

Science Undergraduate Society (SUS) of McGill University

BYLAW I ELECTORAL AND REFERENDA REGULATIONS

Article 1 – General

- 1.1** These bylaws shall come into effect as of September 10, 2014 and shall replace any existing set of Electoral and Referenda Regulation bylaws of the Science Undergraduate Society.
- 1.2** The Chief Returning Officer (hereafter CRO) shall be advised by the President and/or the Executive Committee of the Science Undergraduate Society.
- 1.3** The CRO shall review all nomination packages and petitions after they have been submitted to the Science Undergraduate Society (hereafter the SUS)
- 1.4** A signature for nomination and petition purposes shall be valid only if it is accompanied by a corresponding name, student identification number, faculty and program year.
- 1.5** Neither candidates nor members of the "Yes" and "No" committees may work for the CRO.
- 1.6** In the event that the CRO cannot fulfill their duties, for personal or public reasons, they shall give the President notice at least 21 days prior to the nomination period.
 - 1.6.1.** In such an event, the executive shall select a new CRO according to the articles laid out in the Constitution, and the General Council shall ratify this choice.
 - 1.6.2.** The only exception to the above rule may be the FUSS elections, for which an SUS Executive may act as the CRO after being approved by General Council.
- 1.7** A list of dates regarding nomination period, candidate meeting(s) and any other dates the CRO deems important shall be made public through all official SUS channels, including but not limited to the SUS listserv, website, and Facebook page, beginning a minimum of two days before the Nomination Period begins. Updated information will be posted thereafter as it arises.

- 1.8** Nomination forms of candidates, conforming to these bylaws, must be received by the CRO by the date determined and candidates names posted in the SUS office following the final day of the Nomination Period.
- 1.9** The CRO and those working directly for or with the CRO will, to the best of their ability, maintain impartiality and attempt to conduct an election that is fair and just to all candidates.
- 1.10** Any individual holding a position which represents the SUS, including but not limited to SUS Executive or member of an SUS committee, running in the election for an SUS Executive, Science Senator, or Representative to SSMU position shall relinquish their responsibilities for the duration of the campaigning period, and be treated solely as a candidate in the election.
 - 1.10.1** At the discretion of the CRO, an exception may be granted if only the candidate can carry out the task required of their position. This exception granted is valid for only that particular event or task, and will not exempt the candidate from Article 1.10 for all their responsibilities, for the duration of the election.
- 1.11** The CRO's responsibilities are to be noted as distinct from any Student responsibilities (described in the Handbook of Students' Rights and Responsibilities) by the General Council.
- 1.12** In the event of a conflict between any SUS by-laws and/or the SUS constitution, the judgment of the CRO will be used to settle this conflict.
- 1.13** Only electronic voter registration will be permitted for FUSS and SUS elections. Voting security will be ensured, that is voter authenticity and only single vote ability by the voter.
- 1.14** Voting procedure shall be advertised by all channels deemed fit by the CRO so that each student has the opportunity and the means to access the elections in which they wish to participate.
- 1.15** Candidates must adhere to these by-laws and other guidelines (e.g. dates) provided by the CRO or face the possibility of disqualification.

Article 2 – General Elections

- 2.7** Nominations for executive officers and representatives to SSMU shall be opened for at least ten (10) working days and shall close at least five working (5) days before the election.
- 2.2** The deadline for nomination for any elected position shall be extended once by five (5) working days if fewer candidates than one greater than the intended number of positions are nominated. If there is an insufficient number of candidates nominated after this extended nomination period, the candidate(s) in question must receive a majority yes vote in the election.
- 2.3** Candidates running in SUS General Elections must obtain the following number of signatures:
- Seventy-five (75) for nominations for President from Science or Arts & Science students
 - Fifty (50) for all other SUS Executive positions from Science or Arts & Science students
 - Fifty (50) for Representatives to SSMU from Science students only
 - Fifty (50) for Science Senator from Science students only
- 2.3.1.** Candidates in SUS Elections must have a brief meeting with the incumbent of the position for which they are running and receive the incumbent's signature for their nomination package to be valid. The incumbent may attempt to discourage candidates they feel are unfit for the position, but provided the candidate satisfies the criteria outlined in Article 2.5 or 2.6, if the article applies, then the incumbent must sign the nomination package. In extenuating circumstances a meeting with the incumbent may be replaced with a meeting with the CRO.
- 2.3.2.** It is the responsibility of the incumbent SUS executive to make themselves available (within reason) to meet with candidates during the nomination period.
- 2.4** Candidates running in FUSS Elections must obtain the following number of signatures:
- Thirty (30) for nominations for President from U0 Science or Arts & Science students
 - Twenty-five (25) for all other FUSS Executive positions from U0 Science or Arts & Science students
- 2.5** Candidates wishing to run for the position of SUS President must have at minimum one year of experience on the SUS Executive council, any departmental council, or have held the position of Representative to SSMU or Science Senator.

- 2.6 Candidates wishing to run for the position of SUS Vice President Finance must have at minimum one year of experience on a finance committee or as Vice President Finance on any departmental council.
- 2.7 A member of the SUS may nominate more than one (1) candidate for each position.
- 2.8 The CRO shall arrange and promote a meeting for all candidates for Executive and SSMU representative positions to be held during the nomination period.
- 2.9 In the case of FUSS elections, a meeting for all prospective candidates shall be held within the first week of the nomination period.

Article 3 – Campaign Materials

- 3.1 All campaign material must be approved by the CRO. The CRO shall have the right to prohibit use if the publication contravenes the rules outlined in these by-laws, the SUS Constitution and/or the Handbook of Students' Rights and Responsibilities.
- 3.2 The CRO and/or CRO-appointed persons for this purpose shall have exclusive rights to decide whether material conforms to the guidelines outlined in Article 3 of this by-law or not.
- 3.3 No campaign material may refer to another candidate's position or put down another candidate. No campaign material shall be offensive, or degrading to any person, organization, or department of the university or of any outside group, whether affiliated or not affiliated with the university, in any way.
- 3.4 No poster or handbill may directly or indirectly refer to an alcoholic beverage or any illicit substance or activity.
- 3.5 Posters are defined as being 8.5" by 11.0". Each candidate will be assigned a maximum of 200 posters for the campaign period. No more than 15 posters may be posted in any one building at any one time. NOTE: the cost of posters printed must not exceed the maximum value permitted for campaign expenses as outlined in Article 6.
- 3.6 No banner supporting a candidate, position, slate, or referendum committee may be hung anywhere except at the "Meet the Candidates" event if it is scheduled for the election in question. A banner is defined as being larger than a poster to a maximum of 2.5' by 4'.

- 3.7** No publication supported either directly or indirectly by funds obtained from SUS fees may express or imply any, but a neutral attitude in an article, editorial, advertisement, or letter towards any candidate or position in a SUS election or referendum.
- 3.8** No candidate may lobby for any campus publication to write or publish an article, editorial, or advertisement that is anything but neutral related to any candidate or position in a SUS election or referendum.
- 3.9** No handbills shall: be larger than 4.25" by 5.5" (half of an 8.5"x 11" page) have more than one (1) leaf (ie. cannot be folded), but two sides are permissible.
- 3.10** Handbills may not be posted or distributed at any time other than the "Meet the Candidates" event if one is scheduled for the election in question. Maximum number of Handbills allowed for distribution at this event is 50.
- 3.12** No handouts promoting or disparaging any candidate (stickers, food, balloons, etc.) may be given out to students or posted at any time during the campaign.
- 3.1** Candidates must include the following (if applicable for the election in question) on all posters:
- a) The email address or contact number of the CRO
 - b) the dates of the elections
 - c) the words: "Science Undergraduate Society" or the acronym "SUS".
 - d) Candidates may not have the SUS logo anywhere on their posters
- 3.14** Candidates must include the date of any "Meet the Candidate" events scheduled for the election in question on at least half of their campaign posters in at least 14 pt font.
- 3.15** All campaign material, along with proper receipts, shall be presented to the CRO by the deadline indicated by the CRO. If receipts are not presented, the CRO will use set prices, outlined by the SUS President and Executive Revenue Officer, for candidates' material.
- 3.16** Campaigning shall end at 23:55 of the last day of campaigning. It is the responsibility of the candidates to ensure all campaign materials are removed by this time. Any candidates failing to remove campaign materials shall be subject to a sanction at the discretion of the CRO.

Article 4 – Other Campaign Rules

- 4.1 Candidates may present their positions (platforms) in any class, but only with the permission of the professor teaching the class. The professor reserves the right to limit the time given to each candidate, or to not allow candidates to speak.
- 4.2 Candidates may not submit powerpoint slides for professors to post at the beginning of class.
- 4.3 Complaints from professors concerning a particular candidate may merit a warning or a more formal sanction.
- 4.4 Writing on chalkboards as a campaigning tool shall be allowed or disallowed at the discretion of the CRO. If allowed, only short messages may be used and the email of the CRO must be included. Erasing or defacing messages of other candidates or writing degrading and/or negative messages about another candidate will result in a sanction.
- 4.5 Chalk messages outside, on sidewalks, pavement etc., are strictly prohibited and will result in a sanction.
- 4.6 No candidate or campaign committee shall have access to, or use radio features or public service announcements either directly or indirectly (excluding neutral news coverage available to all candidates and approved by the CRO or a CRO-appointed party).
- 4.7 During the campaign period, all candidates with an on-air position shall forego programming and broadcasting their shows. Likewise, all candidates who have
- 4.8 Editorial duties with either the McGill Tribune or the McGill Daily or any other McGill affiliated publication will refrain from those duties during the aforementioned period.
- 4.9 Candidates must run independently and may not run on together on platforms.

Article 5 – Internet Campaigning

- 5.1 Facebook will be the only mode of Internet campaigning permitted. Use of Twitter, Instagram, any other website, or mass emails will result in a formal sanction against that candidate. Multiple infractions of this bylaw may result in disqualification of the candidate in question.

- 5.2 All candidates and members of their campaign team using Facebook to campaign must “friend” the CRO(s) for the duration of the election process, including the campaign and polling periods.
- 5.3 In using Facebook, only an event page may be created for campaigning purposes.
- 5.4 Only pictures, videos and wall posts may be made on the event page.
- 5.5 Any Facebook post including picture, video or wall post that promotes or disparages another candidate will result in a formal sanction.
- 5.6 All Facebook posts must be deleted by 23:55 of the last day of campaigning.
- 5.7 If Facebook profile pictures of friends were changed to reflect support, the pictures must be removed from the profile and deleted by 23:55.
- 5.8 In the description of the event page, the candidate must list the following information:
 - 5.8.1. a) The email address or contact number of the CRO
 - 5.8.2. b) the dates of the elections
 - 5.8.3. c) the words: "Science Undergraduate Society" or the acronym "SUS"
- 5.9 All events must be scheduled to end by 23:55 on the last day of campaigning. All events must be deleted by that time.
- 5.10 The CRO and/or CRO-appointed persons for this purpose shall have exclusive rights in deciding whether the Internet campaigning material conforms to Article 3.

Article 6 – Campaign Funding

- 6.1 No candidate shall be entitled to request a reimbursement by the SUS of the amounts spent on campaign materials.
- 6.2 Each candidate for the position of President shall be permitted to spend a maximum of fifty dollars (\$50) on campaign materials.
- 6.3 Each candidate for the other positions shall be permitted to spend a maximum of thirty dollars (\$30) on campaign materials.

- 6.4 Formal documentation of all expenses incurred by candidates must be submitted the CRO or CRO appointed party by the last day of campaigning. Exceeding the approved amount or falsifying expense records will result in automatic sanction.
- 6.5 The CRO shall review all receipts submitted to the CRO in a Candidate's Expense report submitted by the specified date. A summary of said receipts shall be made available to all candidates and interested parties within five (5) working days of the end of the campaign period upon specific request to the CRO (allowing at most for a two-day turnaround time period).
- 6.6 Each candidate for an executive office position shall be entitled to request an inquiry into the campaign spending of another candidate within five (5) working days of the end of the campaign period.

Article 7 – Campaign Team

- 7.1 Each candidate may have a campaign team consisting of friends who are undergraduate students of McGill University.
- 7.2 Candidates running in the elections may sit on the campaign team of another candidate in the election, but may only help in the distribution and removal of print materials; they may not campaign actively on another candidate's behalf.
- 7.3 Individuals may be added to a campaign team by providing the CRO with the student's full name, student number and McGill email address through email or any other methods of communication specified by the CRO.
- 7.4 A campaign team member may only begin campaigning for their candidate after the CRO has approved the campaign team member.
- 7.5 Candidates will be held responsible for any violations or infractions committed by members of their campaign team.

Article 8 - Referenda (“Yes” and “No”) Committees

- 8.1. Any member of the Society may form a “Yes” or “No” committee for any referendum question.
- 8.2. Only one (1) “Yes” committee and one (1) “No” committee for each referendum question will be allowed to exist.

- 8.3.** “Yes” or “No” committees must be initiated by a member of the SUS student body that is not working for or with the CRO for the referendum period in question, and the initiator(s) shall be the committee chair(s).
- 8.4.** Council may form a “Yes” or “No” committee in any referendum through a regular motion of Council. A chairperson for the committee shall be appointed in the same motion.
- 8.5.** Information about forming a committee and a petition package must be disseminated at least two (2) working days before the nomination period, which shall last ten (10) working days.
- 8.6.** To form such a committee, individuals must submit a petition package with 50 signatures from the SUS student body to the CRO by the end of the nomination period.
- 8.6.1. To be considered valid, the petition must have the referendum question and the type of committee formed (“Yes” or “No”) clearly marked at the top of every page
- 8.7.** Once a committee has been successfully formed, the committee chair(s) may begin adding members to said committee.
- 8.7.1. All committee members must be undergraduate students at McGill University
- 8.8.** To add individuals to a “Yes” or “No” committee, a committee chair must provide the CRO with the student’s full name, student number and McGill email address through email or any other methods of communication specified by the CRO.
- 8.9.** A committee team member may only begin campaign once the CRO has approved the addition of the individual to the “Yes” or “No” committee.
- 8.10.** The campaign period for a referendum shall be at minimum three (3) days, and shall end prior to the beginning of the polling period.
- 8.11.** No campaigning may occur outside of the campaign period.
- 8.12.** Only neutral material may be posted on any of the SUS communication channels, including by not limited to the SUS website or the SUS listserv.
- 8.13.** SUS Executives on either committees may not use their position to promote their

committee.

- 8.14.** No SUS resources shall be used for the formation of a committee.
- 8.15.** All material produced by the “Yes” or “No” committees must be approved by the CRO.
 - 8.15.1.** All material must adhere to Articles 3-5, excluding Article 3.3 and Article 5.5.

Article 9 – Voting

- 9.1** The dates of the polling period and method (i.e. online) by which voting will occur will be advertised. The means of advertising shall be left to the discretion of the CRO and the VP Communications of SUS.
- 9.2** The polling period will commence at 00:00 on the day after the campaigning period and will continue for three full days.
- 9.3** Polling information, including the date and method, shall be advertised by candidates running in the election the SUS Executive Council, and the CRO.
- 9.4** Polling shall end at 23:59 on the third day of said period.
- 9.5** Quorum for elections and referenda shall be 10%.

Article 10 – The Results

- 10.1** If the vote is to be tabulated by computer, a ballot is rejected if rejected by the computer tabulating system.
- 10.2** A full report of the final results including tabulated votes will be emailed to the CRO and President immediately following the polling period. They may release them immediately to the candidates or wait for a period of no more than eight (8) hours before doing so via email.
- 10.3** Results will be made available on the SUS website and be emailed to the general membership via listserv within forty-eight (48) hours.
- 10.4** If two (2) or more leading candidates have received an equal number of votes, the CRO will issue a public notice of a new vote for the position in question.
 - 10.4.1** This vote shall be open for three (3) days, beginning the day after the announcement of the previous election’s results.

10.4.2 Should this vote also result in a tie, a drawing of lots shall determine which candidate shall be declared elected.

10.4.3 Quorum for the revote shall be 5%

10.5 In the event of a tie, a referendum question shall be deemed defeated.

10.6 All newly elected officers must be ratified by General Council with a majority yes vote. If the elected officer for a position is not ratified, the position will go to the candidate with the next highest number of votes.

10.7 If a candidate wishes to repeal a decision made by the CRO, they must submit a motion to General Council as a member-at-large, in the manner outlined by the General Council by-laws.

Article 11 – By-Elections

11.1 In the case of a vacant or vacated position a byelection will be held.

11.2 Nominations for the Executive, Science Senator or Representative to SSMU shall be opened at least ten (10) working days.

11.3 Nominations must be made for these positions must be formally made during a meeting of the General Council.

11.4 Appointments shall be made by a simple majority. In the case where a candidate is acclaimed, General Council must formally vote upon his or her acclamation.