



# University Students' Council of the University of Western Ontario

## CLUB ELECTION POLICY

**EFFECTIVE:** 30 April 2015

**SUPERSEDES:** 2013

**AUTHORITY:** Clubs Policy Review Committee

**RATIFIED BY:** Clubs Governance Committee  
30 April 2015

**RELATED DOCUMENTS:**

- Clubs Operating Policy

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### 1.00 GENERAL

- 1.01 This document governs the procedures for submission, hearing, and resolution of complaints within the USC Clubs system.
- 1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.
- 1.03 Any reference to "Executive" or "Club Executive" shall refer to the President, VP Finance, VP Events, and VP Communications of a Club.
- 1.04 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.
- 1.05 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

### 2.00 CHIEF RETURNING OFFICER (CRO)

- 2.01 All Club Elections shall be overseen by an impartial Chief Returning Officer.
- 2.02 The CRO shall be selected by means of a  $\frac{3}{4}$  vote by the club executives by the end of February.
- 2.03 The CRO is responsible for administrating the year end Club Elections.
- 2.04 The CRO cannot be a candidate in the year end election. If the CRO wishes to run for a position, they must step down as CRO and a replacement needs to be voted in. A current executive may fulfill the role of CRO provided they are not running for re-election as a member of the executive.



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# CLUB PROCEDURE

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### 3.00 ELECTION PROCEDURES

#### 3.01 Nominations

- (1) The CRO will notify all club members of the beginning of the nomination period, the length of the period and the positions available.
- (2) The nomination period shall be at least one (1) week in duration.
- (3) All nominations must be submitted in writing to the Club's CRO within the designated nomination period. A member may rescind their nomination at any point. Rescinding a nomination is final.

#### 3.02 Campaign

- (1) The CRO will notify the club members of the nominees and the campaign period.
- (2) The campaign period shall be at least three (3) days in duration and must conclude before the Club's Annual General Meeting.
- (3) Candidates may only campaign to Club members. No campus-wide campaigning is permitted.
- (4) Candidates may not solicit the support of the current Club Executive or the CRO as part of a campaign team or to assist the candidate in any manner.
- (5) Each candidate will have time to address the Club membership at a general membership meeting, separate from a club's Annual General Meeting, during the campaign period prior to voting taking place.

#### 3.03 Voting

- (1) Voting will be held online via the SOS event program system.
- (2) Fifteen percent (15%) of the Club's membership is required to vote in order to make the Election valid.
- (3) Each Club member is entitled to one (1) vote in the election of each position.
- (4) The voting period shall be at least twenty-four (24) hours to a maximum of forty-eight (48) hours in length.
- (5) Only Club members who joined the club prior to January 31<sup>st</sup> will be eligible to vote in Club Elections. This list may be obtained from the Student Organizations Support Office.



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(6) Club Executives shall be elected in the following order:

- i. President
- ii. Vice-President Finance
- iii. Vice-President Events
- iv. Vice-President Communications

(7) The CRO will prepare a ballot for each position listing the candidates' in alphabetical order by last name.

(8) The CRO may include additional ballots for other internal positions in the club within the executive election.

(9) The CRO will notify the club members when the voting period is to begin and end and will provide them with the link to the ballots.

(10) The SOS office will review the results of the election to ensure a valid vote occurred.

(11) The CRO will send out the results to the club members and the successful candidates when they receive the approval from the SOS office.

### 3.04 By-Elections

(1) Should a Club Executive position become vacant over the course of the academic year or fail to be filled at the Club's Annual General Meeting, a by-election shall be held at the earliest convenience.

(2) The SOS staff shall administrate any and all by-elections