

Fleming SAC Operating Procedure

Procedure Title: Elections

Policy ID: 2-301OP

Manual Classification: Operating Policies

Approved by General Manager: November 2024

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Administrative Contact for policy interpretation: Governance & Advocacy Coordinator

Linked to an Operating Policy: 2-301: Elections

Policy Statement

The Fleming SAC Election Procedures outline the process and responsibilities for conducting fair, transparent, and efficient elections for the Fleming SAC Board of Directors. These procedures are designed to ensure compliance with Fleming SAC's Governance framework, Fleming SAC's By-laws and the Ontario Not-for-Profit Corporations Act. The procedures provide detailed steps for the Election Committee, the Electoral Officer, and the Returning Electoral Officer, and other staff who are involved in the elections to follow in organizing and overseeing the election process.

Purpose

The purpose of this procedure is to establish a clear, consistent process for Fleming SAC elections that ensures transparency, fairness, and accountability. These procedures define the roles and responsibilities of the Election Committee, the Electoral Officer, the Returning Electoral Officer, and candidates, providing guidelines for the election timeline, nomination process, campaigning, voting, disqualifications, and election reporting.

Scope

This Operating Procedure applies to the Board of Directors, Election Committee, Electoral Officer, Returning Electoral Officer, General Manager, candidates, and members of Fleming SAC.

Definitions/Acronyms

Campaigning means any activity undertaken by a candidate or their supporters to promote their candidacy during the official campaign period, including distributing materials, hosting events, or using digital platforms.

Candidate means any member who has submitted their nomination form and been accepted as a valid candidate for election to the Board of Directors.

Dispute Resolution means the process by which any disagreements, complaints, or issues arising during the election process are addressed and resolved, first by the Elections Committee and, if necessary, escalated to the Board of Directors for final resolution.

Election Committee means the group responsible for overseeing the election process. It includes the Board Chair, General Manager (GM), Returning Electoral Officer (REO), and two current Directors. This committee ensures that the election is run in accordance with Fleming SAC's governance policies and By-laws.

Electoral Officer (EO) means the individual responsible for overseeing the election process, ensuring its fairness, transparency, and compliance with the Fleming SAC Election Policies. The EO is tasked with managing nominations, approving campaign materials, overseeing voting, and reporting results.

Election Process means the series of activities and steps involved in conducting the election of the Board of Directors, including candidate nominations, campaigning, voting procedures, and result confirmations.

Nomination Period means the time frame during which candidates submit their nomination forms and supporting documents for consideration in the election.

On-Campus Election Events means election-related events such as candidate debates or forums that are mandatory for all candidates to attend and participate in.

Ontario Not-for-Profit Corporations Act (ONCA) means the legislation that governs the incorporation, governance, and election of directors for non-profit organizations in Ontario.

Returning Electoral Officer (REO) means an individual appointed by the General Manager (GM) to assist the Electoral Officer (EO) in overseeing the election process, providing additional oversight, and ensuring transparency and fairness in all election activities.

Voting Procedure means the steps and methods used to collect votes from Fleming SAC members during the election, ensuring the process is secure, confidential, and in compliance with this policy.

Operating Procedures and Processes

1. Election Committee Composition and Responsibilities

- a. **Composition:** The Election Committee is responsible for overseeing all aspects of the election process as per the Fleming SAC Governance Policy 1-413: Elections. The Election committee is comprised of the following:
 - i. The Board Chair
 - ii. General Manager
 - iii. Electoral Officer
 - iv. Returning Electoral Officer
 - v. Two Current Directors
- b. **Responsibilities:**
 - i. Ensure the election process complies with Fleming SAC's Bylaws and ONCA.
 - ii. Act autonomously from any external or internal influences.
 - iii. Oversee the planning, development, and execution of the Corporation's elections in accordance with the provisions of Fleming SAC's policies and by-laws.
 - iv. Familiarize itself with the Fleming SAC By-laws, Governance Policies, and Operating Policies related to elections.
 - v. Monitor candidate eligibility and resolve any disputes that arise during the election.
 - vi. Oversee the elections events, ensuring they are fair and accessible to all candidates.
 - vii. Approve the final election results, ensuring transparency and fairness.
 - viii. Address any conflicts of interest that may arise during the election process.

- ix. Meet regularly to ensure it meets the responsibilities and follow the terms of reference that the Board has outlined.

2. **Electoral Officer Job Duties and Requirements**

The full job description for the Electoral officer (Appendix A) can be found in of these procedures. However, the EO will focus its responsibilities on the following:

- a. Oversee the entire election process, ensuring compliance with Fleming SAC Governance Policies.
- b. Ensure all candidates are eligible according to Fleming SAC By-law 1.
- c. Review and approve candidates' nomination and campaign materials.
- d. Ensure fairness and transparency in all voting procedures.
- e. Adjudicate any complaints made during the elections, apart from complaints made against the EO and/or REO.
- f. Supervise the election events and ensure that they are conducted according to the rules for candidates.
- g. Provide clear, timely communication with candidates, voters, and the Election Committee.
- h. Compile and announce the final election results and address any discrepancies.

3. **Returning Electoral Officer's Role and Responsibilities**

- a. Assist the Electoral Officer in overseeing the election.
- b. Ensure all election procedures are followed, and that the EO's decisions are implemented fairly.
- c. Provide additional oversight during the election process, including during voting and result tallying.
- d. Resolve minor disputes that may arise during the election process.
- e. Assist with post-election reporting.

4. **Election Timeline**

Phase	Timeline	Action/Description
Nomination Period	Nominations will open on the first day of classes during the winter semester and will close 10 business days later.	Open Nominations for candidates. Submit nomination forms
All Candidates Meeting	Within 2 business days after the Nomination period has closed.	Mandatory meeting for all candidates.
Preparation Week	5 business days after the Nomination period Closes.	Candidates can begin preparing their campaigns
Campaigning Period	Campaigning begins the first business day after the Preparation Week ends and closes 10 business days later.	Campaigning begins. Candidates can promote their candidacy.

All Candidate Forum	Held on the last day of the Campaign Period.	Mandatory event for all candidates.
Voting Period	48 Hours following the closing of the Campaign Period.	Open voting for members. Candidates must be verified.
Result Announcement	Results of election must be made no more than 48 hours after the close of the voting period.	Results are announced publicly.
Post-Election Report	Within 10 business days after the results of the election are announced.	Submit post-election report to the Election Committee.

Action: The General Manager will ensure the election timeline is communicated and adhered to, with clear deadlines for all phases. Each year the timeline will be posted on the Fleming SAC website.

5. Notice of Elections

- a. Fleming SAC elections must ensure it gives appropriate notice to members for the following:
 - i. Start of Elections: The Electoral Officer will give notice through an all-student email sent from Fleming SAC at least 7 days before the opening of the nomination period.
 - ii. Voting: The EO must give notice to all members through an all-student email when Voting period opens, and additionally send two additional emails during the voting period to ensure student have the opportunity to vote.
 - iii. Results: The EO, through Fleming SAC, must send an all-student email once votes have been certified to announce the results of the Election.

6. Nomination Process

- a. Nomination forms (Appendix B) must be made available to all members of Fleming SAC by the Electoral Officer at the beginning of the Nomination Period. Nomination forms will be made available in the following places:
 - i. Fleming SAC office for Hard Copies
 - ii. Fleming SAC Website for Digital Copies.
- b. Candidates may only submit completed nomination forms. Forms that are not complete, or have inaccurate information, will be returned for the candidate to complete before the end of the nomination period.
- c. Nominations must be submitted before 4:00PM on the last day of the Nomination Period.
- d. Only Candidates who meet the eligibility criteria in Fleming SAC By-law 1 and ONCA will be permitted to participate in the Fleming SAC election.
- e. The Electoral Officer will verify all candidates for eligibility and confirm their nomination through email.
- f. Candidates must accept the nominations if nominated by other members.

- g. Candidates will be announced once verified and accepted.
- h. Candidates who do not attend the mandatory All Candidates Meeting, will be ineligible to continue in the Election.

7. Campaigning Guidelines

- a. The Electoral Officer will ensure each candidate is given a set of candidate Rules and Guidelines (Appendix C) to follow during the election process.
- b. No campaigning is permitted to be done outside of the timelines that have been established for each election.
- c. All campaign materials must be submitted to the Electoral Officer for review and approval.
- d. The EO will monitor social media and on-campus campaigning to ensure adherence to the guidelines.
 - i. It is the responsibility of each candidate to ensure that their campaign, tactics, and material and/or advertisements conform to all Fleming SAC policies and procedures.
- e. Candidates shall campaign with consideration for fairness, ethics, respect, and a sense of fellowship with other candidates.
 - i. Harassment, discrimination, and violence towards candidates will not be tolerated.
- f. Candidates must attend mandatory election events. Including:
 - i. All Candidates Meeting
 - ii. All Candidates campaign forums.
- g. Campaigning is not permitted in the following areas of the College without explicit written consent from the Electoral Officer:
 - i. The Steele Centre Pub
 - ii. Fleming SAC Offices
 - iii. Fleming College Walls that are not approved poster boards.
 - iv. Fleming SAC Kiosks
 - v. Any other area that the EO defines in the Rules and Guidelines for Candidates.

8. Elections Events

Mandatory Election Events:

- a. **All Candidates Meeting:** A meeting at the end of the Nomination Period to confirm candidates are aware of all Election Policies and Rules.
- b. **Campaigning Events:** two campaign events that candidates have the chance to speak and listen to students.
- c. **Candidate Forum:** A forum where candidates can answer questions from members.

9. Voting Procedures

All Members of Fleming SAC have the right to vote in any election. Notice of election voting shall be sent through an email delivered to all members.

- a. Voting will take place online using an approved, secure electronic system.
- b. Only legal names of Candidates, those which are listed in the student records shall appear on the ballot, Nicknames will not be approved to be on the ballot.
- c. Fleming SAC Elections are conducted as a first past the post system.
 - i. Voters may select only one candidate.
 - ii. Voters may only vote once per election.
- d. In the event where candidates are running uncontested, a vote of confidence will take place.
- e. The REO will ensure that the voting system is tested and secure.
- f. Each eligible member will receive a unique link.
- g. In the event of a tie vote for the final position on the Board, The EO must ensure a re-vote takes place between the two candidates. This vote must take place within five business days. Polls will be open for only 12 hours.
- h. The EO will oversee the voting process to ensure no technical issues arise.

10. Results and Announcement

- a. A Candidate will be deemed the winner of a position on the Board if they have received the highest number of votes raked one (1) through five (5) from members that voted in the election, and with consideration that there are not outstanding appeals involving the Candidate.
- b. The EO will announce the winners of the election within 48 hours of the voting period ending, and after all appeals have been heard and resolved.

11. Expenses

- a. Candidates running for a position on the Board may only spend and be reimbursed for up to a maximum of \$100. This includes any donations that are provided to the candidate.
- b. To receive reimbursement for campaign expenses, Candidates must submit a campaign expense form to the EO, with original receipts attached, within three (3) business days after the last voting day. The EO may, at their discretion, decide not to reimburse a candidate if the campaign expense form is received after the deadline. Specific dates will be given at the All-Candidates Meeting.
- c. All Candidates, regardless of the election outcome, must keep all original receipts. Candidates will be reimbursed up to a maximum of their allocated expenditure amounts.
- d. The EO may at any time request from any of the Candidate's original receipts for the expenditures prior to the close of voting.
- e. Alcoholic beverages and drugs will not be considered a legitimate campaign expense.

- f. All expenses shall be paid by Cheque within one (1) month of the Elections closing.

12. Disqualifications and Appeals

Disqualification:

Candidates may be disqualified for campaign violations, non-compliance with election rules, or failure to attend mandatory election events. The following is a non-extensive list of circumstances that will result in immediate disqualification:

- a. Harassment, Discrimination, or Violence of any sort towards a candidate or student.
- b. Anyone improperly declared an eligible candidate.
- c. Failure to attend any mandatory election event.
- d. Any candidate who spends over the limit set by this policy or for failing to submit an accurate expense report.
- e. Misconduct that in the opinion of the EO, is so egregious that an immediate disqualification is required.
- f. Solicitation of a candidate for a third party to interfere in the election process.
- g. This excludes any relevant government authority investigating fraud or criminal activities.
- h. Disqualified candidates will be:
 - i. Deemed to have not completed the election.
 - ii. Ineligible for expense reimbursement
 - iii. Ineligible to seek election for any corporation's position for the remainder of the academic year.
 - iv. Ineligible to participate as a member of a campaign team for the remainder of the election cycle.

Appeals:

Candidates can appeal any disqualification decision to the Elections Committee. If unresolved, it will be escalated to the Board of Directors.

- i. Appeals must be submitted within 48-hours from the decision issued. Appeals will not be considered outside of this timeframe.
- j. Only a candidate who has received a decision, may appeal the decision.
- k. Decisions of an appeal will be included in the election report and made available to all students.
- l. Decisions of the Elections Committee or Board of Directors are final.

13. Conflicts of Interest

- a. Any Elections Committee member found to have a conflict of interest must disclose it and recuse themselves from any decision that comes to the committee.
- b. The General Manager will review and resolve any conflicts of interest as necessary.

14. Status of Elected Candidates

- a. Candidates are considered elected once they receive the necessary votes according to the Fleming SAC By-laws.
- b. Between the date of publication of the results and Start Date, or in the case of By-elections as a start date determined by the EO, the elected candidate has no privileges or powers and continues to be considered a Member of the Corporation.
- c. If there are fewer candidates than available positions, a vote of confidence is required for a candidate to be elected.
- d. Notwithstanding the provisions in this section, the elected candidates may be invited to attend training or other events during the transition period.

15. Election Reporting

- a. After an election, the EO will prepare a post-election report which includes:
 - i. A summary of the election process.
 - ii. Results of the Election
 - iii. Any issues encountered during the election process.
 - iv. Recommendations for future improvements.
- b. The EO will submit the **Report Submission** Post-election report to the Elections Committee for review and approval. The findings will be shared with the Board of Directors within 30 days of the election completing.

Related Documents

Ontario Not-for-Profit Corporations Act, 2010
 Fleming SAC Bylaw 1
 Fleming SAC Governance Policy 1-413: Elections
 Fleming SAC Operating Policy 2-301: Elections

Appendices

Appendix A – Electoral Officer Job Description
 Appendix B – Candidate Nomination Form
 Appendix C – Candidate Rules and Guidelines

Review/Revision Log

Summary of Changes	Date
Re-developed to separate policy from procedures.	October 2022
General Updates to procedures and removal of governing instructions.	November 2024

Appendix A

Job Description

Job Title: Electoral Officer

Reports to: Elections Committee (Chair) and Returning Electoral Officer (REO)

Location: Hybrid

Appointment Type: Part-time Contract

Contract Duration: Election Cycle (approximately 3 months)

Wage: Fleming SAC Living Wage

Hours of Work: 4-8 hours per week (may increase during election period)

Position Summary

The Electoral Officer is a temporary, independent contractor position responsible for managing and facilitating the election process for the Fleming SAC Board of Directors. This role includes overseeing nominations, candidate compliance, campaigning, and voting procedures to ensure a fair, transparent, and impartial election. Reporting to the Elections Committee and REO, the Electoral Officer plays a critical role in maintaining election integrity and enforcing Fleming SAC's election policies and by-laws.

Key Responsibilities

1. Nominations Management

- Coordinate the Nomination Period, ensuring all candidates receive accurate information and forms are readily available.
- Review nomination forms for completeness, confirming eligibility in collaboration with the REO.
- Communicate promptly with candidates regarding their nomination status and provide a timeline and campaign guidelines.

2. Campaign Oversight

- Review and approve all campaign materials submitted by candidates for adherence to the Campaign Procedures and Code of Conduct.
- Ensure campaign materials meet Fleming SAC standards and align with the organization's values.
- Monitor candidate activities, both on-campus and online, for compliance with campaign rules, documenting any infractions or violations.
- Enforce spending limits, collecting expense reports from candidates at the end of the campaign period.

3. Voting Process Coordination

- Set up and manage the secure online voting platform in advance of the voting period, ensuring accessibility and confidentiality.
- Verify the functionality and security of the voting system, addressing any technical issues to ensure a seamless voting experience.
- Monitor the voting process for irregularities and provide support to members as needed.

4. Compliance and Enforcement

- Document and issue warnings for minor violations, escalating severe violations to the Election Committee for review.

- Report any significant campaign infractions that may warrant disqualification, providing relevant evidence to the Elections Committee.
- Maintain impartiality and professionalism throughout all interactions with candidates, voters, and Fleming SAC members.

5. Communication and Reporting

- Maintain clear, consistent communication with candidates, ensuring they understand timelines, rules, and expectations.
- Provide weekly updates to the Election Committee on the status of nominations, campaign compliance, and any challenges encountered.
- Prepare a final election report documenting the entire process, including any complaints, disputes, disqualifications, and overall candidate compliance.

6. Dispute Resolution Support

- Receive and document complaints from candidates or Fleming SAC members regarding election issues, violations, or grievances.
- Collaborate with the REO and Elections Committee to investigate complaints and provide objective information to assist in resolution.

Qualifications and Skills

Experience and Knowledge:

- Previous experience in administration, project coordination, or related roles. Experience with election management, governance, or student organizations is an asset.
- Familiarity with election procedures, Fleming SAC By-laws, and governance practices is highly preferred.

Skills and Abilities:

- **Impartiality and Integrity:** Must demonstrate strong ethical judgment and maintain independence from candidates and Fleming SAC Board Members to ensure a fair election process.
- **Organizational Skills:** Ability to manage timelines, multiple tasks, and detailed procedures accurately and efficiently.
- **Communication Skills:** Strong written and verbal communication skills to interact effectively with candidates, the Election Committee, and Fleming SAC members.
- **Attention to Detail:** Meticulous attention to detail for reviewing nomination forms, approving campaign materials, and monitoring voting procedures.
- **Technical Proficiency:** Comfortable with digital platforms for communication, document management and online voting systems.

Working Conditions

Work Hours:

- 4-8 hours per week, with flexible hours leading up to and during the election period. Additional hours may be required during peak periods, such as voting and campaign review periods.

Location:

- Hybrid position with expectations of on-campus presence for meetings, events, and monitoring, if required.

Contract Duration:

- This position is engaged for the duration of the election cycle, typically three (3) months

Appendix B

NOMINATION PAPER
OF A CANDIDATE FOR [YEAR] GENERAL ELECTION
OF
SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL INC.

**MUST BE SUBMITTED BY [DATE] at 4PM
TO THE FLEMING SAC OFFICE (RM. C1430)**

PART I – CANDIDATE INFORMATION

The name appearing in the boxes below must be exactly as the candidate wishes their name to appear on the ballot paper.

Surname	Given Name

Student Number:

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Program:

Program Coordinator

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Position Sought:

☐ Director

PART II – CONTACT INFORMATION

This information is collected for the use of the Electoral Officer. It is not used or shared with or by Fleming SAC Staff, Board Members, or any third parties without explicit written consent.

Telephone number:

Cell	Other:

Email Address:

Fleming College Email
Other Email address:

PART III – CANDIDATE BIO FOR ELECTION

Biography:

All candidates are required to provide a bio for the elections that describe their platform and their goals. Bios must include the following:

- Who you are.
- Why you are running.
- Why students should elect you.
- Top 3 initiatives for running for the board.

Bios must be submitted with your nomination package!

Enter your Biography below.

Video Content:

All Candidates are required to provide one (1), 30-second clip on their campaign and why students should vote for them. These videos will be shared by Fleming SAC via social media through the election. A few reminders for your videos:

- Don't forget to introduce yourself in your videos;
- Campaign yourself, and nobody else!
- Be engaging and fun.

These videos must be submitted to elections@flemingsac.ca by [Date]

The Electoral Officer will review expectations at all candidates meeting.

Photos

Fleming SAC will take digital photographs of you to share on social media, the website, and during voting. Fleming will ask you to sign a photo release for this purpose.

PART IV – QUALIFICATIONS AND CONSENT TO HOLD OFFICE

As a candidate standing for elections, you are required to review and agree to the following:
I, [NAME] the undersigned, the nominee in this nomination paper, do solemnly affirm that:

- ☐ I meet the qualifications of a Director under the Ontario Not-for-Profit Corporations Act, 2010.
- ☐ I am enrolled in a full-time post-secondary ministry funded program at Fleming College (Sutherland Campus)
- ☐ I have obtained either an accumulative grade point average of 2.3 or equivalent from a post-secondary institution in the semester preceding the start of the Election.
- ☐ I am a qualified member, and I am eligible as a candidate for the position I seek
- ☐ I will attend the All-candidate meeting on [DATE]
- ☐ I will attend the All-candidate Forum on [DATE]
- ☐ I will attend all all-candidate social events including:
 - [Event 1] – [DATE]
 - [Event 2] – [DATE]
- ☐ I will provide a copy of my semester timetable with the submission of this Nomination Paper
- ☐ I consent to the nomination and if elected, understand the role of a director as a member of the Board of Directors of Fleming College Student Administrative Council
- ☐ If elected, I will attend all mandatory training for Board Members
- ☐ I consent to Fleming SAC using my videos and photos for all promotional purposes during the election
- ☐ I understand if this nomination package is not complete, I am not qualified to run in the elections.
- ☐ I have read and understood the Elections Policy of Fleming SAC
- ☐ I have read and understand the rules and regulations of this election; and
- ☐ My name as recorded in Part I, is exactly how I wish my name to be spelled on the ballots.

Candidate's Signature

Candidate's Name: _____

Date: _____

**PART V – CONSENT TO DISCLOSE ACADEMIC STANDING
TO THE CANDIDATE:**

Student Name	Student Number

Note: if you have not previously been a registered student at Fleming College, you do not qualify to hold a position on the Board of Directors for Fleming SAC. Any student seeking a position on the Board of Directors must have completed at least one (1) semester of studies to qualify to hold office.

Declaration of Candidate:

I, _____, agree to the disclosure of personal information regarding my academic standing held by the office of the Registrar of Fleming College of Applied Arts and Technology to the Electoral Officer for the purpose of determining my eligibility to run for a position on the Fleming College Student Administrative Council Board of Directors.

I understand that, if I am elected that I must maintain a 2.3 G.P.A. and remain in good academic standing as set out in the Fleming SAC By-laws of the corporation; I authorize the General Manager or another authorized officer, agent, or employee of the Fleming Student Administrative Council to attain my academic standing once per semester for the duration of my term in office for the purpose of determining my academic standing.

Signature of Candidate

Date

To be completed by the Office of the Registrar

Under the By-law 1 Section 6.3 – Elections of the Fleming College Student Administration, a candidate for the board must meet the following academic conditions:

- a. Must have a grade average of 65% amongst all program related courses.
- b. Must have a semester in good academic standing, covering the most recent completed semester as issued by the College Registrar. This includes having no breaches of academic policy.
- c. Must be attending classes in a registered program.
- d. Must not be graduating at the end of the semester.
- e. Must pass all program required courses prior to the nomination period will be ineligible to seek a position on the Board.
- f. Any student seeking election must have completed at least one academic semester of studies at Fleming College to ensure that candidates are eligible to hold office.

I certify that I have reviewed the academic files for the above-named student and:

- ☐ The Student is in good academic standing as defined by the Fleming SAC By-laws.
- ☐ The Student is not in good academic standing as defined by the Fleming SAC By-laws.

Signature of Staff the Office of the Registrar

Stamp of College Official

PART VI – CONSENT TO DISCLOSE DISCIPLINARY STANDING

To the Candidate:

Student Name	Student number

I, the undersigned, agree to the disclosure of personal information held by the Conduct and Accountability Officer of Sir Sandford Fleming College of Applied Arts and Technology regarding my disciplinary standing.

I understand that I am ineligible to hold office if I have not maintained good disciplinary standing with the College or with SAC.

I understand that all information collected by the Fleming SAC will be kept in strict confidence.

I understand that if elected, I must maintain good disciplinary standing with the Fleming College as set out in the Corporations by-laws. I authorize the General Manager or another authorized officer, agent, or employee of the Fleming Student Administrative Council to attain my disciplinary standing once per semester for the duration of my term in office for the purpose of determining my disciplinary standing.

Signature of Candidate

Date

To be completed by the office of Student Rights and Responsibilities.

Under the Fleming SAC By-law 1, section 6.3 – A member seeking a position on the Board of Directors for Fleming SAC must be in good disciplinary standing and has not violated any of the student rights and responsibilities set out in Fleming College policy.

I certify that I have reviewed the disciplinary files for the above-named student and:

- ☐ The Student is in good disciplinary standing.
- ☐ The Student is not in good disciplinary standing.

Student Rights and Responsibilities

Date

Appendix C

Candidate Rules and Guidelines

General Rules and Guidelines

1. Eligibility and Nominations

- a. Candidates must meet the eligibility requirements as defined by Fleming SAC's By-laws and the Ontario Not-for-Profit Corporations Act (ONCA).
- b. All candidates must submit a nomination paper, including all required information, within the designated nomination period.
- c. Candidates must confirm their candidacy with the Electoral Officer (EO) and verify eligibility as required by Fleming SAC policy.

2. Campaigning

- a. Campaigning can only occur during the designated period which the Electoral Officer announces.
 - i. Campaigning may not occur during the nomination or voting periods.
- b. All campaign materials (posters, flyers, social media content) must be submitted to the EO for review and approval before distribution. Materials must align with Fleming SAC's guidelines for professional, respectful, and non-offensive content.
- c. Candidates must refrain from spreading false information or making defamatory statements about other candidates. Negative campaigning is not allowed.
- d. Candidates must show respect all other candidates. Any form of personal attacks, intimidation or threatening behaviour will result in immediate disqualification.
- e. Candidates are encouraged to use social media for campaigning, but they must create distinct campaign accounts to differentiate from personal accounts. Misleading claims or deceptive practices on social media will result in penalties.
- f. Candidates are approved to a budget of \$100.00.
 - i. Candidates are responsible for all campaign-related expenses. They must track and report expenses in alignment with Fleming SAC policy.
 - ii. Candidates must submit expense reports to the Electoral Officer by the last day of the elections.
 - iii. Candidates must submit an expense report regardless of if they spent any money.
- g. All candidates must be given equal access to public spaces for campaigning, ensuring a level playing field.
- h. Candidates are responsible for all campaign activities including campaigning undertaken by friends on their behalf. It is the responsibility of the candidate to inform their campaign teams of the rules surrounding the election. Any violation of rules by others, will be treated as though the candidate made the infraction themselves.
- i. All campaign materials must be taken down by candidates by the last day of the campaign period at 4pm.

3. Election Events

- a. Candidates must attend all mandatory election events, including:
 - i. All Candidates Meeting
 - ii. Campaign event #1
 - iii. Campaign event #2
 - iv. All Candidates Forum
 - v. Voting Results Meeting
- b. Candidates must behave professionally and show respect to fellow candidates, members, and the event facilitators. Failure to participate or engage respectfully may lead to penalties or disqualification.
- c. Candidates must adhere to time limits for speeches, answers, and debates during the election events to ensure fair participation.

4. Voting Procedures

- a. Candidates must ensure that voters are eligible members of Fleming SAC before encouraging them to vote. Voter eligibility is determined by the Fleming SAC Bylaws and verified during the voting period.
- b. Candidates are prohibited from campaigning or influencing votes during the voting period. This includes soliciting votes, either in person, digitally, or through other people.
- c. Candidates must respect the confidentiality and integrity of the voting process. Any form of vote manipulation or coercion will lead to immediate disqualification.

5. Disqualifications and Violations

- a. Candidates may be disqualified for:
 - i. Violating the campaign guidelines
 - ii. Violating any Fleming SAC By-law or policy
 - iii. Violating any Fleming College Policy
 - iv. Engaging in unethical conduct (e.g., defamation, bribery, voter coercion).
 - v. Failing to attend mandatory events without valid reasoning.
- b. Disqualified candidates will be notified in writing by the Electoral Officer, with an explanation of the violation. Candidates may appeal the disqualification according to the appeals process.
- c. Disqualified candidates have the right to appeal decisions within 48 hours to the Elections Committee. The Elections Committee will review the appeal and issue a final decision within 72 hours.

6. Conflicts of Interest

- a. Candidates must disclose any conflicts of interest (e.g., personal relationships with current Board Members or involvement in organizational conflicts) to the Electoral Officer.
- b. Candidates found to have a conflict of interest must recuse themselves from any election-related activities where the conflict may impair fairness.
- c. Candidates must not reach out to any Fleming SAC personnel regarding the elections whether they are on the Board or staff members.

7. Candidate Conduct

- a. Candidates must show respect for fellow candidates, the Election Committee, and members throughout the election period. Disrespectful or disruptive behaviours may result in penalties or disqualification.
- b. Candidates are expected to conduct themselves with honesty and integrity at all times, both during the election process and in any communication with voters and the general public.
- c. Candidates must comply with all policies, rules, and guidelines set forth in the Fleming SAC election procedures and Governance Policy.

8. Election Results

- a. Candidates must accept the election results and refrain from disputing or undermining the outcome publicly unless through the appeal process.
- b. Candidates must respect the confidentiality and integrity of the vote count and avoid engaging in any activity that might compromise the results. Any attempt to alter or influence the results will result in immediate disqualification and potential legal consequences.

9. Post-Election Conduct

- a. Elected candidates are required to attend the Board transition sessions to familiarize themselves with their responsibilities as a Board Member.
- b. Elected candidates who fail to attend any Board transition sessions or who fail to fulfil their Board responsibilities may be removed from their position after review by the Board.

10. Enforcement and Accountability

- a. The Electoral Officer and the Returning Electoral Officer will monitor compliance with these rules throughout the election process.
- b. Any violations will be reported to the Elections Committee, who will take appropriate action, including issuing warnings, penalties, or disqualification from the election.