

# 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 though through facebook and email 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**.

- 2.3.4 Organize a candidate's town hall at which candidates can be asked questions by **members**.
- 2.3.5 Facilitate and staff at least one (1) polling station to ensure the accessibility of **official elections**.
- 2.4 Regarding **special elections, Elections SUS** shall:
  - 2.4.1 Develop and present an **electoral calendar** to the **general council** for ratification at least one (1) week before the beginning of the **election period**.
  - 2.4.2 Arrange and promote a meeting for all **candidates** which will be held before the **nomination period**.
  - 2.4.3 Arrange and promote a meeting for all **nominees** to be held during the **nomination period**.
  - 2.4.4 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.
- 2.5 No individual in **Elections SUS** may be a part of any **campaign committee**
- 2.6 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**

- 3.1 An **official election** is called when an **electoral calendar** is approved by **general council**.
- 3.2 The **electoral calendar** shall specify the time period of the **nomination, campaign, and voting period**.
- 3.3 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**.
- 3.4 For **regular elections**,
  - 3.4.1 the **electoral calendar** shall:
    - 3.4.1.1 Be ratified by **general council** at least one (1) month before the beginning of the **nomination period**.
    - 3.4.1.2 Specify a **nomination period** of a minimum of twelve (12) days.
      - 3.4.1.2.alf 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.
    - 3.4.1.3 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.alf 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 for 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**.
  - 10.1.1 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