

Policy No. & Title: **G106: Elections – President and Directors Policy**

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1.1 DEFINITIONS

- President – Act as Chief Executive Officer (CEO), spokesperson, and official representative of the Fanshawe Student Union.
- Student Administrative Council – *often referred to as S.A.C., which comprises no more than eight (8) Directors. The Student Administrative Council acts as a Board of Directors with oversight of the activities and affairs of the Fanshawe Student Union.*
- Members – *All full-time students of Fanshawe College who are actively progressing in a program, as determined by the Office of the Registrar, in accordance with FSU Bylaw 1 (3.2).*
- Slates – *a group of candidates who campaign together in multi-position elections on a common platform.*
- Chief Returning Officer – *often referred to as CRO; the highest governing figure in the administration of the FSU elections, responsible for overseeing and execution of the Election.*
- Polling Station – where eligible voters can cast a ballot for the election. A polling station can be a designated area (ie. table) or an electronic device (ie. mobile phone and/or laptop).

1.2 PURPOSE OF FANSHAWE STUDENT UNION

In accordance with By-Law No. 1, the purpose of the Student Union shall serve as a channel of communication and act as a designate between the student body and Fanshawe College. To provide a means of collaborative negotiation between the students and Fanshawe College, to promote the rights of individual status in compliance with the *Ontario Human Rights Code* and promote, coordinate and administer social activities, athletic functions and other endeavors.

1.3 TYPE OF ELECTION

In accordance with By-Law No. 1, the Fanshawe Student Union (FSU) will hold an election every year to fill one (1) position of President, and eight (8) positions of Directors. The term of office will be from May 1st of the year elected until April 30th of the following year.

1.4 NOMINATIONS

- 1.4.1 Nomination packages will be made available on www.fsu.ca. As a part of their nomination package, all prospective candidates must also complete the [FSU Leadership Modules](#), available on the FSU Website. Students who complete the modules will receive a certificate of completion in their email, which they are required to attached to their nomination package as either a digital PDF or a printed physical copy.
- 1.4.2 Prior to the closing of nominations, candidates must submit all forms contained within the Nominations packages;

- 1.4.3 A mandatory All-Candidates meeting will be scheduled prior to the beginning of the campaign period. All candidates, or an assigned representative of the candidate, must attend this meeting. A virtual attendance option will be available. A candidate not attending or sending an assigned representative to the all-candidates meeting will be subject to a penalty of demerit points.

1.5 QUALIFICATIONS OF PRESIDENT

In accordance with By-Law No. 1,

- 1.5.1 each candidate for the position of President shall be a registered full-time student of Fanshawe College of Applied Arts and Technology as determined by the Office of the Registrar;
- 1.5.2 each candidate must have completed at least one semester as a registered full-time student at Fanshawe College during either the Summer or Fall Semester within the current fiscal year (May 1st – April 30th) with a minimum of 2.5 GPA;
- 1.5.3 each candidates must maintain a 2.5 GPA during the Winter Semester in order to take office on May 1st;
- 1.5.4 each candidate for the position of President shall be eighteen (18) or more years of age and have the power to contract;
- 1.5.5 the President who has served six (6) months or a full term of office from May 1st to April 30th is ineligible to run for re-election in their present position;

Further Position Expectations (see Reference #2 and Section 7.3)

1.6 QUALIFICATIONS OF DIRECTOR

In accordance with By-Law No.1,

- 1.6.1 each candidate for the position of Director shall be a registered full-time student of Fanshawe College of Applied Arts and Technology as determined by the Office of the Registrar. Students must maintain a 2.5 GPA during the Winter Semester in order to take office on May 1st. In addition, Director candidates must maintain a registered full-time student status during their tenure of office, and maintain a 2.5 GPA for each academic semester;
- 1.6.2 each candidate for the position of Director shall be eighteen (18) or more years of age and have the power to contract;
- 1.6.3 each candidate for the position of Director must be in the position to continue as a Member during the entire proposed directorship term;

Further Position Expectations (see Reference #3 and Section 5.2)

1.7 ELECTION OF PRESIDENT AND DIRECTORS

The following shall apply to the elections of the President and Directors:

- 1.7.1 the President and up to eight (8) Directors shall be elected between February 15th and March 30th by secret ballot of all Members of the FSU;
- 1.7.2 all candidates must agree to allow the CRO to view their academic standing form their last

semester in order to ensure eligibility of the candidate; and agree to allow the CRO to view their Fanshawe College Student Code of Conduct history as filed with the College. The CRO may exclude a candidate based on their offense history. The CRO will consider the severity of the offence; impact on the safety and security of the campus community and determine if the offense materially affects the candidates' ability to fulfil the responsibilities of the position; Candidates for President and Director may be subject to police records check for bondable purposes only;

- 1.7.3 each candidate for Director shall be nominated by at least fifteen (15) Members of the FSU and each candidate for President shall be nominated by at least twenty-five (25) Members of the FSU;
- 1.7.4 each Member of the FSU shall cast one (1) vote for each vacancy and no Member shall cast more than one (1) ballot. The one (1) candidate for President and the eight (8) candidates for Director receiving the most votes will be eligible as the incoming executive. In the event there is a tie for either position, only the candidates that were tied will continue with their campaigns for a minimum of three (3) days, on the first Monday following the end of the initial election, voting will be allowed for seven (7) hours for students who have not yet voted in the election. If a tie exists after the extension, then the winner will be determined by means of a coin toss facilitated by the CRO.
- 1.7.5 Should fewer than five (5) candidates for Director or one (1) candidate for President exist at the time the nominations have closed, the CRO shall give up to seven (7) calendar days to extend all nominations before notice of an alternative closing of nominations and/or election date;
- 1.7.6 Candidates are not permitted to form a slate, as defined in 1.1 above. An individual candidate may consult with other candidates and offer their opinion on other candidates to the general student population, but may never campaign for another candidate;
- 1.7.7 If a candidate is a Director or student employed by the FSU, they may not campaign at any event or activity where they are acting in an official capacity by virtue of their position/employment but they may represent the FSU at official meetings. These candidates may not work any shifts which correspond with the election campaign timeline. The FSU is responsible to reimburse those candidates for the shift payments which were lost during this same timeline to a maximum of fifteen (15) hours per week.
- 1.7.8 If a candidate holds an executive or leadership position with an FSU Club, they must temporarily step down from this position during the campaign period, and notify the Finance Coordinator if the Club wishes to name any alternate members to the Club Executive during this period. The candidate may resume the Club executive / leadership position at the conclusion of the campaign period.

1.8 VACANCIES

The following shall apply when the position of President becomes vacant:

- 1.8.1 while the position is vacant, the duties of the President shall be assumed by the Finance Coordinator;
- 1.8.2 a by-election through secret ballot of all eligible Members must occur no later than October 31st;

The following shall apply to vacancies of Directors:

- 1.8.3 if the Board is comprised of less than five (5) Directors as of May 1st, a by-election through secret ballot of all eligible Members must occur no later than October 31st;

1.8.4 for any vacancies after October 31st, the Board of Directors from eligible Members, subject to the conditions outlined in By-Law No. 1 (5.3 h);

1.8.5 there will be no vacancies filled beyond March 1st of the current year.

1.9 WITHDRAWAL OF A CANDIDATE AND ACCLAMATION

A candidate may withdraw their nomination at any time before the election date by notifying the CRO with a written notification to be witnessed by the CRO, and may not re-enter the election after the nomination period has closed;

1.9.1 in the event of a withdrawal of a candidate, should only one (1) candidate remain, the remaining candidate must win a majority of 'yes' votes in order to be declared the winner of the position.

1.9.2 In the nomination process, after any possible extensions, if there is only the required number of candidates for a position(s) then that individual(s) is acclaimed;

1.9.3 If a position is acclaimed, the candidate (President) or candidates (Directors) must win a majority 'yes' votes. The Presidential candidate must have one three hundred (300) total votes cast, the Director's position must have over one hundred (100) total votes cast for them individually. If candidates individually do not receive this minimum vote requirement, then they have lost the position.

1.10 CHIEF RETURNING OFFICER

The Chief Returning Officer shall:

1.10.1 be appointed by the S.A.C. Board for all elections and by-elections that involve a secret ballot of all eligible Members;

1.10.2 not be a full-time employee of the FSU;

1.10.3 be impartial to any active candidate and shall not be running for any office or holding any position in the FSU themselves;

1.10.4 appoint deputies to assist with their duties; each of whom shall be a Member and/or representative of the FSU, who shall be impartial to any active candidate and shall not be running for office in the FSU.

1.11 DUTIES OF THE CHIEF RETURNING OFFICER

The duties of the Chief Returning Officer shall be:

1.11.1 to give at least twenty-one (21) calendar days' notice of the election and the positions open;

1.11.2 to ensure nominations shall be open for at least 7 (seven) calendar days and shall be closed at least 7 (seven) calendar days prior to the election date and no nomination shall be accepted or changed after nominations have been closed;

1.11.3 to ensure that all names of nominees are kept confidential until nominations are closed;

- 1.11.4 to enforce rules for the election (*see Appendix A*);
- 1.11.5 to design polling stations and appoint election deputies to preside at each polling station;
- 1.11.6 to arrange a schedule for the candidate speeches and assemble the Members of the FSU for said speeches;
- 1.11.7 to ensure a fair election and that all election procedures are followed; if any election procedures are not adhered to the CRO may declare an election invalid;
- 1.11.8 to prevent tampering of the voting process;
- 1.11.9 to retain the election records for 14 (fourteen) calendar days after the election and then destroy them upon the assent of the S.A.C. Board;
- 1.11.10 to receive requests for a re-evaluation of the election, within 5 (five) business days of the last election day;
- 1.11.11 to ensure Members may only vote once and to ensure secure voting procedures through FanshaweOnline;
- 1.11.12 the CRO will have the authority to determine candidate eligibility requirements as per Bylaw #1.
- 1.11.13 in case of dispute, the Elections Act of Ontario, as interpreted by the CRO shall be the final authority.
- 1.11.14 Submit a report of the elections results to the S.A.C. Board.

1.12 APPEALS OF CRO DECISIONS OR ELECTION RESULTS

- 1.12.1 any candidate wishing to appeal a CRO decision or the election results must present a letter to the S.A.C. Board no sooner than two (2) days and no later than five (5) days after the close of balloting; the letter must contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the results;
- 1.12.2 the S.A.C. Board will appoint a committee of three (3) members (not involved in the election) to hear the appeal and recommend a decision.

1.13 REFERENCES

- 1. By-Law No. 1
- 2. President Position Expectations
- 3. Director Position Expectations
- 4. Election Act of Ontario

APPENDIX A

ELECTION RULES

2.1 DEFINITIONS

- Non-Arm's Length Parties: *individuals who have a relationship with the candidate, such as a friend, co-worker, or family member who may influence a candidate's campaign.*
- Fanshawe College Campuses: *Fanshawe College has associated buildings (Z Building and Y Building) and several Campuses which include the Downtown Campus (SDPA and 130 Dundas Street), London South Campus and Regional Campuses primarily located in St. Thomas, Woodstock, Simcoe, Clinton and Goderich.*
- Logo: A symbol or design adopted by an organization to identify themselves.
- Fair Market Value: *an estimate of the market value of a candidate's campaign materials based on what a knowledgeable and willing buyer would pay to a knowledgeable and willing seller.*
- Interrobang: *the Interrobang is the Fanshawe College student-driven newspaper and website owned by the Fanshawe Student Union.*
- Sanction: a penalty for disobeying an election rule.

2.2 PURPOSE OF ELECTION RULES

To establish consistent rules for all candidates to ensure a fair outcome for all Fanshawe Student Union elections.

2.3 CAMPAIGN INFORMATION

- 2.3.1 the nomination period, campaign dates and election dates are outlines in the 2025 FSU President and Director Election Schedule.
- 2.3.2 Presidential candidates must not spend more than \$500 on advertising and campaign materials for their campaign;
- 2.3.3 Directorial candidates must not spend more than \$300.00 on advertising and campaign materials for their campaign;
- 2.3.4 No Off-Campus Campaigning (i.e. bus shelters)
 - 2.3.4.1 FSU Food Outlets (The Out Back Shack) or FSU Sponsored Events;
 - 2.3.4.2 Varsity/Intramural Games;
- 2.3.5 Candidates or representatives must not solicit votes at the polling stations;
- 2.3.6 Candidates or Non-Arm's Length Parties may not influence a voter while they are in the process of voting;
- 2.3.7 Candidates are responsible for responsible for Non-Arm Length Parties;

- 2.3.8 Any employee or representative of the FSU must not wear any paraphernalia supporting candidates while they are working or representing the FSU;
- 2.3.9 The CRO reserves the right to include Fair Market Value of any materials or advertisements that endorse or support a candidate. Where a candidate purchases goods or services at a discounted price or receives them as a donation – the Fair Market Value of the purchase will be included in determining a candidates' expenses;
- 2.3.10 Any questions or complaints throughout the election must be directed via email to the CRO.

2.4 CAMPAIGN POSTERS

- 2.4.1 all campaign posters must be displayed throughout the College on brick or cinderblock walls with masking tape only. Only one (1) candidate's poster may be posted per pillar.
- 2.4.2 Posters cannot be larger than 11x17 inches, and must be placed at least six (6) inches from any other poster;
- 2.4.3 Posters must be in good taste and not be obscene or offensive (See Reference #1)
- 2.4.4 Candidates who may be concerned about the content of their poster, may send a copy to the CRO for confirmation, prior to posting;
- 2.4.5 candidates must not use any sign, slogan, logo or emblem which could be confused with those of another person or party inside the College or the Fanshawe Student Union;
- 2.4.6 Presidential candidates are limited to 250 posters and 250 flyers;
- 2.4.7 Directorial candidates are limited to 200 posters and 250 flyers;
- 2.4.8 Posters and flyers must be printed through the Print Shop;
 - 2.4.8.1 All posters will be internally charged back to the FSU;
 - 2.4.8.2 Original receipts are required from the Print Shop to be included with the Election Reimbursement Form. This purchase will go towards your total budget for your campaign.
- 2.4.9 All candidates must attend and/or send a representative to Poster Removal.

2.5 PUBLICATIONS

- 2.5.1 each candidate is encouraged to write a brief biography or election comment to be used on the FSU Website and the online voting page;
- 2.5.2 candidates can submit their own professional photo to be used alongside the bio;
- 2.5.3 if a candidate's professional photo is not submitted, the bio will be published without a photo;
- 2.5.4 all information will be printed exactly as it is received. All candidates are required to limit their submission to 250 words;

- 2.5.5 all required information, including name, position sought, bio and professional photo must be submitted electronically.

2.6 ELECTION RECEIPTS

- 2.6.1 candidates must submit original receipts to the Election Reimbursement Form
- 2.6.2 completed Election Reimbursement Forms and receipts must be submitted to the FSU Office (SC-1000) prior to the deadline outlined in the 2025 President/Director Election Schedule.

3.1 SANCTIONS

3.1.1 Where a violation has been determined, the CRO may:

- a. Assign demerit point penalties and resulting fines against a candidate;
- b. Assign multiple penalties where the violation encompasses more than one offence;
- c. Disqualify a candidate from the election automatically or by accumulation of demerit points;
- d. Reduce or eliminate a candidate's reimbursement;
- e. Declare an election void.

3.2 DEMERIT POINTS

3.2.1 FAILURE TO ATTEND OR SEND REPRESENTATIVE TO ALL-CANDIDATES MEETING 6 points

3.2.2 CAMPAIGN MATERIALS

Displaying in an unauthorized area (e.g., not 6 inches apart, not on a brick wall, etc.)	1 point*
Improper Use of Fanshawe/FSU Logo	3 points**
Pre/Post Campaign Materials	6 points **

**Up to a maximum of ten points per location*

***Up to a maximum of ten points*

***The first poster will receive six points and each additional poster shall receive one point*

3.2.3 CAMPAIGNING

Failure to submit campaign receipts or exceeding campaign budget	4 points Same
violation in multiple areas	4 points
Improper distribution of campaign materials	8 points
Campaigning in an unauthorized area	10 points
Pre campaigning	10 points

3.2.4 FAIR PLAY

Unsanctioned use of FSU resources 15 points

(Candidates may not use any service or tangible benefits conferred to them as a result of their holding any position with the FSU)

Gross misrepresentation of facts 5 points

Failure to comply with the spirit and purpose of the election

15 points

3.2.5 MONETARY FINES

In addition to demerit points, candidates will be levied a monetary fine on a per point basis as follows:

President \$5.00 per point

Director \$4.00 per point

3.2.6 MAXIMUM PENALTY

A candidate accruing greater than 100% of the allowable demerit point limit as follows will be disqualified:

President 30 points

Director 25 points

3.2.7 DISQUALIFICATION

If a winning candidate in any election is disqualified, the candidate who received the greatest number of votes and who has not been disqualified shall be deemed the winner.

3.3 REFERENCES

- 3.3.1 Fanshawe College Policy P-208 – Respectful College and Community and Prevention of Harassment and Discrimination.