

ELECTIONS POLICY AND PROCEDURE MANUAL

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ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic means within one week of the changes being accepted.
4. No changes may be made to this document during the election period; this period runs from the first day of nominations until the ratification of the results by Council.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article 4.1 and 5.1.b of the Association's Bylaws.

ARTICLE III — EXECUTIVE ROLES AND RESPONSIBILITIES

1. Assumption of responsibilities and term of office for the Executive and Council:
 - a. Executive members shall assume office May 1st.
 - b. GSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
 - c. Each Council representative shall assume office at the first regular Council meeting following the departmental selection.
 - d. The term of office of each Executive and Council member shall be one year.
2. The President shall perform the following duties:
 - a. Supervise the day-to-day business of the Association.
 - b. Have signing authority for the Association.
 - c. Be the official spokesperson for the Association.
 - d. Manage staff relations.
 - e. Attend all meetings of the Association.
 - f. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - g. Sit on all internal committees of the Association.
 - h. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - i. Serve on, or provide designates to serve on, committees of the Faculty of Graduate Studies, both permanent and ad-hoc.
 - j. Serve on, or find designates for, University committees.
 - k. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.
 - l. Provide names of all graduate who serve on such committees to the Vice-President (Internal) regarding recognition by the Student Records Office.

- m. Be prepared to perform duties of the Vice-President (Internal), Vice-President (External) and Vice-President (Academic) in case of illness schedule conflict, etc., on an interim basis.
 - n. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - o. Present a written report at each GSA Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the President was unable to attend, and a record of office hours maintained.
 - p. Perform other tasks as assigned by the GSA Executive or Council.
3. The Vice-President (Internal) shall perform the following duties:
- a. Have signing authority for the association.
 - b. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - c. Oversee internal communication, including but not limited to, the Gradzette, newsletters, the Association website, and handbook.
 - d. Ensure the Association's official documents are up-to-date and available.
 - e. Act as joint authority and share responsibility with the President for the daily affairs of the Association.
 - f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
 - g. Submit to Student Records the names of graduate students serving as active participants in organizations listed by the Student Records Office of the University of Manitoba.
 - h. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Internal) was unable to attend, and a record of office hours maintained.
 - i. Supervise the keeping of all necessary financial records of the Association, including but not limited to bills, cheque books and monthly accounting.
 - j. Submit the budget prepared by the Executive to Council for its approval.
 - k. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
 - l. Submit the financial records of the Association for an annual audit upon notice from Council.
 - m. Ensure financial records are available to any Council member, upon arrangement.
 - n. Coordinate the process of awarding of regular and special GSA grants, subject to approval by GSA Council.
 - o. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other

- reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
- p. Perform other tasks as assigned by the GSA Executive or Council.
4. The Vice-President (External) shall perform the following duties:
- a. Serve, or find a designate, as the official representative of the Association in external matters pertaining to the relationship of the Association with other graduate and university student associations.
 - b. Have signing authority for the Association.
 - c. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - d. Liaise with coalition partners and external organizations.
 - e. Be responsible for outreach events.
 - f. Act as a representative at external events.
 - g. Organize campaigns.
 - h. Liaise with the government and the public at large.
 - i. Liaise with provincial and national office of the Canadian Federation of Students.
 - j. Act as the local representative on the provincial executive of the Canadian Federation of Students.
 - k. Monitor related socio-political/economic issues.
 - l. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - m. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (External) was unable to attend, and a record of office hours maintained.
 - n. Perform other tasks as assigned by the GSA Executive or Council.
5. The Vice-President (Academic) shall perform the following duties:
- a. Serve on the Senate Executive, as an assessor to the Senate, on Senate committees, and as chair of the GSA Senate Caucus.
 - b. Serve on and chair committees as specified in the "Committee Policy and Procedures Manual."
 - c. Coordinate academic events.
 - d. Advocate for students on academic issues.
 - e. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - f. Act as liaison between the Association and the Faculty of Graduate Studies, and sit as an Executive member of the Association on the Executive Committee of the Faculty of Graduate Studies.

- g. Assume responsibility on matters of University discipline as they concern the membership of the Association and sit on any Local Disciplinary Committee in the capacity of Student Advocate.
 - h. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.
 - i. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - j. Perform other tasks as assigned by the GSA Executive or Council.
 - k. Serve as alternative signing authority if position of President, Vice-President (Internal), or Vice-President (External) is vacant.
6. The Vice-President (Health Sciences) shall perform the following duties:
- a. Serve as liaison and GSA advocate for Health Sciences graduate students.
 - b. Work with the Vice-President (Academic) and Vice-President (External) to serve as advocate for Health Sciences graduate students to the University administration and other bodies.
 - c. Serve on the Faculty of Medicine Sub-council of the Faculty of Graduate Studies.
 - d. Act, or appoint a designate to act, as the Association's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to GSA Council for approval as appropriate.
 - e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
 - f. Serve on GSA committees as specified by the "Committee Policy and Procedures Manual."
 - g. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - h. Post and keep a minimum of 2 regular office hours per week at the HSGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - i. Perform other tasks as assigned by the GSA Executive, Council.
7. Each Senator of the Association shall perform the following duties:
- a. Attend all Senate, Student Senate Caucus, and GSA Senate Caucus meetings.
 - b. Serve on at least one Senate Committee.
 - c. Represent the interests of graduate students and the Association to the Senate and on Senate Committees.
 - d. Attend all GSA Executive and Council meetings.

- e. Work with other GSA Senators to ensure a Senators' Report is written and presented at each GSA Council meeting.
 - f. Serve on at least two internal committees.
 - g. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - h. Failure to attend or to designate a proxy to attend 2 or more Senate meetings and/or GSA Senate Caucus meetings shall constitute gross negligence. Failure to attend 2 or more GSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more GSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.
8. The Executive-At-Large shall:
- a. Serve as an advisor to the incoming executive.
 - b. Attend all GSA Executive meetings.
 - c. Act as alternate chair of the council and of general meetings.
 - d. Chair and attend any committee meetings required the "Committee Policy and Procedures Manual."
 - e. Perform other duties as assigned by the GSA Executive or Council.

ARTICLE IV — CRO Selection and Role

1. The Chief Returning Officer (CRO) shall be selected by Council, and will be Chair of the Elections Committee. The CRO will remain in her position from her appointment to the changeover of the Executive. She will act as CRO for any General Election, By-Election and Referendum.
2. The CRO shall be responsible for the smooth execution of the election process, including overseeing publicity prior to nominations, upholding rules and regulations surrounding campaigning, upholding rules and regulations for all voting procedures and providing judgement on infractions and appeals.
 - a. The Executive and Elections Committee shall publicize the opening and closing dates of the GSA General Election nomination period two weeks prior to the January meeting of Council through an email sent to all members of the Association, all departmental secretaries and the graduate program chairs of all departments containing graduate programs. This email is to have attached to it a suitable document to be posted in each department.
 - b. The Elections Committee shall publicize the days of the Voting Period, the locations of polls and the times they are open through an email sent to all members of the Association, all departmental secretaries and the graduate program chairs of all departments containing graduate programs.
 - c. The Elections Committee may further, at its option, publicize the GSA General Election in any way in deems fit, provided no material favours or disfavours any one candidate in any way.

- d. The Elections Committee shall organize a minimum of one (1) All-Candidate Forum during the Campaign Period.
- e. No member of the Elections Committee may participate in the election as a candidate or campaign volunteer. Should any individual on the Elections Committee engage in any campaigning, they will be immediately removed from their position on the Committee.

3. The CRO will liaise with the CRO of the HSGSA election and maintain communication throughout the election process.

ARTICLE V — NOMINATIONS

1. Any Member of the Association in good standing may run for any Executive position; only HSGSA members may run for, and elect, the HSGSA Executive.
2. A student is nominated by ten (10) members of the Association; the student must collect signatures from these individuals on the official nomination form.
3. Completed nomination forms must be submitted to the Office Manager of the Association, who will date-stamp and verify its completeness.
 - a. Completed and verified forms will then be given to the CRO, who will hold a candidates meeting on the closing day of nominations.
 - b. The CRO will post a complete list of candidates in print and electronically in a forum all members of the Association can access no more than twenty-four (24) hours after the nomination period has closed.
4. Nominations will be open for the GSA General Election 10 working days proceeding the last Friday before Reading Week.
 - a. Council shall call the Nomination Period for the GSA General Election open at the January meeting of Council.
 - b. The Nomination Period for the GSA General Election shall remain open until 16:30CST on the last Friday before the University of Manitoba's Reading Week, at which time it shall be deemed closed.
 - i. The GSA General Election Committee shall have the discretion to amend the dates and times of the Nomination Period and Campaign Period for the GSA General Election to adjust for such changes as an intercalary year or Central Daylight Time.

ARTICLE VI — CAMPAIGNING

1. Campaign Period
 - a. The Campaign Period for the GSA General Election shall open 09:00CST the first Monday following the end of the University of Manitoba's Reading Week.
 - b. The Campaign Period for the GSA General Election shall remain open until 16:30CST on the second Friday following the University of Manitoba's Reading Week, at which time it shall be deemed closed.

- c. Campaigning shall not take place prior to the official campaign period, including, but not limited to:
 - i. all forms of advertising by any campus media;
 - ii. the distribution of any material designed and/or likely to influence voters;
 - iii. any electronic information (web pages, blogs, email);
 - iv. posters/banner or displays;
 - v. speeches and public forms.
- d. Voting will take place on the three consecutive working days after the campaign period ends.
- e. Any candidate or campaign volunteers that are members of the sitting Executive are required to take a leave of absence for the duration of the campaign period and voting period.

2. Campaign materials

- a. All campaign material must be approved in form and content by the CRO prior to distribution. Material will not be approved that:
 - i. contains libel or slander;
 - ii. is factually incorrect (i.e. sources must be provided for factual material);
 - iii. violates any federal or provincial statute.
- b. Printed Campaign Material
 - i. Printed campaign material is defined as any poster, flyer, handout, banner, written on paper/poster board etc., which announces, advocates or promotes a given candidacy or slate.
 - ii. Each presidential and vice-presidential candidate will have a maximum allowable budget of \$60, and each candidate for Senate will have a maximum allowable budget of \$50. When a slate is formed, budgetary resources can be pooled accordingly.
 - iii. Receipts for purchases must be provided, or costs will be assessed at fair-market value, as determined by the CRO.
 - iv. An advertising space will be set up outside the GSA office, giving candidates running for all positions an equal portion of the wall, up to the equivalent of 6 letter-size pages, on which they can post any campaign material which have been approved by the CRO.
 - v. Campaign material will not be placed directly on walls or windows of facilities or areas not under control of the GSA, unless the space is granted by the controlling organization (such as student council) and equal space is provided to all candidates.
- c. Electronic campaign materials
 - i. Electronic campaign materials are defined as e-mails or web pages which announce, advocate and promote a given candidacy or slate.
 - ii. All electronic campaign materials must meet ACN rules about e-mails and web pages.
 - iii. A "mass e-mail" is defined as unsolicited material sent to more than 30 recipients per day with substantially the same content. The

number of email messages is defined by the number of email addresses that receive the e-mail (as direct message, “carbon copy”, “blind carbon copy”, through a list serve or otherwise).

- a. Forwarding/Redirecting an e-mail message will be considered to be third party campaigning (see third party campaigning).
- iv. An e-mail sent to a volunteer or registered supporters list of more than 30 addresses must CC the CRO.
- v. A copy of all electronic campaign materials must be sent to the CRO for approval before e-mailing the material.
- vi. Web pages must be approved in form and content by the CRO prior to the launching of the site. No changes may be made to the material posted without prior approval of the CRO.
- d. Media campaign material
 - i. Media campaigning is defined as newspaper articles, newspaper ads, letters to the editor, radio and television commercials, radio and television interviews which announce, advocate or promote a given candidacy or slate.
 - ii. Media campaigning will be limited to the GSA Newspaper “The Gradzette,” the University of Manitoba Student Newspaper “The Manitoban,” the University of Manitoba Radio station UMFM and any University of Manitoba Television Station if one exists. These outlets will be contacted by the Election Committee prior to the campaign period to ensure that equal space/time is given to all candidates.
 - iii. All advertising will be limited to free of charge services. No paid advertising is allowed.

3. Campaign Volunteers

- a. A Campaign Volunteer is defined as an individual who is not running for office, but is actively engaging in the process of campaigning for a particular candidate or slate.
- b. All campaign volunteers must be registered with the CRO. All campaigning by volunteers is subject to GSA election rules. The candidate/slate is responsible for the actions of their campaign volunteers.
- c. All volunteers must familiarize themselves with this Manual, as well as the Association’s Bylaws.
- d. If campaign volunteers are found to be engaging in campaign tactics which are in violation of the election rules the candidate/slate which they campaigned for will be held responsible and face penalty, and possible disqualification.

ARTICLE VII — PENALTIES AND DISQUALIFICATION

1. Any candidate or slate found violating the rules of campaigning or in another way attempting to undermine the election process may face penalties.

- a. Penalties to a candidate or slate are administered at the discretion of the CRO.
- b. The CRO may consult with the Elections Committee prior to determining a penalty.
- c. Penalties include, but are not limited to:
 - i. shortening of campaigning period
 - ii. requiring public retraction
 - iii. removal from the all-candidates forum
 - iv. disqualification
- e. A candidate should only be disqualified for gross and wilful violation of the rules. If another penalty can be found that will rebalance the election process without disqualifying the candidate, it should be pursued.
- f. A candidate must be informed of the penalty within twenty-four (24) hours of the CRO being alerted to the violation.

ARTICLE VIII — VOTING

1. The voting period shall be no less than three working days.
2. Polls will be open for a period of time between 900CST and 2000CST during the voting period. The exact times will be advertised in print and electronically in a forum available to all Members of the Association both prior to and during the voting period.
3. The number and location of polls shall be at the discretion of the GSA General Election Committee.
 - a. The location, number and opening hours of the polls must be posted one week prior to the polls being open in print and electronically in a forum available to all members of the Association.
4. Polls shall be run by members of the GSA General Election Committee.
 - a. In the case of scheduling conflict, a designate may assist in monitoring the polls, provided she has at no time campaigned for any candidate.
5. Voting procedure
 - a. Each voting member's name will be removed from the list of all eligible voters once the voting member has been given a ballot.
 - b. The ballot shall be organized by Executive position, shall include the names of the candidate in "Last Name, First Name" format, and include slate names if applicable. The order of names shall be rotated for each position.
 - c. Each voter will clearly indicate the candidate(s) of her choice. The number of Xs placed by a voter should not exceed the number of people to be elected to that position. Should any position be marked with more Xs than there are available seats, that section of the ballot shall be spoiled.

6. Results

- a. The ballots shall be counted by the CRO and members of the Elections Committee. The candidate receiving the greatest numbers of votes shall be declared elected. Tie votes and prospective winners by acclamation will be considered by Council according to Article XII of this Manual.
- b. Each slate is permitted two scrutineers at any given time, and each individual candidate who has not identified with a slate may have one scrutineer at any given time to monitor the polling and counting procedures.
- c. Ballots are to be kept by the Office Manager of the Graduate Students' Association for a maximum of five days after the ratification of the election, and then destroyed if no appeal or recount is called for.
- d. In the Elections for GSA Senators, the Senate Elections Rule, supersede the above rules in the event of a disagreement.

ARTICLE IX — APPEALS

1. Candidates or voters may lodge a complaint concerning election procedures or results by submitting a written statement to the CRO either during the election, or within five day of the ratification of the election. The CRO must rule on the appeal within twenty-four (24) hours. Any decisions made by the CRO will be reported and explained to Council; the Council then has the authority to overturn the decision, should there be cause.

ARTICLE X — RATIFICATION

1. Council shall ratify the results of the election at the meeting immediately following the counting of the ballots. The CRO will provide a report of actions taken, any incidents of violation or appeal, and a listing and justification of any rulings made. The Elections Committee shall present the full vote-count and subsequent results. Unless there is due cause to call into question the election results, the Council will ratify the results.

2. At this meeting, the CRO from the HSGSA will also present a report on the process and results of the HSGSA election.

- a. The results of the HSGSA election are ratified by HSGSA Council. Should the report raise question for the Council of the Association, they may refer questions back the HSGSA Council.

ARTICLE XI — BY-ELECTIONS

1. Any position vacated prior to October 1st will be filled by a by-election. Council will have the ability to appoint someone in the interim.

2. Any Member of the Association in good standing may run for the vacated Executive position; only HSGSA members may run for, and elect, the HSGSA Executive.
3. A student is nominated by ten (10) members of the Association; the student must collect signatures from these individuals on the official nomination form.
4. Completed nomination forms must be submitted to the Office Manager of the Association, who will date-stamp and verify its completeness.
 - a. Completed and verified forms will then be given to the CRO, who will hold a candidates meeting on the closing day of nominations.
 - b. The CRO will post a complete list of candidates in print and electronically in a forum all members of the Association can access no less than twenty-four (24) hours after the nomination period has closed.
5. The nomination period shall be ten (10) days prior to the opening of the campaign period.
 - a. The GSA Executive and Election Committee shall publicize the opening and closing dates of a GSA By-Election nomination period two weeks prior to the opening of the GSA By-Election nomination period through an email sent to all members of the Association, all departmental secretaries and the graduate program chairs of all departments containing graduate programs. This email is to have attached to it a suitable document to be posted in each department.
 - b. Nomination Forms will be made available at the announcement of a GSA By-Election.
 - c. The Election Committee shall ensure that Nomination Forms are freely distributed to all departments.
 - d. Nomination Forms will remain available in the Office of the Association until the close of the Nomination Period.
 - e. To be nominated, ten (10) members of the Association must sign the candidate's Nomination Form.
 - f. Nomination Forms shall be submitted to the Office Manager of the Association, who will receive the forms on behalf of the CRO.
 - g. No Nomination Forms shall be accepted outside of the Nomination Period.
6. The Campaign Period shall be ten (10) days beginning the Monday following the close of the nomination period.
7. Campaign Materials
 - a. All campaign material must be approved in form and content by the CRO prior to distribution. Material will not be approved that:
 - i. contains libel or slander;
 - ii. is factually incorrect (i.e. sources must be provided or factual material);
 - iii. violate any federal or provincial statute.
 - b. Printed Campaign Material

- i. Printed campaign material is defined as any poster, flyer, handout, banner, written on paper/poster board etc., which announces, advocates or promotes a given candidacy or slate.
 - ii. Each presidential and vice-presidential candidate will have a maximum allowable budget of \$60, and each candidate for alternate positions will have a maximum allowable budget of \$50. When a slate is formed, budgetary resources can be pooled accordingly.
 - iii. Receipts for purchases must be provided, or costs will be assessed at fair-market value, as determined by the CRO.
 - iv. An advertising space will be set up outside the GSA office, giving candidates running for all positions an equal portion of the wall up to ~ .36 of a square metre (the equivalent of 6 letter size pages) of space on which they can post their campaign posters, and any material on why they are running for their respective positions.
 - v. Campaign material will not be placed directly on walls or windows of facilities or areas not under control of the GSA, unless the space is granted by the controlling organization (such as student council) and equal space is provided to all candidates.
- c. Electronic campaign materials
- i. Electronic campaign materials are defined as e-mails and web pages which announce, advocate and promote a given candidacy or slate.
 - a. All electronic campaign materials must meet ACN rules about e-mails and web pages.
 - b. A “mass e-mail” is defined as unsolicited material sent to more than 30 recipients per day with substantially the same content. The number of email messages is defined by the number of email addresses that receive the e-mail (as direct message, “carbon copy”, “blind carbon copy”, through a list serve or otherwise).
 - i. Forwarding/Redirecting an e-mail message will be considered to be third party campaigning (see third party campaigning).
 - ii. An e-mail sent to a volunteer or registered supporters list of more than 30 addresses must CC the CRO.
 - iii. A copy of all electronic campaign materials must be sent to the CRO for approval before e-mailing the material.
 - iii. Web pages must be approved in form and content by the CRO prior to the launching of the site. No changes may be made to the material posted without prior approval of the CRO.
- d. Media campaign material
- i. Media campaigning is defined as newspaper articles, newspaper ads, letters to the editor, radio and television commercials, radio and television interviews which announce, advocate or promote a given candidacy or slate.
 - ii. Media campaigning will be limited to the GSA Newspaper “The Gradzette,” the University of Manitoba Student Newspaper “The

- Manitoban,” the University of Manitoba Radio station UMFm and any University of Manitoba Television Station if one exists. These outlets will be contacted by the Election Committee prior to the campaign period to ensure that equal space/time is given to all candidates.
- iii. All advertising will be limited to free of charge services. No paid advertising is allowed.

8. Campaign Volunteers

- a. A Campaign Volunteer is defined as an individual who is not running for office, but is actively engaging in the process of campaigning for a particular candidate or slate.
- b. All campaign volunteers must be registered with the CRO. All campaigning by volunteers is subject to GSA election rules. The candidate/slate is responsible for the actions of their campaign workers.
- c. All volunteers must familiarize themselves with this Manual, as well as the Association’s Bylaws.
- d. If campaign volunteers are found to be engaging in campaign tactics which are in violation of the election rules the candidate/slate which they campaigned for will be held responsible and may be disqualified.

9. Voting Period and Procedure

- a. The voting period shall be no less than two working days.
- b. Polls will be open for a period of time between 900CST and 2000CST during the voting period.
- c. The number and location of polls shall be at the discretion of the GSA General Election Committee.
 - i. The location, number and opening hours of the polls must be posted one week prior to the polls being open in print and electronically in a forum available to all members of the Association.
- d. Polls shall be run by members of the GSA General Election Committee.
 - i. In the case of scheduling conflict, a designate may assist in monitoring the polls, provided she has at no time campaigned for any candidate.

ARTICLE XII — TIES AND COUNCIL APPOINTMENTS

1. Any position vacated on or after October 1st shall be filled for the remainder of the year through appointment.
 - a. The Executive shall make a recommendation to be voted on by Council.
 - b. Any executive appointment will require a 2/3 vote of the quorate.
2. The Association shall elect in a General Election the President, Vice-President (Academic), Vice-President (Internal), Vice-President (External), and Vice-President (Health Sciences) by a plurality vote. In the case of a tie with these positions, the elections shall be decided by a plurality vote of the existing Council. The GSA Senators shall be elected by a plurality-at-large vote. In the case of a tie with these

positions, the elections shall be decided by either a plurality vote or a plurality-at-large vote (depending on the extent of the tie) of the existing Council.

3. The Executive may recommend one member of the outgoing Executive as Executive-at-Large. If appointment in accordance with the here present Article does not take place before April 30, the incoming Executive shall thereafter recommend an experienced member of the Association for the position of Executive-at-Large. As with any executive appointments, a 2/3 vote of the quorate is required.

ARTICLE XIII — REFERENDUM

1. Referenda shall be initiated by:

- a. a resolution of the Executive; or
- b. a resolution passed by two-thirds (2/3) of Council; or
- c. a petition signed by at least fifty (50) members of the Association.

2. Referenda questions shall be phrased by the Executive Committee. However, where a referendum is initiated by petition, the phrasing shall not alter the original intent of the petition.

3. At least two (2) weeks public notice of any referendum shall be given. No voting shall take place from May 1 – September 1, December 15 – January 15 or during Reading Week.

4. For the purposes of campaigning, the two sides of the Referenda shall be considered ‘candidates’ and expenditure and campaign rules will follow the regulations listed in Articles 4.2 and 4.3.

5. Referenda balloting shall be organized by the Elections Committee. Council shall not have the power to void a valid referendum which is held in accordance with the Constitution.

6. In the event that a referendum involves less than the required quorum of eligible voters, being five percent (5%), the results shall be considered advice to Council that is in no way binding.