

STUDENTS' ASSOCIATION

Election Campaign Regulations & Guidelines

2024/2025 General Election

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The Students' Association of Red Deer Polytechnic is an organization that focuses on the wellbeing of all its Members. As such, we expect all candidates, their election teams, their supporters, and election staff to conduct themselves appropriately and in the spirit of fair competition.

Election Information

Campaigning

The 2024/2025 Students' Association General Election campaign period will start immediately following the All Candidates Meeting on Tuesday, February 6 and will conclude at 4:00pm on Thursday, February 15.

Absolutely no campaigning shall take place prior to the beginning of the campaign period – including the distribution of materials such as posters, handbills, social media accounts, etc. It is the candidates responsibility for all campaigning material to be removed prior to 4:00pm on the final day of campaigning – Thursday, February 15.

Voting

The 2024/2025 Students' Association General Election voting period is from 9:00am on Monday, February 12 and will conclude at 4:00pm on Thursday, February 15.

The Students' Association utilizes a platform called Simply Voting Inc. to conduct all election voting. Simply Voting Inc. is a full-service provider of secure, hosted online elections. All voting in the 2024/2025 General Election be conducted online through RDP's The Loop portal. One paper ballot will be cast by the DRO prior to the first day of voting and will only be opened and counted in the event of a tie. The Students' Association may choose to host Polling Station on one or more of the voting days.

Candidate Withdrawal

Candidates may withdraw their name from the election at any time; however, they must withdraw no later than 4:00pm on Friday, February 9 to have their name removed from the electronic ballot.

Results Announcement

Unofficial election results will be announced at 5:00pm on Thursday, February 15 in the Far Side Bar & Grill. The results will remain unofficial until the contestation period has concluded without incident.

Contestation Period

Only candidates may contest an election. Candidates that wish to contest the election must complete the Election Contestation/Complaints Form (Election Policy Appendix B) and submit it to the CRO no later than 4:00pm on Friday, February 16.

SA Elections Team

The Students' Association's elections team is Marian Young, Governance and Student Support Coordinator, Martin Cruz, Chief Returning Officer, two students who shall act as the DRO's, and Jessica Walker, Member Engagement Manager.

Candidates shall only contact Marian Young and Martin Cruz with election inquiries.

Contact Marian Young, Governance and Student Support Coordinator, with inquiries regarding the positions and general election questions.

Contact Martin Cruz, Chief Returning Officer, if you have any questions regarding election regulations or inquiries during the week of elections.

Marian Young
Governance and Student Support Coordinator

Email: sagov@rdpolytech.ca
Office: 403-356-4964
Office Hours: Monday – Friday, 9:00am – 4:00pm

Martin Cruz
Chief Returning Officer

Email: cruz-martin@outlook.com
Office: 403-342-3200
Office Hours: By appointment only

Campaigning

WE STRONGLY RECOMMEND THAT CANDIDATES AND THEIR CAMPAIGN TEAMS READ THE BYLAWS, ELECTION POLICIES AND REGULATIONS.

We encourage all candidates to work hard and respect each other while campaigning. The Students' Association has **ZERO** tolerance for any conduct or activities promoting violence, bullying, or harassment.

Full-time staff and current Executive Council Members are not permitted to be an Official Agent or a member of any campaign team and are also prohibited from endorsing a candidate.

For those in an uncontested position, it is highly recommended that you still campaign and encourage eligible voters to campaign for you. **Candidates who are running uncontested must receive 65% “Yes” votes to be elected.**

Any part-time staff members who are candidates, Official Agent, or a member of a campaign team are prohibited from campaigning or endorsing while on shift.

Campaign Week begins immediately following the All Candidates Meeting on February 6 and will conclude at 4:00pm on Thursday, February 15.

- ALL campaign materials **MUST** be approved by the Chief Returning Officer or designate.
- ALL Association offices, services, and businesses are off limits. This includes the SA bulletin boards, The Lift, The Loft, the Far Side Bar & Grill, and the SA Office.

- Candidates are prohibited from posting and distributing campaign materials and messages (including online), holding organized campaign events, and booking space for campaign activities prior to the start of campaign week.
- For the purpose of organizing a campaign team and soliciting signatures for nomination requirements, candidates are permitted to announce their intentions of running for the position and engage in personal conversations concerning their platform before the start of campaign week.

Official Agents

Each candidate is **REQUIRED** to appoint an elector (Member of the Association) as an Official Agent. The name and contact information of the appointee must be included in the Candidate Nomination Form. The Official Agent must consent to their appointment by signing the appropriate section of the Candidate Nomination Form. If a change of appointment is made, the candidate must immediately notify the Chief Returning Officer in writing of the name and contact information of the new Official Agent.

Campaign Teams

An campaign team can help alleviate some of the pressures and stresses of running a campaign, as well as, help you run an efficient and effective campaign. Candidates are responsible for the actions of all their campaign team members. If a member of your campaign team breaches any Association Bylaws, Policies, or election regulations you may face disciplinary action and/or disqualification. We recommend that you select students who you trust and have your best interest in mind to be part of your campaign team.

Candidates are required to declare all the members of your campaign team to the CRO prior to the conclusion of the All-Candidates Meeting on Tuesday, February 6. All members of campaign teams **MUST** be current Red Deer Polytechnic students.

The CRO must be notified if someone is removed from your Campaign Team.

Your campaign team does not have to be large – in fact, it can just be you and your Official Agent! Some of the position you may have on your campaign team could be:

- Official Agent – A Official Agent could help you oversee all aspects of your campaign and can speak for you on campaign matters.
- Social Media Coordinator – A Social Media Coordinator could help you plan and execute your social media presence.
- Marketing Coordinator – A Marketing Coordinator could help you design, print, and post all your print and digital materials.
- Volunteers – Volunteers could be students that will help advertise for you and get your name and platform out to as many students as possible.

Removal of Campaign Materials

Candidates **MUST** remove all campaign materials by 4:00pm on the last day of voting. Failure to remove campaign materials may result in disqualification.

Table Bookings

Candidates are encouraged to book a table during campaigning. Tables must be booked through Marian Young. Table locations are on a first-come-first-serve basis. Candidates must not switch tables after they have been assigned.

The assigned table will be the responsibility of the candidates for the duration of campaign week. Candidates may set up displays or posters to display on their tables for the duration of campaign week. All materials, displays, swag, etc must be approved by the CRO or designate. Please see **Campaign Materials** (page 8 – 12) for full details.

Classroom Visits

Candidates are welcome to do classroom visits to campaign; however, a written pre-approval from the instructor is **REQUIRED**. Candidates must be able to provide the CRO with the written pre-approval upon request. Failure to do so may lead to disqualification.

Candidates may not ask instructors to campaign on their behalf. If a member of a Campaign Team has arranged for classroom visits, the candidate must be present at the time of the classroom visit.

SA Election Events

The SA election team may have organized events for voters to meet their candidates. These events may include "Meet the Candidates" with coffee and cookies, an Election Forum, debate, or mixer. SA election events depend on the number of candidates for each position to which type of event would be most suitable and are subject to change.

We encourage all candidates to attend and invite their campaign teams for support!

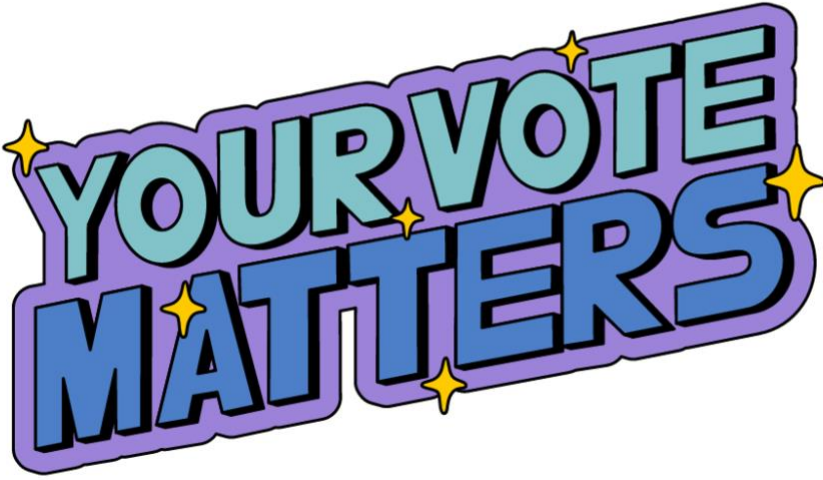
Coffee & Cookies with the Candidates

Thursday, February 8 from 11:00am – 1:00pm
at the SA Stairs

Pizza with the Candidates

Tuesday, February 13 from 11:00am – 1:00pm
In the Forum

MARK YOUR CALENDARS



- Nominations close at 4 p.m on Tuesday, February 6, 2024
- All Candidates Meeting is mandatory! February 6 at 5 p.m and will be held in The Loft
- Polls open at 9 a.m on Monday, February 12 and close at 4 p.m on Thursday, February 15
- Election Results will be announced in the Far Side Bar & Grill at 5 p.m on Thursday, February 15

FEBRUARY 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|-----------|---|---|----------|
| | | | | 1 Info Session @ 10 a.m in The Loft | 2 Info Session @ 2 p.m in The Loft | 3 |
| 4 | 5 Info Session @ 4:30 p.m in The Loft | 6 All Candidates Meeting @ 5 p.m in The Loft | 7 | 8 Coffee & Cookies with the Candidates from 11 a.m to 1 p.m at the SA Stairs | 9 Last Day to Withdraw from the race @ 4 p.m | 10 |
| 11 | 12 Online Voting | 13 Pizza with the Candidates from 11 a.m to 1 p.m in the Forum | 14 | 15 Result Announcement @ 5 p.m in the Far Side Bar & Grill | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

Campaign Materials

Pre-approval & Approval of Materials

All materials **MUST** be approved by the CRO or designate. Print Materials will be signed by the CRO or designate after approval at the All Candidates Meeting or during campaigning. We would strongly recommend getting your materials digitally **PRE-APPROVED** by emailing the CRO after your nomination package has been submitted but before you print any materials.

Signage

All campaign materials must be presentable and tasteful and should not present a hazard.

- Candidates are **NOT** permitted to use the Students' Association logo, RDP logo, and any campaign materials created by the SA for their own advantages.
- Candidates are **NOT** permitted to use the Students' Association and Red Deer Polytechnic brand colors.
- Any signage used by the candidate **MUST** be numbered and signed by the Chief Returning Officer or designate.
- Candidates **MUST** submit a campus map with the corresponding poster and banner locations.

Print Materials

- Candidates are allowed two (2) banners with a minimum size of 1 foot by 2.5 feet and a maximum size of 4 feet by 5 feet.
- Candidates are allowed thirty (30) posters with a minimum size of 8.5 inches by 11 inches and a maximum size of 11 inches by 17 inches (tabloid).
- Candidates are allowed to print flyers to be directly handed to students with a maximum size of 2.5 inches by 5.5 inches.
- Candidates are allowed to print trifold pamphlets to be directly handed to students with a maximum size of 8.5 inches by 11 inches.

Print flyers and pamphlets cannot be left at unattended tables. They must be handed directly to students.

Distributable Materials

Distributable materials **MUST** be handed directed to students and cannot be left at unattended tables. If you are unsure about the materials you wish to hand out, please contact Marian Young.

- Candy
- Baked goods – If homemade, you must abide by AHS's Bake Sale guidelines (<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-bake-sale-guidelines.pdf>)
- Buttons
- Stickers
- Swag items

Advertising

When creating your campaign materials, you may wish to consider the following:

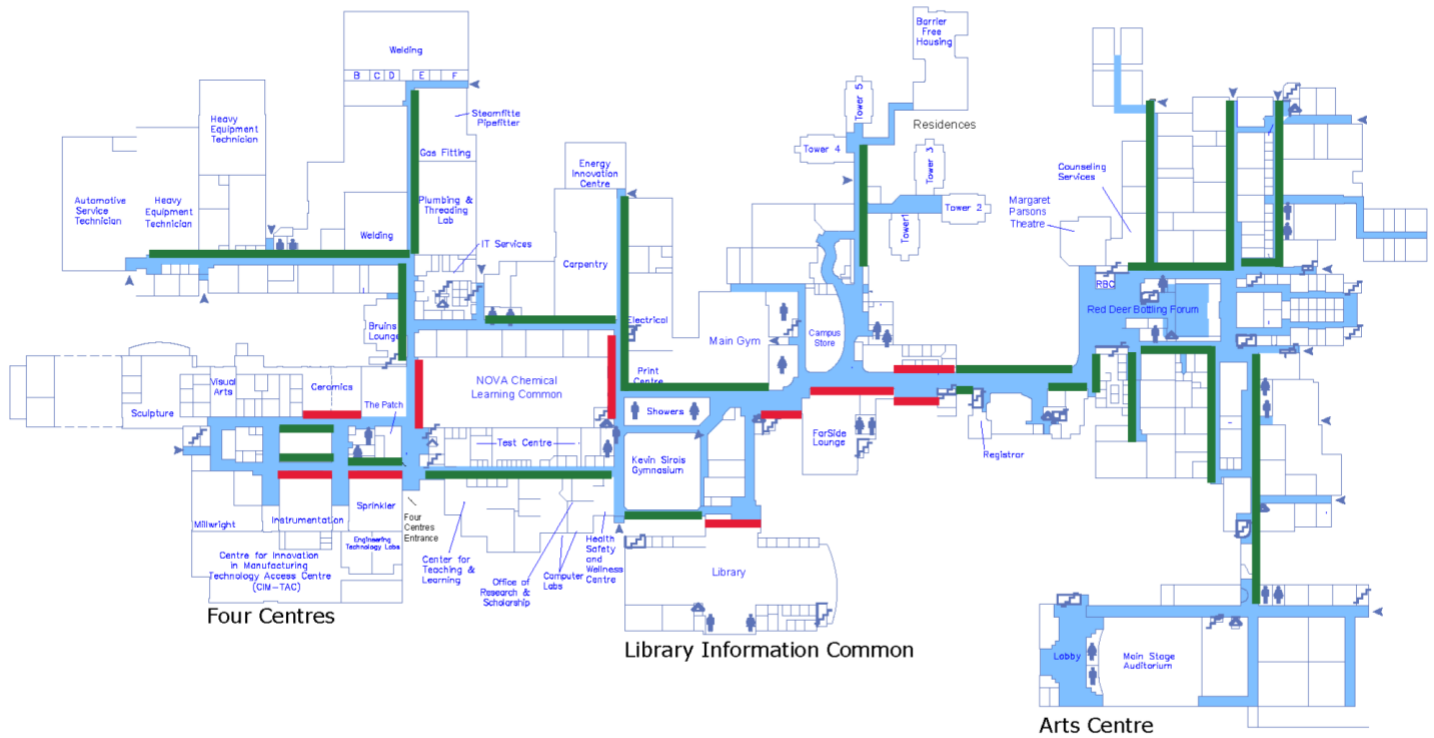
- Colors and their interpretations
- Using consistent and legible fonts
- Including your name and headshot
- Not referencing political parties – The SA is a non-partisan organization and all candidates, staff, and representatives shall remain non-partisan during their time within the Association
- Humour is subjective and could be misinterpreted
- Including the dates for election voting

RDP's Campus Managements Rules for Election Advertising

The following acceptable and unacceptable practices have been set in place by RDP's Campus Management and **MUST** be adhered to.

| Acceptable Practices | Unacceptable Practices |
|---|---|
| <ul style="list-style-type: none"> √ Low tack adhesive such as clear or brown masking tape placed behind posters √ All adhesives must be completely removed along all campaign materials at the end of the campaign period **Damage to any surface due to the use of inappropriate adhesives will be charged to the candidate √ Brick walls √ Cinder block walls √ End of tables √ Lockers (with owner approval) √ Signage placed outside √ Social Media √ Networking, talking to students on campus √ Classroom visits with instructor approval √ Election events set by the Elections staff. | <ul style="list-style-type: none"> × Paints and/or chalk on any surface other than your own posters, spray paint on snow × Glue on any surface other than your own poster × Clear packing tape or any other high tack adhesive × Students' Association buildings (Far Side Bar & Grill, The Lift, The Loft), office, bulletin boards, wall at the bottom of the SA Stairs and other SA signage × RDP Library (excluding the outside entrance) × Floors, round/oval columns, painted columns in the Forum, painted drywall, hallways leading to the Library, bulkheads (wooden boards on the roof) in the Main Hallway, walls/ceiling areas above stairwells × Glass surfaces × Areas that obstruct exits, institution signage, or artwork. Traffic and way-finding signage and vehicles in the parking lots × Front entrance of the RDP × Electronic boards |

- UNACCEPTABLE POSTER ZONES
- ACCEPTABLE POSTER ZONES



*Posters may be placed in appropriate areas on the second floor.

If you are unsure if an area is appropriate to hang a poster, contact the CRO **prior** to placing the poster up.

Monitoring of Materials

Candidates are responsible for all their materials. It is the candidate's responsibility to maintain accurate inventory of all posters and their locations, and to ensure materials are not left or misplaced in areas where campaigning is prohibited. The Students' Association will monitor materials daily. Failure to properly monitor materials may result in penalization and/or disqualification.

Social Media Guidelines

Candidates may choose to run a social media campaign during campaigning. Candidates **MUST** follow @yoursardp on Instagram and Facebook and advise the CRO of ALL social media accounts. Social media accounts **MUST** be public. All posts or stories **MUST** include the hashtag of **#yoursardpyourvote**.

Candidate Conduct

Candidates must submit an Acknowledgement of Election Conduct Form (Election Policy: Appendix A) at the All Candidates Meeting on Tuesday, September 26. Any candidate who does not abide by election regulations, SARDP Bylaws and Policies, RDP Policies, or the Code of Conduct Agreement may be penalized or disqualified.

Contestation

Only candidates may contest an election; however, candidates that wish to contest the election must complete the Election Contestation/Complaints Form (Election Policy: Appendix B) and submit it to the CRO by 4:00pm on Friday, October 6.

Elections may be contested on the following grounds:

- Deliberate violation of Election Bylaws, Policies, and/or regulations
- Candidates' eligibility
- Counting irregularities
- Errors in the electoral roll
- Any activities that may call into question the integrity of the voting process

Complaints

Any staff, faculty, or student at Red Deer Polytechnic may file an official complaint against a candidate or campaign team member by completing and submitting the Contestation/Complaints Form (Election Policy: Appendix B) to the CRO by 4:00pm on Friday, February 16.

Any staff, faculty, or student at Red Deer Polytechnic may submit an official complaint against a member of Students' Association Elections Team by submitting a completed Contestation/Complaints Form to Liz Sweiger, Executive Director at Elizabeth.sweiger@rdpolytech.ca.

ALL contestations and complaints will be taken seriously and will be investigated.

Penalizations & Disqualification

Candidates may be subject to penalizations or disqualification if you or a member of your campaign team breaches any Association Bylaws, Policies, or election regulations. Severity of the penalization is based on the misconduct.

As per the Election Policy:

12. Penalization and/or Disqualification

- 12.1 Any candidate in contravention of the Association Bylaws, Policies, regulations, or procedures set by the CRO, may be penalized and/or disqualified by the CRO or designate.
- 12.2 Any activities or actions deemed inappropriate by the CRO may result in penalization and/or disqualification.
- 12.3 Penalties for contravention of Association Bylaws, Policies, and/or election regulations may include, but are not limited to:
 - 1) a written warning;
 - 2) suspension from campaigning;
 - 3) confiscation or deletion of campaign materials;
 - 4) the imposition of limitations or prohibitions on any or all campaign activities; for a specified period of time; or
 - 5) disqualification
- 12.4 Any decision made by the CRO that results in penalization up to, but not including, disqualification, is final and cannot be appealed.
- 12.5 Any decision made by the CRO that results in disqualification may be appealed to the Judicial Review Committee as per the Terms of Reference.

See the definitions and examples of inappropriate behaviour that would result in penalization or disqualification on page 12. Note that these are **NOT** the only actions that could result in penalization or disqualification.

Definitions

- Bribery - a person commits the offence of bribery who directly or indirectly by lend or offers or promises money or valuable consideration or gives or procures or agrees to give or procure or offers or promises an office, place of employment to or for an elector or any person, in order to induce an elector or a person to vote or refrain from voting at an election.
- Election Fraud – a person commits the offense of election fraud by obtaining or marking ballots on behalf of someone else.
- Undue Influence - a person commits the offence of undue influence who directly or indirectly by oneself or by any other person on their behalf makes use of or threatens to make use of any force, violence, or restraint; inflicts or threatens the infliction by oneself or by or through any other person of any injury, harm or loss, or in any manner practices intimidation.
- Voter Intimidation – a person commits the offence of voter intimidation who directly or indirectly by deterring or influencing voters through the act of violence, threats or intimidation.
- Voter Suppression – a person commits the offense of voter suppression who directly or indirectly by using preventing a person from voting through the use of intimidation or other means.
- Voter Impersonation – a person commits the offense of voter impersonation by falsely pretending to be someone else they are not and voting as that person.
- Bullying – a person commits the offense of bullying who directly or indirectly acts in the repetitive, persistent, and continuous harassing behaviour that is usually associated with a power imbalance, where the victim feels inferior.
- Harassment – a person commits the offense of harassment who directly or indirect acts in a single or repeat incident of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to a person, or adversely affects the person's health and safety.
- Defamation - a person commits the offence of defamation who directly by oneself makes a statement that causes unjustified injury to private, professional, or business reputation of another person either through libel statements (written defamation) or slanderous statements (spoken defamation).

SARDP Policies

Elections

Amended August 8th, 2023

Council

Motion #: 23-24-24-C

POLICY STATEMENT:

1. As per the PSLA and Association Bylaws, an election shall be held to elect Councillors and members of Executive Council.
2. Association Elections are maintained with the highest standards of fairness, equality, and transparency. The Association expects all those involved in the elections to adhere to the Elections Policy and Procedures.
3. Elections shall be conducted in a timely, efficient, and legitimate manner. Council and Executive Elections are conducted on-line; if necessary, a paper ballot process may be utilized.

DEFINITIONS:

1. The definitions in the Association Bylaws ("Bylaws") are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for Executive Council or Council Position.
3. Campaigning is defined as working in an organized and active way to influence persons to vote for and/or against a particular candidate and/or platform.
4. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
5. A Campaign Team shall be defined as the Official Agent and/or persons chosen by a Candidate and registered with the Association for the purpose of publicly endorsing and/or campaigning on behalf of said candidate. Election teams must be comprised of Members of the Association.

POLICY:

1. Nominations
 - 1.1 General Election: Nominations shall open no later than February 1 and remain open for at least seven (7) days.
 - 1.2 By-election: Nominations shall open no later than November 15 and remain open for at least seven (7) days.
 - 1.3 Nomination Packages shall be available at the Association office. Each nomination package shall include:
 - 1) Chief Returning Officer (CRO) contact information and office hours
 - 2) Election Calendar
 - 3) Candidacy Endorsement Form
 - 4) Self-Declaration form
 - 5) The Election section of the Bylaws and Policy
 - 6) Other materials deemed necessary by the CRO

- 1.4 Nomination Package must be submitted to either the CRO or their designate. Nomination Package shall be considered complete and valid if they contain the following and have been validated by the CRO:
- 1) A signed Self-Declaration Form including a statement of consent to act if elected, and agreement to abide by the Bylaws and Association policies.
 - 2) A Candidacy Endorsement Form with the name, signature, and corresponding valid student ID number of no less than twenty (20) current Red Deer Polytechnic students.
 - 3) Name, signature, and student ID number of the candidate.
 - 4) Date of nomination
 - 5) Name, student ID number (must be a member of the Association), and contact information, of any Official Agents, if applicable.
 - 6) Candidate's phone number and email address.
 - 7) Required academic documentation:
 - a. For Councillor positions, proof of current enrolment at the Institution or a Collaborative Institution
 - b. For Executive Council positions, proof of current enrollment at the institution, and a copy of the candidate's transcript for the applicable academic term at the Institution.
- 1.5 All nominated candidates and/or their official agent must attend the mandatory All-Candidates Meeting.

2. Insufficient Nominations

- 2.1 In the event that there are twelve (12) or fewer nominations for Councillor positions, those candidates shall each be put to a "Yes/No" vote on the ballot.
- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
 - 2) In the event that there are insufficient acclamations to fill all Councillor positions, said positions shall be filled as per the Vacancy Policy.
- 2.2 In the event that there is only one nomination for an Executive Council position, the said candidate shall be put to a "Yes/No" vote on the ballot.
- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
 - 2) In the event that the said candidate fails to garnish sufficient support, said position shall be filled as per Vacancy section of the Association Bylaws.

3. Chief Returning Officer (CRO)

- 3.1 The Executive Director or their designate is responsible for ensuring a CRO is in place for all Association Elections and Referenda. The Executive Director or their designate shall determine the length of the CRO's term, which shall last until at least the end of the contestation period.
- 3.2 The CRO is responsible for upholding the Association Bylaws, Policies, procedures, and election regulations.
- 3.3 The CRO or designate shall have discretion on all campaign issues not specifically referenced in the Association Bylaws, Policies, procedures, and regulations.
- 3.4 The CRO must be neutral and does not need to be a Member of the Association.
- 3.5 The CRO or designate shall:
- 1) Appoint at least one (1) non-partisan Deputy Returning Officer (DRO), at least one week prior to the close of nominations;
 - 2) Prior to the opening of nominations, review and/or create nomination packages;
 - 3) be responsible for scrutinizing and approving nominations;
 - 4) confirm eligibility for all candidates;

- 5) approve the online ballot and confirm that the online voting system is available to all eligible voters;
- 6) chair the All-Candidates Meeting;
- 7) oversee the candidate conduct during campaigning;
- 8) approve and monitor election activity;
- 9) review, investigate, and adjudicate any election complaint reports received;
- 10) review, investigate, and adjudicate any contestation reports received from a candidate; and
- 11) submit a report to Council outlining the information from the election as well as policy and operational recommendations.

4. Deputy Returning Officer (DRO)

- 4.1 The CRO Shall determine how many DROs are needed for each election period. Current Councillors, Executive Council members, and full-time Association employees are not permitted to be a DRO.
- 4.2 At least one DRO must be an eligible voting Member of the Association. Said DRO shall cast the tie-breaking vote for all positions in order of preference.
- 4.3 The CRO shall determine the length of the DRO's term; however, it must last until at least the end of the contestation period.
- 4.4 At least one DRO shall assist the CRO with arbitrating complaints and reports of contestation.
- 4.5 The DRO shall also perform duties as assigned by the CRO.

5. Campaigning

- 5.1 Campaigning shall last for a period of at least eight (8) days.
- 5.2 Official campaigning shall begin once nominations close and after the CRO or designate has held the mandatory All-Candidates Meeting.
- 5.3 Association full time employees and members of the Executive Council – including those seeking re-election – are not permitted to be an Official Agent or a member of any campaign team for any candidate.
- 5.4 Current Association part time employees are prohibited from endorsing any candidates or their campaign(s) while on shift. Current Association part time employees who are candidates are prohibited from campaigning while on shift.
- 5.5 Candidates with pre-existing social media relationships with Association full and part time employees, Councillors, Executive Council Members, and other candidates are permitted to retain these relationships during campaigning -- provided Association full time employees, Councillors and Executive Council Members do not publicly endorse or promote the candidate's campaign.
- 5.6 The Candidate and their Official Agent shall be the only official representatives for the candidate's campaign for the purposes of administration and regulation.
- 5.7 The Association does not recognize campaign slates, where a *Slate* consists of a group of Candidates running in the election with the expectation that if one candidate wins their position, all candidates on that slate also win their positions.

6. Candidates Conduct

- 6.1 This Policy applies to Candidates, their Official Agents, and members of their campaign teams during the Election's campaigning period until the end of the Election Contestation period has passed, and includes, but is not limited to:

- 1) Internal meetings;
- 2) External meetings;
- 3) Classroom Visits;
- 4) Table Hours;
- 5) Hallway conversations; and/or
- 6) External Functions and/or events.

- 6.2 Campaigns are to be conducted in a conscientious and diligent manner with integrity, accountability, and transparency.
- 6.3 Fit for Work: Candidates are required to be fit for work at all times while campaigning and shall never be impaired while campaigning. Impairment can be caused by a range of causes and includes impairment from the use of drugs (including the use of prescription or non-prescription drugs, and/or the use of legal or illegal drugs), the consumption of alcohol, or by any other impairment (i.e., fatigue).
- 6.4 All Candidates have a responsibility for maintaining high standards of personal behaviour and for ensuring that others have the opportunity to exist in an atmosphere free of harassment, discrimination, or violence.
- 6.5 The Association prohibits discrimination based on the grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and/or sexual orientation as per the Alberta Human Rights Commission.
- 6.6 The Association has zero tolerance regarding messages or activities of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and prejudice.
- 6.7 Any proven allegations of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and/or prejudice will result in immediate disqualification.
- 6.8 Each Candidate must sign an Acknowledgment of Election Conduct Form (Appendix A). Official Agents cannot sign on their behalf

7. Ballots

- 7.1 Ballots are constructed through an online platform.
- 7.2 A single paper ballot shall be constructed for the purpose of the DRO's tie-breaking vote(s).
- 7.3 Each ballot shall:
 - 1) Contain the names of all candidates as submitted in the Nomination Package, corresponding with the position sought.
 - 2) Be arranged alphabetically in order of surnames for each respective position. If two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.
- 7.4 The withdrawal deadline for all positions is 4:00 p.m. on the last Friday preceding the start of polling. Withdrawals must be in writing and addressed to the CRO. Candidates who withdraw after this deadline may appear on the ballot; votes for said candidate shall not be valid. Only valid ballots shall be acknowledged in the official results.

8. Voting

- 8.1 Voting shall be conducted through an online voting platform by way of a secret ballot.
- 8.2 Only Members of the Association shall be eligible to vote.

- 1) In the event that a student is not on the eligible voters list, is unable to access the online voting platform, and believes themselves to be eligible, the student must provide proof of registration directly to the CRO or their designate. The CRO shall then make arrangements for that member to access a ballot.

8.3 Eligible voters may vote for:

- up to twelve (12) Councillors, and
- one (1) candidate for each Executive Council position.

8.4 Access to the voter's list shall be restricted to the CRO or designate and the Association Executive Director.

8.5 The voting period must be no less than 48 business hours. The voting period shall be published by the first day of nominations.

8.6 Voting by proxy is prohibited.

8.7 Voter intimidation, voter suppression, voter impersonation, and vote buying are strictly prohibited, and any proven allegations will result in immediate disqualification.

8.8 Candidates and their Official Agents are prohibited from providing devices to voters for the purpose (either directly or indirectly) of accessing the ballot and voting.

8.9 The CRO may make arrangements for dedicated voting stations on campus during the voting period.

- 1) Candidates and their Agent(s) are prohibited from loitering at voting stations.
- 2) Only the CRO, the DRO, election staff, and verified volunteers may remain at voting stations.

9. Ballot Counting and Results

9.1 Ballots shall be tallied by and according to the online voting platform at the close of voting.

9.2 The results document shall be accessed and downloaded from the online voting platform by the CRO and witnessed by the Association Executive Director. A copy of the results shall be submitted to the Association's third-party auditing firm for reporting purposes.

9.3 Election results shall remain confidential until announced to the Membership by the CRO or designate.

9.4 Election Results will remain unofficial until the end of the Contestation period has passed without incident, or until any and all Contestations and/or Complaints have been finalized.

9.5 Any Member of the Association may request a copy of the results document once the results have been deemed official.

10. Tied Vote

10.1 A designated DRO shall cast their ballot for candidates prior to the opening of voting via a paper ballot. The Executive Director shall be the custodian of the DRO's ballot.

10.2 In the event a tie vote is confirmed, the DRO's vote shall be considered the deciding vote.

11. Campaign Complaints

11.1 The CRO may issue sanctions to Candidates or any Official Agents who are deemed to be in violation of any election related Bylaws, Policies, and regulations.

11.2 Official Complaints must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.

- 11.3 Any Member of the Association may bring forward a suspected violation as per the following process:
- 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.
 - 2) Read and understand the Investigation Procedure ([Appendix C](#)).
 - 3) Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
 - 4) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the complaint requires further action as per the Investigation Procedure ([Appendix C](#)).

11.4 Frivolous or vexatious complaints will not be tolerated.

11.5 Any complaints regarding the CRO or other Election staff must be submitted to the Executive Director.

12. Penalization and/or Disqualification

12.1 Any candidate in contravention of the Association Bylaws, Policies, regulations, or procedures set by the CRO, may be penalized and/or disqualified by the CRO or designate.

12.2 Any activities or actions deemed inappropriate by the CRO may result in penalization and/or disqualification.

12.3 Penalties for contravention of Association Bylaws, Policies, and/or election regulations may include, but are not limited to:

- 1) a written warning;
- 2) suspension from campaigning;
- 3) confiscation or deletion of campaign materials;
- 4) the imposition of limitations or prohibitions on any or all campaign activities; for a specified period of time; or
- 5) disqualification

12.4 Any decision made by the CRO that results in penalization up to, but not including, disqualification, is final and cannot be appealed.

12.5 Any decision made by the CRO that results in disqualification may be appealed to the Judicial Review Committee as per the Terms of Reference.

13. Contested Elections

13.1 Elections may be contested on the following grounds:

- 1) Deliberate violation of Election Bylaws, policy, and/or regulations;
- 2) Candidates Eligibility;
- 3) Counting irregularities;
- 4) Mistakes in the electoral roll; and
- 5) Any activities that may call into question the integrity of the voting process.

13.2 Contestations must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.

13.3 Only Candidates may contest an election as per the following process:

- 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.
- 2) Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
- 3) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the contestation requires further action as per the Investigation Procedure ([Appendix C](#)).
- 4) Read and understand the Election's Investigation Procedure ([Appendix C](#)).

13.4 Frivolous or vexatious complaints will not be tolerated.

14. Election Report

14.1 The CRO must submit a report to the Executive Director no later than two (2) weeks after the election results are deemed official.

15. Deletion of Voter Information

15.1 Once the election results are deemed official, the Executive Director shall ensure all voter information is removed from the online voting platform and the DRO's ballot is destroyed.

Appendix A – Acknowledgement of Election Conduct Form

As an Candidate participating in an Association Election, I hereby acknowledge that I have read and understood the Association Election Policies and relevant Bylaws and regulations, and I agree to adhere and follow these in my behaviour and actions at all times during the election period.

I understand that I am responsible for the conduct of my Campaign Team for the duration of the election.

I understand that I should consult the Chief Returning Officer and/or Governance Coordinator if I have any questions about or am unclear about any item in the Election Policies, relevant Bylaws, and regulations.

I acknowledge that revisions to the Election Policies, relevant Bylaws, and regulations may occur from time to time and all such changes will be communicated through formal means. I understand that such revised or updated information supersedes existing policies, practices, or processes.

I understand that violations of the Election Policies, relevant Bylaws, and regulations may result in immediate and serious disciplinary action up to and including disqualification from the election.

I certify that this is a true and correct statement by my signature below:

| | | |
|----------------------------|---------------|--------------------|
| _____ Name of Candidate | _____ Date | _____ Signature |
| _____ Name of CRO | _____ Date | _____ Signature |

cc: Chief Returning Officer or Designate
Individual signing the document

Appendix B – Election Complaint/Contestation Form

PREAMBLE

All Members of the Red Deer Polytechnic community have the right to make a complaint regarding an Election Candidate, their Campaign Team Members, and the Election Staff.

Only Election Candidates have the right to Contest an election.

INSTRUCTIONS

To submit a complaint regarding an Election Candidate or campaign team member, or to contest an election, please:

1. Read the Association's Election Policy, Bylaw, and regulations.
2. Contact the Association's Governance and Student Support Coordinator at (403) 342-3200 or sagov@rdpolytech.ca for assistance in filling out this form.
3. Ensure that the contact information that you provide on this form, including email, phone, and/or mailing address are accurate. The contact information you provide on the form will be the method used to communicate with you.
4. Complete the form with as much detail as possible, including any supporting documentation.
5. Follow all instructions on the form.
6. Email the completed and signed form to the Chief Returning Officer at cruz-martin@outlook.com or the Association Governance and Student Support Coordinator at sagov@rdpolytech.ca or drop it off in an addressed and sealed envelope marked "Atten: CRO - Confidential" at the Association Office located in room 2010.

Contact Information

| | | |
|--------------------------------------|----------------------------|-------------|
| Last Name | First Name | Middle Name |
| Phone Number | RDP ID Number (If Student) | |
| Email Address | | |
| Is this a Contestation or Complaint? | | |

Information

| |
|---|
| Who are you making the allegation against? (Please include as much information as possible. i.e., name, role/title, etc.) |
| When and where did the incident occur? (Please include date, time, and location) |
| What Association Policy, Bylaw, or regulation has been breached by the individual? (Include policy name and number if known) |
| Provide an account of the incident, including what happened and when it occurred. (Provide as much detail as possible in your description of the events, attach additional pages if necessary) |

| |
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| |
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Please describe any attempts at informal resolution.

NOTE: Informal resolution may not be appropriate for every situation. If you did not seek informal resolution, please leave blank.

| |
|--|
| |
|--|

Were there any witnesses to the incident? If so, please list. (Include names and contact information, if known)

| |
|--|
| |
|--|

Have you discussed the incident with any other individuals? If yes, who?

| |
|--|
| |
|--|

Do you require any accommodations? (Including a support person)

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Acknowledgement of receipt (for use of SA Staff)

| | |
|-------------|------|
| Received By | Date |
|-------------|------|

Procedure

INVESTIGATION

Council

Adopted August 8th, 2023

Purpose

The purpose of this procedure is to outline the investigative process followed by the Chief Returning Officer and Election Staff when an allegation is made regarding a breach of election related Bylaws, Policies, procedures, and/or Regulations.

Definitions

1. The definitions in the Association Bylaws (“Bylaws”) are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for an Executive Council or Council Position.
3. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
4. For the purpose of this procedure, an individual who submits a Complaint/Contestation Form may be referred to as a “complainant” during the investigation process.
5. For the purposes of this procedure, an individual who is alleged to have breached Association Bylaws, Policies, and/or election regulations may be referred to as a “respondent” during the investigation process.

Process

1. Following receipt of a Complaint/Contestation Form, the CRO and relevant members of the Elections team will assess the complaint to determine if the complaint and /or contestation has grounds to proceed. This determination will be made within one (1) business day.
2. An investigation will be initiated when the allegations potentially violate the Association Bylaws, Policies, or election regulations and there is sufficient information upon which to base an investigation.
3. The CRO will function as an investigator to fact find and is responsible for determining if there is a breach.
4. Determining culpability and discipline will be the responsibility of the CRO.

Investigation

1. An investigation must be resolved within ten (10) business days.
2. To conduct a fair and thorough investigation, the respondent will be provided the complainant’s name and the particulars of the complaint. The respondent will be offered an opportunity to respond.
3. Both the complainant and the respondent will be interviewed separately by the CRO and any relevant members of the Elections team.
4. Individuals who have relevant information regarding the investigation (witnesses) will also be interviewed.
5. Each interviewee has the right to be accompanied by a support person if they wish.
6. If deemed necessary, the CRO may issue a Notice to the Membership to request information.
7. When the investigation is complete, the investigator will submit a report to the Executive Director, which includes the allegations, the parties’ responses, findings of fact, and any decision made by the CRO.
8. In consideration of applicable privacy laws, the CRO will provide a copy of the decision to the complainant and respondent via a decision letter which will include reasons for the decision, a summary of the investigation, and any recourse to be taken. A copy of the decision letter will also be given to the Executive Director.

9. Investigations will be concluded within the prescribed timeline unless documented and extenuating circumstances warrant an extension.

Accommodation

If anyone involved in the investigation process has accommodation needs, they are encouraged to disclose their requirements to the Association and/or investigator.

Excerpt from SARDP Bylaws:

Article 5: Elections

- 5.1 The General Election shall be held no later than March 30 for Councillor and Executive Council positions.
 - 5.1.1. Nominations for the General Election shall open no later than February 1.
- 5.2 If necessary, a By-Election may be held no later than November 30 for vacancies in the following Executive Council positions:
Vice President Academic
Vice President External
 - 5.2.1. Nominations for the By-Election shall open on no later than November 15.
- 5.3 Insufficient nominations and vacancies for either Executive Council or Council shall be filled as per policy.

Article 6: Students' Association Council

- 6.1 Governance of the Association
Council shall be the governing body of the Association. Council shall govern from May 1 to April 30.
- 6.2 Governing Structure:

| | |
|---------------------|---|
| Board of Directors: | Students' Association Council |
| Officers: | President, Vice President Academic, Vice President External, Executive Director |
| Executive Council: | President, Vice President Academic, Vice President External, Executive Director |
- 6.3 Powers and Duties of Council:
 - 6.3.1 Council shall be responsible for the advancement of the Association's objectives.
 - 6.3.2 Council shall have vested in all of the necessary legislative, administrative and executive power for the proper management of the affairs of the Association.
 - 6.3.3 Council shall have the power to conduct all actions necessary and expedient in carrying out the objectives and affairs of the Association.
 - 6.3.4 Council shall have the power to control, deal with, and expend all monies collected through fees levied against the Membership of the Association.
 - 6.3.5 Council shall be under no obligation to refund fees collected from Members that are withdrawing from the Institution if withdrawal does not conform to Institution policy respecting withdrawal dates.
 - 6.3.6 Council shall have the power to expel any Member of the Association who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
 - 6.3.7 Council shall approve an annual budget for the Association.
 - 6.3.8 Council shall approve the audited financial statements of the Association.
 - 6.3.9 Council shall make policies, rules, and regulations for operating the Association and using its facilities and assets.
 - 6.3.10 Council shall, when deemed necessary, sell, dispose of, or mortgage any or all of the property of the Association.

6.3.11 Council shall, without limiting the general responsibility of Council, delegate its powers and duties to the Executive Council or the Executive Director.

6.5 Eligibility:

6.5.1 Any Member of the Association may let their name stand for a Councillor position unless they are a full-time employee of the Association.

6.5.2 Any member of the Association may let their name stand for nomination by Council and appointment by the Minister as the Board of Governors student member at large if they are:

1. Enrolled in a minimum of one (1) credit course at either the Institution or a collaborative institution during the fall and winter terms,
2. In good academic standing,
3. Not an employee of the Association,
4. Not an employee of the Institution, and
5. Not a Community BOG Member.

6.5.3 It is the responsibility of the Executive Director or designate to ensure a Council Chairperson is in place for the Association

6.6 Duties and Responsibilities of Council Members

6.6.1 Councillors

Councillors shall:

1. Ensure that the opinions and concerns of their student constituents are represented in the decision making of the Council, by engaging with the Membership.
2. Promote the interests of the Membership and put the interests of Membership above their own interests.
3. Participate in at least three Association events per fall and winter term.
4. Maintain confidentiality.
5. Perform other duties as provided for in the Bylaws or the Policies and/or as assigned by action of the Council, including but not limited to:
 - (a) Sitting on at least one (1) Council Committee
 - (b) Attending meetings prescribed by the Executive Council.
 - (c) Assisting Executive Council in their duties.
 - (d) Attending Council meetings.
 - (e) Submitting an end-of-term report as per Policy.

Article 7: Executive Council

7.4 Eligibility

7.4.1 General Elections (President, the Vice President Academic, and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the most previous Fall term or most recent Winter term (if not enrolled during the most recent Fall term).
2. They have not previously served two (2) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their second elected term.

3. They are not current full time or salaried employees of the Association

7.4.2 By-election (Vice President Academic and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the most previous Winter term or most recent Fall term (if not enrolled during the most recent Winter term).
2. They have not previously served two (2) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their second elected term.
3. They are not current full time or salaried employees of the Association

7.4.3 The Executive Director is eligible for membership on Executive Council by virtue of their employment with the Association as ex-officio.

7.5 Executive Job Descriptions

7.5.1 The Executive Council shall:

1. Be responsible for upholding and maintaining the Bylaws and Policies of the Association for the effective and efficient administration of the Association.
2. At all times hold their responsibilities to the Association and its Members in highest priority
3. Perform, to the best of their abilities, all duties necessary or as provided for in these Bylaws and Policies, or as may be assigned by Council for the effective administration of the Association and the betterment of its Members.
4. Maintain confidentiality.
5. With the exception of the Executive Director,
 - (a) Be the official lobbyists of the Association.
 - (b) Be responsible for hiring, dismissal, performance evaluations, and salary reviews relating to the employment of the Executive Director.
 - (c) Be a member of the Institution's consultation committee responsible for tuition fees as per the PSLA.
 - (d) Perform their duties as outlined in the Executive Job Description Policy.
6. Not be an officer or executive of any student group during their term in office.
7. Not be employed by Red Deer Polytechnic during their term in office.

7.5.2 The President shall:

1. Be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:

- (a) Ensuring the implementation of any revisions to Bylaws and Policies of the Association.
 - (b) Ensuring the due observation of the Bylaws and the Policies.
 - (c) Interpreting the Bylaws and Policies of the Association.
 - (d) Be responsible for calling all General, Special General, Council, and Executive Council Meetings and presiding over Executive Council Meetings.
 - (e) Be responsible for preparing agendas for all General, Special General, Council, and Executive Council Meetings.
 - (f) Ensuring that all motions passed at General, Special General, Council, and Executive Council Meetings are carried out in a timely manner.
2. Be a signing authority on all Association bank accounts and official documents.
 3. Be the official spokesperson for the Association.
 4. Chair Executive Council meetings.
 5. Chair the Bylaw Amendment Review Committee.
 6. Be a student member on the institution's Board of Governors.
 7. Facilitate and promote participation of the Association with faculty, administration, government, and other organizations deemed beneficial to the Association.
 8. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Government issues
 - (c) Cost of education
 - (d) Recipient selection for Senior Awards (i.e.: GH Dawe Memorial)
 - (e) Diversity & inclusion
 9. In consultation with the Executive Council, ensure the annual performance review of the Executive Director is conducted between January 1st and February 28th.
 10. Perform any other duties as directed by Council and as outlined in Policy.

7.5.3 The Vice President Academic shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Assist the President in the duties of their office and assume the responsibilities of the President in their absence, as per Vacancy Bylaw.
4. Be a member of Academic Council.
5. Chair the Academic Council Student Caucus.
6. Guide students through the academic appeals process.
7. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Academic policy development & review
 - (c) Academic curriculum development & review
 - (d) Teaching & learning
 - (e) Admissions, enrolment, & retention
 - (f) Academic misconduct
 - (g) Research

8. Perform any other duties as directed by Council and as outlined in Policy.

7.5.4 The Vice President External shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Chair the Mental Health Committee
4. Be the Association's official representative for all external advocacy organizations of which the Association is a member.
5. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Ancillary services
 - (c) Sustainability
 - (d) Facilities management
 - (e) Campus planning
 - (f) Alumni relations
 - (g) Student safety
 - (h) Mental Health & Wellness
6. Perform any other duties as directed by Council and as outlined in Policy.