

RYERSON STUDENTS' UNION

How to RUN A Student Group ELECTION

***NOTE: All elections must be completed by
the last Friday in March!***



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Student Group Elections

1. Towards the end of each year, Student Group executives have the responsibility to run an election to replace their positions. This requires each **executive to appoint a Chief Returning Officer** to plan, organize and execute the election.

2. The Chief Returning Officer (CRO) shall ensure a fair & impartial election. Your appointee should be an **executive member who is not running for a position** on the new executive and is well versed with election procedures and policies.

Your CRO Has the Following Duties:

- (a) **Open nominations by advertising positions available and the date** of the upcoming election meeting. Posters, bristol board, emails, website notices are ideal ways to publicize the election.
- (b) **Arrange the election** – print ballots and have something to collect the ballots (e.g. ballot box). The collecting of ballots is the preferred method, rather than a simple show of hands. It allows all members their right to privacy.
- (c) **Ensure that you will be available to answer questions** about the positions and the election process to all interested candidates & voters. You may wish to put your phone number or e-mail address on the posters for this purpose.
- (d) **The CRO rules on all** appeals, recounts, questions of voter eligibility and candidate eligibility and is also **expected to issue regulations** that the candidates must abide by. The CRO can also disqualify candidates for serious infringements of the regulations.
- (e) **The CRO votes secretly** and puts the ballot inside an envelope in the ballot box. This ballot is counted only if there is a tie situation.
- (f) **Informs the Campus Groups Coordinator** of the results **as soon as possible (NO LATER THAN APRIL 1)** after the election and brings the Coordinator a completed Executive Officers Signing List.

Opening Nominations

Student Groups must give adequate notice to all members via posters, telephone calls, emails, etc.

Posters must: list positions available, state how and where the CRO can be contacted and state clearly the date, time & place of the election meeting.

Timelines

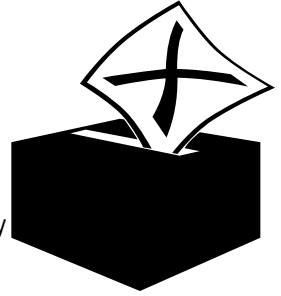
In order for your election to be fair and equitable to the students in your group, **these minimum timelines must be followed:**

1. Elections must be held no later than the last Friday in March
2. Nominations should be open for 2 weeks (10 school days)



Arranging the Election

1. **Book the room** for your election meeting.
2. Upon commencement of the meeting, **take nominations** for positions from the floor. Ideally, these nominations should have a seconder.
3. On a large piece of bristol board or flip chart **write the positions & the candidates names** and display members to see.
4. **Have the individual candidates address the group.** You should set a time limit, such as 5 minutes for each candidate. You may wish the other candidates to leave the room during the speeches.
5. Once the eligibility of voters is determined distribute & collect ballots.
6. **Each candidate is allowed a scrutineer** if they so choose during the counting of ballots. The role of a scrutineer is to watch the counting of the ballots, not to count.



Voter Eligibility

- Only Ryerson students enrolled in a full-time or part-time degree program are eligible to vote.
- Groups may restrict voting by length of membership in group (e.g., 2 months).

All voters must be notified in advance of election of any such restrictions.

Candidate Eligibility

Candidates must satisfy these 3 requirements:

- Only Ryerson Students enrolled in a full-time or part-time degree program
- Must be members of the group at the time of nomination
- Must be duly nominated by an eligible voter

Voting & Ballots

- Once nominations close the CRO casts his/her ballot in a sealed envelope.
- They then distribute ballots to eligible voting members and collect them.
- In the case of an acclamation (one candidate running for the position) the CRO may decide to take a yes/no vote by ballot.
- A spoiled ballot cannot be counted. Spoiled ballots occur when it impossible to determine the intent of the voter (by the CRO) or if there are comments written on the ballot.

Recount

- **Ballots must be kept for 2 weeks.** Requests for a recount must be in writing.

Candidate Expenses

- Candidates are responsible for their own campaign expenses. No funds from RSU group budget or trust funds can be used to pay for any candidate expenses.

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Voting & Ballots cont'd

Disqualification

- Disqualification can occur if the CRO finds that a candidate has committed severe infractions of rules and regulations.

Vacancies

- If a vacancy occurs within an executive after the election, then the position may be filled by an appointment member by the executive council.

Your CRO Should Follow This Timeline:

- (a) Open nominations by advertising the date, time, place of election meeting. Email all members this information along with duties of each position. If you are allowing on-line voting it is important you advertise the date/time in which nominations and voting closes. Posters should also contain the day, hours and place of your Election Day meeting.
- (b) Only the CRO can accept nominations and votes online. All records of online votes must be kept and be available to the candidates' scrutineers upon request.
- (c) Once the CRO has announced the nomination closing date, which is at least five school days from the opening, then the campaign can begin. **ALL ELECTIONS MUST BE COMPLETED NO LATER THAN THE LAST FRIDAY IN MARCH.**
- (d) The CRO is responsible for distributing election rules and procedures to all candidates.
- (e) Arranging an election day requires a lot of organization. The CRO needs to book a meeting room with the RSU front desk. They must have an eligible voters list election advertising and ballot printing.
- (f) The CRO rules on all appeals, recounts, questions of voter/candidate eligibility and is also expected to issue regulations that candidates abide by.
- (g) The CRO acts as chief scrutineer and ensures accurate counting of ballots.
- (h) **The CRO informs** all candidates, outgoing executives and the Campus Groups Coordinator **of the election results** and the full contact information of all newly elected executives **NO LATER THAN APRIL 1st along with a FULLY COMPLETED Executive Officers signing list.**

A RSU PUBLICATION

The Ryerson Students' Union (RSU)
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