

**SYNDICAT  
ÉTUDIANT**  
de l'Université d'Ottawa



University of Ottawa  
**STUDENTS'  
UNION**

## **ELECTIONS CODE**

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**Table of Contents**

1	Table of Contents
2	Preamble
3	Article 1: Interpretation
6	Article 2: General Powers of the Elections Code
7	Article 3: Elections Office
9	Article 4: Nominations and Candidacy
12	Article 5: Candidate Information Session
13	Article 6: Campaign Rules
19	Article 7: Campaign Rule Violations and Sanctions
21	Article 8: Complaint and Appeal Process
23	Article 9: Voting Process
24	Article 10: Other Elections Administered by the Union
26	Article 11: Referenda and Plebiscites
27	Appendix A: Posting Rules
32	Appendix B: Preferential Voting Explanation (Simply Voting)
33	Appendix C: Ballot Scenarios

## **Preamble**

The University of Ottawa Students' Union (UOSU) is a democratic organization dedicated to maintaining fair and transparent elections. The purpose of elections for the Board of Directors and the Executive is to give the voters of the UOSU the opportunity to exercise their right to elect official representatives. Elections must be conducted in an impartial manner and must not unduly favour or hinder any candidate.

This Elections Code (also referred to as "the Code") is intended to provide direction to the Elections Committee, the Chief Electoral Officer, Deputy Electoral Officers, and the Appeals Committee.

The Code must be read and applied in its entirety and must be interpreted in a manner that is reasonable and that best serves the interests of voters of the UOSU.

## **Article 1: Interpretation**

1.1 The following definitions apply in the Code:

- 1.1.1 “**Blackout Period**” refers to the period of time during the Election Schedule wherein the Elections Office has prohibited Candidates from Campaigning both electronically and non-electronically.
- 1.1.2 “**Board of Directors**” refers to all positions listed in Articles 4.3.2, 4.3.3, 4.3.4, and 4.3.5 of the Constitution.
- 1.1.3 “**Campaigning**” refers to any attempt to influence voters. Campaigning can occur even without Campaign Materials.
- 1.1.4 “**Campaign Expense**” refers to any amount of money spent on Campaigning, Campaign Materials, or other purposes related to Elections.
- 1.1.5 “**Campaign Group**” refers to the registered group of Members responsible for promoting a side of a Referendum question.
- 1.1.6 “**Campaign Material**” refers to any item that is created to influence voters to cast a ballot or not to cast a ballot, in favour of or against any Candidate. Campaign Materials include those displayed or presented electronically, and those displayed or presented non-electronically.
- 1.1.7 “**Campaign Period**” refers to the period of time during the Election Schedule wherein the Elections Office has permitted Candidates to engage in Campaigning.
- 1.1.8 “**Candidate**” refers to any individual seeking office as a member of the Board of Directors, or as an Executive, or in any other election administered by the Union whose candidacy has been formally approved by the CEO.
- 1.1.9 “**Candidate Information Session**” refers to a meeting of all Candidates hosted by the CEO, taking place prior to the start of the Campaign Period, for the purpose of presenting the rules and essential information about the campaign and answering any questions from Candidates.
- 1.1.10 “**CEO**” refers to the Chief Electoral Officer.
- 1.1.11 “**Class talk**” refers to the promotion of a Candidate to a class at the University.

- 1.1.12 “**Complaint**” refers to a report of an alleged violation of the rules governing Elections filed with the Elections Office.
- 1.1.13 “**Constitution**” refers to the Constitution of the University of Ottawa Students' Union.
- 1.1.14 “**DEO**” refers to Deputy Electoral Officer.
- 1.1.15 “**Election**” refers to a general election, by-election, special election, or election whose administration has been delegated to the Union.
- 1.1.16 “**Elections Committee**” has the meaning assigned to it by Article 6.4 of the Constitution.
- 1.1.17 “**Elections Office**” refers to the Chief Electoral Officer, the Elections Committee, and the Appeals Committee.
- 1.1.18 “**Election Schedule**” refers to the period of time that includes, but is not limited to, the Nomination Period, Campaign Period, Blackout Period, and Voting Period.
- 1.1.19 “**Endorsement**” refers to a published, publicly available expression of support for a Candidate.
- 1.1.20 “**Executive**” has the meaning assigned to it by Article 5.1.1.1 of the Constitution.
- 1.1.21 “**Executive Candidates' Forum**” refers to a public debate between Candidates seeking Executive office.
- 1.1.22 “**‘No’ Campaign Group**” refers to the group that promotes opposition to the initiative proposed in the Referendum question.
- 1.1.23 “**Nomination Period**” refers to the period of time during the Election Schedule wherein Prospective Candidates may seek nomination from Voters.
- 1.1.24 “**Plebiscite**” refers to a non-binding vote of the membership on a question relating to any other subject that pertains to the business of the Union.
- 1.1.25 “**Prospective Candidate**” refers to an individual who has expressed an interest in running in an Election, regardless of having submitted a nomination form. One shall be considered a Prospective Candidate up until the moment one's candidacy is formally approved by the CEO.

- 1.1.26 “**Referendum**” refers to a binding vote of the membership on a question relating to the Membership Fee or any other fee collected by the University of Ottawa on the University of Ottawa Students' Union's behalf.
- 1.1.27 “**Social Media**” refers to any website or application that enables users to create and share content or to participate in social networking.
- 1.1.28 “**Super Sunday**” refers to the official first day of the Campaign Period. Campaigning, including postering, may begin on this day at 6:00 PM.
- 1.1.29 “**Union**” refers to the University of Ottawa Students' Union (UOSU).
- 1.1.30 “**University**” refers to the University of Ottawa.
- 1.1.31 “**Volunteer**” refers to a Voter authorized by the CEO to engage in Campaigning on behalf of a Candidate.
- 1.1.32 “**Voter**” refers to a Member of the University of Ottawa Students' Union, as defined by Article 2 of the Constitution.
- 1.1.33 “**Voting Period**” refers to the period of time during the Election Schedule wherein the Elections Office has permitted Voters to vote.
- 1.1.34 “**Yes' Campaign Group**” refers to the group that promotes support for the initiative proposed in the Referendum question
- 1.2 All times referred to in the Elections Code shall be in the local time zone of the City of Ottawa, Ontario, unless otherwise specified.

**Article 2: General Powers of the Elections Code**

- 2.1 All Elections administered by the Union shall adhere to the provisions of the Code.
- 2.2 It is the duty of the Elections Office to interpret and administer the Code and to uphold its principles in the best interest of Voters.
- 2.3 The Code applies to all Voters engaged in Election activities.
- 2.4 The Code is enacted pursuant to Article 7 of the Constitution.
- 2.5 In the event of a contradiction between the Code and the Constitution, the latter shall take precedence.

**Article 3: Elections Office**

3.1 The Chief Electoral Officer (CEO)

3.1.1 The CEO must not be a Voter.

3.1.2 A person may not be appointed CEO if they currently hold a paid position in the Union.

3.1.3 The CEO shall be appointed by the Elections Committee.

3.1.4 In the absence of a CEO, the Elections Committee will perform all duties prescribed by the Elections Code to the CEO.

3.1.5 The CEO shall

3.1.5.1 Remain impartial at all times;

3.1.5.2 Determine the eligibility of Prospective Candidates;

3.1.5.3 Organize and conduct the Candidate Information Sessions;

3.1.5.4 Coordinate bilingualism testing for Prospective Candidates for Executive positions with the Official Languages and Bilingualism Institute at the University;

3.1.5.5 Organize and establish guidelines for the Executive Candidates' Forum;

3.1.5.6 Accept Complaints from all Voters regarding suspected breaches of Code rules and regulations; make rulings, and prescribe sanctions and remedies as deemed appropriate;

3.1.5.7 Act as the primary point of contact on behalf of the Elections Office to communicate with Voters, the University, media, and other stakeholders in matters pertaining to Elections;

3.1.5.8 Declare the winner(s) of each Election following the final tally of votes; and

3.1.5.9 Declare the result(s) of each Referendum and Plebiscite following the final tally of votes;



- 3.1.5.10 Provide a final report to the Board of Directors under the direction of the Chair of the Elections Committee following each Election.
- 3.1.6 The CEO may, with the consent of the Elections Committee, appoint personnel for assistance in the execution of their duties.
  - 3.1.6.1 The appointed individuals shall each hold the title of “Deputy Electoral Officer” (DEO).
  - 3.1.6.2 DEOs must not be currently employed or remunerated by the Union or a business or service centre thereof.
  - 3.1.6.3 DEOs must be strictly impartial during the Election Schedule.
  - 3.1.6.4 The number of DEOs shall not exceed five (5) at any one time.
  - 3.1.6.5 DEOs shall be authorized to perform the duties of the CEO subject to the instruction and supervision of the CEO, with the following exception:
    - 3.1.6.5.1 DEOs may not issue rulings or prescribe sanctions and remedies. DEOs may investigate alleged violations of the Code, monitor campaigns, and bring potential rule violations to the attention of the CEO.
  - 3.1.6.6 In the event of the absence or incapacity of the CEO, the DEOs will be subject to the Elections Committee’s direction.
  - 3.1.6.7 Once appointed, DEOs serve until the election results are ratified or they are released from their duties by the CEO or Elections Committee, whichever is sooner.
- 3.2 The Elections Committee is governed by Article 6.4 of the Constitution.
- 3.3 The Appeals Committee is governed by Article 12 of the Constitution.

## **Article 4: Nominations and Candidacy**

- 4.1 All Voters are eligible to seek candidacy pursuant to Article 7.2 of the Constitution.
- 4.2 Elections shall be conducted for all Board of Director positions outlined in Articles 4.3.2, 4.3.3, 4.3.4, and 4.3.5 of the Constitution as well as for all Executive positions outlined in Article 5.1.1.1 of the Constitution.
  - 4.2.1 The eligibility for seeking re-election is governed by Article 4.1.2 and Article 5.1.3 of the Constitution.
- 4.3 Nomination forms must be available to Voters for the entirety of the Nomination Period.
- 4.4 All nomination forms must be submitted to the CEO in person or by email before the end of the Nomination Period.
  - 4.4.1 The Prospective Candidate must duly provide their complete name, student number, university email address, faculty and position sought on each page of the nomination form.
  - 4.4.2 The nomination form shall include a statement indicating the Prospective Candidate understands and agrees to respect the Elections Code and all rules and regulations governing the election, acknowledges it is their responsibility to ask for clarification in the case of confusion, and consents to the implementation and enforcement of the Code and the rules. The nomination form shall also include a mandatory self-declaration where Prospective Candidates will indicate whether they are or are not employed or otherwise remunerated by the UOSU, or by a business or service centre thereof. This shall be followed by a statement indicating that if the Prospective Candidate declares they are employed or otherwise remunerated by the UOSU, or by a business or service centre thereof, they agree to take an unpaid leave of absence for the duration of the Campaign Period and the Voting Period as required by Article 7.2.4.1 of the Constitution, and they will respect and adhere to the requirements of Article 7.2.4.2 of the Constitution. The Prospective Candidate's handwritten signature or electronic signature and date on the form indicates acceptance of these terms.
  - 4.4.3 Each of the Prospective Candidate's supporters must duly provide their complete name, student number, faculty and handwritten signature or electronic signature.

- 4.4.4 The completeness, accuracy, and delivery of the nomination form is the responsibility of the Prospective Candidate seeking nomination.
- 4.4.5 Any Prospective Candidate who fails to submit a valid and complete nomination form before the end of the Nomination Period is not eligible for candidacy.
- 4.4.6 The validity of the nomination forms will be verified by the CEO within twenty-four (24) hours of submission.
- 4.5 Each Voter is limited to seek nomination for one position per Election.
- 4.6 Board of Directors nomination forms, in addition to requirements outlined in Article 4.4, must include twenty-five (25) Voters in the Prospective Candidate's faculty as supporters.
- 4.7 Executive nomination forms, in addition to requirements outlined in 4.4, must include fifty (50) Voters as supporters.
- 4.8 Any Prospective Candidate intending to seek election as an Executive shall present proof of sufficient bilingualism. Bilingual test scores enumerated in "Schedule A: Bilingualism Standards" of the Constitution, must be achieved.
  - 4.8.1 The evaluation will be performed by the University's Official Languages and Bilingualism Institute (OLBI) Language Testing Team. OLBI is solely responsible for all aspects of the testing process, including the assignment of scores. No other certificate or diploma can substitute the OLBI bilingualism test.
  - 4.8.2 The Elections Committee may, where necessary, seek confirmation from OLBI that the score assigned to a Prospective Candidate accurately reflects that Prospective Candidate's abilities.
  - 4.8.3 Where OLBI is satisfied that the score assigned to a Prospective Candidate accurately reflects that Prospective Candidate's abilities, neither the Elections Committee nor the CEO may conduct any further inquiry into the matter.
  - 4.8.4 Where the OLBI declines to provide such confirmation, the Elections Committee and CEO shall proceed in the manner most consistent with the principles set out in the Preamble to the Code.
  - 4.8.5 It is the Prospective Candidate's responsibility to make themselves available for the testing period organized by the OLBI. As the test is administered by a

third party, the Elections Office is not responsible for arranging alternative dates or times.

- 4.8.6 Provision 4.8 does not limit a Prospective Candidate's ability to retake the bilingual test if they fail.
- 4.8.7 Bilingualism test scores are valid for a maximum of two (2) years from when the test was taken.

**Article 5: Candidate Information Session**

5.1 All Candidates must attend the Candidate Information Session in its entirety.

5.1.1 If a Candidate is unable to attend the Candidate Information Session, the Candidate must contact the CEO within twenty-four (24) hours following the session to arrange an alternate meeting at the discretion of the CEO. A Candidate will be disqualified should they fail to attend the Candidate Information Session and fail to attend an alternate meeting with the CEO.

5.1.2 It is the Candidate's responsibility to understand the content of the Candidate Information Session and ask for clarification in the case of confusion. In the event that information presented at the Candidate Information Session contradicts the Elections Code, the Code shall take precedence.

## **Article 6: Campaign Rules**

- 6.1 Absolutely no Campaigning, physical, electronic, or otherwise, shall take place outside of the official Campaign Period.
- 6.2 The official Campaign Period begins on Super Sunday.
- 6.3 No Candidate shall Campaign for, with, or on behalf of any other Candidate.
- 6.4 Candidates and their Volunteers can perform Class Talks but must obtain permission from the professor before presenting.
- 6.5 All Campaigning is prohibited once the Blackout Period begins. The Blackout Period must begin at least twenty-four (24) hours before the start of the Voting Period.
  - 6.5.1 This clause does not apply to Campaign Materials published prior to the beginning of the Blackout Period.
- 6.6 Campaign conduct
  - 6.6.1 All Candidates and Volunteers must respect the spirit of a fair and an ethical campaign.
  - 6.6.2 All Candidates and Volunteers shall use appropriate language and always conduct while themselves respectfully while communicating with the Elections Office.
  - 6.6.3 All Candidates and Volunteers shall not attempt to undermine the ability of the Elections Office to exercise their duties and to apply their sanction power.
  - 6.6.4 All Candidates and Volunteers shall not maliciously or intentionally breach this Code.
  - 6.6.5 All Candidates and Volunteers shall conduct themselves with full respect of other Candidates and Volunteers.
  - 6.6.6 All Candidates and Volunteers shall not engage in defamation, including libel and slander.
  - 6.6.7 All Candidates and Volunteers shall not harass other Candidates or Volunteers, defined as engaging in conduct that is known or ought reasonably to be known to be unwelcome.
  - 6.6.8 All Candidates and Volunteers shall not make or spread the

misrepresentation of facts.

- 6.6.9 All Candidates and Volunteers shall not engage in sabotage of the campaign of other Candidates.

## 6.7 Online Campaigning

- 6.7.1 All online and social media contents are to be considered Campaign Material and must be compliant with Elections Code regulations.
- 6.7.2 Candidates are permitted to have one (1) official website.
- 6.7.3 Candidates are permitted to have one (1) official campaign account per Social Media platform.
- 6.7.4 Candidates must declare their choice of personal or campaign accounts on each applicable Social Media platform to the CEO, and provide all required information for the CEO to follow the accounts for the purpose of monitoring online Campaigning, no less than twenty-four (24) hours before the start of the Campaign Period.
- 6.7.5 A Candidate may not use both personal and official campaign accounts to publish Campaign Material, except to send personal, direct messages on Facebook Messenger; post in Facebook groups; or as permitted by Article 6.7.6 of this Code.
- 6.7.6 Candidates are eligible to use their personal Social Media accounts to spread awareness of their campaign account if a designated campaign Social Media account is in use. If a Candidate opts for an official campaign account on a platform, the Candidate may only post or share Campaign Material consistently through one (1) account.
- 6.7.7 Candidates and Volunteers are permitted to change their personal profile and cover photos once per campaign.
- 6.7.8 Sending mass e-mails as a way of Campaigning is strictly prohibited.
  - 6.7.8.1 Article 6.7.8 does not limit a Candidate's ability to send emails exclusively to their Volunteers.
- 6.7.9 All Candidates are permitted to have one (1) photo, one statement with a maximum of two hundred and fifty (250) words each in both official languages of the Union, and two (2) Social Media links on the Union's website. Two (2) social media links can be substituted for one (1) website link (links to websites that share multiple links, such as Linktree, are eligible).

- 6.7.9.1 The deadline for submitting the items referred to in Article 6.7.9 shall be one (1) week before the start of the Campaign Period.

## 6.8 Campaign Materials

- 6.8.1 All Campaign Materials must be in both official languages of the UOSU, English and French.
- 6.8.2 All Campaign Materials must not be libellous, racist, sexist, homophobic, transphobic, or discriminatory in any way.
- 6.8.3 All Campaign Materials must not use any form of logo, letterhead, or material similar to those used by the Union, including the colour scheme used by the Union.
- 6.8.4 All physical Campaign Materials and online paid advertisements must be approved by the CEO before distribution. Campaign Materials must be processed by the CEO within twenty-four (24) hours of submission.
- 6.8.5 All physical posters must include voting days.
- 6.8.6 All postings must be done in compliance with the regulations stipulated in Appendix A.
- 6.8.7 Posters may not be bigger than 11in by 17in (27.94cm x 43.18cm) and banners may not be bigger than 3ft by 8ft (91.44cm x 243.84cm).
- 6.8.8 Board of Directors Candidates are permitted to post a maximum of fifty (50) posters and one (1) banner.
- 6.8.9 Executive Candidates are permitted to post a maximum of one hundred (100) posters, and two (2) banners.

## 6.9 Volunteers

- 6.9.1 Candidates may begin recruiting Volunteers once their nomination form is approved by the CEO.
- 6.9.2 Each Candidate has the right to recruit an unlimited number of Volunteers.
- 6.9.3 Volunteers must be Voters.
  - 6.9.3.1 Volunteers cannot be a person employed or remunerated by the Union or one of its businesses or service centres.



- 6.9.4 Volunteer forms shall be made available on the first day of the Nomination Period.
  - 6.9.5 All Volunteer forms must be submitted to the CEO in person or by email.
    - 6.9.5.1 Candidates must duly provide their complete name, student number, university email address, faculty and position sought on each page of the Volunteer form.
    - 6.9.5.2 Each of the Candidate's Volunteers must duly provide their complete name, student number faculty and handwritten signature or electronic signature.
    - 6.9.5.3 The completeness, accuracy, and delivery of the Volunteer form is the responsibility of the Candidate.
    - 6.9.5.4 The validity of the Volunteer forms will be verified by the CEO within forty-eight (48) hours of submission.
  - 6.9.6 Volunteers are not permitted to engage in Campaigning until authorized by the CEO.
  - 6.9.7 Voters are eligible to Volunteer for only one Candidate at each of the following levels of Elections: Board of Directors of the Union, Executive of the Union, University of Ottawa Senate, University of Ottawa Board of Governors.
  - 6.9.8 Volunteer forms submitted forty-eight (48) hours prior to the Blackout Period or later shall not be processed.
  - 6.9.9 Candidates are responsible and accountable for the conduct of their Volunteers with regard to the campaign.
  - 6.9.10 Volunteers may be removed from a Candidate's team only with the express consent of the CEO. Volunteers who are removed may not subsequently Volunteer for any Candidate during the Election.
  - 6.9.11 Volunteers are prohibited from Campaigning once the Blackout Period begins.
- 6.10 Endorsements
- 6.10.1 Endorsements must not be paid and must be granted on a voluntary basis.
  - 6.10.2 Candidates are permitted to receive Endorsement from only Voters,

Recognized Student Governments, and campus clubs.

6.10.3 Candidates are not permitted to receive Endorsement from the Union or its businesses, service centres, or staff using their position within the Union.

6.10.3.1 The above clause does not limit a candidate's ability to receive an Endorsement from a volunteer of the Union.

6.10.4 Candidates are not permitted to receive Endorsement from campus media.

6.10.4.1 The above article does not limit a candidate's ability to participate in an interview or candidate profile article with campus media.

## 6.11 Campaign Expenses

6.11.1 Board of Directors Candidates are permitted to spend a maximum of one hundred dollars (CAD \$100).

6.11.2 Executive Candidates are permitted to spend a maximum of two hundred dollars (CAD \$200).

6.11.3 Candidates must incur all Campaign Expenses personally and may not accept external donations or donations-in-kind.

6.11.4 All Candidates shall submit a complete Campaign Expense report, original expense receipts, and requests for reimbursement to the CEO no later than one (1) week after the end of the Voting Period. If Candidates incurred no Campaign Expenses during the campaign, they are still required to submit the report indicating no expenses and no request for reimbursement.

6.11.5 All Candidates are entitled to reimbursement by the Union up to the maximum spend limit, less the amount of any financial sanctions imposed upon them.

6.11.6 Any Candidate that is disqualified at any point in the Election Schedule is not entitled to reimbursement.

6.11.7 The CEO may authorize Candidates to use personal goods and services, within reason, for simple campaign purposes i.e.: pens, tape, paper, and other minimal items used for the purpose of Campaigning.

6.11.8 Campaign Expenses arising from any paid service or subscription for the creation of posters, websites, or any item at the discretion of the CEO shall be eligible for reimbursement only for the month(s) during which the Election Schedule takes place.

6.11.9 If a Candidate spends more than their limit of Campaign Expenses, the Candidate will not receive reimbursement for any Campaign Expense.

6.11.9.1 The above article does not limit the power of the Elections Office to impose any other penalty it deems justified in such cases.

## **Article 7: Campaign Rule Violations and Sanctions**

### **7.1 Authority**

- 7.1.1 The CEO has the primary authority to enforce provisions of this Code. The Elections Committee may assist to enforce this Code at the discretion of the CEO.
- 7.1.2 The Appeals Committee has the authority to enforce this Code if a Candidate or Voter appeals the decisions of the CEO or the Elections Committee.
- 7.1.3 The CEO, the Elections Committee and the Appeals Committee have the power to make decisions about issues and events not otherwise covered by the Elections Code. In so doing, they shall be guided by the principles set out in the Preamble.

7.2 It is the Candidates' and their Volunteers' responsibility to understand the rules and regulations, the Elections Code, and the Constitution, as well as to consent to their implementation by the Elections Office.

7.3 In determining the appropriate penalty for a violation, in addition to the evidence and the facts provided, the Elections Office shall consider the following:

- 7.3.1 A violation may result in multiple sanctions where the violation encompasses more than one offence,
- 7.3.2 Sanctions shall be proportionate to the severity of the violation,
- 7.3.3 Sanctions will be carried out in a progressive and cumulative manner,
- 7.3.4 Candidates or Volunteers did not take steps to correct the violation nor to follow the sanction,
- 7.3.5 Candidates or Volunteers continued violating a rule after being sanctioned by the Elections Office,
- 7.3.6 Significant unfair benefit to other Candidates, and
- 7.3.7 Seriousness of the violation goes against the spirit of a fair campaign.

7.4 Minor violations include, but are not limited to, actions that do not directly affect the outcome of the Election. Candidates and Volunteers may be sanctioned for minor violation at the discretion of the CEO in one or more of the following ways:

- 7.4.1 Written warning and may be asked to correct the violation if possible,

- 7.4.2 Candidate and Volunteers may be asked to remove several posters or publications, or limit the number of posters or publications permitted, and may be increased with repeated violations,
  - 7.4.3 Candidate may have their expenses limit reduced, or they may be deemed ineligible for any reimbursement,
  - 7.4.4 Campaign timeout period, and
  - 7.4.5 Any other penalty the Elections Office deems just.
- 7.5 Major violations include, but are not limited to, actions that directly affect or may reasonably directly affect, the outcome of the Election.
  - 7.6 In the case of a major violation, the Elections Office shall meet with the Candidate to inform them of any consequences to their actions.
  - 7.7 The ultimate penalty for a major violation is disqualification of the Candidate and is at the discretion of the Elections Office.

## **Article 8: Complaint and Appeal Process**

- 8.1 The Elections Code guarantees to all Candidates, Volunteers, and Voters, except for members of the Elections Office, the right to submit a Complaint about suspected violations of elections rules to the Elections Office.
- 8.2 The Elections Office must follow due process in handling Complaints and appeals.
- 8.3 The Elections Code guarantees to all respondents the right to know the details of Complaints made against them and the right to defend themselves.
- 8.4 Any ruling issued without an attempt made to receive information from both the complainant and the respondent regarding their position in the matter will be null and void.
  - 8.4.1 A negative inference may be drawn from failure of either party to submit information about their position upon request.
- 8.5 The Complaint and appeals process involves three levels.
  - 8.5.1 The primary level is the CEO or in the absence of the CEO, the Elections Committee.
  - 8.5.2 The intermediate level is the Elections Committee.
  - 8.5.3 The supreme level is the Appeals Committee.
- 8.6 If the CEO, the Elections Committee, or the Appeals Committee determines to hear the matter orally, the complainant and the respondent shall attend the hearing and explain their positions at that forum.
  - 8.6.1 Complainants and respondents shall be granted an equal amount of time to speak at a hearing.
- 8.7 Rulings are considered confidential and will only be disclosed to the appellant, the respondent, and the Elections Office.
  - 8.7.1 The Elections Office will have access to rulings once they are issued via protected files.
- 8.8 Complaint procedure
  - 8.8.1 Complaints must be sent to the primary level in writing by the complainant, within forty-eight (48) hours of learning of the alleged violation of Elections rules.

- 8.8.2 The complainant must identify a specific respondent or respondents of the Complaint, cite a specific Article or Articles of the Code or the Constitution alleged to have been violated by the respondent(s), and the details behind this allegation, for a Complaint to be valid.
- 8.8.3 Complainants shall be granted anonymity at the discretion of the CEO only after expressly requesting it.
  - 8.8.3.1 Complainants must give reasons as to why they deserve the protection of anonymity. If, in those reasons, there is no evidence or valid argument that the complainant might be in danger of harm or serious prejudice should their identity be known, then the complainant shall not be granted anonymity.
- 8.8.4 The respondent has the right to defend themselves and explain their position and submit evidence in support of this position.
- 8.8.5 The primary level shall issue a written decision within twenty-four (24) hours of receiving the Complaint.
  - 8.8.5.1 Nothing in this Code prohibits the primary level from ruling on a potential violation of the Code or other Elections rules, including imposing sanctions, when such a ruling stems from their own observation and initiative rather than a submitted Complaint. In such cases, the due process requirements set out in Article 8 of the Code must still be followed before rulings are issued.
- 8.8.6 Either the complainant or the respondent may appeal a ruling to the next highest decision-making level outlined in article 8.5 of this Code.
- 8.8.7 Appeals to any level must be filed within twenty-four (24) hours of the time the written decision was issued.
- 8.8.8 The intermediate level shall issue a written decision within forty-eight (48) hours of receipt of an appeal. The Elections Committee has the power to suspend any penalty given by the CEO until a decision has been made.
- 8.8.9 Appeals to the Appeals Committee are governed by Article 12 of the Constitution. The Appeals Committee also has the power to suspend any penalty given by the CEO or the Elections Committee until a decision has been made.

**Article 9: Voting Process**

- 9.1 The Voting Period shall be no less than three (3) days and no more than five (5) days.
- 9.2 At least one (1) full calendar day of the Voting Period shall be a day on which regular business is conducted.
- 9.3 Voting will be done through an online system administered by a third party.
- 9.4 A preferential voting system as explained in Appendix B and Appendix C will be used in all elections to Executive and Board of Directors positions with more than two Candidates and where the number of Candidates exceeds the number of vacant positions.
  - 9.4.1 If the number of Candidates is lesser or equal to the number of positions available, a confidence voting system will be used, as outlined in Appendix C.
- 9.5 Every ballot shall include an option to abstain.
- 9.6 No ballot shall include a “write-in” option.
- 9.7 Each Voter is entitled to one (1) vote.
- 9.8 Candidates will be listed on the ballot alphabetically by last name.
- 9.9 The CEO shall release the results within twenty-four (24) hours of the official end of the Voting Period.



## **Article 10: Other Elections Administered by the Union**

- 10.1 All Elections whose administration has been delegated to the Union shall follow the rules and regulations of the Code and the Constitution.
- 10.1.1 Any specific modification to the rules and regulations, the Code, and the Constitution applicable to an external Election can be discussed with the Elections Committee at least two (2) weeks prior the Nomination Period. It is at the discretion of the Elections Committee whether to authorize such a modification.
- 10.2 The Union is not responsible for reimbursing the expenses of Candidates in any Election whose administration has been delegated to the Union.
- 10.3 If an external Election's purpose is to elect a representative of a single faculty, the specific provisions relating to Board of Directors' Candidates will apply to that election.
- 10.4 If an external Election's purpose is to elect a representative of two (2) or more faculties, the specific provisions relating to Executive Candidates, except for provisions relating to bilingualism, will apply to that election.
- 10.5 Board of Governors of the University of Ottawa
- 10.5.1 There shall be two (2) full-time undergraduate student members of the Board of Governors.
- 10.5.2 Each Board of Governors Candidate must, at the time of nomination, be enrolled as a full-time undergraduate student at the University and must maintain their status for the duration of their mandate.
- 10.5.3 Board of Governors nomination forms, in addition to requirements outlined in Article 4, must include fifty (50) full-time undergraduate students as supporter.
- 10.5.4 All full-time undergraduate students shall be eligible to vote in Board of Governors elections.
- 10.6 Senate of the University of Ottawa
- 10.6.1 There shall be one (1) full-time undergraduate student member of the Senate from each of the following nine (9) faculties:
- 10.6.1.1 The Faculty of Arts,
- 10.6.1.2 The Faculty of Education,

- 10.6.1.3 The Faculty of Engineering,
  - 10.6.1.4 The Faculty of Health Sciences,
  - 10.6.1.5 The Faculty of Law - Civil Law section and Common Law section
  - 10.6.1.6 The Faculty of Medicine,
  - 10.6.1.7 The Faculty of Science,
  - 10.6.1.8 The Faculty of Social Sciences; and
  - 10.6.1.9 The Telfer School of Management
- 10.6.2 Each Senate Candidate must, at the time of nomination, be enrolled as a full-time undergraduate student in the faculty that the Senate Candidate seeks to represent and must maintain their status for the duration of their mandate.
- 10.6.3 Senate nomination forms, in addition to requirements outlined in Article 4, must include twenty-five (25) full-time undergraduate students as supporters from the respective faculty of the supported Candidate.
- 10.6.4 All full-time undergraduate students shall be eligible to vote in Senate elections for the faculty in which they are enrolled at the time of the Voting Period.

## **Article 11: Referenda and Plebiscites**

### 11.1 Question

- 11.1.1 Any proposed question must be positively worded, such that a “Yes” vote is a vote in favour of the initiative, and a “No” vote is a vote against the initiative.

### 11.2 Limitation

- 11.2.1 Any Referendum question approved by the Board prior to the Nomination Period of the Election Schedule shall be put to the membership in the upcoming Election.

### 11.3 Campaigning

- 11.3.1 There can only be one “Yes” and one “No” Campaign Group contesting a given Referendum question.
- 11.3.2 Campaign Groups shall be bound by the rules governing Candidates for the Executive Committee for the purposes of this Code.
  - 11.3.2.1 For clarity, Campaign Groups will not be subject to any article that governs Prospective Candidates.
- 11.3.3 Campaign Groups shall have their Campaign Expenses reimbursed in a manner consistent with Candidates for the Executive Committee for the purposes of this Code.
- 11.3.4 Campaign Groups shall appoint, from among their members, a Campaign Director, who shall be the primary liaison with the Elections Committee.
- 11.3.5 Campaign Groups must be registered with the Chief Electoral Officer in a manner similar to the registration of Volunteers for Candidates. Where more than one group seeks to register as the Campaign Group for the same position, the matter shall be referred to the Elections Committee for determination.

## Appendix A: Posting Rules

- All Candidates must comply with the posting **regulations stipulated by each** individual University building, whether listed below or not, as well as the regulations of the University of Ottawa with regard to posting on University grounds. It is forbidden to post in **staircases, on doors, on floors, on painted walls, on wood, on any transparent surface or over any material already posted, unless specifically indicated in the posting rules.**
- It is strictly prohibited to post campaign materials that cannot be removed without damaging the surface on which they are located. This includes stickers, decals and glues. All costs to clean or repair damages caused by the Candidates, their representatives and Volunteers will be deducted from the Candidate's budget and refund.
- Candidates and committees are prohibited from advertising and organizing house parties or campaigning where alcohol is present or in licensed establishments.
- Candidates and committees may not use paint or other products to write their names in the snow, grass or any such surface during the Campaign Period. The Candidates and committees must comply with University of Ottawa environmental regulations.
- All banners and Campaign Materials must be posted in a way that does not represent a traffic or fire hazard. It is the responsibility of the Candidate to ensure that all banners and posters are placed in a safe manner.
- Candidates and committees shall post no more than one banner per building on campus.
- No posters in cafeterias, food courts, and residences.

<b>BUILDING</b>	<b>POSTING RULES</b>
General	<p><b><u>According to Communication Services</u></b></p> <p>For safety and cleanliness, posters must be placed only on designated Communication Services' billboards; therefore, posting is prohibited on painted walls, on doors, windows, stairs, and elevators, and on the ceilings and floors. Users must make sure they do not cover posters that are already up.</p> <p>Out of date posters (where the date of the event or the date of the stamp has expired) may be removed.</p> <p>No campaign posters or materials are permitted on any General Information Poster Boards managed by Community Life Services.</p>

	<p>There is a limit of one (1) poster per Candidate or per committee for every wooden-covered concrete pillar in the UCU. For any building not listed here, please refer to the General Rules.</p>
<ul style="list-style-type: none"> <li>• Salle académique // Academic Hall (133-135 Seraphin-Marion)</li> <li>• Pavillon Perez Hall (50 University &amp; 610 Cumberland)</li> <li>• 30-32 Stewart</li> <li>• 30-32 Stewart</li> <li>• 40 Stewart</li> <li>• 52 University</li> <li>• 100 Laurier</li> <li>• 109 Osgoode</li> <li>• 120 University</li> <li>• 145 Seraphin-Marion</li> <li>• 147 Seraphin-Marion</li> <li>• 155-157 Seraphin-Marion</li> <li>• 554 King Edward</li> <li>• 556 King Edward</li> <li>• 558 King Edward</li> <li>• 559 King Edward</li> <li>• 562 King Edward</li> <li>• 598 King Edward</li> <li>• 600 King Edward</li> </ul>	<p><b><u>Do</u></b></p> <p>Please only use masking tape. Packing tape is not to be used. Posters and banners will be removed by UOSU within two working days after the election. Dimensions of posters are 11" x 17" and banners are 3' x 8' (max).</p> <p><b><u>Do not</u></b></p> <p>Absolutely no posting on painted surfaces. (regardless of if concrete, metal, or plaster). Absolutely no posting on stone.</p> <p><i>* Subject to University Posting Rules</i></p>
<ul style="list-style-type: none"> <li>• Pavillon Simard Hall (70 Laurier &amp; 60 University)</li> </ul>	<p><b><u>Do</u></b></p> <p>Posting is allowed on handrails (masking tape). Posting is allowed on metal frames of doors and windows Posting is allowed on concrete spiral staircase (south side, between levels 0 and 2). Posting is allowed on glass blocks on 2nd floor (inside staircase). Posting is allowed on the metal frames between the windows of the link between Simard and Arts (2nd floor). Posting is allowed on the coat rack board in room 026 (near the washrooms). Please only use masking tape. Dimensions of posters are 11" x 17" and banners are 3' x 8' (max).</p> <p><b><u>Do not</u></b></p>

	<p>Refrain from blocking the view through windows.  Packing tape is not to be used.  Absolutely no posting on painted surfaces. (regardless of if concrete, metal, or plaster).  Absolutely no posting on stone.  No posting is allowed on the two flower beds (north side, ground level).</p>
<ul style="list-style-type: none"> <li>• Bioscience I – CAREG (20 Marie-Curie)</li> <li>• Bioscience II (30 Marie-Curie)</li> <li>• Bioscience III – Pavillon Gendron (30 Marie-Curie)</li> <li>• Le Cube/The Cube (160 Louis-Pasteur)</li> <li>• Pavillon D’lorio Hall (10 Marie Curie)</li> <li>• Pavillon Marion Hall (140 Louise-Pasteur)</li> <li>• STEM (150 Louise-Pasteur)</li> <li>• SITE (800 King Edward)</li> <li>• Pavillon Colonel By Hall (161 Louis-Pasteur &amp; 770 King Edward)</li> </ul>	<p><b><u>Do</u></b></p> <p>Put posters on glass or concrete only  We also request that the posters go up in public areas, i.e., the lobby area  The common cafeteria area of MRN hall and around the MRN auditorium on glass.  The common areas of BIO2 on levels one, two and three.</p> <p><b><u>Do not</u></b></p> <p>Please do not block the sight lines at exit doors. No packing tape or duct tape.  No posting on all exterior and hallway doors  No posting in washrooms  No posting in Elevators</p> <p><i>* Subject to general rules  Post on windows of staircase C down to Level 0.</i></p>
<ul style="list-style-type: none"> <li>• Pavillon Desmarais Hall (55 Laurier)</li> </ul>	<p><b><u>Do</u></b></p> <p>Post on the University board located at the Waller Entrance  Public bulletin boards on 2nd level.</p> <p><b><u>Do not</u></b></p> <p>Post on the faculty boards  <i>* Subject to general rules</i></p>
<ul style="list-style-type: none"> <li>• Pavillon Fauteux Hall (57 Louis-Pasteur)</li> </ul>	<p><b>Limit of 15 posters per candidate.</b>  It is permitted to affix your posters on the cement pillars and on the bulletin boards <b>only</b>.</p> <p><b><u>Do not</u></b></p> <p>It is <b>strictly forbidden</b> to affix any posters on painted surfaces, on wood or glass surfaces, on ceramic tiles or were indicated by a sign.  All posters affixed on any of the above restricted areas will be removed.</p>

	<b>DO NOT</b> affix posters in the main entrance except for the cement pillars
• Pavillon Hagen Hall (115 Seraphin-Marion)	<i>*Subject to general posting rules</i>
• Pavillon Montpetit Hall (125 University) • Complexe Sportif // Sports Complex (801 King Edward)	<b>Do</b> Use only masking tape Only on Pillars on Sports Complex. <b>Do not</b> Post anything on painted walls
• Pavillon Morisset Hall (65 University)	<b>Do</b> Posters can be posted on cement walls only on the second floor and the Promenade.  <b>Do not</b> No posters inside the Library No posters on window surfaces, or doors.
• Pavillon Roger Guindon Hall (451 Smyth)	<b>Do not</b> Post on main doors (upper and lower main entrance) Post on the electronic directory at the upper main entrance Post at Protection officer's desk Post on blue tile at front of elevators and interior of elevators Post on washroom doors and interior of washrooms Post on Occupational health and safety bulletin boards Candidates are responsible for removing their own posters if posted outside the student lounge
• Pavillon Tabaret Hall (550 Cumberland)	<b>Do</b> In both stairwells on the banisters. Posters / Banners must not hang below the floor / stairwell. No hanging on banisters in rotunda on the 2nd floor. If possible, post on uOttawa billboards. <b>Do not</b> Not on any glass or walls. Do not cover any information that has already been posted.
• Centre Universitaire // University Centre (85 University)	We will permit posting on the windows only in the UCU except for the cafeteria the Student Lounges in UCU-102 and UCU-301-301B-301C. Posting is not allowed in any stairwell within the UCU (this includes the Central Stairwell). See note about bottom of this section. Posting is not allowed in the cafeterias Posting is NOT permitted on any colored concrete walls and painted drywall and in stairwells where indicated. No posting on our General Information Poster Boards across the Campus.

	<p>The use of “packing tape” is strictly prohibited with the UCU. Any poster taped on with packing tape will be removed.</p> <p>Absolutely no posting in the windows or any door within the UCU or entry doors to the UCU.</p> <p><b>Posting is no longer be permitted in the stairwells of the UCU.</b></p>
<ul style="list-style-type: none"> <li>• Pavillon Lamoureux Hall (145 Jean-Jaques Lussier)</li> </ul>	<p><b><u>Do</u></b> Post on bulletin boards and brown brick next to elevators, unpainted concrete in the stairwells and concrete pillars</p> <p><b><u>Do not</u></b> Post on painted walls or windows. No more than 1 poster per candidate: on first floor by the elevators, in the stairwells or per floor.</p>
<ul style="list-style-type: none"> <li>• Vanier Hall (145 Jean-Jacques Lussier)</li> </ul>	<p>First Floor: No posting on the two boards owned by Teaching and Learning Support Services (TLSS). Cannot post on any painted walls, office doors, or classrooms.</p> <p>The use of packing tape and scotch tape is prohibited. Only masking tape and blue gum are allowed.</p> <p>Other Floors follow General Rules - <b>Plus Posting is NOT permitted on Faculty boards.</b></p>
<ul style="list-style-type: none"> <li>• Pavillon FSS building (120 University)</li> </ul>	<p>We only permit posting on the board that is in the front main lobby on the 1st floor. The board is just next to the living wall or to the left of elevator #8</p> <p>Nothing should be posted on any glass, painted surfaces, on wood, cement pillars and doors.</p> <p>Do not cover any information that has already been posted (ex. Signage)</p> <p>The other boards in the FSS are reserved for posters of the Faculty of Social Sciences only - <b>Posting is NOT permitted on Faculty boards.</b></p>



**Appendix B: Preferential Voting Explanation (Simply Voting)**

1. On the first round of counting, each option shall receive a first preference vote for each vote indicating it as first preference.
2. Should an option meet the quota of first preference votes after any round, it shall be declared elected. If there are several options meeting the quota the one with the most votes shall be elected. If there is a tie one of those options shall be elected by random draw.
3. If no option is elected, then the option with the fewest number of first preference votes shall be eliminated from the question. Should there be a tie for the fewest number of first preference votes, then among these, the option with the fewest number of second preference votes shall be eliminated. Should a tie persist, the procedure shall continue with third preference votes, et cetera. Should a tie persist, the option with the fewest number of original first preference votes, shall be eliminated. Should a tie persist, the procedures shall continue with original second preference votes et cetera. Should a tie persist, an option shall be eliminated by random draw. Options are never eliminated simultaneously, even when it is acceptable to do so (you would reach the same result eliminating one-by-one).
4. When an option is eliminated, all first preference votes for that option shall be replaced by the vote's first preferred option that is not yet elected or eliminated. All second preference votes for that option shall be replaced by the vote's next preferred option that is not yet elected or eliminated, and so on.
5. This procedure of electing and eliminating option(s) shall continue until all winners are elected or there is only one option left (and that option shall be declared elected).

## **Appendix C: Voting Scenarios**

**Scenario 1:** Number of Candidates = number of vacancies (could be one, two, three or more Candidates depending on the position). Candidates shall be listed alphabetically. A randomized yes/no choice will be used for each Candidate (meaning that either “yes” or “no” may be the first option, and this will be decided at random).

**Scenario 2:** Number of Candidates < number of vacancies (ex. two or fewer candidates for three or more vacancies, one candidate for two vacancies). Candidates shall be listed alphabetically by last name. A randomized yes/no choice will be used for each Candidate (meaning that either “yes” or “no” may be the first option, and this will be decided at random).

**Scenario 3:** Number of Candidates > number of vacancies and the total number of candidates is greater than two (ex. three or more candidates for two or fewer vacancies). Ranked ballot with single transferable vote, which permits Voters to rank any number of Candidates on the ballot, and Simply Voting does all the counting.

**Scenario 4:** Number of Candidates > number of vacancies and the total number of Candidates is exactly two (two candidates for one vacancy). Classic ballot where both Candidates' names appear in alphabetical order and Voters can select one Candidate or the other.