursuing the allegation further.

9. Close of Investigation

1. All records pertaining to closed investigations (i.e. where a verdict has been delivered or the allegation has been dismissed) shall be turned over to the USC along with the final report of the CRO.



2. Once an investigation has been closed it shall not be reopened unless new evidence has been presented that substantially alters the facts of the case.
 - i. No investigation shall be re-opened more than thirty (30) days following the close of balloting.

10. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – Bylaw 2, Elections Governance Committee Terms of Reference, Elections Governance Committee Violations Procedure
3. Date Passed – 25 November 2015
4. All Previous Amendments -



Motion 5

Ratification of 2018/2019 Council

Be it resolved that, the 2017-2018 USC Council ratify the membership of the 2018-2019 USC Council.

MOVER/Seconder



Motion 6

Student Programs Officer Elections

Whereas, Council elects the Student Programs Officer annually at the Annual General Meeting;

Be it resolved that, Council elect (1) candidate to the position of Student Programs Officer;

Be it further resolved that, ballots are destroyed following the election.

MOVER/Secunder



Motion 7

De-ratification of 2017/2018 Council

Be it resolved that, the 2017-2018 and 2018-2018 USC Council de-ratify the membership of the 2017-2018 USC Council.

MOVER/Seconder



Motion 8

Appointment of the 2018-2019 USC Auditors

Whereas, Council must appoint the USC auditors on an annual basis.

Whereas, the services of PricewaterhouseCoopers has been thorough and dependable, and served historically as the USC's auditors.

Be it resolved, Council appoints PricewaterhouseCoopers as the auditors for the upcoming 2018/2019 year.

MOVER/Seconder



Motion 9

Ratification of the Incoming USC Board of Directors

Whereas, Council is responsible for the ratification of new Directors to the USC Board of Directors;

Whereas, the term of five (5) current Directors is set to expire;

Be it resolved, Council ratify the following incoming Directors to begin their term on the USC Board of Directors effective immediately.

New Directors:

Angus Lai

Anthony Li

Sagar Jiwani

Nikki Kaur

Braden Ream-Neal

MOVER/Seconder



Motion 10

Standing Committee Chair Elections

Whereas, USC Standing Committees of Council require a Chair to organize and facilitate the annual Standing Committee meeting process;

Be it resolved that, members of Council nominate themselves or another voting-member of Council;

Be it resolved that, each candidate receive (2) two minutes for a speech, and field (2) two questions from Council relating to their candidacy;

Be it resolved that, Council elect (1) one Standing Committee Chair for the Governance and Finance, Advocacy, and Student Experience Standing Committee of Council;

Be it further resolved that, ballots are destroyed following the election.

MOVER/Seconder



Motion 11

Standing Resolution of Council: Governance Manual

Whereas, there is a need to consolidate all governing documents within the USC for transparency, accessibility, and to facilitate the proper governance functions of the organization;

Be it resolved, at each AGM, Council will be provided a Governance Manual by the Secretary Treasurer with all updated and active policies in the organization;

Be it further resolved, that the attached Governance Manual as passed on March 11th 2018 is an exhaustive list of all USC governing documents and any document created before this date, that is not included in this Manual is considered void;

Be it further resolved, at each AGM, Council will ratify the section of the book that falls within the jurisdiction of Council.

MOVER/Seconder



Appendix 5

Governance Manual

<u>C17/8.5</u>
Effective Date: 11 March 2018
Expiry Date: In Perpetuity

Whereas, there is a need to consolidate all governing documents within the USC for transparency, accessibility, and to facilitate the proper governance functions of the organization;

Be it resolved, at each AGM, Council will be provided a Governance Manual by the Secretary Treasurer with all updated and active policies in the organization;

Be it further resolved, that the attached Governance Manual as passed on March 11th 2018 is an exhaustive list of all USC governing documents and any document created before this date, that is not included in this Manual is considered void;

Be it further resolved, at each AGM, Council will ratify the section of the book that falls within the jurisdiction of Council.