SCIENCE UNDERGRADUATE SOCIETY OF MCGILL UNIVERSITY

ELECTORAL AND REFERENDUM BY-LAWS
Adopted 04/2018

Article 1: Purpose
1.1 This document describes the manner in which official elections of the Science Undergraduate Society are conducted.

Article 2: Responsibilities of Elections SUS
2.1 The CRO shall be ratified by general council prior to the beginning of their term as chair of Elections SUS.
2.2 Elections SUS shall:
   2.2.1 be responsible for administering official elections of the society.
   2.2.2 Act as the final authority in official elections, subject only to appeal by the general council.
   2.2.3 Ensure that official elections are accessible to members.
   2.2.4 Promote the official elections to the members of the Science Undergraduate Society, encourage electoral participation, and provide support to members who wish to partake in official elections.
   2.2.5 Facilitate communications regarding official elections.
   2.2.6 Advertise the electoral calendar and voting method for official elections to all members.
       2.2.6.1 This includes but is not limited to creating posters and advertising through though for all official elections.
   2.2.7 Write an exit report that should be submitted to the SUS President by May 15th.
   2.2.8 Maintain impartiality and attempt to conduct official elections that are fair and just to all candidates.
2.3 Regarding regular elections, Elections SUS shall:
   2.3.1 Develop and present an electoral calendar to the general council for ratification at least one (1) month before the beginning of the election period.
   2.3.2 Arrange and promote a meeting for all potential nominees which will be held at least two (2) days before the nomination period.
   2.3.3 Arrange and promote a meeting for all nominees to be held during the nomination period.
Organize a candidate's town hall at which candidates can be asked questions by members.

Facilitate and staff at least one (1) polling station to ensure the accessibility of official elections.

Regarding **special elections**, Elections SUS shall:

- Develop and present an **electoral calendar** to the **general council** for ratification at least one (1) week before the beginning of the **election period**.
- Arrange and promote a meeting for all **candidates** which will be held before the **nomination period**.
- Arrange and promote a meeting for all **nominees** to be held during the **nomination period**.
- Endeavour to provide the same notice of **election periods** to **members**, organize a candidate's town hall, and facilitate polling stations if at all possible.

No individual in Elections SUS may be a part of any **campaign committee**

In the event that the CRO or any member of Elections SUS cannot fulfill their duties, they shall give the President notice at least twenty-one (21) days before the **nomination period** of a **regular election**, or seven (7) days before the **nomination period** of any other **official election**.

**Article 3: Elections**

An **official election** is called when an **electoral calendar** is approved by **general council**.

The **electoral calendar** shall specify the time period of the **nomination**, **campaign**, and **voting period**.

The **electoral calendar** shall be distributed to **members** through the SUS listserv and all other official SUS channels of communication before the beginning of the **nomination period**.

For **regular elections**,

- the **electoral calendar** shall:
  - Be ratified by **general council** at least one (1) month before the beginning of the **nomination period**.
  - Specify a **nomination period** of a minimum of twelve (12) days. If there are fewer than 2 **nominees** per executive position and fewer than 4 **nominees** for the SSMU representative positions, the nomination period will be extended by four (4) days.
  - Specify a **campaign period** of a minimum of seven (7) days.
3.4.1.4 Specify a **voting period** of a minimum of three (3) days.

3.4.1.4.a The **voting period** shall commence at 00:00 on the day after the **campaign period**.

3.4.2 Quorum shall be ten percent (10%) of **members**.

3.5 *For special elections,*

3.5.1 the **electoral calendar** shall:

3.5.1.1 Be ratified by **general council** at least one (1) week before the beginning of the **nomination period**.

3.5.1.2 Specify a **nomination period** of a minimum of five (5) days.

3.5.1.2.a If there are fewer than 2 **nominees** per position, the nomination period will be extended by four (4) days.

3.5.1.3 Specify a **campaign period** of a minimum of five (5) days.

3.5.1.4 Specify a **voting period** of a minimum of three (3) days.

3.5.1.4.a The **voting period** shall commence at 00:00 on the day after the **campaign period**.

3.5.2 Quorum shall be ten percent (10%) of **members**.

3.5.3 *A special election* must be held in the case of a **vacancy**.

3.6 *For special referendum periods,*

3.6.1 the **electoral calendar** shall:

3.6.1.1 Be ratified by **general council** at least one (1) week before the beginning of the **campaign period**.

3.6.1.2 Not have to specify a **nomination period**.

3.6.1.3 Specify a **campaign period** of a minimum of five (5) days.

3.6.1.4 Specify a **voting period** of a minimum of three (3) days.

3.6.1.4.a The **voting period** shall commence at 00:00 on the day after the **campaign period**.

3.6.2 Quorum shall be ten percent (10%) of **members**.

**Article 4: Nominations**

4.1 Official nomination forms shall be provided by **Elections SUS**.

4.1.1 **Nominees** shall be required to record the position they are running for on every page of the nomination form prior to receiving signatures.

4.1.2 **Nominators** shall be required to record their name, signature, and year of study on the nomination form.

4.2 **Nominees** may only run for one (1) position.

4.3 **Nominees** must obtain the following number of signatures from the SUS student body:

4.3.1 Seventy five (75) for **nominees** for President.

4.3.2 Fifty (50) for all other **nominees**.
4.4 **Nominees** must meet with and receive the incumbent executive’s signature of the position they are considering running for in order for their nomination.

4.4.1 It is the responsibility of the incumbent executive to be as available as possible to meet with nominees during the nomination period.

4.4.2 Given extenuating circumstances the signature of the CRO may take the place of the signature of the incumbent executive.

4.5 **Nominees** wishing to run for the position of President must have at minimum one year of experience on the SUS executive, any departmental council, or have held the position of Representative to SSMU, or Science Senator.

4.6 **Nominees** wishing to run for the position of Vice President Finance must have held a position on the SUS Finance Committee or had been a departmental VP Finance.

4.6.1 If no **nominees** come forward during the regular nomination period, other candidates may come forward during the extended nomination period.

4.7 Nomination forms must be received by the CRO by the end of the nomination period.

**Article 5: Referendum Questions**

5.1 Any **member** may move a **referendum question** if they submit a referendum question petition to Elections SUS with 50 signatures from **members** before the end of the nomination period of a regular election or special referendum period.

5.2 A **referendum question** may also be called by a motion of **general council**.

5.2.1 **General council** can submit a referendum question outside of a nomination period for an upcoming regular election or special referendum period.

5.2.2 Any **referendum question** submitted through **general council** should be presented at the **general council** meeting before the submission of the **referendum question** is voted on.

5.3 Official referendum question petition forms shall be created by Elections SUS.

5.3.1 The referendum question petition must have the **referendum question** attached to it before signatures of **members** are collected.

5.3.2 **Members** shall be required to record their name, signature, and year of study on the referendum question petition.

**Article 6: Campaign Committees**

6.1 A **campaign committee** is automatically formed when a **nominee** successfully submits a nomination form or a **referendum question** is approved.
6.1.1 The nominee or mover of the referendum question become the campaign chair.
6.1.2 No other campaign committee may exist to advocate for a candidate or referendum question.
6.2 Official campaign committee creation forms shall be provided by Elections SUS.
6.3 Any member may create a campaign committee if they submit a campaign committee creation form to Elections SUS with 50 signatures from members before the end of the campaign period.
6.3.1 The campaign committee creation form must have the type of committee clearly marked at the top of every page before signatures are collected.
6.4 Once a campaign committee has been successfully formed, the committee chair(s) may begin adding members to said committee.
6.4.1 All members of campaign committees must be members.
6.4.2 To add individuals to a campaign committee, the committee chair must provide Elections SUS with the student’s full name, student number and McGill email address.
6.5 A campaign committee may not begin to campaign before the campaign committee is formed.
6.6 A campaign committee ceases to exist once the results of the official election during which the campaign committee was created are ratified by general council or at the end of the voting period for campaign committees created during special referendum periods.

Article 7: Campaign Materials and Funding
7.1 No campaign committee shall be entitled to request a reimbursement by the SUS of the amounts spent on campaign materials.
7.2 Each campaign committee shall be permitted to spend a maximum of thirty dollars ($30) on campaign materials.
7.3 All campaign materials must be approved by Elections SUS.
7.3.1 Campaign material shall not be slanderous or degrading to any person or group of persons.
7.4 The only physical campaign materials which a campaign may produce are posters.
7.4.1 Posters may not be larger than 8.5" by 11".
7.5 Campaign material produced by a campaign committee formed by a candidate may not refer to other candidates.
7.6 Campaign materials must include:
7.6.1.1 The email address or contact number of the CRO,
7.6.1.2 The dates of the voting period and the voting website
7.6.1.3 The words: "Science Undergraduate Society" or the acronym "SUS".

7.7 All physical campaign materials must be removed before the voting period.
7.8 All receipts for campaign material shall be presented to the Elections SUS by the end of the campaign period.

7.8.1 Elections SUS shall review all receipts submitted to Elections SUS in a candidate's Expense Report submitted by a date specified by Elections SUS. A summary of said receipts shall be made available to all candidates and interested parties within seven (7) days of the end of the campaign period upon specific request to Elections SUS.

Article 8: Campaign Regulations

8.1 Campaigning may only occur during the campaign period.
8.1.1 Campaigning may not occur outside of McGill buildings.

8.2 Campaigning shall not be slanderous or degrading to any person or group of persons.

8.3 Campaign committees may present their platforms before classes.

8.4 Campaign committees may write on chalkboards.
8.4.1 The email of the CRO must be included on any such advertisement.

8.5 Campaign committee members who have affiliations with any McGill affiliated publication must refrain from those duties during the campaign and voting periods.

8.6 Campaign committee members who hold positions within the society may not use their position to advertise or promote any candidacy or campaign.

8.7 Campaign committees must campaign independently and no candidates may run together on a slate.

8.8 No campaign committee may lobby for any campus publication to publish an article, editorial, or advertisement endorsing or opposing a campaign.

8.9 Facebook is the only forum on which campaigning on the internet is permitted.
8.9.1 Campaign committees may not use paid advertisements on facebook.

8.10 All members of campaign committees using Facebook must “friend” the CRO for the duration of the campaign and voting period.

8.11 A Facebook event page may be created by a campaign committee.
8.11.1 In the description of the event page, the following information must be listed:
8.11.1.1 Contact information for Elections SUS.
8.11.1.2 The dates of the voting period.
8.11.1.3 The words "Science Undergraduate Society".
8.11.1.4 Any member of the society, in their capacity as a member, may endorse a candidate on their campaign event page.

8.11.2 The event page must remain up during the voting period.

8.11.3 The campaign committee cannot restrict posts made by members on an event page except during the voting period when there will be no new posts allowed on the event page including those made by the candidate.

8.12 All Facebook posts, excluding any posts on an event page, made by campaign committee members must be deleted before the voting period.

8.12.1 If Facebook profile or cover pictures were changed to reflect support for a campaign committee, the pictures must be removed before the voting period regardless of whether the individual is affiliated with a campaign committee.

8.13 Elections SUS shall have exclusive rights to decide whether campaign materials conform to these by-laws.

8.14 Elections SUS may issue a sanction for violations of these by-laws.

8.15 Elections SUS may disband a campaign committee for repeated or heinous violations of these by-laws.

8.16 If a campaign committee created by a candidate is disbanded the candidate is disqualified from the official election.

Article 9: Voting

9.1 Each member shall hold one (1) vote in all official elections.

9.2 Members shall be able to vote against all referendum questions and against a candidate if they are the only candidate running for a position.

9.2.1 If a campaign committee is formed to advocate against the election of all candidates to a position, members shall be able to vote against all candidates running for that position.

9.3 If two (2) or more leading candidates have received an equal number of votes a the CRO will issue a public notice of a new voting period for the position in question.

9.3.1 This vote shall be open for three (3) days, beginning the day after the end of the initial voting period.

9.3.2 Should this vote also result in a tie, a drawing of lots shall determine which candidate shall be declared elected.

9.3.3 Quorum for a revote shall be 5%.

9.4 A referendum question shall require 50% + 1 of votes to be carried.
Article 10: Results

10.1 A full report of the final results including tabulated votes will be emailed to the CRO and President immediately following the voting period. The results must be released to candidates no longer than eight (8) hours after being received by Elections SUS.

10.2 Results will be made available on the SUS website and be emailed to members within forty-eight (48) hours.

10.3 All newly elected officers must be ratified by General Council with a majority vote. If the elected officer for a position is not ratified, the position will go to the candidate with the next highest number of votes.

10.4 To appeal any decision of Elections SUS a campaign committee must submit a motion to General Council.

Article 11: Definitions

11.1 Chief Returning Officer (CRO) refers to the chair of Elections SUS and the individual responsible for conducting official elections.

11.2 Elections SUS refers to the CRO and any officers appointed by them for the purpose of administering official elections.

11.3 Society or Science Undergraduate Society (SUS) shall mean the Science Undergraduate Society (SUS) of McGill University or l’Association Étudiante de la Faculté des Sciences de premier cycle de l’Université McGill (AEFSPCUM).

11.4 General Council shall refer to the highest governing body of the Society, as established in the Constitution.

11.5 Campaign period refers to the period during which campaigning can occur.

11.6 Nomination period refers to the period during which nominees can submit official nomination forms and which referendum questions may be submitted during regular elections and special referendum periods.

11.7 Voting period refers to the period during which voting occurs.

11.8 Candidates refers to nominees who have successfully completed the requirements for candidacy.

11.9 Nominees refers to individuals who seek to be candidates.

11.10 Nominators refers to members who supply their signatures to a nominee.

11.11 Members refers to all individuals who have a right to vote in SUS elections.

11.12 Campaign Material refers to all materials produced by a candidate for the purposes of campaigning, including online materials, and their platforms.

11.13 Campaign Committee or Campaign refers to a committee created for the purpose of advocating for or against a candidate or referendum question.
11.14 **Campaigning** refers to the act of advocating for or against a candidate or a referendum question.

11.15 **Campaign Chair** refers to the individual who leads a campaign committee.

11.16 **Official Elections** refers to regular elections, special elections, and special referendum periods.

11.17 **Electoral Calendar** refers to a binding document which specifies the date of the nomination period, campaign period, and voting period.

11.18 **Election period** refers to the nomination period, campaign period, and voting period.

11.19 **SUS Finance committee** refers to the committee chaired by the SUS VP Finance for the purpose of reviewing departmental audits.

11.20 **Referendum question** refers to a motion voted upon during a referendum period.

11.21 **Regular election** refers to the annual mandatory election period which occurs in the winter semester during which all positions are elected and referendum questions may be submitted.

11.22 **Special election** refers to an election period called for the purpose of filling a vacancy. Referendum questions may not be submitted during a special election unless a special referendum period is held concurrently.

11.23 **Special referendum period** refers to an election period called for the purpose of voting on a referendum question. A special referendum period requires no nomination period if referendum questions are concurrently submitted by general council.

**Article 12: Selection of the CRO**

12.1 The CRO is selected in accordance with the constitution of the society.

12.2 The CRO should be chosen to have no conflict of interest real or apparent in official elections.

**Article 13: Amendments**

13.1 Amendments to this policy must be approved by a 2/3 majority by general council.

**Article 14: Interpretation**

14.1 In the case of a conflict between these by-laws and the following documents, the following document prevail in the order they are listed:

14.1.1 The Quebec Companies Act

14.1.2 The SUS Letters Patent
14.1.3 The SUS Constitution