



FLEMING COLLEGE SAC POLICY

Policy Title: Fleming SAC Elections	
Policy ID:	#3-101
Manual Classification:	Operating Policy
Approved by Board of Directors:	January 4, 2023
Effective Date:	January 4, 2023
Next Review Date:	November 2024
Administrative Contact for Policy Interpretation:	Governance & Advocacy Coordinator
Linked to a Fleming SAC operating Procedure:	<input checked="" type="checkbox"/> #2-101 OP <input type="checkbox"/> No

Policy Statement

This policy will provide principles and guidelines for the Fleming SAC during the course of its operations, running a fair and impartial electoral process. The electoral process shall conform to the rules as outlined in the Corporations Bylaws.

Purpose

The purpose of this policy is to provide a formal approach to the rules and regulations for the electoral process including the selection of the Director and any Executive Officer positions as well as any referenda of the Corporation.

This Policy will also address the authority of the Electoral Officer (E.O) and the Returning Officer (R.O).

Scope

This Policy applies to all members of the Fleming SAC as well as all staff, board, executives, and candidates of an election of the Fleming SAC.

Definitions/Acronyms

Definitions that are not defined herein shall have the same meaning as those defined in the Corporation's By-laws. Should there be a discrepancy between this policy and the Corporation's By-laws, the By-laws definitions shall be observed.

Fleming SAC: means the Fleming College Student Administrative Council.

Member: means a Members, as described in the Fleming SAC By-laws.

Elections: means any general election, by-election or special election.

Board: means the Fleming SAC Board of Directors, as defined in the Corporations By-laws.

Executive: means elected executive officers of the Corporation as outlined in the Corporation's By-laws.

E.O.: Means the Electoral Officer as described in the By-laws.

R.O.: Means the Returning Officer as described in the By-laws.

Director: Means an elected director of the Corporation as outlined in the By-Laws.

Referendum: means a direct vote proposed to the entire membership of the Corporation in which it is asked to accept or reject a proposal, in compliance with the Fleming College Compulsory Ancillary Fee Protocol.

General Principles

Fleming SAC will hold elections annually, and when required, to fill the roles on the Board of Directors. This policy will ensure the following:

1. General Elections are held and shall be completed before the last day in February to select the Board of Directors for the following academic year.
2. By-Elections may be held if a position on the Board becomes vacant after the General Elections at any time between May 1st and September 31st of each year.
3. Fleming SAC Shall not allow a period of one month to pass without filling a vacant position on the Board.
4. Referenda of the Corporation are votes on ballot questions in which a direct vote of the membership of the Corporation is asked to accept or reject a proposal. The results of the referenda, the option selected with a simple majority, must have a minimum of 15% voter turnout by its membership. All results of a referendum are binding upon the Corporation and must be acted upon in a timely fashion.
5. Fleming SAC shall select an Election Committee to oversee the planning, development and execution of the Corporation's Elections in accordance with the provisions of this policy and the Administrative Operating Procedures OP 2-101, Fleming SAC Elections
6. Fleming SAC Shall hire, through the Election Committee, an Electoral Officer (E.O.) who shall oversee the electoral process. This position must be filled from the current membership of Fleming SAC or by a member of Alumni who has previously sat on the Fleming SAC Board of Directors.
7. Fleming SAC shall ensure that voting in any election is done through a third-party electronic system that is monitored by the Returning Officer (R.O.).
8. All members of the Corporation shall have the right to vote in any general Election upon confirmation of valid member status.
9. Fleming SAC, including its Staff, Board of Directors, and the Executives, shall remain impartial throughout the electoral process. Questions and/or concerns brought to these mentioned groups shall be directed to the Electoral Officer for interpretation.

Further information regarding procedures and implementation of this policy can be found in *Administrative Procedures OP #2-201, Fleming SAC Elections*

Related Documents

- Corporations Act, R.S.O. 1990
- Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15
- OP 2-201, Fleming SAC Elections Procedures
- Elections Canada: Elections off the Shelf "Model for student Elections"

Appendices

N/A

Review / Revision Log

Summary of Changes	Date
Policy re-development	June 2020