

Elections Policy



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Part 1: Preliminary Provisions

1 Purpose

- (1) The purpose of this policy is to
 - (a) fulfil requirements established in the **Act** pertaining to the administration of **Union Elections**;
 - (b) establish principles for how **Union Elections** shall be administered;
 - (c) delegate authority for the management of **Union Elections** to the **CRO** and General Manager or designate as appropriate;
 - (d) establish expectations for the conduct of **Union Elections**; and
 - (e) outline standards and criteria for the administration of a fair and valid election.

2 Scope

- (1) This policy applies to:
 - (a) **Campaign Groups**;
 - (b) **Campaign Managers**;
 - (c) **Candidates**;
 - (d) the **CRO**;
 - (e) **Elected Officials**;
 - (f) **Official Agents**;
 - (g) **SU** staff; and,
 - (h) **Third Parties**.

3 Authority

- (1) Section 93(3) of the **Act** legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and enforcement of rules relating to student affairs.
- (2) Section 95(1)(a) of the **Act** legislates that the businesses and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are to be elected by and from the members of the student organization as provided in the Bylaws made by the council.
- (3) Section 95(2)(b) of the **Act** states that the council of a student organization may make bylaws governing the qualifications for election as a member of the council and the time and manner of conducting the elections.
- (4) In accordance with Section 95 of the **Act**, the [Union Bylaw](#) establishes:

- (a) the general principles of **Union Elections**; and
 - (b) the ability for the Students' Legislative Council to create additional policies and procedures pertaining to the administration and conduct of **Union Elections**.
- (5) As per the **Union Bylaw**, all **Union Policy** shall be made in accordance with the **Constitution** and **Union Bylaw**.

Part 2: Definitions

4 Definitions

- (1) In this policy:
- (a) "**Act**" means the Alberta *Post-Secondary Learning Act*;
 - (b) "**Active Member**" is defined per the [Union Bylaw](#) as a student at the University of Calgary who meets the qualifications for membership in the **SU**;
 - (c) "**All-Candidates Meeting**" means a meeting scheduled by the **CRO** that is mandatory for all **Candidates** or **Campaign Managers**, and **Official Agents**, to attend;
 - (d) "**Campaign Group**" means an **Active Member** or group of **Active Members** registered as the official representative of a given side for a **Referendum** or **Plebiscite** question;
 - (e) "**Campaigning**" is defined per the [Union Bylaw](#) as all activities related to the promotion of a Candidate and/or a given side for a **Referendum** or **Plebiscite** question;
 - (f) "**Campaign Manager**" means anyone designated by a **Candidate** who is properly registered with the **CRO** to act as an official representative of that **Candidate** in all matters related to a **Union Election**;
 - (g) "**Candidate**" is defined per the [Union Bylaw](#) as means an Active Member who is vying for an elective position in a Union Election;
 - (h) "**Chief Returning Officer**" (**CRO**) is defined per the [Union Bylaw](#) as the SU staff member responsible for administering Union Elections in accordance with this policy;
 - (i) "**Conflict of Interest**" is defined per the [Union Bylaw](#) as a set of circumstances in which the Private Interests of an individual, Directly Associated Person or Organization may be reasonably perceived to bias a decision-maker's judgment in the exercise of an official power, duty, or function;
 - (j) "**Elected Official**" is defined per the [Union Bylaw](#) as anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current **SLC** members, the current Board of Governors and Senate Student-at-Large Representatives;
 - (k) "**Fee**" is defined per the [Union Bylaw](#) as any fee approved by a **Referendum** of **Active Members** and administered by the **SU**;

- (l) “**Fine**” means a financial penalty levied against a **Candidate** or **Campaign Group** by the **CRO**. A **Fine** is counted as a debt to the Students’ Union but is not counted against campaign finance limits;
- (m) “**Frivolous Complaint**” is defined per the [Union Bylaw](#) as a complaint that has no merit;
- (n) “**Nomination Days**” means the days at the end of the **Nomination Period** during which the **CRO** will accept nominations. At the end of **Nomination Days**, the **CRO** declares the **Candidates**, and vacancies for each position;
- (o) “**Nomination Package**” means the package provided to potential **Candidates** or **Campaign Groups** for **Union Elections**. It includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork;
- (p) “**Nomination Period**” is defined per the [Union Bylaw](#) as the days from when the Notice of Nomination is posted up to and including the **Nomination Days**;
- (q) “**Notice of Election**” means the **CRO** declaration confirming the **Candidates** for each position up for election and **Referendum** or **Plebiscite** questions that will appear on the ballot, including the dates and times for voting. The **Notice of Election** occurs after the final Nomination Day;
- (r) “**Notice of Nomination**” means the day the **CRO** announces the positions that are up for election and **Referendum** or **Plebiscite** questions that will appear on the ballot;
- (s) “**Official Agent**” means anyone designated by a **Campaign Group** who is properly registered with the **CRO** to act as an official representative of that **Campaign Group** in all matters related to a **Referendum** or **Plebiscite**;
- (t) “**Petition**” means a formal written request, signed by at least ten percent of **Active Members**, requesting **SLC** to conduct a vote on, and implement any resolution pertaining to the affairs of the **SU**, including a proposed **Referendum** or **Plebiscite** question;
- (u) “**Plebiscite**” means a general vote of **Active Members** on a single question that has been referred to them for their opinion on an important proposal. The outcome of a **Plebiscite** is not binding but as an expression of popular will, it can carry considerable weight;
- (v) “**Polar Question**” means a question to which there are only two possible responses, “yes” and “no,” or an effective equivalent;
- (w) “**Referendum**” means a general vote of **Active Members** on a single question that has been referred to them for a direct decision. The outcome of a **Referendum** is binding on the Union. **Referenda** are required to establish or increase **Fees** administered by the **SU**;
- (x) “**Registered Student Organization**” means a formal third-party student group such as a club, association, or society that is registered with the **SU**;

- (y) “**Review Board**” is established by the [Union Bylaw](#) as the standing committee of the **SLC** which has jurisdiction over justiciable issues of the **SU**;
- (z) “**Slate**” means two or more **Candidates** acting cooperatively in any manner where **Candidates** seek to promote each other’s campaign.
- (aa) “**Students’ Legislative Council**” (**SLC**) is defined per the [Union Bylaw](#) as the Students’ Legislative Council of the Students’ Union, established for the purpose of managing the business and affairs of the **SU**;
- (bb) “**Strategic Plan**” is defined per the [Union Bylaw](#) as the **SU**’s four-year guidance document that includes the mission statement, vision statement and guiding principles;
- (cc) “**SU**” means the Students’ Union, the University of Calgary;
- (dd) “**SU Business**” means work related to the roles and responsibilities of current **Elected Officials**;
- (ee) “**Third Parties**” means individuals and organizations, including, but not limited to, **Registered Student Organizations**, other campus-based groups, or external organizations and businesses;
- (ff) “**Tribunal**” is established by the [Union Bylaw](#) as the standing committee of the **SLC** which has jurisdiction of review over decisions of the **Review Board**;
- (gg) “**Uncontested Candidate**” means a **Candidate** in a race in which there are an equal number or fewer **Candidates** than available positions;
- (hh) “**Union Bylaw**” means [the Students’ Union, the University of Calgary Union Bylaw](#).
- (ii) “**Union Policy**” is defined per the [Union Bylaw](#) as any official statement of values, beliefs, principles or process of the **SU** as outlined in the **Union Bylaw**, Procedures, Resolutions or Terms of Reference which are amendable in the proper form dictated by the **Union Bylaw**;
- (jj) “**Union Election**” is defined per the [Union Bylaw](#) as a process by which an **Active Member** is selected to be on **SLC** or as a Board of Governors or Senate Student-at-Large Representative at a General Election or By-Election; and,
- (kk) “**Vexatious Complaint**” means a complaint which is brought, regardless of its merits, solely to harass or subdue another **Candidate**.

Part 3: General

5 Principles

- (1) The **SU** shall ensure that **Union Elections** are administered in accordance with the **SU**’s **Strategic Plan**. **Union Elections** shall be:
 - (a) fair and equitable for all participants;

- (b) administered in a manner that is independent and impartial;
- (c) transparent and accountable;
- (d) democratic;
- (e) environmentally and financially sustainable; and
- (f) grounded in professionalism and respect for all parties.

6 Statement of Independence

- (1) The **SU** shall not endorse or support the views of any **Candidate** in any **Union Election**.
- (2) The views of any **Candidate** during **Campaigning** do not necessarily represent the views of the **SU** or current **Elected Officials**.

7 SU Resources

- (1) Current **Elected Officials** shall not utilize **SU** resources, including their title and any established modes of communicating to students on behalf of the **SU**, to endorse **Candidates** or **Campaign Groups**.
- (2) No **SU** resources shall be used for the purposes of any **Campaigning** activities.
- (3) **Elected Officials** who participate in a **Union Election** as **Candidates**, **Campaign Managers**, **Campaign Groups**, or **Official Agents** must forgo privileged access to all **SU** offices for the duration of the campaign periods.
- (4) Despite subsection (3), **Elected Officials** may be permitted to access **SU** offices for the purpose of **SU Business**, at the discretion of the **CRO**.
- (5) Storage of any campaign material in any **SU** operated office or business is prohibited.
- (6) Current Executives who run for election or re-election during their term must use Wellness Days if they wish to participate in any campaigning activities during **SU** office hours.

8 Eligibility

- (1) In accordance with the **Union Bylaw**, all current **Active Members** shall be eligible to run in **Union Elections**, subject to additional eligibility criteria within Union Policy.
- (2) An **Active Member** who wishes to be nominated for any Executive position must:
 - (a) have completed¹ at least one “3 unit” course at the University of Calgary in in any two of the following academic periods immediately preceding the term in which the current SU Election is occurring:
 - (i) the Winter term;

¹ The term “completed” means a prospective candidate must have been assigned one of the applicable alphabetical letter grades outlined in [Section F.1.1. of the University’s Academic Calendar](#) as a final grade for their participation in the course.

- (ii) the Spring or Summer intersession terms; or
 - (iii) the Fall term.
- (b) be legally authorized to work as a full-time employee in Canada, in the capacity of the Executive position they seek nomination to, for the entire duration of the term of office for which they would be elected.
- (3) An **Active Member** who wishes to be nominated for a Faculty Representative position must be enrolled in a program leading to an undergraduate degree from that respective Faculty at the time of their nomination.
- (4) An **Active Member** is not eligible to be nominated as a **Candidate** or **Campaign Group** for any position being contested in any **Union Election** or to serve as an **Elected Official** if they are:
 - (a) the **CRO**;
 - (b) a member of the **Review Board** or the **Tribunal**;
 - (c) disqualified from eligibility to run in **Union Elections** by **SLC**, the **CRO**, the **Review Board**, or the **Tribunal**;
 - (d) indebted to the SU for more than \$75.00, unless they have entered into a written agreement with the SU to repay the debt;
 - (e) an **SU** employee who has not taken a leave of absence; or
 - (f) party to litigation with the **SU**.

9 Nomination

- (1) To be nominated, an eligible **Active Member** must complete and submit a **Nomination Package** during **Nomination Days**, including all materials deemed procedurally necessary by the **CRO** or the General Manager or designate.
- (2) **Active Members** must obtain signatures of support from other **Active Members** to be nominated, in the amount of:
 - (a) at least 150 for:
 - (i) Executive **Candidates**; and
 - (ii) **Campaign Groups**;
 - (b) at least 50 for:
 - (i) Faculty Representative **Candidates** enrolled in a faculty with 750 or more enrolled undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook;
 - (ii) Senate Student-at-Large Representative **Candidates**; and
 - (iii) Board of Governors Student-at-Large Representative **Candidate**; or,

- (c) at least 25 for Faculty Representative **Candidates** enrolled in a faculty with fewer than 750 undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook.
- (3) Faculty Representative **Candidates** must obtain signatures of support from **Active Members** enrolled in an undergraduate degree program offered by the faculty they seek to represent.
- (4) All **Candidates** (including **Campaign Managers**, if applicable) must attend an **All-Candidates Meeting**.

10 Referenda and Plebiscites

- (1) All **Referendum** and **Plebiscite** questions shall be initiated and administered in accordance with the **Union Bylaw**.
- (2) The Union shall only administer **Referendum** and **Plebiscite** questions that:
 - (a) align with the **SU's** mandate established in the **Act**;
 - (b) align with the **SU's Strategic Plan**; and
 - (c) permit the General Manager or designate to exercise professional judgment in the administration and operations of the **SU**.
- (3) In accordance with the **Union Bylaw**, the **SLC** may vote to approve a **Referendum** or **Plebiscite** question to appear on the ballot during the upcoming **Union Election** if the question meets the following criteria:
 - (a) **Referendum** questions shall be written in the form of a **Polar Question**;
 - (b) **Plebiscite** questions shall either solicit preference or ask a **Polar Question**;
 - (c) All proposed **Referendum** and **Plebiscite** questions must include:
 - (i) the name of the individual or group sponsoring the question; and
 - (ii) reasonable background information enabling voters to make an informed choice;
 - (d) All proposed **Referendum** questions must include an explanation of each possible outcome;
 - (e) All proposed **Referendum** and **Plebiscite** questions calling for a change in the level of a current **Fee** or for the creation of a new **Fee** must include:
 - (i) information on the purpose of the **Fee**;
 - (ii) the university sessions during which the **Fee** will be levied;
 - (iii) the level of the **Fee** in all faculties, programs and session in which the **Fee** level may be different;
 - (iv) the duration of the **Fee**;
 - (v) if applicable, the current per student, per session level of the **Fee**; and
 - (vi) the future per student, per session level of the **Fee** in the event of an affirmative vote.

- (f) A proposed **Referendum** or **Plebiscite** question may only call for the creation of a new **Fee** if the **Fee** is for the maintenance of the **SU**, per the **Act**.
- (4) The **CRO** and General Manager or designate shall verify the grammatical correctness and clarity of all proposed **Referendum** and **Plebiscite** questions and may make non-substantive changes to clarify the intent or correct grammatical errors prior to **SLC** approval.
- (5) The **SU** shall remain neutral regarding all **Referendum** and **Plebiscite** questions.
- (6) **SU** staff may publicize any **Referendum** or **Plebiscite** question as they see fit, within the bounds of subsection (5).
- (7) Despite subsection (5), **SLC** may by two-thirds majority vote, support a side if a **Referendum** question concerns a **Fee** levied for the maintenance of the **SU**, per section 95(2)(e) of the **Act**.
- (8) There may be one **Campaign Group** registered for each side of a **Referendum** and **Plebiscite** question appearing on the ballot during a **Union Election**.
- (9) An **Active Member** or group of **Active Members**, represented by an **Official Agent**, may register as the official **Campaign Group** on a first come, first served basis for a given question in accordance with procedures established by the **CRO** and the General Manager or designate.

11 Petitions

- (1) A **Petition** of **Active Members** is considered valid if:
 - (a) the **Petition** includes the names, university identification number, phone number, address, and signature of the official representative(s) of the **Petition**;
 - (b) the proposed **Referendum** or **Plebiscite** questions to appear on the ballot appears identically on each page of the **Petition**;
 - (c) the **Petition** is signed by at least ten percent of **Active Members**;
 - (d) each **Active Member** who is a signatory to the **Petition** prints their name and student identification number adjacent to their signature;
 - (e) each signature to the **Petition** is witnessed by an official representative of the **Petition**; and
 - (f) the witnesses submit an affidavit with the **Petition** attesting to the eligibility of each signatory to sign the **Petition** as an **Active Member**.

12 Voting

- (1) Voting for **Union Elections** shall be administered through an online system established by the **CRO** and General Manager or designate.
- (2) Where possible, paper ballots must be made available at polling stations, in case the online system is unavailable.
- (3) **Candidates** and **Campaign Managers** may observe voting at any polling station during a **Union Election**.

- (4) The **CRO** or General Manager or designate may impose rules regarding where **Candidates** or **Campaign Managers** may observe voting.
- (5) **Candidates** and **Campaign Managers** must not interfere with voters before or after a vote is cast.

13 Votes of Confidence

- (1) **Uncontested Candidates** are elected through a vote of confidence ballot question.
- (2) The ballot question asked in a vote of confidence shall be written in the form of a **Polar Question**.
- (3) The majority of votes cast on a vote of confidence shall determine the outcome of the election, in that if a majority of votes cast on a vote of confidence are:
 - (a) “yes,” the **Uncontested Candidate** shall be elected to the position; or,
 - (b) “no,” the **Uncontested Candidate** shall not be elected to the position, which shall remain vacant and be filled in accordance with the process identified in the **Union Bylaw**.

Part 4: Campaigning and Conduct

14 Campaign Managers and Official Agents

- (1) **Active Members** may serve as **Campaign Managers** for **Candidates** subject to the same criteria outlined in section 8(4).
- (2) **Candidates** or **Campaign Groups** must register the name of their **Campaign Manager** or **Official Agent** in accordance with procedures established by the **CRO** and the General Manager or designate.
- (3) **Campaign Managers** are not required to be enrolled in the same faculty as the **Candidate** they are registered to support.

15 Campaign Volunteers

- (1) Campaign volunteers may work for any **Candidate** or **Campaign Group** in a non-official capacity.
- (2) Campaign volunteers must not receive compensation or in-kind gifts.

16 Campaigning

- (1) All **Campaigning** shall be positive in nature and in accordance with:
 - (a) the rules of fair play outlined in section 17; and
 - (b) the community standards established in section 18.
- (2) **Candidates** and **Campaign Groups** are responsible for understanding what campaign materials are permitted and how those campaign materials may be displayed or distributed during **Union Elections**.
- (3) Campaign activities of any kind are prohibited at any

- (a) campus library;
 - (b) residence facility;
 - (c) **SU** office or business;
 - (d) campus food vendor; and
 - (e) any other designated no-campaign zone.
- (4) Participation in a **Slate**, whether real or apparent, is prohibited, including:
- (a) the use of a unifying name, symbol, slogan, or visual identity (e.g., colour scheme, design of campaign materials);
 - (b) explicit or verbal written endorsements between **Candidates**;
 - (c) substantively aligned platforms;
 - (d) sharing expenses for campaign materials;
 - (e) associating with another **Candidate** or **Campaign Group's** campaign materials, including campaign social media;
- (5) For the purposes of subsection (4), a **Slate** does not include:
- (a) **Campaigning** in the same area as other **Candidates** or **Campaign Groups**, provided the frequency of such occurrence(s) between **Candidates** or **Campaign Groups** is minimal or negligible; or,
 - (b) Private or informal interactions with other **Candidates** or members of a **Campaign Groups**.
- (6) Blocking or obstructing a means of egress including secondary corridors, fire exits, stairways, stairway landings, aisles, or fire escapes with your person or any physical object is prohibited.
- (7) Using or superimposing logos (including **SU**, University of Calgary, Dinos, and/or faculty logos) on any campaign materials is prohibited, except those that appear in the existing environment and are permitted by the **CRO** or General Manager or designate; and
- (8) Campaign activities that involve posting materials or writing on whiteboards, chalkboards, or any other surfaces in classrooms for the purpose of **Campaigning** are prohibited.
- (9) Campaign presentations during instructional course hours, including labs, lectures, seminars, and tutorials, are prohibited, unless the **Candidate** or **Campaign Group** has
- (a) received advance written permission from the course instructor; and,
 - (b) has provided notice of their intent to conduct class visits to the **CRO**;
- (10) Any campaign activity is prohibited within a 20-metre radius sightline of all **SU** voting stations.

17 Rules of Fair Play in Union Elections

- (1) In accordance with the principles established in section 5(1), **Active Members** who choose to participate in **Union Elections** must conduct themselves in accordance with the following rules of fair play:
 - (a) Participants in **Union Elections** must act reasonably, and in good faith.
 - (b) Participants in **Union Elections** must demonstrate respect for others, including having due regard for the feelings and the rights of others and may include admiration or acknowledgement of another's abilities, qualities, or achievements;
 - (c) Participants in **Union Elections** must engage in fair competition, understanding that legitimate success is earned in accordance with the rules and without cheating or trying to achieve an unjust advantage;
 - (d) **Candidates** must compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;
 - (e) **Candidates** must demonstrate integrity by adhering to a code of moral values, particularly honesty, during **Union Elections**;
 - (f) Platforms presented by **Candidates** must be written by the individual **Candidate** in their own words;
 - (g) Participants in **Union Elections** must regard **Union Elections** with a sense of unity in pursuit of democratic elections and with an ultimate goal of enhancing the welfare of students at the University of Calgary;
 - (h) Participants in **Union Elections** must demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and
 - (i) **Candidates** must demonstrate concern for, and attach importance to, the interests of **Active Members** and the **SU**.

18 Community Standards in Union Elections

- (1) In accordance with the principles established in section 5(1), **Active Members** who choose to participate in **Union Elections** must conduct themselves in accordance with the following community standards:
 - (a) As students at the University of Calgary and **Active Members** of the **SU**, all participants in **Union Elections**, including **Candidates**, **Campaign Groups**, volunteers, and voters, must comply with university and **SU** policies and procedures, including rules related to harassment, discrimination, and other types of non-academic misconduct.
 - (b) The **SU** welcomes debate and dissent of ideas; however, campaign activities must not harm the reputation of any individual, the **SU**, or the university.

- (c) Campaign activities must not interfere with or cause unwelcome disruption to any person or group including faculty, staff or students who continue to study, attend class, and work during **Union Elections**.
- (d) Campaign activities must not insult, attack, harass, bully, threaten, demean, or impersonate others.
- (e) Campaign activities must not advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, sex, gender identity, personal expression, or ability.
- (f) Campaign activities must not contain content that is graphic, violent, or obscene. This includes content that is construed to be explicit, overly suggestive, or intentionally shocking.
- (g) Campaign activities must not promote the excessive consumption of alcohol or drinking games.
- (h) Participants in **Union Elections** must comply with municipal, provincial, and federal laws.
- (i) Campaign activities must not promote or depict illegal activities.
- (j) Participants in **Union Elections** have a right to privacy. Campaign activities must not reveal the personal information of others without their consent.

19 Endorsements

- (1) Only verbal or written endorsements are permitted during **Union Elections**.
- (2) **Candidates** and **Campaign Groups** are not permitted to receive any monetary, in-kind, or material endorsements or donations from **Third Parties** during **Union Elections**.
- (3) To avoid the appearance of a **Slate**, endorsements made by **Candidates** or **Campaign Groups** shall not appear on campaign materials.
- (4) Any endorsement from a **Registered Student Organization** shall be authorized by the **Registered Student Organization's** governing body in accordance with the organization's own policies and procedures.
- (5) A **Candidate** or **Campaign Group** member who is also a member of a **Registered Student Organization** must abstain from participating in the decision-making process of that **Registered Student Organization** to grant an endorsement to that **Candidate** or **Campaign Group**.
- (6) Current **SU** Executives and **SLC** members are not permitted to endorse **Candidates** or **Campaign Groups**.
- (7) **Third Parties** may send written endorsements to their own managed contact lists only if these messages are not sent by or on behalf of a **Candidate** or **Campaign Group**.

20 Use of Personal Information and Voter Contacts

- (1) **Candidates** and **Campaign Groups** are not permitted to use the university's electronic communications system (e.g. D2L, the UCalgary global address book, etc.) for **Campaigning**.
- (2) **Candidates** and **Campaign Groups** must obtain explicit verbal or written consent to collect and use students' personal contact information for the purposes of **Campaigning**.
- (3) **Candidates** and **Campaign Groups** are not permitted to send emails or other mass communications to **Third Party** contact lists for the purposes of **Campaigning**.

Part 5: Compliance

21 Violations

- (1) A **Candidate** or **Campaign Group** who fails to comply with any provision of this policy, the **Nomination Package**, or other applicable **Union Policy** commits a Violation.
- (2) **Candidates** and **Campaign Groups** are responsible for any Violations of **Union Policy** committed by their **Campaign Manager**, volunteer, individual or entity acting on their behalf.
- (3) **Active Members** are subject to the University of Calgary's [Student Non-Academic Misconduct Policy](#) for their conduct during **Union Elections**.

22 Complaints

- (1) Any member of the university community may submit a written complaint to the **CRO** regarding a perceived Violation of this policy, in accordance with procedures established by the **CRO** and General Manager or designate.
- (2) Written complaints must include:
 - (a) the name of the complainant(s);
 - (b) the name of the respondent(s);
 - (c) the reason for the complaint;
 - (d) an explanation of the complaint;
 - (e) evidence of the basis of the complaint; and,
 - (f) if applicable, documentation of prior attempts to resolve the complaint informally.
- (3) The **CRO** must acknowledge receipt of a written complaint within one business day following receipt of the complaint form from the complainant.
- (4) The **CRO** must investigate a written complaint and decide whether a Violation has been committed.

23 Sanctions

- (1) Sanctions are confidential and details of any sanction applied to a **Candidate** will only be disclosed to the **Candidate** and their **Campaign Manager**.
- (2) The **CRO** may apply sanctions to a **Candidate** or **Campaign Group** who has committed a Violation, including:
 - (a) a written warning;
 - (b) a **Fine**;
 - (c) the confiscation or destruction of campaign materials;
 - (d) the imposition of limitations or prohibitions on any or all campaign activities for a specified period of time;
 - (e) disqualification, subject to subsection (5); or,
 - (f) invalidation of a **Plebiscite, Referendum**, electoral race, or election, subject to subsections (6) – (7).
- (3) When applying a sanction, the **CRO** must
 - (a) communicate to the **Candidate** or **Campaign Group** the violation they are being sanctioned for in writing;
 - (b) apply a sanction that is reasonable and proportionate to the violation; and
 - (c) provide information to the **Candidate** or **Campaign Group** for how the sanction may be appealed.
- (4) The **CRO** and General Manager or designate must establish and include in the **Nomination Package** a schedule outlining how sanctions are typically applied for common violations.
- (5) The schedule established per subsection (3) shall not limit the ability of the **CRO** to
 - (a) apply sanctions for violations not listed in the schedule; or
 - (b) apply other reasonable and available sanctions under **Union Policy**.
- (6) A **Candidate** or **Campaign Group** may only be disqualified if that **Candidate** or **Campaign Group**:
 - (a) fails or ceases to meet applicable eligibility criteria;
 - (b) fails to attend an **All-Candidates Meeting**;
 - (c) repeatedly or willfully violates **Union Policy**;
 - (d) interferes with voters, ballots, voting procedures, or ballot counting; or
 - (e) fails to comply with a **CRO** decision that has been communicated by the **CRO** to the **Candidate** or **Official Agent** of the **Campaign Group** in writing, such as by email.

- (7) A **Plebiscite, Referendum**, electoral race, or election may only be invalidated if the integrity of the democratic process has been compromised, such as if there has been:
- (a) a demonstrable and substantive breach of **Union Policy** in the conduct or administration of the **Plebiscite, Referendum**, race, or election, including by the **CRO**, a **Candidate**, or a **Campaign Group**.
 - (b) interference with voters, ballots, voting procedures or ballot counting; or
 - (c) repeated or willful violations of **Union Policy**, University of Calgary policy, or municipal, provincial, or federal legislation in a way that impacts the integrity of the entirety of the **Plebiscite, Referendum**, race, or election.
- (8) If a **Plebiscite, Referendum**, electoral race, or election is invalidated:
- (a) the decision to invalidate must be communicated in writing to:
 - (i) all **Candidates** and **Campaign Groups** affected by the decision;
 - (ii) the General Manager or designate; and
 - (iii) the **SLC**, at the first **SLC** meeting after the decision is made, and;
 - (b) the written decision must detail:
 - (i) how the integrity of the democratic process had been compromised; and
 - (ii) how the decision to invalidate the **Plebiscite, Referendum**, electoral race, or election balances the rights and obligations of:
 - (A) the **SU**;
 - (B) the **CRO**;
 - (C) all the **Candidates** and **Campaign Groups** participating in the affected **Plebiscite, Referendum**, electoral race, or election; and
 - (D) **Active Members**.

24 Appeals

- (1) In accordance with the **Union Bylaw**, any **Active Member** may appeal a **CRO** decision or contest the validity of a **Union Election** by application to the **Review Board**, within five business days of the last day of voting, in accordance with procedures established by the **Review Board**.

Part 6: Administration

25 Delegation of Authority

- (1) The **CRO** and General Manager or designate are delegated authority for the administration and conduct of **Union Elections**.

- (2) The **CRO** may make decisions with respect to the administration and conduct of any **Union Election**, taking into consideration:
 - (a) all relevant **Union Policy**;
 - (b) the **SU's Strategic Plan**;
 - (c) input from the General Manager or designate;
 - (d) student feedback;
 - (e) university policies and procedures;
 - (f) best practices for the administration of elections; and
 - (g) applicable municipal, provincial, and federal legislation.
- (3) The General Manager or designate has the authority to make decisions regarding staff involvement in **Union Elections**.

26 Chief Returning Officer

- (1) An individual is not eligible to serve as the **CRO** if they are:
 - (a) a current **Elected Official**;
 - (b) a member of the **Review Board** or the **Tribunal**;
 - (c) a **Candidate** or **Campaign Manager** in a **Union Election**;
 - (d) an **Official Agent** for a **Campaign Group** in a **Referendum** or **Plebiscite**.
- (2) In accordance with the **Union Bylaw**, no **SU Executive** is eligible to become the **CRO** within three years of the Executive's term in office.
- (3) The **CRO** is governed by **Conflict of Interest** provisions established in the **Union Bylaw**.

27 Authority to Approve Procedures

- (1) The **CRO** and the General Manager or designate have the authority to approve procedures for the administration and operations of **Union Elections** in compliance with:
 - (a) all relevant **Union Policy**, including the **Union Bylaw** and this Elections Policy;
 - (b) University of Calgary policies and procedures; and
 - (c) Municipal, provincial, and federal legislation.
- (2) The **CRO** and the General Manager or designate must establish procedures for:
 - (a) submitting valid nominations;
 - (b) registering a **Campaign Group**;
 - (c) platform submission;

- (d) withdrawing nominations;
- (e) registering **Campaign Managers** and **Official Agents**;
- (f) in consultation with campus stakeholders, the use of campaign materials, including:
 - (i) what types of materials are permitted in a **Union Election**;
 - (ii) the content of campaign materials; and
 - (iii) the display and distribution of permitted campaign materials;
- (g) campaign expenses; and
- (h) **Candidate** and **Campaign Group** conduct.

28 Election Calendar

- (1) The **CRO** and General Manager or designate shall create and make available an annual calendar for the administration of **Union Elections**, establishing dates for:
 - (a) **Notice of Nominations**;
 - (b) **Referendum** and **Plebiscite** question submission and approval by the **SLC**;
 - (c) **Nomination Days**;
 - (d) **Notice of Elections**, and vacancies;
 - (e) **All-Candidates Meetings**;
 - (f) campaign funding procedure deadlines;
 - (g) campaign periods;
 - (h) voting days; and
 - (i) appeal deadlines.
- (2) Regular voting days for the annual General Election must be held:
 - (a) for at least three consecutive business days; and
 - (b) on or before March 15.
- (3) Regular voting days for the annual By-Election shall be held:
 - (a) for at least three consecutive business days; and
 - (b) on or before October 15.

29 Campaign Funding

- (1) **Candidates** and **Campaign Groups** are eligible to receive funding from the **SU** to cover campaign expenses equal to a maximum allowable expenditure for the office/position sought, as established by the **CRO** and General Manager or designate in accordance with the Annual Budget.
- (2) Campaign donations are not permitted.
- (3) Discounts utilized by a **Candidate** or **Campaign Group** must be available to all **Candidates** and **Campaign Groups**.
- (4) The General Manager or designate has authority over the administration of all campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

30 Reporting

- (1) The **CRO** shall provide a written report to the **SLC** at least three **SLC** meetings prior to the first day of the **Nomination Days** for each **Union Election**. This report shall include:
 - (a) the elections calendar for the given **Union Election**; and
 - (b) a summary of any changes to election policies or procedures made since the previous **Union Election**.
- (2) The **CRO** shall provide a written report to the **SLC** no later than three **SLC** meetings following the completion of a **Union Election**. This report shall include:
 - (a) a summary of the results;
 - (b) a summary of complaints, concerns, and issues that arose before, during, and after the election; and
 - (c) elections-related recommendations for amendments to **Union Policy**, if necessary.

31 Implementation Authority

- (1) The **CRO** and the General Manager or designate are responsible for the implementation and administration of this policy.

32 Review

- (1) This policy shall be reviewed at least once per year by the **CRO** and the General Manager or designate.
- (2) Upon the request of the **CRO**, the Policy Development and Review Committee may review and make recommendations regarding the Elections Policy to the **CRO**.

33 Editorial Revisions

- (1) Subject to restrictions on when amendments to this policy may be made under the [Union Bylaw](#), the General Manager or designate may make editorial revisions to this policy to:

- (a) Update hyperlinks;
 - (b) Correct or update references to policies or other documents, such as the number of a section in another policy; or
 - (c) Correct grammatical or typographical errors.
- (2) The General Manager or designate must report any editorial revisions made under this section to the **SLC**.

History:

- April 7, 2015 (Resolution 72.34): Approved and enacted.
- June 7, 2016 (Resolution 74.04): Amended.
- April 4, 2017 (Resolution 74.54): Amended.
- June 13, 2017 (Resolution 75.05): Amended.
- December 5, 2017 (Resolution 75.23): Amended.
- July 3, 2018 (Resolution 76.09): Amended.
- December 4, 2018 (Resolution 76.30): Amended.
- December 3, 2019 (Resolution 77.23): Amended.
- August 11, 2020 (Resolution 78.10): Amended.
- March 30, 2021 (Resolution 78.35): Amended.
- July 26, 2022 (Resolution 80.08): Amended.
- August 7, 2024 (Resolution 82.07): Amended. In force August 7, 2024.