



**Student Administrative Council
Fleming College**

Appendix A

2024 General Election Rules

These rules, guidelines have been developed from the Fleming College Student Administrative Council Constitution, 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.

Elections Code of Conduct

It is expected that all Candidates, members of committees and Administrators understand and abide by the rules and regulations set herein, and by Fleming SAC Members at all times.

In spite of any differences, or disagreements that may arise during a particular Election, all participants, are expected to maintain decorum at all times, and to be polite, courteous, respectful, and refrain from discrimination. Ultimately, individual conduct and behaviour may be considered a direct reflection of the candidate's suitability to lead and represent their peers.

All campaigns are to be conducted in good faith, and in the spirit of fair play. In addition to upholding the principles of honesty, mutual respect, and fair competition, examples of bad faith behaviour and actions that violate this Code and set of rules, include but are not limited to the following:

- a) sabotage of the campaigns of opposing Candidates;
- b) repeated frivolous or vexatious complaints, allegations and/or appeals, where the complainant ought to know that the complaints have little to no reasonable chance of success;
- c) defaming or knowingly misrepresenting the state or character of another individual;
- d) making condoning, or endorsing derogatory/false statements or messaging, spoken, written or electronic;
aggressive campaigning, harassment, or otherwise engaging in behaviour that is either known, or ought reasonably to be known, to be unwanted by any other individual; and
- e) persistent attempts to undermine the electoral process.

Candidate Events

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 Candidates who do not attend these mandatory events will have been considered to have withdrawn from the elections. These mandatory events are:

- All Candidates Meeting
- All Candidates Forum

1. Election Timeline

The 2024 General Election runs from January 8th to February 17th, 2024



- The “Nomination Period” begins on **Monday, January 8th, 2024** and will end **Wednesday, January 17th, 2024**
 - Nomination Packages are due by **Wednesday, January 17th, 2024 at 4:00 p.m.**
 - The “Preparation Period” begins **Monday, January 22nd, 2024** and will end **Friday, January 26th, 2024**
 - The video bios are due by **Monday, January 25th at 4:00 p.m.**
 - The “Campaign Period” begins on **Monday, January 29th, 2024** and will end **Monday, February 12th, 2024**
 - There will be a Coffee and Cookies Meet the Candidates Social on **Thursday, February 8th, 2024**
 - There will be an Ice-Cream Meet the Candidates Social on **Thursday, February 1st, 2024**
 - The “Voting Period” begins on **Tuesday, February 13th** and will end **Wednesday, February 14th, 2024**
 - Voting Results will be announced on **Friday, February 16th, 2024 at 9:30 a.m.**
2. Any student seeking election or appointment to the Board of Directors must have completed a minimum of one (1) semester 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.
 3. Students seeking election to the Board of Directors shall be nominated by at least thirty (30) members of the Corporation and must submit the Nomination Package to the Electoral Officer by **Wednesday, January 17th, 2024 at 4.00 p.m.**
 4. Any student seeking election or appointment of the Board of Directors must be an eligible member of the Corporation. Membership in the Corporation shall be open to those registered as a full-time student at Fleming College (Sutherland & Cobourg Campuses) and who have paid the required Student Activity Fee.
 5. 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.
 6. 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 as a result 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.
7. 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.
 - Candidates are not allowed to seek any form of assistance from current sitting Directors, the Chair or any staff outside of the Electoral Officer.
 8. 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.

The Electoral Officer:

9. The administration of elections is the responsibility of the Primary Electoral Officer (PMO) 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.
10. The PMO shall be the main point of contact for all election related inquiries. The PMO is a non-partisan staff member.
11. The PMO will make final decisions on all matters related to the Elections. These decisions are binding on all parties.
12. The Electoral officer will provide confidentiality with all candidates in accordance with the Freedom of Information Act.

Nomination Rules:

13. Each Candidate must meet the qualifications for holding office as outlined in the Fleming SAC By-laws

By-law 1, Section 6.3

Qualifications – All Members described in Article 4.1.a of these bylaws are qualified to be a Director. The following persons are disqualified from being a Director:

- a. anyone who is less than 18 years of age; or
- b. anyone who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property; or
- c. anyone who has been found to be incapable by any court in Canada or elsewhere; or
- d. anyone who is not an individual; or
- e. anyone who has the status of bankrupt; or
- f. anyone who is not bondable; or
- g. anyone who does not meet the entitlement of membership as described in Article 4 of this By-law; or
- h. anyone who does not maintain a G.P.A of sixty-five percent (65%) or higher during each academic semester at Fleming College; or



- i. anyone who violates the Fleming College academic and/or student rights and responsibilities policies; or
 - j. anyone who has previously been removed from the Board; or
 - k. anyone who is not attending classes during their term in office with the exception of the summer semester only; or
 - l. anyone who is a graduating student who is not returning to Fleming College for further studies.
14. 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.
 15. Eligibility for elected or appointed director positions may not be limited on the basis of race, ancestry, place of origin, ethnic origin, creed/religion, colour, age, gender, gender identity, gender expression, marital status, family status, citizenship, sex, sexual orientation, or disability.
 16. Candidates and their team may not begin campaigning during the nomination period.
 17. Candidates seeking re-election may not use their current position on the board to influence potential candidates running for a position.
 18. All Candidates must receive academic endorsement from their Program Coordinator to ensure they can handle the responsibilities and requirements of being a Board of Director with Fleming SAC.

Campaigning Rules:

19. Candidates seeking re-election must not use their position on the Board of Directors to campaign or gain votes.
20. Candidates must campaign solely for the position they are seeking. Candidates may not campaign alongside another candidate or work together to gain votes.
21. 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 outside of the Campaign Period.
 - The "Campaign Period" begins on **Monday, January 29th, 2024** and will end **Monday, February 12th, 2024 at 4.00 p.m.**
22. 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. Fleming SAC will provide all printing of campaign materials provided that materials are submitted in an electronic PDF format.
23. Any campaign materials may not include any type of SAC branding, including any affiliations.
24. All Campaign materials must be submitted to the Electoral Officer for approval before they will be printed and displayed on designated bulletin boards.



25. 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. The Designated Bulletin Boards are clearly marked with the Fleming SAC Logo at the Top.
26. Handbills must follow the same rules as posters. The size of handbills will be printed at a size of 4x6 inches. Candidates may only print a maximum of 400 handbills. All handbills must contain the phrase: "Please Recycle after the Election"
27. Candidates **must** invite the Electoral Officer to all prospective online campaign platforms prior from the start of the campaign period until the voting period. Blogs or personal websites are prohibited.
These are the approved social media platforms:
 - Facebook
 - Twitter
 - Instagram
 - Youtube
 - Tiktok
28. 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.
29. The following people can not campaign for or make any public statements regarding the candidates:
 1. Any full-time staff members of Fleming College
 2. Any Elections Committee member
 3. Any Executive Officer or Director not currently running in the election.
30. 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-imbusement Forms must be submitted to the Electoral Officer no later than three (3) business days after the Election results have been made.
31. Candidates may use the Steele Centre Cafeteria and Front Foyer to campaign. Candidates must book this space through the Electoral Officer via email with the date, time, and location.
32. Candidates can not make promises in an attempt to buy votes from students. This includes promising gifts of any kind or any other means that would influence the election. **This will result in an immediate disqualification**
33. Campaigning in the direct vicinity of the Fleming SAC Kiosk is strictly prohibited. Candidates shall not appear to be current members of Fleming SAC.
34. Candidates may not campaign in the following locations without approval:
 - Steele Center Pub; or



- Fleming SAC Offices; or
- Fleming College Residence Buildings; or
- Any wall that is not a designated Fleming SAC Bulletin; or
- Any bars/pubs, private parties or similar areas where there might be alcohol or drugs; or
- Any other areas defined by the Electoral Officer and/or the Returning Officer

Disqualification:

35. 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.
36. Any candidate who has been disqualified may request a meeting with the Returning Officer to discuss the decision of the Electoral Officer. The Returning Officer will consider the meeting and determine if there are grounds to appeal the Electoral Officers Decision.

Voting:

37. Voting will occur online through a Fleming SAC email. Voting will **OPEN Tuesday, February 13th, 2024 at 9:00am** and will **CLOSE Wednesday, February 14th, 2024 at 11:59pm**.
38. 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.
39. Each Candidate may designate a scrutinizer who will accompany the Electoral Officer to a meeting with Fleming SAC to receive and review the voting results. The Scrutinizer must be a full-time Fleming College student and the candidate will provide the scrutinizers' name and student number no later than **two (2) days before the results meeting**.



ELECTION RULES ATTESTATION

I, _____ the undersigned, a Candidate in the 2024 General Elections, do solemnly affirm that:

- I have read and understood the Election Rules
- I agree to abide by the Election Rules
- I understand any contravention of the Election Rules can result in disqualification.



Candidate's Signature

Dated _____, 2024