



ECA Elections Policy

Adopted: March 2020

Supersedes policy adopted April 2019

Preamble

This policy shall be used to aid in the execution the of Annual General Elections in conjunction with the articles and definitions of the ECA By-Laws

Part A: General Provisions

1. Regular Election

An election shall be held every year for all positions that must be elected in accordance with the bylaws.

2. Polling Day

The polling period shall commence a date determined by the Board of Directors during the month of February or March.

3. Discrepancies

In the case of any discrepancy between these regulations and the ECA by-laws, the ECA by laws shall prevail.

4. Amendments

These regulations may be amended by a two-thirds majority vote of members present at a meeting of the Board.

5. Definitions

5.1. Referendum Committee

A referendum committee shall be the person, or group of person(s) who have petitioned and intend to campaign on behalf of a referendum question.

Part B: Parties to an Election or Referendum

Section 1 - Electoral Organs

1. Contract of Service

A written contract between the board and the CEO shall be signed at the time of his/her hiring. A similar contract shall be signed by the AEO at the time of his/her hiring.

2. Documents

The CEO may also prescribe the text of any forms and documents that serve for the administration of these regulations.

3. Basic Duties of the Chief electoral officer

In respect for these regulations, the AEO shall, in particular;

- 3.1. Receive written confirmation from all candidates before the end of the campaigning period that the regulations have been received and read, else the candidates shall not be deemed eligible and will not appear on the election ballot.

- 3.2. Shall bring to the immediate attention, any and all suspected infractions of the CRO to the board.
- 3.3. Accept the role to provide sufficient training to the upcoming CEO as the predecessor.
- 3.4. Maintain an impartial relationship with the board and oversee all electoral issues as the CEO deems right within the scope of ECA bylaws.
- 3.5. Respond to all questions, concerns and complaints during the election process in a reasonable manner.

4. **Public Information**

In respect of public information, the CEO shall, in particular,

- 4.1. Provide any person applying and therefore with advice and information regarding the administration of these regulations;
- 4.2. Give the public access to the information, reports, returns or documents relating to these regulations;
- 4.3. Hold information meetings for the benefit of the candidates, referendum committees, and electors.

5. **Inadequate Provisions**

If during the election period, it comes to the attention of the CEO that, subsequent to an error, emergency or exceptional circumstances, a provision of these regulations does not meet the demands of the resultant situation, he/she may adopt such provision in order to achieve its object.

5.1. **Information and Approval**

However, he/she shall first inform the Board, the candidates, and the electors concerned of the decision he intends to make. Such a decision is subject to approval by the Board.

5.2. **Report**

Any decisions the CEO has made pursuant to this section will be included in his/her final report to the Board.

6. **Frivolous Request**

The CEO may refuse to make or to pursue an inquiry where he/she considers the request frivolous, vexatious or made in bad faith, or unnecessary in the circumstances.

7. **Reasons for refusal**

Each time the CEO refuses to make or to pursue an inquiry at the request of a person, he/she shall inform that person of his/her refusal and give the reasons therefore in writing.

8. **Public Competition**

The CEO shall appoint poll clerks as required within these regulations after holding a public competition for these positions.

9. **Dismissal**

The CEO may dismiss any election officer that neglects to perform his/her duties, engages in partisan work, or is not qualified for the office.

9.1. **Official Documents**

An election officer who has been dismissed shall return all the official documents in his/her possession to the returning officer.

10. **Approval**

Notwithstanding sections 18 and 19, appointment and removal of election officers by the CEO are subject to approval by the executive committee.

11. **Remuneration for CEO and AEO**

The Board shall fix the tariffs of remuneration of the CEO and the AEO. The tariffs shall appear in the respective contracts.

12. **Remuneration for poll clerks**

The executive committee and the CEO shall fix the tariff of remuneration for poll clerks at an hourly rate to be specified in each contract signed by the CEO and the poll clerks.

13. **Execution of Services**

The CEO and the other election officers shall only be remunerated for their services after the provisions of Part F and Part G of these regulations have been executed.

14. **Dismissal without remuneration**

The Board may dismiss any election officer without remuneration for failure to fulfill the responsibilities of their respective offices.

Part C: Election Proceedings

Section 1 - Notice of Election

1. **Notice of election**

Not later than 25 days before the first polling day, the returning officer shall give the public notice setting forth the following the particulars:

- 1.1. The office is open for the election and/or the question on a referendum;
- 1.2. The place, dates, and hours for obtaining and filing the nomination papers;
- 1.3. The place, dates, and hours of the polling period;
- 1.4. The telephone number and e-mail address of the CEO and the AEO.

2. **Location of notices.**

Notices must be posted in any and all areas frequented by undergraduate students.

Section 2 - Nominations

1. Nomination paper

A person wishing to be a candidate shall file a nomination paper with the CEO at the place designated by the CEO during the nomination period beginning a minimum of 15 days and ending a minimum of 8 days before the polling period.

Said person must register their intentions with the CEO and decide on the position that they wish to run for before collecting signatures.

2. The content of nomination paper

The nomination paper shall state the name, Concordia ID number, telephone number, and e-mail address of the candidate (where applicable), indicate the department in which the candidate is registered and the candidates position

3. Signatures

The nomination paper shall be signed by the candidate and supported by electors who are eligible to vote for the office for which the candidate is being nominated. Particularly a minimum of:

3.1. 50 supporters four ECA executive offices;

3.2. 25 supporters for ECA representatives;

3.3. 15 supporters or the number of eligible voters, whichever is less, for society offices.

The nomination paper shall also include the printed name, Concordia ID number, and the department of the supporter.

4. Consent to nomination

The nomination paper shall include a statement signed by the candidate in the presence of the person authorized to receive the nomination paper to the effect that he or she consents to the nomination.

5. Official representative.

The nomination of a candidate may include the designation of an official representative, at the discretion of the CEO. The Official Representative must include the written consent of the candidate being represented, as well as his/her Concordia ID number, address, telephone and e-mail.

5.1. Disqualification

In no case may an official representative be a person who:

5.1.1. is not an elector;

5.1.2. is an election officer;

5.1.3. is a candidate for any office in the election;

5.1.4. is the official representative of another candidate for any office in the election.

6. **Filing**

When a nomination paper is filed by a candidate, the CEO shall provide the candidate with

- 6.1. a copy of the nomination paper;
- 6.2. the dates, times, and locations of all information sessions and public debates organized by the CEO in accordance with these by-laws;
- 6.3. a form to be used for the return of election expenses provided for by these by-laws;
- 6.4. any other information or materials that the CEO deems appropriate.

7. **Verification**

The CEO shall have the sole authority to verify the validity of the nomination papers.

Notwithstanding the foregoing, the CEO may designate any other election officers to assist him/her in the verification of nomination papers.

8. **Withdrawal of a candidate**

A candidate may withdraw their candidacy by filing with the returning officer a declaration to that effect bearing his/her signature. Deadline to withdraw is before the end of nomination period.

If the candidate wishes to withdraw after nomination period he or she may submit a formal request and the CEO will come to a verdict given the seriousness of the issue.

The death of a candidate has the same effect as a withdrawal.

9. **Name omitted**

The name of a candidate who has withdrawn shall not appear on the ballot paper.

10. **Deadline for withdrawal**

Notwithstanding section 9, candidates wishing to withdraw must do so at least 24 hours before the day one of campaigning period. No candidate shall be allowed to withdraw his/her candidacy after this deadline, except as provided by Section 2.8 of these regulations.

11. **Verification of validity**

The CEO shall verify that all nomination forms filed by each candidate meet the requirements set forth in these regulations.

12. **Failure to comply with regulations**

Candidates who fail to comply with these regulations may be disqualified, subject to appeal as provided by Part E of these regulations.

13. **List of nominees.**

The CEO shall provide a complete list of all nominees, in alphabetical order, to the Board, including disqualified nominees.

14. **Notification to disqualified candidates**

The CEO shall attempt to notify the disqualified candidates within a delay of seventy-two

hours following the close of nominations. The notice shall include a statement of the reasons for disqualification and their right to appeal as provided for by Part E of these regulations.

15. **Public notice of qualified candidates**

The CEO shall post a complete alphabetical list of all qualified candidates in areas frequented by ECA members.

15.1. **Omission of disqualified candidates**

The list shall not include the names of disqualified candidates.

Section 3 - Campaign Period

1. **Campaign period**

The campaign period shall begin 15 days before the first day of the polling period and end at midnight the day before the first day of the polling period.

2. **Campaign materials**

Campaign materials may be posted, published, broadcast, or otherwise disseminated only during the campaign period.

The list of approved campaign materials & mediums can be subject to change based on the current nomination package provided by the CEO. Any changes to the package must be sent to all candidates in writing.

Notwithstanding the foregoing, if a referendum is called by the ECA, campaign materials may be distributed at any time before the end of the campaign.

All e-mailing lists affiliated with Concordia University, including but not limited to student societies, clubs and departments within the ENCS faculty are deemed prohibited campaigning material and thus grounds to disqualification of the candidate.

2.1. **Posters**

A maximum of fifty (50) posters may be used for the purpose of campaigning. All posters must bear the stamp of the ECA with the final date of polling as the expiration date.

Candidates are responsible for removing their posters at the end of the polling period, in accordance with the Concordia Policy on postering.

3. **Space and facilities**

No candidate or referendum committee may use space or facilities used or maintained by the associations and its societies for campaign purposes unless it is equally available to all other candidates for the same office.

Notwithstanding the foregoing, in the case of a referendum, the associations may use space and facilities that it normally maintains if it is a referendum committee in favour or against an option.

4. **Form and content**

All candidates are personally responsible for the form and content of all campaign materials and must ensure that these are not offensive, obscene or profane. Furthermore, these materials must not contain derogatory or libellous remarks.

4.1. **Approval**

All campaign material must be approved and stamped by the CEO.

5. **Equal opportunity**

Materials used by candidates and their agents shall not be employed in such a manner as to deprive or deny other candidates or agents equal opportunity to conduct their campaigns.

6. **Vicinity of polling stations**

All leaflets and fixed-position posters shall be allowed to remain in place during the polling period.

Notwithstanding the foregoing, The CEO shall ensure no posters shall appear anywhere in the vicinity of the polling stations during the polling period.

7. **Floor of polling**

No campaigning of any kind shall occur on the floor of the polling station. stations. Furthermore, candidates are prohibited from remaining on the floor of the polling station except to vote or if a candidate has a legitimate reason for appearing on that floor and has obtained permission from the CEO.

Subsection 3.1 - Social Media

For the purpose of this subsection, the term Candidate shall also refer to any person or persons officially recognized as part of a referendum committee.

1. **Social Media**

All social networks where content can be viewed publicly, meaning without authentication, may be used as campaigning mediums. Such networks shall include, without limitation, Facebook, Instagram and Twitter.

2. **Notice**

Candidates are required to notify the CEO of any social networks they plan to use. The CEO shall ensure that content on such mediums is publicly viewable and are appropriate.

3. **Accounts**

Candidates shall provide, to the CEO, administrative access, upon request and within 24 hours, to any social media page/account used by the candidate to distribute campaign content.

3.1. **Personal Accounts**

The personal social media account of a candidate or his/her official representative shall not be used to create content. However, such accounts may be used to share content from official campaign accounts/pages.

3.2. **CRO Account**

The Chief Returning Account shall maintain, when possible, a social media account on any major social media platform used by a Candidate.

4. **Content Tagging**

Any content created on social media must have the CEO's account "tagged" or otherwise linked to the post. If such "tagging" is not possible on a given platform, the Candidate shall send, via email, a publicly accessible link to such content.

5. **Access**

Candidates shall not block or otherwise restrict access to their content without explicit written permission from the CEO

6. **Approval**

Identifying features of the Candidate's campaign social media account(s) including, without limitation, profile photo and cover photo, shall be subject to approval by the CEO.

6.1. **Content**

Content created as part of the Candidate's campaign and shared on social media shall not be subject to the aforementioned approval process. However, the CEO shall reserve the right to request, within reason, modifications and/or the removal of content in accordance with these regulations.

7. **End Of Campaigning Period**

At the closure of the final day of the Campaigning Period, all social media campaign accounts, and subsequent content created directly by such accounts, shall be unpublished and/or deleted, such that content created and or shared by such accounts are no longer visible.

7.1. **Personal Accounts**

Any campaign content shared by the personal accounts of the Candidate and/or his/her official representative must also be removed at the conclusion of the Campaigning Period.

7.2. **Liability**

The Candidate shall not be liable for any content created/shared by accounts not in their direct control after the end of the campaigning period, pursuant to Section 2(b) of the Canadian Charter of Rights and Freedoms.

7.2.1. **Direct Control**

Direct Control of a social media account shall be defined as the ability of a person to post content as that account. The CEO may adjust this definition as they see fit, provided such adjustments are made known to all candidates, in writing, and within a reasonable time period.

Section 4 - Poll

Subsection 4.1 - Notice of Poll

1. **Notice of poll**

Not later than 10 days before the polling period, the CEO shall announce that a poll will be held by publishing a notice indicating

- 1.1. the name of each candidate and the office the candidate is seeking, in alphabetical order of the candidates' surnames;
- 1.2. the wording of each referendum question;
- 1.3. the dates, place, and time when the polling stations will be open on polling day.

2. **Particulars relating to the office**

The particulars relating to the office and to the name must correspond to those appearing on the nomination paper.

3. **Posting**

The returning officer shall post up the notice of poll in each department office and areas frequented by undergraduate students.

Subsection 4.2 - Poll Officers

1. **Polling stations**

The CEO shall establish a polling station in the lobby of the Hall Building.

2. **Appointments.**

The CEO shall appoint poll clerks to the polling station, such that there are always two poll clerks present during voting hours.

3. **Duties of poll clerks**

The poll clerks shall, in particular,

- 3.1. ensure that polling is properly conducted and that order is maintained;
- 3.2. facilitate the exercise of the right to vote;
- 3.3. enter in the poll book the particulars relating to the conduct of the polling.

4. **Peace officers**

The CEO may, to maintain peace and order, require the assistance of university personnel or of any other person.

Subsection 4.3 - Materials Required for the Poll

1. **Ballot papers**

The returning officer shall cause ballot papers to be printed in the form prescribed in Schedule I.

2. **Separate ballots**
Separate sets of ballots shall be prepared for each of the following categories:
 - 2.1. One ballot for the ECA executive offices;
 - 2.2. One ballot for each ECA department representative office;
 - 2.3. One ballot for each society.
3. **Identification of candidates**
The ballot paper must allow each candidate to be identified candidates.
4. **Content on the obverse.**
The ballot paper must contain, on the obverse,
 - 4.1. The serial number of the ballot paper;
 - 4.2. The full names of the candidates in alphabetical order of surnames, with the give names of each placed before his/her surname;
 - 4.3. Under each name, the name of the office which the candidate is seeking;
 - 4.4. A circle for the elector's mark opposite the particulars pertaining to each candidate,
 - 4.5. In the case of a ratification poll, two circles designated Yes or No opposite the particulars pertaining to each candidate;
 - 4.6. In the case of a referendum, two circles designated Yes or No opposite the question, or a circle opposite the particulars pertaining to each option as the case may be.
5. **Circles**
All circles, as well as the space between consecutive circles, must be of the same size.
6. **Content on reverse**
The reverse of the ballot paper shall be reserved for,
 - 6.1. The stamp of the returning officer;
 - 6.2. The polling day ballot was cast;
 - 6.3. The initials of the deputy returning officer.
7. **Number of ballots for ECA**
The number of ballots prepared for ECA elections should be at least equal to the number of undergraduate students enrolled in the Faculty and shall be numbered from one upwards.
8. **Total number of ballots**
The CEO shall record and forward the total number of ballots to the Secretary of the Board.
9. **Ballot boxes**
The CEO shall obtain one ballot box for the ECA elections.
10. **Poll book**
The CEO shall prepare a poll book to be used as prescribed in these regulations.

Subsection 4.4 - Preliminary Proceedings

1. **Furnished materials**
The polling station shall be equipped as follows:

- 1.1. a ballot box for each association, which shall be brought from the office of the chief security officer by the chief security officer, the CEO, or the AEO;
- 1.2. Sufficient marking devices to allow voters to cast their ballots.
- 1.3. Blank ballots obtained from the office of the chief security officer;
- 1.4. The computer listing of all eligible voters.
- 1.5. Stations properly equipped for privacy of all voters.
2. **Request of a computer listing**
The computer listing shall be requested from the Dean of Students office by the board and shall be picked up by the CEO.
3. **Return of materials**
All materials shall be returned to the office of the CEO immediately after the close of the poll.
4. **Other materials**
No other materials shall be permitted whatsoever in the polling station except as follows:
 - 4.1. Non-partisan signs identifying the poll;
 - 4.2. The personal belongings of the election officials of the poll.

Subsection 4.5 – Polling

5. **Persons present**
No person shall be present at a polling station who is not
 - 5.1. An election officer engaged in the fulfillment of his/her duties;
 - 5.2. An elector who is waiting to vote;
 - 5.3. An elector who is in the process of voting or placing his/her ballot in the ballot box.
6. **Candidates.**
Candidates or chairpersons are not entitled to be present at a polling station, other than to vote.
7. **No vote by proxy.**
No elector may vote by proxy.
8. **Presentation of ID.**
The elector shall present his/her student ID card or proof that he/she is a qualified elector.
9. **Admission to vote.**
The poll clerks shall admit an elector to vote if he/she has not already voted, if he is entered on the list of electors, and if his/her surname, given name, and Concordia ID number which appears on his/her student ID card correspond to those appearing on the list of electors.
10. **Signing of poll book.**
Every elector shall record in the poll book his/her name and signature, write his/her student number, the department in which he/she is registered, and as the case may be, the society he/she belongs to.

11. **Ballot paper**

The poll clerk shall give a ballot paper to the elector admitted to vote after

11.1. writing his/her initials in the space reserved for that purpose;

11.2. And stamping the date of the polling day the ballot is being cast.

12. **Voting**

After receiving a ballot paper, the elector shall mark his/her ballot paper in the appropriate circles and fold it.

12.1. **Marking of the ballot paper**

The elector shall mark his/her ballot paper by making a cross, an “X”, a check mark or a line on the ballot papers with the marking device put at his/her disposal by the poll clerk.

13. **Marked ballot placed in ballot box**

The elector, in full view of the persons present, shall place his/her ballot paper in the ballot box.

14. **Indication on list of electors**

As soon as an elector has voted, the poll clerk shall draw a line through that elector’s name on the list of electors.

15. **Spoiled ballot paper**

The poll clerk shall give a new ballot paper to an elector who has inadvertently marked or spoiled his/her ballot paper, and cancel the marked or spoiled ballot paper, making an entry thereof in the poll book.

16. **Assistance**

An elector who declares that he is unable to mark his/her ballot paper himself/herself may be assisted

16.1. by the either of the poll clerks;

16.2. by an elector in the presence of the poll clerks.

In either case, an indication thereof shall be entered in the poll book

17. **Name not on list**

An elector whose name does not appear on the list of electors may be admitted to vote if he presents the poll clerk an official letter from the office of the registrar indicating the following:

17.1. The surname, full name, and Concordia ID number of the elector;

17.2. That the elector is registered in the faculty;

17.3. The department in which the elector is registered;

17.4. Whether the elector is an undergraduate or graduate student.

An entry thereof shall be made in the poll book. The CEO will have the final approval for new eligible voters to qualify.

18. **Extension of polling period**

The CEO may extend the polling period if polling does not begin at the time fixed or is interrupted by an irresistible 24 force.

19. **Late voting**

The electors who are present at the polling station at the close of the poll and who have not been able to vote before the appointed time may exercise their right to vote. The AEO shall declare the polling closed after they have voted.

20. **Duties of the CEO**

The CEO shall establish such procedures as he or she deems necessary to ensure that

- 20.1. Every elector may exercise his/her right to vote;
- 20.2. No elector is able to vote more than once for any office or referendum question;
- 20.3. No person who is not an elector is able to vote;
- 20.4. No campaign materials shall be within view of a polling station while the polls are open;
- 20.5. The integrity of the ballot boxes is preserved during the polling period;
- 20.6. Ballot boxes are sealed at the close of the poll and securely transported to the place where the counting is to occur.

Part D: Proceedings after close of poll

Section 1 - Counting of Ballot Papers

1. **Counting of votes**

After the close of poll on the last day of the polling period, the ballot box, unused ballots and materials, shall be taken by the CEO or the AEO to the office of the CEO.

2. **Entries in poll book**

The CEO shall enter in the poll book the serial numbers of the ballot papers inadvertently marked, spoiled or cancelled and will seal these in an envelope. He/she will also enter into the poll book the range of serial numbers of the unused ballot papers and seal these in another envelope.

3. **Office of the chief security officer**

The sealed envelopes and ballot boxes shall remain at the office of the CEO until the Recording Board convenes.

Section 2 - Addition of Votes

1. **Recording board**

The Recording Board shall be composed of the following members:

- 1.1. The CEO who shall announce the results;
- 1.2. The AEO who shall assist the chief returning officer;
- 1.3. Two or more poll clerks who shall record and add the votes;
- 1.4. One representative from university security who shall act as an observer.
- 1.5. A maximum of two (2) additional persons who are deemed eligible by the CEO to assist in the counting of the ballots, if necessary. These individuals may not be current candidates or a member of the BOD.

2. **Location**

The addition of votes shall take place in a room agreed upon by the CEO and the representative of university security or his/her representative.

3. **Time**

The Recording Board shall convene on either the last day of the polling period after the close of the poll, or the next school day.

4. **Convening**

The Recording Board shall not be considered convened until all the members are present.

5. **Allowed persons to be present**

No person shall be present at the addition of the votes who is not

- 5.1. An election officer whose presence is authorized by the CEO;
- 5.2. A member of the executive committee;
- 5.3. A candidate, or if the candidate is not present, his/her official representative;
- 5.4. A chairperson of a referendum committee;
- 5.5. A representative of the Dean of Students' Office

6. **Procedures**

The CEO shall establish such procedures regarding the opening of the ballot boxes and the addition of ballots as he/she deems necessary.

7. **Tally sheets**

Notwithstanding the foregoing, the CEO shall provide tally sheets that conform to the examples in Schedule II to the poll clerks recording the votes.

8. **Valid ballot papers**

The CEO shall declare valid every ballot paper that does not satisfy any criteria outlined in Section D.2.9.

9. **Rejected ballot papers**

Notwithstanding the foregoing, the CEO shall reject every ballot paper which

- 9.1. Has not been initialed by a poll clerk;
- 9.2. Has not been marked;
- 9.3. Has been marked in favour of more than one candidate for the same office;
- 9.4. Has been marked for more than one choice in a ratification poll;
- 9.5. Has been marked for more than one option pertaining to a referendum question;
- 9.6. Has been marked elsewhere than in one of the circles;

- 9.7. Bears fanciful or injurious entries; or
- 9.8. Bears a mark by which the elector can be identified.
10. **Sole authority**
The CEO has sole authority to reject a ballot.
11. **Mark extending out of circle**
No ballot may be rejected for the sole reason that the mark made in one of the circles by an elector extends beyond the circumference of the circle.
12. **Objections**
The CEO shall consider every objection raised in relation to the validity of a ballot and decide it immediately. The objection and the decision of the CEO shall be entered in the poll book.
13. **Disruption**
If any candidate or his/her representative tries to interfere or disrupts the Recording Board, the CEO will request that the security guard remove that person from the room. No substitute observer shall be allowed to replace any person ejected from the room, and these actions may result in disqualification .
14. **Elected candidate**
Following the addition of the votes for all offices, the CEO shall declare the candidate who received the greatest number of votes to be elected.
15. **Ratified Candidate**
Following the counting of ballots for any office subject to a ratification poll, the CEO shall declare each candidate who has received a majority of “Yes” votes to be elected.
16. **Adoption of referendum**
Following the counting of ballots for any referendum, the chief returning officer shall declare the option that has received the greatest number of votes to be adopted by the members.
17. **Tie**
In the case of a tie for any office or referendum question, the CEO shall make a new addition of the votes.
18. **Flip of coin**
If the tie-vote still exists after the new addition, the returning officer shall request that the security officer flip a coin to break the tie.
19. **Adjournment**
The Recording Board shall be adjourned once the CEO has announced the final count to everyone present in the room.
20. **Record of results.**
The chief security officer or his/her representative shall keep a record of all results.
21. **Storage and destruction of ballots.**
After the final addition of votes, all ballots shall be sealed, identified, and locked in the ballot box and placed in the office of the chief security officer for a period of not less than fifteen

days, after which they are to be destroyed by the CEO in the presence of the chief security officer.

22. **Submission of results**

Not later than 24 hours following the counting of ballots, the CEO shall submit the results to the Board for publication at their discretion. The results shall include, as the case may be,

- 22.1. A list of the candidates for each office with the number of votes each candidate has received;
- 22.2. A list of candidates who have been declared elected;
- 22.3. A list of referendum questions with the number of votes cast in favour of each option.

Section 3 - Recount of ballots

1. **Majority of 5% or less**

The candidate who came second or lost a ratification vote may apply for a recount where the majority is not over 5% of the votes cast.

The chairperson whose side of a question in the referendum lost may apply for a recount where the majority is not over 5% of the votes cast.

2. **Procedure**

The application for a recount must be received by the CEO within a delay of one school day following the adjourning of the Recording Board.

3. **Notice of eligibility**

The CEO shall attempt to notify any candidate who is eligible for a recount of the candidates' right to a recount and the procedure for application.

4. **Presence at recount**

Any recounts shall be conducted by the Recording Board. No other persons may be present at such a recount who is not, as the case may be

- 4.1. A candidate for the office that is the object of the recount, or if the candidate is not present, his/her official representative;
- 4.2. A chairperson of a referendum committee on the question that is the object of a recount;
- 4.3. A member of the executive committee.

Section 4 - Declaration of Election

1. **Elected candidates**

If no application for a recount is filed within the time prescribed, the CEO shall declare elected the candidates who have received the largest number of votes.

2. **Results of recount**

All decisions and results of elections and referenda subject to final count and recount are final and binding upon the associations, societies and officers.

3. **Date of taking office**

In the case that the constitutions of the associations or societies does not have provision for the date of taking office, the newly elected candidates shall take office commencing the first day of May following the elections.

4. **Continuance in office**

Ever director shall remain in office for one year, ending on May 31, unless his/her seat becomes vacant for any reason that may be set out in the individual constitutions.

5. **Public notice**

Upon the request of the Board, the CEO shall issue, without undue delay, a public notice stating the given name and surname of every elected candidate and the office to which he/she was elected.

Part E: Appeals and Complaints

1. **Appeal**

At any time during the election period, a candidate who is disqualified may appeal the decision in writing within 24 hours after being notified of his/her disqualification by the CEO.

2. **Procedure**

A candidate or chairperson who has a legitimate complaint may appeal any decision in writing to the CEO within 24 hours after the decision was made. Complaints may only originate from the opposing party(ies) within a contested race.

3. **Consultation**

All appeals and complaints shall be dealt with by the CEO after consulting with the Executive Committee and prior to proceeding with the next step of the election procedures.

3.1. The BOD will only receive any complaints or contestations pertaining to the elections, if the aforementioned is received, in writing, before 11:59pm the day before the last day of classes of that academic year as set out by the Concordia academic calendar.

Part F: Election and Referendum Expenses

1. **Election expense**

The cost of any goods or services during an election period to promote or oppose, directly or indirectly, the election of a candidate, or a particular option in a referendum, as the case may be, is an election expense.

2. **Eligibility to incur election expense.**
Only a candidate and his/her official representative or the chairperson of a referendum committee, as the case may be, may incur election expenses.
3. **Maximum**
The maximum amount of election expenses that may be incurred by a candidate or a referendum committee, as the case may be, shall be \$50.
4. **Justification**
Every payment of election expenses must be justified by an invoice showing the name and address of the supplier, the date the goods or services were supplied, and the amount of the expense.
5. **Posters**
Candidates may chose to have their posters printed at the ECA office. Candidates will be charged at a rate set by the VP Finance of the ECA. This rate shall not be less than the costs incurred by the ECA to produce said posters.
6. **Amount of reimbursement**
The executive committee shall, within one month of the close of the poll, reimburse an amount equal to 100% of the election expenses reported in the return of election expenses and incurred and paid in accordance with these regulations by a candidate or his/her official representative or by the chairperson of a referendum committee, as the case may be.
7. **Failure to file**
No reimbursement shall be made unless a return of election expenses has been filed before the deadline set by in these regulations.
8. **Deadline**
Every candidate or his/her official representative, and every chairperson of a referendum committee, as the case may be, must within 5 days after the close of the poll, file a return of election expenses with the CEO.
This must include the invoices, receipts, and other vouchers, and a list thereof.
9. **Summary of returns received.**
Within 30 days after the expiry of the time prescribed for filing returns of election expenses, the CEO shall provide a report to the executive committee that includes a summary of every return received within the prescribed time.

Part G: Report of the Chief Elections Officer

1. **Report of the chief elections officer**
The CEO shall, not later than 14 days after the close of the poll submit a report to the ECA BOD
2. **Content**
The report of the CEO shall contain, as the case may be,

- 2.1. A list of the candidates for each office with the number of votes each candidate has received;
- 2.2. A list of candidates who have been declared elected;
- 2.3. A list of referendum question with the number of votes cast in favour of each option;
- 2.4. A summary of every return of expense filed by a candidate within the prescribed time;
- 2.5. A list of all candidates who have failed to file a return of expense within the prescribed time;
- 2.6. A summary of expenses incurred by each referendum committee;
- 2.7. A general report on the proceedings of the election and referenda and any recommendations the CEO deems appropriate.