



## Elections Governance Committee Nominations Procedure

1 January 2013

Elections Governance Committee

### 1. Scope

1. This document outlines the proper procedures for receiving, processing, reviewing, and verifying nominations forms.
2. This document specifies the standards and procedures that the Committee shall use to determine whether a candidate is eligible to run for election.
3. Terms used in this document shall be defined in the same manner as in **By-law #2**.

### 2. Preparation of Forms

1. The CRO shall work with the Secretary-Treasurer and Coordinator of Council Services to produce a nomination form for prospective candidates.
  - a. There shall be separate forms for the PVP Slate, Constituency President, Constituency Councillor, and Student Programs Officer. All forms for Senate and Board of Governors elections shall be produced and handled by the University Secretariat.
  - b. The USC shall not produce forms for elections that it does not administrate.
2. Nomination forms shall include fields for prospective candidates to provide the following information:
  - a. Full, legal name.
  - b. Student number and Western email (for purposes of verifying eligibility).
  - c. Alternate email (if preferred email is not Western).
  - d. Phone number.
  - e. London address.
  - f. Constituency (in which the individual is registered and running in).
  - g. Signatures, student numbers, and emails of students acting as nominators, in the following quantities:
    - i. PVP Slate: 50 signatures.
    - ii. Constituency President/Student Programs Officer: 25 signatures.



iii. Constituency Representative/Divisional Candidate: 5 signatures.

### 3. Required Nominators

- a. A PVP Slate nomination form must be signed by fifty (50) students from any constituency to be valid.
  - b. A Constituency President Nomination form must be signed by twenty-five (25) students in the relevant constituency to be valid.
  - c. A Constituency Representative Nomination form must be signed by five (5) students in the relevant constituency to be valid.
4. Nomination forms shall contain the following agreements for the individual to fill out and sign:
- a. An agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures.
  - b. An agreement to allow candidate information as it appears on the form to be released by the USC for the purpose of elections.
  - c. An agreement to allow the USC to release the candidate information as it appears on the form to other members of Council should the candidate be elected.
  - d. An agreement to allow the USC to release the candidate information as it appears on the form to members of the public should the candidate be elected.
5. Nomination forms shall include any pertinent information relating to campaigning dates, voting dates, and candidate advisory meetings ("all candidates meetings") that any prospective candidates would need to attend or be aware of.

### 3. Availability of Forms

1. The CRO shall make nomination forms available to the student body on the date specified by the USC's Legislative Calendar for the opening of nominations.
2. The CRO shall make nomination forms available online and through the USC Front Desk.
3. The CRO shall work with the Communications Officer to develop a strategy for advertising the availability of nomination forms to the public.
4. The CRO shall work with the Secretary-Treasurer to hold information sessions for individuals who may be interested in running in the election and work with the Communications Officer to advertise such sessions.



5. The CRO shall take reasonable steps to inform prospective candidates of how they can self-verify they are eligible to run in a given constituency.
  - a. The information can be found by logging into Student Centre and following the links to "My Program."

#### 4. Form Collection

1. All nomination forms shall be submitted in paper format to the USC Front Desk. The Front Desk shall keep a record of forms that have been submitted.
2. All nomination forms shall be submitted with the appropriate campaign bond as specified by **By-law #2**. The Front Desk shall not accept a form without a bond unless provisions have been made according to the **Elections Governance Committee Campaign Finances Procedure**.
3. The CRO may collect forms from the Front Desk at any time during the nomination period. The CRO shall be responsible for the safekeeping of all forms.
4. Any forms collected from the Front Desk regardless of when they were collected, shall be kept on file by the CRO until thirty (3) days following the close of balloting.
  - a. Collected forms shall be filed base on constituency and division.

#### 5. Candidate Verification

1. At the start of the nomination period the CRO shall, in conjunction with the USC's IT Department, request a list of individuals registered as full or part-time undergraduate or professional students at the University from the Registrar's Office. This list shall be used as the official voters list for the elections period.
  - a. The CRO shall request this list to be divided by program or faculty, depending on the divisions up for election (i.e., for an election in the Faculty of Science the CRO must also ask for a list of students in the Medical Science program as well).
  - b. The CRO shall request that all students currently away on exchange at other institutions be included on the list.
2. The CRO and any member of the Committee designated the CRO shall verify all nomination forms against the list described in section 5.1 by comparing the individual's unique email login or student number against the list.
  - a. The CRO shall ascertain that individual appears in the list and has filed a nomination form in the proper constituency.
  - b. The CRO shall ascertain that the individual as met all of the eligibility requirements as outlined in **By-law #2**.



3. Where there is reasonable suspicion that a prospective candidate does not meet the “two semesters” criterion contained in **By-law #2**, the CRO shall ask the Registrar’s Office to verify that the individual (by email or student number) appears on the Ministry of Training, Colleges and Universities list prepared the previous semester.
  - a. The CRO shall compile a list of all prospective candidates under suspicion and forward the list of prospective candidates (including email and student number) to the Registrar’s Office at the conclusion of the nomination period.
  - b. The Registrar’s Office shall inform the CRO whether the prospective candidates could be verified before the start of the campaign period.
4. The CRO shall contact all prospective candidates prior to the start of the campaign to inform them that their nomination form has been verified. Should the form not be verified the CRO shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.
  - a. Should a nomination form be unable to be verified due a clerical error, the CRO may verify the nomination form on the advice of the prospective candidate.

## 6. Final Candidates List

1. The CRO shall provide a list of verified candidates, sorted by division, to the following persons and/or groups:
  - a. The USC Communications Officer.
  - b. The USC Secretary-Treasurer.
  - c. The USC Front Desk.
  - d. Campus media outlets (i.e., The Gazette, CHRW, Western TV, etc.).
2. The CRO shall ensure the list of verified candidates appears on the website and on the USC’s elections portal.

## 7. Candidate Personal Information

1. The CRO shall provide the Coordinator of Council Services with the nomination forms of all successful candidates after the results have been announced to the public for the purposes of recording candidates’ information for Council. The Coordinator of Council Services shall return all forms to the CRO after the information has been processed.



## 8. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – By-law #2, Elections Governance Committee Campaign Finances Procedure, USC's Legislative Calendar.
3. Date Passed – 1 January 2013.
4. All Previous Amendments – 4 December 2015.