



Brescia University College Students' Council
RATIFIED CLUB ELECTION PROCEDURES

EFFECTIVE: November 2017

SUPERCEDES: N/A

AUTHORITY: Council

RATIFIED BY:
Council as of
November 2017

RELATED DOCUMENTS:

N/A

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1.0 GENERAL

1.01 This document governs the procedures for executive elections within the BUCSC Clubs system;

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the BUCSC winter closing period and any days the BUCSC office is not operational;

1.03 Any reference to "Executive" or "Club Executive" shall refer to those designated by the Club;

1.04 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity;

1.05 Any reference to "Club" or "BUCSC Club" shall refer to an organization that has been ratified by the BUCSC in accordance with the Club Ratification and De-Ratification Procedure;

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2.0 CHIEF RETURNING OFFICER (CRO)

2.01 All Club Elections shall be overseen by an impartial Chief Returning Officer;

2.02 The CRO shall be selected by means of a $\frac{3}{4}$ vote by the Club executives one month prior to elections;

2.03 The CRO is responsible for administrating the year end Club Elections;



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- (1) The CRO is also responsible for posting platform information of each candidate on the Club's social media platforms.

2.04 The CRO cannot be a candidate in the year end election. If the CRO wishes to run for a position, they must step down as CRO and a replacement needs to be voted in. A current executive may fulfill the role of CRO provided they are not running for re-election as a member of the executive;

2.05 The CRO may hold another general position in their Club.

3.0 ELECTIONS PROCEDURES

3.01 Nominations:

- (1) The CRO will notify all Club members of the beginning of the nomination period, the length of the period and the positions available;
- (2) The nomination period shall be at least one (1) week in duration;
- (3) All nominations must be submitted in writing to the Club's CRO within the designated nomination period. A member may rescind their nomination at any point. Rescinding a nomination is final;
- (4) A nomination form template will be provided in the "Clubs" section on the BUCSC website.

3.02 Campaign:

- (1) The CRO will notify the Club members of the nominees and the campaign period;
- (2) The campaign period shall be at least three (3) days in duration and must conclude before the Club's Annual General Meeting;
- (3) Candidates may only campaign to Club members. No campus-wide campaigning is permitted;



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- (4) Candidates may not solicit the support of the current Club Executive or the CRO as part of a campaign team or to assist the candidate in any manner.
- (5) Each candidate must give an address to the Club membership at a general membership meeting, separate from a Clubs Annual General Meeting, during the campaign period prior to voting taking place.

3.03 Voting:

- (1) Voting will be held online;
- (2) Fifteen percent (15%) of the Club's membership is required to vote in order to make the Election valid;
- (3) Each candidate will have time to address the Club membership at a general meeting during the campaign period prior to the voting taking place;
- (4) Each Club member is entitled to one (1) vote in the election of each position;
- (5) The voting period shall be at least twenty-four (24) hours to a maximum of forty-eight (48) hours in length;
- (6) Only Club members who joined the Club prior to January 31st will be eligible to vote in Club Elections. This list may be obtained from the BUCSC Office;
- (7) Club Executives such as President or Vice Presidents must be elected by all Club members;
- (8) The CRO shall not discuss the voting count with anyone;
- (9) The CRO will prepare a ballot for each position listing the candidates' in alphabetical order by last name;
- (10) The CRO may include additional ballots for other internal positions in the Club within the executive election;



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- (11) The CRO will notify the Club members when the voting period is to begin and end and will provide them with the link to the ballots;
- (12) The BUCSC Clubs Commissioner will review the results of the election to ensure a valid vote occurred:
 - i) In the occurrence that the BUCSC Clubs Commissioner is unable to fulfill these duties, the BUCSC Vice President Student Events will review the results.
- (13) The CRO will send out the results to the Club members.

3.04 By-Elections:

- (1) Should a Club Executive position become vacant over the course of the academic year or fail to be filled at the Club's Annual General Meeting, a by-election shall be held at the earliest convenience;
- (2) The CRO shall administrate any and all by-elections.

4.00 INTERVIEW PROCEDURES

4.01 For interviewed positions applicants shall complete a General Member Nomination Form:

- (1) A nomination form template will be provided in the "Clubs" section on the BUCSC website.

4.02 All applicants will be contacted by a designated individual in the Club to arrange an interview;

4.03 Interview Committee members must identify any conflicts of interest:

- (1) The Interview Committee consists of the following members;
- (2) The portfolio holder of the position being interviewed (if applicable);
- (3) The current member holding the position of the position being interviewed;



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- (4) One additional Club Executive with related responsibilities/roles to the position being interviewed;

4.04 Applicants will be asked position-specific questions pertinent to their expected roles:

- (1) Each individual interviewing for a specific position must be asked identical questions. The Interview Committee Panel is not permitted to ask separate questions to similar candidates. This ensures an equal opportunity for each candidate.

4.05 The Interview Committee Panel will make a decision based on the most qualified candidate;

4.06 All candidates will be contacted regarding the status of their application (whether selected for the position or not).

5.00 SPECIALTY ELECTION POLICY

5.01 In cases where the Vice President of a Club holds a two-year term (as per their Club Constitution) and becomes the President for the second year of their term they must be elected by following the voting rules outlined in section 3.03 by their current executive at the end of their first term.