

Fleming College Student Administrative Council Policy

Policy Title: Elections

Policy ID: 2-301

Manual Classification: Operating Policy

Approved by General Manager: November 2024

Next Review Date: October 2025

Administrative Contact for policy interpretation: General Manager

Linked to a Governance Policy: 1-413: Elections

Linked to an Operating Procedure: 2-301OP: Elections

Policy Statement

Through authority delegated to the General Manager through Governance Policy 1-413: Elections. The Fleming SAC Election Process policy defines the procedures and responsibilities for the election of the Board of Directors. The purpose of this policy is to ensure that elections are conducted in a fair, impartial, and transparent manner, adhering to the principles set forth in Fleming SAC By-law 1 and the governance framework.

Purpose

This policy provides the framework for conducting annual elections for the Board of Directors, outlining the roles and responsibilities of involved parties and ensuring that the election process is fair, transparent, and legally compliant. It establishes clear procedures for nominations, campaigning, voting, candidate eligibility, and result confirmation.

Scope

This policy applies to all individuals and groups involved in the Fleming SAC election process, including but not limited to the Board of Directors, General Manager, Electoral Officer, Returning Electoral Officer, and all staff members engaged in the elections process.

Definitions/Acronyms

Campaigning means the activities and efforts undertaken by candidates to promote their candidacy, share their platform with members, and encourage support during the election period, subject to the guidelines set forth by this policy.

Dispute Resolution means the process by which any disagreements, complaints, or issues arising during the election process are addressed and resolved, first by the Elections Committee and, if necessary, escalated to the Board of Directors for final resolution.

Election Process means the series of activities and steps involved in conducting the election of the Board of Directors, including candidate nominations, campaigning, voting procedures, and result confirmations.

Electoral Officer (EO) means an independent individual appointed to facilitate and oversee the election process, ensuring compliance with the election guidelines and this policy.

Elections Committee means a group composed of the Board Chair, General Manager (GM), Returning Electoral Officer (REO), and two current Directors, responsible for overseeing the election process and ensuring its compliance with the Fleming SAC Governance Policy 1-413 Elections and this operating policy.

General Manager (GM) means the individual responsible for overseeing the election process, ensuring compliance with the Fleming SAC By-laws, and providing the necessary resources and support to execute the election process fairly and transparently.

Nomination Process means the procedure through which candidates submit their candidacy to be considered for election to the Board of Directors, including verification of eligibility and the announcement of qualified nominees.

Returning Electoral Officer (REO) means a role appointed by the General Manager (GM) to assist the Electoral Officer in overseeing the election process, ensuring compliance with election rules and providing additional oversight to ensure fairness and transparency.

Voting Procedure means the steps and methods used to collect votes from Fleming SAC members during the election, ensuring the process is secure, confidential, and in compliance with this policy.

General Principles

The following general principles are the directives that set out how Fleming SAC shall operate to ensure a fair, transparent, and compliant elections process:

1. The Elections Committee shall oversee the planning, development, and execution of the elections in accordance with the provisions of this policy.
2. Fleming SAC shall hire, through the Elections Committee, an Electoral Officer (EO) who shall oversee the electoral process. This position must be filled from the current membership of Fleming SAC.
3. Fleming SAC, including its staff, Board of Directors, and the Executive, shall remain impartial throughout the electoral process. Each group will be responsible and accountable to Fleming SAC's Conflict of Interest policies throughout the process.
4. Fleming SAC Operating Procedure 2-301OP: Elections shall set forward necessary instructions on how the Fleming SAC elections process will occur. These procedures will include:
 - a. Timelines
 - b. Eligibility
 - c. Nominations
 - d. Campaigning
 - e. Voting
 - f. Results Confirmation
 - g. Dispute Resolutions
 - h. Detailed responsibilities
5. Fleming SAC shall ensure that all members of the Corporation shall have the right to vote in any general Election upon confirmation of valid member status.
6. Fleming SAC shall ensure that voting in any election is done securely through a third-party electronic system that is monitored by the General Manager.
7. The Electoral Officer shall submit a report to the Elections Committee outlining the results of the elections process including disputes and recommendations for future consideration.

Related Documents

Ontario Not-for-Profit Corporations Act, 2010

Fleming SAC By-law 1

Fleming SAC Governance Policy 1-413: Elections

Fleming SAC Operating Procedure 2-301OP: Elections Process

Appendices

N/A

Review/Revision Log

Summary of Changes	Date
Policy Creation	Date Unknown
Policy Re-development	June 2020
Update to Policy Statement, Purpose, Scope to be compliant with new Governance Policy.	TBD