

**FACULTY OF COMMUNITY  
SERVICES SOCIETY**



**ELECTION  
PROCEDURES**

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Amended September 22



**The Faculty of Community Services Society Board of Directors amended this policy on September 22nd, 2023.**

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## SECTION 1: ELECTION PROCEDURES

- 1.1. Board of Directors shall be elected from the General Membership at least two months prior to May 1st.
- 1.2. All candidates for an Executive Director or Board of Director position shall have a clear academic standing with a cumulative grade point average (CGPA) greater than or equal to 2.00. This requirement shall be confirmed by the Society Manager or someone in the Dean's Office.
- 1.3. If the Executive Director position becomes vacant before the end of term, the Executive Director, Administration & Operations, will serve as the interim Executive Director until a permanent replacement is selected. Any current Board of Director with at least one year of Board of Director experience may be nominated for the position of Executive Director, by the members of the Board of Directors. Based on a majority vote from the Board of Directors, the President will be appointed. If there are no members who can assume the Presidency, nominations will be advertised to the General Membership and elected by General Members.
- 1.4. A Program Director position becomes vacant before the end of term, or if a position is not filled during the election, the Board of Directors shall appoint an interim replacement through a formal interview process. A formal interview process will be completed, involving a hiring committee composed of the President, Executive Director, Administration & Operations, the Society Manager or a representative of the Society Manager and at least 2 (two) Directors. If a viable candidate is not found through this process, the Board of Directors may choose to keep this position vacant.
- 1.5. Should any other executive position become vacant, the Executive Director will assume their responsibilities until a replacement is found. The Board of Directors, with consultation with the Society Manager, may choose to appoint a current FCSS committee member to replace the position based on majority vote. Should there be no qualified candidate from the FCSS committee membership, a formal interview process will be completed, involving a hiring committee composed of the President, Executive Director, Administration & Operations, the Society Manager and at least 2 (two) Directors. If a viable candidate is not found through this process, the Board of Directors may choose to keep this position vacant.
- 1.6. Termination Procedures found in Chapter 7 of the FCSS By-laws will be followed for removal of any member of the Board of Directors
- 1.7. No candidate running for a position shall have any support external to Toronto Metropolitan University. Support in this context includes but is not limited to, donations, monetary support, and human resources.

- 1.8. A Chief Returning Officer (CRO), and Deputy Returning Officer (DRO) shall be nominated by the FCSS Executive Committee in consultation with the Society Manager. The CRO/DRO may not be someone running for any position within the student society government. The nominated candidate(s) from the Executive Committee must be approved by the Society Manager before going to the Board of Directors for final approval, as mentioned in Article 12.2 of the FCSS Constitution. Prior to being hired, the positions must be approved by the Board of Directors at a board meeting prior to the announcement of the election to the general membership. Furthermore, the CRO/DRO candidates must not be someone running for a position in any Toronto Metropolitan University Student Society elections taking place in the current academic year.
- 1.9. The candidates for Executive Director will be selected by a hiring committee, consisting of the current Executive Director, the Society Manager and an honorary member chosen by the Executive Committee.
  - 1.9.1 In the case that the current Executive Director is running for a second term the Executive Director, Administration & Operations will replace the Executive Director's position on the hiring committee
  - 1.9.2 The hiring committee will review nomination packages for the position and ensure that Executive Director candidates meet the criteria laid out in Chapter 2.1.10-2.1.12 of the FCSS By-laws, which lays out the criteria for candidates wishing to run for Executive Director
- 1.10. The candidates for Executive Director, Administration will be selected by a hiring committee, consisting of the current Executive Director, Administration & Operations, the Society Manager and an honorary member chosen by the Executive Committee.
  - 1.10.1 In the case that the current Executive Director, Administration & Operations is running for another then the Executive Committee will consider a current Executive Officer not running for another term or consider the Board Chairperson to replace the Executive Director, Administration & Operations position on the hiring committee.
  - 1.10.2 The hiring committee will review nomination packages for the position and ensure that Executive Director, Administration & Operation candidates meet the criteria laid out in Chapter 2.3.11 of the FCSS By-laws, which lays out the criteria for candidates wishing to run for Executive Director, Administration & Operations.
- 1.11. The candidates for Executive Director, Finance & Corporate Relations will be selected by a hiring committee, consisting of the current Executive Director, Finance & Corporate Relations, the Society Manager and one honorary member chosen by the Executive Committee.
  - 1.11.1 In the case that the current Executive Director, Finance & Corporate Relations is running for another term then the Executive Committee will consider a

current Executive Officer not running for another term to replace the Executive Director, Finance & Corporate Relations position on the hiring committee.

- 1.11.2 The hiring committee will review nomination packages for the position and ensure that Executive Director, Finance & Corporate Relation candidates meet the criteria laid out in Chapter 2.2.9 of the FCSS By-laws, which lays out the criteria for candidates wishing to run for Executive Director, Finance & Corporate Relations.
- 1.12. The positions of Executive Director, Executive Director of Administration & Operations, and Executive Director of Finance & Corporate Relations, are the only positions where nomination packages will be reviewed by a hiring committee. All other positions are selected via public vote. Chapter 2 of the FCSS By-laws lays out the election criteria for the other elected Executive Officer positions. Article 8 of the FCSS Constitution lays out the election criteria for Program Director and Affiliate Director positions. Nomination packages can be submitted directly to the CRO/DRO during the nomination period for the other elected positions for Executive Officers, all Program Directors and all Affiliate Directors, subject to criteria laid out in the referenced section/chapter of the Constitution/Bylaws. All remaining Executive Officers shall be voted via the public. All Program Directors are voted on via the program they will be representing, all Affiliate Directors will be chosen at-large besides the First Year Director which shall only be voted on by all the first years.
- 1.13. Slates are only permitted for Executive Officer positions, candidates for Program Director/Affiliate Director positions shall run an independent campaign and have no affiliation with any of the slates running for the Executive positions. The CRO will review nomination packages for Executive Officer candidates requesting to be in a slate and then approve of slate teams for Executive Officer positions.
- 1.14. Slates for Executive Officer positions do not need to have candidates vying for each position and slates can formulate and still run if they are not able to fill each Executive position
- 1.15. Candidates for the Board of Directors must be able to perform their duties and communicate with the members of the Faculty of Community Services Society for the entire duration of their 12-month term. If an elected member is not able to maintain this level of commitment or no longer meets the membership requirements, they will be removed from their position on the board upon following the Termination Procedures found in Chapter 7 of the FCSS By-laws.
- 1.16. Should there be a tie in the elections between two (2) candidates, the CRO appointed will conduct an interview process and present the decision on the best candidate for approval to the voting eligible Board.
- 1.17. Non-voting and ex-officio positions on the Board of Directors, include BIPOC Director, Parent Director, and LGBTQ2S+ Director. Any student in the Faculty of Community Services, who self-identifies with either of these communities, may apply for these positions.

## SECTION 2: ROLES AND RESPONSIBILITIES OF THE CHIEF RETURNING OFFICER

- 2.1. Chief Returning Officer (CRO) shall be a paid position.
- 2.2. The CRO shall be compensated with an honorarium.
  - 2.2.1 The amount of the honorarium must be decided upon by the Board of Directors.
- 2.3. The CRO shall not be a current member of the Board of Directors.
- 2.4. The CRO shall:
  - 2.4.1 act as a liaison between the Elections Committee and the Board of Directors and between the Elections Committee and all candidates;
  - 2.4.2 act as Chair of the Election Procedures Committee;
  - 2.4.3 seek the advice of the Society Manager with respect to the interpretation of regulations contained herein;
  - 2.4.4 finalize the date(s) for the opening of nominations and the date(s) for the closing of nominations;
  - 2.4.5 validate all nomination forms;
  - 2.4.6 finalize the date on which candidates may begin to campaign for the election; maintain, update and enforce the set of Candidate rules;
  - 2.4.7 Consult with the Society Manager to ensure that all candidates are eligible to run as per Section 5 of this document.

## SECTION 3: ROLES AND RESPONSIBILITIES OF THE DEPUTY CHIEF RETURNING OFFICER

- 3.1. The Deputy Returning Officer (DRO) shall be a paid position.
- 3.2. The DRO shall be compensated with an honorarium.
  - 3.2.1 The amount of the honorarium must be decided upon by the Board of Directors.
- 3.3. The DRO shall not be a current member of the Board of Directors.
- 3.4. The DRO shall serve as Vice-Chair of the Election Procedures Committee
- 3.5. The DRO shall assist the CRO in all matters pertaining to the FCSS elections.

## SECTION 4: ELECTION PROCEDURES COMMITTEE

- 4.1. The Elections Procedures Committee shall act as an appeals board for any candidate wanting to appeal a decision made by the CRO.
- 4.2. The Elections Procedures Committee shall be composed of the CRO, the DRO, the Society Manager, and two (2) student members appointed by the CRO through conducting a hiring process of the general membership.
  - 4.2.1 The two (2) student members for the Elections Procedures Committee are subject to ratification by the Board of Directors upon a majority vote of the members of the Board of Directors present.
  - 4.2.2 To be eligible for appointment to the Elections Procedures Committee, student members of the Elections Procedures Committee must be qualified to vote in the respective elections and must not be a current member of the Board of Directors, must not be a candidate for election to the Board of the Directors, not actively support or make known support for any candidate or related matter and to ensure impartiality in the conduct of the election.
  - 4.2.3 Members of the Elections Procedures Committee shall serve from the date of their appointment until and including the final meeting of the Elections Procedures Committee to be held following, but not more than two (2) weeks after, the expiration of the time allowed for requesting a recount of ballots.
  - 4.2.4 Failure on the part of a candidate to comply with any paragraph of any section outlined in the Election Procedures and Campaign Policy document may result in the disqualification at the discretion of the CRO.

## SECTION 5: NOMINATION CRITERIA

- 5.1. Criteria for eligibility of all elected positions on the Board of Directors shall be outlined in the FCSS By-laws By. Any person not meeting the criteria but who wishes to be considered must include all supporting arguments with their application. The incumbent Board of Directors shall decide upon the eligibility of these candidates as outlined under the position criteria in the FCSS By-laws.
- 5.2. All Executive Officer positions, listed in Chapter 2 of the By-laws, which includes the Executive Director, Executive Director of Administration & Operations, Executive Director of Finance & Corporate Relations, Executive Director of Academics, Executive Director of Events, Executive Director of Culture & Wellness, and Executive Director of Marketing & Communications shall have at least thirty-five (35) nominators from any undergraduate

program in the Faculty of Community Services.

- 5.3. The eleven (11) Program Directors representing each of the undergraduate programs in the Faculty of Community Services as listed in Article 8.1.2 of the FCSS Constitution – Child & Youth Care, Early Childhood Studies, Disability Studies, Midwifery, Collaborative Nursing, Post-Diploma Nursing, Nutrition & Food, Occupational Health & Safety, Public Health & Safety, Social Work, and Urban & Regional Planning – shall have at least twenty (20) nominators from their respective disciplines.
- 5.4. Affiliate Directors such as the First Year Students Director, International Students, Indigenous Students Director and Co-op Student Director, as listed in Article 8.1.3 of the FCSS Constitution – shall have at least 2 (two) nominators from their respective disciplines.
- 5.5. In the event that only one candidate has filled a valid nomination for the Presidential, Vice Presidential, or Director roles at the close of the prescribed nomination period, that candidate shall be subject to a Yes/No ratification vote by the members. A “Yes” vote of more than fifty percent of those cast shall constitute the members’ ratification of this candidate to hold the office of the corresponding position.
- 5.6. All candidates vying for a position shall fill the nomination forms accurately and submit their nomination packages to the Executive Director, Administration & Operations upon completion.
- 5.7. All candidates vying for a position on the FCSS Board of Directors, shall be full-time undergraduate degree students in the Faculty of Community Services, with the exception of part-time degree students in the Disability Studies and Post-Diploma Nursing program vying for these two Program Director positions.

## SECTION 6: CAMPAIGN FINANCING

- 6.1. Student groups and course unions shall not endorse or financially support a candidate.
- 6.2. Campaign expenses shall not exceed \$100.00 for each Executive Officer candidate.
- 6.3. Campaign expenses shall not exceed \$75.00 for each Program Director and Affiliate Director candidate.
- 6.4. Any candidate who exceeds the expense limit by more than five per cent (5%) shall be disqualified by the CRO. Disqualification may be appealed only to the Elections Procedures Committee whose decision shall be considered final and binding.
- 6.5. Alcoholic beverages shall not be permitted for campaign usage. Candidates who attempt to use alcoholic beverages to influence the campaign and/or elections, as determined by the Election Procedures Committee, will be disqualified.



- 6.6. Each candidate shall submit a form outlining all campaign expenses with original receipts for verification to the CRO by the deadline specified by the CRO. The CRO may at any time request from any of the candidates original receipts for expenditure prior to the close of voting. Failure by a candidate to submit a campaign expense form and original receipts by the deadline may result in disqualification upon the decision of the CRO.
- 6.7. All campaign donations must be brought to the attention of the CRO and included in the campaign expense report to be submitted by each candidate. Donated materials shall be assigned a dollar value based on current market value by the CRO and shall be calculated as a campaign expense.
- 6.8. Campaign expenses shall not be reimbursed by the Faculty of Community Services Society, all campaign expenses are on the part of the Candidate for the use of their campaign.
- 6.9. These campaign finance rules are set to ensure everyone has a cap on what they can spend on their campaign and to ensure there is one set of rules regarding campaign expenses.

## SECTION 7: ELECTION MATERIAL AND CAMPAIGN POSTERING PROCEDURES

- 7.1. Election materials shall not be racist, sexist, homophobic or offensive in any way. Material deemed by the CRO to contravene this regulation shall be removed and destroyed at the discretion of the CRO and/or the Society Manager. Any candidate who contravenes this regulation shall face disqualification upon decision of the CRO. All election materials and campaign materials shall be consistent with the FCSS Equity, Diversity & Community Inclusion Mandate found in Chapter 8 of the By-laws.
- 7.2. The display of election materials shall be done in accordance with the policies of Toronto Metropolitan University and the regulations outlined in this document.
- 7.3. All campaign materials, including posters, all social media posts (i.e. text and images), and what candidates would like to say and share in class talks must be approved by the CRO. Furthermore, all candidates must allow the FCSS CRO and DRO social media accounts to follow their social media accounts during the campaign and voting period. All social media accounts shall be public for the duration of the campaign, and election period.
- 7.4. Any candidate who fails to get approval on their campaign materials before making them public, shall be disqualified effective immediately by the CRO.
- 7.5. No candidate shall remove, deface, or destroy another candidate's election materials. Failure to comply with this regulation may result in disqualification at the discretion of the CRO. There is to be no campaign material posted in Kerr Hall East in the area bordered by the outside doors to the left and right of the FCSS office or Dean's Office doors. Failure to comply with this regulation may result in disqualification upon the decision of the CRO.

- 7.6. No candidate shall print, make, or display posters in the FCSS Office or Dean's Office. Failure to comply with this regulation may result in disqualification upon the decision of the CRO.
- 7.7. There is to be no possession of campaign material, including but not limited to electronic campaign material, in the FCSS office or Dean's Office from the date at which the election is called, to the date until polling is finished.
- 7.8. Only Executive Officer candidates shall be allowed to campaign as a slate if the slate is permitted by the CRO. Executive Officer slates shall not endorse non-Executive Officer candidates nor include them in their slate's campaign materials.
- 7.9. Board of Director candidates, who are not running for Executive Officer positions, shall not campaign as members of a slate. Nor shall their campaign material in any way imply a slate. Candidates shall furthermore not endorse other candidates.
- 7.10. All campaign postering materials and social media posts shall not have any Toronto Metropolitan University logos, FCSS logos, Faculty of Community Services logo, School logos, Course Union logos, nor Student Group logos. Failure to comply with this rule, will result in a consequence at the discretion of the CRO.

## SECTION 8: CAMPAIGN PERIOD

- 8.1. Campaigning shall not occur prior to the official beginning of the election campaign as established by the CRO and Manager, Student Relations and Development.
- 8.2. Campaigning may occur at Toronto Metropolitan University, or on any property considered to be part of campus, on polling days.

## SECTION 9: CLASS TALKS DURING CAMPAIGN PERIOD

- 9.1. Campaigning within a classroom is forbidden without the permission of its presiding faculty member(s).
- 9.2. To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of the class. Candidates must submit their speech, and a list of class talks they are planning to do to the CRO.

## SECTION 10: CAMPAIGN POSTER PROCEDURES

- 10.1. Poster size shall not exceed 11" x 17" (tabloid size).

- 10.2. Candidates for Executive Positions will be allowed no more than three (3) banners not to exceed 3ft (0.92) x 9ft (2.75m), and all other positions one such banner.
- 10.3. Only masking tape or tacks must be used to affix posters
- 10.4. Posters cannot be placed on glass or on divisions between glass that are less than 6 inches (153mm) in the shortest dimension.
- 10.5. All text in other languages on campaign materials must have an accurate English translation of readable size (as determined by the CRO) that appears on the poster.
- 10.6. Candidates' poster may not overlap another candidates' poster
- 10.7. Each candidate may not poster within 6 inches (153mm) of another one of their own posters.
- 10.8. Campaign materials cannot:
  - 10.8.1 be placed on or in offices of the FCSS or in the Dean's Office;
  - 10.8.2 overlap or be attached to campaigning materials already affixed to other objects or surfaces;
  - 10.8.3 be affixed to surfaces in classrooms, seminar rooms, in the library, in computer labs or other university-designated non-postering areas, especially where they might obstruct view on a doorway;
  - 10.8.4 be removed from any posted location;
  - 10.8.5 be within 8 metres of a polling station on election days.

## SECTION 11: VIDEO/AUDIO TAPPING AND PHOTOS PROCEDURES

- 11.1. Candidates, media and community members can all play a role in ensuring that an electoral process is carried out in a transparent and democratic fashion. Increasingly, media devices such as cameras are being used to document the campaign process. Community members, elections officials and candidates also have the right (upheld both in law, Toronto Metropolitan University Regulations and the FCSS By-Laws) to feel safe and to participate in the electoral process free of harassment.
- 11.2. To balance these interests, the use of cameras (video or photo) and other recording devices (phone, video, digital camera etc.) must first be registered with the CRO. All requests will be granted as long as participants agree to comply with the regulations outlined for filming, taking of photos and seeking consent. All candidates, by virtue of their participation in the electoral

process, give their consent to any such documentation that complies with the regulations.

## SECTION 12: ELECTRONIC MEDIA AND SOCIAL MEDIA POST PROCEDURES

12.1. Electronic media may be used for campaigning. However, Candidates are explicitly forbidden from campaigning via any form of electronic mail. The spirit of this regulation is to ensure that mass, unwanted communications are not received by those who may not want to receive this information. More explicitly, this regulation will be interpreted in the following way:

12.1.1 *Email:* Campaigning via email is not permitted. “Email” extends to any form of written electronic communication and thus includes direct messages sent via Facebook Messenger and WhatsApp. Candidates are not permitted to send unsolicited emails to prospective voters. Candidates are not permitted to request email addresses via websites or any forms of social media.

12.1.2 *Websites:* Candidates will be allowed to set up a campaign website whose content must be approved by the CRO prior to becoming publicly visible. Candidates are responsible for any and all dynamic material posted on the site and will be held responsible should the material contravene any of these procedures.

12.1.3 *Social Media:* Candidates are permitted to use all social media platforms to campaign. Candidates must disclose all campaigning platforms and all marketing material (intended social media posts, videos, graphics) to the CRO prior to posting on social media. The CRO has the right to follow any and all accounts used for the purposes of campaigning in this election. All posts should contain the hashtag associated with the election, which will be developed by the Executive Director, Marketing & Communications. All social media posts must be approved by the CRO before posting on any of your social media platforms. Please email all social media posts, ahead of time, for approval, once approved by the CRO, then you may post on any of your social media posts.

12.1.4 *Facebook:* Candidates will be allowed to set up Facebook groups whose content must be approved by the CRO prior to becoming publicly visible. The CRO Facebook account must also be added to each Facebook group created by candidates and aimed at the electorate. Candidates are responsible for any and all dynamic material posted on these groups and will be held responsible should the material contravene any of these procedures. Messages sent to members of the group are considered a violation of the electronic media bylaw.

12.1.5 *Discord:* Candidates will be allowed to set up Discord groups whose content must be approved by the CRO prior to becoming publicly visible. The CRO Discord account must also be added to each Discord server group created by

candidates and aimed at the electorate. Candidates are responsible for any and all dynamic material posted on these groups and will be held responsible should the material contravene any of these procedures. Messages sent to individual members of the group are considered a violation of the electronic media bylaw.

12.1.6 *Twitter:* Twitter messages do not constitute electronic mail as “followers” choose to follow your posts.

12.1.7 *Instagram:* Candidates may use their own personal Instagram accounts set to Public, and any other public account for campaigning purposes, or they may create a public account specifically for campaigning purposes. The CRO has the right to follow any and all accounts used for the purposes of campaigning in this election. Candidates are responsible for any and all Instagram posts aimed at the electorate and will be held responsible should the content contravene any of the By-Laws or election procedures. All campaign content on private/public Instagram accounts, must be approved by the CROs.

## SECTION 13: GROUNDS FOR DISQUALIFICATION

13.1. The CRO reserves the right to make rulings on issues and events not otherwise covered in the By-Laws, this Elections Procedure Code, or to add in such rulings to supplement existing sections.

13.2. The CRO may issue rulings of violations of campaign rules at the CRO’s discretion.

13.3. All candidates and their representatives are strongly cautioned against committing any of the following as these will result in disqualification:

13.4. Harassment of candidates, volunteers, community members or FCSS staff:

13.4.1 It is the responsibility of all involved in the election process to ensure civil conduct and to not participate in actions that are deemed as threatening and possibly unlawful;

13.4.2 Candidates and their representatives are expected to show respect to all candidates, volunteers, community members and FCSS staff;

13.4.3 Alleged misconduct should not and cannot be dealt with by the candidate or representative. Instead, complaints should be immediately directed to the Chief Returning Officer or, depending on the misconduct, to Campus Security or Police.

13.5. Racist, Sexist, Homophobic or Offensive Language:

13.5.1 As stated in the FCSS Election By-laws, any campaigning by candidates, their representatives or any third parties (whether through verbal or written communication) deemed to be racist, sexist, homophobic or offensive is explicitly prohibited and will be dealt with severely up to and including the involvement of Toronto Metropolitan University officials and Police.

13.6. Libel, Slander and Gross Misrepresentation:

13.6.1 Candidates, their representatives and third parties are explicitly barred from libel, slander or gross misrepresentation of a candidate or their representative.

13.6.2 This does not bar a candidate from voicing an opinion on a matter, however matters represented as substantive or factual must have a basis in fact and must be in accordance with the general spirit of the code of conduct.

## SECTION 14: CAMPAIGNING AND ELECTION COMPLAINTS

- 14.1 It is within the rights of all candidates and FCSS members to file complaints for perceived violations to the Elections Procedures.
- 14.2 All election related complaints regarding the conduct of another candidate or the person acting on behalf of a candidate must be filed formally, in writing format to the CRO. Once received, the CRO will conduct an investigation and make a ruling regarding the matter.
- 14.3 Decisions impacting all candidates will be posted publicly, while decisions only impacting the individual making an inquiry will not.
- 14.4 If a candidate is unsatisfied with a formal decision involving disqualification and/or demerit points, this can be appealed to the Elections Committee.
- 14.5 Demerit Point System:
  - 14.5.1 All candidates are afforded a maximum of five (5) demerit points, taking into consideration good faith errors.
    - 14.5.1.1 All parties participating in this election, whether as candidates or volunteers are expected to be familiar with the Election Procedures.
    - 14.5.1.2 Infraction by either candidates or volunteers will be dealt with equal consequence. An infraction by a volunteer or representative could result in demerit points or disqualification of all candidates represented by that person.
  - 14.5.2 All candidates and their representatives are strongly cautioned against committing any of the following as these will result in immediate disqualification:
    - 14.5.2.1 Harassment of candidates, FCSS members, volunteers, or any other community member.
    - 14.5.2.2 Alleged misconduct should not and cannot be dealt with by the candidate or representative. Instead, complaints should be immediately directed to the CRO, or, depending on the misconduct, to Campus Security or Police.
    - 14.5.2.3 Making threats to candidates, or intimidating voters.
    - 14.5.2.4 Racist, sexist, homophobic or offensive language.
    - 14.5.2.5 Libel, slander, and gross misrepresentation of other candidates. This does not bar a candidate from voicing an opinion on a matter, however matter represented as substantive or factual must have a basis in fact and must be in accordance with the general spirit of the code of

conduct.

14.5.2.6. Any action not deemed ethical, just, and/or democratic.

14.5.3. Candidates are strongly encouraged to engage their campaigning in a clean, positive and good faith manner. Demerit points will be issued at the discretion of the CRO with consideration to severity and frequency of infractions upon their investigation and verification. Candidates are encouraged to contact the CRO about a practice they are unsure about beforehand.

14.5.4. Examples of Permissible and Non-Permissible campaigning practices are outlined in Addendum B.

## SECTION 15: AMENDMENTS TO THE ELECTION & CAMPAIGN PROCEDURES

15.1. Amendments to these election procedures shall require a two thirds (2/3) majority vote at a FCSS Board Meeting.

15.2. Any motion for amendment may be made by the FCSS Board or the General Membership by a typed motion submitted no later than seven (7) days prior to a FCSS Board Meeting.

## SECTION 16: ADDENDUMS

16.1 Addendum A-Election Appeals to the Election Procedures Committee:

### ***What decisions can be brought before the Election Procedures Committee?***

- Only formal decisions involving disqualification to candidates can be appealed to the Election Procedures Committee by a candidate in the election.

### ***How are appeals considered?***

- Prompted by a formal, written appeal to the CRO requesting an appeal of the decision made by the CRO, a meeting of the Election Procedures Committee will be called. Candidates may **NOT** attempt to contact members of the Election Procedures Committee directly.
- At the invitation of the CRO or the Election Procedures Committee, anyone with relevant information can make a presentation.
- Election Procedures Committee members and invited parties will be given 24 hours notice unless waived by those parties.
- Any party invited or accepted to speak before the Election Procedures Committee will have up to 5 minutes to present.
- Where there are opposing sides to a matter, each side will present their side of the matter separately.
- If a party fails to appear before the committee, they forfeit their right to appear before the committee again on that matter.
- At the end of each meeting, the Election Procedures Committee will discuss the matter and vote.



***How does the Election Procedures Committee make and communicate a decision?***

- The motion before the Committee will be to overturn the CRO’s decision, on which members will vote either yes (to overturn) or no (to uphold the decision).
- The Election Procedures Committee cannot amend the penalty as made by the CRO, they can only accept or overturn the decision.
- The CRO is then responsible for communicating the results of the decision to all affected candidates at the end of the meeting.

16.2 Addendum B-Permissible and Non-permissible Campaign Practices:

Permissible	Not Permissible
Speaking to students	Interrupting other candidates while they are speaking to students. Emailing students regarding election issues.
Asking questions of FCSS or election staff	Disrespecting or mistreating FCSS or election staff
Documenting (videotaping, photos etc.) of yourself, your candidates or anything within the regulations specified upon registration with the CRO	Taking photos, video, audio of anyone without their consent or in non-compliance with the regulations
Removing, modifying or replacing your own approved election materials	Removing, modifying or replacing another candidate’s approved election materials
Making editorial comments or giving opinions about issues and events, positions and actions of other candidates	Accusing candidates of actions or views that are not proven; maligning the character of other candidates, FCSS or election staff
Beginning to campaign immediately upon the start of the campaign period	Campaigning prior to the commencement of the campaign period
Persuading members for their vote	Remunerating someone for their vote
Creative campaigning	Spending more than the permitted amount or involving alcohol in your campaign
Responding to emails sent regarding your campaign	Sending out unsolicited emails or electronic messages of any type or through any medium

Asserting your rights as a candidate and file complaints as necessary	Repeated and frivolous complaints against another candidate
Campaigning during voting	Campaigning or displaying campaign materials within 8m of polling stations, or in campus libraries
Speaking to media about your campaign	Bringing unverified election complaints to media

### 16.3 Addendum C-SLC Campaign Guidelines:

The SLC Student Engagement and Leadership (SEAL) Team is excited to extend opportunities to students participating in the FCSS elections to engage with their fellow students during campus wide elections.

These opportunities and guidelines were drafted by students and are set in place to ensure candidates are able to effectively engage with their peers, that all candidates are given equal opportunity and to ensure our #1 principle of respecting the needs of students is met. If you have any questions about this information do not hesitate to contact [slchelp@torontomu.ca](mailto:slchelp@torontomu.ca)

#### Campaigning Opportunities:

##### Tabling

To help candidates engage with the student body, the SLC SEAL (Student Engagement and Leadership) Team is extending the maximum amount of tabling time per week. During voting days the SLC Amphitheatre has been booked off specifically for campaigning by candidates and represents the best opportunity to engage with your peers in a high traffic area.

During each election voting day candidates are invited to table in the SLC Amphitheatre from 10am - 7pm. To book time please email [slchelp@torontomu.ca](mailto:slchelp@torontomu.ca) to let us know the dates, time and duration you would like to table for. If you are a member of a slate, please indicate this in your email.

##### Campaigning in SLC

Candidates are encouraged to campaign in the SLC Amphitheatre (1st floor) and 6th floor. Students found campaigning in any other areas of the building will be asked to relocate to the 1st or 6th floor.

To ensure students are not overwhelmed during elections, independent candidates and slates are asked to have a maximum of 5 individuals campaigning for them in the building at any given time. This includes individuals at the Tabling. Up to 5 campaign badges per slate or independent candidate will be available for sign out at the SLC Welcome Desk. Any student found

campaigning without a badge will be asked to visit the Welcome Desk to sign out a badge and the CRO will be informed of this infraction.

For safety reasons campaigning is not allowed within 8ft of elevators, exits / stairwells and accessible ramps.

#### Guidelines: Campaign Badges

- To allow candidates to have a presence in the SLC without overwhelming students studying here, all independent candidates or slates will be permitted a maximum of five individual campaigners in the SLC at any given time during the campaign and voting period.
- All individuals campaigning in the building will be required to wear a campaign badge, available at the Welcome Desk in exchange for a OneCard. This campaign badge will show SLC guests that you have been approved to be there and act as a way to monitor the total number of individuals campaigning in the building.
- To sign out a campaign badge, candidates will need to check in with an SLC Specialist at the Welcome Desk, exchange their OneCard for a campaign badge and fill out the campaigner sign in sheet. Once they are finished campaigning in the SLC or would like to pass the badge off to another campaign member, they can retrieve their OneCard at the Welcome Desk and sign out / in on the campaigner sign in sheet.
- If our staff finds individuals campaigning in the SLC without a badge, they will ask the individual to visit the Welcome Desk to sign one out.
- SLC staff will keep a record of incidents in the building and where requested, provide this information to the appropriate Chief Returning Officer.

#### Exclusion Zones

- Campaigning is permitted on the 1st floor and the 6th floor with restrictions marked on the attached floor plan (8ft from the elevators, not blocking the accessibility ramps or in front of stairwell fire exits).
- Campaigning is not permitted in all other areas of the SLC including the 2nd floor seating area between the first and second level.
- Campaigning is not permitted on any glass wall or glass doors in DCC.
- Campaigning is not permitted in any elevators in DCC, SBB, SHE, EPH, or Kerr Hall
- Campaigning is not permitted on or in any student residence(s) on campus.

#### Tabling

- During Election Voting days the SLC has booked off the Amphitheatre for independent candidates and slates to Table should they desire the use of the space. This activity follows our tabling hours of 10am - 7pm and will be managed by the SEAL Team. ● Tabling Activities in the Amphitheatre on non-voting days will follow the same guidelines ([www.torontomu.ca/SLC](http://www.torontomu.ca/SLC)) as usual and require a booking request to be submitted no more than 2 weeks prior to the requested tabling times. Each independent candidate or slate can have a maximum of two Tabling Activities per week for a maximum of 4 hours per day. Tabling requests during the campaign, non-voting times will be based on our calendar availability and the guidelines mentioned above.

## Postering

- The SLC has a no postering policy that slates/candidates must adhere to.