

Scarborough Campus Community Radio Incorporated

POLICY 2: GENERAL ELECTIONS

I. *Chief Returning Officer*

1.01 The SCCR Board of Directors shall, before any election, appoint a Chief Returning Officer (CRO) to administer all aspects of the election.

1.02 The Chief Returning Officer shall:

(i) Remain impartial and unbiased on election issues or candidates and make no public written and / or oral statements concerning the election except with respect to procedural matters;

(ii) Submit a report to the SCCR Board of Directors at the end of each election detailing any decisions and recommendations to the board for future reference;

(iii) Cast all decisions as to unfair campaigning and resolve any disputes over election procedures; and

(iv) Disqualify or fine any candidate for contravention of these regulations. Any candidate disqualified or fined may appeal the decision as set out in this policy. In the case where a current SCCR Board of Directors member is running for a position in the general elections, they shall be excluded from the decision making process.

II. *General Elections*

2.01 The dates for a general election or by-election will be set by the Board of Directors of SCCR, in consultation with the Chief Returning Officer (CRO). The approved dates must include:

i) The time and date that the nomination period opens;

ii) The time and date that the nomination period closes;

iii) The time and date of the orientation session;

iv) The time and date that campaigning will begin;

v) The time and date that campaigning must cease;

vi) The dates on which the polling stations will be open.

2.02 The method for a general election or by-election will be set by the Board of Directors of SCCR, in consultation with the Chief Returning Officer (CRO). This may be the Printed Paper Ballot System outlined in section V, or the Online Ballot System outlined in section VI.

III. *Nominations and Eligibility of Candidates*

3.01 Members of SCCR, designated by the University of Toronto at Scarborough as full-time students at the time of election are entitled to be nominated as candidates for any position.

3.02 A prospective candidate, in order to be nominated, must:

i) Fill out the official SCCR nomination form in ink, including his or her name, phone number, University of Toronto student identification number and position for nomination.

ii) Sign and submit the official SCCR nomination form in person or electronically via email, which must be initialed by the CRO for approval.

iii) Have the official SCCR nomination form signed by no less than twenty-five (25) active members of SCCR, including their student identification numbers and signatures.

iv) Confirm that the candidate will comply with all SCCR by-laws and policies by signing the nomination form.

v) Include a ten dollar (\$10) nomination deposit.

a) The deposit must be submitted to the CRO in person or electronically via email transfer.

b) Refunds will not be given to candidates who are disqualified from the election.

vi) Submit the completed official nomination form and the deposit before the closing of the nomination period.

3.03 Members of SCCR may only be nominated for one (1) position on the board of directors.

3.04 Candidates may not run joint campaigns, or on slates or tickets. Each candidate is responsible for the execution of their own campaign.

IV. *Orientation Session*

4.01 The orientation session will be planned by the Chief Returning Officer and must include an overview of the following information for all candidates:

i) The powers, responsibilities and duties of the voting members of the SCCR Board of Directors;

ii) The rules pertaining to a General Election as outlined in this policy.

4.02 The orientation session must be held within seventy-two (72) hours of the closing of the nomination period.

4.03 If any candidate is not able to attend the orientation session, the candidate must submit written notification to the CRO within twenty-four (24) hours before the orientation session.

4.04 The CRO must make a ruling as to the inability of the potential candidate to attend the orientation, and must respond to the potential candidate within twenty-four (24) hours of receiving the notice.

V. *The Printed Paper Ballot System*

5.01 Each paper ballot will contain the names of the individuals seeking office, and the title of the office to which they are seeking. The paper ballots will be printed as similarly as possible, with the position title as a header, and the names arranged as follows:

- i) The candidate's given name (no nicknames)
- ii) The candidate's surname
- iii) No titles, degrees, prefixes or suffixes will be included.
- iv) There will be a space to the immediate left of each candidate's name for the indication of a choice for that candidate.

5.02 There will be printed instructions to the elector as may be necessary to inform him or her in the manner in which the ballot is to be marked.

5.03 In the event that only one candidate has been nominated for a position, the printed ballot will contain:

- i) "Yes" and "No" boxes below the candidates' name and position; and
- ii) A short statement explaining to voters that the candidate ran with no competition and that a majority vote is required for the candidate to be elected.

5.04 A spoiled ballot is any ballot:

- i) Which does not bear the initials of the CRO / DRO / polling clerk;
- ii) Which does not bear the official seal of the corporation;
- iii) Upon which the intent of the voter is not clear, at the discretion of the CRO;
- iv) Which has not been deposited in the ballot box by the closing of polling hours; and
- v) The CRO or his/her designate will ensure all used and unused ballots are transported to and stored in a secure location accessible only to the CRO after the closing of polling hours each day.

VI. *The Online Ballot System*

6.01 The SCCR Board of Directors, in agreeance with the Chief Returning Officer, may alternatively use a University of Toronto authorized online platform voting system to collect virtual ballots from eligible registered students of the University of Toronto Scarborough and SCCR members.

- 6.02** The online voting ballot and/or webpages will contain the information criteria outlined in Section 5.01, 5.02 and 5.03
- 6.03** The Chief Returning Officer must be trained on the approved online voting system by a representative from the Department of Student Affairs.
- 6.04** The online voting system procedures must be clearly presented on promotional and marketing materials for eligible voters.
- 6.05** Following the voting period, the CRO must disclose all reports and results provided by the authorized online voting system to the SCCR Board of Directors.

VII. Campaigning

- 7.01** Campaigning may begin only after the close of nominations on a day set by the Chief Returning Officer. Campaigning includes, but is not restricted to, any form of advertising designed to or likely to influence voters.
- 7.02** Each candidate will campaign in a reasonable and responsible manner, including:
 - i) Being personally responsible and liable for any damages resulting from the campaign.
 - ii) Being responsible for ensuring that practices that are unfair to other campaigns, as determined by the CRO, are not followed.
 - iii) Being responsible for complying with the provisions of this policy and regulations outlined during the orientation session.
 - iv) Being responsible for the actions of all people involved with the campaign.
- 7.02** Campaigning Restrictions
 - i) Campaigning may only take place in designated areas on the University of Toronto, Scarborough Campus.
 - ii) No campaigning will take place inside the SCCR or Fusion Radio offices.
 - iii) Should the CRO make any other rulings about campaigning restrictions, the rulings must be posted within twenty-four (24) hours after the orientation session on the door or bulletin outside The SCCR office, and at the front desk of the SCCR office.
 - iv) A candidate may begin campaigning after the CRO has determined that his/her nomination form is valid in all respects, and the campaigning period has begun, as determined by The Board.
- 7.03** Campaign Materials
 - i) Campaign materials will be limited to posters, ribbons, buttons, and banners.
 - a) All other campaign materials must be approved by the CRO.
 - ii) No stickers and/or handouts of any kind will be used as campaign material.

iii) Every printed advertisement, handbill, or other printed material having reference to an election will include on its front, in legible form and the name of the candidate.

iv) The following are the allowances on posters:

a) Each candidate is limited to one (1) banner.

b) Each candidate is limited to fifty (50) posters, measuring no larger than legal print paper.

v) The discretion of the content of the posters will be left to the CRO and must be approved by the CRO prior to public distribution.

7.04 All campaigning will cease by 10pm the night prior to the start of the voting period.

i) All campaign materials must be removed from public display before the end of the campaigning period.

ii) It is the CRO's responsibility to ensure that all campaign materials are removed.

iii) If the CRO should find any campaign materials on campus at the end of the campaign period, he/she may fine the candidate(s) as follows:

a) A maximum fine of ten dollars (\$10.00) per banner or medium sized poster will be levied.

b) A maximum fine of five dollars (\$5.00) per small poster will be levied.

c) For all other campaign material, a maximum fine of five dollars (\$5.00) per item will be levied.

7.05 A candidate running as an individual for any position on the SCCR Board of Directors may spend no more than one hundred dollars (\$100) on his/her campaign. Candidates must submit a clear and complete statement of elections expenses to the CRO no later than twenty four (24) hours prior to the election.

i) A fair market value of all donations and expenses, including non renewable items must be included in the one hundred dollar (\$100) limit.

ii) The CRO may make a ruling on what is considered fair market value, provided research has been conducted to verify the result.

7.06 Candidates may not use any resources provided by university clubs, groups, departments or societies in their campaigns.

VIII. *List of Electors*

8.01 The CRO, on behalf of SCCR, will obtain a list of all eligible voters prior to the start of voting. This list will not be required if SCCR is proceeding with an Online Ballot System.

- 8.02 Any person, having paid membership fees in the current fiscal year of SCCR shall be eligible to vote in a general election.
- 8.03 The CRO shall have a separate list of active radio show hosts in order to elect the DJ Representative.
- 8.03 When the CRO is satisfied that the lists meets the specifications of this policy, the CRO will deem it the "Official Voters List".

IX. *Polling Stations and Voting*

- 9.01** An eligible voter will be permitted to vote one (1) time upon:
- i) For Printed Paper Ballot System: producing a University of Toronto Scarborough student identification card, or government- issued identification with photo.
 - ii) For Online Ballot System: signing in with UTorID or student number
- 9.02** Voting for any SCCR general election shall occur a minimum of two consecutive days at designated polling stations on the campus of the University of Toronto at Scarborough or online as stated in section VI.
- 9.03** Designated polling stations shall be open at a minimum of from Ten (10) AM to Seven (7) PM during the days established for voting in a general election
- 9.04** For the Printed Paper Ballot system, there will be at least two poll clerks at the polling station at all times. The CRO may also act as a poll clerk, but no candidates shall be allowed as poll clerks.

X. *Counting (for Paper Ballot System only)*

- 10.01** Before counting begins, the CRO will cast a vote for each position and seal the ballot in a separate envelope.
- i) In the case of a tie, the CRO will recount the ballots and, should a tie still exist, the CRO will break the tie by revealing their vote.
 - ii) The vote cast by the CRO will not be revealed if tie does not occur.
 - iii) The vote cast by the CRO will be destroyed by the CRO themselves sixty (60) days following the official press release of the results of the election, referendum or plebiscite.
- 10.02** Ballots will be counted by the CRO immediately following the closing of the polling stations on the final day of voting.

10.03 During the counting of the ballots of an election, only the CRO and all scrutineers may be present.

10.04 Scrutineers

i) Each candidate will be permitted to appoint one (1) scrutineer to be present during the counting of the ballots.

ii) All appointments for scrutineers must be submitted to the CRO seventy-two (72) hours prior to the closing of election day.

iii) The role of the scrutineer is:

a) To serve as an observer during the process of counting ballots;

b) Not to officially count the ballots, or in any way to touch the ballots;

c) To assess and confirm the nature of spoiled ballots; and

d) To call for one (1) unofficial recount on behalf of the candidate which they represent.

10.05 Once counting has commenced, no person will be allowed to leave or enter the room in which counting is taking place without supervision, as approved by the CRO.

10.06 Recount of Ballots

i) Application for an official recount of ballots may be made by candidates in writing, and must be hand-delivered to the CRO within forty-eight (48) hours of the unofficial announcement by the CRO of the results of the election.

ii) Each campaign will have the right to request one (1) official recount.

a) This does not include unofficial recounts requested by scrutineers during the ballot counting procedure.

10.07 All ballots will be destroyed sixty (60) days after the date of the election.

XI. *Appeals / Complaints Process*

11.01 Complaints regarding contravention of general election regulations:

i) Must be submitted in writing to the CRO no later than ten (10) days following the counting of ballots.

ii) May be initiated by the CRO.

11.02 The CRO is empowered to resolve questions pertaining to the general elections policy. The interpretation of the general elections policy rests with the CRO. In the case of an appeal, the interpretation of the SCCR Constitution is subject to the interpretation of The Board.

11.03 In the case of an alleged infraction during the campaigning or voting periods:

i) A written statement must be submitted to the CRO outlining the perceived infraction.

ii) The CRO shall render a decision within twenty-four (24) hours of receipt of the complaint.

11.04 The penalties for contravening any election rules and regulations are, at the discretion of the CRO:

i) A fine not exceeding \$20.00 dollars, and/or

ii) Annulment of the balloting results for the election in question.