



STANDING REGULATIONS

June 2010

PREAMBLE

The Engineering and Computer Science Association (ECA) supports growth and communication within its members and member groups to ensure their moral, intellectual, cultural, academic, social and economic well-being.

The Association represents all undergraduate students enrolled in the Faculty of Engineering and Computer Science at Concordia University, Montreal, Quebec Canada. The ECA will not align itself with any political movement outside the realm of Concordia University.

The goal of the ECA is to solicit, represent, organize and exchange views, information and activities pertinent to the goals of its members as to ensure their moral, intellectual, cultural, academic, social and economic well-being. The means by which this will be done include, but are not limited to:

- Organize and host conferences, meetings, congresses, assemblies, exhibitions and competitions related to this end,
- Print, edit and distribute all publications related to this end and in conformity with the laws of the country,
- To affiliate itself with any organization pursuing these same goals,
- To acquire, via purchase, renting or otherwise, to possess and operate the assets, movables and real estate necessary for the accomplishment of the above mentioned goals,
- To provide to its members services of all kinds related to the above mentioned goals,
- To promote the public image of Engineering and Computer Science students at Concordia University.

PART I – GENERAL OPERATIONS

§1. Definitions

1. “ECA” , “association” refers to the Engineering and Computer Science Association of Concordia University
2. “RIQ” refers to the Réseau des ingénieurs du Québec.
3. “OIQ” refers to the l’Ordre des ingénieurs du Québec.
4. “Faculty” refers to the Faculty of Engineering and Computer Science at Concordia University, Montreal, Quebec Canada.
5. “University” refers to Concordia University in Montreal, Quebec, Canada.
6. “CFES” , “FCEEG” refers to the Canadian Federation of Engineering Students.
7. “CREIQ” , “QCESO” refers to the Quebec Confederation for Engineering Student Outreach.
8. “ECSCSL” refers to the Engineering and Computer Science Council on Student Life at Concordia University.

9. All students enrolled in the Faculty are automatically members of the association and are eligible to all the benefits thereof, including holding office in an elected or appointed position.

§2. ECA Administrative Council

10. The ECA Administrative Council is composed of the positions described in §2.1.

§2.1. Definition of Executive Positions

§2.1.1. President

11. To lead the executive and to chair the administrative council's meetings.
12. To be chair person at general assemblies.
13. To be an obligatory cosignatory of the cheques.
14. To be cosignatory of contracts and official papers of the ECA along with the negotiating executive for the said contract or papers.
15. To be cosignatory of the ECA Annual Report along with the VP Finance
16. To be a member of the AEGIC Board.
17. To represent the Association at all governing bodies of the Faculty and University, where applicable, or designate another executive.

§2.1.2. VP Internal

18. To replace the President if the President is not present. If the VP is also not present then the remaining members shall appoint a President within the Executive.
19. To be in charge of the publicity and communication within the members.
20. To be cosignatory of the cheques, if selected.
21. To be a liaison between the Executive Committee and all official ECA Committees and Societies.
22. To be a member of the AEGIC Board.

§2.1.3. VP Finance

23. To be in charge of the financial administration of the Association.
24. To make the books available for inspection upon the request of the AEGIC Boards or AEGIC Senate.
25. To prepare the Annual Report at the end of each fiscal year and to present it to the AEGIC board of directors and ECA Council for approval.

26. To supervise the finances of the Association and to write reports of it for the Association.
27. To be an obligatory cosignatory of the cheques with any other member of the Executive Committee selected as cosignatory.
28. To be the cosignatory of the Annual Report with the President.
29. To be a Member of the AEGIC Board.

§2.1.4. **VP External**

30. To be in charge of the ECA Councils' Public Relations with external organizations.
31. To participate in all external contacts.
32. To represent ECA in any external affairs (i.e. CREIQ, CFES, OIQ, RIQ, etc...)
33. To be cosignatory of the cheques, if selected.
34. To act as a liaison between the Association and the Faculty's Office of International Exchanges.

§2.1.5. **VP Sports & Competitions**

35. To organize sports events in general for Engineering and Computer Science students.
36. To pursue student participation in external sports events and to organize any unmentioned events as seen fit.
37. To act as the point contact between the ECA Competitive Teams and the Administrative Council for non internal affair matters.
38. To actively seek out and establish new competitive teams.
39. To be a cosignatory of the cheques, if selected.

§2.1.6. **VP Marketing and Communications**

40. To find new and original ways to market and promote the ECA name inside and outside the realm of the University; this entails assisting the rest of the executive on all promotions and all forms of publications.
41. To be responsible for the entire clothing line of the ECA that includes quotes, purchases, design and promotions of all items.
42. To be responsible for the marketing of the ECA and design of ECA related posters.
43. To recommend to the ECA Council a suitable candidate for any ECA Publications.

44. To be a cosignatory of the cheques, if selected.

§2.1.7. **VP Academic**

45. To be in charge and oversee all appointments to Academic Councils in which ECA members are accorded a seat.
46. To be responsible for all academic relations between ECA and the Faculty (i.e. Teachers, Technicians, Tutors, Administration, etc...)
47. To be cosignatory of the cheques, if selected.
48. To be responsible for the organization of Iron Ring Ceremonies throughout the year.
49. To act as a point contact for departmental representatives of the ECA.

§2.1.8. **VP Social**

50. To organize all social activities. (Social activities being any non-academic activities which attempts to increase the spirit of the ECA while appealing to the ECA's interest and goals.)
51. To appoint social committees to help in the organization and running of the social activities, if required.
52. To negotiate all contracts pertaining to social activities with the President.
53. To be cosignatory of the cheques, if selected.

§2.2. **Powers and Duties**

54. The Administrative Council controls all financial affairs of the Association.
55. The Administrative Council is also tasked with determining the direction that the Association will take for a given year and carry out all tasks and create all reports to the ECA Council as is deemed necessary.
56. The Administrative Council can be mandated by the ECA Council to generate various reports (i.e. financial statements).
57. The Administrative Council is required to hold a “change of power” set of activities to help acclimatize the newly elected Administrative Council close to the end of each electoral year.
58. The Administrative Council is required to generate a document before the end of the year outlining the major changes to the Association that have occurred under that Council's tenure with suggestions of further steps to be taken. This document must be passed on to the new Administrative Council during the “change of power” activities.

59. In order to avoid a conflict of interest, no member of the Administrative Council may be a governing member of any other student organization within the Faculty.
60. The President of the Association chairs the Administrative Council.

§3. ECA Council

§3.1. Composition

61. The ECA Council is composed of the following:
 - a. All executives as defined in the Regulations.
 - b. All department representatives as defined in the Regulations.
 - c. 1 representative from each Society in good standing as defined in the Regulations.
 - d. 1 representative from each Competitive Team in good standing as defined in the Regulations.
62. The following members would serve as non-voting members:
 - a. All directors as defined by the ECA Council.

§3.2. Powers and Duties

63. The full governing authority of the Association is vested in the ECA Council.
64. The ECA Council is responsible for setting policies for the Association and adopting its Regulations.
65. Any decisions arrived at by the ECA Council regarding financial matters are presented as recommendations to the Administrative Council.
66. All members of the ECA Council have equal voting rights. No individual may hold the vote of more than one position and may not count towards quorum twice. Individuals are not permitted to switch between representing different seats throughout a meeting.
67. Societies are required to send one executive to the ECA Council. It is preferable that this individual does not change from meeting to meeting.
68. In the event that an executive is unable to attend the ECA Council meeting, a representative who is involved with the society may attend in his/her stead, provided that the president of the society has sent a letter (either written or electronic) to the Chairperson and President of the Association informing them of the change.
69. The ECA Council is chaired by an individual appointed in accordance with §5. In the event there is no Chairperson appointed, the President will chair the ECA Council.

70. Procedural order of the ECA Council is to comply with the latest edition of Robert’s Rules of Order, where they do not conflict with the Regulations and the Constitution of the ECA.

§4. Departmental Representation

§4.1. Responsibilities

71. To be a point contact for students in their respective department.
72. To represent the Association at all meetings related to their department.
73. To sit on the ECSCSL selection committee.
74. To sit on the ENCS Equipment Fund Committee.
75. To act in the best interests of the Association
76. Current list of departments:

CSE – Computer Science and Software Engineering
MIE – Mechanical and Industrial Engineering
BCE – Building, Civil and Environmental Engineering
ECE – Electrical and Computer Engineering

§5. Appointments

§5.1. Notice of Appointments

77. From time to time, special committees within the ECA or the Faculty are struck to deal with a specific issue. These committees may be required for curriculum overhaul, appointment of various senior administration positions or for developing a report or direction for a specific project.
78. For the majority of appointments, notice of the opportunity and the requirements for the position shall be posted in the ECA office, on the ECA website, as well as sent out to all member groups at least one week before the meeting where the appointment shall take place.

Notwithstanding the previous, certain appointments may have to be made on a more urgent basis, and as such a decision shall be taken by the Administrative Council and be brought to the ECA Council for ratification at the next ECA Council meeting.

§6. Member Groups

79. The ECA Council may grant, after deliberation, the status of Member Group to a group that addresses a specific need of the association, either in the form of a member society or a competitive team.
80. Member groups must be apolitical in nature.
81. Member groups must represent and be composed of a majority of undergraduate membership.
82. Groups that are already recognized by other student organizations are not eligible for recognition unless their membership overlaps. In this case, all funding and institutional matters should be handled in collaboration with the overlapping parent organization.

Notwithstanding the previous, groups that are recognized or seeking to be recognized by the Concordia Student Union are not eligible for recognition by the ECA.

83. Membership in the Association is a serious responsibility. Furthermore, the granting of ECA money to a member of the Association does not preclude the Association from ensuring that the money is spent in a responsible manner.
84. Member groups are responsible for the carrying out of all ECA policies.
85. Member groups must follow requirements detailed herein as well as any further obligations deemed necessary by the Administrative Council.

Notwithstanding the previous, member groups shall not be held responsible or suffer any penalty should reasonably sufficient notice not be given of said responsibilities.

86. Member groups that are not able to complete the requirements set out herein, will be subject to review and if necessary, placed on probationary status by the ECA Council, or removed, as necessary.
87. Probationary member groups, to gain member group status, must satisfy all the requirements of regular member groups, however, they shall not be granted a budget. Funding for events by probationary groups shall be by requisition basis with the ECA Administrative Council following a written proposal submission.
88. Probationary member groups that have succeeded shall be accorded regular member status by the ECA Council on recommendation of the VP Internal.
89. A group which wishes to become an ECA member group must fulfill the requirements of probationary member groups.

Notwithstanding the previous, a group may not apply for member group status under the ECA if it does not represent a valid cause pursuant with the goals of the Association, or in the case of an academic discipline society, if one already exists.

§6.1. Societies

Any group that has been granted Society status in the Association has the responsibility to:

- 90. Submit an updated copy of its Constitution to the ECA no later than September 15 of every calendar year.
- 91. To be granted a budget, the Society must submit a detailed budget proposal by September 15 of every calendar year.
- 92. To be present at designated office hour times as determined by the Administrative Council in discussion with the Society.
- 93. Send one official representative to every meeting of the ECA Council.
- 94. Further the goals by, but not limited to:
 - a. Promote member groups
 - b. Promote and develop ECA Competitive Teams.
- 95. Listing of Current Recognized Societies:

ASHRAE	American Society of Heating, Refrigeration, and Ventilation Engineers – Concordia Chapter
CSCE	Canadian Society for Civil Engineering – Concordia Chapter
CSME	Canadian Society for Mechanical Engineering – Concordia Chapter
CUBES	Concordia University Building Engineering Society
EWB	Engineers Without Borders – Concordia Chapter
IEEE	Institute of Electrical and Electronics Engineers – Concordia Chapter
IIE	Institute of Industrial Engineers – Concordia Chapter
NSBE	National Society of Black Engineers – Concordia Chapter
SAE	SAE International – Concordia Chapter
SCS	Software Engineering and Computer Science Society
WIE	Women in Engineering

- 96. Listing of Probationary/Inactive Societies:

CASI	Canadian Aeronautics and Space Institute – Concordia Chapter
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§6.2. Competitive Teams

- 97. Competitive Teams must fulfill all the requirements of a society.
- 98. Due to the inherent nature of a competitive team, temporary reprieves of official member group duties may be granted by the Administrative Council.
- 99. Competitive teams are required to present monthly progress reports to the ECA council for discussion.
- 100. Competitive teams are required to discuss progress with the VP Sports & Competitions at least every two weeks.

- 101. The ECA Council, upon recommendation of the VP Sports & Competitions, may choose to revoke competition and budgetary rights of a Competitive Team up to 6 weeks before the competition date.
- 102. Current Listing of Recognized Competitive Teams

Eng Games	Quebec Engineering Games Team Concordia
CCT	Concordia Concrete Team

§7. Financial Policy

§7.1. Transparency

- 103. The Administrative Council is required to present a detailed financial statement to the ECA Council at minimum every 6 weeks during the Fall and Winter semesters and at least once in the summer semester.
- 104. All financial documents are to be available to the members by request for inspection within 2 weeks of a request being made.
- 105. The Administrative Council has the responsibility for producing minutes of any Association meetings to the members, as requested.

§8. External Affiliation Policy

§8.1. Procedure for Affiliation/Disaffiliation

- 106. If an external organization wishes to extend its membership to the Association whose membership fees are less than \$3000 per annum, a 2/3 majority vote is required by the ECA Council to either affiliate or disaffiliate.
- 107. In the case of an external organization whose membership fees are larger than \$3000, a majority vote of the members in a special general meeting called for the purpose of affiliation/disaffiliation, or a successful referendum in accordance with Part II.

§8.2. Current Affiliations

CREIQ/QCESO	Confédération pour le rayonnement étudiant en ingénierie au Québec / Quebec Confederation for Engineering Students Outreach
FCEEG/CFES	Fédération canadienne des étudiants et étudiantes en genie / Canadian Federation of Engineering Students

PART II – ELECTIONS AND REFERENDA

CHAPTER I

SCOPE AND DEFINITIONS

- Scope. **1.** These regulations apply to all elections and referendum held by the ECA and its constituted groups.
- Definitions. **2.** In these regulations, in addition to terms previously defined,
- 2.1.** “association” means the Engineering and Computer Science Association of Concordia University;
 - 2.2.** “board” means the ECA council;
 - 2.3.** “candidate” means a person as defined by sections 9 and 35;
 - 2.4.** “ chairperson” means the chairperson of the referendum committee;
 - 2.5.** “ Executive Committee” means the executive committee of the administrative council of the ECA;
 - 2.6.** “ campaign materials” means any printed matter, paid advertisement in any media, or any other objects or media, printed or digital, used to promote or oppose, directly or indirectly, election of a candidate, or a particular option in a referendum, as the case may be;
 - 2.7.** “day” means a calendar day unless otherwise specified;
 - 2.8.** “ public notice” means placement of posters in all department offices of the faculty and areas frequented by graduate and undergraduate students;
 - 2.9.** "referendum committee" means a group recognized as such by the chief returning officer for the purpose of promoting a particular option in a referendum;
 - 2.10.** "school day" means a day in which the university is open for normal operation;
 - 2.11.** “these regulations” means the current Standing Regulations of the Engineering and Computer Science Association;
 - 2.12.** “University” means Concordia University or the administration thereof, as the case may be.

CHAPTER II DATE OF ELECTIONS

- Regular election. **3.** An Election shall be held every year for all positions that must be elected in accordance with these bylaws.
- Polling Day **4.** The polling period shall commence on the fourth Tuesday of March and shall end on the Thursday of the same week.

CHAPTER III PARTIES TO AN ELECTION OR REFERENDUM

DIVISION I ELECTORS

- Qualified elector. **5.** Every person who, during the polling period, is registered within the Faculty is a qualified elector.
- Right to vote. **6.** To exercise his/her right to vote, a person must be on the computer listing of all electors or provide proof that he/she is a qualified elector
- Electors who may vote for ECA offices or in an ECA referendum. **7.** Notwithstanding section 5, only electors who are members of the ECA may
- 7.1.** Vote for ECA executive officers;
 - 7.2.** Vote in an ECA referendum;
 - 7.3.** Vote for an ECA department representative who is registered within the same department as the elector;
 - 7.4.** Vote for an office of society governed by the ECA for which the elector is a member.

DIVISION II CANDIDATE

- Eligibility. **8.** Any elector may be elected to the office for which he/she is entitled to vote.
- Disqualification. **9.** Notwithstanding the preceding section, the following persons are not qualified to be elected:
- 9.1.** Any election officer ;
 - 9.2.** the official representative of any candidate;
 - 9.3.** any ECA member seeking office within the ECA council who has a cumulative GPA less than 2.0 and a last annual GPA of less than 1.5, as indicated on their transcript.

DIVISION III
ELECTORAL ORGANS

- Chief returning officer and assistant returning officer. **10.** The board shall appoint a chief returning officer and an assistant returning officer.
- Public Competition. **11.** The appointment of a chief returning officer shall be made after public competition among the qualified electors and limited by section 25.
- Impartiality. The competition shall be designed to allow impartial consideration of the merits of the candidates.
- Selection Criteria. **12.** The selections shall be based on criteria of qualifications and competence and the appointment shall be made according to the order of merit of the candidates.
- Notice. **13.** A notice of the competition shall be published by the Board in accordance with Part I, §5, of these regulations.
- Contract of service. **14.** A written contract between the board and the chief returning officer shall be signed at the time of his/her hiring. A similar contract shall be signed by the assistant returning officer at the time of his/her hiring.
- Notices of appointment. **15.** On the appointment of a chief returning officer and an assist and returning officer, the Board and shall publish notice near the ECA offices.
- Appointment of substitute. **16.** If the chief returning officer is unable to exercise his/her duties, the assistant returning officer shall replace him/her and he/she must notify the board, who may, in that case appoint another person as the chief returning officer.
- Function of the chief returning officer. **17.** The function of the chief returning officer is, in particular, to see to the administration of these of bylaws and to ensure that the election procedures conform to the ECA constitution.
- Final authority. The Chief Returning Officer will be the final authority on all matters relating to the elections and referenda.
- Duties of the chief returning officer. **18.** In respect for these bylaws, the chief returning officer shall, in particular,
- 18.1.** Ensure the training of the election officers;
 - 18.2.** Issue directives for the administration of these regulations;

- 18.3.** Verify that candidates and their representatives are complying with these regulations;
- 18.4.** Receive complaints and make inquiries where he/she considers it necessary;
- 18.5.** Receive and examine the financial reports and statements and returns of election expenses;
- 18.6.** Inquire into the legitimacy of election and referendum expenses and contributions.
- Documents. The chief returning officer may also prescribe the text of any forms and documents that serve for the administration of these regulations.
- Duties of the assistant returning officer.
- 19.** In respect for these bylaws, the assistant returning office shall, in particular,
- 19.1.** 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.
- 19.2.** Shall bring to the immediate attention, any and all suspected infractions of the CRO to the board.
- Public Information.
- 20.** In respect of public information, the chief returning officer shall, in particular,
- 20.1.** Provide any person applying and therefore with advice and information regarding the administration of these regulations;
- 20.2.** Give the public access to the information, reports, returns or documents relating to these regulations;
- 20.3.** Hold information meetings for the benefit of the candidates, referendum committees, and electors;
- Inadequate provisions.
- 21.** If during the election period, it comes to the attention of the chief returning officer 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.
- Information and approval.
- However, he/she shall first inform the Executive Committee, the candidates, and the electors concerned of the decision he intends to make. Such a decision is subject to approval by the Executive Committee.
- Report.
- Any decisions the chief returning officer has made pursuant to this section will be included in his/her final report to the Executive Committee.

- Frivolous request. **22.** The chief returning officer 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.
- Reasons for refusal. **23.** Each time the chief returning officer 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.
- Election officers. **24.** The chief returning officer, the assistant returning officer, persons required by the chief returning officer, and poll clerks are all election officers.
- Disqualification. **25.** The following persons are not qualified to be election officers:
25.1. Current members of the ECA council;
25.2. Current members of the ECA administrative council;
25.3. Current members of the board;
- Public competition. **26.** The chief returning officer shall appoint poll clerks as required within these regulations after holding a public competition for these positions.
- Dismissal. **27.** The chief returning officer may dismiss any election officer neglects to perform his/her duties, engages in partisan work, or is not qualified for the office.
- Official documents. An election officer who has been dismissed shall return all the official documents in his/her possession to the returning officer.
- Approval. **28.** Notwithstanding sections 26 and 27, appointment and removal of election officers by the chief returning officer is subject to approval by executive committee.
- Remuneration for chief returning officer and assistant returning officer. **29.** The executive committee shall fix the tariffs of remuneration of the chief returning officer and the assistant returning officer. The tariffs shall appear in the respective contracts.
- Remuneration for poll clerks. **30.** The executive committee and the chief returning officer shall fix the tariff of remuneration for poll clerks at an hourly rate to be specified in each contract signed by the chief returning officer and the poll clerks.
- Execution of services. **31.** The chief returning officer and the other election officers shall only be remunerated for their services after the provisions of sections 122 and 123 have been executed.
- Dismissal without **32.** The Board may dismiss any election officer without remuneration for

remuneration. failure to fulfill the responsibilities of their respective offices.

CHAPTER IV ELECTION PROCEEDINGS

DIVISION I NOTICE OF ELECTION

- Notice of election. **33.** Not later than 25 days before the first polling day, the returning officer shall give the public notice setting forth the following the particulars:
- 33.1.** The office is open for the election and/or the question on a referendum;
 - 33.2.** The place, dates, and hours for obtaining and filing the nomination papers;
 - 33.3.** The place, dates, and hours of the polling period;
 - 33.4.** The telephone number and e-mail address of the chief returning officer and the assistant returning officer.
- Location of notices. Notices must be posted in each department office and areas frequented by undergraduate students.

DIVISION II NOMINATIONS

- Nomination paper. **34.** A person wishing to be a candidate shall file a nomination paper with the chief returning officer at the place designated by the chief returning officer during the period beginning 15 days and ending 8 days before the polling period.
- Content of nomination paper. **35.** The nomination paper shall state the name, Concordia ID number, telephone number, and e-mail address of the candidate (where applicable) and indicate the department in which the candidate is registered.
- Signatures. **36.** 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:
- 36.1.** 50 supporters four ECA executive offices;
 - 36.2.** 25 supporters for ECA department representatives;
 - 36.3.** 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.

- Consent to nomination. **37.** 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.
- Official representative. **38.** The nomination of a candidate may include the designation of an official representative, which must include the written consent of the official representative, as well as his/her Concordia ID number, address, telephone and e-mail.
- Disqualification. In no case may an official representative be a person who:
- 38.1.** is not an elector;
 - 38.2.** is an election officer;
 - 38.3.** is a candidate for any office in the election;
 - 38.4.** is the official representative of another candidate for any office in the election.
- Filing. **39.** When a nomination paper is filed by a candidate, the chief returning officer shall provide the candidate with
- 39.1.** a receipt for the nomination;
 - 39.2.** a copy of the nomination paper;
 - 39.3.** the dates, times, and locations of all information sessions and public debates organized by the chief returning officer in accordance with these by-laws;
 - 39.4.** a form to be used for the return of election expenses provided for by these by-laws;
 - 39.5.** any other information or materials that the chief returning officer deems appropriate.
- Verification. **40.** The chief returning officer shall have the sole authority to verify the validity of the nomination papers.
- Notwithstanding the foregoing, the chief returning officer may designate any other election officers to assist him / her in the verification of nomination papers.
- Withdrawal of candidate. **41.** A candidate may withdraw at any time by filing with the returning officer a declaration to that effect bearing his/her signature.
- The death of a candidate has the same effect as a withdrawal.
- Name omitted. **42.** The name of a candidate who has withdrawn shall not appear on the ballot paper.
- Deadline for **43.** Notwithstanding section 41, candidates wishing to withdraw must do

- withdrawal. so at least 48 hours before the opening of the first polling day. No candidate shall be allowed to withdraw his/her candidacy after this deadline.
- Verification of validity. **44.** The chief returning officer shall verify that all nomination filed by each candidate meet the requirements set forth in these regulations.
- The CRO shall verify the requirements set forth in section 9(3) with the Dean of Students.
- Failure to comply with bylaws. **45.** Candidates who fail to comply with these regulations shall be disqualified, subject to appeal as provided by section 121.
- List of nominees. **46.** The chief returning officer shall provide a complete list of all nominees, in alphabetical order, to the Executive Committee, including disqualified nominees.
- Notification to disqualified candidates. **47.** The chief returning officer 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 section 121.
- Public notice of qualified candidates. **48.** The chief returning officer shall post a complete alphabetical list of all qualified candidates in areas frequented by ECA members.
- Omission of disqualified candidates. The list shall not include the names of disqualified candidates.

DIVISION III

FORMATION OF REFERENDUM COMMITTEES

- Appointment of a referendum committee. **49.** In the case of an ECA referendum called by the ECA council, the council shall act as the referendum committee in favour of each option being presented by the council and shall appoint a member to act as chairperson.
- Referendum committee. **50.** In the case of a referendum called by petition of the members of the association in accordance with the constitution of the association, the members presenting the petition shall be deemed to form the referendum committee in favour of the option supported by the petition. The referendum committee shall elect a chairperson who is also a member of the referendum committee.
- Members of a referendum Each member of the referendum committee must be a qualified elector as defined in sections 5 and 6 and must belong to the

committee. association for which they are calling a referendum.
Notwithstanding the foregoing, no election official may be a member of a referendum committee.

Office of referendum committee. **51.** No person may hold office on more than one referendum committee on the same question.

DIVISION IV

CAMPAIGN PERIOD

Campaign period. **52.** 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.

Campaign materials. **53.** Campaign materials may be distributed, posted, published, broadcast, or otherwise disseminated only during the campaign period.

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.

Space and facilities. **54.** 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.

Form and content. **55.** 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 libelous remarks.

Approval. All campaign material must be approved and stamped by the chief returning officer.

Equal opportunity. **56.** 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.

- Vicinity of polling stations. **57.** All leaflets and fixed-position posters shall be allowed to remain in place during the polling period.

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

- Floor of polling station. **58.** No campaigning of any kind shall occur on the floor of the polling 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 chief returning officer.

DIVISION V

POLL

§1. – Notice of poll

- Notice of poll. **59.** Not later than 10 days before the polling period, the chief returning officer shall announce that a poll will be held by publishing a notice indicating
- 59.1.** the name of each candidate and the office the candidate is seeking, in alphabetical order of the candidates' surnames;
 - 59.2.** the wording of each referendum question;
 - 59.3.** the dates, place, and time when the polling stations will be open on polling day.

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

- Posting. **60.** The returning officer shall post up the notice of poll in each department office and areas frequented by undergraduate students.

§2. – Poll officers

- Polling stations. **61.** The chief returning officer shall establish on polling station in the lobby of the Hall Building.

- Appointments. **62.** The chief returning officer shall appoint poll clerks to the polling station, such that there are always two poll clerks present during voting hours.

- Duties of poll clerks. **63.** The poll clerks shall, in particular,
- 63.1.** ensure that polling is properly conducted and that order is maintained;
 - 63.2.** facilitate the exercise of the right to vote;
 - 63.3.** enter in the poll book the particulars relating to the

conduct of the polling.

- Peace officers. **64.** The chief returning officer may, to maintain peace and order, require the assistance of university personnel or of any other person.

§3. – Materials required for the poll

- Ballot papers. **65.** The returning officer shall cause ballot papers to be printed in the form prescribed in Schedule I.

- Separate ballots. **66.** Separate sets of ballots shall be prepared for each of the following categories:

- 66.1.** One ballot for the ECA executive offices;
- 66.2.** One ballot for each ECA department representative office;
- 66.3.** One ballot for each society.

- Identification of candidates **67.** The ballot paper must allow each candidate to be identified.

- Content on obverse. **68.** The ballot paper must contain, on the obverse,

- 68.1.** The serial number of the ballot paper;
- 68.2.** The full names of the candidates in alphabetical order of surnames, with the give names of each placed before his/her surname;
- 68.3.** Under each name, the name of the office which the candidate is seeking;
- 68.4.** A circle for the elector's mark opposite the particulars pertaining to each candidate,
- 68.5.** In the case of a ratification poll, two circles designated Yes or No opposite the particulars pertaining to each candidate;
- 68.6.** 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.

- Circles All circles, as well as the space between consecutive circles, must be of the same size.

- Content on reverse. **69.** The reverse of the ballot paper shall be reserved for,

- 69.1.** The stamp of the returning officer;
- 69.2.** The polling day ballot was cast;
- 69.3.** The initials of the deputy returning officer.

- Number of ballots for ECA. **70.** 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.

Total number of ballots. **71.** The chief returning officer shall record and forward the total number of ballots to the Secretary of the Board.

Ballot boxes. **72.** The chief returning officer shall obtain one ballot box for the ECA elections.

Poll book. **73.** The chief returning officer shall prepare a poll book to be used as prescribed in these regulations.

§4. – *Preliminary Proceedings*

Furnished materials. **74.** The polling station shall be equipped as follows:

74.1. a ballot box for each association, which shall be brought from the office of the chief security officer by the chief security officer, the chief returning officer, or the assistant returning officer;

74.2. Sufficient marking devices to allow voters to cast their ballots.

74.3. Blank ballots obtained from the office of the chief security officer;

74.4. The computer listing of all eligible voters.

Request of computer listing. The computer listing shall be requested from the Dean of Students office by the board and shall be picked up by the chief returning officer.

Return of materials. All materials shall be returned to the office of the chief returning officer immediately after the close of the poll.

Other materials. **75.** No other materials shall be permitted whatsoever in the polling station except as follows:

75.1. Non-partisan signs identifying the poll;

75.2. The personal belongings of the election officials of the poll.

§5. – *Polling*

Persons present. **76.** No person shall be present at a polling station who is not

76.1. An election officer engaged in the fulfillment of his/her duties;

76.2. An elector who is waiting to vote;

76.3. An elector who is in the process of voting or placing his/her ballot in the ballot box.

Candidates. **77.** Candidates or chairpersons are not entitled to be present at a polling

station, other than to vote.

- No vote by proxy. **78.** No elector may vote by proxy.
- Presentation of ID. **79.** The elector shall present his/her student ID card or proof that he/she is a qualified elector.
- Admission to vote. **80.** 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 appear on his/her student ID card correspond to those appearing on the list of electors.
- Signing of poll book. **81.** 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.
- Ballot paper. **82.** The poll clerk shall give a ballot paper to the elector admitted to vote after
- 82.1.** writing his/her initials in the space reserved for that purpose;
- 82.2.** And stamping the date of the polling day the ballot is being cast.
- Voting. **83.** After receiving a ballot paper, the elector shall mark his/her ballot paper in the appropriate circles and fold it.
- Marking of 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.
- Marked ballot placed in ballot box. **84.** The elector, in full view of the persons present, shall place his/her ballot paper in the ballot box.
- Indication on list of electors. **85.** As soon as an elector has voted, the poll clerk shall draw a line through that elector’s name on the list of electors.
- Spoiled ballot paper. **86.** 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.
- Assistance. **87.** An elector who declares that he is unable to mark his/her ballot paper himself/herself may be assisted
- 87.1.** by the either of the poll clerks;

87.2. by an elector in the presence of the poll clerks;

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

Name not on list. **88.** 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:

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

88.2. That the elector is registered in the faculty;

88.3. The department in which the elector is registered;

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

An entry thereof shall be made in the poll book.

Extension of polling period. **89.** The chief returning officer may extend the polling period if polling does not begin at the time fixed or is interrupted by an irresistible force.

Late voting. **90.** 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 assistant returning officer shall declare the polling closed after they have voted.

Duties of the chief returning officer. **91.** The chief returning officer shall establish such procedures as he or she deems necessary to ensure that

91.1. Every elector may exercise his/her right to vote;

91.2. No elector is able to vote more than once for any office or referendum question;

91.3. No person who is not an elector is able to vote;

91.4. No campaign materials shall be within view of a polling station while the polls are open;

91.5. The integrity of the ballot boxes is preserved during the polling period;

91.6. Ballot boxes are sealed at the close of the poll and securely transported to the place where the counting is to occur.

CHAPTER V

PROCEEDINGS AFTER CLOSE OF POLL

DIVISION I

COUNTING OF BALLOT PAPERS

Counting of votes. **92.** 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 chief returning officer or the assistant returning officer to the office of the chief returning officer.

- Entries in poll book. **93.** The chief returning officer 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.
- Office of the chief security officer. **94.** The sealed envelopes and ballot boxes shall remain at the office of the chief returning officer until the Recording Board convenes.

DIVISION II

ADDITION OF VOTES

- Recording board. **95.** The Recording Board shall be composed of the following members:
- 95.1.** The chief returning officer who shall announce the results;
 - 95.2.** The assistant returning officer who shall assist the chief returning officer;
 - 95.3.** Two or more poll clerks who shall record and add the votes;
 - 95.4.** One representative from university security who shall act as an observer.
- Location. **96.** The addition of votes shall take place in a room agreed upon by the chief returning officer and the representative of university security or his/her representative.
- Time. **97.** 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.
- Convening. **98.** The Recording Board shall not be considered convened until all the members are present.
- Allowed persons to be present. **99.** No person shall be present at the addition of the votes who is not
- 99.1.** An election officer whose presence is authorized by the chief returning officer;
 - 99.2.** A member of the executive committee;
 - 99.3.** A candidate, or if the candidate is not present, his/her official representative;
 - 99.4.** A chairperson of a referendum committee;
 - 99.5.** A representative of the Dean of Students' Office
- Procedures. **100.** The chief returning officer shall establish such procedures

- regarding the opening of the ballot boxes and the addition of ballots as he/she deems necessary.
- Tally sheets. Notwithstanding the foregoing, the chief returning officer shall provide tally sheets that conform to the examples in Schedule II to the poll clerks recording the votes.
- Valid ballot papers. **101.** The chief returning officer shall declare valid every ballot paper that an elector has marked in the circles as provided in section 83.
- Rejected ballot papers. Notwithstanding the foregoing, the chief returning officer shall reject every ballot paper which
- 101.1.** Does not bear the stamp of the chief returning officer;
 - 101.2.** Has not been initialed by a poll clerk;
 - 101.3.** Has not been marked;
 - 101.4.** Has been marked in favour of more than one candidate for the same office;
 - 101.5.** Has been marked for more than one choice in a ratification poll;
 - 101.6.** Has been marked for more than one option pertaining to a referendum question;
 - 101.7.** Has been marked elsewhere than in one of the circles;
 - 101.8.** Bears fanciful or injurious entries; or
 - 101.9.** Bears a mark by which the elector can be identified.
- Sole authority. The chief returning officer has sole authority to reject a ballot.
- Mark extending out of circle. **102.** 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.
- Objections **103.** The chief returning officer shall consider every objection raised in relation to the validity of a ballot and decide it immediately. The objection and the decision of the chief returning officer shall be entered in the poll book.
- Disruption. **104.** If any candidate or his/her representative tries to interfere or disrupts the Recording Board, the chief returning officer 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.
- Elected candidate. **105.** Following the addition of the votes for all offices, the chief returning officer shall declare the candidate who received the greatest number of votes to be elected.
- Ratified Candidate. **106.** Following the counting of ballots for any office subject to a

ratification poll, the chief returning officer shall declare each candidate who has received a majority of “Yes” votes to be elected.

- Adoption of referendum. **107.** 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.
- Tie **108.** In the case of a tie for any office or referendum question, the chief returning officer shall make a new addition of the votes.
- 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.
- Adjournment. **109.** The Recording Board shall be adjourned once the chief returning officer has announced the final count to everyone present in the room.
- Record of results. **110.** The chief security officer or his/her representative shall keep a record of all results.
- Storage and destruction of ballots. **111.** 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 chief returning officer in the presence of the chief security officer.
- Submission of results. **112.** Not later than 24 hours following the counting of ballots, the chief returning officer shall submit the results to the Board for publication at their discretion. The results shall include, as the case may be,
- 112.1.** A list of the candidates for each office with the number of votes each candidate has received;
 - 112.2.** A list of candidates who have been declared elected;
 - 112.3.** A list of referendum questions with the number of votes cast in favour of each option.

DIVISION III

RECOUNT OF BALLOTS

- Majority of 5% or less. **113.** 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.

- Procedure. **114.** The application for a recount must be received by the chief returning officer within a delay of one school day following the adjourning of the Recording Board.
- Notice of eligibility. **115.** The chief returning officer shall attempt to notify any candidate who is eligible for a recount of the candidates' right to a recount and the procedure for application.
- Presence at recount. **116.** 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,
116.1. A candidate for the office that is the object of the recount, or if the candidate is not present, his/her official representative;
116.2. A chairperson of a referendum committee on the question that is the object of a recount;
116.3. A member of the executive committee.

DIVISION IV

DECLARATION OF ELECTION

- Elected candidates. **117.** If no application for a recount is filed within the time prescribed, the chief returning officer shall declare elected the candidates who have received the largest number of votes.
- Results of recount final. **118.** All decisions and results of elections and referenda subject to final count and recount are final and binding upon the associations, societies and officers.
- Date of taking office. **119.** 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 June following the elections.
- 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.
- Public notice. **120.** Upon the request of the Board, the chief returning officer 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.

CHAPTER V

APPEALS AND COMPLAINTS

- Appeal **121.** 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 chief returning officer.
- Procedure. **122.** A candidate or chairperson who has a legitimate complaint may appeal any decision in writing to the chief returning officer within 24 hours after the decision was made.
- Consultation. **123.** All appeals and complaints shall be deal with by the chief returning officer after consulting with the Executive Committee and prior to proceeding with the next step of the election procedures.
- 124.** The ECA Council 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.

CHAPTER VI

ELECTION AND REFERENDUM EXPENSES

- Election expense. **125.** 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.
- Eligibility to incur election expense. **126.** Only a candidate and his/her official representative or the chairperson of a referendum committee, as the case may be, may incur election expenses.
- Maximum. **127.** The maximum amount of election expenses that may be incurred by a candidate or a referendum committee, as the case may be, shall be \$100.
- Justification. **128.** 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.
- Amount of reimbursement. **129.** The executive committee shall, within one month of the close of the poll, reimburse an amount equal to the lesser of 50\$ or 50% of the election expenses reported in the return of election expenses and incurred and paid in accordance with these by-laws by a candidate or his/her official representative or by the chairperson of a referendum committee, as the case may be.
- Failure to file. **130.** No reimbursement shall be made unless a return of election expenses has been filed before the deadline set by in these

regulations.

- Deadline. **131.** 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 chief returning officer.

This must include the invoices, receipts, and other vouchers, and a list thereof.

- Summary of returns received. **132.** Within 30 days after the expiry of the time prescribed for filing returns of election expenses, the chief returning officer shall provide a report to the executive committee that includes a summary of every return received within the prescribed time.

CHAPTER VII

REPORT OF THE CHIEF RETURNING OFFICER

- Report of the chief returning officer. **133.** The chief returning officer shall, not later than 14 days after the close of the poll submit a report to the ECA Council.
- Content. **134.** The report of the chief returning officer shall contain, as the case may be,
- 134.1.** A list of the candidates for each office with the number of votes each candidate has received;
 - 134.2.** A list of candidates who have been declared elected;
 - 134.3.** A list of referendum question with the number of votes cast in favour of each option;
 - 134.4.** A summary of every return of expense filed by a candidate within the prescribed time;
 - 134.5.** A list of all candidates who have failed to file a return of expense within the prescribed time;
 - 134.6.** A summary of expenses incurred by each referendum committee;
 - 134.7.** A general report on the proceedings of the election and referenda and any recommendations the chief returning officer deems appropriate.

CHAPTER VIII

GENERAL PROVISIONS

- Discrepancies. **135.** In the case of any discrepancy between these regulations and the ECA constitution, the latter shall prevail.
- Amendments. **136.** These regulations may be amended by a two-thirds majority vote of members present at a meeting of the ECA Council.

SCHEDULE I

(Section 65)

BALLOT PAPER

OBVERSE

Nubin PARIMELALAGAN President	<input type="radio"/>
Simon LAPOINTE President	<input type="radio"/>
Eric ROMANO VP Internal	<input type="radio"/> YES <input type="radio"/> NO
Melissa LEDUC VP External	<input type="radio"/> YES <input type="radio"/> NO

No:

SCHEDULE II

(Section 100)

TALLY SHEET

President	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Internal	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
External	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Academic	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Finance	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Social	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Marketing/Com	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
Sports/Comp	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
ECE	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
BCE	Candidate 1	

	Candidate 2	
	Did not vote	
	Rejected	
MIE	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	
CS/SOEN	Candidate 1	
	Candidate 2	
	Did not vote	
	Rejected	