

RESS Election Procedures

1. Definitions and general remarks

- 1.1 RESS shall refer to the Ryerson Engineering Student Society.
- 1.2 The RESS office shall refer to KHE 123.
- 1.3 Business hours shall refer to the hours between 9am and 4pm Monday-Friday.
- 1.4 Voting hours shall refer to the hours between 9am and 4pm on the announced election days.
- 1.5 CRO may refer to one or more Chief Returning Officers as approved by the Associate Dean.
- 1.6 All positions up for election shall be defined as they are in RESS's governing documents, the Constitution and By-laws which are available on ryeng.ca
- 1.7 In this document, Board of Directors (BOD) elections refers to the election of all elected positions on the BOD, with the exception of the president.
- 1.8 No part of this document shall contradict the Constitution or By-laws of RESS.
- 1.9 The term elections shall refer to both the presidential and BOD elections unless otherwise specified.

2. Official Communication

- 2.1 All official communication shall be sent from cro@ress.ca
- 2.2 All communication with the CRO via email must be done from a Ryerson University email address.
- 2.3 Candidates and others may discuss the election with the CRO, but no decisions shall be made and no official complaints, protests or other remarks be recorded unless sent via email as discussed in 2.1 and 2.2.
- 2.4 An official list of candidates shall be posted outside the RESS office on the bulletin board on the first date of campaigning in each respective election.

3. Election types

- 3.1 There will be two separate elections to determine the Board of Directors (BOD). There shall be an election to determine the future President of RESS, and then an election to fill all the other BOD positions. This is to ensure all qualified presidential candidates pursue election for that position and to pursue BOD election without penalty for considering the presidency. A description of the elections follows.

3.2 Presidential Elections

- 3.2.1 Elections for the presidency of RESS shall occur prior to the BOD election.
- 3.2.2 Candidates will be given at least 5 days between announcement of the election and the deadline for applications.
- 3.2.3 Criteria for eligibility shall be outlined by Chapter 4 of the RESS By-Laws, and included on the application. Any person not meeting the criteria but who wishes to be considered must include all supporting arguments with their application. The current BOD shall decide on eligibility as

outlined in Chapter 4 of the RESS By-Laws.

3.3 BOD Elections

3.3.1 Elections for the BOD shall occur no less than 5 days after public announcement of the winner of the presidential election.

3.3.2 Applications for BOD candidacy shall be accepted from the beginning of the election period. Candidates will be given at least 48 hours between announcement of the presidential election results and the deadline for BOD applications.

3.3.2 Criteria for eligibility shall be outlined by Chapter 4 of the RESS By-Laws, and included on the application. And person not meeting the criteria but who wished to be considered must include all supporting arguments with their application. The current BOD shall decide on eligibility as outlined by Chapter 4 of the RESS By-Laws.

4. Campaigning Rules

4.1 This document shall be distributed to the student body via mass email from the Office of the Dean in the same communication which announces the election and calls for nominations.

4.2 Campaigning for the respective elections may only begin on the date specified in the election timeline distributed at the announcement of the elections. This includes, but is not limited to posters, class talks, other publications and internet postings identifying the candidates and their intention to run in the election.

4.3 There is to be no campaign material posted in KHE in the area bordered by the outside doors to the left and the right of the RESS office.

4.4 There is to be no discussion of the election in the RESS office during business hours from the start of the permitted campaigning date.

4.5 There is to be no possession of election materials in the RESS office during business hours from the date at which the election is called.

4.6 No campaign material may name the candidates opponents or make claims against them.

4.7 No candidate may, in writing, make claims against opponents. This is including but not limited to internet postings.

4.8 No candidate shall make verbal claims against opponents except during the official debate, at which time the opponent will be permitted to make a rebuttal.

4.8.1 The date and format of the official debates shall be made available at the time of the announcement of the elections. These decisions are at the discretion of the CRO.

4.9 No candidate shall make threats or intimidate the voters.

4.10 No candidate shall bribe or otherwise unjustly entice voters.

4.11 The following rules are specific to election days:

4.11.1 There is to be no discussion of the election in KHE in the area bordered by the outside doors to the left and the right of the RESS office on election days.

- 4.11.2 No candidate shall be permitted into the RESS office on election dates for which they are on the ballot during voting hours except for when they are casting their vote.
- 4.12 Each candidate is expected to behave in a manner which is befitting a future professional engineer.
- 4.13 A candidate may withdraw candidacy at any time.
 - 4.13.1 A withdrawn candidate shall be removed from the ballot.
 - 4.13.2 Any ballots cast while the candidate was still participating shall remain valid. Any vote for the candidate shall be final and null.
 - 4.13.3 A withdrawn candidate will not receive data on any votes they received.

5. Voter Eligibility

- 5.1 To be eligible to vote for the President or Vice Presidents a voter shall:
 - 5.1.1 Be a full or part time undergraduate engineering student at Ryerson University
 - 5.1.2 Be on the list of eligible students provided by discipline departments
- 5.2 Specific to the election of discipline directors, a voter shall:
 - 5.2.1 Be registered in the discipline for which they cast their vote.
- 5.3 Should a student not appear on the voters list they shall submit their vote in a double sealed envelope while their claim is investigated. The ballot will be placed in a blank envelop, which will then be place in an envelope containing the students name, student number and signature. If their claim is substantiated, their ballot shall be cast, and if it is not it shall be destroyed.

6. Voting Procedures

- 6.1 Voting shall occur in the RESS office on the dates specified at the time of the announcement of the elections.
- 6.2 Voting shall occur for at least the regular business hours of the RESS office. Voting hours shall be announced at the beginning of the campaign period of the respective election.
- 6.3 Voting shall be open for at least 2 days for each election.
- 6.4 Voting shall be done by secret paper ballot.
 - 6.4.1. Votes shall be cast into a locked box for which only the CRO shall have a key.
- 6.5 If an eligible voter is on a co-op term or internship and wishes to participate, they shall inform the CRO of their desire by the final date for application for candidacy for each election. If an absent voter expresses desire to vote in the presidential election, they shall also be considered to have applied to vote in the BOD elections as well.
 - 6.5.2 The CRO will confirm the student's status with the student's department and make arrangements for an alternate method of voting.
 - 6.5.1 The best efforts of the CRO shall be made in order to allow the absent voter to participate in a secret ballot, but if this is not possible, may opt for voting by email.

7. The counting of votes

- 7.1 Votes shall be counted by the CRO on a date specified at the beginning of the campaign period.
- 7.2 A candidate may opt to have a scrutineer present at the counting of votes, provided they are available to perform their duty at a time deemed acceptable by the CRO.
- 7.2.1 Applications for the appointment of a scrutineer must be made by the end of the voting period.
- 7.2.2 A scrutineer must meet the voter eligibility and must not be a candidate of the election in question.
- 7.3 Once the votes have been tabulated, the CRO will email the Associate Dean and candidates with the results. Ballots shall be returned to the ballot box until the results have been deemed official, at which point they shall be destroyed.
- 7.3.1 Candidates shall have a period of at least 24 hours from the time the email from the CRO is sent to dispute results. The exact period shall be announced by the beginning of the campaign period of each respective election.
- 7.3.2 No candidate shall reveal the results of the election until the CRO has deemed the results official.
- 7.3.3 Final decision about the validity of the results is to be made by the Associate Dean, but may be made by the CRO if no candidate files a dispute.
- 7.3.4 If no dispute is made by the appointed time, the CRO will deem the results official and shall make them public.
- 7.4 In the case of a tie, a recount shall occur.
- 7.4.1 If the recount also yields a tie, another vote shall be announced between the tied candidates. Details of the re-vote shall be agreed upon by the two candidates and the CRO at that time.

8. Disputes and Disqualification

- 8.1 The CRO will make decision about the election based on this document.
- 8.2 The CRO may distribute demerit points to any candidate for each occasion of contravention on the rules listed in this document.
- 8.2.1 Notification of the intention to award of demerit points shall be made via email.
- 8.2.2 Dispute of the accusation may be made via email and the CRO will decide if a demerit point shall be awarded.
- 8.2.3 Any candidate who had accumulated 5 demerit points shall have their acts brought before the Associate Dean who will have a final say as to whether the candidate shall be disqualified from the election.
- 8.2.4 The awarding of demerit points shall not be communicated to anyone but the candidate in questions and the Associate Dean, except in the case that they are disqualified.

8.2.4.1 In the case of disqualification, only this fact will be made know, not the nature of the acts leading to disqualification. Disqualification will not be publicized, but the CRO will answer queries as to why a candidate is no longer eligible if this is the case.

8.2.4.2 In the case of disqualification, the candidates name will be removed from the ballot.

8.3 The Associate Dean will be considered the final decision maker in any dispute.

RESS ELECTION TIMELINE- February 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5 Presidential Candidacy forms due, 11:59 PM. MUST INCLUDE SCANNED SIGNATURE SHEET	6 BOD Meeting to determine disputed Presidential Candidacy. 6 PM	7	8 Presidential campaigning may begin.	9	10	11
12	13 Presidential Debate, 6:30 pm Location TBD	14	15	16 Presidential Voting, RESS office 9am-4pm	17 Presidential Voting, RESS office 9am-4pm	18 Votes counted by CRO. Results Emailed to Associate Dean and Candidates
19	20	21	22 Deadline to dispute results, 11:59 pm	23	24 Presidential results made public	25
26 VP and BOD Candidacy forms due, 11:59 PM. MUST INCLUDE SCANNED SIGNATURE SHEET	27 BOD Meeting to determine disputed VP and Director Candidacy. 6 PM	28	29 VP and Director campaigning may begin.			

RESS ELECTION TIMELINE - March 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 VP and Director Debate, 6:30 pm Location TBD	6	7	8 VP and BOD voting, RESS office 9am-4pm	9 VP and BOD voting, RESS office 9am-4pm	10
11 Votes counted by the CRO. Results emailed to Associate Dean and Candidates.	12	13	14 Deadline to dispute results, 11:59 pm	15	16 Results announced at Billy Ball.	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31