



## Election Policy

<b>Category:</b>	<b>Elections</b>
<b>Administered By:</b>	<b>Election Committee, Chief Returning Officer</b>
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<b>Related Documents:</b>	<b>Constitution</b>

### 1. PURPOSE

- 1.1. This document is meant to outline election policy and procedures. 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. SCOPE

- 2.1. This Policy shall apply to the following:
  - 2.1.1. All SGA/AGÉ President, Vice President, or Senator positions that are elected by the entire membership as per the Constitution or any other rule of the SGA/AGÉ.
  - 2.1.2. All SGA/AGÉ President, Vice President, or Senator positions that are elected or appointed by the Board of Directors as per the Constitution or any other rule of the SGA/AGÉ.

### 3. NOMINATION AND NOTICE OF CANDIDACY

- 3.1. Candidates should nominate themselves for their desired office using the form of notice of candidacy.
- 3.2. The form for notice of candidacy shall be made available at least twenty-one (21) days prior to election day.
- 3.3. The form for notice of candidacy shall be administered by the Chief Returning Officer (CRO) and at the end of the nomination period, as per the election timeline set by this Policy, the CRO shall present the list of

candidates for ratification to the Board of Directors.

- 3.4. The following information shall be requested and provided by candidates in the form of notice:
  - a. Full name
  - b. Laurentian student email
  - c. Student number
  - d. Program of study
  - e. Year of study
  - f. Confirmation of SGA/AGÉ membership
  - g. Confirmation of enrollment in the following academic year
  - h. Desired position
  - i. Motivation statement
  - j. Resume
  - k. Acknowledgement of required commitment and ability
  - l. Acknowledgement of review of significant documents
- 3.5. The following information may optionally be requested and provided:
  - a. Languages spoken
  - b. Headshot
  - c. Any other information as determined by the CRO or the SGA/AGÉ
- 3.6. Notwithstanding the above, the Board of Directors reserves the right of requesting any additional mandatory information from the candidates.

#### **4. CANDIDATE ELIGIBILITY**

- 4.1. In order to be eligible for election, candidates must meet the following requirements:
  - a. Be 18 years of age or older
  - b. Be a member of the SGA/AGÉ at the time of nomination
  - c. Be legally permitted to work in Canada
  - d. Not be deemed ineligible by any provisions within the SGA/AGÉ
- 4.2. The following individuals shall not be eligible:
  - a. Individuals who have held Executive positions within the SGA/AGÉ for longer than three (3) terms, whether individually or cumulatively.
  - b. Current or previous employees, executives, volunteers or directors of the SGA/AGÉ who have received three (3) or more warning letters, have received a disciplinary suspension or have been terminated.
  - c. A person who has been found incapable of managing property under the Substitute Decisions Act, 1992 or the Mental Health Act.
  - d. A person who has been found incapable by any court in Canada or

- elsewhere.
  - e. A person who is bankrupt.
- 4.3. On a case-by-case basis, the Board of Directors reserves the right to not ratify candidates with a documented history of the following:
- 4.3.1. Misconduct
  - 4.3.2. Poor work performance
  - 4.3.3. Unethical behaviour
  - 4.3.4. Breach of confidentiality
  - 4.3.5. Criminal record
  - 4.3.6. Inadequate level of professionalism, suitability for the position in terms of skill set and experience possessed in the context of an introductory-level administrative position
  - 4.3.7. Individuals with a conflict of interest with the SGA/AGÉ that is deemed significant enough to potentially interfere with, or be perceived as interfering with, the operations of the SGA/AGÉ
- 4.4. Any member who is an employee of the SGA/AGÉ shall be deemed ineligible to be a candidate unless they take a paid leave of absence from their duties beginning from their declaration of interest in being a candidate until the completion of the entire election.
- 4.4.1. An employee shall indicate to their supervisor their intention to run in an election. Upon indication, they shall be put on a paid leave of absence.
    - 4.4.1.1. If an employee withdraws from the election or is not ratified by the Board of Directors, they are able to resume their job.
  - 4.4.2. Any member of the Executive Committee who must take a leave shall not be included in any official action for the period of the leave of absence.
  - 4.4.3. Transfer of Signing Authority: In the case of a signing authority of the SGA/AGÉ being on a leave of absence during an election due to the provisions of this policy, the signing officers of the SGA/AGÉ shall serve as signing authorities for any time-sensitive matters.
  - 4.4.4. Transfer of Executive Authority: In the case that a majority of the Executive Committee is seeking election and therefore on a leave of absence, the Governance Committee shall assume all of the powers and responsibilities of the Executive Committee for the duration of the leave of absence. Upon the commencement of this period, the Chair of the Governance Committee shall send a memorandum to all employees who report to the Executive Committee informing them of the transfer of Executive Authority. In this period, the Governance Committee shall not make substantive changes in

operations unless absolutely necessary.

## 5. SLATES

- 5.1. All candidates shall have the right to form a slate or party with fellow ratified candidates standing for election to other offices.
- 5.2. If any candidates elect to form a slate, they shall inform the CRO in writing of their decision to do so.
  - 5.2.1. They shall provide the name of each of the members of the slate and the name of the slate if one exists.
  - 5.2.2. Slates can only be formed before campaigning commences.

## 6. THE ELECTION COMMITTEE

- 6.1. **Role:** The Election Committee shall hear appeals from candidates, administer disciplinary action as required against candidates or the CRO, and interpret the rules of the election.
- 6.2. **Conflict of Interest:** If a member of the Election Committee has a conflict of interest they shall resign from the Election Committee.
  - 6.2.1. Conflicts of interest may include but are not limited to the following:
    - a. Seeking election to any position that the committee oversees.
    - b. Close personal relationships with candidates. E.g. immediate family member, romantic relationship, or any other type of relationship that may be considered to hinder the ability of the committee member to remain neutral.
    - c. Financial or business partnerships.
    - d. Any other conflict of interest or perceived conflict of interest as determined by the member, the Election Committee or the SGA/AGÉ.
- 6.3. **Meetings:** The committee shall meet as required by the election process.
  - 6.3.1. The CRO shall be invited to all meetings of the Election Committee.
  - 6.3.2. If the meeting is regarding disciplinary action against the CRO, the CRO shall only be invited to speak on their behalf.
- 6.4. **Election Report:** The CRO and Election Committee, at the conclusion of the election period, shall render a report to the Board of Directors providing information with respect to the following:
  - 6.4.1. General events and conduct of the election
  - 6.4.2. All rulings
  - 6.4.3. All candidate infractions and disqualifications
  - 6.4.4. Information on appeals, including appeals heard and dismissed, and

- any decisions taken
- 6.4.5. Extenuating circumstances and irregularities affecting the election process
- 6.4.6. Preliminary election results
- 6.4.7. Recommendations for the next election
- 6.5. The Board of Directors has the discretion to request a report from the Election Committee concerning the CRO's performance.

## 7. CHIEF RETURNING OFFICER (CRO)

- 7.1. **Role and Duties:** The CRO shall be responsible for administering the SGA/AGÉ election, adjudicating election issues, liaising with the Election Committee, applying all election penalties to candidates, administering the rules of the election, and referring all appeals to the Election Committee.
- 7.2. The CRO shall be responsible for ruling on all election issues, including all penalties.
  - 7.2.1. When a CRO rules on any issue they shall inform all the candidate(s) to whom the ruling applies and inform the Election Committee. All rulings shall be made in writing and shall be kept for future CROs to consult in the election report.
- 7.3. **Appointment:** The CRO shall be appointed by the Executive Director at least one (1) week prior to the Notice of Candidacy being sent out to allow for training.
  - 7.3.1. All CRO applicants shall submit a resume and motivation letter to the Executive Director during the time that nominations for the position are open.
  - 7.3.2. At the conclusion of their period, the CRO shall be paid an honorarium as determined by the Chairperson in consultation with the Executive Director.
- 7.4. **Supervision:** The Election Committee shall supervise the CRO with assistance from the Executive Director.
  - 7.4.1. In the case that the Election Committee finds, by a majority vote, that the CRO is incompetent or otherwise deficient in their duties, the Election Committee shall administer disciplinary actions against the CRO.
  - 7.4.2. The CRO shall be invited to any meetings in which disciplinary actions will be discussed. During the meeting, the CRO may make a statement, present evidence, and be represented by an advocate. The CRO may also provide a written statement in lieu of a verbal statement.
- 7.5. **Training:** The Executive Director shall be responsible for the training of the

CRO.

- 7.6. **Contact:** The official means for all contact with the CRO shall be by email to the SGA/AGÉ delegated email address: sgacro@laurentian.ca.
- 7.7. **Deputy Chief Returning Officers:** The Board of Directors may appoint additional Deputy Chief Returning Officers if they wish.
  - 7.7.1. All Deputy Chief Returning Officers shall report to the CRO and shall assist the CRO in enforcing the Election Policy.
  - 7.7.2. The Board of Directors shall determine the contract of all Deputy Chief Returning Officers.

## 8. CANDIDATE MEETINGS

- 8.1. There shall be a mandatory General Candidates Meeting held by the CRO. The purpose of this meeting is to explain to candidates the rules and timelines associated with the election and to clarify any doubts the candidates may have.
  - 8.1.1. The CRO shall provide two (2) alternative dates for the meeting, taking into consideration the availability of the most candidates.
  - 8.1.2. Candidates who fail to attend at least one (1) of the General Candidates Meetings as scheduled by the CRO shall be immediately disqualified.
- 8.2. Other candidate meetings may be called by the CRO at any time, in which case all candidates will be notified by their Laurentian email.
  - 8.2.1. Candidates must attend all different candidate meetings and be on time.
  - 8.2.2. Candidates not in attendance will be penalized unless there are extenuating circumstances. Prior written notice shall be given to and accepted by the CRO.
  - 8.2.3. Candidates are responsible for understanding all content of missed meetings.

## 9. ELECTION TIMELINE

- 9.1. The Chief Returning Officer (CRO) shall be hired by the Executive Director prior to the end of January with a minimum of one (1) week before the Notice of Candidacy is published.
- 9.2. The CRO shall have the responsibility to ensure the following events happen in a timely manner, in accordance with the Constitution:
  - 9.2.1. **Notice of Candidacy:** The form for notice of candidacy shall be made available to the membership of the SGA/AGÉ no earlier than twenty-one (21) days prior to the day of the election.

- 9.2.2. **Ratification of Candidates:** The Board of Directors shall ratify all candidates. The ratification or denial of ratification of candidates shall occur at least one (1) week prior to the date of the commencement of the campaigning period for each election.
- 9.2.3. **Time of Election or Selection:** The Election for the executive positions shall be held in the month of February.
- 9.2.4. **Voting:** The voting period shall be no shorter than twenty-four (24) hours in length and no longer than ninety-six (96) hours in length.
- 9.3. The CRO shall submit a report on the results of the election to the Election Committee as soon as the information is available to them and no later than two (2) business days after the election closes, except for extenuating circumstances.
- 9.4. The results of the election shall be ratified by the Board of Directors at the next regular or special board meeting after the election, or at the same meeting in which they are selected.
- 9.5. The Chairperson of the Board of Directors shall inform the membership of the election results by 3:00 pm on the next business day after the meeting in which the results were ratified.
- 9.6. Under extenuating circumstances, the Board of Directors shall have the authority to amend the election timeline.

## **10. PLATFORM OF ELECTION**

- 10.1. The Board of Directors shall decide on which platform Election shall take place. All platforms shall be accessible to all members entitled to vote and shall conform to all rules of the SGA/AGÉ.
  - 10.1.1. Should the Board of Directors not select a platform by January 1st of each year, the default platform shall be decided and administered by the Laurentian University I.T. Department, in consultation with the Chief Returning Officer (CRO).
  - 10.1.2. This does not limit the ability of the Board of Directors to change the platform after January 1st, under extenuating circumstances and in consultation with the CRO.

## **11. FORM OF BALLOT**

- 11.1. All candidates standing for election shall appear in chronological order based on their submission of notice of candidacy.
- 11.2. In all scenarios when the election platform allows for it, all candidates shall have the following information displayed on the ballots:
  - 11.2.1. Full name - mandatory

- 11.2.2. Slate name (if applicable) - mandatory
- 11.2.3. A clear headshot of the candidate - optional
- 11.2.4. A motivation statement of fifty (50) words maximum - optional
- 11.3. All candidates who choose to have the optional information displayed on the ballot shall provide this in their notice of candidacy.

## **12. TIES**

- 12.1. In the case of an election resulting in a tie, the winner shall be determined by a coin flip between the candidates.
- 12.2. This process will be administered by the CRO at the election result ratification meeting. The results of the coin flip shall be included in the reports of the CRO and Election Committee.

## **13. CAMPAIGN MATERIALS**

- 13.1. Campaign materials are any media that expresses a preference or opinion for a particular candidate, whether implicitly or explicitly.
- 13.2. All campaign materials in each and every unique usage must be approved by the CRO before use or distribution, with no exceptions.
- 13.3. All election materials posted on social media by candidates must be done on public accounts.
  - 13.3.1. The CRO must be provided with a link to all candidate's social media accounts and pages that are to be used for campaigning.
- 13.4. Candidates are responsible for moderating all online accounts and pages used for their campaigning.
  - 13.4.1. Any remarks or content from others that are placed on these accounts or pages that violate this Policy must be reported to the CRO and deleted or appropriately deterred.
- 13.5. All campaign material must not be the intellectual property of any person(s) except the candidate(s). Intellectual property in the public domain shall be allowed.
- 13.6. Laurentian University reserves the right to restrict campaign material usage on campus beyond the rules of the Election Committee or the CRO.
  - 13.6.1. All posters must be approved in accordance with the Laurentian University poster policy.
- 13.7. Candidates will be held responsible for any damages or clean-up costs incurred as a result of their campaign.
- 13.8. The V-Desk and the SGA/AGÉ office are off-limits for in-person campaigning at all times.
  - 13.8.1. Posters in the Student Centre can only be placed on the bulletin



boards or other designated spaces.

#### **14. CAMPAIGN FINANCES**

- 14.1. The spending limit established for the SGA/AGÉ General Election is \$300. Candidates are responsible for ensuring that they do not exceed the spending limit. Exceeding the \$300 spending limit will result in the disqualification of the candidate.
- 14.2. All campaign costs incurred are the responsibility of the candidate.
  - 14.2.1. Candidates can choose to but are not required to spend money on their campaigns. The SGA/AGÉ will not reimburse candidates for any campaign spending.
- 14.3. All campaign costs that are in-kind shall be given a fair market value by the CRO.
- 14.4. Candidates must submit a financial report to the CRO by 4:00 PM on the date of the closing of the polls, barring extenuating circumstances.
- 14.5. Financial reports shall include:
  - 14.5.1. All monetary contributions to the campaign (including candidates contributing to themselves).
  - 14.5.2. Itemized invoices/receipts from all campaign purchases.
  - 14.5.3. A declaration of in-kind contributions.
  - 14.5.4. A declaration of cost-sharing incurred due to slate splitting costs,
- 14.6. If two or more candidates slate, they may share the cost of producing campaign materials; the full costs of the campaign materials will be applied to each candidate's campaign budget.

#### **15. CANDIDATE CONDUCT**

- 15.1. Candidates may only nominate themselves for one (1) position. Candidates cannot run for two (2) separate positions simultaneously.
- 15.2. It is the responsibility of the candidate to ensure that all campaign plans, materials, and/or advertisements conform to all policies and regulations of Laurentian University, the SGA/AGÉ, and all municipal, provincial, and federal laws.
- 15.3. Candidates shall not make any statements that are defamatory, injurious, libelous, slanderous, racist, discriminatory, or demonstrably untrue.
- 15.4. Candidates shall remain respectful of the election process, the CRO, other candidates, Laurentian University, and the SGA/AGÉ.
- 15.5. Candidates shall be responsible for their campaign volunteers and must ensure that the volunteers do not violate any rules of the election.
  - 15.5.1. Candidates shall be subject to disciplinary actions resulting from

their volunteer's behaviour.

- 15.6. Candidate and campaign volunteers' misconduct can result in a candidate's disqualification and a report to the University.
- 15.7. Candidates and campaign volunteers are not entitled to use in their campaign any service or tangible benefits conferred on them by virtue of holding any position in any organization.
  - 15.7.1. This includes, but is not limited to, mailing lists, office space, office supplies, equipment, advertising space, and secretarial services.
- 15.8. **Election Obstruction:** Election obstruction is defined as the conscious effort on the part of a candidate or any person acting in a candidate's interest to impede the progress of the election.
  - 15.8.1. Election obstruction is punishable by disqualification.

## 16. ELECTION INDEPENDENCE

- 16.1. The views of any candidate during campaigning are separate from those of the SGA/AGÉ and its current officials. The SGA/AGÉ and its members are not accountable for any misinformation that results from a candidate's actions.
- 16.2. The SGA/AGÉ Board of Directors, Directors, Executives, Senators, Clubs and staff shall remain neutral throughout the campaign and election period.
  - 16.2.1. In the case that any of the above members of the SGA/AGÉ violate this section, they shall be subject to discipline at the discretion of the SGA/AGÉ.

## 17. FINES

- 17.1. All fines shall be deducted from the spending limit of campaigns.
- 17.2. In the case that a fine results in a campaign being over their revised spending limit, they shall be automatically disqualified.
- 17.3. The following shall be the fine structure for the election:

<b>Election Fine Structure</b>		
<b><i>\$50.00</i></b>	<b><i>\$100.00</i></b>	<b><i>Disqualification</i></b>
1st and 2nd campaign materials not approved (each)	3rd campaign material not approved	4th or more campaign materials not approved
	1st violation of candidate conduct	2nd or more violations of candidate conduct

	1st missed candidates meeting	2nd or more missed candidates meeting
		Missed General Candidates meeting
		Election obstruction
		Failure to submit financial statements
		Spending more than \$300.00 (fines included)

**18. APPEALS**

- 18.1. Candidates shall have the right to appeal a decision by the CRO.
- 18.2. Appeals must be done in writing and shall include all the necessary details and supporting documentation.
  - 18.2.1. It is solely the responsibility of the candidate to provide sufficient documentation to support their arguments and positions appropriately.
  - 18.2.2. If the candidate fails to provide all the necessary information, the appeal may be dismissed at the discretion of the Election Committee.
- 18.3. The CRO shall be responsible for receiving all candidate appeals and must evaluate each appeal in consideration of the following:
  - 18.3.1. Alignment with the Election Policy and other applicable SGA/AGÉ legislation.
  - 18.3.2. With respect to the presence and impact of any extenuating circumstances.
    - 18.3.2.1. In the event of extenuating circumstances, candidates are expected to provide sufficient documentation to support both the existence and impact of said extenuating circumstances within reason.
- 18.4. The CRO shall forward both the candidate’s appeal and the CRO’s own reasoning and evaluation to the Election Committee within forty-eight (48) hours of receiving the appeal.
- 18.5. The Election Committee shall either uphold or overturn the decision of the CRO.

- 18.5.1. In the event that the Election Committee determines that there is sufficient information to make a decision without holding a hearing, they may choose to rule on the matters based on the documentation provided by the candidate and the CRO.
- 18.5.2. If a hearing is needed, both the candidate and the CRO will be invited to the meeting to present their respective sides of the appeal or may be individually interviewed, at the discretion of the Committee.
- 18.6. Both the CRO and the candidate shall be informed of the decision made by the Election Committee.
- 18.7. A majority vote of the Election Committee shall be required to sustain the appeal. A tied vote will result in the dismissal of the appeal.
- 18.8. The decision of the Election Committee shall be final, precluding any further recourse to appeals.

## **19. BOARD ELECTION AND APPOINTMENT**

- 19.1. Should it be determined that a position will be appointed by the Board of Directors, the following process shall be implemented:
  - 19.1.1. Candidates shall nominate themselves using the same Notice of Candidacy form as described in Article III of this policy.
  - 19.1.2. An ad-hoc committee shall be formed for the purpose of supporting the Board appointment process.
    - 19.1.2.1. The ad-hoc committee shall create a questionnaire to assess candidates' abilities, experience and any other relevant aspects of the position.
    - 19.1.2.2. The ad-hoc committee shall create a report of the candidates for the Board of Directors to review.
    - 19.1.2.3. The ad-hoc committee shall be composed of the following:
      - a. All the members of the Governance Committee
      - b. The Executive Director
      - c. Any relevant SGA/AGÉ staff or advisor as determined by the Governance Committee
      - d. Any additional directors wishing to participate
  - 19.1.3. The CRO shall provide the candidates with the questionnaire at the conclusion of the last Candidate's meeting.
  - 19.1.4. Candidates shall have seventy-two (72) hours to complete the questionnaire and submit it to the CRO.
    - 19.1.4.1. Candidates not submitting their questionnaire on time shall result in disqualification.
  - 19.1.5. The CRO and the Chairperson shall be responsible for distributing

the completed questionnaires to all Directors within 24 hours of the submission deadline for review.

- 19.1.5.1. The Board of Directors shall schedule a special meeting with the candidates.
- 19.1.5.2. All candidates shall be invited and provided with the same privileges and regulations. No preferential treatment shall be provided.
- 19.1.6. The Board of Directors shall anonymously vote on the appointment of the candidate(s).
  - 19.1.6.1. The voting shall take place during the same voting period as the General Membership vote.
  - 19.1.6.2. The CRO will administer the election platform and voting process.
  - 19.1.6.3. In the event that only one (1) candidate is nominated for a position, the vote shall be a vote of confidence.
  - 19.1.6.4. The results of the Board Election shall be provided with the CRO's election report.
- 19.2. The winner will be appointed by simple majority vote.
- 19.3. Excluding any instances of contradiction with this Article, all other aspects of this policy shall apply to the election or appointment of candidates by the Board of Directors.

## **20. BY-ELECTION**

- 20.1. Definitions:
  - 20.1.1. Vacant position: An elected position that was not filled during the regular Election, or that became unoccupied between regular election periods.
  - 20.1.2. By-Election: The process to fill a vacant position.
  - 20.1.3. Appointment: The process in which the Board of Directors selects (by appointment) a person to fill a vacant position.
- 20.2. A position might become vacant for one of the following reasons:
  - 20.2.1. An elected position was not filled during the regular SGA/AGÉ Election.
  - 20.2.2. A candidate who was elected declines to accept the position.
  - 20.2.3. Part, or the entirety, of the regular SGA/AGÉ Election are deemed null due to any provisions within the Policies and Constitution of the SGA/AGÉ.
  - 20.2.4. Death, resignation, or termination of the incumbent.
- 20.3. In the event of an upcoming vacancy, the process of selecting a new representative may be held prior to the vacancy period.

- 20.3.1. In such instances, the elected official shall begin their term once said position has become vacant.
- 20.4. Upon the vacancy of an elected position, the Chairperson shall call a Special Board Meeting.
  - 20.4.1. During said meeting, the Board of Directors shall vote to decide the best method and timeline to fill the vacancy:
    - 20.4.1.1. Election by the General Membership
    - 20.4.1.2. Appointment by the Board of Directors
- 20.5. While the Board of Directors retains full discretion in its decisions, the following shall be considered the preferred circumstances for holding an election by the general membership:
  - 20.5.1. Regular elections were suspended or canceled due to extenuating circumstances beyond the control of the SGA/AGÉ.
  - 20.5.2. A position was not filled during the regular Election.
  - 20.5.3. There is adequate time and resources to conduct the process effectively.
  - 20.5.4. The eligibility of candidates and voter turnout will not be highly impacted by holding a by-election (e.g. election being held in the spring/summer terms when the membership drops significantly).
- 20.6. While the Board of Directors retains full discretion in its decisions, the following shall be considered the preferred circumstances for filling a vacancy by Board appointment:
  - 20.6.1. Difficulty or impossibility of holding a general membership by-election.
  - 20.6.2. The remainder of the term is shorter than six (6) months.
  - 20.6.3. Concerns about the impact on the regular flow of the SGA/AGÉ operations.
  - 20.6.4. The urgency to fill the vacancy within a shorter period of time.
  - 20.6.5. The winner of the regular election declined to accept the position or the position became vacant less than three (3) months into the term.
    - 20.6.5.1. In the above circumstance, the position should be offered to the runner-up, if one exists, prior to opening the nominations.
    - 20.6.5.2. If the candidate is unable to accept the position, the Board of Directors shall determine a method of filling the position in accordance with this Article.
- 20.7. If a by-election takes place, it shall follow the process as described in this Policy as closely as possible.
  - 20.7.1. If the timeline or any other aspects of the by-election process is deemed impractical, these shall be adjusted at the discretion of the

Election Committee, prior to the commencement of the by-election process.

20.7.1.1. The committee shall not make any substantial changes to the process if it can be effectively and timely completed by following the current process.

20.7.1.1.1. A timely by-election process shall be thirty (30) days or less, between the time the position takes office and the election of the candidate.

20.7.1.2. The Board of Directors reserves the right of making any final decisions regarding the by-election process.

20.7.1.3. All parties of the by-election process, including but not limited to the Board of Directors, Candidates, the CRO and any other relevant members must be notified of the changes, in advance of the beginning of the by-election process.

20.8. Open vacancies can be filled on an interim basis, while the by-election process is ongoing, at the discretion of the Governance Committee.

20.9. Only positions that become vacant during the last three (3) months of the term can be filled by another employee until the end of office, at the discretion of the Governance Committee.

20.9.1. If a position becomes or remains vacant after the General Election has taken place, the Board of Directors has the discretion to offer an early start to the incoming executive.