

Election and Referendum Bylaw

Bylaw owner: President, Chief Returning Officer

Audience: Board of Directors, Candidates

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Review Schedule: May, 2015

1 - Introduction

This bylaw is designed to govern and guide the elections and referenda of the URSU. It includes information for Candidates the Chief Returning Officer and the members of URSU that will guide them in planning and participating in an election or referendum. When this bylaw is in conflict with the constitution the relevant clauses of this bylaw are invalid.

2 - Definitions

- **Active Campaigning** – any activity carried out by a candidate that promotes support for the campaign
- **Ballot** - the paper, or electronic document marked by a voter
- **Candidates** - includes both individual candidates running for election or by-election and those members who apply to the Referendum Fund to represent the “yes” or “no” side of a referenda.
- **Chief Returning Officer** – Typically a student, the member appointed by the Board of Directors to manage the aspects of the election laid out in this bylaw
- **Constituency** – A position on the Board of Directors of the University of Regina Students’ Union as set out in the constitution of URSU
- **Executive Committee** – The committee of the URSU comprised of the President and the Vice-Presidents of Student Affairs, External Relations, and Operations and Finance
- **Member** - Any member who has paid their fees and that is entitled to seek election, and to vote under provisions of this Bylaw
- **Interest groups** – the following constituencies; Francophone, LGBTQ, Women’s, Aboriginal, Differently-abled
- **Referendum Fund** – the fund designated by the URSU Board of Directors that members may apply to cover campaign expenses related to a referendum question
- **Vote of Confidence** – A yes/no vote that is used when only one candidate is running for a position.

3 - Bylaw

3.1 - Election

3.1.1 - Election Timeline

The Chief Returning Officer determines the deadlines for the election notice period, the nomination period, and the campaign period. These periods shall respect these guidelines;

- The election notice period shall be at least two weeks
- The nomination period shall be at least two weeks

- The campaign period shall be at least two weeks

Voting days are stipulated by Article XI of the URSU Constitution. If not, the dates will be set by the Chief Returning Officer with approval of the Board of Directors.

3.1.2 - Notice of Elections

Upon receiving notification from the Board of Directors of the date(s) for a General Election, the Chief Returning Officer shall publish a Notice of Elections which includes the following;

- the position(s) which are vacant and available
- the date(s) during which a nomination paper may be filed
- the ways in which the Chief Returning Officer is available to receive a completed nomination paper
- the date(s) on which voting is to take place
- information regarding re-imbusement for campaign expenses

3.1.3 - Constituencies

The available positions for the URSU Board of Directors are laid out in Article V of the Constitution. Eligibility for those constituencies is determined in one of two ways.

Eligibility for the following constituencies shall be determined based off of the status of one's enrolment at the University (ex: Only students registered through FNUniv may be the First Nations University Director, Only part-time students may be the Part-Time director). URSU Members may only vote for representatives of their faculty. This group is as follows;

- Campion College
- Faculty of Arts
- Faculty of Business Administration
- Faculty of Education
- Faculty of Engineering
- Faculty of Fine Arts
- Faculty of Graduate Studies and Research
- Faculty of Kinesiology and Health Studies
- Faculty of Nursing
- Faculty of Science
- Faculty of Social Work
- First Nations' University Director
- International Students' Director
- Luther College
- Part Time Students Director

Eligibility for the following group of constituencies shall be determined based off one's lived experience and personal identity. The Chief Returning Officer may request that all candidates nominated for the following positions sign documents stating that they identify as a member of the constituency they wish to represent. The Chief Returning Officer may not decide who is and is not eligible to run for these constituencies. All URSU members may

vote for these positions though members are encouraged to abstain from voting on constituencies which do not represent themselves. These constituencies are;

- Aboriginal Director
- Differently-abled Students' Director
- Francophone Students' Director
- LGBTQ Students' Director
- Womens' Director

Additionally, positions for University Council are laid out in Section 76 of the University Act. Currently this means up to 10% of the non-student membership of council or 59 members, with equitable distribution among the faculties, based on student population of the faculty. Students elected to University Council must be full time students. The number of positions available to each faculty, as of March 2014, are as follows;

- Arts – 8 seats
- Business – 9 seats
- Education – 8 seats
- Engineering – 6 seats
- Fine Arts – 2 seats
- Kinesiology – 3 seats
- Nursing – 4 seats
- Science – 5 seats
- Social Work – 5 seats
- Continuing Education – 1 seat
- Graduate – 9 seats

Additionally, positions for Executive of Council (as of March 2014, 6 positions) are laid out in Council Rules and Regulations, Section 4.5.

Additionally, positions for Senate (as of March 2014, 6 positions) are laid out in Section 27 of the University Act.

Additionally positions for external organizations (ex: CFS Local 9 Representative) that are elected during URSU's elections may be included under the appropriate bylaws.

3.1.4 - Candidate Information Session

At least once at the end of the notification period and at least once at the end of the nomination period the Chief Returning Officer must organize a session to inform candidates about the positions available. If possible, members that formerly filled those positions shall be present. Candidates who wish to run for positions on URSU are highly encouraged to attend one of these sessions as part of the nomination process. This session only needs to be held during regular elections; it is not mandatory for referenda or by-elections.

3.1.5 - Nominations

A nomination form, created by the Chief Returning Officer shall be filed by all candidates for each position they want to contend. If no valid nominations papers are filed for an available

position by the scheduled close of nominations, the position shall remain vacant until the next Election or By-election.

Nomination forms must include the following information:

1. the contact information and student number of the member being nominated
2. the name of the position the member is nominated for
3. the signature, name and student number of 10 members of URSU

The Chief Returning Officer shall reject any nomination form which is found to contain factual errors or misrepresent the member nominated. Additionally, if a nomination form is incomplete, nominates a non-member or is filled out incorrectly it may be rejected by the Chief Returning Officer.

A member may fill up to one seat on each of the following; the Board of Directors, the University Council and the University Senate. Members may sit on multiple sub-committees or fill multiple roles as members of these bodies.

- Example: A member may sit on the Board of Directors, the University Senate, on the University Council and on multiple sub-committees of all three during the same election-year.

Within twenty-four hours of the close of nominations the Chief Returning Officer shall publish a list of the names of all members nominated and the positions for which they have been nominated

A candidate may withdraw from an election no later than three (3) days after the end of the nomination period, by filing with the Chief Returning Officer a signed declaration of their intent to withdraw

If, because of withdrawals, there is sufficient positions for all nominated candidates to be elected the Chief Returning Officer shall declare the remaining candidates elected by a Vote of Confidence as provided by the 'Vote of Confidence' section of this bylaw.

3.1.5 - Candidate Profiles

During the election the Chief Returning Officer shall secure advertising space in the campus newspaper where the profiles or platforms of all Candidates who choose to make submissions will be displayed.

3.1.6 - Campaigning

The following general rules must be followed when campaigning;

1. No alcohol will be permitted at events that are candidate organized or at events that are in support of a candidate(s)
2. No active campaigning will be allowed on polling days
3. All public Active Campaigning must occur on Campus
4. Any printed material to be dispersed by the candidate shall include, on its front cover and in legible form, the name of the candidate
5. No campaigning whatsoever will be permitted in any library on campus

6. No campaigning whatsoever will be permitted in The Owl bar or the URSU offices
7. The URSU Poster Policy and University rules concerning any form of advertisement must be adhered to in all buildings, especially as it relates to advertisements that do not use the poster boards. The responsibility lies with the candidates to familiarize themselves with these rules
8. No stickers will be permitted
9. No painting or chalking on buildings and sidewalks
10. Messages on blackboards/whiteboards are permitted
11. Any Students' Union posters dealing with the election must not be tampered with, moved, or covered up
12. Candidates may not use URSU's logo on their materials
13. Candidates may not tamper with, move, or alter another candidate's campaign material
14. Online campaigning is permitted as long as it follows the above-guidelines.

The Chief Returning Officer may, at their discretion, impose additional rules on the campaign at the start of the campaign period. These rules must be communicated to all candidates. If these rules are broken the candidate may be subject to discipline as laid out in the Consequences for Non-Compliance section of this Bylaw.

3.1.7 - Guide to Candidates

The Chief Returning Officer shall create and supply all candidates with a Guide to Candidates. It must include;

- an outline of nomination procedures
- a summary of significant dates during the election
- an outline of procedures to be followed by a candidate
- an outline of responsibilities and prerogatives of a candidate in the course of conducting their campaign
- a summary of penalties that may be imposed upon a candidate for contravention of provisions of this Bylaw

3.1.8 - Slate Behaviour

The CRO shall monitor candidate's publications (posters, handouts, digital platforms, etc) during the campaign period. Candidates will stand for election as individuals and be restricted from sharing a platform or campaign name with any other candidate(s). The following behaviours constitute slate behaviour and shall be prohibited;

1. Only candidate's legal names shall be permitted to appear on URSU elections ballots. No alternative or additional "names" shall be permitted.
2. Candidates are not permitted to appear in, or on, any campaign publications (posters, handouts, digital platforms, etc) with another candidate.
3. Candidates shall not have any name, logo, or other mark which denotes their affiliation with other Candidates on their promotional materials, website, or ballot.
4. Candidates will have distinct platforms
5. Candidates shall avoid choosing a layout or colour scheme for promotional materials that is the same or significantly similar to another Candidate's

6. Candidates shall not share websites. Shared hosting services are acceptable.
7. Candidates shall not run promotional events as a group.

Any other behaviours not listed here which could constitute slate behaviour are to be judged on a case-by-case basis by the Chief Returning Officer. Compliance with all rules is judged by the Chief Returning Officer.

The CRO shall levy appropriate discipline if candidates are found to be in violation of the above rules. Candidates may appeal disciplinary actions levied by the CRO to the Board of Directors.

Note: Candidates may verbally endorse other candidates and their ideas.

3.1.9 - All Candidates Forum and Debate

The Chief Returning officer shall plan, promote and execute one of the following types of events during the campaign period;

- an All-Candidates Forum
- a Debate
- a similar type of event approved by the Executive Committee

The All Candidates forum is an event where each candidate shall be invited to deliver remarks to members of the URSU, and to answer questions presented to them respecting their candidacy, and issues of the election.

- Individuals who are unable to attend the All Candidates Forum may supply a written speech (subject to editing for length by the CRO) to an appointed representative to be read
 - No one may answer questions for a candidate who is not in attendance

A Debate is an event where members are invited to discuss a subject provided by the membership and presented by the CRO.

- No alternates are permitted at the Debate

3.1.10 - List of Voters

The Chief Returning Officer shall obtain from the Registrar's Office a list of all current members in electronic or paper copy.

3.1.11 - Electronic Voting

Electronic voting is the preferred method of voting for the URSU. A link to the voter sign-in page shall be placed in a prominent location on the URSU Homepage and URSU Elections page during the voting period. A secure voting technology must be used (typically UR Self Service).

All candidates will have an opportunity to review the ballot not less than seventy-two hours before voting. Any candidate who has concerns about the layout of the ballot may address

those concerns in writing to the CRO for consideration. The following criteria must be met when developing the layout of the ballot;

- The name of the candidates for a constituency shall be listed in alphabetical order, by last name
- Only the legal names of candidates, or reasonable derivations thereof, shall appear on the ballot, as approved by the CRO.

Vote shall be destroyed within five calendar days of the election results being ratified by the Board of Directors.

The CRO will provide assistance for students' who have difficulty voting online.

3.1.12 - Paper Polling Stations

This protocol should only be used in extenuating circumstances as approved by a motion of the Board of Directors or a unanimous motion of the Executive Committee. When using paper polling stations the following procedures must be observed;

- The member shall be provided a paper ballot.
- The member shall mark the ballot. The CRO will determine if any marks will cause the ballot or the individual vote to be spoiled or rejected.
- The CRO shall appoint Election(s) Official(s) (as necessary) to supervise the polling station. At the end of each day the CRO (or delegate) shall seal and sign the ballot box(es) and put them a safe location.

When counting the ballots;

- The Chief Returning Officer may declare a ballot "Rejected" and destroy it if it:
 - was not supplied to a voter by the Chief Returning Officer (or an Election Official);
 - is not clear what vote is being cast;
 - bears any mark by which a voter can be identified;
- The Chief Returning officer may declare a ballot "Spoiled" and destroy it if it:
 - is soiled or improperly printed
 - bears any identification of a voter

The CRO shall be responsible for counting and reporting the results of the vote as described in the "Election Results" section.

3.1.13 - Vote of Confidence

If the nomination period for URSU Board and Executive positions closes and there is only one member running for a position, that candidate shall be subject to a vote of confidence. There shall not be a vote of confidence for positions on the University Council or the University Senate. A vote of confidence will work in the following manner;

1. If there are more votes in favour than in opposition the candidate shall be elected to the position.

2. If there are more votes in opposition than in favour the position shall remain vacant until the next By-election.

3.1.14 - Election Results

The Chief Returning Officer shall declare elected the member who receives the greatest number of votes for the office or constituency in which they have run.

The Chief Returning Officer shall declare elected any member who receives more "yes" votes than "no" votes when running unopposed for a position.

Note: see "Vote of Confidence" for more information

3.1.15 - Announcing Results

As soon as possible after the final count of ballots, the Chief Returning Officer shall publish the results of the count of ballots and the result of the Election, By-Election, or Referenda.

3.1.16 - Election Expenses

During an election, a candidate shall keep a record of the amount of campaign expenses that are incurred on behalf of their campaign.

Candidates may spend up to \$200 during their campaign.

Materials that are donated that have a financial value must be counted towards that total. The work of volunteers does not count towards that total though materials they use must be counted. Volunteers may not be compensated by any third party.

Candidates may be reimbursed by the Board of Directors from a pool of money whose size is determined annually by the Board of Directors. Information regarding the availability of reimbursements should be finalized by the time of the All Candidates meeting.

Any candidate who fails to submit an expense form by the time set by the CRO or who exceeds the spending limit is guilty of an offence and will be given appropriate disciplinary action by the CRO.

3.1.17 - Recounts

A recount may be requested by candidate(s) when using paper ballots. The recount must take place within two working days of when the vote was originally counted. The Chief Returning Officer, the Candidates directly involved and an Election Officer chosen by the Chief Returning Officer shall attend the recount.

3.1.18 - Offences

The Chief Returning Officer shall have the authority to enforce provisions of this bylaw, and to investigate any alleged or perceived offences.

An offence is committed when a person:

1. votes at an election knowing that they are not entitled to vote
2. induces another person to vote knowing that such person is not entitled to vote

3. votes more than once using a real or fictitious name
4. fraudulently alters, defaces or destroys a ballot paper
5. supplies a ballot paper to any person without the permission of the CRO
6. destroys, takes, opens or otherwise interferes with a ballot box or ballot papers of any kind without the permission of the CRO
7. fraudulently prints a ballot paper
8. prints ballot papers that they are not authorized to print
9. attempts to alter or access a secure electronic method of voting
10. knowingly publishes a false statement of the withdrawal of a candidate
11. publishes a false statement in relation to the personal character or conduct of a candidate
12. signs a false declaration of membership to any constituency when declaring their candidacy
13. defaces any document required by this bylaw
14. defaces or removes any promotional material of a candidate
15. bribes or offers a bribe that could affect a person's vote
16. campaigns in any unauthorized way during a voting day
17. acts as a member of a team or slate as described in 'Chief Returning Officer: Slate Behavior' section
18. acts in a manner that is in contravention to any other part of this bylaw

Any activity not listed here that could be considered an offence is subject to the investigation and judgment of the CRO. If an activity is judged to be an offence, the offence should be added to the above list and the disciplinary action applied should be added to the list found in the "Consequences for Non-Compliance" section of the bylaw.

A member who has reason to believe that any offence or violation has been committed shall forward details regarding the offence to the Chief Returning Officer.

3.1.19 - Appealing an Offence

An appeal of a decision of the Chief Returning Officer must be requested in writing within fourteen calendar days of the candidate being notified of a decision.

An appeal about the CRO's interpretation of this bylaw or a decision of the CRO relating to the election must be forwarded in writing to the Chief Returning Officer and the Executive Committee (less any members who are participating in the current election or bi-election). In considering an appeal the Chief Returning Officer shall have the power to invite any member to appear before their office in order to better understand the situation. The Chief Returning Officer may obtain independent legal advice on the interpretation of this bylaw with the URSU incurring the cost.

Appeal decisions that are ratified by the Board of Directors are binding unless new information that the Chief Returning Officer deems to be significant is brought forward.

3.1.20 - Report of the Chief Returning Officer

Within two weeks of the close of a General Election, By-Election, or Referendum, the Chief Returning Officer shall publish a report for presentation to the Board of Directors, which report shall contain:

1. A statement of the number of candidates nominated at the election and the name of the constituency or office, or other position for which each was nominated; and
2. A summary of their work
3. A statement of final results
4. A review of every appeal or question of interpretation that was raised
5. Any recommendations to improve future elections or referenda
6. Any recommendations to modify, clarify or otherwise improve this bylaw

3.2 - By-election

Unless otherwise indicated a by-election shall follow the policies of a general election.

3.2.1 - By-election Timeline

The Chief Returning Officer determines the deadlines for the election notice period, the nomination period, and the campaign period. These periods shall respect these guidelines;

- The election notice period shall be at least 3 days
- The nomination period shall be at least one week
- The campaign period shall be at least one week

Voting days are stipulated by Article XI of the URSU Constitution. If not, the dates will be set by the Chief Returning Officer with approval of the Board of Directors.

3.3 - Referendum

Unless otherwise indicated a referendum shall follow the policies of a general election.

3.3.1 - Calling a Referendum

Referenda may be called in order to establish or eliminate a dedicated fee or to overturn the decision of the URSU Board of Directors and may be held in the following circumstances.

If proposed by the Executive Committee;

- upon receiving approval of two-thirds of members of the Students' Union Board of Directors at a Board of Directors meeting

If proposed by a general member of the Students' Union in good standing;

- upon presentation of a petition to the Board of Directors containing the signatures of at least five percent of the members of the URSU. The petition must also be approved by a two-thirds majority vote of the Board of Directors at a regular meeting.
- upon presentation of a petition at a Special or Annual General Meeting, containing the signatures of at least five percent of the members of the URSU.

Signatures on a petition presented in the above manners must be validated as soon as possible by URSU. If the number of signatures presented on the petition that are valid

meets the 5% of the members of URSU minimum requirement, the Board of Directors must call the referendum.

The Board of Directors sets the voting days for the referendum. In the absence of the Chief Returning Officer, the Board of Directors may, by a two-thirds majority vote, set the campaigning period for the referendum.

- The referendum must take place no later than six months after the motion is ratified.
- No referendum vote may be held between April 15- September 15 and December 5- January 15.
- All members of the URSU may campaign for or against the referendum question(s).

URSU may designate a fund and allow students who wish to campaign on a referendum question to apply to the fund for re-imbursement of campaign expenses. Such re-imbursements must be approved by the Board of Directors.

If URSU creates a referendum fund an equal amount of funding must be made available to the "yes" and the "no" sides of the referendum. Individual members of the organization may campaign and apply to the fund for reimbursement; however, these individuals may not claim to represent URSU.

The requirements of the previous paragraph may only be waived by a majority vote of the Board of Directors.

3.3.2 - Referendum Timeline

Upon receiving notification from the Board of Directors of the date(s) for a Referendum, the Chief Returning Officer shall publish a Notice of Referendum which includes the following;

- the actual dates on which voting on a Referendum is to take place
- the dates of the campaign period
- a clearly worded, neutral statement of the question, formulated so that it may be responded to with a "yes" or a "no".
- contact information for the Chief Returning Officer

3.3.3 - Referendum Expenses

The maximum budget for the "Yes" and the "No" campaigns shall be equal. The Board of Directors shall determine the size of the referendum fund on a case-by-case basis and shall inform the members prior to the start of the referendum.

3.3.4 - Referendum Results

In a referendum, the Chief Returning Officer shall declare the results of the referendum valid if the number of ballots cast meets the quorum requirements as established by the policies of URSU or by the Non-Profit Corporations Act. The CRO shall;

1. declare as "passed" any Referendum question in which the total number of "yes" ballots counted exceeds the total number of "no" ballots counted
2. declare as "failed" any Referendum question in which the total number of "no" ballots counted exceeds the total number of "yes" ballots counted

3.4 - Roles and Responsibilities

3.4.1 - Board of Directors

The Board of Directors (or the relevant committee) shall;

- Set the dates of the election in accordance with this bylaw and Article XI of the Constitution
- hire the Chief Returning Officer a minimum of two weeks before the scheduled start of the Notice of Elections period
- assist the Chief Returning Officer in the completion of their duties
- follow the rules and regulations of the Election, By-election, Referenda that are laid out within this bylaw
- promote participation in the Election, By-election, Referenda to the members of URSU
- set honoraria for the Chief Returning Officer in advance of final selection of the Chief Returning Officer
- resolve appeals of decisions of the Chief Returning Officer

3.4.2 - Executive Committee

The Executive Committee shall;

- recommend a candidate for Chief Returning Officer to the Board of Directors
- assist the Chief Returning Officer in the completion of their duties
- follow the rules and regulations of the Election, By-election, Referenda that are laid out within this bylaw
- promote participation in the Election, By-election, Referenda to the members of URSU
- recommend honoraria for the Chief Returning Officer in advance of final selection of the Chief Returning Officer

3.4.3 - Chief Returning Officer

The Chief Returning Officer shall be nominated by the Board of Directors to be Chief Returning Officer of the URSU. During their contract the Chief Returning Officer, shall be responsible to the Board of Directors and shall have access to all of the resources of URSU as they complete their duties. The Chief Returning Officer shall be paid such honoraria, allowances, and expenses as the Board of Directors sees fit.

The Chief Returning Officer is responsible for the conduct of the election, by-election or referenda they are hired to supervise. The Chief Returning Officer must familiarize themselves with this bylaw and must complete their duties as laid out within this bylaw in order to ensure the integrity of the election, by-election or referenda. Specifically, the Chief Returning Officer shall;

- take the votes of the members
- verify that members who are nominated are members of the relevant constituency (excluding interest groups)

- conduct the election of members to the University of Regina Senate (while respecting Section 27(1)(d) of the University of Regina Act) and representatives to the University of Regina Council (while respecting Part III of the University of Regina Council Rules and Regulations)
- ensure candidates and members comply with this bylaw, and other relevant documents (see references)
- conduct any required training of Candidates and Election Officials
- furnish each candidate with a current copy of this bylaw
- hold a minimum of 2 Candidate Information Sessions
- disqualify candidates, materials, representatives or members who, in the opinion of the Chief Returning Officer, who have broken the rules laid out in this bylaw and other relevant documents.
- refer to appropriate independent legal counsel, where they deem it necessary. The costs incurred will be the responsibility of the URSU.
- hear, in confidence, any appeal or request for review on the conduct of any candidate(s), officials or members.
 - The individual(s) may request that the meeting be held in the presence of the General Manager of URSU
 - If an offence has been committed, the offender will be subject to the 'consequences for non-compliance' section of this bylaw.
 - The decisions of the CRO regarding a disciplinary action may be appealed to the Board of Directors within fourteen days of notification of the disciplinary action
- investigate all offences, claims and questions brought before the office
- develop and enforce appropriate disciplinary actions (subject to recall by the Board of Directors)
- take immediate action to rectify any infraction identified during the course of an election.
- review all candidate expense claims with the General manager and the Vice President Operations and Finance and approve for payment only those claims that the CRO determines to be appropriate, and in accordance with the budgeted amounts approved.
- make or approve all communications regarding Elections, By-Elections and Referenda and their conduct.
- appoint and oversee any Election Officials
- arrange publication of Candidate information in the student newspaper
- publish a Guide to Candidates (see "Guide to Candidates")
- arrange the publication in the student newspaper of an advertisement featuring the platforms or profiles of candidates who wish to have this information published
- provide each Election Official with training and reference material which outlines procedures to be followed, and responsibilities of an Election Official.

NOTE: The Chief Returning Officer retains all residual and discretionary powers, not otherwise contained in this Bylaw, in regard to Elections, By-Elections and Referenda.

3.4.4 - Elections Officials

The Elections Officials shall;

- complete their responsibilities as laid out within this bylaw and as laid out by the Chief Returning Officer
- sign a contract created and/or approved by the Chief Returning Officer.
- be paid an honoraria at a rate decided upon by the CRO, the Vice President Operations and Finance and the General Manager

3.4.5 - Candidates

Candidates shall;

- follow the rules and regulations of the Election, By-election, Referenda that are laid out within this bylaw
- respect the decisions made by the Chief Returning Officer and appeal decisions using the proper procedures
- keep elections positive in the understanding that negative actions by candidates could reflect negatively on the URSU

3.4.6 - Members

Members shall;

- follow the rules and regulations of the Election, By-election, Referenda that are laid out within this bylaw

4 - Consequences for Noncompliance

4.1 - General

In determining if an offence has been committed, intent shall not be considered. In determining disciplinary action, intent shall be one of the determining factors along with severity of the actions, relative impact on the elections process and any other factor the Chief returning officer deems relevant.

Ignorance of the Policies, constitution and/or By-Laws of the URSU does not constitute a valid excuse for committing an offence. Any member who participated in the election or who has another Conflict or a Conflict of Interest (as laid out in the Conflict of Interest and Conflict of Commitment bylaw of the URSU) may not participate in determining disciplinary actions.

4.1.1 - Candidate

Candidates may be disciplined in the following manners;

- Loss of Campaign Privileges (ex: Posters, Websites, Tabling privileges)
- Monetary fines
- Loss of vote in future election(s)
- Loss of membership in URSU
- Legal action as deemed necessary by the Board of Directors

- Other penalties as recommended by the Chief Returning Officer and/or the Board of Directors

4.1.2 - Members

Members may be disciplined in the following manners;

- Monetary fines
- Loss of membership in URSU
- Loss of vote in future election(s)
- Legal action as deemed necessary by the Board of Directors
- Other penalties as recommended by the Chief Returning Officer and/or the Board of Directors

4.1.3 - Clubs or societies

Clubs or Societies may be disciplined in the following manners;

- Monetary Fines
- Loss of URSU ratification and/or the benefits associated with being an URSU related club
- Loss of URSU funding
- Legal action as deemed necessary by the Board of Directors
- Further disciplinary action for the member(s) responsible for the actions
- Other penalties as recommended by the Chief Returning Officer and/or the Board of Directors

4.1.4 - Non-Members

Non-members may be disciplined in the following manners;

- Discipline for the member(s) they acted on behalf of
- Legal action as deemed necessary by the Board of Directors
- Other penalties as recommended by the Chief Returning Officer and/or the Board of Directors

4.1.5 - CRO

The CRO may be disciplined for committing an offence and/or failing to carry out their duties as laid out in this bylaw and their contract in in the following manners;

- Termination of their contract and forfeit of any remaining payment for their position
- Loss of vote in future election(s)
- Legal action as deemed necessary by the Board of Directors
- Other penalties as recommended by the Board of Directors

4.1.6 - Elections officials

Election officials may receive up to one written warning for offence(s) committed during the election. Election officials may be disciplined for committing an offence and/or failing to carry out their duties as laid out in this bylaw and their contract in in the following manners;

- Loss of vote in future election(s)
- Termination of their contract and forfeit of any future payment for their position
- Legal action as deemed necessary by the Board of Directors
- Other penalties as recommended by the Board of Directors

5 - Related Information

Available constituencies and other information;

<http://ursu.ca/assets/Documents/2014%20docs/URSU%20CONSTITUTION%20UPDATED%202014.pdf>

University Council Rules and Regulations;

<http://www.uregina.ca/president/assets/docs/council-rules/Council%20Rules%20and%20Regulations.pdf#councilrulesandregs>

University of Regina Act (Section 27 and 76 are relevant for Senate and Council);

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/U5.pdf>

Appendix 1, Financial Discipline Matrix

Appendix 2, Record of Discipline Sheet

Financial Discipline Guidelines

These guidelines should help direct the Chief Returning Officer in determining what sort of financial discipline should be applied in a given situation. This document is non-binding on the Chief Returning Officer and may be modified by a motion of the Executive Committee (outside of election periods). Additional disciplinary actions (above and beyond the financial penalties below) may be taken as determined by the Chief Returning Officer at any time. All members facing discipline may appeal the decision of the Chief Returning Officer to the Board of Directors (or delegate) as laid out in the "Appealing an Offence" section of this bylaw.

Level 1 offence = \$25

This punishment is appropriate when the Chief Returning Officer deems that the offence's impact upon the election was minimal but the offence still warranted a disciplinary action.

Level 2 offence = \$50

This punishment level is appropriate when the Chief Returning Officer deems that the offence's impact upon the election was moderate (less than 25 votes would be influenced).

Level 3 offence = \$100-200

This punishment level is appropriate when the Chief Returning Officer deems that the offence's impact upon the election was substantial (25-100 votes being influenced by the actions taken by the member).

Level 4 offence = \$200+

This punishment level is appropriate when the Chief Returning Officer deems that the offence's impact upon the election significantly hindered by the elections process (100+ votes being influenced by the actions taken by the member).

Record of Discipline Sheet

In the event that a member is disciplined for an offence this sheet should be filled out by the Chief Returning Officer to document disciplinary actions taken. These sheets should be turned in to the General Manager following the election.

| | |
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| Date and (approximate) time of Offence | |
| Name of Offender | |
| Description of Offence (use other side as necessary) | |
| Discipline | |
| Resolution (ex: was payment made?) | |

If the candidate wishes to appeal the request for appeal must be affixed to this sheet and submitted, along with the appeal and other evidence to the Board of Directors (see "Appealing an Offence" for further guidance)