



Elections and Referendum

2024

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The General Election of the Student Government Board will occur in February. Nominations will open no later than three weeks prior to the College Study Week and close 14 calendar days after opening. A Fall By-Election may be called to fill vacant positions from the General Election. Nominations for a fall by-election will open no later than two weeks from the start of the semester and close 14 calendar days after opening.

Candidates and their representatives are responsible for reading and being familiar with the Elections Policy. Candidates are responsible for the actions of their representatives and any infraction by a representative shall be considered as an infraction by the candidate. Ignorance of any rule presented in these documents or revisions is not an excuse for violation. Candidates should seek clarification from the Chief Returning Officer if needed.

Chief Returning Officer

The Chief Returning Officer (CRO), hired by the Student Government Board, plays a crucial role in overseeing elections and referendums with diligence and impartiality. Responsibilities include planning and executing annual elections, determining timelines, meeting with the Board for approval, arranging marketing and communications, and creating a Nomination Package. The CRO reviews and approves nomination applications, conducts candidate meetings, regulates campaigning activities, investigates complaints, organizes candidate events, oversees referenda, conducts training for Polling Clerks, and ultimately confirms and announces election results, all while providing regular updates to the Student Government President and fulfilling other duties as required by the Board.

The CRO term of office shall be August 1st to March 31st and the position shall be paid the current Ontario minimum wage for hours worked. The Chief Returning Officer shall take the following oath of office during the CRO training session held at the beginning of their term of office. At least one Student Government Board Director must be in attendance to witness the oath being taken.

I swear that I shall carry out my duties as CRO, without partiality, fear, favour or affection. I agree to uphold the strict requirements for impartiality in order to build and sustain Loyalist Students' confidence in Student Government and the election process. I shall not use my position to support, or be seen to support, one candidate and/or stance over another.

Nomination Process

Nominations must be open for a minimum of ten (10) business days. All students who meet the eligibility criteria to serve as a Board Member are eligible to run in the election. Any student who has been disqualified from an election may not run for a period of one (1) calendar year from the date of disqualification. All relevant forms within the Nomination Package must be completed and submitted before the close of nominations in order for the nominee to meet the criteria to become an official candidate for an election.

Students who wish to join the Student Government must follow these steps:

Step 1: Read the Student Government Constitution, specifically APPENDIX 4. Elections and Referendum.

Step 2: Pick up a Nomination Package from the Student Experience and Engagement Office or request an electronic copy from the Chief Returning Officer.

The Nomination Package will include the following:

- Election Timelines including nomination deadline, candidate meetings and events
- Copy of Constitution
- Copy of Elections and Referendum
- Board Member Job Descriptions
- Student Government Member Meeting Availability
- Academic Transcript Review Form
- Election Policies Acknowledgement Form

Step 3: Interested students must submit the following:

1. A Letter of Intention that includes the following:
 - a. Details your relevant experiences; specific skills, qualifications, and knowledge about Student Government.
 - b. Outlines your interest in Student Government and the specific position you are applying for and how you think you can contribute to it.
 - c. How your expectations of how being involved with Student Government will further your career goals.
 - d. Describes any leadership roles you have had; describe any community or service projects you have participated in.
2. An Academic Transcript Review form authorizing the CRO access to verify with Loyalist College that the nominee meets eligibility requirements.
3. An Election Policies Acknowledgement form demonstrating that the nominee has read, understands and complies with the election and voting policies.

Step 4: Nominees must meet with the current Student Government to discuss their interest in joining as well as hear about the specific roles and responsibilities, time commitment and other relevant information.

Step 5: Complete the Nominee Agreement form demonstrating that they are fully aware of the rules, requirements, and policies that pertain to running in the Student Government Election.

Step 6: The CRO will verify each nominees' application to confirm that all steps have been completed and the nominee is eligible to stand for a Board position.

Students who wish to apply for the Board of Governors, Student Representative position must complete the required nomination paperwork provided by the Office of the President and CEO.

All-Candidates Meeting

The CRO shall organize at least two (2) opportunities for all candidates to attend a mandatory information meeting before the start of an Election's Campaign Period. The purpose of this meeting shall be to inform candidates about electoral regulations and of important times and dates. Other topics covered at the All-Candidates Meeting include but are not limited to campaigning guidelines, election issues reporting process, and the disciplinary system for violation of the regulations.

All candidates must attend one (1) All-Candidates meeting in its entirety and any candidate who fails to attend an All-Candidates meeting shall be disqualified from the election. Each candidate will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the Election. It is the responsibility of each candidate to understand the information provided at the All-Candidates meeting. Professional headshots will be taken of each candidate at the All-Candidates Meetings for use during the campaign by the current Student Government and by the candidate.

Campaigning

The CRO, with approval from the Board, will be responsible for determining the start and end of the campaign period. Campaigning must end prior to the beginning of the Polling Period. The CRO will advise candidates when they are permitted to campaign. Candidates and their representatives can only campaign during the times determined by the CRO. Candidates for the Board of Governors, Student Representative Position will follow Board of Governors guidelines provided by the Office of the President. Campaign materials that were up prior to the end of the campaign period will be allowed to remain in place until they are required to be removed following the end of voting.

Campaigning is defined by any activity carried out by the candidate, directly or indirectly by or on behalf of the candidate, with the intent to promote oneself for position as a Board candidate. Campaigning activities include but are not limited to the following: any online activity, including on social media that is being or has been in anyway used to promote the candidate through the election, any distribution or creation of printed materials (i.e. posters, business cards, etc.), any distribution of promotional materials, any conversation, discussion or verbal exchange promoting oneself as a candidate in the election, and any other activity that advance's one's candidacy for the position for which they were nominated, intended or otherwise. Candidates take on full responsibility of their representatives, including their online behaviours.

Candidates are responsible for all their volunteers/representatives who assist in their campaign. Campaigners are bound by the same rules as candidates. During the course of the campaign period, no candidate may campaign or loiter around any polling station, make promises of any kind, disrupt any academic setting whether physical or remote including but not limited to the library, study rooms, classrooms, lecture halls and labs, or send communications regarding their campaign to students via any internal systems used by Loyalist College (i.e. Canva, Outlook, Teams, etc.).

Any staff member of the Student Government and any member of the Student Government Board are prohibited from campaigning or showing any favouritism for any candidate.

Under any condition that the College is closed or primarily operating remotely during the specified campaigning period, there will be no in-person campaigning of any kind. Slates, campaign parties and cross-campaigning are not permitted which refers to two (2) or more candidates campaigning together. In addition, candidates cannot influence voter to vote for other candidates.

Any campaign materials and methods must be approved and can be revised by the CRO before being circulated. Candidates must allow two (2) business days to receive a response from the CRO on their campaign plans.

Campaign materials, methods and behaviour may not contain content, including but not limited to: nudity, violence, alcohol, drugs, weapons, discriminatory or offensive content, negative content about another candidate, the Election Process, the Student Government or Loyalist College or other content as identified by the CRO. The Loyalist Student Government, Loyalist College, Shark Tank Pub and Loyalist Lancer logos, names and branding cannot be used on any campaign materials. Candidates are allowed 10 coloured copies of a poster/flyer and 25 business cards. The original(s) can be given to the CRO for duplicating prior to the deadline determined by the CRO.

Campaigning Policies

Candidates are permitted to place campaign materials in the following areas:

- Dedicated bulletin boards owned and operated by the Student Government
- Business cards can be handed out to students during the campaign period
- Dedicated business card holders that will be placed in an accessible area determined by the CRO

Candidates are **NOT** to place campaign materials in the following areas:

- On top of signs or other candidates' materials
- On bulletin boards designated for specific campus organizations, programs, or services
- In the vicinity of any polling station
- On windows and doors
- On walls including painted or wood surfaces
- On pillars or columns
- Around the exterior of the campus including on benches, vehicles and in transit shelters
- On plants or on plant holders
- On tabletops or other surfaces

Campaigning regulations include:

- Any candidates or their staff/supporters found destroying, defacing and/or altering any opponents campaign materials will cause the candidate to be subject to disqualification.
- Candidates who have issues or concerns with another candidate must complete and submit an Election Incident Reporting Form. Candidates are not permitted to confront each other.
- The CRO may remove any campaign materials at their discretion or request that candidates remove materials improperly placed.
- All elections-based social media accounts must be officially confirmed and approved by the CRO. The CRO will monitor all officially confirmed social media accounts promoting a candidate and will notify the candidate if content is deemed inappropriate.
- Candidates must have approval from the Director, Residences and Ancillary Services before campaigning in Residence areas including posting campaign materials.
- No candidate or their representatives/volunteers may abuse positions they hold with any group on campus, or any benefits associated with it, in order to provide greater resources, exposure, or support to their campaign. Such abuses shall include, but are not limited to:
 - Using their shifts and/or work location for the purpose of campaigning.
 - Using privileged access to contact lists or social media platforms to campaign.
 - Any other actions deemed inappropriate by the CRO.

The CRO will advise when campaign materials are to be removed by candidates.

Each candidate will be required to read, fully understand the campaigning regulations, and sign a contract adhering themselves to said regulations. The CRO, in consultation with the Director, Student Experience and Engagement retains the right to disqualify any candidate for violating the regulations.

Meet The Candidates

The Student Government will post candidate profiles on the election page of the Loyalist Life website shortly after nominations close which will include a photograph, the platform and program information of the candidate. The CRO will work with the Campus Radio Station Manager to arrange opportunities for the candidates to have airtime to promote their campaign. The CRO shall organize and promote at least one (1) Meet the Candidates event to be held no later than twenty-four (24) hours prior to the beginning of the Polling Period. The purpose of this event shall be to give students an opportunity to ask questions to the candidates, and for candidates to make their views known.

Violations and Penalties

Complaints and concerns regarding the organization, operation, or outcome of the election must be submitted directly and without delay to the CRO through the [Election Incident Reporting Form](#). Any verbal complaints will not be accepted, and any rumours will not be acted or ruled on. Candidates who have issues or concerns with another candidate must complete and submit an [Election Incident Reporting Form](#). Candidates are not permitted to confront each other. The CRO shall have forty-eight (48) hours to consider the merits of the complaint and prepare a response. The CRO shall prepare and deliver a written ruling to both the candidate and the complainant. Following the ruling of the CRO, a candidate shall have twenty-four (24) hours to appeal the decision to the Director, Student Experience and Engagement. Appeals must provide an explanation as to why the ruling of the CRO was incorrect, as well as a desired outcome or remedy. The Director, Student Experience and Engagement shall have forty-eight (48) hours to consider the merits of an appeal and prepare a response. Once prepared, the Director, Student Experience and Engagement shall deliver a written ruling to the candidate. Rulings of the Director, Student Experience and Engagement shall remain final.

The CRO shall be responsible for enforcing campaign regulations, and shall have the power to assign penalties, in consultation with the Director, Student Experience and Engagement against any candidate for any infraction of the policies related to elections. Any violation of the election policies by a candidate or other individual representing and/or acting on behalf of the candidate shall be considered grounds for penalties. The CRO, in consultation with the Director, Student Experience and Engagement, has the discretion to develop any investigative process as they see fit for complaints so long as it is equally applied to all candidates in that Electoral Period. The CRO, in consultation with the Director, Student Experience and Engagement shall determine an appropriate penalty depending on the severity of the infraction. The penalties range from a warning to disqualification. Three (3) warnings for minor infringements of the regulations will result in disqualification from the election.

In the case that a candidate disqualification is being considered, the CRO shall immediately call for a meeting with the President and Director, Student Experience and Engagement. The CRO will communicate written notice of the violation via email to the candidate. The notice will include the alleged violation, the section of the election policies that the violation infringed, and any penalties being assigned. Depending on the severity of the violation, a candidate may be subject to further discipline under the Loyalist College Student Code of Conduct. Following the ruling of the CRO, a candidate shall have twenty-four (24) hours to appeal the decision to the Director, Student Experience and Engagement. Appeals must provide an explanation as to why the ruling of the CRO was incorrect, as well as a desired outcome or remedy. The Director, Student Experience and Engagement shall have forty-eight (48) hours to consider the merits of an appeal and prepare a response. Once prepared, the Director, Student

Experience and Engagement shall deliver a written ruling to the candidate. Rulings of the Director, Student Experience and Engagement shall remain final.

Voting Process

Voting for the Student Government Election and Referendum shall take place through a secure online voting platform. Eligible voters will have the opportunity to cast their electronic ballot during the election by visiting an online link provided directly by the CRO or visiting a pop-up polling station.

All full-time and part-time students at the Belleville, Bancroft, Toronto, Port Hope and Tyendinaga campuses are eligible to cast one (1) vote for each position or proposal regardless of the program in which they are enrolled.

No candidate and/or representatives/volunteers may observe, interfere, or be actively involved in the process of a student casting their vote. An attempt to influence a voter or giving direction for the purpose of casting a specific vote will result in immediate disqualification.

If there is only one (1) candidate for any position, their name shall appear on the ballot and shall be subject to a confirmation vote. The confirmation ballot shall contain the candidates' name, statement, and a vote of "In favour – Yes" or "Against – No". If the candidate receives a majority of "yes" votes, or an equal number of "yes" and "no" votes, the candidate shall be declared elected. If the candidate receives a majority of "no" votes, the candidate shall not be declared elected, and the position will be vacant until a decision has been made by the Board on how to fill the vacancy.

Online Voting Platform

Two (2) separate online voting platforms will be available, one (1) for the Belleville campus and one (1) for the Bancroft, Toronto, Port Hope and Tyendinaga campuses. Candidates will appear in the order of the positions listed and alphabetically by last name for their respective positions. The online voting platform shall ensure that voters can vote only once in each category. A complete list of eligible voters shall be provided by Loyalist College to the CRO. The list will only include students who are eligible to vote at their respective campus. If a student is not on the voters' list, they may contact the CRO who will address the issue. The CRO shall ensure that electronic ballots are functional prior to the first day of the Voting Period. The online voting platform shall store each vote and the time that the vote was cast in an electronic medium. The CRO will arrange for eligible voters to receive an email on the first day of voting containing the link to the voting site as well as details about how to cast their vote. The CRO will arrange for at least one (1) reminder to be sent to all eligible voters before the final day of voting.

Pop-Up Polling Stations

The CRO will organize pop-up polling stations throughout the voting period for the purpose of creating awareness of the election and providing voter with an in-person option to cast their vote. Polling stations will not be setup during events in which alcohol is being served. The CRO will ensure polling stations are accessible to all students, including students with disabilities. The polling stations shall have at least one (1) workstation at which to cast a vote and shall be staffed by two (2) poll clerks at all times during which the polling station is open. No candidate or their supporters/representatives shall be permitted to staff a polling station. Eligible voters must present a valid Student ID card or government-issued photo identification and have their name on the list of voters in order to obtain a ballot. The polling stations

shall be strictly limited to Polling Clerks and students actively casting their vote. Candidates and their campaign staff as well as Student Government Members are strictly prohibited from being at polling stations unless they are actively casting their vote or speaking to any students waiting in line at polling stations to cast their vote.

Polling Clerks at Pop-Up Polling Stations

All Polling Clerks shall be hired by and liaise with the CRO. Under no circumstances shall any Polling Clerk be a candidate in the election, campaign on behalf of any candidate or be a current member or staff of the Loyalist Student Government. Polling Clerks must not have any discussions surrounding the election or its processes with the Student Government Board Members, candidates or their campaign staff, or the media. Polling Clerks shall not take direction from any individual other than the CRO, this includes the Student Government Board Members, candidates and/or their campaign staff.

Polling Clerks shall act impartially and shall not show or promote bias towards any candidate even if those opinions are solicited. Polling Clerks may assist voters with online voting but are prohibited from voting or casting a vote on behalf of a voter, except when requested to do so by a voter for the purposes of a physical accommodation.

Election Results

The Chief Returning Officer shall have the power to extend the voting period beyond the date and time previously established, in the event of extenuating circumstances during elections such as, but not limited to mass power or internet connection failures.

The online voting platform allows for ballots to be tabulated automatically for the Belleville campus as well as the Bancroft, Port Hope, Toronto and Tyendinaga campuses. Results from both elections will be combined to provide the final results.

All decisions regarding candidate disqualification must be made prior to the release of election results. Votes for a candidate who has withdrawn or been disqualified from an election, but whose name could not be removed from the ballot, shall be discounted. Candidates with the majority of votes will be elected to serve their respective offices. In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner. If two (2) or more leading candidates have received an equal number of votes, the CRO shall arrange a meeting with the following individuals for the purpose of selecting the successful candidate by the flipping of a coin: leading candidates, current Student Government President or delegate from the Board, Director, Student Experience and Engagement and others as requested.

Voting results for eligible candidates will only be emailed to all students and posted on the Loyalist Life website and social media no more than two (2) hours after voting closes unless extenuating circumstances prevent this from occurring such as, but not limited to, delays with complaint and appeal processes. All candidates and the Loyalist community will be notified of the expected timeline for any delay.

Referendum

The Board may initiate a referendum alongside an election to find out the opinion of the membership on any issue or question that affects them. Referenda can be called when the majority of the Board votes to do so, or when ten percent (10%) of more of the membership petition to do so.

In the event that a proposed increase or expansion in the rate of compulsory ancillary fees increases the total compulsory ancillary fees by more than 20% in one academic year, the increase and/or new fees must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee, so students have the opportunity to vote for/against individual fee increases.

The following rules will be applied for the administration of referenda:

- Referendum questions must be phrased in such a way that a vote of “yes” signifies agreement with the proposal, and a vote of “no” signifies disagreement with the proposal.
- The questions to be decided by the referenda must be published on the Loyalist Life website and social media and emailed to students at least five (5) business days before the opening of the polls.
- A minimum of ten percent (10%) of the student population must vote to pass a referendum. Fifty percent (50%) plus one student or more of cast votes must be in favour of the question to pass the referendum.
- In the event of a tie vote for a Referendum question, the Referendum question shall be deemed defeated.

APPENDIX 1. Nomination Package Forms

Academic Transcript Review Form

In order to seek office and to serve as a member of the Student Government, this is to verify that,

_____ in _____
Student Name *Program Name & Year*

with student number _____:
Student Number

- Is registered as a full time or part time student at the Belleville, Bancroft, Port Hope or Tyendinaga campus, and does not have more than a one semester gap between classes.
- Has good financial standing by paying all ancillary fees, tuition and residence fees (if applicable) or has made necessary payment arrangements.
- Has a minimum Program Cumulative Grade Point Average of 2.0 and a minimum Term Grade Point Average of 2.0.

Loyalist College Registrar _____
Date

I hereby authorize the Student Government Chief Returning Officer or the Director, Student Experience and Engagement to consult with the Registrar for the purpose of determining eligibility to seek office in the Student Government Election or to serve as a member of the Student Government.

Candidate's Signature _____
Date

Election Policies Acknowledgement Form

I _____ acknowledge that:

Student Name

1. I have read and understand the Student Government Election Policies.
2. I agree to adhere to the Student Government Election Policies.
3. I understand that if I violate the Student Government Election Policies, I may face sanctions up to and including immediate disqualification, and I may be subject to further discipline under the Loyalist College Student Code of Conduct.

I understand all the information as presented and have been provided with an opportunity to ask questions relating to the Student Government Election Policies.

I agree to adhere to the requirements of the Student Government Election Policies provided.

Candidate's Signature

Date

APPENDIX 2. Polling Clerk By-Laws and Non-Disclosure Agreement

Polling Clerk By-Laws

1. **Hiring and Liaison:** All Polling Clerks shall be hired by and liaise with the Chief Returning Officer (CRO).
2. **Eligibility:** Under no circumstances shall any Polling Clerk be a candidate in the election, campaign on behalf of any candidate, be a current member or staff of the Student Government, or take direction from any individual other than the CRO.
3. **Impartiality:** Polling Clerks shall act impartially and shall not show or promote bias towards any candidate, even if those opinions are solicited. They should not display any preferences or favoritism towards any candidate, or make any comments that may influence the voting process.
4. **Election Rules and Procedures:** Polling Clerks shall be familiar with and uphold the Student Government election rules and procedures. By being familiar with these rules, Polling Clerks can provide accurate information and assistance to voters and ensure that the election process runs smoothly. Polling Clerks must also be able to provide assistance to voters in following the rules and procedures for voting.
5. **First Point of Contact:** Polling Clerks shall be the first point of contact and a resource for all voters. They are responsible for creating a welcoming and friendly environment for all voters. As the first point of contact, Polling Clerks should be available to answer any questions that voters may have about the voting process, voter eligibility, or any other election-related concerns.
6. **Voter Eligibility:** Polling Clerks must verify the eligibility of all voters by checking their valid student ID cards or government-issued photo identification against the voter list. This ensures that only eligible voters are allowed to cast their votes.
7. **Monitoring Voting Area:** Polling Clerks must monitor the voting area to which they are assigned and ensure the smooth operation of their designated polling location. This ensures that the election process is conducted in an orderly and efficient manner.
8. **Privacy and Confidentiality:** Polling Clerks must ensure the privacy, anonymity, and confidentiality of each voter and their casted votes. This ensures that each voter's vote remains confidential and protected.
9. **Duties:** Polling Clerks must perform any other duties as assigned by the CRO to ensure the election process runs smoothly and efficiently.
10. **Prohibited Actions:** Polling Clerks are prohibited from:

- Answering any questions or discussing the election with Student Government members, candidates and their campaign staff, or the media. They must refer all election questions to the CRO.
- Voting or casting a vote on behalf of a voter, except where requested to do so by a voter for the purposes of a physical accommodation. These rules ensure that Polling Clerks do not engage in any activity that may compromise the integrity of the election.
- Campaigning: Polling Clerks are prohibited from engaging in any campaigning activities while working at a polling station. This means that they cannot wear clothing or accessories that promote a particular candidate, distribute campaign literature, or engage in any other activities that may be seen as supporting a particular candidate.
- Discrimination: Polling Clerks are prohibited from discriminating against voters on the basis of race, gender, religion, or any other protected characteristic. This means that they cannot turn away voters who are eligible to vote or treat them differently based on their personal characteristics.
- Intimidation: Polling Clerks are prohibited from intimidating or harassing voters in any way. This includes using aggressive or threatening language, behaving in a confrontational manner, or trying to prevent voters from exercising their right to vote.
- Disclosure of Results: Polling Clerks are prohibited from disclosing any results or vote counts until after the polls have closed and the results have been officially announced. This is to prevent any premature disclosures that could potentially influence the outcome of the election.
- Unauthorized Assistance: Polling Clerks are prohibited from providing unauthorized assistance to voters. For example, they may not assist voters in filling out their ballots unless the voter specifically requests help and meets the criteria for assistance.

Failure to abide by these rules may result in disqualification as a Polling Clerk or other sanctions, as determined by the CRO. This ensures that Polling Clerks are held accountable for their actions and that the election process is conducted in a fair and transparent manner.

Polling Clerk Non-Disclosure Agreement

I _____ understand that during the course of my employment as a Polling Clerk, I will have access to confidential student information for the purpose of assisting with the Student Government Election.

Confidential Information shall constitute all students' personal information including but not limited to student number and date of birth is subject to efforts that are reasonable under the circumstances to maintain its secrecy.

I agree not to reproduce, distribute, disclose, use for my own benefit, or otherwise disseminate the Confidential Information and shall not take any action causing, or fail to take any action necessary to prevent, any Confidential Information disclosed to me to lose its character as Confidential Information.

I understand that access to Confidential Information is limited to those employees working as a Polling Clerk or the Chief Returning Officer. I agree under no circumstances to release, share, or publish the Confidential Information.

I have read and understand my responsibility to ensure confidential student information is protected. I am aware that any violation of this agreement could result in discipline under the Loyalist College Student Code of Conduct.

Signature

Date