

Elections Policy

Policy #: 03

Approved:

Ratified:

Last Reviewed:

Review Schedule: Every three years

Date for Next Review: April 2027

Definitions

- **RPIRG** - the Regina Public Interest Research Group
- **Board** - the Board of Directors of RPIRG
- **Executive Director** - the senior employed employee of RPIRG
- **Directors** - Board members of RPIRG
- **Nominee** - an individual who has been nominated to run as a candidate for the RPIRG election
- **Candidate** - an individual who has been accepted as a nominee for the RPIRG election
- **Member** - a member of RPIRG

Purpose

3 -(1) Purpose of Policy

- a. The purpose of this policy is to provide regulations and expectations regarding how elections are managed at RPIRG.

Applies to

3 -(2) Application of Policy

- a. This policies applies to:
 - i. RPIRG Directors
 - ii. RPIRG Members
 - iii. RPIRG employees
 - iv. Nominees
 - v. Candidates

Policy Clauses

3 -(3) Chief Returning Officer

- a. As described in the Elections Bylaw, the Executive Director acts as the Chief Returning Officer (CRO).
 - i. As described in the Elections Bylaw, in the case where there is no Executive Director or the Board determines that the Executive Director is unsuitable to act as CRO, the Board shall engage an external third-party based in Regina, SK to act as CRO.
- b. When engaging an external CRO, RPIRG must ensure that requirements laid out in the Elections Bylaw are followed.
- c. RPIRG shall procure an external CRO through the following process:
 - i. determine a fee for the CRO that does not contribute to a financial deficit of RPIRG that may be no more than \$3,500;
 - ii. issuing a contract posting that includes information about the role;
 - iii. interviewing appropriate candidates for the role; and
 - iv. engaging a successful candidate through a contract agreement.
- d. The CRO shall report to the Elections Committee, and is expected to have a comprehensive understanding of the Elections Bylaw and Elections Policy.

3 -(4) Elections Committee

- a. The Elections Committee shall be governed by a Terms of Reference. The Terms of Reference must follow all requirements set out in the Elections Bylaw.
- b. The Elections Committee shall meet a minimum of twice over the course of the election period.
- c. All decisions made by the Elections Committee shall be final.
- d. All meetings of the Elections Committee must be documented through meeting minutes. These minutes must be made available to any RPIRG Member, including Nominees and Candidates, upon request

3 -(5) Management and Regulations of Elections

- a. As described in the Elections Bylaw, RPIRG may partner with URSU to facilitate the online election process through a written agreement between the two parties.
- b. In the case where RPIRG chooses to manage an election process independently, the election process shall be communicated transparently to all Members on the RPIRG website and in a physical document that can be provided to any Member upon request.
 - i. This election process must include a system to ensure that all voters are Members.
- c. In the case of a run-off election, as determined by the Elections Bylaw, RPIRG may choose to facilitate an election process in partnership with URSU or independently.
- d. If the CRO arranges a random draw for a successful candidate in the event of a tie, the draw must take place with at least two members of the Elections Committee present.

3 -(6) Candidate Eligibility, Compliance & Disqualification

- a. Individuals shall be determined to meet eligibility criteria for nomination when:
 - i. they meet all criteria outlined in the Board of Directors Bylaw;
 - ii. they have never been found to have engaged in fraudulent activity with RPIRG or other on-campus groups;
 - iii. they have never been disqualified from an on-campus election, including RPIRG's elections;
 - iv. they have never been found to have breached the Code of Conduct Policy; and
 - v. they have completed a satisfactory Nomination Package.
- b. The CRO shall develop a Nomination Package that requests, at minimum but is not limited to, the following information from Candidates:
 - i. Nominee name;
 - ii. Nominee student number;
 - iii. Nominee phone number and email address;
 - iv. a list of groups, associations, and organizations the Nominee is involved in;
 - v. a biography of the Nominee;
 - vi. a photo of the Nominee;
 - vii. a signed nomination form;
 - viii. a list of at least 10 Student Members who have supported the nomination, with the information outlined in the Elections Bylaw; and
 - ix. a signed attestation that the Nominee has read and understood the Elections Policy, has read and understood the Elections Bylaw, and is aligned with RPIRG values and advocacy priorities.
- c. The CRO shall determine the deadline for the submission of a Nomination Package that shall be no less than one (1) week following the Nomination Package being made available on the RPIRG website.
- d. Upon receipt of Candidate Application Packages, the CRO may audit endorsements listed by contacting Student Members who have provided their endorsement.
 - i. If a Nominee has been found to include fraudulent endorsements, they shall not be accepted as a Candidate.
- e. As described in the Elections Bylaw, all nominees must attend an all-nominee meeting or one-on-one meeting with the CRO to be accepted as Candidates.
- f. If a Nominee has not been accepted as a Candidate, they may appeal this decision to the Elections Committee by notifying the CRO of their intention to do so.

3 -(7) Campaigning and Promotion

- a. Candidates must follow all requirements set out in the Elections Bylaw.
- b. Candidates are expected to document their campaigning activities, including a complete list of volunteers, and may be required to submit information about these activities to the CRO upon request.

- c. Campaigning regulations include:
 - i. Candidates must not engage in activities that undermine the fairness of the election process.
 - ii. Candidates and their teams must avoid defamation, harassment, or discriminatory behavior towards others.
 - iii. Campaign materials and statements must be truthful, accurate, and not misleading.
 - iv. The financial value of donated items must be included in the campaign budget.
 - v. Candidates are responsible for removing all campaign materials within 48 hours of the election's conclusion.

3 -(8) Results and Announcement

- a. After the voting period has ended, the CRO shall provide a report to the Elections Committee regarding the election process that includes the results of the election.
- b. The Elections Committee shall meet to discuss this report.
 - i. In the event that the CRO's report includes any recommendations or findings that the Committee does not agree with, the Committee shall provide a written document to be made available to Members with their responses to the CRO's report.
- c. The CRO's report and a written response from the Elections Committee (if applicable) will be made available on the RPIRG website.
- d. The Elections Committee must ratify the results of the election in order for the results to be posted publicly.