



## University Students' Council of Western University

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### Clubs Election Policy

<b>Authority:</b> Clubs Governance Committee	<b>Date Ratified:</b> October 9, 2019
	<b>Previous Amendments:</b> 2015

#### 1.00 GENERAL

1.01 This document governs the procedures for executive elections 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 (CRO).

2.02 The CRO shall be selected by means of a 3/4 vote by the club executives by the end of February, unless the Club Constitution designates a specific executive as CRO.

2.03 The CRO is responsible for administering 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.



2.05 The CRO shall report to USC Student Organizations Support. In the event that SOS loses confidence in the CRO, SOS shall have the right to take over administration of the election.

### **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.
- (4) Club Election Nominations shall be open to any member of the club who has paid the relevant fees. Attempts to prevent or discourage certain eligible candidates shall not be permitted.

#### **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) No outside party or affiliated organization shall be permitted to attempt to influence the outcome of an election.
- (5) Each candidate will have time to address the Club membership at a general membership meeting, separate from a clubs Annual General Meeting, during the campaign period prior to voting taking place.
- (6) Candidates shall be not permitted to cross-campaign with other candidates.

#### **3.03 Voting**

- (1) Voting will be held online via the USC 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 candidate will have time to address the Club membership at a general meeting during the campaign period prior to the voting taking place.
- (4) Each Club member is entitled to one (1) vote in the election of each position.
- (5) The voting period shall be at least twenty-four (24) hours to a maximum of forty-eight (48) hours in length.
- (6) Only Club members who joined the club prior to January 31st will be eligible to vote in Club Elections. This list may be obtained from the Student Organizations Support Office.
- (7) Club Executives shall be elected in the following order:
  - i. President
  - ii. Vice-President Finance
  - iii. Vice-President Events
  - iv. Vice-President Communications
- (8) The CRO will prepare a ballot for each position listing the candidates' in alphabetical order by last name.
- (9) The CRO may include additional ballots for other internal positions in the club within the executive election.
- (10) 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.
- (11) The SOS office will review the results of the election to ensure a valid vote occurred.
- (12) 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 administer any and all by-elections

#### **4.00 Fair Administration**

##### **4.01 Executive Neutrality**

(1) Incumbent Club Executives may run for re-election as a club executive, provided that they take a leave of absence from their role from the close of nominations to the date of the elections. However, they may not use any privileges of their office to benefit them in their election.

(2) Incumbent Club Executives who are not running for election shall maintain neutrality and shall not act to support or endorse any candidates for the election unless they take a leave of absence from their position.

(3) All persons taking a leave of absence from their roles shall notify the CRO prior to the close of the nomination date. The CRO shall send a list of all those who have taken a leave of absence along with the list of candidates in an email.

4.02 Any candidate may request a voters list from the CRO, which the CRO is required to give in the same format to all candidates.

4.03 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.

4.04 No candidate running for office shall be permitted to log into their Western Link or successor software account during campaigning or voting period.