

STUDENT FEDERATION OF THE UNIVERSITY OF OTTAWA

ELECTORAL REGULATIONS



Élections
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PREAMBLE

WHEREAS it is in the interest of the Student Federation of the University of Ottawa to make the student population more aware of women's reality within society and to acknowledge the contribution of women in the progress of society in general, the Electoral Regulations have been written in the feminine gender.

The feminine includes the masculine.

1 CREATION OF THE INDEPENDENT AGENCY – ELECTIONS SFUO

1.1 INTERPRETATION

- 1.1.1 **APPLICATION.** This Election Regulations document must be read and interpreted in its entirety and in conjunction with the Constitution of Student Federation of the University of Ottawa and Appendix A.
- 1.1.2 **ELECTIONS REGULATIONS.** Where by-law 4 of the Constitution of Student Federation of the University of Ottawa and the Electoral Regulations disagree, by-law 4 of the Constitution takes precedence.
- 1.1.3 **APPENDIX A:** Electoral Timeline, which is subject to change every Elections and Referenda, to ensure the exact dates and deadlines of the Elections and Referenda period
- 1.1.4 **APPENDIX B:** General University of Ottawa Posting regulations, which are subject to change every Elections and Referenda, to ensure the compliance with any new updates to the regulations.
- 1.1.5 **DEFINITIONS.** The definitions in this subsection apply to this Election Regulations document, to the Constitution of Student Federation of the University of Ottawa and to Appendix A.
- i. **“Elections”** means any or all of general elections, by-elections, special elections, or University of Ottawa student representative elections.
 - ii. **“General elections”** means an election in the winter semester to elect executives of the Student Federation of the University of Ottawa and faculty directors of the Board of Administration. Use of this term encompasses University of Ottawa student representative elections that are held concurrently.
 - iii. **“By-elections”** means an election in the fall semester to elect faculty directors for faculties that offer only one-year program and for any vacancies of faculty directors or executive where necessary.
 - iv. **“Special elections”** means an election other than a general election or by-election.
 - v. **“University of Ottawa student representative elections”**. means the elections held by the Federation under delegated authority of the University of Ottawa Board of Governors, by the Vice President, Governance for the positions of Board of Governors Representative and Senate Representatives, as the case may be.
 - vi. **“Executive”** or executive member, means elected executive officers of the Federation as outlined in By-Law No. 3.
 - vii. **“Faculty director”** means members of the Board of Administration elected directly by and from their faculty membership as outlined in By-Law No. 3.
 - viii. **“Individual Members”** means full-time and part-time undergraduate students who have paid the membership fees to the Student Federation of the University of Ottawa (SFUO) as set out in the SFUO constitution, as well as SFUO executive members, the Chief Electoral Officer and the Chief Returning Officer.
 - ix. **“Referendum”** means a direct vote of the entire electorate of the federation in which it is asked to accept or reject a proposal. The results are binding.

- x. **“Elections Office”** means the Elections Director and Polling Director, as well as the administrative agent, poll clerks, or other employees.
- xi. **“Elections Director”** means a hired employee of the Board of Administrator in charge of overseeing the totality of the election process. Also, referred to as Chief Electoral Office.
- xii. **“Polling Director”** means a hired employee of the Board of Administration in charge of the logistical and polling requirements of the elections process and to serve as assistant to the Elections Director. Also, referred to as Chief Electoral Office.
- xiii. **“Nomination”** means the solicitation of support for a member’s candidacy in the Federations elections.
- xiv. **“Electoral Period”** shall include, but is not limited to, Nomination Periods, Campaign Periods, Referendum periods, debates, and Polling Periods;
- xv. **“Polling Station”** shall mean a place established by Elections SFUO for Members to cast their votes in an Election.
- xvi. **“Proxy voter”** means a person who is deemed to be a Member of the SFUO, who has been appointed and approved to cast a vote on behalf of another Member.
- xvii. **“Electoral Expense”** means the cost of goods or services used during the electoral period to: support, directly or indirectly, the election of a candidate, affiliation or committee, or promote the platform or the politics of a candidate, affiliation or committee. Election expenses include, but are not limited to: amounts paid; liabilities incurred; the commercial value of goods or services donated or provided, other than volunteer labour, for the purpose of promoting or supporting, directly or indirectly, before or during the election of a particular candidate.
- xviii. **“Election Materials”** means all materials used for the purpose of promoting, directly or indirectly, during campaigns, the election of a particular candidate or affiliation.
- xix. **“Referendum Materials”** means all materials used for the purpose of promoting, directly or indirectly, during campaigns, a referendum committee.
- xx. **“Professional Volunteer Labour”** means any professional service provided free of charge by a person who works or is self-employed in the field of service provided and that is normally sold or otherwise charged for by that person
- xxi. **“Campaign Committee”** means any member that is part of an electoral team including official representatives and/or a volunteer for a candidate, for which a candidate is responsible for and who must abide by the Electoral Regulations
- xxii. **“Banner”** is defined as a poster larger than 11 inches by 17 inches and a maximum of three feet in height and 8 feet in length.
- xxiii. **“Handbill”** is defined as a leaflet smaller than 8.5 inches by 11 inches.
- xxiv. **“Poster”** has the maximum dimensions of 11 inches by 17 inches. From this point forward, any reference to posters shall include posters and banners of any size.
- xxv. **“Scrutineers”** means an appointed neutral MEMBER of any campaign committee, or Referendum committee to observe the counting of ballots. They shall be chosen by the Chief Electoral Officer from a list of Members submitted by the candidate or Referendum.

1.2 GENERAL

- 1.2.1 Elections and Referenda shall be conducted in accordance with the constitution of the Student Federation. The independent body responsible for conducting Elections and Referenda shall be Elections SFUO.
- 1.2.2 Elections SFUO shall be the sole body to administer the Federation's Elections and Referenda. The Chief Electoral Officer shall oversee Elections SFUO.
- 1.2.3 For the purpose of this document, a member of the SFUO will hereinafter be called a Member.
- 1.2.4 The Electoral Regulations are subject to the SFUO Constitution.
- 1.2.5 Every bylaw, resolution and policy of the SFUO must be written and adopted in both of its official languages. Each of the English and French versions is equally authoritative. (Bylaw 5.2 of the SFUO Constitution)
- 1.2.6 In the event of any discrepancy between the English version and the French version of the Electoral Regulations, the most consistent text with the intention of the provision in accordance with the ordinary rules of legal interpretation shall prevail.
- 1.2.7 Each participant in an election campaign, but in particular candidates, committees, official representatives and volunteers, is responsible for familiarizing herself with the SFUO Constitution and the official Electoral Regulations in order to ensure that her actions do not contravene the Constitution or the official Electoral Regulations.
- 1.2.8 SFUO members have the right to, campaign for a candidate, affiliation or a committee; canvass votes for a particular candidate, affiliation or a committee; Entice electors to vote for a candidate, affiliation or committee; support a candidate's nomination.
- 1.2.9 The Chief Electoral Officer will use any and all powers available to her to ensure that the Electoral Regulations are respected and adhered to by all candidates and committees, in a spirit of integrity of the electoral procedures. If a candidate refuses to adhere to the Electoral Regulations, or refuses to submit to the penalties given by the Elections SFUO, the candidate may be removed from the ballot and be liable for the cost of reprinting. Alternately, the candidate may be given a major penalty on their electoral expenses.
- 1.2.10 The discretionary powers of the Chief Electoral Officer are given on the basis of good judgment on her part and shall always reflect fairness with the integrity of the elections procedures in mind.
- 1.2.11 During an Election or Referendum, the Chief Electoral Officer may define and enforce additional rules, or change existing rules, if it is necessary for the administration of Elections and Referenda or to uphold the spirit of a fair campaign. All additional rules must be communicated to all candidates and referendum committees in writing. No candidate or Referendum committee may be subject to sanction for violation of any additional rule or rule change defined and enforced by the Chief Electoral Officer until twenty-four (24) hours after such written communication to all candidates and referendum committees has been issued.

1.2.12 All Electoral forms must be submitted to the SFUO main office (University Centre, room 07), no later than the time and date stipulated in Appendix A; a candidate must ENSURE THAT the form is TIME/DATE STAMPED

1.3 ELECTIONS SFUO PERSONNEL

1.3.1 **ELECTORAL OFFICERS.** Elections SFUO shall be composed of the following Electoral Officers:

- i. the Chief Electoral Officer;
- ii. the Polling Director;

1.3.2 **ELECTORAL PERSONAL.** Elections SFUO shall be composed of the following Electoral personals:

- i. the Chief Electoral Officer;
- ii. the Polling Director;
- iii. Polling Clerks
- iv. All other employees hired by the Chief Electoral Officer or the Chief Returning Officer

1.3.3 **RESTRICTIONS.** No Electoral Officer may be:

- i. a member of the Board of Administration (including the Chair), an executive;
- ii. a member of the Board of Governance of the University of Ottawa, or a member of the Senate of the University of Ottawa;
- iii. a former member of the Board of Administration
- iv. a faculty director or executive of a Student Association;
- v. a member of the Student Federation staff in any other capacity;
- vi. a volunteer or a member of the editorial staff of any media outlet;
- vii. a candidate or member of a campaign committee;

1.3.4 **APPOINTMENT.** The Electoral Officers shall be appointed by the Elections Committee and ratified by the Board of Administration. The executive coordinator and the former Chief Electoral Officer may provide recommendations to the Elections Committee.

1.3.5 **PRECEDENCE.** In the event of a contradiction between the Electoral Regulations and the Constitution of the federation, the ruling and interpretation of the Constitution of the federation shall prevail over those of other Electoral Regulations. A decision by the Chief Electoral Officer shall be considered binding, immediate and final, subject only to appeal to the Elections committee of the Board of Administration.

1.3.6 **POWERS.** The following are some of the powers of the Chief Electoral Officer given to her by the SFUO Constitution:

- i. to enforce the timelines and restrictions;
- ii. to determine the eligibility of candidates;
- iii. to see to the physical organization of the elections;
- iv. to Declare the winner(s) of each race in all elections following a final tally of vote;

- v. to interpret and enforce the elections rules in accordance with By-Law 4 of the SFUO constitution and this electoral regulation document;
- vi. to accept complaints from candidates regarding breach of rules and regulations of the elections, to make rulings and prescribe sanctions and remedies as deemed appropriate;
- vii. to act as the primary point of contact for the Elections Office and to communicate with members, media, the University, and others in matters pertaining to the Federations elections;
- viii. to determine the duties of the personnel of the Elections SFUO

1.3.7 **EXCEPTIONS.** Employees or volunteers associated with the weekly campus newspapers (La Rotonde and The Fulcrum) will not be eligible for employment at Elections SFUO, unless they stop working or volunteering with the weekly campus newspapers for the duration of the election period.

1.4 ELECTIONS SFUO MANDATE

1.4.1 **ELECTIONS.** Elections for the following positions shall be conducted under the auspices of Elections SFUO:

- i. the executives;
- ii. any of the twenty-five (25) undergraduate faculty directors, from any of the ten (10) faculties from which faculty directors shall be elected to the Board of Administration;
- iii. any of the ten (10) full-time undergraduate members of the Senate of the University of Ottawa, if requested by the respective Faculty;
- iv. the Board of Governors undergraduate student's representative of the University of Ottawa;

1.4.2 **REFERENDA.** Elections SFUO shall administer the following Referenda:

- i. the Fall Referendums, which shall take place during the fall academic semester;
- ii. the Winter Referendums, which shall take place during the winter academic semester;

1.5 BOARD OF ADMINISTRATION AND ELECTIONS SFUO

1.5.1 **REPORTS TO THE BOARD OF ADMINISTRATION.** At the request of the Board of Administration, the Chief Electoral Officer shall report to the Board on any matters pertaining to Elections, Referenda, and their conduct.

1.5.2 **ELIGIBILITY AND DISQUALIFICATIONS.** The Elections Committee of the Board of Administration shall, ONLY at the written request of a candidate in the elections, look at reconsidering the ruling of the Elections Office and to provide a response, in one of three ways:

- i. to reject the ruling of the Elections Office and render any sanction(s) invalid;
- ii. to reaffirm the ruling and accept any sanction(s);
- iii. to reconsider the ruling and modify sanction(s);

- 1.5.3 **TRANSMISSION OF MOTIONS TO ELECTIONS SFUO.** The Elections Committee or Executive Director shall transmit all motions pertaining to Elections and Referenda to Elections SFUO no less than ten (10) days prior to the opening of polls. Any motion of the Board of Administration pertaining to Elections or Referenda that is not transmitted to Elections SFUO ten (10) or more days prior to the opening of polls shall be deemed spent and of no force or effect unless this requirement is waived by the Chief Electoral Officer.
- 1.5.4 **GENERAL ELECTIONS** are held each year, in the Winter semester. Elections must be held no later than the last business day in the month of February.
- 1.5.4.1 In the case of a general election or referendum, establish a minimum of ten (10) working days for the filling of nominations; nominations will close at least sixteen (16) working days before the first voting day of the elections.
 - 1.5.4.2 Depending on the school's starting dates, valid working days can include those before or after the university winter break, but not days during the fall examination period.
 - 1.5.4.3 A notice must be sent by email to all members of the Federation at least once, one week before the opening of the nominations period and at least once more before the last day of nominations.
- 1.5.5 **BY-ELECTIONS** are held each year, in the Fall semester. Elections must be held no later than the last business day in the month of October.
- 1.5.6 **REFERENDA** administered concurrently with a Federation election shall follow the same guidelines as the election. There shall be a two-week notice period followed by a campaign period of no less than seven (7) days, followed by no less than two (2) voting days. In the case of non-election time referenda, there shall be a two-week preparation period to assemble the "YES" or "NO" referendum committees, followed by a one-week campaign period of no less than seven days, followed by no less than two (2) voting days.

2 NOMINATIONS AND CANDIDACY

2.1 ELIGIBILITY

- 2.1.1 Any person is eligible to become a candidate if she fills the requirements of SFUO constitution by-law 3.
- 2.1.2 **BOARD OF ADMINISTRATION.** Any member of the Federation is eligible to run for a faculty director seat provided will be at least eighteen (18) years of age as of the first day of her mandate and she is enrolled in the faculty for which she is seeking a seat...
- 2.1.3 Candidates for the SFUO executive must also fill the eligibility requirements for the position per section 3 of the SFUO Constitution
- 2.1.4 **BILINGUALISM EXAM.** ONLY Executive Candidates will be tested in both languages by the Official Languages and Bilingualism Institute (OLBI) of the University of Ottawa.
- 2.1.4.1 *Candidates must abide strictly by the scheduled bilingualism exam date as specified by the Chief Electoral Officer and the OLBI.*
 - 2.1.4.2 *Any foreseen conflicts with the exams must be communicated with the Chief Electoral Officer at least three (3) working days in advance for rescheduling.*
 - 2.1.4.3 *Any unjustified absences on the day of the exam will automatically lead to disqualification; an appeal can be made to the Elections Committee, whom will assess if the justification provided by the candidate for the absence is 'extraordinary' and 'unprecedented'.*
 - 2.1.4.4 *Candidates are prohibited from discussing or debating their test language(s) with the employees of the OLBI. Candidates must show respect and compliance with the demands of the OLBI employees at all times.*
- 2.1.5 **UNIVERSITY SENATE.** Any regular, full-time, undergraduate student intending to study during the upcoming Full academic year may run for a position on the University of Ottawa Senate. She must be elected by her peers in each of the Faculties of the University of Ottawa.
- 2.1.6 **UNIVERSITY BOARD OF GOVERNORS.** Any regular, full-time, undergraduate student intending to study during the upcoming Full academic year may run for a position on the University of Ottawa Board of Governors.
- 2.1.7 Any other sections of the SFUO constitution pertaining to eligibility must be respected.
- 2.1.8 **MEETING WITH THE OUTGOING EXECUTIVE & BOA CHAIR.**
- 2.1.8.1 *In accordance with SFUO Constitution, within five (5) working days following the deadline for nominations outlined in Appendix A, each member of the outgoing Executive must hold an information session with all of the candidates running for her position.*

2.1.8.2 *All Members wishing to become Executives Candidates must make all reasonable efforts to meet with the outgoing Executive for which position they are seeking, or an alternative outgoing Executive at the discretion of Elections SFUO, to discuss the position and its responsibilities. Failure to do so may result in sanction at the discretion of Elections SFUO.*

2.1.8.3 *In accordance with the SFUO Constitution, within five (5) working days following the deadline for nominations, the Chair person of the Board of Administration must hold an information session with all of the candidates running for a faculty director position.*

2.1.8.4 *All Members wishing to become a Board of Administration Candidate must make all reasonable efforts to meet with the Chair person of the Board of Administration, to discuss the position and its responsibilities. Failure to do so may result in sanction at the discretion of Elections SFUO.*

2.1.9 **STATEMENT OF UNDERSTANDING.** Any member wishing to become a candidate in the general, special or by - elections shall submit alongside their nomination a statement of understanding, which states that they have read and understood the Constitution, the Electoral Regulations; that they understand that they will be subject to sanctions imposed by Elections SFUO; and that they intend to remain a Member of the Student Federation throughout their term in office.

2.1.10 **COLLECTION OF SIGNATURES.** Any member wishing to become a candidate in the general, special or by - elections shall collect the following signature from SFUO Members:

- i. SFUO executive positions: SFUO Members must submit the candidature form Indicating the support of fifty (50) members;
- ii. SFUO Faculty Director (Board of Administration) positions: SFUO Members must submit the candidature form indicating the support of twenty-five (25) Members of their faculty;
- iii. University Senate: Regular, full-time, undergraduate students must submit the candidature form indicating the support of at least twenty-five (25) regular, full-time, undergraduate students in the same faculty as the candidate;
- iv. University Board of Governors: Regular, full-time, undergraduate students must submit the candidature indicating the support of at twenty-five (25) regular, full-time, undergraduate students in good standing.

A signature for nominations shall only be valid if it is accompanied by a corresponding name, student identification number and faculty etc. Members may nominate more than one (1) candidate for each position.

2.1.11 LIMITATIONS ON CANDIDACIES. Including but not limited to the following:

- 2.1.11.1 Candidates may run for a position on the Senate of the University or the Board of Governor's along with running for a SFUO executive or Board of Administration position, at the same time;
- 2.1.11.2 Candidates may not run for an executive position and a BOA position at the same time;
- 2.1.11.3 Candidates may not run for an executive position and a BOA position at the same time;
- 2.1.11.4 Candidates may not run for a Senate position and a Board of Board of Governor's position at the same time;
- 2.1.11.5 Candidates running for only a University Senate or a Board of Board of Governor's position may not in any capacity associate with any affiliation.

2.1.12 POSITIONS FOR WHICH THERE IS NO RUNOFF. An SFUO executive or BOA candidate for whom their candidature is the only one for the position must all the same satisfy the admission conditions beforehand, as articulated by the SFUO Constitution and Electoral Regulations. She must duly run a campaign as though they were running against other candidates for the same position. The ballot will present the candidate's name and the choice of "YES" and "NO". The candidate must obtain a majority under the conditions in the SFUO Constitution. In the case of the Senate and BOG, a candidate who has no competition will not have to be subjected to a vote of confidence. They will simply be elected.

2.1.13 VACANCIES. If any position is vacant after the end of the Nomination Period or as a result of withdrawals, the Electoral Period shall carry on. To fill the position, the Board of Administration may call a by-election, fill the vacancy by appointment, or delegate the responsibilities to a sitting executive.

2.1.14 DUTIES AND OBLIGATIONS OF CANDIDATES AND COMMITTEES. A candidate must, from the moment of the publication of the list of official candidates as stipulated in Appendix A, revisit the Electoral Regulations and the SFUO Constitution and follow all regulations rules until the end of the electoral process as stipulated in Appendix A. Avoid any conflicts of interest (see section 9 of regulations). Ensure that her electoral team, including volunteers and official representatives, follow the Electoral Regulations and its responsibilities.

2.2 MANDATORY INFORMATION MEETING

2.2.1 GENERAL. Elections SFUO shall organize and promote a mandatory information meeting for all candidates before the start of an Campaign Period. The purpose of this meeting shall be to inform candidates about Electoral Regulations and of important times and dates. Any member wishing to a candidate in the general, special or by – elections, must make all reasonable efforts to attend the mandatory Information meeting set in Appendix A.

2.2.2 **ABSENCE FROM MEETING.** Absence from the mandatory information meeting must be approved by the Chief Electoral Officer. As such, unjustified absences may result in the candidate's disqualification. Justification for an absence from the Mandatory information Meeting must be presented or communicated in writing to the Chief Electoral Officer no later than forty-eight (48) hours after the time of the session.

2.3 MANDATORY SPECIAL EVENTS

2.3.1 **GENERAL.** Elections SFUO shall organize and promote mandatory special events which but are not limited to the meet and greet, Candidate's table show case, virtual debates, etc. for all candidates before the start of a Campaign Period. The purpose of these special events shall be to allow the members to further get to know the candidates running for different positions. Any member wishing to be a candidate in the general, special or by – elections, must make all reasonable efforts to attend the special events set in Appendix A.

2.3.2 **ABSENCE FROM MEETING.** Absence from the any special event must be approved by the Chief Electoral Officer. As such, unjustified absences may result in the candidate's disqualification. Justification for an absence from the special event must be presented or communicated in writing to the Chief Electoral Officer no later than forty-eight (48) hours after the time of the session.

2.4 CANDIDATES DEBATE

2.4.1 **GENERAL.** Elections SFUO shall organize and promote at least one debate for all executive candidates to be held no later than twenty-four (24) hours prior to the beginning of the Polling Period. The purpose of this debate shall be to give Members an opportunity to ask questions to the candidates, and for candidates to make their views known. All debates set in Appendix A are mandatory for all executive candidates.

2.4.2 **ABSENCE FROM DEBATE.** Absence from debate must be approved by the Chief Electoral Officer. As such, unjustified absences may result in the candidate's disqualification. Justification for an absence from the debates must be presented or communicated in writing to the Chief Electoral Officer no later than forty-eight (48) hours after the time of the session.

2.4.3 **BROADCASTING.** Where possible, Elections SFUO should broadcast debates using electronic live streaming.

2.5 CAMPAIGN AFFILIATION

2.5.1 **FORMATION OF A CAMPAIGN AFFILIATION.** Each candidate may form a campaign affiliation. As stated in the SFUO constitution, the candidate must declare any affiliation with other candidates prior to the start of the campaign by submitting a list of names and signatures of any candidates they are affiliating with to the SFUO main office (University Centre, room 07), no later than the time and date stipulated in Appendix A. All campaign expenses must be filed individually by all candidates. Financial resources may not be shared by candidates.

- 2.5.2 **MEMBER'S RESTRICTION OF A CAMPAIGN AFFILIATION.** The number of candidates within an affiliation cannot exceed the number of seats that are open for a position. Candidates for the Senate and the Board of Governors of the University of Ottawa cannot affiliate in any capacity with any campaign affiliation, unless they are also running for a SFUO elected position, in which case they can choose to affiliate for the purposes of that position.
- 2.5.3 **CANDIDATE SUBJECT TO SANCTION.** All campaign affiliation members are responsible for adhering to SFUO constitution and the Electoral Regulations. The candidate may be subject to sanctions due to violations of the Electoral Regulations by any of their affiliation members.

2.6 OFFICIAL REPRESENTATIVES

- 2.6.1 **GENERAL.** Each candidate has the right to name two (2) official representatives. All official representatives must be members of the SFUO. All official representatives are responsible to inform her candidate of the existence and of the content of the communication written or verbal between them and Elections SFUO. Official representatives are bound to the same rules as the candidates.
- 2.6.2 **RESTRICTIONS.** Including but are not limited to the following:
- 2.6.2.1 Each candidate is allowed to have only one (1) official representative present at any given polling station to observe the polling process.
 - 2.6.2.2 The official representative must present herself to the poll clerks working at said station. The official representatives will be required to wear identification provided by Elections SFUO when present at a polling station.
 - 2.6.2.3 Each candidate is allowed to have only one (1) official representative present during the tabulation of votes.
- 2.6.3 **CANDIDATE SUBJECT TO SANCTION.** Each candidate is responsible to ensure that her official representatives are adhering to SFUO constitution and the Electoral Regulations. The candidate may be subject to sanctions due to violations of the Electoral Regulations by any of their official representatives.

2.7 VOLUNTEERS

- 2.7.1 **GENERAL.** Each candidate has the right to recruit an unlimited number of volunteers to help her through the Electoral campaigning period. Volunteers are people who provide their personal services free of charge under the condition that they are doing this work voluntarily and separate from their regular, paid employment. All volunteers must be SFUO members.
- 2.7.2 **PROFESSIONAL SERVICES.** If a candidate receives professional services free of charge, or a professional volunteer her time, the maximum value of professional volunteer labour is \$350. This amount is the maximum limit; it is non-refundable and is separate from the election expenses limit. The lowest possible cost of professional volunteer labour is the lowest cost available to all candidates; if asked, candidates must prove the price they have is available to all candidates.

- 2.7.3 Each candidate must submit a list of volunteers to Elections SFUO. No person may work on the electoral campaign of a candidate in any way without first being added to the list of volunteers to be submitted to the SFUO main office (University Centre, room 07), no later than the time and date stipulated in Appendix A and approved by Elections SFUO. Volunteers for candidates who are affiliated may campaign for the candidate's affiliations.
- 2.7.4 A single student may be a registered volunteer for multiple campaigns, as long as they are not in direct competition with one another.
- 2.7.5 Candidates' affiliations may be penalized in the manner hereinafter described for a regulatory infraction committed by their volunteers.

3 REFERENDA

3.1 REFERENDUM QUESTIONS

- 3.1.1 **GENERAL.** Referenda may be initiated by the Board of Administration or by Members.
- 3.1.2 **REFERENDUM QUESTIONS.** The referendum question must be concise, precise, and unambiguous. The question must be answered simply by a "YES" or "NO". In the case of an impeachment referendum, the question shall read: "Should (name of the Executive), cease to occupy the position of (position held by that member of the Executive) of the Student Federation of the University of Ottawa?"
- 3.1.3 **BOARD OF ADMINISTRATION-INITIATED REFERENDUM QUESTIONS.** The Board of Administration may initiate a Referendum question by way of a resolution. Any motion to place a question before the Student Federation by the Board of Administration must be presented as a written motion signed by at least four (4) Faculty Directors and distributed to all Faculty Directors no later than seventy-two (72) hours prior to the meeting of the Board of Administration. If passed, it will be put to Members during the following Referendum period. The wording of a Referendum question must be approved by the Board of Administration no later than the time and date of closing of the nomination period of the official candidates list stipulated in Appendix A.
- 3.1.4 **STUDENT-INITIATED REFERENDUM QUESTIONS.** Any Member may initiate a Referendum question by a petition duly signed by one thousand five hundred (1500) or five percent (5%) of the members of the Federation, whichever is less. The petition must list the student number of every signatory and must be delivered to the Chairperson of the Board of Administration, no later than seven (7) working days prior to a meeting of the Board of Administration. The petition must clearly indicate the question to be posed in accordance with subsection 3.0 of the Electoral Regulations. In this case, at the Board of Administration meeting immediately following delivery of the petition, the Chairperson must require the Board to select a timeline to hold the referendum consistent with 4.4.2. of the SFUO constitution. This section is in compliance with the time and date stipulated in Appendix A.

- 3.1.5 **APPROVAL OF REFERENDUM QUESTIONS.** All Referendum questions must be approved by the Chief Electoral Officer. The Chief Electoral Officer shall ensure that Referendum questions are clear, concise, and do not violate the SFUO constitution. The Chief Electoral Officer may reject any Referendum question they deem in violation of the Constitution or Electoral Regulations. Any dispute or uncertainty arising from the Chief Electoral Officer's interpretation of a Referendum question shall be referred to the Board of Administration for an opinion.
- 3.1.6 **QUORUM.** Quorum for all Referenda shall be five percent (5%) of Members
- 3.1.7 **WITHDRAWALS.** "YES" or "NO" Referendum committees may withdraw up to twenty-four (24) hours before the beginning of the Polling Period by a submission of a petition of two-thirds (2/3) of the Referendum committee for student-initiated committees or by a resolution of the Board of Administration for Board of Administration-initiated committees.

3.2 Mandatory Information Meeting

- 3.2.1 **GENERAL.** Elections SFUO shall organize and promote a mandatory information meeting for all referendum committees before the start of an Campaign Period. The purpose of this meeting shall be to inform committees about Electoral Regulations and of important times and dates. Any committees wishing to a partake in the general, special or by – elections, must make all reasonable efforts to attend the mandatory Information meeting set in Appendix A
- 3.2.2 **ABSENCE FROM MEETING.** Absence from the mandatory meeting must be approved by the Chief Electoral Officer. As such, unjustified absences may result in the committee's disqualification. Justification for an absence from the mandatory meeting must be presented or communicated in writing to the Chief Electoral Officer no later than forty-eight (48) hours after the time of the session.

3.3 MANDATORY SPECIAL EVENTS

- 3.3.1 **GENERAL.** Elections SFUO shall organize and promote mandatory special events which may include but are not limited to the meet and greet, committee's table show case, virtual debates, etc. for all committees before the start of a Campaign Period. The purpose of these special events shall be to allow the members to further get to know the committees promoting the different referendum questions. Any committee wishing to partake in the general, special or by – elections, must make all reasonable efforts to attend the special events set in Appendix A.
- 3.3.2 **ABSENCE FROM EVENTS.** Absence from the any special event must be approved by the Chief Electoral Officer. As such, unjustified absences may result in the committee's disqualification. Justification for an absence from the special event must be presented or communicated in writing to the Chief Electoral Officer no later than forty-eight (48) hours after the time of the session.

3.4 REFERENDUM COMMITTEE

3.4.1 **FORMATION OF A REFERENDUM COMMITTEE.** Any member of the SFUO can create a referendum committee promoting a “YES” or a “NO” vote on a valid referendum question if a Referendum Committee Attestation Form is signed by two (2) official representatives and is submitted to the SFUO main office (University Centre, room 07), no later than the time and date stipulated in Appendix A. In the case of a referendum seeking to create a new Federated Body, only students who would be represented by the new Federated Body may be members of either the “YES” or “NO” committees.

3.4.2 **RESTRICTIONS.** No Member may act as a member of both “Yes” and “No” committees of the same question.

3.5 OFFICIAL REPRESENTATIVES

3.5.1 **GENERAL.** Each committee has the right to name two (2) official representatives. All official representatives must be members of the SFUO. All official representatives are responsible to inform their committee of the existence and of the content of the communication written or verbal between them and Elections SFUO. Official representatives are bound to the same rules as the committees.

3.5.2 **RESTRICTIONS.** Including but are not limited to the following:

3.5.2.1 Each committee is allowed to have only one (1) official representative present at any given polling station to observe the polling process;

3.5.2.2 The official representative must present herself to the poll clerks working at said station; the official representatives will be required to wear identification provided by Elections SFUO when present at a polling station;

3.5.2.3 Each committee is allowed to have only one (1) official representative present during the tabulation of votes.

3.5.3 **COMMITTEE SUBJECT TO SANCTION.** Each committee is responsible to ensure that their official representatives are adhering to SFUO constitution and the Electoral Regulations. The committee may be subject to sanctions due to violations of the Electoral Regulations by any of their official representatives.

3.6 VOLUNTEERS

3.6.1 **GENERAL.** Each committee has the right to recruit an unlimited number of volunteers to help her through the Electoral campaigning period. Volunteers are people who provide their personal services free of charge under the condition that they are doing this work voluntarily and separate from their regular, paid employment. All volunteers must be SFUO members.

- 3.6.2 **PROFESSIONAL SERVICES.** If a committee receives professional services free of charge, or a professional volunteer her time, the maximum value of professional volunteer labour is \$350. This amount is the maximum limit; it is non-refundable and is separate from the election expenses limit. The lowest possible cost of professional volunteer labour is the lowest cost available to all committees; if asked, committees must prove the price they have is available to all committees.
- 3.6.3 Each committee must submit a list of volunteers to Elections SFUO. No person may work on the electoral campaign of a committee in any way without first being added to the list of volunteers to be submitted to the SFUO main office (University Centre, room 07, no later than the time and date stipulated in Appendix A and approved by Elections SFUO.
- 3.6.4 A single student may be a registered volunteer for multiple campaigns, as long as they are not in direct competition with one another.
- 3.6.5 Committees may be penalized in the manner hereinafter described for a regulatory infraction committed by their volunteers.

4 CAMPAIGN EXPENSES

4.1 MAXIMUM CAMPAIGN EXPENSES

- 4.1.1 Each candidate or Referendum committee shall be permitted to spend the following maximum amount, in Canadian dollars, on campaigning:
- 4.1.1.1 *Executive candidates shall be permitted to spend a maximum of three hundred dollars (\$300);*
 - 4.1.1.2 *BOA candidates shall be permitted to spend a maximum of one hundred dollars (\$100);*
 - 4.1.1.3 *Senate candidates shall be permitted to spend a maximum of one hundred dollars (\$100);*
 - 4.1.1.4 *BOG candidates shall be permitted to spend a maximum of one hundred dollars (\$100);*
 - 4.1.1.5 *Referendum Committees shall be permitted to spend a maximum of three hundred dollars (\$300);*

4.2 FAIR MARKET VALUE

- 4.2.1 All candidates and Referendum committees must pay at least fair market value for any campaign expenses, which shall mean the lowest price for any given product available to the public in the Ottawa region.
- 4.2.2 Elections SFUO will determine the Fair Market Value, as needed.

- 4.2.3 Receipts that indicate a lower price than that quoted by Elections SFUO will be rejected unless the candidate or the committee can prove conclusively that such prices were available to all candidates and committees prior to the beginning of the campaign.
- 4.2.4 In the absence of such proof, the price quoted by Elections SFUO will be applied as the Fair Market Value for the purpose of calculating the election expenses limit. The disputed goods will nonetheless be reimbursed at the price quoted on the receipt.

4.3 EXPENSE REPORTS AND REIMBURSEMENTS

- 4.3.1 All candidates and Referendum committees must file campaign expenses individually. Affiliated candidates must equally split the cost and amount of materials marked against their campaign in the case of resources that have more than one candidate featured on them.
- 4.3.2 All candidates and Referendum committees shall submit a complete expense report, original campaign receipts, and requests for reimbursement to the Chief Electoral Officer no later than the time and date marking the end of the campaign period stipulated in Appendix A.
- 4.3.3 Unjustified late submission of a complete expense report, original campaign receipts, and requests for reimbursement may result in the candidates or committee's disqualification. Justification for such action must be presented or communicated in writing to the Chief Electoral Officer no later than twenty-four (24) hours of the time and date marking the end of the campaign period stipulated in Appendix A.
- 4.3.4 No candidate or Referendum committee shall be entitled to reimbursement of campaign expenses if original itemized receipts are not provided.
- 4.3.5 All candidates and Referendum committees shall be entitled to reimbursement by the Student Federation of the amount they have spent on campaign materials, less the amount of any financial sanctions imposed by the Chief Electoral Officer.
- 4.3.6 Any candidates and Referendum committees that is deemed disqualified at any point of the electoral period will not be entitled to reimbursement by the Student Federation.
- 4.3.7 Any executive candidates who is unsuccessful with the bilingual testing process, will not be entitled to reimbursement of any campaign expenses by the Student Federation.
- 4.3.8 Publishing an op-ed during the campaign is considered advertising and must be charged as an election expense. Any paid use of virtual communities must be claimed as electoral expenses.

4.4 DONATIONS

- 4.4.1 All candidates and committees may receive donations of goods and services. These donations must be declared at their Fair Market Value.
- 4.4.2 Donations will be counted as expenses when calculating the election expenses limit.
- 4.4.3 Donations shall not, either individually or in the aggregate, exceed the maximum campaign expenses limit outlined in the Electoral Regulations.

4.4.4 Donations will not be reimbursed.

5 CAMPAIGNING GUIDELINES

5.1 GENERAL CAMPAIGN GUIDELINES

- 5.1.1 **GENERAL.** The Chief Electoral Officer shall ensure electronic copies of the Electoral Regulations, Posting Rules, SFUO Constitution and University regulations are available online for all candidates. Failure to comply with the Electoral Regulations may result in the disqualification of a candidate or Referendum committee, invalidation of Elections or Referenda, or any other sanctions deemed appropriate by Elections SFUO. All provisions of the Electoral Regulations apply equally to all candidates, campaign committees, and Referendum committees unless otherwise specified.
- 5.1.2 **SPIRIT OF A FAIR CAMPAIGN.** All candidates, campaign committees, and Referendum committees shall respect the spirit of a fair campaign and shall conduct themselves with full respect of other candidates and committees; shall not make or publish any false statement of fact in relation to the character or conduct of a candidate; shall not use any poster, banner, and other election materials against another candidate; shall use proper language and conduct at all times while communicating with Elections SFUO and its representatives. Any activity deemed by the Chief Electoral Officer to impinge on these principles may be subject to sanction.
- 5.1.3 **CAMPAIGNING.** Campaigning and related activities may only be carried out by Members. All campaigning for an Election must be carried out by the candidate and their authorized campaign committee. All campaigning for a Referendum must be carried out by members of the Referendum committee.
- 5.1.4 **CAMPAIGN PERIOD.** The Chief Electoral Officer shall designate a specific period in which campaigning is permitted. Such a period shall be called the Campaign Period. Candidates and Referendum committees shall be permitted to Campaign throughout the Polling Period. There shall be no campaigning during any other period, including the Nomination Period.
- 5.1.5 **RESIDENCE CAMPAIGNING.** Posters are allowed on the main poster boards on each floor in each residence. These posters must be stamped and approved by the Resource Centre (as well as being approved by Elections SFUO). Candidates and Referendum committees are allowed a total of twenty-four (24) posters that must be no larger than 8.5 inches by 14 inches for the residences' main entrances and a total of a hundred (100) posters no larger than 8.5 inches by 11 inches for the residences' floor postings. Posting on residence walls is prohibited. To have materials distributed in mailboxes, candidates and committees must get written permission from the residence director
- 5.1.6 **CLASSROOM PRESENTATIONS.** Any candidate, campaign committee and Referendum committee members wanting to make a classroom presentation must first obtain permission from the professor before the beginning of the class. Classroom presentations may continue throughout polling times.

- 5.1.7 **PLATFORM.** All candidates and Referendum committees are entitled to submit a picture, platform, and up to two hyperlinks to appear on Elections SFUO and/or on the Student Federation website at the start of the Campaign Period, provided that they are submitted no later than the time and date stipulated in Appendix A. The platform shall be fully bilingual and shall not exceed 250 words in both languages. The platforms shall be made available, AS-IS, through Elections SFUO and/or on the Student Federation.
- 5.1.8 **EXTERNAL BODIES.** No External Body may be directly or indirectly involved in the activities of, or in the implicit or explicit support of, Referendum committees or Candidate's campaign committees. Any Referendum committee or candidate believed by the Chief Electoral Officer to have received assistance, either direct or indirect, from an External Body may be subject to sanction up to and including disqualification of a candidate or Referendum committee and/or invalidation of an Election or Referendum.
- 5.1.9 **INTEFERENCE WITH CAMPAIGNING.** Candidates and their respective committees shall not interfere with the distribution of campaign material or engage in slanderous campaigning.
- 5.1.10 **IDENTIFICATION.** Any individual campaigning must produce their University student identification card and any other relevant documentation when asked to do so by an Electoral Officer. Failure to produce adequate identification will result in the uncompensated confiscation of campaign material in the person's possession as well as any sanctions deemed appropriate by the Chief Electoral Officer.
- 5.1.11 **UNIVERSITY ORGANIZATIONS.** All candidates, campaign committees, and Referendum committees may not under any circumstances make use of university organization, including but not limited to the following:
- 5.1.11.1 *Obtain financing or make use of resources, including but not limited to photocopies, supplies, email lists, offices and office equipment from the SFUO offices or from any other organization financed, in whole or in part, by the students of the University of Ottawa.*
 - 5.1.11.2 *Campaign off campus at SFUO services, SFUO Offices, or Federated Body Offices, at Campus bars or restaurants in which alcohol is served and in the computer labs and libraries of the University of Ottawa.*
- 5.1.12 **CLUBS AND SOCIETIES.** SFUO clubs and societies have the right to support specific candidate, campaign committee or referendum questions and to send e-mail messages to inform their members. However, if the candidate supported by a certain club or society is themselves member of the club or of the club executive, this candidate must not themselves send an e-mail demonstrating the support of the club. Another member of the club or society in question must send the e-mail.
- 5.1.13 **COMMUNICATIONS WITH ELECTIONS SFUO**
- 5.1.13.1 *Elections SFUO will be located in room 309 of the University Centre. Office hours will be posted at Elections SFUO office, and on the elections web site. Office Phone number: 613-562-5800 x 2625 E-mail: elections@sfuo.ca*

5.1.13.2 *The above contact information must be used to communicate with Elections SFUO. It is best to make an appointment.*

5.1.13.3 *All candidates, campaign committees, and Referendum committees will have to provide an email address to Elections SFUO. They will be responsible for checking their emails as they will be held accountable for the content therein.*

5.1.13.4 *Elections SFUO, by means of an audio or video recorder, may record all communications with Elections SFUO by any candidates, campaign committees, and Referendum committees. Any meeting, interview, general discussion or question, either formal or informal, may also be recorded. Elections SFUO may keep any recording made on file. A copy of any recording made may be brought as evidence during an appeal or made available to members of the SFUO.*

5.1.13.5 *Appropriate language must be used when addressing any members of Elections SFUO. Abusive language and inappropriate suggestions or tone will not be tolerated. Offending parties will be subject to sanctions rendered by the CEO.*

5.2 ABUSE OF POSITIONS

5.2.1 **GENERAL.** No candidates, campaign committees, and Referendum committee members may abuse positions they hold with any group to provide greater resources, exposure, or support to their campaign. Such abuses shall include, but are not limited to, subversion of, or exertion of undue influence on, any established systems for issuing endorsements, using privileged access to contact lists or social media platforms to campaign, and any other actions deemed inappropriate by the Chief Electoral Officer.

5.2.2 **ASSOCIATION EXECUTIVES.** No Executive, Faculty Director, or employee of the Student Federation or of a school, faculty, or departmental association may use their position, or any benefits associated with it, in order to aid a campaign or Referendum committee.

5.2.3 **TEMPORARY SUSPENSION OF DUTIES.** During the Campaign Period, all candidates with a position providing access to broadcasting and/or programming abilities shall forgo their programming and broadcasting responsibilities. Likewise, all candidates who have editorial duties, including contributions, with a campus publication shall refrain from fulfilling those duties during the Campaign Period.

5.3 CAMPAIGN MATERIAL

5.3.1 GENERAL.

5.3.1.1 *Vandalized posters may be replaced on the condition that they are exact replicas of those that were destroyed. For the purpose of this section, the cost of replacement will not be factored into the expense limits.*

5.3.1.2 *Elections SFUO must approve promotional materials before distribution and they must be identified by means of an elections stamp supplied by Elections SFUO. Candidates will be responsible for stamping approved materials in such a way that the stamp is clearly visible. It is up to the candidates and committees to ensure that all their material has a space for the elections stamp. Elections SFUO will also reserve the right to keep a copy of the approved material at the time of approval.*

5.3.1.3 *Approval for materials will be refused to anyone having reached her election expenses or volunteer labour limit, depending on the limit thereby affected.*

5.3.1.4 *Notwithstanding any of the other stipulations of this section, the Chief Electoral Officer reserves the right to order, at her discretion and with valid reason, the removal of any posted campaign materials, or the distribution of campaign materials to cease.*

5.3.2 **MAXIMUM CAMPAIGN POSTERS.** Each candidate or Referendum committee shall be permitted to post the following maximum number of posters:

5.3.2.1 *Executive candidates shall be permitted to post a maximum one hundred and fifty (150) posters and four (4) banners and can distribute a total of two thousand (2000) handbills over the duration of the campaign period.;*

5.3.2.2 *BOA candidates shall be permitted to post a maximum sixty (60) posters and two (2) banners and can distribute a total of one thousand (1000) handbills over the duration of the campaign period;*

5.3.2.3 *Senate candidates shall be permitted to post a maximum sixty (60) posters and two (2) banners and can distribute a total of one thousand (1000) handbills over the duration of the campaign period;*

5.3.2.4 *BOG candidates shall be permitted to post a maximum one hundred and fifty (150) posters and four (4) banners and can distribute a total of two thousand (2000) handbills over the duration of the campaign period;*

5.3.2.5 *Referendum Committees shall be permitted to post a maximum one hundred and fifty (150) posters and four (4) banners and can distribute a total of two thousand (2000) handbills over the duration of the campaign period.*

5.3.3 **CAMPAIGN MATERIAL CONTENT**

5.3.3.1 *All campaign materials pertaining to the elections shall include, in a legible form, the name of the candidate, and affiliation or the committee that sponsored it.*

5.3.3.2 *Campaign materials must not be libellous, racist, sexist, homophobic, transphobic or discriminatory in any way.*

5.3.3.3 *Campaign materials must be in good taste. Determination of good taste is at the Chief Electoral Officer's discretion.*

- 5.3.3.4 *Candidates may not use any form of logo, letterhead or material similar to those used by the SFUO, Elections SFUO, the university, any Federated Body or SFUO club or other campus organization on their campaign materials. This includes but is not limited to the colour scheme used by Elections SFUO. All campaign material must be submitted online on Elections SFUO website before printing; they will approve all said material that does not contravene this rule.*
- 5.3.3.5 *All electoral materials must respect the bilingual posting policies of the University of Ottawa. The French text does not need to appear first, but the equivalent content must be written in both English and French and appear in the same size.*
- 5.3.3.6 *All candidates must ensure that all campaign materials are perfectly bilingual and do not contain errors.*
- 5.3.3.7 *Materials must not make unverified accusations of views and/or acts of another candidate, affiliation or committee.*
- 5.3.3.8 *All candidates are responsible for the accuracy of information included in all campaign materials.*
- 5.3.3.9 *Elections SFUO is not responsible for campaign materials that are found to be in non-compliance with the Electoral Regulations after it has been posted; it will be up to the candidate or committee to remove said material upon request and they may not be reimbursed.*
- 5.3.3.10 *Every campaign material must include the polling days, unless authorized by Elections SFUO.*
- 5.3.3.11 *It is fully the responsibility of the candidate, Campaign committee and Referendum committee to comply with the Electoral Regulations, any material mistakenly approved by the Chief Electoral Officer does not take precedence over the Electoral Regulations.*

5.4 GENERAL UNIVERSITY POSTING REGULATIONS

- 5.4.1 All postings must be done in compliance with the posting regulations stipulated in Appendix B for the Elections and Referenda which will be made available on Elections SFUO website.
- 5.4.2 All candidates and committees must comply with the posting regulations stipulated by each individual University building as well as the regulations of the University of Ottawa with regard to posting on University grounds. It is forbidden to post in staircases, on doors, on floors, on painted walls, on wood, on any transparent surface or over any material already posted, unless specifically indicated in the posting rules.
- 5.4.3 It is strictly prohibited to post campaign materials that cannot be removed without damaging the surface on which they are located. This includes stickers, decals and glues. All costs to clean or repair damages caused by the candidates, their representatives and volunteers will be deducted from the candidate's budget and refund, and may lead to the SFUO invoicing the candidate.

- 5.4.4 Notwithstanding the wearing of buttons or clothing items, off-campus campaigning of any kind is prohibited. Posted materials are only allowed inside University buildings and all other campaign materials must be confined to University grounds.
- 5.4.5 Candidates and committees are prohibited from advertising and organizing house parties or campaigning where alcohol is present or in licensed establishments.
- 5.4.6 Candidates and committees may not use paint or other products to write their names in the snow, grass or any such surface during the campaign period. The candidates and committees must comply with University of Ottawa environmental regulations.
- 5.4.7 All banners and electoral materials must be posted in a way that does not represent a traffic or fire hazard. It is the responsibility of the candidate to ensure that all banners and posters are placed in a safe manner.

5.5 VOTING DAYS CAMPAIGNING

- 5.5.1 Candidates, Campaign committee members and Referendum committee members cannot, under any circumstances, solicit votes within twelve (12) meters of a polling station or in a manner in which a candidate may be heard or seen campaigning at the polling station.
- 5.5.2 Candidates and Campaign committee members, Referendum committee members shall not converse with, nor ask questions to, any of the Elections SFUO Staff.
- 5.5.3 Candidates, Referendum committees will be responsible for the actions of their members with regard to campaigning in sight and hearing range of polling stations.
- 5.5.4 Elections SFUO Staff will remove all election materials within twelve (12) meters of polling stations. Material removed in this fashion will not be returned to candidates and may not be replaced by candidates or committees during the voting period.
- 5.5.5 A violation of any of these rules could be considered a major violation and could result in the immediate disqualification of any candidate.

5.6 GENERAL RESTRICTIONS ON CAMPAIGNING

- 5.6.1 The Chief Electoral Officer may prohibit campaigning activity or the dissemination of any campaign materials that, in her judgment, contravene the SFUO constitution or the spirit of a fair campaign. Candidates should seek the approval of the Chief Electoral Officer before disseminating any materials or engaging in any campaign activity, but they shall nevertheless be ultimately responsible for activity engaged in, or material disseminated, on their behalf that contravenes the Electoral Regulations or the spirit of a fair campaign.
- 5.6.2 No campaign material will be allowed before the start of the Campaigning period the time and date stipulated in Appendix A.
- 5.6.3 No campaign posters or materials are permitted on any Community Life Services billboards on campus.

- 5.6.4 Candidates may not distribute or promise gifts of any kind during the Electoral Period. The Chief Electoral Officer shall have the discretion to determine what gifts or promises violate the principles of a fair campaign.
- 5.6.5 Food may not be distributed during the Electoral Period by candidates or campaign committees or members thereof, with the exception of food for campaign committee members at campaign committee meetings. Food provided at campaign committee meetings may not exceed five dollars (\$5) per person and must be declared as part of a candidate or Referendum committee's total expenses. Food may not be used to recruit campaign team members.
- 5.6.6 No candidate, campaign committee member, or Referendum committee member shall have access, either directly or indirectly, to radio features or public service announcements other than news coverage.
- 5.6.7 Candidates and Referendum committees are not permitted to approach campus publications or student media; the Chief Electoral Officer shall send the candidates and Referendum committee's contact information to campus publications and student media once they become available.
- 5.6.8 There is a limit of one (3) poster per candidate or per committee for every wooden-covered concrete pillar in the University Centre.
- 5.6.9 Candidates and Committees shall post no more than one banner per floor per building on campus.
- 5.6.10 Candidates must do their best to ensure the printed materials are not "high-gloss" or laminated, as these materials are not recyclable.
- 5.6.11 Candidates are limited from the start of the Campaigning period the time and date stipulated in Appendix A, until the next day 8am, to the following:
- 5.6.11.1 *Members of an Executive, Board of Governors and referendum committees will be allowed to post up to a total of a hundred (100) posters and two (2) banners.*
 - 5.6.11.2 *Candidates for the Board of Administration and Senate may post up to a total of thirty (30) posters and one (1) banner.*

5.7 SOCIAL MEDIA AND ONLINE CAMPAIGNING

- 5.7.1 **PUBLICATION OF REGULATIONS.** The Chief Electoral Officer shall issue clear regulations concerning the use of websites, social media, and all other means of online campaigning before the start of the Campaign Period; these regulations shall be made publicly available on the Elections SFUO website. Any further clarifications deemed necessary by the Chief Electoral Officer during the Campaign Period will be made publicly available on the Elections SFUO website.

- 5.7.2 **CONSULTATION OF ELECTIONS SFUO.** Where the Chief Electoral Officer has not issued clear regulations regarding campaigning on a specific online platform, the candidate, campaign committee member, or Referendum committee member must consult Elections SFUO prior to using the platform for campaigning purposes.
- 5.7.3 **ELECTRONIC MAIL.** Candidates may not send unsolicited electronic mail for the purpose of campaigning. This refers to any electronic mail that the receiver did not opt in or sign up to receive. This includes but is not limited to listservs of which they were automatically included, such as Student Association listservs.
- 5.7.4 **EXECUTIVE, BOA and ELECTIONS SFUO MEMBERS.** Any member of the outgoing Executive and BOA, as well as Elections SFUO members, shall not under any circumstance engage in any discussion on social media during the Campaigning period which the time and date stipulated in Appendix A.
- 5.7.5 **EXTERNAL INVOLVEMENT.** External Bodies are restricted from any form of campaigning or support on any social media, mobile, or online platform. Each candidate shall be expected to make a reasonable effort in enforcing this rule. The Chief Electoral Officer shall have final consideration as to what constitutes as unauthorized support on a social media, mobile, or online platform.
- 5.7.6 **CONTENT.** All SOCIAL MEDIA AND ONLINE content is to be considered a campaign material, and its contents must be in compliance to all sections of the Electoral Regulations.
- 5.7.7 **WEB SITES**
- 5.7.7.1 *A website is a collection of web pages common to a particular server. For the purpose of this section, blog-type websites such as “blogger.com” may be used as a candidate’s official website.*
 - 5.7.7.2 *All candidates and committees are entitled to have one (1) official website. All affiliations are entitled to have one (1) official website. An affiliation website, counts as a candidate’s one (1) official website.*
- 5.7.8 **SOCIAL MEDIA**
- 5.7.8.1 *The use of social media is permitted. All candidates are entitled to have a limit of one (1) official outlet on a given social media platform (e.g. one (1) Facebook page and one (1) twitter account). All affiliations are entitled of having a limit of one (1) official site on a given social media platform. An affiliation page on a social media platform, counts as a candidate’s one (1) page on that same social media platform.*
 - 5.7.8.2 *A candidate can use their personal Facebook page to spread awareness about their Candidate Facebook Page. Candidates can also be tagged in posts that spread awareness about the candidate’s Facebook page. However, a candidate can only use one (1) Facebook account to post campaign material – e.g. electoral platform, posts, memes.*

- 5.7.8.3 *A candidate cannot use both her personal account and her candidate Facebook page to post campaign material.*
- 5.7.8.4 *Candidates are allowed to change their personal profile photo, and so are any of their volunteers or other students/people on Facebook.*
- 5.7.8.5 *Sending messages to group members on virtual communities is permitted, however is considered to be “email.”*

5.7.9 E-MAIL

- 5.7.9.1 *Campaign emails are emails that are phrased in such a way as to encourage a student to vote for a candidate or used for other campaign purposes, including election awareness.*
- 5.7.9.2 *E-mails sent exclusively to campaign volunteers are exempted from this requirement. Campaign e-mails must be in good taste.*
- 5.7.9.3 *All campaign emails shall be carbon-copied to Elections SFUO at elections@sfuo.ca whenever they are sent, including those sent through virtual communities. All candidates, affiliations and committees must follow and add any Elections SFUO social media accounts.*
- 5.7.9.4 *Copied campaign e-mails will not be redistributed by Elections SFUO, but are intended strictly for archival purposes.*
- 5.7.9.5 *Campaign e-mails may not be used to promote or benefit candidates, organizations, associations, or events other than the originator.*
- 5.7.9.6 *Candidates are not permitted to use “pyramid” or “chain” style e-mails that invite recipients to forward the e-mail to other students.*
- 5.7.9.7 *Campaign e-mails shall not be sent outside the Campaign Period.*
- 5.7.9.8 *Candidates are responsible for all campaign-type emails sent by friends, family, and groups of which they are a part.*
- 5.7.9.9 *Volunteers and Official representatives are equally responsible for campaign-type emails sent by their friends, family and groups of which they are a part.*
- 5.7.9.10 *Candidates are not permitted to use the resources, including email listservs, of any of the groups, clubs or associations on campus, per the Electoral Regulations.*
- 5.7.9.11 *Should candidates wish to collect data such as students’ email addresses, phone numbers, postal addresses and other personal information for the purpose of spreading awareness about their campaign, they should familiarize themselves with the Canadian Anti-Spam Legislation: http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00039.html*

5.7.9.12 *All students who freely provide their personal information to a candidate must (acknowledge) make it very clear that they understand that by giving this information to the candidate, it may be used to contact them about campaign issues until the end of the Campaign period outlined in Appendix A, thus explicitly giving their consent for the candidate or affiliation to contact them.*

5.7.9.13 *Information Collection Forms must be approved by the CEO.*

5.8 ENDORSEMENTS

5.8.1 **GENERAL.** Any organization which is not an External Body shall be entitled to issue endorsements according to their established decision-making processes, subject to the specifications herein, for all Elections and Referenda which are under the jurisdiction of Elections SFUO and in which all Members are eligible to vote. The Chief Electoral Officer shall make every effort to ensure that all potential organizations and all eligible voters are aware of these regulations in advance of the Campaign Period.

5.8.2 **RESPONSIBILITIES OF CANDIDATES AND REFERENDUM COMMITTEES.** Candidates seeking endorsement must:

5.8.2.1 *ensure that all the relevant decision-making body is aware of these Electoral Regulations;*

5.8.2.2 *not seek endorsement from: Federated Bodies, SFUO clubs, campus media or any other organizations financed, in whole or in part, by University of Ottawa students or the University of Ottawa for the propose of financial assistance; and,*

5.8.2.3 *disclose any affiliations of members of the campaign committee to the SFUO club or Society from which the endorsement is sought when sharing the endorsement.*

5.8.3 **RESPONSIBILITIES OF THE SFUO CLUB OR SOCIETY.** An SFUO club or Society wishing to give an endorsement is required to ensure that all candidates or referendum committees for or against the question attend an in-person meeting of, and/or submit a written statement to, the SFUO club or Society in advance of an endorsement decision. After meeting the candidates or Referendum committees or receiving such written statements, a SFUO club or Society is not obliged to give an endorsement. Should they choose to give an endorsement, the SFUO club or Society shall:

5.8.3.1 *exclude any campaign committee members or Referendum committee members from the endorsement decision-making process;*

5.8.3.2 *disclose any affiliations of candidates or Referendum committee members to their SFUO club or Society in any Public Notice regarding an endorsement decision; and*

5.8.3.3 *limit endorsements to announcement and electronic communications, such as an electronic mail to the membership, or through any of the SFUO club or Society social media channels.*

5.8.4 **INFRACTIONS.** Failure to comply with these regulations may result in sanctions for the candidates or Referendum committees by the Chief Electoral Officer.

- 5.8.5 **IMPARTIALITY.** All outgoing SFUO Executive, and BOA not seeking another term, shall remain neutral in a Student Federation Election or any other Elections run by Elections SFUO. This does not extend to Referendum questions. A member of the executive who is running for re-election can affiliate with other candidates as stated in the SFUO Constitution.

6 ELECTIONS AND REFERENDA LOGISTICS

6.1 BALLOTS

- 6.1.1 **GENERAL.** At the discretion of the Chief Electoral Officer, Elections SFUO shall make paper ballots available to all eligible voters. The Chief Electoral Officer will ensure that the paper ballot system is secure such that each eligible voter may vote only once and that only Electoral Officers have access to ballots.
- 6.1.2 **ANNOUNCEMENT.** When paper ballots are used, all eligible voters shall be informed of the date, time, and location of polls by electronic mail no later than twenty-four (24) hours prior to the beginning of the Polling Period.
- 6.1.3 **BALLOT ORDER.** The names of the candidates shall be as they appear in the student directory, alphabetically arranged by surname on each ballot. The referendum questions will be presented in random order on each ballot.
- 6.1.4 **NAME OF CANDIDATES.** A candidate may choose to request their name to be shortened. This request will only be valid once a “Name Change form” has been submitted no later than twenty- four (24) hours before the publication of the List of Official Candidates the time and date stipulated in Appendix A and approved by the Chief Electoral Officer.

6.2 CASTING OF VOTES

- 6.2.1 **SETUP.** Polling Stations shall be cleared of any campaign material. The setup of the Polling Station shall ensure that a Member may cast a vote in private. All voting materials and instructions shall be available at all Polling Stations.
- 6.2.2 **AVAILABILITY AND ACCESSIBILITY.** Elections SFUO shall make every reasonable effort to ensure that polls are held in a variety of locations across campus and in residences in order to promote voting by the entire membership of the Student Federation. There must be at least one Polling Station with wheelchair access that is accessible to persons with physical, visual, or auditory disabilities. Said station must have sufficient facilities to ensure that all Members may be able to vote.
- 6.2.3 **CASTING OF VOTES.** Each Member shall have a single ballot and may cast their vote only once. No candidate, campaign committee member, or Referendum committee member may observe, interfere, or be actively involved in the process of a Member casting their vote. Under no circumstances may a Member cast a paper ballot without their valid student identification card OR a government issued photo ID. No appeals on this matter will be considered. All paper ballots must be cast in the presence of at least one Elections SFUO staff.

- 6.2.4 **PROXY VOTING.** Any Member may choose to appoint a proxy voter to vote on her behalf, if she is unable to physically cast her vote at a polling stations on Main Campus, so long that she provides a valid reason. This appointment will only be valid once a “Proxy voting form” has been submitted no later than four (4) hours before the Closing of the Polling Stations, the time and date stipulated in Appendix A and approved by the Chief Electoral Officer.
- 6.2.5 **PROXY VOTER.** A proxy voter, under no circumstances may a not cast a vote coring to their choice, they must fulfill the choice of the appointing Member. A proxy voter, may not cast a paper ballot without their valid student identification card OR a government issue photo ID. No appeals on this matter will be considered. All paper ballots must be cast in the presence of at least one Elections SFUO staff.
- 6.2.6 **DOUBLE ENVELOPE SYSTEM.** If a Member’s name does not appear on the electoral list, she can vote using a double envelope system, available at all polling stations. If the voter is deemed eligible, the ballot will be counted with other ballots. If the voter is deemed not eligible, the ballot will be destroyed.
- 6.3 **BALLOT COUNTING**
- 6.3.1 **GENERAL.** The Chief Electoral Officer, will decide when and where the tailing of the ballots will take place. Announcements concerning the final vote tallies will not begin until all candidates, referendum committees, their respective representatives and agents remove all posted campaign materials during the evening of the final day of polling. Candidates and referendum representatives are responsible for removing their own materials.
- 6.3.2 **PAPER BALLOTS.** A paper ballot shall be rejected if there is no clear indication of preference of candidates or Referendum question. All paper ballots shall be kept in a secure location for seven (7) days following the announcement of results.
- 6.3.3 **SCRUTINEERS.** Paper ballots shall be tabulated in the presence of no less than two Electoral Officers. At the request of any candidate or Referendum committee, one (1) neutral scrutineer for each campaign committee or Referendum committee may be appointed to observe the count of paper ballots by submitting a “**SCRUTINEERS** appointment form” no later than forty-eight (48) hours before the Closing of the Polling Stations the time and date stipulated in Appendix A. Each candidate or committee must submit at least two names.
- 6.3.4 **ABSTENTIONS.** Abstentions, declined, or spoiled ballots shall not count in the calculation of a majority.
- 6.3.5 **IMMEDIATE RECOUNT.** In any race for an Executive position, an immediate recount must take place if twenty-five (25) votes or less separate the leading candidate from the candidate with the next greatest number of votes. In any race for BOA, Senate or BOG positions, an immediate recount must take place if ten (10) votes or less separate the candidate occupying the last seat to be filled from the candidate with the next greatest number of votes.
- 6.3.6 **REQUEST OF RECOUNT.** Any candidate may request a recount by notifying the Elections Director no later than two (2) business days after the day of the vote count. In this case, the Elections Director must notify all other candidates for the disputed position of the request for a recount before the recount takes place.

- 6.3.7 **DENY OF RECONT REQUEST.** A recount will be denied in the case that the difference of votes between the successful candidate with the least number of votes and the runner up candidate is greater than five percent (5%) unless five percent (5%) represents fewer than ten (10) votes.
- 6.3.8 **TIED ELECTIONS.** In the case of an election for an executive position or referendum, the Elections Director will vote twenty-four (24) hours before the opening of the polls and place her special ballot in a sealed envelope. This shall only be opened in the case of a tie between leading candidates. On the special ballot, the Elections Director must list all candidates in order of preference. In the case of a tie in the election for a BOA, Senate or BOG position, where the breaking of that tie would result in one candidate not being elected, a run-off vote is held no more than four (4) weeks after the election results are announced.
- 6.3.9 **DISQUALIFICATION OR INVALIDATION.** If a candidate or Referendum option, in Referenda where preferential voting is applicable, is disqualified, the disqualified candidate shall be declared eliminated.
- 6.3.10 **AUDIT ROOM.** No one shall leave the ballot audit room until the last ballot has been audited and the results tabulated, unless the Chief Electoral Officer has authorized otherwise. No cell phones, laptops, or other electronics will be permitted in the ballot audit room, except those used by Elections SFUO.
- 6.3.11 **UNOFFICIAL RESULTS.** The Chief Electoral Officer will relay preliminary results as soon as she sees fit. If the ballot audit starts before the last day of the elections, the Chief Electoral Officer will do all in her power to ensure that results do not get out before the end of elections.
- 6.3.12 **OFFICIAL RESULTS.** The results of an Election or Referenda are deemed Official once ratified by the Board of Administration.

7 CONDUCT

7.1 GENERAL

- 7.1.1 Any person who by herself, with another or by any another person, during an election, directly or indirectly offers, procures, provides or promises to procure or provide (including but not limited to) money, valuable consideration, office, employment, food (candy, baked goods, etc.) or drink (alcoholic beverages or non-alcoholic) to induce any person to vote or refrain from voting, shall be guilty of violation of these Regulations and will be subject sanctions.
- 7.1.2 Any person who accepts, receives, agrees to accept or receive any money, valuable consideration, office, employment, food or drink (alcoholic beverages or non-alcoholic) is guilty of a violation of these Regulations and is subject to penalties in accordance with the Electoral Regulations.

7.2 CONDUCT DURING SCHEDULED VOTING DAYS

7.2.1 Any candidate or official representative is guilty of a violation of these Regulations if she, by herself, with another or by any other person, directly or indirectly, during an election before the closing of polls on ordinary polling days does the following:

7.2.1.1 *including but not limited to: offers, procures, provides or promises to procure or provide alcoholic or non-alcoholic beverages to any person; pays, indemnifies or promises to pay or indemnify any person for loss of wages or other earnings suffered by that person in going to, being at, or returning from a polling station or the neighbourhood of a polling station, with intent to influence that person to vote or refrain from voting.*

7.2.2 Any person who either votes or attempts to vote more than once is guilty of a violation of these Regulations and may be sanctioned by the Chief Electoral Officer.

7.2.3 The vote is by secret ballot. Any attempt to violate, and any violation of, the principle of the secrecy of the vote is a violation of these Regulations.

7.3 COMPLAINTS

7.3.1 Any SFUO member, election officer, or of the SFUO may lodge a complaint with the Elections SFUO.

7.3.2 A complaint can be filed by filling out a form that is available at the Elections SFUO, on the Elections website, and SFUO office. Two witnesses and the time, location, and date of the infraction are needed to render the form acceptable. Photographic evidence and witness statements are encouraged in order to give legitimacy to the complaint.

7.3.3 It is up to the person making the complaint to prove the accusations.

7.3.4 Any complaint made by a candidate or her campaign team, which is proven to be unfounded, may result in a minor penalty being imposed upon them. In addition, any candidate or committee who lodges frequent and frivolous complaints will be reviewed by the Elections SFUO and penalised accordingly.

7.3.5 A candidate, her official representative or volunteers may not ask, directly or indirectly, another person to submit a complaint, which she would not have done without their intervention.

7.4 VIOLATIONS RELATED TO VOTING BALLOTS.

- 7.4.1 Any person is guilty of a violation of these Regulations if she commits any of the following acts (including but not limited to): fabricates forged voting ballots; defrauds, alters, deteriorates or destroys any part of a voting ballot; supplies a voter with a voting ballot without authorization; fraudulently deposits or arranges the deposit of a voting ballot or any other piece of paper in a ballot box; fraudulently withdraws a voting ballot from the Elections SFUO; destroys, takes, opens or otherwise manipulates, without authorization, a ballot box, a booklet or a package of vote ballots; without authorization prints out a voting ballot, a document that could be produced in lieu of a voting ballot or any document that could be given out as a voting ballot; modifies a voting ballot with a number or a mark so that the elector who voted on that ballot becomes recognizable or susceptible of being recognized or that the ballot thus modified can no longer be included in the counts.

8 PENALTIES

8.1 GENERAL

- 8.1.1 The Chief Electoral Officer has the discretion to disqualify, withhold reimbursement or deposit from, and/or officially Censure a candidate or Referendum committee, and in addition declare the Election of a candidate or passing of Referendum question invalid, for any infraction of the SFUO Constitution, depending on the severity of the offence. The Chief Electoral Officer may, at their discretion, provide for other sanctions.
- 8.1.2 A penalty may be attributed to a candidate or a committee if a candidate, official representative, or any other campaign volunteer breaches the Electoral Regulations.
- 8.1.3 Unless otherwise indicated, penalties will be imposed through warnings, through the means of a reduction in the limit of electoral campaign expenses and through the removal of campaign material. Penalties will be carried out in a progressive and cumulative manner.
- 8.1.4 If a candidate or a committee spends more than their limit of election expenses without justifiable explanation, they will, as a consequence, receive no reimbursement and at the discretion of the Chief Electoral Officer might be disqualified immediately. A candidate disqualified in this manner may be liable for the cost of reprinting the ballots.
- 8.1.5 Cases of fraud will receive immediate penalty. There will be no warning. If a company participates in a case of fraud, the Chief Electoral Officer will submit a motion for the policy manual to the Board of Administration, proposing that the SFUO boycott the company in question. If a case of fraud is found before the polling dates, the candidate could be disqualified. The existence of fraud will depend on the SFUO Constitution, the effective Canadian laws and at the discretion of the Chief Electoral Officer.
- 8.1.6 If a candidate is disqualified at a point when ballots cannot be reprinted, any votes cast to the disqualified candidate will not be counted.

8.2 MINOR PENALTIES

- 8.2.1 A minor penalty is one that interferes with a disposition of form, described in these regulations. This would include, but is not necessarily limited to, actions that do not directly affect the actual outcome of the election.
- 8.2.2 Candidates may be penalized for minor penalties at the discretion of the Chief Elections SFUO, depending on the severity of the minor penalty, in one or more of the following ways:
- 8.2.2.1 A candidate may receive a written or verbal warning and may be asked to correct the penalty, for example by moving posters placed incorrectly.
 - 8.2.2.2 A candidate may be asked to remove a number of posters or limit the amount of materials such as banner or handbills by a certain percentage, which could increase with repeated infractions.
 - 8.2.2.3 A candidate may have her expenses limit reduced if she has not already spent the maximum amount.
- 8.2.3 A candidate may be disqualified and removed from the ballot if she repeatedly violates the Electoral Regulations whether they are considered a minor or major violation at the discretion of the Chief Electoral Officer.

8.3 MAJOR PENALTIES

- 8.3.1 A major penalty is one that interferes with a disposition of substance described in these Electoral Regulations. This would include, but is not necessarily limited to, actions that would have a direct effect on the outcome of the elections.
- 8.3.2 In the case of a major penalty, a meeting between the Chief Electoral Officer and the official candidate or their official representative shall immediately be held to inform the candidate or the referendum committee leader of the consequences of her actions.
- 8.3.3 The ultimate course of action for any major breach of these Electoral Regulations shall be the immediate disqualification of the official candidate and the immediate removal of official candidate from the ballot.
- 8.3.4 In all circumstances, the Chief Electoral Officer shall not remove a candidate or a committee without having followed the due process. The official candidate or committee shall have recourse to the Elections committee.

8.4 APPEALS

- 8.4.1 All decisions made by the Elections SFUO are final, though they may be appealed, with justification, in front of the Elections Committee in accordance with the procedures defined by the SFUO Constitution.
- 8.4.2 All decisions made by the Elections Committee may be appealed, with justification, to the Board of Administration of the SFUO. The decision of the Board of Administration is final and may be altered only by the Board of Administration in case of exceptional circumstances.