



Elections

1. Elections
2. Election Committees
3. Nominations
4. Election Campaigns
5. Campaign Materials
6. Voting
7. Appointment of Councilors
8. By-election
9. Appeals



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Elections	Elec-1	EC	January 21, 2016
		BOD	December 4, 2013
		Revision Date	January 21, 2016
		Revision Number	1.8

Policy

The SAIT Students' Association (SAITSA) recognizes the need to hold open and fair elections for positions on the Board of Directors and the Executive Council (EC).

Procedure

1. The SAITSA Bylaws shall be considered the supreme document guiding SAITSA Elections. In any situation where the SAITSA Bylaws speak to a specific issue, the SAITSA Bylaws shall be considered authoritative.
2. Where the SAITSA Bylaws and/or policies and procedures are silent on an issue, the Alberta *Election Act* may be used for guidance.
3. SAITSA elections shall be held in both the fall and the winter semesters, as per the schedule outlined in the SAITSA Bylaws.
4. Full-time staff, Executive Council not running for re-election, and members of the Political Committee should remain impartial during SAITSA elections and must refrain from discussing the election publicly and/or online until the results of the election have been announced.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Election Committees	Elec-2	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

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

Definition

The SAIT community can be defined as SAIT Polytechnic administration, students, faculty, and support staff.

Procedure

1. The Political Committee shall:
 - a. Carry out the SAITSA elections in accordance with SAITSA Bylaws.
 - b. Be comprised of the following people:
 - i. Chief Returning Officer (CRO): an individual who is not a student and not a member of the SAIT community; hired by the Operational Elections Committee.
 - ii. Deputy Returning Officer (DRO): an individual who is not a member of the SAIT community; hired by the Operational Elections Committee.
 - iii. Student at Large (SAL): a current SAIT student who does not work for SAITSA; hired by the Operational Elections Committee.
 - iv. Governance and Advocacy Manager (or designate): to act as Ex-Officio.
 - c. Be chaired by the CRO, who will speak on behalf of the Political Committee.
 - d. Approve the candidacy of all potential candidates.
 - e. Resolve, through the CRO, all written concerns presented to the Political Committee.
 - f. Declare the results of the SAITSA elections.



SAIT Students' Association Policies and Procedures

2. Violations by a candidate of SAITSA's policies and procedures and/or bylaws will be ruled on by the Political Committee and may lead to immediate disqualification.
 - a. The Political Committee will be guided in their decisions by penalty guidelines developed and reviewed annually by the Operational Elections Committee. The guidelines will be based on precedence and best practices.
 - b. Candidates who experience penalties and/or disqualification are entitled to appeal the decision of the Political Committee by following the appeals procedure detailed in Elec-9
3. The Operational Elections Committee shall:
 - a. Set up the SAITSA elections in accordance with SAITSA Bylaws.
 - b. Be comprised of the following people:
 - i. Manager of Student Experience
 - ii. Events & Programming Manager
 - iii. Communications & Community Outreach Coordinator
 - iv. Digital Media Coordinator
 - v. Creative Director
 - vi. Governance & Advocacy Manager
 - vii. Executive Director
 - viii. Director of Business and Membership Services
 - c. Be chaired by the Governance and Advocacy Manager
 - d. Determine the timelines of all SAITSA elections in accordance with the SAITSA Bylaws.
 - e. Develop all marketing and communication strategies for each election.
 - f. Generate and maintain partnerships within the SAIT community that work to improve SAITSA's election processes.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Nominations	Elec-3	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The SAIT Students' Association (SAITSA) recognizes the need for all candidates to follow specific nomination procedures to qualify for participation in SAITSA elections.

Definitions

- Candidate** Candidates are those who are recognized by the Political Committee as having successfully completed all the requirements outlined in the nomination package, including having attended a Candidates' Meeting.
- Good Standing** A member that has complied with all of his/her explicit obligations, and has not been placed on academic or non-academic probation, has not academically withdrawn, as defined by SAIT Polytechnic.
- Nomination Package** In order to be considered as a candidate for SAITSA's elections, nominees must correctly complete and submit a nomination package. The nomination package is designed and distributed by SAITSA and outlines dates, rules and details that nominees will have to adhere to should they wish to be a candidate.
- Nominator** A nominator is a SAITSA member who has signed a nomination form of a nominee. The process of signing a nomination form indicates that the nominator recognizes the right of the nominee to participate as a candidate in SAITSA's elections.
- Nominee** A nominee is someone who intends on running for a position in SAITSA elections by correctly filling out and submitting a nomination package.
- SAITSA Member** A student currently registered at SAIT Polytechnic who has paid their SAITSA fees in full, as described in the "Tuition and Fees" section of the SAIT Polytechnic Academic Calendar.

Procedure

1. All nominees must hand in a completed nomination package prior to the end of the nomination period. A predetermined date and time for submission, established by the Operational Elections Committee, will be outlined in the nomination package.



SAIT Students' Association Policies and Procedures

- a. The nomination package will be revised each year by the Governance and Advocacy Manager prior to the opening of the first nomination period.
 - b. A complete nomination package must include signatures from fifty (50) SAITSA members.
2. All nominators must be registered as current Sait Polytechnic students and members of SAITSA.
 3. All nominees must ensure that their SAITSA and Sait Polytechnic fees are paid in full.
 4. All nominees must be in good standing with SAITSA and Sait Polytechnic.
 5. Nominees are allowed, but not required, to organize a campaign team with a maximum of 10 SAITSA members, including a campaign manager. Nominees must submit a profile of their campaign team with the names and student numbers of all participating SAITSA members.
 6. Current members of the EC, BOD and club executives are permitted to nominate candidates. However, should this occur, candidates will not be allowed to use these nominations as a method or tool to support and promote their campaign.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Election Campaigns	Elec-4	EC	February 5, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The SAIT Students' Association (SAITSA) recognizes that all candidates and campaign managers must follow specific election campaign procedures.

Definition

- Campaign A campaign shall be defined as the act of influencing or informing voters of an individual's platform or presence in an election.
- In-Kind/Donation In-kind or donated items shall be defined as an item or material that is gifted to the candidate and/or their campaign. The fair market value of the item(s) must be reflected in the expense form.
- Candidates' Meeting For each nomination period SAITSA holds a Candidates' Meeting. This meeting will outline specific rules that candidates must follow during their campaign. This meeting provides an opportunity for candidates to ask questions and is mandatory for all candidates to attend.
- Slates/Teams Slates and/or teams are defined as any formal collaboration between candidates where the goal is to increase the odds of the candidates becoming elected.

Procedure

1. Campaigning may not occur:
 - a. Before the end of the Candidates' Meeting
 - b. After the campaign period closes
 - c. Within any of the SAITSA operations including, but not limited to, the following:
 - i. SAITSA Publications
 - ii. Resource Centre
 - iii. Station Market



SAIT Students' Association Policies and Procedures

- iv. Station Express
 - v. SAITSA Seconds
 - vi. Student Support Centre
 - vii. Main Office
 - viii. The Gateway
 - ix. The Odyssey
 - x. SAITSA Health and Dental Office
 - d. Within any SAIT Polytechnic operation or service including, but not limited to, the following:
 - i. Wellness Centre
 - ii. Interfaith Advising Centre
 - iii. SAIT bookstore.
 - iv. Stan Grad Food Court
 - v. Tim Hortons
 - vi. Senator Burns Bistro
 - vii. Jugo Juice
 - viii. Aldred Centre food operations
 - ix. Johnson-Cobbe food operations
 - x. Aero Centre food operations
 - xi. Within Heritage Hall.
 - xii. Off campus
2. Candidates are not permitted to answer questions about their campaign in any of the prohibited areas outlined above.
3. Candidates must briefly outline their campaign via email to the Political Committee prior to campaigning. This includes, but is not limited to: poster designs, intentions to campaign electronically, chalk writing, etc. Candidates must keep the Political Committee informed of any changes to campaign materials, platforms, or techniques by emailing the Political Committee.
4. 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 following:
 - a. SAITSA Publications
 - b. Resource Centre
 - c. Station Market
 - d. Station Express
 - e. SAITSA Seconds



SAIT Students' Association Policies and Procedures

- f. Student Support Centre
 - g. Main Office
 - h. The Gateway
 - i. The Odyssey
 - j. SAITSA Health and Dental Office
5. Candidates who are employees or volunteers of SAITSA will not be allowed to campaign during their SAITSA working hours. Candidates who are currently EC members must maintain their office hours or take vacation, and cannot participate in public engagements, discussions with the media or other events that may seem to benefit their campaign, as defined by the Political Committee, unless there is prior written approval from the Political Committee.
 6. EC candidates are allowed a personal campaign expense limit of \$400 CAD.
 7. BOD candidates are allowed a personal campaign expense limit of \$200 CAD.
 8. SAITSA will reimburse candidates 50% of their proven and approved campaign expenses, provided they are not disqualified or removed from the election.
 - a. In order to be reimbursed, candidates must submit receipts from legitimate businesses and a completed expense form to the Governance and Advocacy Manager by the deadline.
 - b. Home printing will be reimbursed at fair market value, as annually determined by the Operational Elections Committee. Rates will be distributed at the Candidates' Meeting.
 - c. Any payments made to a campaign manager, campaign team member or volunteer must be claimed as part of a candidate's personal campaign expense but will not be reimbursed by SAITSA.
 - d. All donations and/or in-kind items to a candidate and/or their campaign must have proof of market value and be outlined in their campaign expense form. This includes, but is not limited to: homemade campaign materials, baked goods and printing costs.
 9. All receipts for campaign materials must be submitted with the campaign expense form to the Governance and Advocacy Manager in V204 prior to the closing of polls at 4:00 pm on the second day of voting.
 - a. The Political Committee will review the expense forms and receipts and declare to the Governance and Advocacy Manager what the final reimbursement total is for each candidate.
 10. Failure to submit campaign expense forms and receipts on time may lead to disqualification or the loss of financial reimbursement, pending a decision by the Political Committee.
 11. If a candidate is disqualified by the Political Committee, SAITSA will not reimburse the disqualified candidate for any of their incurred campaign expenses.



SAIT Students' Association Policies and Procedures

12. Except in cases of self-endorsement, current EC members and SAITSA full-time staff may not publicly endorse any candidate. Candidates may not solicit endorsements from any member of the EC.
13. BOD members may not use their position on the BOD to endorse any candidate.
14. Except in the case of self-endorsement, current EC members or any member affiliated with the BOD may not act as a campaign manager for any candidate.
15. Slates and/or teams are not permitted in SAITSA elections.
 - a. Candidates may not formally collaborate and/or share their allowable expenses to increase their odds of becoming elected. Example: posters must only promote one candidate.
 - b. Candidates who are found to be in violation may be disqualified.
16. Candidates and campaign managers must contact the Political Committee via email if there are any questions and/or concerns regarding their own or another candidate's campaign.
17. All candidates are required to attend (or send a delegate to) the Candidates' Meeting. Violation of this procedure without prior approval from the CRO may result in disqualification.
 - a) At the Candidates' Meeting students running for a position on the Executive Council will be required to sign a declaration form indicating what position they are running for. Candidates will not be allowed to amend the declared position without written consent from the Political Committee.
 - b) At the Candidates' Meeting, candidates and their campaign managers (if applicable) will be required to initial and sign a form that indicates they have read, understand, and will abide by all of SAITSA's Elections' Policies and Procedures.
18. EC candidates are required to attend and participate in SAITSA-organized speeches/debates to the student body.
19. Candidates may not use the \$50.00 printing credit allotted to them for academic use by SAIT Polytechnic for campaign purposes.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Campaign Materials	Elec-5	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The SAIT Students' Association (SAITSA) recognizes the need for materials to be produced and displayed for the purpose of campaigning in the SAITSA elections.

Definitions

Campaign Period The period of time from the end of the first Candidates' Meeting to the closing of polls on the final day of voting.

Procedure

1. No printed, posted and/or electronic material shall depict or infer anything offensive or illegal.
2. All candidates are responsible for the content of their campaign material. Candidates are encourage to use discretion and good judgment.
3. All candidates must briefly inform the Political Committee about their campaign messages and materials via email prior to campaigning. The Political Committee reserves the right to refuse campaign messages and/or materials if they violate SAITSA's Bylaws and/or policies and procedures. SAITSA is not liable for any unauthorized campaign messages or materials.
4. The Political Committee will review any questionable campaign materials or concerns raised by members of the SAIT community.
 - a. If the campaign materials are found to be in violation, the candidate is responsible for the removal of the posters, however the Political Committee has the authority to also remove posters to ensure due process.
5. No campaign material, printed or otherwise, may contain any of the official logos of SAITSA, SAIT Polytechnic, SAIT Athletics or any likeness thereof.
6. No campaign material, printed or otherwise, may contain any registered trademarks, logos, or any other copyrighted material, or their likeness, without first obtaining written consent from the copyright owner.



SAIT Students' Association Policies and Procedures

- a. If permission is obtained from the copyright owner, the candidate must provide the Political Committee with a copy of the written consent.
7. Only the candidate and/or a candidate's campaign team can distribute approved campaign material.
8. All campaign material displayed in SAIT Polytechnic residences must be approved by the Political Committee and the proper authorities at SAIT Polytechnic.
 - a. Campaign material is only allowed in the main lobby.
 - b. Verbal campaigning is allowed before 9:00 pm. Candidates must check in at the Residence Office before entering any residence building.
 - c. Candidates must ensure that they have their SAIT student ID on their person while campaigning in SAIT Polytechnic residences.
 - d. Candidates who live in residence at SAIT Polytechnic are required to adhere to the procedures outlined above. No candidate living in residence may campaign in residence outside of the stipulated hours or in the prohibited areas.
9. Only green or blue painter's tape is to be used to affix materials to walls.
10. Campaign materials cannot be posted on the following:
 - a. Bulletin boards (e.g. SAITSA boards, SAIT Polytechnic boards, business administration boards, etc.)
 - b. The marble wall in the Senator Burns rotunda.
 - c. On elevators, elevator doors, elevator side panels and/or escalators.
 - d. Areas where they cover other campaign material.
11. Campaigning and campaign materials cannot be within one metre of any SAITSA operation including, but not limited to, the following:
 - a. SAITSA Publications
 - b. Resource Centre
 - c. Station Market
 - d. Station Express
 - e. SAITSA Seconds
 - f. Student Support Centre
 - g. Main Office
 - h. The Gateway
 - i. The Odyssey
 - j. SAITSA Health and Dental Office



SAIT Students' Association Policies and Procedures

12. Campaigning and campaign materials cannot be within one metre of any SAIT Polytechnic operation or service including, but not limited to, the following:
 - a. Wellness Centre
 - b. Interfaith Advising Centre
 - c. SAIT bookstore.
 - d. Stan Grad Food Court
 - e. Tim Hortons
 - f. Senator Burns Bistro
 - g. Jugo Juice
 - h. Aldred Centre food operations
 - i. Johnson-Cobbe food operations
 - j. Aero Centre food operations
13. Campaigning and campaign materials cannot be:
 - a. Within five metres of a SAITSA polling station.
 - b. Off-campus
 - c. On ATMs located
 - d. On the outside wall of any building
 - e. SAIT/ACAD LRT station
 - a. SAIT Parking pay stations
 - b. Pop or vending machines
 - c. On glass surfaces.
14. Stickers may be used, but only on personal property (e.g. shirts, jackets, backpacks, etc.)
15. Any electronic campaigning or web material hosted by candidates or their campaign managers must adhere to all elections policies and procedures.
16. Campaigning through social media, such as social networking sites, campaign websites, blogs, etc., is allowed only during the campaign period.
17. EC and Full-time SAITSA staff members are not permitted to join or participate in any candidate's social media campaigning.
18. Candidates who hold pre-existing relationships through personal social media accounts with members of the BOD, EC and/or SAITSA staff are permitted to maintain these relationships, provided that the BOD, EC or SAITSA full-time staff do not endorse or promote the candidate's campaign.
19. Candidates may campaign via email during the campaign period, provided they are personally acquainted with the email recipients.



SAIT Students' Association Policies and Procedures

- a. Candidates are not allowed to use the SAIT student mailing list to contact students.
 - b. Candidates must use their personal email, not their SAIT student email, to campaign via email.
 - c. All email campaigning must follow the general campaign message as presented to the Political Committee.
20. Chalk may be used as campaign material but only on sidewalks at SAIT Polytechnic campuses. The use of spray chalk or any aerosol product (such as, but not limited to, spray paint) is strictly prohibited.
- a. All drawings and/or written content using chalk must follow the general campaign message as presented to the Political Committee.
 - b. Campaigning that uses chalk does not have to be removed during poster tear down but cannot be updated after 4:00 pm on the date the polls officially close.
21. All candidates are required to attend poster tear down, which will be organized by SAITSA's Governance and Advocacy Manager at 4:00 pm on the date the polls officially close. Candidates will work as a team to remove all campaign materials (posters, etc.) across campus, unless otherwise excused through a decision of the Political Committee.
22. Any campaign products (tape, chalk, paint, etc.) that causes damage to SAIT or SAITSA property, which requires cleanup by SAIT's custodial services, that can be linked to a specific candidate may lead to disqualification and/or the forfeit of campaign expense reimbursement.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Voting	Elec-6	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The SAIT Students' Association (SAITSA) recognizes the need for a voting process that will ensure SAITSA elections remain fair, transparent and accountable to its student members.

Procedure

1. To vote in SAITSA elections, electronic ballots will be administered through a web-based service, as organized by the Governance and Advocacy Manager.
2. Accessible polling stations may be set up in predetermined locations on all SAIT Polytechnic campuses by the Operational Elections Committee. Mobile polling stations will be accessible on all SAIT Polytechnic campuses.
3. Candidates, campaign managers and members of campaign teams must remain a minimum of five metres away from polling clerks on the days of the election.
4. The Political Committee will remove any campaign materials that are found within five metres of polling stations.
5. Each ballot will list all open positions in SAITSA elections. Candidates' names will be listed under each position and will be organized in alphabetical order by last name.
6. In the event that only one candidate is running for a position, a "yes" or "no" vote will be listed on the ballot. The candidate will be considered elected if a simple majority is reached.
7. In the event that the electronic ballots and/or web-based service fail, paper ballots shall be used as an alternative.
 - a. Paper ballots are subject to procedures 5 and 6.
 - b. When casting their vote using paper ballots, candidates and campaign managers must be accompanied by a member of the Political Committee.
 - c. One campaign volunteer per candidate is permitted to attend the ballot counting, but is not permitted to leave the room until the counting has finished.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Appointment of Councillors	Elec-7	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The Sait Students' Association (SAITSA) recognizes the need to appoint councillors to fill empty or vacant seats on the Board of Directors (BOD) or in any other substantive representative role.

Procedure

1. The SAITSA Bylaws will be considered the supreme document guiding appointments to vacant positions of the Executive Council, Board the Sait Board of Governors Representative and any other representative role (Bylaw 15.1, Appointments SAITSA Officers).
2. The BOD will determine if the vacant position(s) are necessary to fill based on the bylaws and the current functioning of the BOD. A position deemed necessary to fill must be advertised for no less than two (2) weeks.
 - a. The Governance Committee will be responsible for drafting and posting a public advertisement/posting in partnership with the Marketing Department.
3. Applicants will be required to submit an appointment package, a resume, a letter of intent and the signatures of fifty (50) SAITSA members, to the Governance and Advocacy Manager before the end of the advertised posting period. Appointment packages will be available for pick-up in V204 and for download online.
4. Students who are not eligible to apply to be appointed to the BOD or any other substantive representative role include:
 - a. Students who are not in good standing with SAITSA and/or Sait Polytechnic.
 - b. Candidates who were disqualified in the most recent election.
 - c. Candidates who received more 'no' than 'yes' votes in the most recent election.
5. In accordance with the Bylaw 13.1.1.b. an ad-hoc committee will be struck to select candidates to present to the Board. The Board will make the final decision.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
By-election	Elec-8	EC	January 21, 2016
		BOD	December 4, 2013
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The Sait Students' Association (SAITSA) recognizes the possible need to hold a by-election.

Procedures

1. The SAITSA Bylaws shall be considered the supreme document guiding SAITSA by-elections. In any situation where the SAITSA Bylaws speak to a specific issue, the SAITSA Bylaws shall be considered authoritative.
2. Where the SAITSA Bylaws and/or policies and procedures are silent on an issue, the Alberta *Election Act* may be used for guidance.
3. A by-election must be called by the BOD.
4. As per the SAITSA Bylaw 8.5.4, if an Executive Council member is removed or resigns within four (4) months left in the current term, the Board shall call a by-election to fill the vacancy.
5. A by-election may be called if quorum cannot be met on the Board due to a high number of vacancies on the Board. The decision to hold a by-election for vacant positions on the BOD will be a decision of the Board.
6. The Operational Elections Committee will determine the date of the by-election.
7. The by-election will follow the same procedures as a general election.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Appeals	Elec-9	EC	January 21, 2016
		BOD	January 26, 2015
		Revision Date	January 21, 2016
		Revision Number	1.9

Policy

The Sait Students' Association (SAITSA) recognizes the need for an electoral appeals process.

Procedures

1. Candidates wishing to appeal a Political Committee decision regarding a penalty, fine, disqualification, or decision involving the personal welfare of a candidate may submit an appeal to the Board of Directors in accordance with Bylaw 12.1, Appeals.
 - a. An appeal must be submitted in writing via email to the Board Chair and must include the candidate's name and student ID, an outline of the decision that is being appealed, the reason for the appeal, and ruling that is being sought.
2. The Board Chair and President will review the appeal and determine whether an appeal hearing is warranted.
 - a. Should an appeal hearing occur, the candidate will be invited to present his or her case to the Board. The CRO will provide the Board with background of the original Political Committee decision.
3. All rulings and decisions by the Board will be considered final, and may not be overturned or amended.