



2022 BOARD OF DIRECTORS GENERAL ELECTION REPORT

SAIT Students' Association (Saitsa)

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Prepared For: Saitsa Board of Directors

April 3, 2022



**Governance &
Advocacy Office**

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Executive Summary

The 2022 Board of Directors General Election was the second election under the new governance model approved in February 2021. This new model consists of 9 board of directors who choose from within, their President and Vice President. Single Transferable Voting was also incorporated under the new governance model, along with a shift from a Yes/No ballot style of election to one of acclamation if the election is uncontested.

COVID-19 posed many challenges this election. Frustration and fatigue were evident with the student population. Uncertainty over where classes would be instructed, either online or on-campus, coupled with not knowing if this would change at any given moment, left students lacking in a desire to engage in anything more than their academic work. This created many challenges for the Political Committee in election preparation, promotion and in rolling out the election.

There were 9 nominees who submitted their nomination packages. Of these 9 nominees, 8 attended a Candidates' Meeting to qualify to become candidates. After attending a Candidates' Meeting, two candidates were advised to pause their campaign to allow the CRO to investigate if they met all the eligibility requirements. After thorough investigations, the CRO ruled both individuals met the election eligibility requirements and they were allowed to resume their campaigns. Prior to the close of the nomination period, 1 candidate withdrew for personal reasons. This left only 7 candidates running for a seat on the Board of Directors at the close of nominations. Adhering to the Saitsa Election Policies & Procedures, the election was acclaimed and all 7 candidates won a seat on the Board of Directors.

As the election was acclaimed at the close of the nomination period, there was not a need to continue with the campaign period or proceed with the voting portion of the election. There were no demerits issued, and no complaints or appeals were submitted.

Saitsa is committed to maintaining the highest standards of fairness, equality, transparency and student interest in its elections. This report will highlight the candidate results, election process, issues encountered as well as recommendations to the Board of Directors and more.

All recommendations made within this report have been made in consultation with Saitsa's Manager of Governance and Advocacy, and are based on observations and experiences of the CRO. In efforts to continually improve Saitsa's election processes and to establish best practices, the CRO encourages the Saitsa Board of Directors to strongly consider all recommendations contained within this report.

Candidates Elected to the 2022 Board of Directors

Congratulations to the candidates of the 2022 Board of Directors Election. The following are the 7 successful candidates in this year's election in alphabetical order, by last name.

Tomi Aroge

Anh Nguyen

Jayden Baldonado

Aaron Ramos

Karanpreet Singh Gill

Dawson Andrew Thomas

Paul John Martinez

Overview

This report will provide an overview of the election process, oversight, election promotion, nominations, Candidates' Meetings, Meet & Greet, Panel Night, campaign period, demerit issuance, voting, candidate expenses, and results. Issues encountered as well as recommendations are included at the end of each section.

Election Process, Oversight and Governance Changes

In February of 2021 the Board of Directors approved changes to Saitsa's governance model which resulted in several changes to the election process. There is now only one election each winter semester to elect one board of directors. This board consists of 9 directors and from within these directors a President and Vice President will be elected by the directors themselves.

Voting is now done by way of Single Transferable Voting (STV). STV is a voting method where voters rank the candidates in order of preference from most preferred to least preferred on one ballot. Candidates are either elected to or eliminated from the election in several rounds of counting ballots until all positions have been filled. To be elected, candidates are to receive a minimum number of votes, which is the quota. The quota is calculated using the Droop formula; number of voters having cast a valid ballot divided by the number of options (number of director positions) plus 1, and then adding 1 to this number. An independent third-party company, Simply Voting, processes the ballots, calculates the quota, and calculates the results. The CRO verifies the quota and the results prior to the provisional results being announced.

In addition to STV, governance changes mean there are no longer elections where electors choose candidates by way of a Yes/No vote if there are uncontested elections. This system has been replaced with an acclamation style voting procedure. If there is an election where there are an equal number of candidates or fewer running for the available director positions, these candidates will now be acclaimed.

Under the previous governance model there was a Political Committee, comprised of 4 members, which was tasked with overseeing the election process. Now the CRO, assisted by the Governance and Advocacy staff, is responsible for administering Saitsa's elections and enforcing Saitsa's Policies & Procedures, reporting to the Executive Director. For convenience purposes, this new group of individuals is referred to as the Political Committee.

Another change is the addition of an Election Oversight Panel (EOP). The EOP consists of 3 disinterested parties appointed by the board. This panel exists independently and acts as an adjudication panel in the event of someone appealing the decision of the CRO or the election results.

Together the CRO and the EOP are in place to oversee the general conduct and implementation of elections on behalf of Saitsa in a manner that upholds the guiding principles, policies, and bylaws.

The nomination and campaign periods were each extended by one week to lengthen the election period from 4 weeks to 6 weeks. Increasing the nomination timeframe to 3 weeks should allow time for additional Candidates' Meetings, if required, to be hosted by the Political Committee. The extra week during the campaign period should provide candidates with more opportunity to engage with the voters, ample time to respond to questions, and to campaign. It enables election events to be spaced out.

2022 Election Administration/Political Committee:

Ilene Burns – Chief Returning Officer

Rio Valencerina – Manager of Governance and Advocacy

Sunra Sunra – Governance and Advocacy Administrative Assistant

2022 Election Oversight Panel

Jackie Nixon – Chair

David McIntyre – Panel Member

Jennie Shipley – Panel Member

Election preparation began during the fall semester which allowed the Political Committee to get a head start on election planning this year and provided more time for the committee to respond to election related issues. When election planning began, students were attending their classes online and only labs were attended on-campus. When classes resumed after the winter break, COVID-19 case numbers had risen significantly resulting in SAIT moving all classes online. At that time SAIT indicated they would update everyone by the end of February if classes would return to campus or remain online for the duration of the winter semester. With SAIT moving classes online and restricting access to campus, the 2022 General Election began with

nominations being run solely online and uncertainty as to how the campaign period would need to proceed. Several election scenarios were planned for to account for this uncertainty.

Mid February, SAIT announced all classes would be resuming on-campus starting on February 28. If the election had not been acclaimed, candidates would have been able to campaign in all the traditional ways of posting posters on-campus, in-person classroom talks, engaging directly with students, as well as campaigning online. The Political Committee in conjunction with Saitsa's Marketing department had planned to hand out flyers and hang posters to garner student interest in this year's election, with the hope that this would result in an increase in voter turn out at the polls.

The CRO and the Governance and Advocacy staff hosted 2 of the 3 scheduled Candidates' Meeting. The last Candidates' Meeting was cancelled when the only nominee who was scheduled to attend the meeting withdrew their nomination package. With the election being acclaimed at the close of the nomination period, there was no longer a need to host Panel Night. Meet & Greet was restructured into an event to meet the newly elected board members and to highlight the roles and responsibilities of the board of directors.

The EOP Hiring Committee began the hiring process for the EOP in early January and presented offers to the panel members by the opening of nominations. This was a short timeline that should be increased for the next election.

Saitsa Marketing Department did a major update and rebranding of the Saitsa website. It is now much easier to navigate the website and access election information. Upon review of the website, the CRO discovered inconsistencies and issues with election content not being up to date. An effort was made to correct these issues. This was a very time-consuming process for the CRO.

Issues and Recommendations

- In an effort to increase voter turnout, simplify the voting process, and reduce costs associated to the voting process, **it is suggested that the board consider, as part of their strategic planning, if Saitsa should continue to utilize the services of Simply Voting or partner with SAIT to develop their own voting platform.** Other student associations/unions have found it beneficial to partner with their post secondary institutions to develop their own voting platforms. Partnering with SAIT may allow students to vote by way of their student ID number at kiosks located across SAIT's main campus as well as the satellite campuses. This would require a capital investment by Saitsa to purchase the kiosks. These kiosks would then be available for the whole Saitsa organization to use for surveys, student engagement as well as voting, just to name a few. Things to consider when looking at a new voting platform are how to simplify the voting process for the students without compromising the integrity of the vote, that is accessible to all students on both the main campus as well as satellite locations. The board should consult with the CRO to ensure any changes align with the election policies & procedures and guiding principles.
- **The CRO advises the Board create and utilize a hiring process with an appropriate timeline to hire EOP members so members are in place prior to the start of each election. Planning for this should begin in November with the job posting being**

advertised by mid December and panel members hired and in place by the start of the election. The hiring process guide should encompass what to include in the job posting, when to post it, suggestions as to where to post it, along with the submission deadline. Auto replies should be utilized to acknowledge receipt of the applications and to advise when they can expect to hear from the hiring panel if they are being considered for the position. The hiring committee should allot time in their schedules to allow for in-person or virtual interviews. Interview questions should be drafted by the EOP Hiring Committee in consultation with the Manager of Governance and Advocacy for the EOP interviews. Once the EOP members have been hired, emails should be sent to the unsuccessful applicants who were interviewed. Email templates can be created to provide the panel with direction as to what to include in these emails.

- SAIT started using an authentication system on its emails which limited access to the EOP email to only one panel member. The Manager of Governance and Advocacy granted email rights to the Chair of the EOP and added forwarding rules to the email to forward the EOP emails to the remaining two panel members personal email accounts so they would have access to the EOP emails. Even though this system allowed all 3 members access to emails sent to the EOP email, it is not an ideal set up as it restricts communication from the EOP to only the Chair. This prevents the Chair from being able to delegate responding to an email to another panel member from the EOP email.

The CRO recommends the Manager of Governance and Advocacy look into ways to allow for all 3 EOP members to have direct access to the EOP email for the next election.

- **A review of the EOP Procedures and Guidelines documents, by the Manager of Governance and Advocacy, is recommended to amalgamate this information into a single document for the EOP.**
- **It is recommended that at the close of the appeals, 4pm on the 10th day following the announcement of the provisional results, the Chair of the EOP send an email to the Executive Director, CRO, and the Manager of Governance and Advocacy to advise if any appeals are still outstanding. If an appeal is still open, then the EOP Chair will advise all interested parties, by way of email, when the appeal has been closed.**

It is also recommended this directive be included in the EOP Guidelines document so the EOP is aware of this requirement.

- The election timeframe was extended this election from a total of 4 weeks to 6 weeks. Each of the nomination period and the campaign period were increased from 2 to 3 weeks. These changes were made to allow for more time to enlist candidates and provide extra time for the candidates to engage with the voters. As COVID fatigue was evident this election and believed to be a contributing factor to this election being acclaimed, it is hard to determine the success of these changes to the election process.

The CRO will consult with the Manager of Governance and Advocacy to consider whether to keep these changes to the election timeframe for the next election or if adjustments are necessary.

- The CRO will continue to engage in discussion with the Manager of Governance and Advocacy and the Executive Director to consider if the current election procedures require simplification and how best to simplify the process if deemed necessary. It is important to consider what are the essential rules that need to be in place to host an election that maintains the highest standards of fairness, equality, transparency, and student interest while allowing the candidates the freedom to run an effective campaign. It is further recommended that the Executive Director continue in consultations with SAIT to review current restrictions in the procedures to see if they are still relevant.
- Upon review of the newly redesigned Saitsa website, the CRO found inconsistent and outdated election content on the website.

The CRO advises the Manager of Governance and Advocacy assign someone to do a comprehensive review of the Saitsa website to ensure all election content is current and up to date. A review of all election forms and submission platforms should be conducted as well. This should take place prior to the start of the 2022/2023 Fall semester.

- **Policies & Procedures section 3.1.2 No candidate may promise to donate any portion of their *salary* if elected, as directors are not paid a salary, the CRO recommends changing the word salary to honorarium.**
- Some SAIT programs, outside of the apprentice programs, have students enrolled in Saitsa fee-paying courses for 2 out of the 3 semesters offered at SAIT and the students participate in internships for their 3rd semester. This can result in students not taking credited program courses during the traditional Fall and Winter semester. For some students they are enrolled in Saitsa fee-paying courses for the Fall and Spring semesters and intern during the Winter semester, for others it could be they are enrolled in Saitsa fee-paying courses for the Winter and Spring semesters and intern during the Fall semester. For these students it poses a problem if they are interested in running for a seat on the Board of Directors as the Saitsa Bylaws state in section 5.20 All Directors are required to be Active Students in good standing with SAIT, *must take a minimum of one (1) Saitsa Fee-paying course during each of the Fall and Winter semesters* (excluding apprentices), and may not academically withdraw during their term. **The CRO recommends changing the wording of this section to ...*must take a minimum of one (1) Saitsa Fee-paying course per semester for 2 of the Fall, Winter or Spring semesters* (excluding apprentices) ... to be inclusive of students in this situation.**
- **The CRO recommends for Policies & Procedures section 8.1.1 a) *Review all relevant Bylaws, rules and regulations pertaining to Elections, to change the word Review to Overview***

- **As candidates are only running for a director position in the Saitsa General Election, the CRO recommends removing ...and position they are running for...from Policies & Procedures section 8.1.1 c) Confirm the candidate's name and position they are running for as it will appear on the ballot.**
- Policies & Procedures section 10.1.6 Items purchased on sale or through special offer are permitted provided that such discounts are available to all candidates, should be updated. **The CRO recommends updating this section to allow for students to be able to take advantage of an employee discount. If such discount is an employee discount that is not available to all candidates, the candidate who is receiving this discount must include the discounted portion of the purchase under "gift in kind/donation" on their expense form as this value still needs to be included in their total expensed amount.**

Election Promotion

Election promotion was limited to online promotion only for the pre-election and nomination periods. Marketing undertook advertising on social media outlets such as Instagram, Facebook, TikTok, and Twitter. Promotion was also done by way of the weekly student bulletin. A video from one of the current directors posted to Instagram appeared to be one of the most successful ads posted with 880 views and 32 likes.

The Election Information Package (EIP) was condensed to create a more reader friendly document. The previous version contained so much information resulting in information overload for some students. This was seen as a possible deterrent to a student who was showing interest in running for a seat on the board, but was overwhelmed with so much information contained in one document. This new version appeared to be well received this election. However, it was noticed that there is still a need for a document to be created containing the information on the role of the directors.

With classes resuming back on-campus on February 28, Marketing had voting day posters and flyers printed to be distributed around campus, and had created TV advertisements to be aired on-campus. The Manager of Governance and Advocacy was working with Saitsa Student Services to arrange volunteers to assist with handing out flyers on-campus. As the election was acclaimed, these resources were not utilized.

Issues and Recommendations

- Online promotion of the election continues to not be as effective as in-person/on-campus promotion. Posters and booths tend to draw student's attention over a social media post. Human interaction with a candidate or volunteer handing out a flyer or manning a booth engages people and promotes questions being asked about the election or a campaign message.

It is expected that once access to campus returns to normal and students adjust to life back on-campus that awareness and involvement in the election process will improve.

- **It is recommended the Governance and Advocacy staff work with Marketing to create a document that contains the roles of the directors.** The Manager of Governance and Advocacy has suggested creating a “What Do Directors Do?” information package to compliment the EIP.
- Social media pre-election promotion needs to increase, especially when access to campus is restricted. This election there were only 2 days when online posts were advertised on Instagram, Facebook, TikTok, and Twitter prior to nominations opening on February 7.

Marketing is advised to increase the number of social media promotional shots it undertakes for the pre-election promotion for future elections.

- **It is recommended that Marketing work with the Manager of Governance and Advocacy and the Board of Directors to undertake media spots throughout the academic year to highlight different components of the election process and governance of the association. This is intended to educate the student population on why Saitsa exists, its purpose, as well as to inform them of the leadership opportunities that exist within the Board.**

Informed students are more likely to participate in the election process by being candidates, supporting candidates and voting.

- **As part of the above recommendation, election how to videos should be created and presented throughout the academic year to educate students on the different stages of the election process.** This can be done as part of a 3 stage video series. The first stage should focus on board governance and the roles and responsibilities of the directors, including the time commitment required of a director. The second stage should focus on how to submit a nomination package, tips on gathering nomination signatures and talk about the Candidates’ Meeting. The third stage should focus on how to run a successful campaign and the voting process. **The CRO recommends that current directors should be utilized as cast members for these videos.**
- **Access to election information, either written or video, should be available under an ‘Election Information’ tab that is easily found on the Saitsa website.**
- **Promotion of Saitsa events on the Saitsa website should be scaled back during the election period to allow the election to be highlighted. Marketing should continue to communicate this to Saitsa departments/groups to request their cooperation with this during the election period.**
- In previous years, sitting board members promoted the election on their social media accounts.

It recommended that board members continue with this practice and this should begin prior to the start of the election to encourage more students to submit nomination packages.

- **It is recommended the board directors, as part of their ownership linkage, communicate with the deans and instructors of all SAIT departments to inform them of the election timeline and to ask for their co-operation with election activities.**
- **The CRO suggests the Manager of Governance and Advocacy create an election calendar/timeline for the Board to use as a guide for director involvement with election activities. This should include items such as nomination promotion, when to reach out to the deans and instructors, election event dates, etc.**
- Saitsa staffing levels, which have been reduced due to COVID-19, and staff turn over presented challenges with election preparation and the planning of on-campus election events. Staff turn over resulted in duplicate requests to have tasks completed. Lower staffing levels in Saitsa Student Services impacted the organization of election volunteers. Election events are dependent upon volunteers filling important roles such as distribution of election promotion material, manning voting stations as well as the mobile voting stations. In the end volunteers were not needed, but the Political Committee was concerned that not enough volunteers would be available to fill the required roles when needed, if the election did proceed. This caused the committee to begin working on a contingency plan to restructure how to role out key election events with fewer volunteers.

Nominations and Candidates' Meetings

In order for a nomination to be considered valid, students have to be members of Saitsa in good standing who have paid their Saitsa and SAIT fees in full. They have to obtain 20 signatures from active Saitsa member students and they must attend at least one Candidates' Meeting. Due to continued COVID-19 on-campus restrictions and online learning environments, nomination packages for the Board of Directors election were available online only.

Nominations opened on February 7 and ended on February 28. This is an increase of 1 week from previous elections. There were 3 submission deadlines within the 1 nomination period. Nominees were required to have their nomination packages submitted to the CRO by 12pm, noon, on February 14, to attend the first Candidates' Meeting, 12pm, noon, on February 22, to attend the second Candidates' Meeting, and 12pm, noon, on February 28, to attend the third Candidates' Meeting. There were 9 nomination packages completed and submitted during the nomination period.

Nominees found it difficult to gather the required nomination signatures. Online classes, lack of student interest in the election due to COVID-19, and Reading Week occurring during the nomination period were cited as reasons for the difficulty with this election activity.

There were 4 nominees in attendance for the first Candidates' Meeting, and 4 attending the second Candidates' Meeting. The third Candidates' Meeting had 1 nominee scheduled to attend but they withdrew their nomination package before the close of the nomination period. Both the first and second Candidates' Meetings were hosted virtually via Teams and were well received.

Prior to the close of the nomination period on February 28, a candidate withdrew from the election due to personal reasons. At the close of nominations there were 7 candidates remaining in the election to fill 9 director positions. As a result, the election was acclaimed and all 7 candidates won a seat on the board.

Issues and Recommendations

- In an effort to ensure candidates collect 20 valid nominator signatures on the nomination page, their names were not removed from the online signature page until they had reached 25 signatures. This was to allow for the possibility of any invalid signatures having been collected.

This was a successful approach to the nomination process and it is recommended to continue with this approach in all future elections.

- **The CRO and the Manager of Governance and Advocacy provided suggestions, to nominees who had expressed difficulties in gathering nomination signatures, on ways to obtain nomination signatures. These suggestions should be incorporated into the nomination application process for all nominees.**
- The combination of Reading Week occurring during the last week of nominations and online classes posed a challenge to some nominees in being able to collect the required number of signatures on the nomination page.

Consideration needs to be given to when Reading Week takes place during the election timeframe.

- **It is strongly suggested that current Board members take it upon themselves to sign nominee's signature pages as a show of support for the election process.**
- The nomination period was increased from 2 weeks to 3 weeks, with 3 nomination package submission deadlines. This change to the timeframe was to allow more promotion to take place to garner more interest in the election process and gain more nominees. Frustration with changing COVID-19 rules combined with online only election promotion were significant contributors to the lack of nomination packages being submitted. Once again, this was not a typical election period on campus. This made it hard to gauge the effectiveness of the longer timeframe for the nomination period.

The CRO will consult with the Manager of Governance and Advocacy to consider whether to keep these changes to the election timeframe for the next election or if adjustments need to be made.

Meet & Greet and Panel Night

Meet & Greet took place as scheduled on March 15 from 11am to 2pm. In a typical election, Meet & Greet is a Saitsa hosted campaign event for candidates to promote their campaign

message and engage with the student body. With this election being acclaimed, the CRO and the Manager of Governance and Advocacy decided to use the Meet & Greet as an opportunity to introduce the director-elects and allow them a chance to speak with students to not only communicate what they are wanting to accomplish while being on the board but to hear student concerns.

Panel Night was scheduled to take place on March 29 via the online platform AirMeet. Events department was scheduled to host this event as well as a rehearsal, and the moderator had already been booked. Panel Night is a live event where candidates are asked a variety of election related questions by a moderator, some questions created by the Political Committee and others coming from the audience. The event was cancelled as it was no longer necessary.

Issues and Recommendations

- There was low student attendance at the repurposed Meet & Greet which is a good indicator that life on-campus is no where near back to pre-pandemic times. It is hoped that things will be normalized by next election.
- Technology issues were encountered with the 2021 Panel Night.

A rehearsal for Panel Night was scheduled to take place this election to go over the rules of the event, make sure candidates were connecting via the recommended browser (Chrome is the recommended browser for AirMeet) and to perform a check of candidates' microphones and speakers. A review of the script and the pronunciation of the candidates' names, was also planned to be conducted with staff and the moderator. The CRO recommends hosting a Panel Night rehearsal for the next election.

- Live audience attendance was very low for the 2021 Panel Night and resulted in only one question from the audience for the candidates.

Governance and Advocacy should work with Marketing to develop a system where students are able to submit questions prior to Panel Night for the candidates to respond to during the event. **The CRO recommends Marketing should create a question submission page on the Saitsa website that is live from the close of the nomination period to the week prior to Panel Night.** As a long-term goal, if the Board were to decide to purchase kiosks for Saitsa, as mentioned previously in this report under 'Election Process, Oversight and Governance Changes Issues and Recommendations', these could be used to gather this information from the student population.

- The start of live streaming of the 2021 Panel Night on Facebook was delayed due to a backstage oversight.

It is recommended that the Panel Night program script include the streaming of the event on Facebook and a member of the Events department is assigned to be in charge of starting the livestreaming of the event to prevent future events from not going live on time.

Campaign Period & Demerit Issuance

Upon completion of all eligibility requirements, candidates were permitted to begin their campaign. As attendance of a Candidates' Meeting is part of the requirement to become a candidate, only candidates who had attended the first Candidates' Meeting were able to begin their campaign on February 15 while the remaining candidates had to wait until they had attended either the second Candidates' Meeting on February 22 or the third Candidates' Meeting on February 28 to begin their campaign.

The end of the campaign period was to be at the close of polls on March 24, extending the campaign period by 1 week from previous elections. This would have provided more time for election activities to take place and to alleviate some of the stress encountered by the candidates having to balance running a campaign while staying on top of their academic workload. The extended timeframe would have afforded more time for Saita to host election events such as Meet & Greet and Panel Night. It would have also provided voters with a few days in between campaign events and voting days for them to process the information received and follow up with any questions they may still have for the candidates before they cast their ballot

Election documentation for the candidates to access was available on SharePoint and the Saita website. Reminders of important election events were sent to candidates by way of calendar invites. Candidates were required to submit required documents to the CRO and Saita staff via submission platforms located on the Saita website.

Candidates were responsible for taking their profile picture and creating their campaign video, and then submitting them via a drop box on the Saita website to Marketing. There was 1 candidate who did encounter issues with taking and producing their own photo and video. The Political Committee was able to provide suggestions to this candidate and they were able to submit their photo and video successfully.

No demerits were issued however, 2 candidates did have their campaigns paused while the CRO investigated if they met the eligibility requirements. After a thorough investigation it was determined both candidates were eligible and they were informed they could resume their campaigns.

Issues and Recommendations

- With the election being acclaimed, the Political Committee was unable to assess to see if the extended timeline for the campaign period would have been successful or not.

The CRO will consult with the Manager of Governance and Advocacy to consider if the extended timeline for the campaign period should be implemented for the next election or if adjustments are needed. The CRO and the Manager of Governance and Advocacy must consider the SAIT calendar when planning the election calendar.

- **It is recommended for Saitsa to consider continuing the self-submission process for candidate videos;** previously, Saitsa established the staff-run photo and video shoot process for candidates to keep the presentation platform equal and consistent. With candidates having access to quality recording devices via personal Smart Phones they are able to create their own photos and videos adhering to set guidelines to keep production equal and consistent. This enables candidates to relax and practice their videos in an environment they are comfortable in which provides the opportunity for increased creativity. **It is important for Saitsa to be able to assist any candidates who may not have access to a quality recording device to take and produce their campaign photo and video.** The CRO should be consulted in this review to ensure any changes align with the guiding principles of the election.
- There were 2 candidates who were informed they must pause their campaign while the CRO investigated if they had met all eligibility requirements. After a thorough investigation, both candidates were informed they could commence their campaign.

It is recommended that prior to the start of each Candidates' Meeting, the Manager of Governance and Advocacy have all eligibility checks completed prior to the nominees attending a Candidates' Meeting.

Voting, Poster Tear Down and Expense Forms

Polls were scheduled to open at 8am on March 23 and close at 4pm on March 24. Voting was to be done by way of Single Transferable Voting using the Droop Formula via Simply Voting, an independent third-party provider.

Very simply, with Single Transferable Voting, electors cast a ballot ranking their preferred candidates from most preferred to least preferred. The quota of votes is calculated using the Droop formula. Simply Voting calculates the formula and the CRO verifies the calculation. The quota of votes is calculated as follows:

In this example there are 1000 valid ballots cast for 9 board positions.

$$(1000 \text{ voters} / (9 \text{ board positions} + 1)) + 1 = 101$$

$$(1000 / 10) + 1 = 101 \text{ quota}$$

Candidates are elected or eliminated during rounds of counting votes. In order to be elected in a round of counting, a candidate must meet or exceed the quota of votes and must receive the highest number of votes. If no candidates receive the minimum number of votes to meet or exceed the quota of votes then the candidate with the least number of votes in that round will be eliminated. This will continue until all seats have been filled.

On February 28, the close of nominations, the election was acclaimed. All candidates were emailed to inform them they had been acclaimed and they were the new director-elects. Marketing posted the results on the Saitsa website as well as on its social media.

Poster tear down would have occurred after the close of polls, prior to election results being announced. Candidates and their representatives would have worked together to remove all

campaign material posted on SAIT's main campus. This year poster tear down was not required.

There was only 1 candidate who had expenses that required reimbursement for this election. Expense forms were submitted through the submission platform on the Saitsa website.

Issues and Recommendations

- Low voter turnout seems to be an issue most elections. Voter apathy, voter inexperience and restricted access to areas on-campus have been contributing factors to this in the past few elections. Satellite campuses, trade and apprentice programs continue to be under represented groups among the voters. Creative solutions need to be developed to garner interest within the student community to motivate them to vote.

It is recommended, provided physical restrictions are not in place on SAIT campuses, that polling stations are located at all Satellite campuses and all trade and apprentice buildings during pre-set times on the voting days. It will be necessary to provide adequate promotion of the date, time and location of these mobile polling stations. Communication with faculty at these locations will be necessary to get their support to allow their students time to vote when the mobile polling station is at their location.

With directors taking on more ownership linkage with the student body, it is expected that the directors will be able to better promote the board, Saitsa and the election process, and this will result in higher student engagement in the voting process.

- **The CRO recommends to continue sending out email reminders to Saitsa members on both voting days reminding the electors to vote, as it has been shown to result in an increase in voting after each email has been sent in past elections.**
- Most candidates submit their expense forms close to the deadline which can make it difficult to verify all the expense forms in the current timeframe allotted for this part of the election process. It can be quite time consuming to verify expense forms if there is missing or incorrect information on them which could delay the announcement of the provisional results.

The CRO recommends changing the expense form deadline from 4pm on the last day of voting to 12pm, noon, on the last day of voting.

Official Results

Candidates Acclaimed at Close of Nominations on February 28, 2022

2022 Saitsa Board of Directors
Tomi Aroge
Jayden Baldonado
Karanpreet Singh Gill
Paul John Martinez
Anh Nguyen
Aaron Ramos
Dawson Andrew Thomas