

## **Executive Roles and Responsibilities:**

An ASSU executive, you play a crucial role in advocating for student interests, shaping the student experience, and contributing to a vibrant and inclusive campus community. As such, your dedication and leadership directly impacts the well-being of students on various gravities. Here are the key roles and responsibilities an executive must commit to within their position:

- 4 hours of office hours every week wherein an executive is expected to oversee the ASSU office at #1068 Sidney Smith Hall. This includes interacting with any and all students who come to the office with academic or other questions, or in need of ASSU services such as exam packages or printing.
- 2 hours towards an ASSU executive and staff meeting every week where all parties discuss how to move forward ASSU's various projects and priorities
- Attend monthly meetings with the Dean's Office where executives must come prepared to advocate for current student issues.
- Attend monthly/bi-monthly Course Union meetings where all executives are expected to give a report on the initiatives they are working on within ASSU.
- A minimum of 3 hours per week dedicated towards projects (for example: ASSU's Arbor journal, Undergraduate Research Conference or other such initiatives historically run by the leadership of Executives).

The ASSU executive role is not a paid position, however, executives receive an honorarium of \$200 per month during the academic year and \$100 per month during summer months as monetary recognition for their commitment to bettering the student experience at the University of Toronto.

## **ASSU Elections Procedures for Fall 2023:**

The ASSU is committed to giving all candidates a fair and equitable election, no matter their prior involvement in ASSU. As such the following election rules will be set in place to uphold fairness:

### **Article 1: Chief Returning Officer**

Section 1: The Chief Returning Officer (CRO) shall be selected by the ASSU Executive. The CRO is responsible for overseeing all election procedures, as specified in each of the following Articles of the ASSU Executive Elections Procedures document.

- a) The CRO shall be responsible for chairing and running the elections.
- b) The CRO shall be responsible for clarifying or explaining any questions about the Elections Procedures document and potential penalties.
- c) The CRO shall be responsible for applying the outlined consequences to the breaking of any rules described in the following articles.

Section 2: Should there be a conflict of interest between the CRO and any candidate, all candidates shall be notified by the CRO within 24 hours of the close of the nomination period. If candidates are not comfortable with this conflict, a new CRO will be sought out.

- a) If a new CRO is necessary he/she shall be chosen by the ASSU Executive.

**CRO of Fall 2023 Elections:** Basmah Ramadan – [cro@assu.ca](mailto:cro@assu.ca)

### **Article 2: Timeline**

Section 1: The election timeline must adhere to the following guidelines:

- a) There must be a minimum of two (2) weeks for the Nomination Period when the elections must be advertised – via posters, and any ASSU social media.
- b) There must be a minimum of five (5) working days for the Campaign Period.
- c) The date of the ASSU Council meeting at which elections or by-elections are being held shall be scheduled for a time when regularly scheduled classes are taking place.

Section 2: The election timeline for the Fall 2024 elections will be as follows:

Thursday, September 7th– Nominations Open 10 a.m.

Thursday, September 21st – Nominations Close, 5 p.m. – drop off at ASSU or email to ASSU

Thursday, September 21st – Campaign Period Begins, 5:01 p.m.

Thursday, September 28th – Campaign Period Ends, 11:59 p.m.

Friday, September 29th – Elections held at ASSU Council Meeting 5 pm – SS 2117

Friday, October 6<sup>th</sup> – Last day for appeals to be made to the Election Appeals Board, 5 p.m.

### **Article 3: Nominations**

Section 1: All positions available for elections must be posted with an associated description of the role.

a) Candidates can run for only one position within the ASSU Executive.

Section 2: All full-time undergraduate students in the Faculty of Arts and Science, registered on the St. George campus, and fee-paying members of the Arts and Science Students' Union (ASSU) as defined by the ASSU Constitution are eligible to run for the position of ASSU President or Executive.

Section 3: Nomination forms shall be filled out properly and completely as per the requirements of the Elections Nomination Forms and submitted to an ASSU Staff Member before the nomination period closes.

a) Nominators shall also be members of ASSU, as defined in Section 2. Nominators can only sign one (1) Executive Nomination Form.

b) Each candidate for Executive must have a minimum of 15 nominators.

Section 4: Any violations of any or all of the above regulations shall be just cause for the CRO to revoke a candidate's nomination. Appeals must be made, within three (3) working days of the end of the nomination period, to the Election Appeals Board, which is made up of 5 members elected by ASSU Council. The Board shall have at least 1 member from each of the Humanities, the Social Sciences and the Sciences, with no two members from the same course union. The Election Appeals Board must meet and reveal their verdict within 48 hours of the appeal being made. Their decision will be final.

### **Article 4: Campaigning**

Section 1: The campaigning period will begin after the end of the nomination period. The campaign period will end at 11:59 PM the day before the elections at ASSU Council.

Section 2: Campaigning includes any intentional act, planned or organized by or on behalf of any candidate to promote one or more specific candidate(s). This may occur with or without campaigning material.

a) Unless campaigning can be demonstrated to be initiated by an independent third party, and/or can be demonstrated to be unrelated to the campaign, it is still regarded as campaigning.

b) All campaigning materials, correspondences, and their treatment of other candidates and members of the ASSU and Council, must abide by Article V of the ASSU Constitution and must be approved by the Chief Returning Officer.

c) No candidate may campaign in the ASSU office at any time during the campaign period, with the exception of the advertising mentioned in Section 2.

d) No campaigning shall be allowed until after the nomination period ends.

Section 3: Campaign materials are limited by the following guidelines:

a) Candidates are restricted to two (2) 8 ½" by 11" double-sided pages of advertising. Printing will be done exclusively at the ASSU office. Maximum limits shall be imposed by the CRO.

b) Candidates can post one (1) piece of advertising in the ASSU office and may send one (1) page of advertising material to each Course Union's official email.

c) The official statements (maximum 250 words) of the candidates written on the Nomination Form shall be posted on the ASSU website at the end of the nomination period. This shall be considered official campaign material and is subject to Article V of the ASSU Constitution and approval by the CRO.

d) Candidates may only contact Course Unions via email through their official emails as listed on the ASSU website.

Section 4: Any violations of any or all of the above regulations shall be just cause for the CRO to revoke a candidate's nomination. Appeals must be made within five (5) working days of the end of elections to the Election Appeals Board, elected by ASSU Council. Their decision will be made within 48 hours of the end of the appeals period, and this decision will be final.

a) Any violations of the above within the campaign period or prior to the elections shall be made known by the CRO to ASSU Council before elections begin. The candidate in question who is appealing the CRO's decision to remove them from the candidate's list will be allowed to run in the election, but the process of appeal will still be carried out by the Election Appeals Board after the election, and their decision will be final.

## **Article 5: Elections**

Section 1: The ASSU Council meeting at which elections or by-elections are being held shall be scheduled for a time when regularly scheduled classes are taking place.

- a) Every candidate shall be given the opportunity to address Council on the date of the election. Equal time shall be allotted to all Executive candidates. The time shall be determined by the CRO. Candidates should contact the ASSU office after the nomination period closes to find out how much time will be allotted for their speeches.
- b) A question period shall be held for Executive candidates. Questions shall be submitted to the CRO at the meeting before the question period begins. The CRO will randomly select questions, which will be answered by all candidates. The CRO shall determine if any question is deemed inappropriate prior to asking that question. Time allotted for the question period shall be determined by the CRO on advice from Council.

Section 2: Voting shall take place in the designated voting area.

- a) No candidate, course union member or observer may attempt to communicate with voters entering or within the voting area, which will be determined by the CRO. Voters may enter the voting area only to complete his/her ballot and must leave immediately afterwards.
- b) Each ballot shall contain a list of positions and for each a list of candidates. The candidates will be ordered from top to bottom, sorted in alphabetical order.
- c) For each vote, the ballots must be placed within a sealed box. The seal may not be broken until the election period is complete and can only be opened under the supervision of the CRO and in the presence of the scrutineers.

Section 3: Once the election period is complete, the votes shall be counted in a private location before the results are brought to the Council.

- a) Each candidate may designate an agent to act as scrutineer during the counting (or recounting) of ballots. Should a scrutineer act in an obtrusive manner to the election procedures he/she may be banned from the voting area at the discretion of the CRO.
- b) A ballot shall not be deemed spoiled so long as the voter's intentions can be reasonably ascertained from the ballot by the CRO.
- c) If a candidate receives a simple majority of the eligible votes cast, that candidate shall be elected.
  - i) As per the ASSU Constitution, Article VIII, Section 3, at least one (1) of the elected Executives shall not be in their graduating year.
- d) In the event of a tie, the election shall be resolved immediately by a re-vote between the tied candidates. This shall be done by writing the name of the candidate voted for on a ballot to be placed in the ballot box. Counting procedures remain the same.
- e) Any candidate may demand one recount if there is less than a 10% margin of victory in his/her category. Exactly one recount must be performed if there is less than a 1% margin of victory. The CRO shall personally perform each recount. If the tabulation changes after a recount, there must automatically be a new tabulation.
  - i) Ballots must be kept under the supervision of the CRO until the end of the Appeals process and the confirmation of the election results.
  - ii) Any candidate may present their concerns to the Election Appeals Board no earlier than two (2) days after the election meeting and no later than five (5) days after the election meeting. Their decision will be final.

## **Article 6: Neutrality**

Section 1: Neutral parties must maintain neutrality through the entirety of the election period. Neutral parties consist of ASSU executives and staff, Course Unions, and other parties directly funded by and affiliated with ASSU. None of the above people or groups may appear in campaign literature, posters, or other promotional material.

- a) Neutral parties are also expected to follow social media neutrality, which includes not reposting candidate's campaign materials, or posting campaign material in support of particular candidates.
- b) Candidates are not permitted to seek out endorsements from or actively campaign with neutral parties. Any candidate found in violation of this rule will be severely penalised, including the possibility of disqualification. All neutral parties must be made aware of this rule by the CRO prior to the elections period opening.
  - i) Names of all neutral parties shall be given to all candidates prior to campaigning.
- c) Course Union members, as individuals, are free to endorse candidates of their own volition, however, Course Unions as an entity are neutral parties who may not support or endorse any candidate using official means (such as Course Unions email, social media, and/or office spaces)
- d) Candidates may not use personal relationships with neutral parties to advantage their campaign, such as in campaigning materials and election speeches.

Section 2: While candidates are not neutral parties, they must still maintain neutrality in regards to other candidates, and may not run in a slate or as a team.

- a) Running as a slate or team constitutes any behaviours or material implying multiple candidates are running a unified campaign, are directly supporting each other above other candidates, or whose existing relationship should have a bearing on their candidacy.
- b) This includes in-person or online campaigning with other candidates, appearing in promotional material and appearing in campaign speeches.

Section 3: Neutral spaces are spaces in which no campaigning, discussions of campaigning or endorsements of candidates is permitted.

- a) The following spaces are considered neutral in the ASSU elections
  - i) The ASSU Office, with exception to the campaign material mentioned in Article 4, Section 3
  - ii) Online ASSU spaces, including the ASSU website, newsletter, and social media sites
  - iii) Course Union offices and online spaces, including websites and social media sites
  - iv) Any locations with exclusive access (such as fraternities or sororities)
- b) It is the duty of members of the ASSU executive and staff, and Course Union members, to ensure candidates are aware their offices are neutral spaces.

Section 4: Candidates shall not solicit advice from ASSU Executives and Staff about campaigning during the **nomination and campaigning period**. ASSU members who receive such requests must report it to the CRO.

- a) Soliciting advice about campaigning may include asking for ASSU executives and staff for campaigning ideas, help with campaigning posters and other promotional materials, help with their election speech, and other such activities.
- b) Candidates *can* ask ASSU Executives and Staff questions about roles and responsibilities.
- c) All ASSU Executives and Staff members who are not candidates in the election are not permitted to endorse any candidates in the election.
- d) Failure to maintain neutrality by members of the ASSU Executive and Staff can result in discipline by the ASSU Executive and/or ASSU Council and the potential disqualification of the candidate.

#### **Article 8: Penalties**

Section 1: It is the duty of all members of the ASSU to report any potential offences or non-compliance of the rules outlined in the previous Articles of this document to the CRO in a timely manner, before the end of the elections period, so appropriate action can be taken.

Section 2: Any candidate or member of the ASSU who needs clarification on the rules and procedures outlined in the above Articles, or who is unsure if an action would be in violation of said procedures, can reach out to the CRO at any point in the elections period for clarification.

- a) Candidates who are informed and proceed upon an action that would be in violation of the Elections Procedures may be subject to harsher penalties.

Section 3: It is the CRO's duty to ensure any violations of the Elections Rules are properly investigated and the associated candidate is penalised. Penalties can include, but are not limited to:

- a) The CRO can issue official corrections or statements to the Council on the topic of a violation.
- b) The CRO can censor campaign materials if they break one of the above rules. This can include the removal of materials which violate these rules.
- c) The CRO can disqualify any candidate whose violation of the elections rules is deemed to be sufficiently serious.

Section 4: Any candidate who wishes to appeal their disqualification or to raise an issue with the CRO may reach out to the Election Appeals Board, who will make the final decision on the matter.