



SAIT Students' Association Policies and Procedures

Elections

1. Election Committees
2. Nominations
3. Election Campaigns
4. Campaign Materials
5. Voting
6. Appointment of Councillors



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Subject	Policy #	Approved by	Approval Date
Election Committees	Elec-1	SEC	November 21, 2001
		SLC	November 14, 2001
		Revision Date	January 10, 2012

Policy

The SAIT Students' Association (SAITSA) recognizes that both political and operational election committees need to be established to ensure that SAITSA elections are fair, transparent and accountable to the student membership.

Procedure

1. If the SAITSA Policies and Procedures and/or By-Laws speak to a specific issue, it shall be considered authoritative.
2. Where the Policies and Procedures are silent in regard to an issue, the Alberta Elections Act may be used for guidance. The Alberta Election Act, RSA 2000c.E-2 has not been incorporated by reference into this list of procedures.
3. Infractions of the Policies and Procedures will be ruled on by the Political Committee and may lead to immediate disqualification.
4. The Political Committee shall:
 - a. Carry out the SAITSA Elections in accordance with SAITSA's Bylaws.
 - b. Be comprised of the following people:
 - i. Chief Returning Officer (CRO) a non-student, non-SAIT Polytechnic member
 - ii. Deputy Returning Officer (DRO) a current SAIT Polytechnic student or a non-SAIT Polytechnic member
 - iii. Student at Large a student appointed by the Students' Executive Council (SEC)
 - c. Be chaired by the CRO, who will speak on behalf of the Political Committee.
 - d. Approve the candidacy of all potential candidates with the relevant SAIT Polytechnic Schools Departments.
 - e. Resolve all written concerns presented to the Committee through the CRO.
 - f. Declare the results of the SAITSA Elections.
5. The Operational Committee shall:
 - a. Set up the SAITSA Elections in accordance with SAITSA's Bylaws.
 - b. Be comprised of the SAITSA President, the Resource Centre Manager (or designate), the Events & Programming Manager, the Marketing & Graphic Design Coordinator,



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and the General Manager. The Operational Committee will be chaired by the Resource Centre Manager (or designate). Should the President run for the SEC Election, the next SEC member in line would step in.

- c. Determine the timelines of all SAITSA Elections in accordance with the SAITSA Bylaws.
- d. Book all appropriate rooms, spaces and equipment for SAITSA Elections.
- e. Develop all marketing strategies for each election.
- f. Acquire a current student list from the relevant SAIT Polytechnic Department.
- g. Set up on-line voting software.
- h. Generate and maintain partnerships that work to the continued betterment of the SAITSA Elections process.



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Subject	Policy #	Approved by	Approval Date
Nominations	Elec-2	SEC	November 21, 2001
		SLC	November 14, 2001
		Revision Date	January 10, 2012

Policy

SAITSA recognizes the need for all candidates to follow the nomination procedures to qualify for participation in a SAITSA election.

Procedure

1. All nominees must hand in a completed nomination form prior to the date and time of close of nominations.
2. All nominees are responsible to ensure that no signature appears on his/her nomination form from a SAITSA member who has already endorsed another candidate running for the same position. (This will be based on the date of submission of a completed form)
3. All nominators must be registered as current SAIT Polytechnic students and members of SAITSA and be in good standing with SAIT Polytechnic and SAITSA.
4. All nominees must ensure that their SAITSA and SAIT Polytechnic fees are paid in full and must be in good standing with SAITSA.
5. All nominees must submit in their nomination package a defined campaign team to a maximum of 10 members (registered SAIT Polytechnic students) including a campaign manager (if applicable).
6. Any nominees on academic probation are ineligible to run for any Students' Executive Council (SEC) or Students' Legislative Council (SLC) position. That is, all candidates must be in good academic standing as defined by SAIT Polytechnic, including cumulative and current grades.
7. SEC, SLC, club presidents and executive are allowed to nominate candidates. If nominations are given by any of these people, candidates cannot use these nominations as a part of their campaign.
8. All candidates are responsible for reading and signing each page of the SAITSA Elections Policies and Procedures; this is done during the All Candidates Meeting and will be copied by the CRO.



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Subject	Policy #	Approved by	Approval Date
Election Campaigns	Elec-3	SEC	November 21, 2001
		SLC	November 14, 2001
		Revision Date	January 10, 2012

Policy

SAITSA recognizes that all candidates and campaign managers must comply with the following procedures regarding election campaigning.

Definition of Campaign

The act of convincing or informing voters of an individual's platform or presence in an election.

Procedure

1. Candidates may not campaign:
 - a. Until after the end of the All Candidates meeting (unless otherwise specified).
 - b. After the campaign period closes.
 - c. Within any of the SAITSA operations. This includes, but is not limited to, the Gateway Restaurant and Bar, Retail Operations, the Odyssey Coffeehouse, the Weal, the Main Office (V204), and the SAITSA Resource Centre. Please note: If someone initiates a question, candidates cannot answer it within any of these areas without the consent of the Political Committee.
 - d. Within any SAIT Polytechnic operation or service. This includes, but is not limited to, the Heart food court, the Wellness Centre, the Interfaith Advising Centre, the SAIT Polytechnic Bookstore, the Senator Burns Bistro, Tim Hortons etc.
 - e. Off campus, this does not include electronic campaigning or the satellite campuses.
 - f. Within Heritage Hall.
2. Candidates who are employees or volunteers of SAITSA will not be allowed to campaign during their SAITSA working hours.
3. Candidates may not use their position or involvement in any SAITSA operation to aid them in the production of campaign materials. This includes, but is not limited to, the Weal, the SAITSA Resource Centre, Retail Operations and the Main Office etc. and all available computers and printers.



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4. Candidates that are currently SEC members must maintain their office hours but cannot participate in public engagements, discussion with the media or other events as defined by the Political Committee, unless there is prior written approval by the Political Committee.
5. SEC candidates are allowed a personal campaign expense limit of \$400 CAD. SLC candidates are allowed a personal campaign expense limit of \$200 CAD.
6. SAITSA will reimburse candidates 50% of their proven and approved campaign expenses, provided that they do not get disqualified or remove themselves from the election.
 - a. SAITSA will reimburse candidates when legitimate receipts from legitimate businesses are submitted (receipts should include a GST number for example).
 - b. Home printing will be reimbursed at fair market value, as annually determined by the Political Committee. Rates will be included in the Nomination Packages.
7. All receipts for campaign material must be saved and presented along with the budget form to the CRO prior to the closing of polls on the last day of the elections (by 4 pm).
8. All donations to your campaign must be properly valued and added to your campaign budget. This includes homemade campaign materials and printing costs.
9. Current SEC, SLC, SAITSA club presidents and club executives may not publicly endorse any one candidate. Candidates may not solicit endorsements from any of the aforementioned.
10. Current SEC or any member affiliated with SLC cannot act as a campaign manager for any candidate.
11. Candidates and campaign managers must contact The Political Committee via email if there are any questions/concerns regarding their own or another candidate's campaign.
12. All candidates are required to attend the All Candidates meeting, speeches to the student body (for the SEC election) and the poster tear down. Violation of this procedure will result in immediate disqualification.
13. Failure to submit budgets on time may lead to disqualifications pending a decision by the Political Committee.
14. 14. Candidates may not use the \$50.00 in printing that is allotted to them by SAIT Polytechnic; this is for academic purposes only.
- 15.



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Subject	Policy #	Approved by	Approval Date
Campaign Materials	Elec-4	SEC	November 21, 2001
		SLC	November 14, 2001
		Revision Date	January 10, 2012

Policy

SAITSA recognizes the need for materials to be produced or displayed for the purpose of campaigning and such materials must follow the appropriate procedures.

Procedure

1. No printed/posted material shall depict or infer anything offensive or illegal.
2. The Political Committee will review questionable campaign materials.
3. No campaign material printed or otherwise may contain any of the official logos of SAITSA, SAIT Polytechnic, SAIT Athletics or any likeness thereof.
4. All campaign messages must be approved by the Political Committee prior to posting; including all print, radio, electronic, and television advertisements. Only the Political Committee can remove campaign materials.
5. The maximum size for posters is 11 X 17 inches; a banner is 3 feet by 6 feet and flyers or leaflet is 5 ½ inches by 4 ½ inches.
6. Only the candidate and campaign managers can create campaign materials.
7. Only the candidate and/or campaign team can distribute approved campaign materials.
8. Candidates may print as many approved posters as their budgets allow.
9. Candidates are allotted a maximum of 10 banners, for a total of 1 per building on any campus at any given time and are subject to count or spot check by the Political Committee.
10. Regardless of whether the candidate is a resident of the SAIT residences or not, all campaign material to be displayed in the SAIT residences must be approved by the proper authorities in SAIT residence.
 - a. No campaign material is allowed beyond the main lobby including leaflets and posters.
 - b. Verbal campaigning is allowed before 9 pm, but you must check in at the Residence Office before entering.
11. Only masking tape is to be used to affix materials to walls, otherwise materials will be removed.
12. Materials cannot be posted on the following:
 - a. Any bulletin boards (i.e. SAITSA/SAIT boards, Business Admin. Boards, etc.)
 - b. The marble wall in the Senator Burns rotunda.



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- c. On elevators, elevator doors, elevator side panels and escalators.
 - d. So that it covers other campaign material.
 - e. Within 1 (one) meter of any SAITSA operation. This includes, but is not limited to, the Gateway Restaurant and Bar, the Odyssey Coffeehouse, Retail Operations, the SAITSA Resource Centre, the Weal and the Main Office.
 - f. Within 1 (one) meter of any Sait Polytechnic operation or service. This includes, but is not limited to, the Heart food court, the Wellness Centre, the Interfaith Advising Centre, Tim Hortons and the Sait bookstore.
 - g. Within 5 (five) meters of a polling station.
 - h. Off-campus, this does not include electronic campaigning or the satellite campuses.
 - i. On bank machines.
 - j. On the outside wall of any building.
 - k. Sait/ACAD LRT station.
 - l. Parking pay stations.
 - m. Pop or vending machines.
 - n. On glass surfaces.
13. Stickers may be used, but only on personal property (i.e. shirts, jackets, backpacks etc.)
 14. Websites or blogs, which include but are not limited to, Facebook, Myspace, Hi5, Livejournal, Twitter, Blogger, etc. are allowed only during the campaign period.
 15. Candidates may campaign via email.
 16. The Political Committee must be given access to all campaign materials. For example they are to be carbon copied on emails and included on Facebook postings etc.
 17. No salaried staff member of SAITSA, with the exception of the Ex-Officio member of the Political Committee and/or the Political Committee, shall be added to Facebook groups and pages related to any candidate's campaign.
 18. The content of emailed campaigning must be approved by the CRO prior to sending.
 19. Any electronic campaigning or web material hosted by candidates or their campaign managers must adhere to all Elections Policies and Procedures.
 20. Chalk may be used on sidewalks only, which does not have to be removed but, cannot be updated after campaigning ends. A draft of the proposed drawing must be submitted to the Political Committee for approval.
 21. All campaign materials, including electronic materials, must be removed or deleted on the date the polls officially close, by 4 pm; failure to do so may result in disqualification.



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Subject	Policy #	Approved by	Approval Date
Voting	Elec-5	SEC	November 21, 2001
		SLC	November 14, 2001
		Revision Date	September 7, 2010

Policy

SAITSA recognizes the need for a voting process that will ensure the SAITSA election remains fair, transparent and accountable to the student membership.

Procedure

1. Polling stations will be set up in predetermined locations by the Operational Committee that are accessible to the student membership.
2. In the event of a paper ballot, polling stations will be accessible to all campuses. In the event on-line voting is used the Operational Committee shall advertise to the student membership how to access the proper website.
3. Candidates, campaign managers and members of campaign teams must stay a minimum of five meters away from the polling stations on the days of the election.
4. A member of the Political Committee must accompany candidates and campaign manager when voting, which must be done at the advance poll or the designated location by the CRO, when paper ballots are utilized.
5. Order of names for each position on the ballots will be listed in alphabetical order by last name.
6. In the event of only one candidate running for a position, it will take the form of a ratification vote, Yes or No. This will be a majority vote.
7. The Political Committee will remove any campaign materials within five meters of the polling stations.
8. One representative per candidate is permitted to attend the ballot counting, if paper ballots are utilized.
9. Once the counting of paper ballots has started, candidate representatives cannot leave until the counting is finished.



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Subject	Policy #	Approved by	Approval Date
Appointment of Councilors	Elec-6	SEC	October 14, 2011
		SLC	
		Revision Date	

Policy

SAITSA recognizes the need to appoint councilors to fill empty or vacant seats following the Students' Legislative Council elections.

Procedure

1. Applicants will meet with the President (or designate) to discuss the timeline and process for appointment on SLC, as well as their eligibility as a candidate. The applicant will receive a nomination package at this time.
2. The applicant shall be required to be nominated by fifty (50) SAITSA members in the school which they are running to represent. The time period allowed to the candidate to collect these signatures shall be set by the President but shall be no less than five (5) business days and shall not exceed ten (10) business days from the point at which the candidate received their nomination package.
3. The applicant will be required to submit a letter of application to SLC at its next scheduled meeting. The letter of application must outline:
 - a. Strengths the applicant would bring to SLC.
 - b. The reason why the applicant did not pursue election during regular SLC elections.
 - c. The applicant's goals as an SLC representative.
4. The applicant shall be asked to speak at the meeting in question and to answer questions from SLC members.
5. The voting procedure will take place as outlined in the SAITSA Bylaws.
6. Best efforts should be made to ensure that, where possible, nominations are received before the SLC goal-setting retreat and may be voted on with due time to allow the successful applicants attendance thereof.