



**ASSINIBOINE COLLEGE
STUDENTS' ASSOCIATION**

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This policy exists to outline the procedures that apply to all ACSA (Assiniboine College Students Association) General Elections and By-Elections with respect to the current ACSA By-Law. The Election Officials will ensure the fair and unbiased administration of these events.

Qualification

General Qualification

Any member may be eligible to run for one (1) position on the SAC in each Election provided that they meet all requirements and expect to perform all related duties under the By-Laws and this Policy if elected. Their eligibility shall be fortified if they,

- a) Have previously been deemed to have violated the ACSA Code of Conduct,
- b) Have been removed from the SAC within the preceding twelve (12) months,
- c) Has previously filed for bankruptcy,
- d) Are not expected to remain in the SAC for the entirety of the term of office (e.g. graduating before the current term ends),
- e) Are below eighteen (18) years of age on the first day of voting for the election in which they are running,
- f) Do not hold a G.P.A. of 2.5 or higher (Not applicable to Members not yet with any G.P.A.), and
- g) Are deemed to have a conflict of interest at the discretion of the Election Official.

Additional Eligibility Requirements

Executive

Any Member running for the Executive must be committed and willing to enter a short-term employment contract with the ACSA between May 1st to August 31st for their respective term. This employment must include specified work hours between the hours of 8:30 am and 4:30 pm Monday to Friday (excluding holidays) for the term, for which President commits to 36.25 hours/week, and VPs commit to 20 hours/week.

Executives are

President

Vice President of Engagement

Vice President of Operations

Vice President of Diversity & Inclusion

Academic Representative

Any Member may be eligible to run for any of the Academic Representative positions if they are currently enrolled in or anticipate being enrolled in a respective program at the College.

All discrepancies regarding which programs correspond to which Academic Representative positions on the SAC shall be decided by the Election Officials.

Academic Representatives are:

Centre for Adult Learning

Health & Human Representative

Agriculture & Environment
Representative

Nursing Representative

Business Representative

M.I.C.A. Representative

Creative Media Representative

Trades Representative

Constituency Representative

Any Member may be eligible to run for any of the Constituency Representative positions provided that they are self-declared from the respected group or demographic. Election Officials may not validate their identity.

Constituency Representatives are:

Accessibility Representative

LGPTQ2S+ Representative

Indigenous Representative

Mature Representative

Remote Campus Representative

Any Member may be eligible to run for the Representative positions provided that their study will primarily take place in one of the Remote Campus.

Remote Campus Representatives are:

Dauphin Representative

Winnipeg Representative

Portland Representative

Election Officials

Elections Chair and Vice Elections Chair

The Election Chair and Vice Election Chair are Election Officials, who must be the first point of contact of all general inquires of the Election and will be determined for each Election by SAC Resolution. Their duties shall end after one (1) calendar week starting the date when the result is announced. In the event a Referendum is drawn, or a By-Election is required, the Officials shall carry on until a Resolution is reached. The Election Officials shall collectively fulfill the following duties.

- a) Validate the eligibilities from Nomination,
- b) Communicate important announcements of Election
- c) Administrate the Voting
- d) Promote Election
- e) Ensure all Election activities are complying Bylaw and Policies, and
- f) Fulfill other relevant duties as noted in the Bylaw and other sections in this Policy.

Elections Procedures

Each Election shall consist of a series of events defined as the title of their section. These events shall take place in the order they are presented below.

Temporary Leave for SAC Member Seeking Re-Elected

SAC Member may seek re-elected for any position provided they also meet the qualification. They must step down from the position at the beginning of the Election and must withdraw from SAC activities until the Election is adjourned. Any absence during this period shall be excused.

Determination of Election Officials

The Executive Director shall serve as the Elections Chair, who shall appoint one (1) Vice Election Chair to assist the Election Chair in overseeing the General Election and By-election. The Executive Director may delegate the Elections Chair to another full-time permanent Staff of ACSA.

Election Engagement

All election events, and time periods must be communicated to all Members via email, social media posts, on ACSA website and in common space of each campus before the Nomination period starts. Periodic updates may be posted electronically.

Nomination

Any eligible Member seeking Office in SAC shall submit a completed Application Package to Election Officials by the end of the Nomination period. The Application Package includes:

- a) Member's legal name, students number and contact information,
- b) Declaration of Position they are running for,
- c) Personal information relevant to the Position, and

- d) Endorsement from four (4) Members and one (1) Faculty of the College, verified by signature. Any endorser must be arm-length and may be subjected to eligibility upon Election Officials' discretion.

All Candidates Meeting

Successful Candidates are required to attend an All Candidates Meeting to confirm their initiative of running for Office. The Election Chair shall present guidelines for Elections to all Candidates during the Meeting.

Campaign

Any Candidate may run for their campaign during the Campaign Period set by Election Officials. All promoting material must be taken down in all areas in Campus by the end of the Period.

Any campaigning actives outside of the Period will be subject to penalty as per Election Officials desecration, up to Disqualification.

Members Voting

Voting portals may be held electronically only. Election Officials shall communicate the Voting process via email, ACSA website and social media. Candidates may not vote for themselves. Members may reach out to Election Officials if alternative form of voting is required.

Uncontested Position

If a position is uncontested, the options are replaced with Yes/No. Candidate receiving all votes in No shall be deemed unsuccessful, and the position shall remain vacant.

Election Results

The result must be announced on ACSA website, social media and via email to all Members one (1) day after the votes are consolidated. Election Officials shall deliver confirmation in writing to the Successful Candidates.

Referenda (if applicable)

A referendum may be conducted to determine the opinions of Members regarding a particular issue or series of issues for the Election, either related to, or independent of each other. The result shall be deemed as a final resolution.

All proposed option(s) must be clearly worded and listed as multiple choices. The referendum shall be conducted by the Election Officials and may be initiated by either SAC or Member in petition.

SAC-initiated Referendum

Petition must include three quarters (75%) of SAC Members and be delivered by the Chair of SAC.

Members-initiated Referendum

Any Member may present Election Officials the petition, which must contain ten (10) percent of Members along with their Student ID, printed name, and signature, as validated by the Election Officials.

The Referendum shall be considered valid if a two-thirds (2/3) votes of the Members affirms the proposed options, A Referendum shall fail where less than ten (10) percent of the Members votes. Upon affirmation, the Election Chair shall communicate the result to all Members, and the resolution shall take effect immediately.

Penalties

The Election Officials shall be granted the sole authority of ACSA to issue penalties to Candidate(s).

Causes for Penalty

Penalties shall be issued to candidates for the following actions.

- a) Failure to comply with the spirit and purpose of the Election,
- b) Bullying or improper coercion of voters,
- c) Improper use, display, or distribution of campaign materials
- d) Improper campaign materials,
- e) Campaigning in an unauthorized area,
- f) Campaigning outside of the campaign period,
- g) Misrepresentation of facts,
- h) Breaking of any respectful college policies,
- i) Breaking of any municipal, provincial, or federal law, and/or
- j) Actions listed in other sections of this policy and Bylaw.

Types of Penalties

The Election Chair may issue the following penalties to candidates.

- a) Restrictions on future campaigning,
- b) Loss of privileges pertaining to the use of the ACSA property and resources,
- c) Disqualification, and
- d) Any combination of these penalties.