

## **BYLAW 4**

### **ELECTION OF EXECUTIVE COUNCIL**

---

4.1 The Internal Vice President shall act as Chief Electoral Officer (CEO). The CEO may recruit assistance from current Executives and/or Directors. Election of the Executive Council shall be held in March each year. In the case that the Internal Vice President should run again, the duties surrounding the election as well as the title of CEO will be appointed to the most suitable member of the Students' Association's Executive Council.

#### **4.1.1 Nominations**

Nomination forms for each candidate shall be made available at the SAOC Office and shall be signed by at least four students and one Executive currently in office, and filed with the CEO at least fourteen calendar days before the Executive Council election date. Timelines other than those prescribed in this section shall be determined by the SBOD.

4.1.2 Nominees shall sign the nomination form indicating that he/she:

- (a) Is aware of campaign rules and is willing and capable of fulfilling the obligations of office.
- (b) Agrees to grant the CEO and OM access to student records necessary to insure he/she meets the necessary qualifications for office.
- (c) Have fulfilled the above requirements for nomination within the time limits established by the SBOD or Executive Council.

4.1.3 Only those duly nominated for office shall be included in all official lists of candidates for office and shall have their names placed on the ballot. At the close of nominations the official list of candidates shall be posted and/or published by the CEO. All nominees wishing to withdraw their nomination must do so in writing to the CEO 48 hours prior to the election.

4.1.4 No candidate may be nominated for more than one office in any election.

4.1.5 If there are no nominations received for all positions, new dates of elections may be set by the CEO.

4.1.6 Campaigning may not start until election nominations have closed and must terminate prior to election day.

4.1.7 All nominees must review the Duties and Responsibilities of the Executive Council as supplied by the SAOC.

4.1.8 A valid nomination must include:

- (a) The name, address, telephone number, and Student I.D. number of the candidate;
- (b) The program and year in which the candidate is enrolled;

- (c) The office for which he/she is a candidate;
- (d) The signatures of four students who are currently members of the SAOC as per Bylaw 2;
- (e) The signature of one Executive currently in office;

Nominations that do not meet all the above criteria will be invalid. It is the responsibility of the candidate to ensure the validity of their nomination.

4.1.9 The signature of a student on a nomination is not a promise of support for the candidate; therefore, students are free to sign as many nomination forms as they choose.

4.1.10 It is the responsibility of the current Executive providing a signature to ensure that the candidate has an understanding of the office for which they are being nominated. Current Executives should only provide a signature to those candidates who they feel have the necessary skills to be successful in the office for which they are being nominated. Executives are expected to act in the best interest of the SAOC and without personal bias and reserve the right to refuse a signature to any candidate.

4.1.11 In the event that only one nomination is submitted for any elected position by the close of the nomination period, the candidate's name shall be placed on the ballot as a yes/no vote.

4.1.12 Campaigning must be conducted in accordance with the Information for Candidates package given to each nominee.

#### 4.2 Appeals of Invalid Nominations

4.2.1 Appeals of invalid nominations must be filed with the CEO within three business days of the close of nominations. If an appeal is filed the CEO will call a special meeting of the SBOD to take place within five business days of receiving the appeal.

4.2.2 The SBOD has the authority to declare the nomination valid or invalid by majority vote. Both the candidate and current Executives will have the opportunity to address the SBOD prior to the vote. Any decision made by the SBOD will be final.

#### 4.3 Forums

4.3.1 For each election, the CEO shall arrange for one or more student forums where the candidates' platforms may be discussed.

4.3.2 Forum dates and times shall be announced at the time the election is called.

4.3.3 Forums must contain an explanation of election rules, the opportunity for candidates and/or speakers for and against a referendum question, and an opportunity for questions from any student present.

4.3.4 Forums shall not be held less than one day prior to the election.

#### **4.4 Preparation for Voting**

4.4.1 Ballots shall be prepared by the CEO from the official list of nominees and forwarded to the Olds College Information Technology Department forty eight (48) hours before advanced polling begins.

4.4.2 Polling stations will be accessible on campus computers with control of access through the Olds College Information Technology Department.

4.4.3 A completed ballot will be sealed by the computerized voting system.

#### **4.5 Voting**

4.5.1 All eligible voters shall have one vote in SAOC elections accessible to them via their Student I.D. number.

#### **4.6 After Voting**

4.6.1 Immediately after the polls close for the final time, the computerized voting system will be locked down by the Olds College Information Technology Department.

4.6.2 The designated person within the Olds College Information Technology Department is responsible to open the computerized ballots and compile the results.

4.6.3 No candidates may be present during the compilation of the results.

4.6.4 When the designated person within the Olds College Information Technology Department is finished compiling the results, he/she will send the results to the CEO.

4.6.5 The CEO will declare the official results via campus wide announcement.

4.6.6 All elections shall be decided by plurality vote.

#### **4.7 Appeals to Election Results**

4.7.1 The computerized ballots and tally sheets shall be kept for five full business days to allow for appeals to be filed. After that time, if there is no appeal, the ballots and tally sheets shall be destroyed by the designated person within the Olds College Information Technology Department.

#### **4.8 New Executive Council**

4.8.1 The new members will take office April 1.

4.8.2 If any of the new Executive Council members do not return in the fall, the remaining Executive Council members will act on his/her behalf until his/her position is filled.

#### **4.9 President's Vacancy**

4.9.1 Vacancy in the office of the President shall be filled by holding a new election. Prior to this election, the Internal Vice President will act on behalf of the President. The Presidents' position may remain vacant as long as the duties are being fulfilled by the Executive Council. In the case that the executive chooses to

share or appoint the presidential duties, each member will still be held responsible for their regular positional duties.

#### 4.10 **Accountability/Responsibility**

4.10.1 All members of the Executive Council and the SBOD have an obligation to fulfill the duties as outlined in their job description. Failure to fulfill these duties will result in an evaluation of the performance of the individual.

4.10.2 The evaluation will be an agenda item at a regular Executive Council meeting. If further action is required, the evaluation will progress to the SBOD for further discussion and possible action. The SBOD reserves the right to remove any member who is not satisfactorily fulfilling his/her duties as per Bylaw 10.

#### 4.11 **Terms in Office**

4.11.1 Each Executive Council member's term in office shall begin April 1 and end the following year on March 31:

(a) If elected or acclaimed during a by-election, the Executive Council member's term in office shall begin upon confirmation of the election results by the CEO;

(b) Executive Council members elected during a by-election shall still end their term in office as per 4.11.1