



ASSINIBOINE COLLEGE
STUDENTS' ASSOCIATION

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1 Policy Statement

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.

2 Qualification

2.1 General Qualification

- 2.1.1 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-Law 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) Is not expected to remain in the SAC for the entirety of the term of office (e.g. graduating before the current term ends),
 - e) Is below eighteen (18) years of age on the first day of voting for the election in which they are running,
 - f) Does not hold a G.P.A. of 2.5 or higher (Not applicable to Members not yet with any G.P.A.), and
 - g) Is deemed to have a conflict of interest at the discretion of the Election Official.
 - h) Members who are currently on academic or disciplinary probation are ineligible to run.

2.2 Additional Eligibility Requirements

- 2.2.1 Students who have scheduled breaks during the regular academic year (September to April) are still expected to actively participate in regular SAC meetings and events.
- 2.2.2 Executive Positions
- a) Executive Positions are President, Vice President of Operations, Vice President of Engagement, and Vice President of Diversity & Inclusion
 - b) Any Member running for an Executive position must be committed and willing to enter a short-term employment contract with the ACSA for the period of May 1st to August 31st, which includes specified work hours between 8:30 a.m. and 4:30 p.m., Monday to Friday (excluding holidays). The President position is expected to fulfill 36.25 hours per week, while Vice Presidents are expected to fulfill 20 hours per week.
 - c) Students with full-time academic obligations during this period (e.g., practicums, internships, or co-op placements) may still run for Executive positions. If elected, they must work with ACSA Executive Director to develop a modified summer work plan that balances their academic requirements with the operational needs of the ACSA. Approval of a modified plan is at the discretion of the Executive Director and must

ensure the elected Executive can effectively fulfill their duties.

2.2.3 Academic Representative

- a) 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 Assiniboine College.
- b) All discrepancies regarding which programs correspond to which Academic Representative positions on the SAC shall be decided by the Election Officials.
- c) Academic Positions are Centre for Adult Learning, Agriculture & Environment Representative, Business Representative, Health & Human Representative, Nursing Representative, M.I.C.A. Representative, and Trades Representative

2.2.4 Constituency Representative

- a) Any Member may be eligible to run for any of the Constituency Representative positions provided that they are self-declared from the respected group. Election Officials may not validate their identity.
- b) Constituency Representatives are: Accessibility Representative, Indigenous Representative, LGPTQ2S+ Representative, Mature Representative

2.2.5 Remote Campus Representative

- a) 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.
- b) Remote Campus Representatives are Dauphin/Parkland Representative, Southport Representative & Winnipeg Representative

2.2.6 To maintain integrity, all candidates are required to sign a Code of Ethics agreement affirming their commitment to respectful and fair conduct throughout the election.

3 Election Officials

3.1 Elections Chair and Vice Elections Chair

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 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.

4 Elections Procedures

The Election shall consist of the following events and take place in the order they are presented below.

4.1 Determination of Election Officials

- 4.1.1 The Executive Director shall serve as the Election 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 Election Chair to another full-time permanent Staff of ACSA, approved by the SAC.

4.2 Election Engagement

- 4.2.1 All election event times, 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.

4.3 Nomination

- 4.3.1 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.
 - e) Election Candidate Code of Ethics Agreement

4.4 All Candidates Meeting

- 4.4.1 Successful Candidates are required to attend an All Candidates Meeting to confirm their initiative of running for Office. Election Chair shall present guidelines of Election to all Candidates

4.5 Campaign

- 4.5.1 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.
- 4.5.2 All physical campaign materials must be approved by the Election Chair prior to posting and are restricted to designated campus spaces. Unauthorized postings will be removed.
- 4.5.3 Any campaigning actives outside of the Period will be subject to penalty as per Election Officials desecration, up to Disqualification.
- 4.5.4 To avoid vote manipulation and promote equal opportunity candidates may not form official teams or run joint campaigns unless explicitly approved by Election Officials.
- 4.5.5 Current Elected Council Members can not assist in the campaigning of new members.

4.6 Members Voting

- 4.6.1 Voting portal may be held electronically only. Election Officials shall communicate the Voting process via email, ACSA website and social media. Candidate may not vote for themselves. Member may reach out to Election Officials if alternative form of voting is required.
- 4.6.2 If a position is uncontested, the options are replaced with Yes/No. Candidate must receive over 50% of votes in affirmation to be successfully elected, or the position may remain vacant.

4.7 Election Results

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

5 Referenda (if applicable)

- 5.1.1 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.
- 5.1.2 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.

5.2 SAC-initiated Referendum

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

5.3 Members-initiated Referendum

- 5.3.1 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.
- 5.3.2 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.

6 Penalties

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

6.1 Causes for Penalty

- 6.1.1 Penalties shall be issued to candidates for the following actions
- 6.1.2 Failure to comply with the spirit and purpose of the Election,
- 6.1.3 Bullying or improper coercion of voters,
- 6.1.4 Improper use, display, or distribution of campaign materials
- 6.1.5 Improper campaign materials,
- 6.1.6 Campaigning in an unauthorized area,
- 6.1.7 Campaigning outside of the campaign period,
- 6.1.8 Misrepresentation of facts,
- 6.1.9 Breaking of any respectful college policies,
- 6.1.10 Breaking of any municipal, provincial, or federal law, and/or
- 6.1.11 Actions listed in other sections of this policy and Bylaw.

6.2 Types of Penalties

- 6.2.1 The Election Chair may issue the following penalties to candidates:
- 6.2.2 Restrictions on future campaigning,
- 6.2.3 Loss of privileges pertaining to the use of the ACSA property and resources,
- 6.2.4 Disqualification, and
- 6.2.5 Any combination of these penalties.