



Election Policies & Procedures

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PREAMBLE

Saitsa is committed to maintaining the highest standards of fairness, equality and transparency in its elections; Saitsa expects all those involved in an election, by-election or referenda to adhere to the following policies and procedures. In order to fulfill the requirements established in the Post-Secondary Learning Act of Alberta, this document delegates authority, establishes the guiding principles, and outlines the standards and criteria that govern Saitsa's democratic process. There is a sense of unity in the pursuit of democratic elections; the ultimate goal concerns the welfare of members and should always be front of mind for both candidates and staff.

DEFINITIONS

Campaign/Campaigning

Means an organized effort which seeks to influence the decision-making process within a specific group.

Campaign Platform

Candidates are required to submit an overview of their approach/plan to campaigning to the Chief Returning Officer; this is mandatory and helps the CRO flag areas of concern.

Candidate

Candidates are those who are recognized (accepted) by the Chief Returning Officer as having successfully completed all the requirements outlined in the nomination package, including having attended a Candidates' Meeting.

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.

Candidate Profile

Means a short outline of a candidate's platform that can be submitted to Saitsa for inclusion within any Saitsa-maintained social media, publications, etc.

Chief Returning Officer (CRO)

The CRO is the person responsible for administering Saitsa's elections and enforcing Saitsa's Policies and Procedures pertaining to Elections, reporting to the Executive Director.

Good Standing

Means that an active student has complied with all of their responsibilities in accordance with these Bylaws and has not been placed on academic or non-academic probation.

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.

Nominee

A nominee is someone who intends on running for a position in Saitsa elections by completing and submitting a nomination package.

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.

Saitsa Member

Means an active student who has paid their Saitsa fees within the current academic year.

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.

Vexatious/Frivolous Complaint

Means a complaint which is brought, regardless of its merits, solely to harass or subdue another person.

1.0 POLICIES

- 1.1** The Chief Returning Officer shall oversee the general conduct and implementation of elections on behalf of Saitsa and shall fulfill these duties with due diligence and impartiality in a manner that upholds the guiding principles of fairness, equality, transparency, and student interest.
- 1.2** All election, by-election, and referendum processes shall be held in accordance with Saitsa's Bylaws. Where the Saitsa Bylaws and/or policies and procedures are silent on an issue, the Alberta Election Act may be used for guidance.
- 1.3** Saitsa shall remain a neutral body and will not endorse or support the views of any candidate; the views of any candidate shall not necessarily represent the views of Saitsa or its representatives.
- 1.4** Participation in Saitsa elections is open to all members, as set out in Saitsa's Bylaws. Saitsa members must meet eligibility criteria in order to be declared a candidate. Candidates must have intentions of fulfilling their duties should they be elected.
- 1.5** Candidates and their representatives are responsible for familiarizing themselves with all election-related materials; candidates are ultimately responsible for their own campaign, which includes the actions of their campaign manager and campaign team. Ignorance is no excuse for violations.
- 1.6** Candidates, or their representatives, who violate Saitsa's Bylaws, policies or procedures shall be subject to disciplinary action, up to and including: fines, demerits, disqualification and revocation of membership.
- 1.7** Saitsa shall reimburse candidates for approved campaign expenses. The use of Club funds or Saitsa funds for campaigning purposes is strictly prohibited.
- 1.8** Use of Saitsa supplies or equipment for the purpose of campaigning or campaign materials is strictly prohibited. The use of Saitsa offices, operations and meeting spaces for campaign activities is also prohibited unless otherwise deemed appropriate by the CRO.
- 1.9** Once declared a candidate, incumbent directors cannot participate in public engagements, discussions with the media or other events that may seem to benefit their campaign; access to Saitsa offices during the week of voting is prohibited unless authorized by the CRO.
- 1.10** Malicious or deliberate interference with candidate(s) campaigns, or Saitsa's election and voting processes, may subject an individual or Club to disciplinary action, loss of funding, or revocation of membership.

- 1.11 Following the close of polls, the provisional results will be declared; upon the close of the appeal period, the provisional results shall become official, and the Board will ratify the report provided by the Chief Returning Officer.
- 1.12 Complaints, concerns and appeals regarding an election or a candidate may be submitted as set out in Saitsa's Bylaws; staff should direct complaints or concerns to the Executive Director.
- 1.13 All referendum questions shall be initiated and administered as prescribed in Saitsa's Bylaws.

2.0 GUIDING PRINCIPLES

2.1.1 In the pursuit of democratic elections where the ultimate goal is the welfare of students, Saitsa's electoral processes are governed by the following principles:

2.2 Fairness

- 2.2.1 Candidates are to be treated fairly and in a consistent manner by the Election Oversight Panel, CRO, and Saitsa staff.
- 2.2.2 Candidates are to engage in fair competition and demonstrate respect for Saitsa, the institution, the community, and others.
- 2.2.3 No candidate may exploit a current or recently held position to gain unequal access to any part of the student body.
- 2.2.4 Each candidate shall have equal opportunity to communicate their campaign platform through channels organized by Saitsa.
- 2.2.5 Saitsa shall organize opportunities for students to question and engage each candidate.

2.3 Equality

- 2.3.1 Each member in good standing shall have equal opportunity to become a candidate.
- 2.3.2 Limits on campaign expenses exist to reduce the possibility of undue influence, diversify political discourse and overall participation.
- 2.3.3 Polling stations may be provided by Saitsa to encourage voting and help facilitate the voting process.

2.4 Transparency

- 2.4.1 Every member has the right to know how the election, penalties, and appeals are to be administered prior to the start of the campaign period.
- 2.4.2 Saitsa full-time staff are required to remain impartial and not publicly endorse any candidate; part-time staff are required to remain impartial during working hours.
- 2.4.3 Preliminary and official results shall be made publicly available.

2.4.4 A summary report of the proceedings of the election shall be developed by the CRO and presented to the Board and made publicly available.

2.5 Student Interest

2.5.1 Candidates are to run on a platform of integrity, respect and with the best interests of SAIT students.

2.5.2 The planning of election events is to be conducted with students' schedules in mind.

3.0 ELECTIONS

3.1 General

3.1.1 Candidates are responsible for familiarizing themselves with all material relevant to the electoral process, including but not limited to: relevant Bylaws, Election Policies and Procedures and any other material distributed by the CRO.

3.1.2 No candidate may promise to donate any portion of their honorarium if elected. 3.1.3 Slates, real or perceived, are not permitted.

3.2 Administration of Election

3.2.1 It is the duty of the Chief Returning Officer to administer the elections in a manner that is consistent with the Bylaws, policies and procedures and guiding principles for Saitsa's elections.

3.2.2 The duties of the Chief Returning Officer (CRO) include, but are not limited to:

- a) Declaring provisional and official results to candidates, members, and other relevant parties;
- b) Ensuring all correspondence and messaging to candidates and members is accurate and timely;
- c) Providing recommendations to the Saitsa Board on all related matters, including policy, procedure or Bylaw amendments. Recommendations are to be included in a final report to the Board;
- d) Seeking guidance from the Manager of Governance and Advocacy when faced with a situation that may impact the reputation of Saitsa or SAIT, or the health and wellbeing of an individual;
- e) Reporting any conflicts of interest to the Board.
- f) Facilitating the Candidates' Meetings;
- g) Enforce the Election Policies and Bylaws as they relate to Elections.

3.2.3 Saitsa shall make available to the CRO such resources as required to organize and conduct the election.

3.2.4 The Chief Returning Officer shall take into consideration and work within, the budgetary and organizational capacity of Saitsa in making any election related decisions in consultation with the Manager, Governance and Advocacy.

3.2.5 The CRO may adjourn voting to another time in the event that an emergency, disaster or unusual or unforeseen circumstance has:

- a) Significant effect on the ability of electors to be informed and to vote;
- b) Put or may put the health or safety of the staff and students at risk.

3.2.6 In the event that voting is adjourned, the CRO shall coordinate the immediate notification to the Saitsa Board of Directors, ED, candidates and members regarding the change of voting hours. The total number of rescheduled voting hours must total a minimum of half of what was originally scheduled.

3.2.7 Any concerns regarding the conduct of Saitsa staff or the CRO are to be brought to the attention of the Executive Director.

3.3 Schedule of Elections

3.3.1 Each academic year there shall be one General Election in the Winter Semester.

3.3.2 The Manager of Governance and Advocacy, in consultation with the Executive Director, shall propose the ensuing academic year's election dates to the Board for approval no later than August. Election dates are to include the opening and closing of nominations and voting days.

3.3.3 The opening and closing of nominations must be for a minimum of five (5) business days where regular classes are scheduled.

3.3.4 More than one nomination deadline may exist providing the supplementary nomination deadline falls no later than two (2) business days prior to the opening of polls.

3.3.5 Voting shall take place over two (2) concurrent days.

3.3.6 Voting shall commence before March 31st.

3.3.7 Voting days for the election shall not fall prior to the add/drop deadline for the semester.

3.3.8 No election, by-election or referenda shall take place during the months of May, June, July or August.

3.4 By-elections

3.4.1 By-elections shall be conducted in accordance with Saitsa's Bylaws and policies and procedures pertaining to elections

3.4.2. In accordance with Bylaw 5.27, byelections shall be held only if 1/3 or more of seats on the Board are vacant. Furthermore, Byelections shall not be held if less than 120 days remain until a new term begins at the time of vacancy.

4.0 ELECTION OVERSIGHT PANEL

4.1 Duties and Powers

4.1.1 The Election Oversight Panel shall act as an oversight body to the elections process to ensure the guiding principles, policies and Bylaws are being upheld. It exists independently

and acts as an adjudication panel in the event of someone appealing the decision of the CRO.

- 4.1.2 Members of the Election Oversight Panel shall be comprised of three disinterested, third-party experts appointed by the Board, one of which will be appointed as Chair of the Committee.
- 4.1.3 Members of the Election Oversight Panel cannot be an individual who was an elected or appointed representative within the previous 12 months.
- 4.1.4 The duties of the Election Oversight Panel include, but are not limited to:
 - a) Ensuring democratic, impartial, fair, transparent and accountable election and appeal processes;
 - b) Hearing appeals or complaints of CRO decisions;
 - c) Hearing appeals of election results;

5.0 ELIGIBILITY

- 5.1.1 For a nomination to be considered valid, an eligible nominee must:
 - a) Obtain twenty (20) nominator signatures;
 - b) Ensure that their Saitsa and SAIT fees are paid in full;
 - c) Be in good standing; and
 - d) Attend at least one Candidates' Meeting.

6.0 NOMINATIONS

- 6.1.1 Nomination forms are to be readily accessible to students online and in print at the opening of nominations.
- 6.1.2 The dialogue required for the collection of signatures is not considered to be campaigning provided that the prospective candidate is not communicating through use of an organized campaign message or team.
- 6.1.3 At 12pm, noon, on the date appointed as the nominations' deadline, the CRO shall declare the nominations officially closed;
- 6.1.4 By 12pm, noon, on the day immediately following the close of nominations, the CRO shall:
 - a) Announce the names of all officially nominated candidates;
 - b) Announce dates and times at which polls will open and close and when the results will be announced.
- 6.1.5 All nominees are expected to understand and abide by:
 - a) All Saitsa Bylaws and Policies;
 - b) SAIT's Student Code of Conduct;
 - c) The Alberta Human Rights Act; and
 - d) All Federal, Provincial and Municipal laws.
- 6.1.6 A nominee may be denied candidacy if they:
 - a) Fail to meet the requirements;

- b) Have had their Saitsa membership revoked;
- c) Were removed from an elected or appointed position in the current or previous academic year; or
- d) Were disqualified from an election or by-election in the current or previous academic year.

7.0 CANDIDATES

7.1 Withdrawal of Candidate

7.1.1 At any time after the filing of the candidate's nomination a candidate may withdraw by providing the CRO with a declaration to that effect which is signed by the candidate. A withdrawal is considered official upon acknowledgement from the CRO.

7.1.2 Reimbursement of a withdrawn candidate's campaign expenses is up to the discretion of the CRO.

7.1.3 In the case that a candidate withdraws, and there is an equal number of or fewer candidates running than there are positions available, all candidates shall be acclaimed.

7.1.4 If a candidate withdraws, the CRO is responsible for ensuring voters are so advised when receiving a ballot.

7.2 Campaign Representatives

7.2.1 Each candidate is permitted, but not required, to appoint campaign representatives; campaign representatives may serve as a Campaign Manager or Team Members and are considered an extension of the candidate and must be registered with the CRO.

7.2.2 Candidates are responsible for their campaign and their campaign representatives.

7.2.3 Campaign representatives must be members of Saitsa and can only be registered to one campaign at a time.

7.2.4 There is no limit to the number of campaign representatives registered to a candidate; a limit of one (1) Campaign Manager exists for all candidates.

7.2.5 Campaign Managers are encouraged to attend the Candidates' Meeting; Team Members are also welcome to attend.

7.3 Conflicts of Interest

7.3.1 Candidates shall declare if they are a staff or volunteer of Saitsa.

7.3.2 Candidates shall not campaign while working or volunteering for Saitsa.

7.3.3 Full time staff and current elected representatives are not permitted to endorse candidates; failure to adhere will result in disciplinary action.

7.3.4 Candidates are to refrain from requesting endorsements or discussing their campaign with full time Saitsa staff and representatives.

7.3.5 Self-endorsement of incumbent candidates is appropriate only in off-hours.

7.3.6 Conflicts of Interest, real or perceived, pertaining to the candidates shall be managed by the CRO.

7.3.7 Should a situation arise that involves staff and/or elected or appointed representatives, the CRO shall inform the Manager of Governance and Advocacy and the Executive Director.

8.0 MEETINGS, EVENTS & SUBMISSIONS

8.1 Candidates' Meeting

8.1.1 At the Candidates' Meeting, the CRO shall, at minimum:

- a) Overview all relevant Bylaws, rules and regulations pertaining to Elections;
- b) Announce the time, date and details of any scheduled events;
- c) Confirm the candidate's name as it will appear on the ballot;
- d) Announce any methods that will be regularly used to communicate with candidates;
- e) Affirm the importance of balancing the stress of running a campaign and schoolwork with mental and emotional wellness;
- f) Discuss voting process;
- g) Review the demerits system;
- h) Take attendance.

8.1.2 Nominees are required to attend a Candidates' Meeting to be accepted as a candidate.

8.1.3 If extenuating circumstances prevent the nominee from attending the Candidates' Meeting, the individual must contact the CRO by 12pm (noon) on the day of the meeting; absences from the meeting must be approved by the CRO and alternative arrangements may be provided.

8.1.4 Candidates will be required to initial and sign a declaration stating they have read, understand, and will strive to abide by all of Saitsa's Elections' Policies and Procedures.

8.2 Candidate Meet & Greet

8.2.1 Saitsa shall organize an opportunity for students to meet with all candidates.

8.2.2 Candidates are required to attend; in the event that a candidate is unable to attend a portion of or the event in its entirety a campaign representative may be sent in their place. Failure to attend will result in the issuance of demerits to the candidate.

8.3 Candidate Forum/Panel

8.3.1 Saitsa shall organize an event whereby candidates will be asked a series of questions developed by the Manager of Governance and Advocacy in conjunction with the CRO; Students at Large will also be permitted to pose questions.

The Forum or Panel is an event that is not required during a by-election.

8.3.2

8.3.3 Candidates are required to attend Saitsa-organized forums or panels. Failure to attend will result in the issuance of demerits to the candidate.

8.3.4 If extenuating circumstances prevent the candidate from attending the forum/panel, the individual must contact the CRO by 12pm (noon) on the day of the event; absences from the event must be approved by the CRO.

8.3.5 The Manager of Governance and Advocacy shall appoint a moderator for the Forum/Panel event who shall not be any of the following:

- a) A member of the Board ;
- b) A full-time staff member.

8.3.6 The following rules shall govern panels or forums:

- a) Each candidate shall be afforded an opportunity to speak that is equal to the opportunity afforded to each candidate;
- b) No campaign materials shall be distributed in the room for which any forum or panel is being held;

8.3.7 Questions from the audience shall be selected by random draw and/or prioritized from those who have not already yet submitted a question in writing, orally or electronically.

8.4 Externally organized forums

8.4.1 No candidate shall participate in an externally organized forum or panel unless each candidate has received at least 24 hours notice and will be afforded an equal chance to speak.

8.5 Poster Teardown

8.5.1 Saitsa shall organize a time whereby candidates, or a campaign representative, are to meet collectively to teardown posters to ensure campaign materials are removed in an organized fashion.

8.5.2 Poster teardown is mandatory; failure to attend will result in demerits unless otherwise excused by the CRO.

8.6 Candidate Photo & Video

8.6.1 In order to provide equal opportunities for all candidates, Saitsa shall organize an opportunity for candidates to have a headshot/photo taken and a short video recorded for their campaign; this is not a mandatory event but is recommended.

8.6.2 Candidate photos and videos will be published on a variety of Saitsa-maintained platforms (website, App, social media, etc.); if requested, Saitsa shall also provide the Weal with candidate photos and/or videos for publication or sharing purposes.

8.6.3 Candidates will be provided a digital copy of their headshot and a link to their video.

8.6.4 Candidates will be allotted a 20 minute time period to have their photo and video

completed by a staff of Saitsa; candidates are permitted to review their photo and video prior to providing permission for use.

8.6.5 Candidates are not permitted to submit their own photo or video for use on Saitsa's platforms; under special circumstances the CRO may grant permission for a candidate to submit their own photo following consultation with the Manager of Governance and Advocacy.

8.6.6 Candidates are expected to arrive on time and prepared for their scheduled timeslot.

8.6.7 At any time following publication, a candidate may request that their photo or video be removed from Saitsa-maintained platforms; limitations on removal from any printed material is subject to time constraints and deadlines.

8.7 Campaign Platform & Candidate Profile

8.7.1 Candidates are required to submit a high-level overview of their campaign platform to the Chief Returning Officer prior to campaigning. Campaign platforms are to include: a) Generic campaign messaging;

b) Campaigning ideas (posters, social media posts, classroom talks, etc.)

8.7.2 Similar to candidate photo & video, candidates are encouraged to submit a Candidate Profile for use on Saitsa-maintained platforms. Profiles typically include the candidates: name, program of study and a brief overview of their platform. Profiles must be submitted by the deadline.

8.7.3 Candidates are responsible for ensuring their profile:

a) Is an accurate reflection of their campaign;

b) Does not contain any graphic or inappropriate language;

8.7.4 Adheres to the restrictions as prescribed by the Profile Submission Form. Candidate profile submissions may be formatted by Saitsa to ensure fairness among candidates; any formatting changes will be approved by the Manager of Governance and Advocacy prior to publication.

8.7.5 Saitsa will not correct any spelling or grammatical errors; profiles shall be published as submitted with the possible exception of minor formatting changes.

8.7.6 At any time following publication, a candidate may request that their profile be removed from Saitsa-maintained platforms; limitations on removal from any printed material is subject to time constraints and deadlines.

8.8 Expense Form & Receipts

8.8.1 Candidates are required to track and record all spending.

8.8.2 Limits on campaign expenses are intended to provide an equitable platform for all candidates; candidates are not required to spend any funds on their campaign. In the event that no funds are expensed, the candidate is still required to submit an expense form stating that no funds were spent.

8.8.3 Candidates are to take all efforts to ensure their form is accurate and complete. 8.8.4

Failure to submit the expense form and receipts by the deadline will result in disqualification.

8.8.5 Failure to adhere to the limits and regulations pertaining to expenses will result in disqualification.

8.8.6 Failure to honestly declare all spending will result in disqualification.

9.0 CAMPAIGNING & CAMPAIGN MATERIALS

9.1 General

9.1.1 Campaigning shall constitute the following:

- a) The distribution, posting, or publication of any campaign materials;
- b) Public appearances or speeches related to the election;
- c) Social media posts related to the election.

9.1.2 Campaigning may not occur:

- d) Before the end of the Candidates' Meeting;
- e) After 4pm on the second day of voting.

9.1.3 Candidates shall not:

- a) Share expenses for campaign materials with another candidate;
- b) Appear on another candidate's campaign materials;
- c) Produce campaign materials that resemble those of another candidate in colour, branding or design or use the same slogan or slogans as another candidate.

9.1.4 Should a candidate be an employee or volunteer of Saitsa, campaigning during scheduled work or volunteer hours is strictly prohibited and may result in disqualification and dismissal.

9.2 Classroom Talks

9.2.1 Candidates are permitted to address a class of students provided they have explicit permission from the instructor.

9.3 CAMPAIGN MATERIALS

9.3.1 Candidates are encouraged to be creative in their approach to campaigning and the materials used to support their campaign; campaigning and campaign materials cannot be permanent and must not damage property.

9.3.2 Campaign materials must not include any material that could reasonably be considered insulting or objectionable to some or most people.

9.3.3 Distribution or posting of campaign materials is restricted to the candidate and campaign representatives.

9.3.4 Use of Saitsa or SAIT logos is strictly prohibited.

9.3.5 Use of registered trademarks, logos or copyrighted materials, or their likeness, is strictly prohibited without written consent from the copyright owner.

- a) Should written consent be granted, the candidate must provide a copy of the consent to the CRO.

9.4 Social Media and Email

9.4.1 Candidates are encouraged to utilize social media websites to promote their campaign.

The following restrictions apply:

- a) Candidates are permitted to create a unique page to support their election or utilize an existing social media account;
- b) All Campaigning on Facebook, Twitter, or Instagram must include the official #SaitsaVotes hashtag;
- c) Candidates are permitted to advertise through social media websites. All costs associated with social media advertising must be accounted for on the Expense Form.

9.4.2 Candidates are permitted to campaign via the Saitsa App.

9.4.3 Candidates cannot campaign through email, but are permitted to use their student email to respond to students or instructors who initiate contact.

9.4.4 Use of SAIT's global address book for mass-mailing is strictly prohibited and will result in disqualification, potential revocation of membership and other actions as deemed appropriate by SAIT.

9.5 Campaign Restrictions

9.5.1 Campaign materials may not at any time:

- a) Block, or otherwise obstruct, safety or security equipment including, but not limited to: security cameras, fire alarms, fire extinguishers, hoses, etc.;
- b) Block, cover or otherwise obstruct the campaign materials of other candidates.

9.5.2 Campaigning is prohibited:

- a) Within a Saitsa and SAIT operation, office or service;
- b) Within one metre of the main entrance of a Saitsa or SAIT operation, office or service;
- c) Within classrooms, unless permission has been granted by the instructor;
- d) On all exterior walls and doors, inclusive of the interior adjoining brick wall of Heritage Hall and Stan Grad (MB/MC & AA);
- e) On the marble wall of the Senator Burns Rotunda (NN/NH);
- f) On glass surfaces: doors, windows, doors, escalator walls, etc.;
- g) On doors and interior of elevators;
- h) Within Heritage Hall (AA);
- i) Within the SAIT parking garage and parking areas;
- j) On ATM's, pay stations, vending machines, and microwaves;
- k) 10 metres of a polling station;

- l) Within the SAIT/ACAD C-Train Station, access hallways and stairwells;
- m) SAIT and Saitsa bulletin/posting boards.

9.5.3 The following campaign materials are strictly prohibited:

- a) Spray paint, spray chalk and other adhesives;
- b) Unapproved tape (examples include: duct tape, masking tape, gift wrap tape, etc.).

The only permitted tape is green or blue painters' tape;

- c) Stickers – unless they are directly affixed on personal property.

9.5.4 Campaigning cannot be conducted in a manner that is likely to permanently damage or alter property.

9.5.5 Campaigning in SAIT Residence must also adhere to SAIT Residence policies.

10.0 CAMPAIGN FUNDING

10.1 General

10.1.1 Candidates shall be reimbursed 50% of their approved campaign expenses. Campaign expenses are approved by the CRO.

10.1.2 Candidates are permitted an expense limit of \$300 CAD.

10.1.3 Each candidate shall keep an up to date and accurate record of all campaign expenses, inclusive of GST. Receipts and an Expense Report must be submitted to the Chief Returning Officer no later than the close of polls.

10.1.4 The printing of posters is considered a campaign expense; printing can be done in-store or at home. At-home printing shall be documented and reimbursed at the following rates:

- a) \$0.10/page for black and white – 8.5" x 11" or 8.5" x 14"
- b) \$0.25/page for colour - 8.5" x 11" or 8.5" x 14"

10.1.5 Any in-kind/donated items or services shall be counted at fair market value and shall be counted towards the campaign expense limit and recorded on the Expense Report as an in-kind or donated item.

10.1.6 Items purchased on sale or through special offer are permitted provided that such discounts are available to all candidates.

10.1.7 Candidates may use employee discounts to purchase materials for their campaigns. If such a discount is used, the candidate must include the discounted portion of their purchase in their expense form as a gift-in-kind/donation.

10.1.8 Previously owned items valued at no more than \$50.00 used within a campaign do not contribute to the expense limit provided that such items were not purchased in advance for the purpose of campaigning.

10.1.9 Should the Chief Returning Officer determine that a candidate has exceeded or falsified their campaign Expense Report the candidate shall be disqualified.

- a) Disqualified candidates are not eligible for reimbursement.

10.2 Reimbursement

10.2.1 Upon the election results being official, candidates' reimbursement cheques will be processed and distributed as soon as possible by the Manager of Governance and Advocacy.

10.2.2 Any campaigning that results in damage to SAIT or Saita property may result in disqualification and/or the forfeiting of campaign expense reimbursement.

11.0 VOTING, BALLOTS AND POLLING PLACES

11.1 Preparation of List of Electors

11.1.1 The Manager of Governance and Advocacy shall contact SAIT's Office of the Registrar and request a list of eligible voters a maximum of two (2) weeks prior to the opening of polls.

11.1.2 The list of eligible voters is to include all current Saita members.

11.1.3 Eligible voters shall be provided voting information via their SAIT student email; a unique password will be provided to each voter.

11.2 Persons Eligible to Vote

11.2.1 All current Saita members are eligible to vote.

11.2.2 Voting shall be conducted online and available through students' SAIT emails.

11.2.3 Students are encouraged to check their junk folder as voting emails may be redirected by the server.

11.3 Polling Stations

11.3.1 While voting is conducted online through email, Saita may establish physical polling stations to help facilitate and encourage voting within the membership. In the event that polling stations are established:

- a) Neutral staff or volunteers shall man the stations; and
- b) Students shall be provided a private manner in which to conduct their vote.

11.3.2 Polling stations shall be arranged in such a fashion that the voter may mark the ballot without interference.

11.3.3 Candidates are not restricted from briefly visiting a polling place during polling hours for the purpose of voting.

11.3.4 No one shall in any manner create a disturbance, or disrupt the proceedings.

11.3.5 Saita is the only body permitted to organize polling stations; candidates are strictly prohibited from providing devices to members for the purpose of voting.

11.4 Ballots

11.4.1 Each ballot will list all candidates in the election. Candidates' names will be listed in random order.

11.4.2 In the event that a candidate withdraws, or is disqualified, but whose name could not be removed from the ballot, the votes for that individual shall be discounted; votes

discounted shall only be discounted for the individual who has withdrawn, therefore the votes will still be counted for the remaining candidates.

11.5 Paper Ballots

11.5.1 On rare instances, a student may vote via paper ballot provided that:

- a) The Manager of Governance and Advocacy has confirmed their membership status and that they have not yet voted; and
- b) That they did not receive the voting email.

11.5.2 In the event of a complete electronic balloting failure, and rescheduling of online voting is not deemed possible, the CRO shall instruct Saitsa to organize a paper balloting system to conduct voting.

11.5.3 Paper ballots are to be created in a manner consistent with online balloting.

11.5.4 Upon the closing of polls, paper ballots must be deposited into a secure box and delivered to the CRO.

11.5.5 Paper ballots shall be tallied by the CRO.

11.5.6 The Manager of Governance and Advocacy shall be in attendance for the counting of ballots.

11.5.7 One campaign representative per candidate will be permitted to attend ballot counting. Once in the room, the representative is not able to leave until tallying is complete.

11.5.8 The Chief Returning Officer will declare the results upon completion of the tally.

11.6 Single Transferrable Vote Procedures

11.6.1 Electors may cast a single ranked ballot. Electors rank their preferred candidates from most preferred to least preferred, and may rank fewer than the maximum number of candidates.

11.6.2 The CRO will calculate the quota of votes needed to win a position for the election according to the Droop formula.

11.6.3 Candidates will be assigned votes according to the following process:

- a) Votes shall be counted as follows:
 - i. On the first round of counting, each option shall receive a first preference vote for each vote indicating it as first preference.
 - ii. Should an option meet the quota of first preference votes after any round, it shall be declared elected. If there are several options meeting the quota the one with the most votes shall be elected. If there is a tie one of those options shall be elected by random draw. Multiple options are never elected simultaneously.
 - iii. When an option is elected by meeting the quota, the votes for that option are discounted (if applicable) and redistributed: All first preference votes for that option shall be replaced by the vote's first preferred option that is not yet elected or eliminated. All second preference votes for that option shall be replaced by the vote's next preferred option that is not yet elected or eliminated, and so on.
 - iv. If no option is elected or further winners are required, then the option with the fewest number of first preference votes shall be eliminated from the question.

Should there be a tie for the fewest number of first preference votes, then among these, the option with the fewest number of second preference votes shall be eliminated. Should a tie persist, the procedure shall continue with third preference votes, etcetera. Should a tie still persist, the option with the fewest number of original first preference votes, shall be eliminated. Should a tie still persist, the procedures shall continue with original second preference votes et cetera. Should a tie still persist, an option shall be eliminated by random draw. Multiple options are never eliminated simultaneously.

- v. When an option is eliminated, all first preference votes for that option shall be replaced by the vote's first preferred option that is not yet elected or eliminated. All second preference votes for that option shall be replaced by the vote's next preferred option that is not yet elected or eliminated, and so on.
- vi. This procedure of electing and eliminating option(s) and redistributing first preference votes shall continue until all winners are elected or the number of options left equals the number of winners (this may occur due to exhausted ballots, and those options shall be declared elected)

12.0 DEMERITS, DISQUALIFICATIONS, COMPLAINTS & APPEALS

12.1 Demerits

12.1.1 The CRO may issue demerits to candidates who have been found to have committed a campaign violation.

12.1.2 Demerits shall be issued up to the maximum for a specific violation.

12.1.3 Multiple penalties may be assigned where the violation encompasses more than one offence.

12.1.4 Demerit points are assessed on, but not limited to, the following:

Section	Election Violation	Demerit Points
2.2.2	Intentional actions that demonstrate a lack of respect for the election's guiding principles, fair competition, the institution, the community or others.	10
2.2.3	Exploiting a current or recently held position to gain unequal access to the student body.	10
Continued: Section	Election Violation	Demerit Points
3.1.3	Promising to donate any portion of salary if elected.	10
9.1.2	Campaigning prior to becoming a candidate	10
7.2.2	Failure to register a campaign representative	1 (per representative)
7.3.2	Campaigning while working or volunteering for Saitsa	10
8.2.2	Failure to attend Candidate Meet & Greet	5
8.3.3	Failure to attend Forum/Panel Night	10
8.4.1	Participating in an externally organized forum that was not open to all candidates	10
8.5.2	Failure to attend Poster Teardown	10
8.8.5	Failure to adhere to the limits and regulations pertaining to expenses	10
8.7.1	Failure to submit campaign platform	5
8.8.4	Failure to honestly declare all spending	10

3.1.4	Participating in a slate	10
9.3.1	Damaging SAIT or Saitsa property	10
9.3.5	Use of a trademark, logo or copyrighted materials without permission	5 (per instance)
9.4.1	Blocking or obstructing security or safety equipment	2 (per location)
9.4.3 & 9.4.4	Campaigning in a prohibited area or manner	2 (per instance)
9.4.1	Failure to include #SaitsaVotes on all social media campaigning	5
9.4.4	Abuse of SAIT's Global Address Book	10
11.3.4	Disturbing or interfering with voting/polling stations	10
11.3.5	Providing a device for members to vote/establishing a polling station.	10
12.3.1	Making a frivolous complaint about another candidate	2 (per instance)

12.2 Disqualification

12.2.1 Candidates may be disqualified at the discretion of the CRO, should the candidate's demerit point total meet or exceed ten (10) points.

12.2.2 In the event that a candidate is disqualified, the CRO shall notify the candidate immediately via email.

12.2.3 In the event a winning candidate is disqualified, the results of the ballot will be void and the runner-up with the highest number of votes will be declared the winner.

12.3 Complaints

12.3.1 Complaints or concerns regarding any aspect of the election process or the conduct of a candidate or their campaign materials can be submitted to the CRO via an Election Complaint Form. Frivolous or vexatious complaints will not be tolerated.

Complaint Forms can be found on Saitsa's website. Complaints or concerns must:

- a) Contain the complainant's contact information;
- b) Contain a detailed description of the perceived wrong or violation (date, location, witnesses, etc.);

- c) Reference specific Election Policies or Procedures, when applicable.
- 12.3.2 The CRO shall respond to all complaints in a timely manner, with an aim to resolve all complaints or concerns within two business days.

12.4 Appeals

- 12.4.1 All appeals must be submitted to the Election Oversight Panel by 4 p.m. on the 10th day following the announcement of the provisional results.
- 12.4.2 The Election Oversight Panel shall review the request and determine whether an investigation is warranted.
- 12.4.3 Grounds for appeal include:
- a) The individual elected was not qualified to be a candidate;
 - b) There was a violation of the Elections policies, or other policies that may have affected the results of the election; or
 - c) There was fraudulent practice or an error in judgement in the election process.
- 12.4.4 Should the appeal warrant a hearing, the hearing shall occur within seven (7) business days of the receipt of the appeal; investigations are to be conducted by the Election Oversight Panel.
- 12.4.5 In the case of an appeal hearing, the appellant and defendant shall be invited to present their case to an Elections Oversight Panel at an appeal hearing.
- 12.4.6 All rulings and decisions made by the Elections Oversight Panel shall be considered final and binding, and may not be overturned or amended.
- 12.4.7 Once the official results have been released, appeals will not be accepted.

13.0 BYELECTIONS

- 13.1.1 By-elections shall be conducted in accordance with Saitsa's Bylaws and Saitsa's Policies and Procedures pertaining to elections.
- 13.1.2 In the event that a Director-elect resigns, is removed or disqualified within the election appeal period, the candidate with the next highest number of votes then becomes the Director-elect.

14.0 REFERENDUM

- 14.1.1 A referendum shall be conducted in accordance with Saitsa's Bylaws.
- 14.1.2 There must be a minimum of two (2) weeks between the date of the special resolution of the Board and the date of the referendum. During this time, the question is open to discussion and campaigning. Saitsa will be required to run a neutral campaign in regards to the referendum question.
- 14.1.3 Notice of a referendum must be given to all appropriate media channels and actively communicated to the membership.