
Election Policy

Policy Details:

- 1) In February of each year, the Executive shall appoint an Election Committee, which shall be comprised of a Returning Officer and at least two Election Assistants.

- 2) The Executive shall set the date of the Annual Election to be held in March. In the case of a By-Election, the Executive shall make reasonable efforts to hold a By-Election as soon as possible. The President shall contact the Returning Officer to:
 - a) Identify the dates of the election
 - b) Identify the period that nominations shall be accepted
 - c) Ensure that each committee member has a copy of the Bylaws and Election Policy
 - d) Provide the scripted announcement(s) as prepared by the Executive.

- 3) The Executive is to announce the Annual Election or By-Election:
 - a) A minimum of fourteen (14) days-notice shall be given to the general membership of the upcoming Annual Election.
 - b) For a By-Election, a minimum of 14 days-notice shall be given to the general membership.
 - c) The first week nominations are open a scripted announcement prepared by the Executive shall be presented by an Election Committee Member at each venue to announce the election and encourage members to run for office. The announcement shall include:
 - i) The dates for the Annual Election or By-Election
 - ii) The dates nominations open and close (a 5-day period)
 - iii) Instruction that nominations are to be submitted to the instructor of the class and that an Election Committee Member shall retrieve nomination forms from the instructors at classes or TA training
 - iv) Advise that the campaign may start immediately upon acceptance of nomination by the Returning Officer
 - d) Candidate names shall be announced at classes and included in the weekly announcements e-mailed to members. on a weekly basis
 - e) It is the responsibility of the candidates running for Executive positions to have their bios presented to the Secretary to post on the weekly e-mail announcements.

- 4) The Executive shall prepare and provide nomination forms to the Returning Officer and Membership. Additional documents shall include:
 - a) Declaration of eligibility of nominee (eligibility – see Bylaws)
 - b) Information to provide and clarify job description
 - c) A copy of the Bylaws.

- 5) In regards to campaigning, the Returning Officer shall:
 - a) Advise the candidate his/her campaign can start immediately after their nomination is accepted
 - b) Schedule class time for nominees to campaign (maximum 3 minutes each)
 - c) Advise all candidates of the date, time and location of the counting of the votes. Candidates in attendance are to be observers only
 - d) Advise the candidate on acceptable campaigning methods:
 - i) Campaign speeches must be booked through the Election Committee, who shall advise the instructors
 - ii) The election committee shall schedule class time for nominees to present their campaign speeches (maximum 3 minutes each). Note: Class time must be first consideration
 - iii) Nominees shall campaign once at any given class.

- 6) The Returning Officer shall run the election as per the Bylaws:
 - a) Formally open and close the election process at the Annual Election and By-Election
 - b) The Election Committee shall tally the votes no later than 6pm the Sunday immediately following the vote. Election results shall be given to those candidates in attendance. Absent candidates and current Executive Members shall be advised of the results on the following day
 - c) No information from the Election Committee shall be released prior to this notification.

- 7) Results of the election to the general membership shall be done through posting and announcements during classes at the start of the following week after the election.