

Category:	Elections
Administered by:	Board of Directors
Date Ratified:	March 2019
Next Review:	March 2023
Review History:	

BY-ELECTION POLICY

1. PURPOSE

1.1 This document is meant to outline by-election policy and procedures in order to improve transparency in decision-making and promote a fair and equitable process for all parties involved. It is the responsibility of all Candidates, Board Members and other interested parties to ensure they are aware of and adherent to this policy document.

2. DEFINITIONS

- 2.1 *Member* – In accordance with Article I of the Laurentian University Students' General Association Constitution, every student of Laurentian University shall be a member of the Association, subject to the following conditions:
- 2.1.1 That they be a registered student of Laurentian University;
 - 2.1.2 That they pay the set Association fee, the amount of which shall be determined by the Board.
- 2.2 *Majority* – 50% plus one of all the votes cast by persons entitled to vote, not counting blanks or abstentions.
- 2.3 *Emergency Board Meeting* – In accordance with Robert's Rules of Order, an "Emergency Board Meeting" also known as a "Special Meeting" is any meeting called for a particular purpose that is stated when the meeting is called.
- 2.4 *Preferential Voting* - a system of voting in which voters indicate their first, second, and lower choices of several candidates for a single position. If no candidate receives a majority, the second choices are added to the first choices until one candidate has a majority.
- 2.5 *Vote of Confidence* - A yes/no vote that is used when only one candidate is running for a position.

3. ELIGIBILITY

- 3.1 All current and active members shall be eligible to run in association by-elections with exception to those having been discharged from a previous elected position with the association by means of impeachment.

4. TIMING AND POSITIONS

- 4.1 Upon the vacancy of an elected position, the Executive must notify the membership and call a by-election for the purpose of electing a new representative.
 - 4.1.1 In the event of an upcoming vacancy, a by-election may be held prior to the vacancy period. In such instances the elected official shall begin their term once said position has become vacant.
 - 4.1.2 Positions that become vacant following a process of impeachment may be filled by another member of the executive at the discretion of the Board of Directors.
- 4.2 The By-election shall take place at least two weeks after the notification to the membership at an Emergency Board Meeting.
- 4.3 The Executive or the Chair can acknowledge that a vacancy is present without prior approval of the board and call a by-election.

5. NOMINATIONS AND CANDIDACY

- 5.1 All candidates must be nominated and ratified by the Board to run for an elected position.
- 5.2 No person may nominate or be nominated for multiple positions.
- 5.3 Subsequent to nomination all candidates are entitled to 2 minutes speaking time at the Board Meeting of which candidate ratification is scheduled to occur in order to present themselves and their qualifications to the Board.
- 5.4 In the event of a substantial number of candidates or time constraints the allotted speaking time may be temporarily altered by a majority of the board.

6. ELECTORAL REGULATIONS FOR BY-ELECTIONS

- 6.1 The dates, rules, and regulations for By-elections shall be established in policy and approved by the Board.
- 6.2 No external organizations may actively campaign or sponsor campaigns.

6.3 Voting for all elected positions to be filled during a by-election shall occur via secret ballot.

6.3.1 In the event that only one candidate is nominated for a position the vote shall be a vote of confidence.

6.3.2 If more than 2 candidates are nominated for the same position voting shall be conducted using preferential voting.

6.3.3 All ballots shall be destroyed following candidate ratification.

7. RATIFICATION

7.1 Election results will only be valid if quorum is met as outlined in the Constitution.

7.2 Successful candidates will be ratified by the majority of the Board

8. EVALUATION

8.1 This policy must be reviewed and re-ratified by the Board of Directors every 4 years.

8.2 Changes can made to this policy document on an as-needed basis but evaluation and re-ratification must occur every 4 years subsequent to the original ratification date.