

# Election and Appointment Code Manual

## TWUGSA

### **I The Role of the Chief Electoral Officer:**

**A** Oversee the elections and referenda of the Student Association.

**B** Ensure that all candidates adhere to the guidelines set forth in the Election Code Manual.

**C** Ensure the validity of the voting process.

**D** From here on, throughout this section the Chief Electoral Officer will be called the CEO.

**E** The CEO is to be the Executive Vice President unless they are running for election, in which case the CEO will be chosen by the Executive Council.

### **II Plurality of Votes:**

**A** In all TWU Graduate Student Association Council elections, the candidate receiving the plurality of votes is elected to that office.

**B** A plurality vote requires that a candidate have more votes than his/her opponents to be elected to an Executive Council position or to a Representative position. Plurality does not require a 50% majority.

### **III Priority List for Election Month:**

**A** The CEO will oversee the planning for each upcoming election. The two positions (CEO/Executive Vice President and Executive Assistant) will be working together during the election, therefore it is imperative that respective duties are outlined and discussed first.

**B** Plan an all-candidates meeting before the election begins in order to notify the candidates of the following information:

**a** Where posters are allowed and not allowed to be hung.

**b** The spending limit for each candidate's campaign is \$50 (fifty dollars). This includes all paraphernalia used in the campaign including the purchasing of web space and development of a web site. The MyTWU site should be used for campaigning purposes.

**c** The times and dates for the candidate's speeches.

**d** The rules and regulations for the All Candidates Forum.

**e** Inform all candidates of the time limit for campaign paraphernalia take down.

**C** With the help of the Communications Coordinator set up an online vote and ballot. With the help of the Communications Coordinator ensure the on-line voting system is working properly.

**D** Ensure the polling database represents the correct and updated list of voting constituents.

**E** Arrange with Student Life to reserve a place for the all-candidate forum. This includes getting chairs and microphones from the conferences department.

# Election and Appointment Code Manual

## TWUGSA

### **IV Election Procedures:**

#### **A Election Timeline (appropriate for both elections):**

- a** Initial week would be designated for nominations.
- b** Second week is allotted for declaring running status.
- c** Third week is allotted for candidacy.
- d** Fourth week is elections week.
- e** At anytime, if there is a conflict with either Independent Study Week or another major school event, the timeline can be adjusted by the CEO.

#### **B Applications for nomination:**

- a** Students wishing to run for an Executive Council position shall apply for candidacy the first week in February.
- b** Students wishing to run for a Representative position shall apply for candidacy the first week in March.
- c** Students wishing to nominate a candidate for a position shall submit the name of the nominee to the CEO according to the time set by the CEO.

#### **C Candidacy:**

- a** Candidates shall declare their candidacy to the CEO prior to the deadline set by the CEO. Individuals who are late in applying or declaring their candidacy may be given candidacy if agreed upon by the TWUGSA President and the CEO.
- b** Candidates must communicate with the CEO to confirm their eligibility and be informed of pertinent election information.
- c** This process will take place the second week of both February and March depending on the position being candidated for as discussed in section IV: A.

#### **D Campaign Regulations:**

- a** Campaigning officially begins on the date and time specified by the CEO. Campaigning may begin the third week of February or March depending on the position being candidated for as discussed in section IV: A.
- b** The total expense of all campaigning paraphernalia and services shall not exceed \$50 (fifty dollars).
- c** No verbal campaigning may take place within twenty meters of any polling station, in the CUBE, or personal computers during voting days, including computers in the collegium.
- d** All campaigning paraphernalia shall be removed from the campus by the Friday of election week.

# Election and Appointment Code Manual

## TWUGSA

### **E** All Candidates Forum:

- a** Participation in the all candidates forum is optional.
- b** All candidates may make a formal public speech during the designated time.
- c** The speakers list shall be made up in order of hierarchy of position and alphabetized thereafter (as decided by the CEO).
- d** Each speech shall be of a maximum of two minutes in length.
- e** At two minutes a red sign will be raised by the CEO indicating to the speaker that zero time remains.
- f** At two minutes and thirty seconds the speaker's microphone will be shut-off and the speaker will be asked to be seated.
- g** The forum shall take place in the area designated by the CEO. It is recommended that the forum take place on the same day as election speeches from 1:10pm until 2:00pm. Candidates shall sit in hierarchical positions in alphabetical order.
- h** The CEO may limit the candidates answer time per question as he/she sees fit.

### **V** Voting:

- A** Voting shall take place online with the current voting system. Each student will utilize their TWU Pass account to ensure that ballots are cast anonymously. In the event of a problem with the online voting system, or if an eligible voter (as defined in Section V: D-G) is not recognized on the voter's list, a paper ballot may be used:
- a** Ballots will be provided for students who need by the CEO.
  - b** Eligible voters will place their ballot in a sealed envelope, with his or her Student ID number clearly printed on the outside.
  - c** The envelope will be placed in a secure container, as provided by the CEO.
- B** Before being counted, the Student ID number must be validated. If valid, so as to avoid duplicate votes, it must be checked against the list of Student ID numbers of those voters who were able to vote online (if any).
- C** Voting time will take place on the Monday of the fourth week of February or March depending on the position being elected as discussed in section 1 from 12:01 a.m. to the following Sunday at 11:59 p.m.
- D** All TWUGSA members are eligible to vote.
- E** For Representative positions, only the appropriate constituent members are allowed to vote.
- F** All graduate students may vote for the Executive Council positions
- G** During the Spring election members of the TWUGSA voting for class and faculty representatives will vote for candidates who will represent their class or faculty the following year (May 1 - April 30).

# Election and Appointment Code Manual

## TWUGSA

### **VI Online Ballot:**

**A** Candidates shall appear on the ballot in order of hierarchy of position at the executive level and alphabetical thereafter.

### **VII Ballot Counting:**

**A** All results from the election must be archived and put on file in the TWUGSA database and filing system.

### **VIII Election Announcement to the Candidates:**

**A** Candidates will be notified by email/phone the day following the close of the election.

**B** Upon the candidate's acknowledgment of their election the results shall be formally announced the TWUGSA via email.

### **IX Endorsements:**

**A** No entity or member under the TWUGSA Council may endorse or aid a candidate in their campaign.

### **X Complaints:**

**A** Complaints dealing with candidates indiscretions will be forwarded to the CEO. All complaints are to be considered by the TWUGSA executive. All complaints must be written and signed by those making the submission.

**B** If one candidate receives over 3 separate complaints, he/she may be disqualified at the discretion of the TWUGSA Executive Council.

### **XI Technical Problems:**

**A** In the event that the on-line system fails for a time during the elections' week, the TWUGSA Executive Council will decide how long to extend voting.

**B** If necessary, voting may be rescheduled.

### **XII Elections Policy for Clubs**

**A** The Executive of the club must appoint a club representative to run the elections.

**B** The appointed club representative will work with the TWUGSA CEO and the Communications Coordinator to create an on-line ballot for the club elections.

### **XIII Appointing**

**A** Administration positions will be filled at the discretion of the Executive Council, after position vacancy is advertised.