



## **ELECTION RULES**

### **General Rules and Information:**

These rules, guidelines have been developed from the Fleming SAC Bylaws, Governance Policies, Operating Policies and Elections Canada. The Primary Electoral Officer shall ensure that all rules are followed and that all candidates are provided fair opportunity during the election.

Candidates will be required to attend meetings and events during the Elections. These events are mandatory. Candidates are required to speak with their faculty if it means they will miss class. Candidates who do not attend these mandatory events will have been considered to have withdrawn from the elections.

### **The Electoral Officer (EO):**

The administration of elections is the responsibility of the EO who is independently contracted by Fleming SAC and ensures that all rules and guidelines of the election are followed by all involved in the election process as defined in the Fleming SAC Elections Policy (Operating Policy 2).

The EO is the main point of contact for all election related inquiries. The EO is a non-partisan staff member (Operating Policy Section 2, OP-1.1).

The EO will make decisions on all matters related to the Elections and with consultation with the Elections Committee if necessary. These decisions are binding on all parties. All decisions made will be based on the Fleming SAC Bylaws, Governance Policies and Operating Policies (Operating Policies Section 2, OP-1.1(d))

The Electoral officer will provide confidentiality with all candidates in accordance with the Freedom of Information Act.

### **Nominee Requirements**

Any student seeking election, or appointment to the Board of Directors must:

- Be in good academic standing, covering the most recent completed semester as issued by the College Registrar. Any student seeking election who fails to pass all program required courses prior to the nomination period will be ineligible to seek a position on the Board.
- Be an eligible member at Fleming College's Sutherland campus.
- **Submit the Nomination Package to the Electoral Officer by the deadlines specified (January 20, 2025, at 11:59pm).**

- Be registered as a full-time student at Fleming College (Sutherland Campus) and who have paid the required Ancillary Fees.

All Candidates shall disclose, at the time of Nominations any potential conflicts of Interests that exist or may come into existence during the campaign period.

To minimize the possibility of conflicts of interest, or the appearance of such conflicts, arising between private interests and public duties, upon formal nomination, during campaigning, if appointed and throughout your tenure. As a candidate you must arrange your private affairs in a manner that will prevent real or potential conflicts of interest, or the perception of a conflict of interest, from arising.

In addition, you must NOT:

- solicit or accept gifts because of being a Candidate or elected Board member.
  - use any influence resulting from your position as a candidate or elected board member to assist private entities or persons in their dealings with any public body where this may result in preferential treatment toward someone.
  - knowingly take advantage of, or benefit from, information that is obtained in the course of your official duties and that is not generally available to the public.
  - directly or indirectly use or allow the use of public or private property (including funds) of any kind, including the property that is leased for the purpose of the election other than exclusively as required in the exercise of your mandate.” – developed from Elections Canada
2. Should a Candidate be actively employed by Fleming College, their position must, at a minimum, be placed into a formal and documented leave of absence during the campaign period and be resigned if elected.
  3. “The extent of the Board’s involvement in the election process shall be to hire the Primary Electoral Officer that will at that time be a part time staff member who will assist in facilitating the election process.” – Governance Policy 4.2
    - Candidates are not allowed to seek any form of assistance from current sitting board members, the President, or any staff outside of the Electoral Officer.
  4. Candidates are required to campaign with the upmost respect for fellow candidates. Personal or Character attacks, whether actual, implied, or perceived, will not be tolerated and result in automatic disqualification.

### **Important Dates:**

#### Nominations

- **Starts: January 13, 2025**
- **Ends: January 20, 2025**

#### All Candidates Meeting

- **Friday January 24, 2025**

#### Campaigning

- **Starts: February 03, 2025**
- **Ends: February 18, 2025**

#### Candidate Meet & Greet

- **February 06, 2025**
- **February 12, 2025**

All Candidates Forum

- **February 18, 2025**

Voting

- **February 19<sup>th</sup> – 20<sup>th</sup>, 2025**

Election Results Meeting

- **February 21, 2025**

### **Nomination Rules:**

5. Each Candidate must meet the qualifications for holding office as outlined in the Fleming SAC By-laws
6. Each Candidate must complete the Nomination Package and have the Office of the Registrar confirm their academic standing. Candidates are responsible for obtaining this and packages will be considered incomplete if submitted and not filled and signed.
7. Candidates and their team may not begin campaigning during the nomination period.
8. Candidates seeking re-election may not use their current position on the board to influence potential candidates running for a position.
9. All Candidates must receive academic endorsement from their Program Coordinator to ensure they can handle the responsibilities and extra requirements that a board member face.

### **Campaigning Rules:**

10. Candidates seeking re-election must not use their position on the Board of Directors to campaign or gain votes.
11. Candidates must campaign solely for the position they are seeking. Candidates may not campaign alongside another candidate or work together to gain votes.
12. Any Campaigning outside of this designated period may result in disciplinary action up to and including disqualification. All campaign materials must be taken down/closed. Social media postings regarding the elections are prohibited.
  - **The Campaign period shall be between February 3<sup>rd</sup> and 18<sup>th</sup>, 2025 ending at 9:00pm**
13. Posters must have the Fleming SAC seal, before they can be posted. Each candidate may have a maximum of 7 posters that can be displayed on the designated bulletin boards around the College. Poster sizes may not exceed a maximum of 11 by 17 inches. **The Fleming SAC will provide all printing of campaign materials if materials are submitted in an electronic PDF format.** The Designated Bulletin Boards are clearly marked with the Fleming SAC Logo at the Top.
14. Any campaign materials may not include any type of SAC branding. including any affiliations
15. All Campaign materials must be submitted to the Electoral Officer for approval before they will be printed and displayed on designated bulletin boards.
16. On campus bulletin boards dedicated for use by certain groups or programs cannot be utilized. These are clearly marked or labelled but if uncertain, consult the Electoral Officer.

17. Handbills must follow the same rules as posters. The size of handbills will be printed at a size of 4.25 by 5.50 inches.
18. Candidates must invite the Electoral Officer to all prospective online campaign platforms prior to the start of the campaign period including the use of any personal account(s). Blogs or personal websites are prohibited. Only the following social media platforms are approved for campaigning:
  - Facebook
  - X
  - Instagram
  - YouTube
19. Other than social media, all campaigning is restricted to Fleming College Sutherland Campus.
20. Candidates may use the Steele Centre and Front Foyer to campaign. Candidates must book this space through the Electoral Officer via email with the date, time, and location.
21. Candidates are responsible for all campaign activities including campaigning undertaken by friends on their behalf. It is the responsibility of the candidate to inform their campaign team of the rules surrounding the election. Any violation of the rules by a campaign team will be held against the candidate.
22. Each candidate has a **campaign budget of \$100**. Fleming SAC will reimburse all candidates up to the \$100 provided that the candidate provides receipts for any cost incurred for the election. Receipts must be submitted to the Electoral Officer with a completed Expense Reimbursement Form. Any Material and/or monetary campaign donations must be declared along with the actual cash value of any campaign materials. Re-imbursement Forms must be submitted to the Electoral Officer no later than one week after the Election results have been made.
23. Campaign in the direct vicinity of the Fleming SAC Kiosk is strictly prohibited. Candidates shall not appear to be current members of Fleming SAC.
24. Candidates can not appear to buy votes from students. This includes small gifts and any other means that would influence the election.

#### **Discipline:**

25. During the campaign, the Electoral Officer may issue a candidate a warning for contravening the Election Rules or Fleming SAC policies. Depending on the severity of the offence, each candidate will receive two warnings before disqualification. Intentional contravention will result in immediate disqualification.
26. Any candidate who has been disqualified may request a meeting with the Governance Coordinator to discuss the decision of the Electoral Officer. The Election Committee will consider if there are grounds to appeal the Electoral Officers Decision.

#### **Voting:**

27. Voting will occur online through a Fleming SAC email. Voting will **OPEN February 19<sup>th</sup>, 2025, at 9:00am** and will **CLOSE February 20<sup>th</sup>, 2025 at 11:59pm**.
28. Candidates and/or campaign team members are prohibited from soliciting votes on the two voting days. Contravention will result in **immediate disqualification** of the candidate.