



2018 General Election: February 7 and 8, 2018 (on all campuses)

Candidate Declaration and Nomination Forms

Deadline for submitting completed forms is **January 19 at 12 PM**

- READ THIS ENTIRE PACKAGE CAREFULLY -

INSTRUCTIONS FOR CANDIDATES

1. **Candidates and students are expected to comply with the KSA Bylaws and Regulations (regulations as amended August 26, 2016) as they relate to the electoral process, and to comply with the instructions and decisions of the Chief Returning Officer. A violation of any election rule may result in penalties and may result in disqualification of a candidate.**

2. Completed Nomination packages (**Nomination Forms along with a signed Candidate Declaration found on pages 5-7 of this package**) must be placed in an envelope addressed to THE CHIEF RETURNING OFFICER, then sealed, and the Candidate's Student ID number must be written on the outside of the envelope. No faxes or emails will be accepted.

3. Completed Nomination packages may be delivered to the Chief Returning Officer, at Kwantlen Student Association KSA Member Services Office at your choice of the Langley, Surrey, Richmond or Cloverdale campuses during their office hours. Only the Chief Returning Officer or Member Services Office staff may accept completed packages; do not deliver nomination forms to any other individual.

4. As it is each candidate's responsibility to ensure the timely delivery of their Nomination package to the Chief Returning Officer, candidates who have submitted completed Nomination packages are urged to email the Chief Returning Officer (elections@kusa.ca) to ask for a confirmation that their Nomination package has been received. The Chief Returning Officer cannot be responsible for lost or misdirected Nomination packages.

5. Nominations open on January 3, 2018 at 10 AM and close on January 19, 2018 at 12 PM. Late Nomination Forms are not permitted by the Chief Returning Officer and candidates who submit late Nomination Forms will not be confirmed by the Chief Returning Officer, except as per KSA Regulations Section XI Electoral Procedures Article 3, 2{d(1)}.

6. **PRE-CHECK DEADLINE** – If you would like to have your completed Nomination package reviewed prior to the close of nominations (recommended), the complete package must be received by **Friday, January 12th at 12:00 PM (noon)**. Candidate nomination packages will be reviewed in the order they are received. Any candidate whose nomination package fails to meet the criteria will be contacted if time allows, and provided with an opportunity to address deficiencies. Any deficiencies must be corrected and re-submitted to the Chief Returning Officer prior to the closing of nominations. **At the close of nominations**, any candidate's nomination package, including a reviewed package, that does not comply with the KSA Bylaws and Regulations or other directives or decisions of the Chief Returning Officer, or is incomplete in any way, will not be confirmed. If a potential candidate does not get the required 25 signatures of valid KSA Members appearing on the Voters List, as determined by the Chief Returning Officer, the candidate will not be confirmed. If potential candidates do not properly complete and sign their Candidate Declaration forms, they will be disqualified.

ALL CANDIDATES MEETING

7. All confirmed candidates are invited to attend the All Candidates Meeting with the Chief Returning Officer on Friday, January 19, 2018 at 5 PM (location to be announced). This meeting is not mandatory, but encouraged to learn about campaign rules and the electoral process.

8. Candidates may begin campaigning after 7 PM on Friday, January 19.

9. Candidates and students must abide by all KSA Bylaws and Regulations and all directives, decisions and rulings of the Chief Returning Officer including, but not limited to, the following:

- Each student wishing to cast a ballot must show valid Kwantlen Student ID; no other ID will be accepted and no vouching will be permitted, and that Student ID number must appear on the student list provided by the Registrar's office; and
- Potential candidates must deliver a completed Nomination Form including a properly completed and signed Candidate Declaration by the deadline of January 19, 2018 at 12 PM, and in the format and at the location described in this package; and
- Every potential candidate's Nomination Form will be reviewed by the Chief Returning Officer who must either confirm or reject it; and
- Only candidates whose Nomination Forms have been confirmed may stand for election; and
- Each candidate and each person signing a Nomination Form must be a Member in Good Standing of the Kwantlen Student Association, defined in KSA Bylaws; and
- Potential candidates must not be prohibited by any agreement, directive or other order from being a candidate for an elected position; and
- Complaints must be in writing and must meet all requirements and be in the form described in the by-laws and regulations and be delivered to the Chief Returning Officer by email at elections@kusa.ca or by calling at 604-715-4777 to make other delivery arrangements, and all complaints must be received before the end of 72 hours after the close of balloting at the location where the complaint took place, or the event being referenced in the complaint, or before the end of 72 hours after the close of the final balloting, whichever is more appropriate in the opinion of the Chief Returning Officer, but no complaint shall be submitted more than 72 hours after the end of balloting; and
- Complaints and their subsequent investigation will have extremely short deadlines, typically 24 – 48 hours to provide requested information or responses; and
- Appeals of the rulings on any complaint must be received by the Chief Returning Officer (by email or by phoning the Chief Returning Officer to make alternate delivery arrangements) within 24 hours of issuing the ruling; and the 24-hour appeal period begins when the complainant is notified of the decision.

CHECKLIST FOR CANDIDATES

- Are you a Member in good standing of the Kwantlen Student Association, with your Student ID number appearing on the University's official list?
- Have you completed a Nomination Form with at least 25 signatures from valid nominators who are also KSA members in good standing (it is recommended to get extra signatures to be sure you meet this requirement)?
- Have you read, completed, signed and dated the Candidate Declaration and included it with your Nomination package?
- Have you considered delivering your Nomination package prior to the Pre-Check deadline of January 12, 2018 at 12 PM (noon) in order to ensure your package is reviewed prior to the close of nominations?
- Have you placed your completed Nomination package in an envelope and sealed it?
- Is your Student ID number written on the outside of the envelope?
- Is the envelope addressed to the KSA Chief Returning Officer?
- Did you personally deliver your package to the Chief Returning Officer? If not, did you deliver it to a KSA Member Services Office and then email the Chief Returning Officer at elections@kusa.ca?
- Did you call or email the Chief Returning Officer to report that you have submitted a Nomination package?
- Have you received a confirmation email from the Chief Returning Officer within 24 hours of dropping off your nomination package? If not, please call 604-715-4777.

AVAILABLE POSITIONS FOR THE 2018 General Election

Campus Representatives (4 positions)

Langley Campus Representative (1)
Richmond Campus Representative (1)
Surrey Campus Representative (1)
Tech / Cloverdale Campus Representative (1)

Constituency Representatives (7 positions)

Aboriginal Students Representative (1)
International Students Representative (1)
Mature Students Representative (1)
Queer Students Representative (1)
Students of Colour Representative (1)
Students with Disabilities Representative (1)
Women's Representative (1)

Faculty Representatives (14 positions)

Academic & Career Advancement
Representative (1)
Arts Representative (4)
Business Representative (4)
Design Representative (1)
Health Representative (1)
Science and Horticulture Representative (2)
Trades & Technology Representative (1)

IMPORTANT DATES

Nominations Open

Wednesday, January 3, 2018 at 10 AM

Pre-Check Deadline

Friday, January 12, 2018 at 12 PM (noon)

Nominations Close

Friday, January 19, 2018 at 12 PM (noon)

All Candidates Meeting

Friday, January 19, 2018 at 5 PM at (location to be announced)

All Board meetings

KSA Regulations, s. II, art. 2, c. 5 states: "Directors are expected to keep their Fridays free from 10:00am to 2:00pm for regular Council meetings; and shall attend every meeting of Council."

Polling

Wednesday, February 7, 2018 from 10 AM – 7 PM

Cloverdale – By the Cafeteria

Langley – By the Bookstore

Richmond – Rotunda

Surrey - Main Atrium

Thursday, February 8, 2018 from 10 AM – 7 PM

Cloverdale – By the Cafeteria

Langley – By the Bookstore

Richmond – Rotunda

Surrey - Main Atrium

Ballot Counting

Thursday, February 8, 2018 from 8 PM – END

Location to be determined

2018 General Election — Nomination Form

THE NOMINATION FORMS AND CANDIDATE DECLARATION MUST BE RETURNED AS INSTRUCTED BY 12 PM on FRIDAY JANUARY 19, 2018.

Term of Office: April 1, 2018 – March 31, 2019

Please note: Candidates will not be confirmed if their Nomination Forms contain the signatures and information of fewer than twenty-five (25) KSA Members in good standing. Late Nomination forms will not be permitted or accepted except per Section XI Article 3, 2{d(l)}. of the KSA Regulations.

The Chief Returning Officer recommends you gather more than the required number of nominator signatures to ensure you have 25 valid KSA member nominators. Once the nomination period closes, there will be no opportunity to amend this list or alter your Nomination package. Feel free to attach additional copies of the Nomination Forms to your Nomination package. It is your responsibility to ensure you have the required number of valid signatures, and have properly completed and signed the candidate declaration form.

To the Chief Returning Officer, Kwantlen Student Association

We, the undersigned members of the Kwantlen Student Association, nominate

_____ (*Print Name*) as a candidate for election to the position of

_____ (*Print Position*).

	PRINT NAME	STUDENT ID#	CURRENT CAMPUS	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Nomination Form (continued)

We, the undersigned members of the Kwantlen Student Association, nominate
_____ (*Print Name*) as a candidate for election to the position of
_____ (*Print Position*).

	PRINT NAME	STUDENT ID#	CURRENT CAMPUS	SIGNATURE
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
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25				
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35				

CANDIDATE DECLARATION

By my signature below, I hereby accept nomination as a candidate for election in the Kwantlen Student Association 2018 General Election. I certify that, to the best of my knowledge, I fulfill the stipulated nomination requirements, including those listed in the revised Regulations, approved by Council on August 26, 2016. I agree to abide by the rules and procedures as described in the Constitution, Bylaws, Regulations and Procedures of the Association, and to abide by and obey all directives and decisions of the Chief Returning Officer. I certify that I have read this package carefully and I fully understand the Bylaws and Regulations related to this election, and understand the duties and obligations of the position for which I intend to stand for. I have completed the Nomination Form honestly and completely. I know of no reason why I am not eligible to put my name forward as a candidate for election. I understand that the Chief Returning Officer shall have complete discretion and authority to conduct elections in any manner they see fit, provided that it is in accordance with KSA Bylaws and the Regulations, and I commit to abiding by their direction and decisions at all times. I further certify that, if elected, I will, to the best of my ability, complete the term of appointment for the position.

Each candidate must indicate the position in which they are seeking to be a candidate and must confirm the truth of the statement that applies to that position (**please check one**):

- I am a candidate for Constituency Representative and I confirm that I am a Member of the Society and I confirm that I am a member of the Constituency that I seek to represent.
- I am a candidate for Campus Representative and I confirm that I am a Member of the Society who
 - (i) is taking at least one class on the campus for which I seek to represent, or
 - (ii) took at least one class on the campus for which I seek to represent in the previous semester, or
 - (iii) lives in the city in which the representative campus that I seek to represent is located.
- I am a candidate for Faculty Representative and I confirm that I am a Member of the Society registered in the faculty that I seek to represent.

Name as it appears on your student card: _____

Name to appear on the ballot (if different from above): _____

Program: _____ Email: _____

Address: _____ Cell Phone: _____

City: _____ Postal Code: _____

Student ID Number: _____

Signature: _____ Date: _____

Candidates may attend an All Candidates Meeting on Friday, January 19, 2018 at 5 PM at the Surrey Campus (location to be announced). Attending the meeting is highly recommended.

Campaigning is NOT permitted until AFTER 7 PM on Friday, January 19.

Kwantlen Student Association

2018 General Election — 100 WORD CANDIDATE STATEMENT and PHOTOGRAPH

You are permitted an opportunity to have a candidate statement appear at each place of polling, on the KSA web site and possibly submitted to The Runner for publication. Please e-mail an electronic copy of your statement and your photo to elections@kusa.ca before **January 24 at 9 PM**. If you miss this deadline, neither your statement nor your photograph shall be posted at the polling places or on the KSA web site.

Examples of information you can include an explanation of why you are running for this position on the Kwantlen Student Association Board of Directors, a description of your goals, or an issue you would like to address while in office. The statement must be text only and must comply with the requirements for campaign materials.

Any words over the 100-word limit will be cut without consideration.

FOR MORE INFORMATION, PLEASE CONTACT

Ron Laufer, Chief Returning Officer

Cell: 604-715-4777 Email: elections@kusa.ca

Below are sections of the KSA Bylaws and Election Regulations which apply to the 2018 General Election. Please read them carefully. In case of any discrepancies, the original KSA Bylaws and Regulations shall take precedence. The complete and current KSA Bylaws and Regulations may be found posted on the KSA website.

Excerpts from KSA Bylaws, as amended November 2011

Article 2 – Membership

1. The Society shall consist of Members and Honorary Members.
2. Members shall be those persons who, in the current or previous semester,
 - (a) are or were registered in
 - (i) at least one (1) credit course at the University; or
 - (ii) continuing education studies at the University; or
 - (iii) such other programs of the University approved by Ordinary Resolution.
 - (b) have paid Society fees.
3. Honorary Members shall be those persons who have been so designated by
 - (a) a Two-thirds (2/3) Resolution of Council; or
 - (b) an Ordinary Resolution.
4. Notwithstanding article 2(3) of these Bylaws, an Honorary Member who is also a Member, pursuant to article 2(2) of these Bylaws, shall have the rights and privileges of a Member, and none of the restrictions on an Honorary Member shall apply in any such cases.
5. A Member ceases to be a member of the Society upon
 - (a) ceasing to meet the requirements of article 2(2) of these Bylaws; or
 - (b) a Special Resolution pursuant to article 2(7) of these Bylaws.
6. An Honorary Member ceases to be a member of the Society
 - (a) in the case of an appointment made by a two-thirds (2/3) Resolution of Council,
 - (i) a Two-thirds (2/3) Resolution of Council; or
 - (ii) an Ordinary Resolution; or
 - (b) in all other cases, an Ordinary Resolution.
7. A Member may be placed in bad standing or expelled by a Special Resolution, provided that
 - (a) notice of the Special Resolution includes a brief statement of reasons for it; and the chairperson of the General Meeting shall not deny the respective Member the reasonable opportunity to make statements to the Members present before the Special Resolution is put to a vote.

Article 5 – Elections

1. A general election shall be held in the month of February to elect the Faculty Representatives and Constituency Representatives.
2. Faculty Representatives and Constituency Representatives shall take office on 1 April, or in the case of those elected through a by-election, at the first meeting of Council thereafter.

3. If only one person is nominated for an office, the nominee must be ratified by a majority vote in a general election or a by-election held in the form of a 'yes' or 'no' ballot.
4. Nominations shall be open for no less than fourteen (14) days and for no longer than twenty-eight (28) days.
5. Notice of a general election or by-election shall be given to the Members by
 - (a) affixing posters, no less than fourteen (14) days before nominations open, no smaller than 21.6 cm by 27.9 cm, on each of the University campuses, provided however that each campus shall receive no less than thirty (30) such posters which shall be affixed to conspicuous locations around the campus; and
 - (b) the placement of an advertisement, no less than fourteen (14) days before the date nominations open, within the student newspaper, the Society website, if any, and such other recognized campus media as recognised by Council.
6. Notice of the opening of nominations must specify the dates and times for the opening and closing of nominations, the location on each campus where nomination forms may be picked up, contact information for the Chief Returning Officer, and list the particular positions and quantities of positions that are open.
7. Notice of polling shall be given to the Members by
 - (a) affixing posters, no less than seven (7) days before the date polling begins, no smaller than 21.6 cm by 27.9 cm, on each of the University campuses, provided however that each campus shall receive no less than thirty (30) such posters which shall be affixed to conspicuous locations around the campus; and
 - (b) the placement of an advertisement, no less than seven (7) days before the date polling begins, within the student newspaper, the Society website, if any, and such other recognized campus media as recognised by Council.
8. Notice of polling must specify the locations, days and hours of polling, and list the particular positions and quantities of positions that are to appear on the ballot.
9. A general election and by-elections shall
 - (a) have at least one (1) poll on each campus;
 - (b) be no shorter than two (2) days in duration and no longer than eight (8) days in duration, such days running consecutively, except days that fall on weekends;
 - (c) have polls that are open for voting for no less than six (6) hours per day, between the hours of 9 AM and 5 PM; and
 - (d) have such other rules as are set out in the Regulations.
10. Notwithstanding anything else in these Bylaws, Council shall not adopt, amend, or otherwise alter the Regulations relating to general elections, by-elections, the Chief Returning Officer, or elections in general, between the 31 December and the Annual General Meeting, unless the Members resolve to do so by an Ordinary Resolution.

Article 6 – Removal of Elected Officials

1. A member of Council shall cease to hold office if she ceases to be a Member.
2. A member of Council may be removed by Special Resolution.
3. If there are at any time more than six (6) vacancies, then a by-election shall be held to fill the positions for the remainder of the term, provided however that where there are less than ninety

(90) days remaining in the term, then Council may, by a Two-thirds (2/3) Resolution of Council, decide not to hold by-elections.

4. Any Member, including a Member previously removed from that position pursuant to article 6(2) of these Bylaws, shall be eligible to run in the ensuing by-election.

Article 7 – Chief Returning Officer

1. The Chief Returning Officer shall be appointed by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Appointments.
2. The Chief Returning Officer shall not hold any other elected, staff, or appointed position in the Society or the University, including positions within campus clubs or organisations, and she must not have been a voting or non-voting member of Council during the twelve (12) months prior to her appointment.
3. Candidates for appointment as the Chief Returning Officer shall be experts at organising and administering elections, and shall have no less than five (5) years of experience, and the Standing Committee on Appointments shall not make as a recommendation any candidate who does not meet the requirements of this article.
4. The Chief Returning Officer shall have complete discretion and authority to conduct general elections, by-elections, and referenda in any manner she sees fit, provided that it is in accordance with these Bylaws and the Regulations.
5. The Chief Returning Officer shall not be directed in the course of her work by any elected, staff, or appointed official of the Society, and shall report any such instances of interference to the first meeting of Council following the instance of interference.
6. Slates shall not be allowed in any general election or by-election.

Article 9 – Council

1. The directors of the Society shall consist of the voting members of Council and, subject to the Act and these Bylaws, shall have vested in them the management, administration, and the control of the property, revenue, business and all other affairs of the Society.
2. Council shall be the highest official body representing the Society, and shall have the authority to overrule, amend, or otherwise alter any decision of an individual or body of the Society by a Two-thirds (2/3) Resolution of Council.
3. Pursuant to article 9(1) of these Bylaws, Council shall
 - (a) adopt Policies by a Two-thirds (2/3) Resolution of Council;
 - (b) adopt the Budget by a Two-thirds (2/3) Resolution of Council;
 - (c) create committees, working groups, planning groups, and any other such bodies that it considers necessary to assist in the work of Council;
 - (d) appoint voting and non-voting members of Council to committees, working groups, planning groups, and any other such bodies of the Society or the University for which there are vacancies set aside for voting or non-voting members of Council;
 - (e) have the authority to remove voting and non-voting members of Council from any committees, working groups, planning groups, and any other such bodies of the Society or the University to which it has appointed them, by a Two-thirds (2/3) Resolution of Council; and

- (f) adopt any other rules that it considers necessary for the Society, provided that any such rules shall be subordinate to these Bylaws, the Regulations, and the Policies.
4. The voting members of Council shall be
 - (a) the Faculty Representatives;
 - (b) the Constituency Representatives;
 - (c) the Campus Representatives;
 - (d) the student members of Senate;
 - (e) such other persons as are designated by Ordinary Resolution.
 5. There shall be twice the number of Faculty Representatives as there are Faculties recognised by the Board of Governors, apportioned between the Faculties as follows:
 - (a) there shall be a guarantee of one (1) Faculty Representative per Faculty; and
 - (b) the remainder of the Faculty Representatives shall be distributed between the Faculties in such numbers as would make the distribution of Faculty Representatives as proportional as possible to the distribution of members of the Society between the Faculties.
 6. The Speaker shall be responsible for the calculation of the number of Faculty Representatives per Faculty pursuant to article 9(5) of these Bylaws, and shall report this calculation to Council by way of a report delivered by the end of each calendar year, and the decisions of the Speaker so reported shall not be subject to appeal.
 7. There shall be one (1) Constituency Representative for each of the following Constituencies:
 - (a) Aboriginal Students;
 - (b) Students of Colour;
 - (c) Students with Disabilities;
 - (d) International Students;
 - (e) Mature Students;
 - (f) Queer Students; and
 - (g) Women.
 8. There shall be one (1) Campus Representative elected for each campus of the University.
 9. Council may create, alter, or otherwise amend Regulations, provided that at least fourteen (14) days' notice has been given of the proposed changes, including the full text of the proposed changes, and provided further that the proposed changes have been recommended by the Standing Committee on Governance.
 10. Notwithstanding article 9(9) of these Bylaws, Council may create, alter, or otherwise amend the Regulations without notice, provided that the mover of the motion has received the unanimous consent of the voting members of Council present to do so.
 11. In the event that notice has been given for changes to the Regulations pursuant to article 9(9), and the Speaker is presented a petition signed by at least three hundred (300) Members in objection to the proposed changes, then the Speaker shall refuse to put the proposed changes to a vote, at which point Council may decide whether to
 - (a) drop the proposed changes; or
 - (b) propose the changes to the Members by way of a referendum.
 12. In the event that the Regulations have been changed pursuant to article 9(10), then the Members may present to the Speaker a petition signed by at least three hundred (300) Members in objection to the proposed changes within fourteen (14) days, then the Speaker shall declare the changes to have been reversed, at which point Council may decide whether to
 - (a) drop the proposed changes; or

- (b) propose the changes to the Members by way of a referendum.

Article 10 – Meetings of Council

1. Quorum for meetings of Council shall be fifty percent (50%) plus one (1) of the current voting members of Council, not counting vacancies, provided however that quorum shall never be less than eight (8) voting members of Council.
2. The Chair shall call Council to order once quorum is present.
3. If quorum is not present within thirty (30) minutes of the scheduled time for a meeting of Council, then the Chair shall declare the meeting of Council to be dissolved.
4. If it should come to the attention of the Chair that there is no quorum during the proceedings of a meeting of Council, then the Chair shall declare the meeting of Council to be dissolved once Council has disposed of the question then being considered.
5. Each voting member of Council shall be entitled to one (1) vote at meetings of Council.
6. Meetings of Council shall be open to all Members and Honorary Members, unless Council decides to go in camera by a Two-thirds (2/3) Resolution of Council, provided however that Council shall only move in camera to discuss one of the following classes of business:
 - (a) legal matters, and funds related directly thereto;
 - (b) human resources matters, and funds related directly thereto; or
 - (c) the purchase or sale of property, and funds related directly thereto.
7. The Chair shall not allow any motion to move in camera that does not declare one of the classes of business set out in article 10(6) of these Bylaws, unless the voting member of Council proposing the motion has received the unanimous consent of Council to do so.
8. When Council moves in camera pursuant to article 10(6) of these Bylaws, the meeting of Council shall be deemed by the Chair to have moved out of camera when the item(s) of business declared in the motion to move in camera has been disposed of.
9. Council shall hold regularly-scheduled meetings of Council at least once per month.
10. Voting members of Council may appoint an individual to serve as a proxy, to attend a meeting of Council and cast a vote in that voting member of Council's place, provided that no Member shall hold more than one (1) proxy at any one time, and provided further that
 - (a) the proxy must be declared on a form designed for that purpose by the Speaker;
 - (b) the proxy form shall be signed by the voting member of Council assigning the proxy, the Member receiving the proxy, the Chair, and the Secretary; and
 - (c) the proxy form shall be kept with the minutes as a record of the Society.
11. The Chair shall not sign a proxy form referred to in article 10(9) of these Bylaws unless the voting member of Council assigning the proxy has attached documentation to the proxy form which demonstrates that the absence is for one of the following authorised reasons:
 - (a) the voting member of Council has been directed by Council to attend a conference or other engagement that conflicts with one or more meetings of Council;
 - (b) the voting member of Council has one or more courses that overlap with the scheduled time for meetings of Council, provided that the voting member of Council would not have been able to plan her courses with meetings of Council in mind between the time of her election and the next course registration period; or

- (c) other extenuating circumstances such as illness or personal emergencies, provided however that the Chair shall only allow one (1) such proxy per term of office.
12. Any motion that has not been recommended to Council by the Executive Committee, a Standing Committee, or a Special Committee shall be ruled out of order by the Chair, unless the member of Council moving the motion has
- (a) the unanimous consent of the voting members of Council present to do so; or
 - (b) given notice of the motion, including its full text, at the previous meeting of Council.

Article 13 – Executive Committee

1. The Executive Committee shall be a Standing Committee of Council, and shall consist of four (4) voting members of Council, appointed by a Two-thirds (2/3) Resolution of Council, on the recommendation of the Standing Committee on Appointments.
2. Each member of the Executive Committee shall be appointed as one of the following:
 - (a) Director of Student Services;
 - (b) Director of Student Life;
 - (c) Director of External Affairs; and
 - (d) Director of Finance.
3. The Executive Committee shall
 - (a) lead the development of the five-year strategic plan of the Society;
 - (b) interpret and articulate the policies and decisions of Council on a day-to-day basis;
 - (c) be responsible for the internal communications between the Society and its Members, and communications between the Society and external organisations;
 - (d) present options and recommendations to Council and its Standing Committees proactively and as requested, on matters of concern to Members;
 - (e) coordinate and engage in contractual negotiations with other parties;
 - (f) ensure that all deserving Members are recognised for contributions to the Society;
 - (g) be responsible for the approval and renegotiation, both annually and on an as-needed basis, of the contract between the Society and the General Manager;
 - (h) review the performance of the General Manager, both annually and on an as-needed basis, and present performance reviews and recommendations to Council;
 - (i) provide full and timely disclosure of its activities and decisions to Council;
 - (j) perform such other functions as decided by Council, from time to time.
4. Nothing in this article restricts the authority of Council.
5. The Executive Committee shall not withhold any information from Council, notwithstanding the sensitive or confidential nature of the information, provided however that the Executive Committee may request that the disclosure take place in camera if it falls under one of the classes of business set out for in camera discussions in article 10(6) of these Bylaws.
6. The Executive Committee shall be unable to conduct any business until it has selected a Chair of the Executive Committee from among its own members, and it shall have the authority to appoint another Chair of the Executive Committee, from time to time.
7. The Chair of the Executive Committee shall
 - (a) chair meetings of the Executive Committee, provided however that the Executive Committee may at any time select an alternate member to chair the meeting;
 - (b) post, or cause to be posted, notice of meetings of the Executive Committee at least twenty-four (24) hours in advance, by any means she deems necessary, including by electronic media;

- (c) post, or cause to be posted, the minutes of meetings of the Executive Committee no later than five (5) business days after the meeting of the Executive Committee at which the minutes were approved;
 - (d) prepare the provisional agenda for meetings of the Executive Committee and distribute it to all members of the Executive Committee no less than twenty-four (24) hours in advance of the scheduled time for meetings of the Executive Committee, ensuring that all required documents, minutes, and reports accompany the provisional agenda so distributed;
 - (e) submit to the Executive Committee any correspondence received that is addressed to the Executive Committee; and
 - (f) perform such other functions as are assigned by the Executive Committee, from time to time.
8. The Director of Student Services shall
- (a) lead the development of expectations, performance measures, and policies that relate to the effectiveness of the General Office in the provision of student services, and proactively measure the work of the Society against these standards;
 - (b) lead the research and development of options and recommendations to Council on the development and expansion of services for the Members;
 - (c) be responsible for communications between the Society and its Members, including leading the development of on-line and social media strategies for the Society;
 - (d) be the liaison between the Executive Committee and the General Manager;
 - (e) be a Signing Officer; and
 - (f) have such other powers as are assigned by Council, from time to time.
9. The Director of Student Life shall
- (a) lead the development of expectations, performance measures, and policies that relate to the effectiveness of academic, social, and recreational events on campus, and proactively measure the work of the Society against these standards;
 - (b) lead the research and development of options and recommendations to Council on the development of academic policies to support the Members, and other policies about campus life that support the Members;
 - (c) be responsible for interpreting and articulating the direction of Council in setting the overall direction for academic, social, and recreational events to be held;
 - (d) lead advocacy for the academic, social, and recreational needs of the Members;
 - (e) be the liaison between the Society and the University; and
 - (f) have such other powers as are assigned by Council, from time to time.
10. The Director of External Affairs shall
- (a) lead the development of expectations, performance measures, and policies that relate to the effectiveness of the Society's relationships with external organisations, and proactively measure the work of the Society against these standards;
 - (b) lead the research and development of options and recommendations to Council on the development of partnerships with external organisations, and for other non-academic policies on which the Society ought to take a position;
 - (c) be responsible for the external communications of the Society;
 - (d) be responsible for lobbying various levels of government based on Society policies;
 - (e) be a Signing Officer; and
 - (f) have such other powers as are assigned by Council, from time to time.
11. The Director of Finance shall

- (a) lead the development of expectations, performance measurements, and policies that relate to the effectiveness of the Society's financial management and procedures, and proactively measure the work of the Society against these standards;
- (b) lead the research and development of options and recommendations to Council on how to use student funds more effectively to maximise benefits to the Members;
- (c) be responsible for developing the draft budget in consultation with the Standing Committee on Finance;
- (d) present quarterly updates to Council on the status of the budget;
- (e) be a Signing Officer; and
- (f) have such other powers as are assigned by Council, from time to time.

Article 14 – Committees

1. The Standing Committees of Council shall be
 - (a) the Standing Committee on Governance;
 - (b) the Standing Committee on Appointments;
 - (c) the Standing Committee on Student Life;
 - (d) the Standing Committee on Student Services;
 - (e) the Standing Committee on Finance; and
 - (f) the Standing Committee on External Affairs.
2. Council shall have the authority to establish Special Committees to consider specific issues by a Two-thirds (2/3) Resolution of Council, and the members thereof shall be appointed on the recommendation of the Standing Committee on Appointments.
3. The Standing Committee on Governance shall
 - (a) review the Bylaws, the Regulations, and other governance rules of the Society, and provide options and recommendations to Council as needed or as requested;
 - (b) periodically review the governance systems of the Society, and proactively provided options and recommendations to Council as needed or as requested;
 - (c) have such other powers and duties as are stipulated in the Regulations, or assigned by Council, from time to time.
4. The Standing Committee on Governance shall consist of
 - (a) the Speaker of Council, who shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
 - (b) seven (7) non-Executive members of Council; and
 - (c) one (1) non-Council Member.
5. The Standing Committee on Appointments shall
 - (a) make recommendations to Council on the appointment of members of the Executive Committee, other Standing Committees, and Special Committees;
 - (b) make recommendations to Council on the appointment of key Society positions, including the Chief Returning Officer, the Speaker of Council, the Ombudsperson, and the General Manager; and
 - (c) have such other powers and duties as may be stipulated in the Regulations, or assigned by Council, from time to time.
6. The Standing Committee on Appointments shall consist of
 - (a) four (4) non-Executive members of Council, one of whom shall be elected its chairperson, provided however that the members present may at any time elect an alternate chairperson;

- (b) five (5) non-Council Members.
7. The Standing Committee on Student Services shall
 - (a) make recommendations to Council on changes, developments, expansions, or other issues relating to student services provided or operated by the Society;
 - (b) monitor the performance of the Director of Student Services, and make recommendations to Council as needed or as requested; and
 - (c) have such other powers and duties as may be stipulated in the Regulations, or assigned by Council, from time to time.
 8. The Standing Committee on Student Services shall consist of
 - (a) three (3) non-Executive members of Council, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
 - (b) the Director of Student Services; and
 - (c) five (5) non-Council Members.
 9. The Standing Committee on Student Life shall
 - (a) make recommendations to Council on issues relating to the academic, recreational, and social needs of Members;
 - (b) monitor the performance of the Director of Student Life, and make recommendations to Council as needed or as requested; and
 - (c) have such other powers and duties as may be stipulated in the Regulations, or assigned by Council, from time to time.
 10. The Standing Committee on Student Life shall consist of
 - (a) three (3) non-Executive members of Council, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
 - (b) the Director of Student Life; and
 - (c) five (5) non-Council Members.
 11. The Standing Committee on Finance shall
 - (a) develop the budget of the Society, in consultation with the Director of Finance;
 - (b) recommend the budget for the ensuing Fiscal Year to Council by no later than the first day of December;
 - (c) recommend any amendments to the budget to Council as needed, or as requested;
 - (d) monitor the performance of the Director of Finance, and to make recommendations to Council as needed or as requested; and
 - (e) have such other powers and duties as may be stipulated in the Regulations, or assigned by Council, from time to time.
 12. The Standing Committee on Finance shall consist of
 - (a) four (4) non-Executive members of Council, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
 - (b) the Director of Finance; and
 - (c) four (4) non-Council Members.
 13. The Standing Committee on External Affairs shall
 - (a) make recommendations to Council on the relationships between the Society and external organisations;

- (b) monitor the performance of the Director of External Affairs, and make recommendations to Council as needed or as requested;
 - (c) be empowered to select the delegates for any external workshops or conference to which Council desires to send delegates; and
 - (d) have such other powers and duties as may be stipulated in the Regulations, or assigned by Council, from time to time.
14. The Standing Committee on External Affairs shall consist of
- (a) three (3) non-Executive members of Council, one of whom shall be its chairperson, provided however that the members present may at any time elect an alternate chairperson;
 - (b) the Director of External Affairs; and
 - (c) five (5) non-Council Members.
15. Any non-Council Member of a Committee shall be appointed for a term beginning on 1 September, and ending on 31 August of the following year, and shall only be removed for cause by a three-quarters (3/4) Resolution of Council on the recommendation of the Standing Committee on Appointments.
16. Quorum for a Committee shall be one-half plus one (1) of its voting members, provided however that quorum shall never be less than three (3) voting members.

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Section XI – Electoral Procedures

Article 1: Powers and Duties of the Chief Returning Officer

1. The Chief Returning Officer shall:
 - (a) conduct elections and referenda in a fair and impartial manner;
 - (b) not sign the nomination form of any candidate in an election;
 - (c) set the dates of elections and referenda, and advise Council of any such dates before the notice for any such elections and/or referenda is to be posted;
 - (d) encourage as many candidates as possible to run in elections;
 - (e) encourage high voter turnout in elections and referenda;
 - (f) be the official liaison with other organisations whose elections or referenda are being conducted by the Kwantlen Student Association;
 - (g) cause all necessary election forms to be prepared;
 - (h) verify candidates' nomination packages as they are received, and be empowered to alert candidates to incomplete or missing information and to allow reasonable corrections to be made up until the close of nominations;
 - (i) review and approve all campaign material prior to its use, posting, or distribution in accordance with this regulation, with the exception of Social Media;
 - (j) have the power to interpret these electoral Regulations;
 - (k) have the power to set procedures for the monitoring of campaigning, to rule on the validity of an election or referendum irregularities, and to make any determinations necessary in response thereto, including penalties, disqualifications, or the invalidation of elections or referenda, as the Chief Returning Officer may determine to be appropriate at the time; appoint, discharge, and manage any elections staff that the Chief Returning Officer may deem necessary, and that are provided for in the Budget and in the contract between the Society and the Chief Returning Officer;
 - (l) ensure that candidates are informed about the Electoral Procedures contained in this section of the Regulations;
 - (m) regulate all operations of the polling stations;
regulate all aspects of the design, security, printing, and counting of ballots, including rulings on questionable and spoiled ballots, and the conduct of scrutineers;
 - (n) be responsible for the official release of results, including the number of votes for each candidate (and against each candidate, where applicable) and the number of votes for and against each referendum question, and the number of spoiled ballots, if any;
 - (o) prepare an election or referendum report for Council to report the results, a report on the ballot counting and the results of each election or referendum, complaints against and any irregularities of elections and referenda;
 - (p) record, keep, and maintain the results of elections and referenda including all relevant files, records, and memoranda that the Chief Returning Officer determines are relevant for archiving, for a period not less than two (2) years;
 - (q) be responsible for the orientation of his or her replacement;
 - (r) be responsible for maintaining and updating a Chief Returning Officer manual;

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- (s) recommend various options to Council for amendments to this section of the Regulations, if deemed necessary; and
 - (t) have such other powers and duties as are outlined in the Bylaws or the Regulations or assigned by Council from time to time.
2. The Chief Returning Officer may delegate any of the above duties to other election staff, except (f), (j), (k), (l), (p), (q), and (r), but shall ultimately retain responsibility for any delegated duties.
 3. Subject to the provisions of Article 13 below, the Chief Returning Officer shall have the power to conduct elections and referenda for other organizations, including the election of students to the Senate and the Board of Governors. In conducting such elections and referenda, the Chief Returning Officer shall have the same powers and duties as specified in clause 1 above, subject to the provisions of Article 13 and subject to agreements made with the other organizations for conducting the said elections and referenda.

Article 2: Exigency Provisions

1. The Chief Returning Officer may be removed from office prior to the expiry of her term for cause by a two-thirds vote of Council.
2. If the Chief Returning Officer is removed by Council, Council must either appoint a new Chief Returning Officer or appoint an outside body or corporation which shall have all the powers and duties of the Chief Returning Officer at the time the previous Chief Returning Officer is removed.

Article 3: Nomination Rules

1. At each general election, all seats for the Constituency Representative, Campus Representative, and Faculty Representatives shall be contested.
2. Nominations
 - (a) Nominations shall be opened on a date to be set by the Chief Returning Officer. In the case of a general election and pursuant to Bylaw 5(1) and 5(4), nominations must be open no later than the last business day in January. Nominations must close at least fourteen (14) days prior to the first day of polling.
 - (b) All candidates shall submit a nomination form signed by the candidate and no less than twenty-five (25) nominators, each of whom shall be a Member of the Society.
 - (c) Each candidate for Constituency Representative shall be a Member of the Society who self-identifies as a member of the Constituency. A candidate for Constituency Representative must self-identify as a member of the Constituency that she seeks to represent by indicating her self-identification on the nomination form.
 - (d) Each candidate for Campus Representative shall be a Member of the Society who
 - (i) is taking at least one class on the campus for which she seeks to represent, or
 - (ii) took at least one class on the campus for which she seeks to represent in the previous semester, or
 - (iii) lives in the city in which the representative campus that she seeks to represent is located,

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and must confirm that she meets one of these criteria by checking a check-box on the nomination form.

- (e) Each candidate for Faculty Representative shall be a Member of the Society registered in that faculty for which she seeks to represent, and must confirm that she meets this criterion by checking a check-box on the nomination form.
- (f) Nomination forms and the candidate’s handbook shall be available in the Society’s offices of each campus and on the official website of the Society.
- (g) Even if nominated for more than one position, a candidate may run for only one position in a given election.
- (h) Pursuant to bylaw 7(6), candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials, or campaigning in elections as a slate. A slate shall mean two or more candidates running for elected office in a coordinated fashion to achieve a mutual advantage in the election. Individuals may campaign together for the purposes of a referendum.
- (i) The Chief Returning Officer shall ensure the eligibility of candidates and nominators through the Registrar’s office, and in any such other manner as required.
- (j) The names of the candidates in an election shall not be made public until the close of nominations, and only after the eligibility of the candidates has been confirmed by the Chief Returning Officer through the Registrar’s office, at which time they shall be made public by the Chief Returning Officer. All candidates’ names shall be made public at the same time.
- (k) Nomination packages outlining the requirements of this section shall be available at all KSA offices during the nomination period. The Chief Returning Officer shall also ensure that the packages include details of the various positions that are open for election, including but not limited to job duties, the dates for any upcoming orientation(s), work hours and required attendance at meetings.
- (l) The Chief Returning Officer shall rule on the validity of all nominations packages received during the nominations period. The Chief Returning Officer shall make a reasonable effort to alert potential nominees to any errors, inaccuracies, or omissions in their nominations packages, and shall accept corrections to any such nominations packages up to and until the close of nominations. The Chief Returning Officer may, at her discretion, establish a “pre-check deadline” for the purposes of early verification and corrections. No corrections shall be allowed once nominations have closed. Under the discretion of the CRO, late nomination packages may be accepted up to twenty-four (24) hours late if there are extenuating circumstances.
- (m) Submitting a false or deceptive nomination form to the CRO is a serious offence. Notwithstanding any other Regulation herein, in the event that a candidate’s false or deceptive nomination form is discovered by the CRO up until the results of the election have been submitted by the CRO, the CRO may disqualify the candidate in question. This decision is appealable to the CRO.

3. All-Candidates Meeting and Candidates’ Handbook

- (a) The Chief Returning Officer shall organize an All Candidates Meeting to take place following the close of nominations. At this meeting, the Chief Returning Officer shall provide an overview concerning the Electoral Regulations, other relevant rules and any

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other information she deems important to candidates. The Chief Returning Officer shall distribute a copy of a candidates' handbook to all candidates who attend the meeting.

- (b) All candidates are encouraged to either attend the All Candidates Meeting or meet privately (in person or by telephone) with the Chief Returning Officer following the close of nominations to receive the overview discussed above and to receive a copy of the candidates' handbook.
 - (c) A candidate's handbook shall be distributed to candidates, which shall include articles 5-7 of the bylaws, section XI of the regulations, and any other sections of the bylaws or the regulations that the Chief Returning Officer deems relevant to candidates. The Chief Returning Officer shall be empowered to create additional rules, insofar as they do not conflict with the bylaws or the regulations, and these rules shall be included in the candidate's handbook and may be enforced as would any other electoral rules. The Chief Returning Officer may include any additional information that they consider to be useful for candidates.
4. Pursuant to Article 5(9)(d) of the Bylaws, the following persons are disqualified from being nominated for or being elected to any office within the Society:
- (a) full-time employees of Kwantlen Polytechnic University;
 - (b) full-time employees of the Kwantlen Student Association or of a provincial or national student organisation;
 - (c) elected or appointed officers, directors, or full-time employees of any other student society (as that term is defined in the *University Act* or the *College and Institute Act*);
 - (d) elected or appointed officers, directors, or full-time employees of any Kwantlen campus media organization, including newspapers and radio and the Polytechnic Ink Publishing Society; or
 - (e) full-time employees of the Kwantlen Public Interest Research Group Society

Article 4: Campaign Rules

- 1. Members of the Society have the right to freedom of expression with respect to participating in the elections and referenda of the Society, subject to limits prescribed in the Bylaws and these Regulations.
- 2. There shall be an Official Campaign Period beginning immediately after the conclusion of the All-Candidates Meeting until the end of voting in an election.
- 3. With respect to elections, campaigning outside of the Official Campaign Period shall be prohibited.
- 4. Campaigning shall not be permitted in the vicinity of any polling station, and the Chief Returning Officer may establish and announce times during which campaigning by any candidates, or any candidates on a given campus, shall not be permitted.
- 5. Notwithstanding the prohibition on campaigning outlined above, the following activities shall be permitted even if engaged in before the beginning of the Official Campaign Period:
 - (a) private communications concerning election plans, including but not limited to private communications by means of in-person conversations, single-recipient e-mail, letters sent by regular mail, and telephone conversations; and
 - (b) the circulation of nomination forms and other reasonable measures taken in order to fulfill nomination requirements.

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6. Posters no larger than 30 cm x 45 cm (11" x 17") may be put up, but no candidate may have more than one poster on any one bulletin board, and all postering must comply with the University's and the Society's postering procedures and policies; in addition, the Chief Returning Officer may establish further rules for postering;
7. Distribution of leaflets, brochures, and handbills: if non-adhesive leaflets, brochures, and handbills are affixed to bulletin boards, they shall be subject to the restrictions on posters referred to in clause 3 above;
8. All posters, brochures, and handbills must comply with the Society's postering, brochure, and handbill procedures and policies, and must also contain:
 - (a) the organization the election is for;
 - (b) the position being run for;
 - (c) the dates, times, and locations of the polling station at the campus for which the campaign material is posted.
9. If a candidate seeks to campaign by speaking before a class in a classroom:
 - (a) candidates shall seek permission from the individual faculty members to speak to that
 - (b) individual faculty member's class before that class begins;
 - (c) candidates shall limit themselves to no more than five (5) minutes per classroom speech, or whatever lesser time is allotted by the faculty member, provided that the time allotment does not exceed five (5) minutes;
 - (d) candidates must understand that it is a faculty member's right to grant or deny access to their class; and
 - (e) the Kwantlen Student Association, the Kwantlen Faculty Association, and the Chief Returning Officer have no control over which candidates an individual faculty member allows to speak to their classes.
10. Candidates shall not engage in the following manner of campaigning during elections and referenda:
 - (a) the use of road signs;
 - (b) the leafleting of vehicles parked on campus;
 - (c) the distribution of food and drink;
 - (d) bribery;
 - (e) harassment, as defined in the Regulations, s. II, art. 10, c. 3;
 - (f) any campaigning that discriminates against any person on the basis of race, religion, physical sex, gender identity, gender expression, sexual orientation, nationality, language, socio-economic status, physical disability, or mental disability.
11. No person shall circulate false information concerning the dates, times, or locations of polling.
12. Candidates may use the terms "Kwantlen Student Association" and "KSA" in their campaign materials, but they may not use any Kwantlen Student Association logos, slogans or variations thereof or the logos, slogans, or variations thereof of any Kwantlen Student Association coalition partner or other outside group.
13. Candidates must ensure that their campaign material is removed within one (1) week following the end of the Official Campaign Period. If this is not done, the Chief Returning Officer may appoint staff to remove campaign material and charge candidates for the service.
14. Limits on Use of Society Resources

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- (a) Candidates shall not use the services, materials and resources of the Society, such as, but not limited to: catering, the borrowing of equipment or other supplies, faxing, printing, colour printing, laminating and photocopying. However, such services, materials and resources may be used if they are generally available to all members of the Society, and if the candidate pays the market rate for the use of the service, material or resource where applicable.
 - (b) Candidates shall not use the Society's offices for any purpose related to elections, including, but not limited to, the use of such offices as campaign offices and for the creation or storage of campaign materials, display of campaign materials, campaigning, and campaign meetings.
 - (c) Clubs of the Society shall not spend club money or expend club resources on behalf of any candidate.
 - (d) KSA staff shall not campaign in KSA elections, and shall take all reasonable steps to ensure that they act in a fair and unbiased manner with respect to the election throughout the entire electoral process.
15. Dedicated Fee Organizations and their non-student staff shall not campaign in KSA elections and referenda.
16. The upper limit for campaign expenses that may be incurred per candidate is \$75.00.
17. The upper limit for campaign expenses that may be incurred by any person or organization that campaigns for or against a referendum question is \$250.00. This clause shall not apply to the Society in cases where a referendum has been initiated by Council.
18. Declaration of Expenses
- (a) To demonstrate compliance with the spending limits established pursuant to clause 6 above, every candidate must submit to the Chief Returning Officer a statement of expenses incurred; even if the amount is zero. The statement must be submitted to the Chief Returning Officer no later than seventy-two (72) hours after the Official Campaign Period, and must be signed by the candidate and supported by itemized receipts. The statement may be submitted in the form of a scanned and emailed copy, a photograph and emailed copy, facsimile or in-person delivery. The Chief Returning Officer may require a candidate(s) to swear an affidavit in regard to expenses, if she sees fit. Failure to submit a statement of expenses within the allotted time period is a serious offence.
 - (b) In the event that a candidate receives goods or services associated with campaigning below market cost, the Chief Returning Officer may assess that candidate the market cost or the actual cost, whichever is higher, for each campaign expenditure. A candidate's total assessment must not exceed the upper limit for campaign expenses set by paragraph 6 above, or the Chief Returning Officer shall disqualify the candidate. Candidates are strongly urged to contact the Chief Returning Officer prior to receiving or acquiring any goods or services below market value, so as to ensure that such support does not violate spending limits.
 - (c) If an organization spends money on campaign materials endorsing one or more candidates, the CRO shall take steps to assess any monies so spent and count them as part of that candidate's expenses when determining whether the candidate remained within the campaign spending limits.

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- (d) Submitting a false or deceptive statement of expenses to the CRO is a serious offence. Notwithstanding any other Regulation herein, in the event that a candidate's false or deceptive statement of expenses is discovered by the CRO even after the official results of the election have been submitted by the CRO, the CRO may amend those results by disqualifying the candidate in question and their seat shall thereby become vacant.
19. News articles and endorsements in *The Runner* or other campus publications shall not be considered campaigning.

Article 5: Violations and Penalties

1. The Chief Returning Officer may penalize any candidate and determine the appropriate penalty for campaigning in violation of the campaign rules above and for any other breach of the Electoral Regulations and any other election irregularity. The Chief Returning Officer may determine her own procedures with regard to investigating and acting on electoral irregularities, provided that:
 - (a) the Chief Returning Officer or her designate investigates any reasonable allegations or complaints; and
 - (b) the procedures for investigating and acting on electoral irregularities otherwise comply with this Article.
2. In the event that the Chief Returning Officer determines that a candidate(s) has committed an offence, the Chief Returning Officer or her designate must determine whether the offence was serious or minor, and shall use her discretion when determining the appropriate penalty.
3. Generally, minor offences are characterised as being:
 - (a) accidental or unintentional; and
 - (b) likely to have little or no material impact on the results.
4. Generally, serious offences are characterised as being:
 - (a) intentional or deliberate; and
 - (b) likely to have a material impact on the results.
5. For serious offences, without limiting the discretion of the Chief Returning Office to reasonably determine the appropriate penalty, the Chief Returning Officer may disqualify a candidate and may also lodge a complaint against the candidate with Council with a view to having Council initiate proceedings to suspend some or all of the candidate's Society privileges.
6. For minor offences, without limiting the discretion of the Chief Returning Office to reasonably determine the appropriate penalty, the Chief Returning Officer may issue a verbal or written warning to a candidate or to a campaigner.
7. The Chief Returning Officer shall not deduct votes as a penalty in any election or referendum.
8. If one or more serious offences has been committed by one or more candidates in an election, the Chief Returning Officer may determine that the fairness of the election has been materially impacted and declare the result of the election to be invalid.

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9. If serious offences have been committed in a referendum, the Chief Returning Officer may determine that the fairness of the referendum has been materially impacted and declare the results of that referendum invalid.

Article 6: General Meetings and Referendum Regulations

1. Annual general meetings, special general meetings, and referendums shall be held and run in accordance with the Society Act, the Bylaws and this Article. Through these democratic events, the members may vote on matters concerning the business of the Society, and such voting shall include the right to vote on Ordinary Resolutions and Special Resolutions.
2. An Ordinary Resolution:
 - (a) must conform with the Society’s purposes, as stated in the Constitution;
 - (b) may be adopted in a general meeting or a referendum;
 - (c) must conform to the required voting majority provisions as outlined in the Society’s Bylaws and the Society Act;
 - (d) must be consistent with the Society’s Bylaws and Regulations and must not be *ultra vires* the Society’s powers;
 - (e) must not require the Society to breach an existing contract; and
 - (f) must not include any provision or action that ought to require a Special Resolution, as defined by the Society Act, the Bylaws, or these Regulations.
3. A Special Resolution:
 - (a) must conform with the Society’s purposes, as stated in the Constitution;
 - (b) may only be adopted in a general meeting;
 - (c) must be consistent with the Society’s Bylaws, and must not be *ultra vires* the Society’s powers; and
 - (d) must conform to the required voting majority and notice provisions as outlined in the Society’s Bylaws and the Society Act.
4. In a manner consistent with the latest edition of Robert’s Rules of Order, Newly Revised, the chair of a general meeting shall rule out of order any ordinary or special resolutions which do not comply with this Article.
5. Further to Bylaw 4(9)(d), a referendum question may only be put to the membership by the VP Services if it
 - (a) is an Ordinary Resolution, as defined by this article;
 - (b) is substantively different from any previous referendum question put to the membership in the preceding twelve (12) months;
 - (c) is not a Special Resolution, as defined by the Society Act, the Bylaws or these Regulations;
 - (d) is not frivolous, racist, sexist, homophobic or otherwise demeaning to the membership or the campus community;
 - (e) in the case of a fee referendum, does not seek to increase or decrease the Society’s fees by more than fifteen percent (15%) in any given fiscal year;
 - (f) in the case of a fee referendum, creates, establishes or increases a fee whereby the funds raised are to be used and dealt with only for the Society’s purposes; and

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- (g) is clear, unbiased, and phrased in a manner that permits a yes/no answer.
6. In the event that a referendum question, adopted by Council pursuant to Bylaw 4(3)(a), fails to meet all of the requirements of Article 6(5) above, then the VP Services shall rule the question out of order and advise Council, in writing, of her decision.
 7. In the event that a referendum question, proposed by petitioners pursuant to Bylaw 4(3)(b), fails to meet all of the requirements of Article 6(5) above, then the VP Services shall rule the question out of order and post a notice within the student newspaper or such other recognized campus media as determined by Council.
 8. Notwithstanding clause 7 above, should a referendum question proposed by petitioners pursuant to Bylaw 4(3)(b) meet all of the requirements of Article 6(5) above other than Article 6(5)(g), then the VP Services shall bring the petition to Council and, if Council agrees by a Two-thirds (2/3) Resolution, the question shall be submitted to the Society's legal counsel for rewording, and their decision on the rewording is final. If Council does not so resolve, the question shall be put to the members exactly as drafted by the petitioners. In the event that the Society's legal counsel are unwilling or unable to reword the proposed question, Council shall be the final determiner of the wording, and shall approve, by a Two-thirds (2/3) Resolution, a clear, unbiased question that permits a yes/no answer.
 9. The dates, times and polling locations of a referendum initiated by Council shall be set within the Two-thirds (2/3rds) Resolution adopted by Council. The dates, times and polling locations of a referendum initiated by petitioners shall be set by the VP Services, provided that Council may overrule her decision with a Two-thirds (2/3rds) Resolution and set its own dates, times and polling locations if it so chooses.
 10. In order to allow the membership reasonable notice of a change in their fees, and to allow the Society time to budget for any modification to its revenue, any change to the Society's fees shall take effect no sooner than twelve (12) months after the successful referendum results are reported to Council.
 11. The chair of a general meeting shall conduct the general meeting in accordance with Bylaw 3 and Bylaw 24, the applicable portions of these Regulations, and other rules as established by the members at the meeting, provided that those rules are consistent with the Constitution, Bylaws and Regulations of the Society.
 12. Once officially called in accordance with this Article, the Chief Returning Officer shall conduct referenda in accordance with Bylaw 4, the applicable portions of these Electoral Regulations, and other rules and procedures developed by the Chief Returning Officer, provided that those rules and procedures are consistent with the Constitution, Bylaws and Regulations of the Society.
 13. All campaign material must be removed within one (1) week of the end of voting.
 14. Neutrality
 - (a) The Society shall be neutral in all referenda unless Council decides, by Resolution, to support a side.

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- (b) If Council does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources may be used by any side in the referendum.

Article 7: Polling Regulations

1. The Chief Returning Officer shall establish polling stations at such locations and times so as to ensure that as many Members as possible have an opportunity to vote, and shall communicate these locations to all candidates at or before the All Candidates Meeting.
2. Polls shall be in conspicuous locations, including locations in or about the Society's offices on each campus, and in such other conspicuous locations at the discretion of the Chief Returning Officer. Subject to Bylaw 5(9), poll times shall be at the discretion of the Chief Returning Officer. Advance polling may be held at the discretion of the Chief Returning Officer.
3. Poll locations and times shall be advertised in a campus publication or by other means as determined by the Chief Returning Officer. Poll locations and times may be altered from those advertised, depending on the availability of poll clerks.
4. The Chief Returning Officer shall ensure that each polling station has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voter's ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots.
5. Instructions on voting procedures shall be fully and clearly communicated at each polling station, including instructions on how to mark the ballot, especially when preferential voting is required.
6. Each candidate shall be permitted to submit a candidate statement of no more than one hundred (100) words and a photo of one's self if inclined, which, if approved by the Chief Returning Officer, the Chief Returning Officer will cause to be posted clearly at each polling station, posted on the Society website, and submitted to *The Runner* for publication. In preparing the statements for posting, the Chief Returning Officer shall ensure that each statement uses a standardized font and font size for all candidates.
7. At the discretion of the Chief Returning Officer, groups wishing to publicize their point of view on a referendum question may be granted the right to have a sign or poster not exceeding 8.5" x 11" to be posted at each polling station.
8. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.
9. All enrolled students will be considered eligible voters to cast their ballot for each campus representative position.
10. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters from an individual faculty cast ballots for that Faculty's Representative(s).
11. Eligible voters may cast ballots for whichever Constituency representatives correspond to the Constituencies with which they self-identify; there shall be no limits on how many constituencies an individual may self-identify with.

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12. Poll Clerks

- (a) Poll clerks shall be hired by the Chief Returning Officer at least two weeks prior to an election under contract with the General Manager.
- (b) Poll clerks shall be required to attend a training session arranged by the Chief Returning Officer, at least one week before the election, at which they shall be given information on the rules and regulations relevant to them.
- (c) While working at a polling station, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Any poll clerk who violates the provisions in this paragraph or any other provision in the Electoral regulations shall be subject to disciplinary action by the Chief Returning Officer.
- (d) Poll clerks shall ensure that polling stations are kept clean and free of any debris, campaign materials, or other items that may have been left behind by a student voter.
- (e) Polling stations shall not be left unattended during polling hours. In the event of an emergency which requires the polling station to be temporarily closed or left unattended, poll clerks shall remove the ballot boxes, ballots and other voting materials to a secure locked location.

13. Loitering is not permitted around polling stations.

Article 8: Ballots

- 1. In elections, each candidate's name shall appear on the ballot as it appears on that candidate's student card, except that:
 - (a) candidates who do not wish all their given names as recorded on their student card to appear on the ballot may choose to have one or more of those given names appear along with their surname. Alternatively, candidates may choose to have one or more of their given names and the initial of one or more of their other given names appear along with their surname; and
 - (b) candidates who are commonly known by a nick-name may choose to have that name appear in parentheses after their given name.
 - (c) candidates who identify that use of their legal name would negatively impact their way of life may choose to have a different name, that they are known by, appear instead of their legal name.
- 2. The names of the candidates shall appear on the ballot surname first, and alphabetised by surname.

Article 9: Counting of Ballots and Release of Results

- 1. The Chief Returning Officer shall take whatever measures necessary to ensure the security of the ballots, including but not limited to measures to ensure that the ballots are kept secure between the time they are removed from the polling stations and the time they are counted.
- 2. The Chief Returning Officer must be present at all times when ballot boxes are being emptied.

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3. When the Chief Returning Officer is conducting an election for another organization, a representative of that organization may be present when ballot boxes are being emptied.
4. Ballot Counting
 - (a) The Chief Returning Officer shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
 - (b) The Chief Returning Officer shall take all measures necessary to ensure that only validly cast ballots are counted.
 - (c) Only correctly marked ballots shall be counted.
 - (d) The Chief Returning Officer must be present at all times during ballot counting.
 - (e) The Chief Returning Officer shall ensure that the ballots are counted as soon as is reasonably possible after the close of an election, with the exception of enveloped ballots that have student numbers that have to be verified by the Office of the Registrar.
 - (f) Each candidate may have one scrutineer present during ballot counting. The scrutineer must be a Member. Candidates may not be scrutineers.
 - (g) Scrutineers shall be responsible for observing the counting of ballots, witnessing all decisions made concerning spoiled or questionable ballots, and reporting to their candidate or any perceived problems or irregularities.
 - (h) The Chief Returning Officer may establish further rules concerning the conduct of scrutineers. The Chief Returning Officer shall be responsible for enforcing such rules and monitoring the conduct of the scrutineers and shall have the power to eject scrutineers from the ballot counting area.
 - (i) The Chief Returning Officer shall conduct a recount of the ballots, for the entire election, or a given position/referenda question, when
 - (i) the difference between the successful candidate (or winning side in a referendum) and the next candidate (or losing side in a referendum) is 10 votes or less, or 2% of the ballots cast, whichever is greater; or
 - (ii) the Chief Returning Officer believes, for whatever reason, that a second (or subsequent count) would yield a more accurate result.Whenever possible, different ballot counters than those involved with the original count shall be assigned to any recount.
 - (j) As soon as the counting has been completed in elections and referenda, and all relevant complaints disposed of, the Chief Returning Officer may release the results, which shall include the heading, “Official Results, pending their presentation to Council and the resolution of any pending appeals”.
 - (k) Results for elections conducted for other organizations shall be released in accordance with the agreements made with those organizations.
 - (l) The counted ballots shall be kept secure until the results of the election or referendum become official by being presented to Council, at which time the ballots shall be moved to storage to be kept for one (1) year.
5. Presentation of Results
 - (a) The Chief Returning Officer shall prepare a written report on the election or referendum, including the results and the exact text of all referendum questions, to be presented to Council once any complaints or appeals pending before Chief Returning Officer have been ruled on in accordance with Article 10 below.

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- (b) As soon as the Chief Returning Officer's report is presented to Council, the results shall be official and binding upon the Society. A resolution of Council to receive or approve the report is not required for the results to be binding.
- (c) In the case of a tie in an election, the winner shall be decided by the toss of a coin, such coin toss to be conducted by the Chief Returning Officer in the presence of the tied candidates and/or one witness for each of the tied candidates.

Article 10: Interpretations, Rulings, and Complaints

1. During an election or referendum, the Chief Returning Officer or her designate may make rulings and interpretations.
2. Complaints of irregularities regarding candidates, referendum campaigners or election officials may be submitted to the Chief Returning Officer or her designate, provided that the complaint is submitted in writing no more than seventy-two (72) hours after the occurrence or the discovery of the occurrence to which it relates. This provision notwithstanding, the Chief Returning Officer may consider a protest or complaint submitted more than seventy-two (72) hours after the occurrence to which it relates if, in the opinion of the Chief Returning Officer or her designate, it would be reasonable to do so under the circumstances (for instance, if there has been a delay in discovering an alleged irregularity), but no protest or complaint shall be submitted more than seventy-two (72) hours after the end of balloting.
3. Written complaints must be signed by the complainant and include:
 - (a) a description of the issue in question, including the names of all persons involved;
 - (b) a statement of the provision(s) of the Bylaws, Regulations, or CRO's rules which were allegedly violated; and
 - (c) a statement of the remedy being sought; and
 - (d) a twenty (20) dollar filing deposit, for all complaints after her first, which, unless the Chief Returning Officer determines that a complaint is frivolous or vexatious, shall be returned to the complainant within fourteen (14) days of the close of the resolution of all complaints.

The complainant must also provide the Chief Returning Officer or her designate with copies of all supporting documents that the complainant wishes to have considered.

4. With regard to complaints against election staff, the onus of proof is upon the complainant to demonstrate that the election staff erred in some material way. The failure of the Chief Returning Officer or any election worker to strictly abide by any given rule shall not be sufficient, in and of itself, to establish the merits of complaint: a material effect in the result of the election must be established.
5. Upon receipt of a written complaint, the Chief Returning Officer or her designate shall provide copy of that complaint including the identity of the complainant to all respondents and to any other interested parties referenced in the complaint, all of whom shall have, at their discretion, the opportunity to respond in writing in regards to the complaint(s) in question.

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6. The Chief Returning Officer must not hear or consider verbal complaints as a part of the rulings and complaints process, though the Chief Returning Officer may choose to informally discuss complaint with the complainant, elections staff, KSA staff or such other people as she deems necessary in order to understand the details of the matter, as presented in the written submissions.
7. The written decision of the Chief Returning Officer shall be released as soon as possible, and shall include reasons for the decision.
8. All elements of the decision referred to in clause 7 above must be in writing, and copies must be given to the complainant and all interested parties. Decisions of the Chief Returning Officer or her designate shall be enforced upon the release of the written decision, or at some later time as outlined in the decision itself. They are binding upon all participants in the election, even if under appeal as provided in Article 11 below.

Article 11: Appeals

1. In the event that a complainant believes that the Chief Returning Officer or her designate erred in any decision pursuant to Article 10 above, the complainant may appeal that decision to the Chief Returning Officer. Such applications for appeal must include:
 - (a) description of the issue in question;
 - (b) report of the decision being appealed;
 - (c) statement of the remedy being sought;
 - (d) description of the errors made by the Chief Returning Officer or her designate;
 - (e) all documentation the appellant intends to have considered with the appeal; and
 - (f) a twenty (20) dollar filing deposit, for all appeals after her first, which, unless the Chief Returning Officer determines that an appeal is frivolous or vexatious, shall be returned to the appellant within fourteen (14) days of the close of the resolution of all appeals.
2. On receiving the appellant's application, the Chief Returning Officer shall decide whether it meets the requirements of paragraph 1 above. If it does not, the Chief Returning Officer shall dismiss the application, and notify the appellant in writing. If it does, the Chief Returning Officer shall proceed with the appeal.
3. The Chief Returning Officer shall consider the merits of the appeal, but shall undertake whatever process for considering the appeal that she sees fit, provided that she maintains the principle that the onus of proof is upon the appellant to prove that the Chief Returning Officer or her designate erred in some material way in the original decision. The failure of the Chief Returning Officer, her designate or any other elections staff to abide by any given rule shall not be sufficient, in and of itself, to establish the merits of an appeal: a material effect in the result of the election must be proved.
4. The Chief Returning Officer shall:
 - (a) determine if the appeal is dismissed or upheld;
 - (b) if upheld, then the Chief Returning Officer shall determine in what ways and to what extent the original decision is overturned or amended; and
 - (c) deliver a written report to the appellant, all interested parties and Council regarding her judgement.

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Article 12: By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Regulations prescribing the number of polling hours for elections and the procedures to follow for nominations, the Chief Returning Officer may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill a vacancy and in the case of other special elections.
2. During a by-election, those candidates currently holding office who wish to run for another position in the Society shall be required to resign their currently elected position by submitting their resignation before the start of the nomination period. When possible, the Chief Returning Officer will post an addendum to the Notice of By-election listing any positions that may have become vacant between the initial posting of the initial Notice and the actual opening of nominations.

Article 13: Conduct of Elections for Other Organisations

1. The Chief Returning Officer shall conduct elections and referenda for other organizations, including the election of students to the Education Council and Board, only under the following conditions:
 - (a) The election must primarily involve the Society's Members;
 - (b) A contract to run the election must exist between the Society and the other organization, such a contract to be approved by Council.
 - (c) The contract between the Society and the other organization must specify that the Chief Returning Officer shall manage and administer the whole election from the close of nominations through to the counting of ballots.
 - (d) The contract must specify the rules to be followed concerning the eligibility of candidates and voters.
 - (e) The rules referred to in paragraph (d) must be in accord with the basic principles of democratic elections.
 - (f) The contract between the Society and the other organization must state that the election shall be conducted according to the relevant provisions of the Electoral Regulations except for those rules specified in the contract.
 - (g) The contract must specify what body or person in the other organization shall be the liaison with the Chief Returning Officer.
 - (h) The contract must specify what the duties of the other organization shall be in the running of the election.
 - (i) The contract must specify who shall pay for the costs of running the election and specify in what manner payment will be made.
 - (j) The contract must prescribe a procedure for appealing decisions of the Chief Returning Officer.
2. The contract must be renegotiable at least every two (2) years.