



UNIVERSITY OF TORONTO
STUDENTS' UNION

Elections & Referenda Code

The Elections & Referenda Code governs all elections and referenda activities at the UTSU, including campaign rules, referenda requirements, elections administration, and more.

Last amended by the UTSU Board of Directors on 17 December 2023.

Current to 12 December 2023.

Elections & Referenda Code

of the University of Toronto Students' Union

The University of Toronto Students' Union (UTSU) is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act (CNCA). The UTSU functions autonomously from the University of Toronto, and acts as the primary student government for over 38,000 undergraduate students at the University of Toronto's St. George Campus.

You can learn more about how the UTSU operates at utsu.ca/governance



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	AREA	ERC	Elections & Referenda Code
	POLICY	000	Interpretation
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-000 | Interpretation

1. **Member** or **UTSU Member** refers to members as defined in the UTSU Bylaws.
2. **Elections & Referenda Code** and **Code** refer to this document, the Elections & Referenda Code of the University of Toronto Students' Union.
3. **Nomination Period** refers to the period of time where members may seek to become nominated for elected office by other UTSU members.
4. **Silent Period** refers to any period of time where any form of public election activities are prohibited, including nominations, campaigning, endorsing, and voting.
5. **Campaign Period** refers to the period of time where nominations have closed and campaigning activities are permitted.
6. **Voting Period** refers to the period of time where members may cast their votes.
7. **Social Media** refers to any and all websites and applications that enable users to create and share content or to participate in social networking.
8. **Spring Election** refers to the general election held during the winter academic session for the purpose of electing new members to fill relevant positions.
9. **Student Residences** refers to any housing provided to students by the University of Toronto, any of the federated colleges and universities, or their partners.
10. **Student Commons** refers to the building located at 230 College Street, where the University of Toronto Students' Union (UTSU) holds its offices.
11. **Internal Referenda** refers to referenda put forward by the UTSU Board of Directors - also referred to as a Schedule A Referenda
12. **External Referenda** refers to referenda put forward by the UTSU members outside of the UTSU Board of Directors - also referred to as a Schedule B Referenda

	AREA	ERC	Elections & Referenda Code
	POLICY	001	Scope, Purpose, and Authority
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-001 | Scope, Purpose, and Authority

Scope


1. The Elections & Referenda Code governs all elections and referenda-related activities at the UTSU, providing guidance for elections staff and the Elections & Referenda Committee in their management and execution of their duties.

Purpose

2. The purpose of elections conducted by the University of Toronto Students' Union (UTSU) is to give the membership the opportunity to exercise their right to elect student representatives who will become responsible for governing the organization and ensuring the advancement of the organization and its members.
3. The Elections & Referenda Code is written to ensure elections and referenda at the UTSU are to always be executed in a transparent, free, fair, and non-partisan manner.

Authority

4. This Elections & Referenda Code is established by and shall be governed in accordance with Article 4, Section 11 of the UTSU Bylaws.
5. The Chief Returning Officer and the Elections & Referenda Committee shall hold the exclusive right to interpret and enforce this Elections & Referenda Code, with the exception of a two-thirds (2/3) vote of the UTSU Board of Directors.
6. The UTSU must conduct elections in a manner consistent with the *University of Toronto Policy on Open, Accessible, and Democratic Autonomous Student Organizations*, as well as any other relevant authorities and legislation.

	AREA	ERC	Elections & Referenda Code
	POLICY	002	Administration
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-002 | Administration

Elections & Referenda Committee

1. The Elections & Referenda Committee shall be responsible for overseeing all UTSU elections, elections personnel, and maintaining this Elections & Referenda Code.
2. Upon a unanimous vote, the Elections & Referenda Committee may vote to overrule previously-binding decisions made by the Chief Returning Officer.
3. The Elections & Referenda Committee shall recommend a schedule of elections for approval by the UTSU Board of Directors prior to the beginning of each election, and subject to notice requirements established by the UTSU Bylaws.
4. Upon the conclusion of an election, the Elections & Referenda Committee shall be responsible for considering and approving the report of the Chief Returning Officer.

Chief Returning Officer and Elections Staff

5. The Chief Returning Officer shall be chiefly responsible for the administration of elections, pursuant to Article 4, Section 9 of the UTSU Bylaws.
 - a. The Chief Returning Officer shall report to the Elections & Referenda Committee or a duly appointed manager as determined by the Committee.
 - b. The Chief Returning Officer shall act as the manager of all other elections staff, shall be responsible for enforcing this code, and must submit a final report to the Elections & Referenda Committee at the end of each election period.
6. No elections staff may be members of the UTSU, and must not hold or have held within the last three (3) years a leadership position in a club, levy-collecting group, or representative student society at the University of Toronto.
7. All elections staff shall be considered confidential employees with access to sensitive information, and therefore subject to additional expectations of integrity and fairness.
 - a. The Elections & Referenda Committee shall be solely responsible for ruling on any disciplinary or performance-related matters affecting elections staff.

Information Sessions


8. Following notice of an election being called, but before the beginning of the nomination period itself, the UTSU shall hold some form of information session or sessions for any members who may be interested in seeking elected office.

Voters' List and Restrictions

9. The voters' list is provided by the Office of the Vice-Provost directly to SimplyVoting, once requested by the Chief Returning Officer.
10. All eligible voters may vote for all available questions, with the exception of the Vice-President, Professional Faculties, whose question can only be considered by members of the following faculties:
 - a. First-Entry Professional Faculties:
 - i. (1) Architecture and Visual Studies, (2) Kinesiology, (3) Music, and (4) Applied Science and Engineering
 - b. Second-Entry Professional Faculties
 - i. (1) Dentistry, (2) Law, (3) Medicine, (4) Nursing, (5) Pharmacy, and (6) the Toronto School of Theology

Voting System and Inquests

11. UTSU elections shall be held pursuant to Article 4, Sections 4, 5, and 6 of the UTSU Bylaws using a secure, online voting system that ensures the security of elections and the sanctity of confidential student information.
 - a. As of January 2023, the UTSU uses SimplyVoting (<https://utsu.simplyvoting.com>) for election services.
12. Following the conclusion of an election, the ballot must be certified by the online election provider to have been securely processed and accurately tabulated, and vote data must be made available so that members may audit the results.

	AREA	ERC	Elections & Referenda Code
	POLICY	003	Candidates
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-003 | Candidates

Eligibility

1. Any member seeking elected office for an Elected Officer role must be eligible according to Article 2, Sections 2.1.1 and 3.1 of the UTSU Bylaws.
2. Any member seeking elected office for a Director-at-large role must be eligible according to Article 3, Section 2 of the UTSU Bylaws.

Available Positions

3. Those who run for an elected position with the UTSU should be familiar with the demands and priorities of the position they wish to run for. The positions elected each year are:

Available Positions	Seats Available
President	1
Vice-President, Operations	1
Vice-President, Public & University Affairs	1
Vice-President, Student Life	1
Vice-President, Equity	1
Vice-President, Professional Faculties*	1
Board Members-at-Large	10

**The VP, Professional Faculties must be a member of a first- or second-entry professional faculty, as defined in ERC-002, 10.*

Position Profiles and Job Descriptions

4. Position profiles outlining the roles, responsibilities, qualifications, accountabilities, and salary (where applicable) for each position available for election will be posted on

the website prior to the start of the Nomination Period. Candidates must review the position profiles and job descriptions prior to seeking nomination.

Nomination Requirements


5. Members seeking elected office at the UTSU must participate in a nomination process that is conducted by the Chief Returning Officer and elections staff.
6. The nomination process must collect the following information from both nominees and nominators participating in the nomination process:
 - a. the member's full legal name;
 - b. preferred name;
 - c. age and date of birth;
 - d. student number;
 - e. University of Toronto email address;
 - f. phone number;
 - g. faculty, college, and/or other division;
 - h. year of study; and
 - i. any other information as needed to fulfill compliance-related obligations.
7. Only a member of a first- or second-entry professional faculty, as defined in ERC-002, 10, may submit a nomination for the Vice-President, Professional Faculties.
8. Nominations shall not be accepted following the close of the nomination process. At the discretion of the Chief Returning Officer, requests may be considered to correct clerical errors causing a nominator's information to be invalidated up to twenty-four (24) hours after the close of the nomination process.
9. The minimum number of required nominators is established in Article 4, Section 3 of the UTSU Bylaws. No candidate receiving fewer than this minimum shall participate.

Candidate Statements

10. Candidates shall be permitted to submit a candidate statement that will be made equally available by the UTSU to all members voting in an election.
 - a. Statements must be no more than 750 characters in length, and must not include any formatting, graphics, or additional adornment, with the exception of links to candidate websites or emails.
 - b. Candidates take full responsibility for their statements upon submission.

All-Candidates Meetings

11. All prospective candidates seeking elected office at the UTSU must attend an all-candidates meeting prior to the election. All-candidates meetings shall be organized by the Elections & Referenda Committee and the Chief Returning Officer, and shall provide prospective candidates with any and all information relevant to seeking elected office at the UTSU, including the schedule of elections.
12. Only prospective candidates who have attended the required all-candidates meeting or who have agreed to other alternative arrangements to the satisfaction of the Chief Returning Officer shall be permitted to seek elected office.
13. Prospective candidates must sign a statement prior to the campaigning period that indicates that they understand the rules and regulations governing the election and consent to their enforcement by the Chief Returning Officer.

	AREA	ERC	Elections & Referenda Code
	POLICY	004	Referenda & Advocating Committees
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-004 | Referenda

Introduction

1. In a manner consistent with the governance process of the University of Toronto, the UTSU enables students to vote on certain issues by way of referendum. Referenda are used to gain an understanding of the membership's will regarding certain issues.

Restrictions on Referenda

2. Referenda shall only be considered valid when at least five percent (5%) of all members have cast a ballot in favour or against a question.

Schedule A / Internal Referenda (UTSU Board of Directors)

3. Whenever the UTSU wishes to determine the opinion of the membership with respect to one or more issues, including fees, the UTSU may propose a Schedule A referendum question to the membership following a majority vote of the UTSU Board of Directors.
 - a. No signatures need to be collected for Schedule A referenda.
 - b. The Elections & Referenda Committee oversees the management of Schedule A referenda once approved by the UTSU Board of Directors.
 - c. Referenda for which the UTSU has an obligation to hold, such as questions triggered as a result of past referenda or questions which are resubmitted to the members on an annual or bi-annual basis, are also considered Schedule A.
 - d. The Vice-President Finance & Operations and the Chief Administrative Officer shall be responsible outside of elections for tending to the UTSU's obligations relating to Schedule A referenda, and for providing resolutions and supporting information to the UTSU Board of Directors accordingly.

Schedule B / External Referenda (Outside Submissions)


4. Whenever the members themselves wish to determine the opinion of the broader membership with respect to one or more issues, including fees, they may propose a Schedule B referendum question.

- a. Schedule B referendum questions must be solely initiated and advanced by existing members of the UTSU, and prior to appearing on the ballot, must be approved by a majority vote of the UTSU Board of Directors.
- b. Schedule B referendum questions may only be presented to the membership during the Spring Elections held by the UTSU.
- c. Schedule B referendum questions must be submitted to the UTSU Board of Directors along with a petition which has the signatures of at least two-hundred-fifty (250) UTSU members. Signatures may be collected physically or digitally through tools such as an online form.
 - i. Each signatory to the petition must provide their full legal name, student number, and University of Toronto email.
 - ii. Petitions must clearly present the referendum question being submitted, so that members who sign the petition can fully understand the intent and scope of the proposed referendum question.
- d. The Elections & Referenda Committee shall supervise the conduct of those organizing and advocating for Schedule B referenda.
- e. The Elections & Referenda Committee shall be responsible for validating the signatures submitted for any Schedule B referenda petitions. Through random sampling of 20% of the signatories, the Committee shall verify that the signatures submitted match those of eligible members, and may choose to contact signatories to ensure they consented to signing.
- f. The Vice-President Finance & Operations and the Chief Administrative Officer shall be responsible outside the election period for tending to the UTSU's obligations relating to Schedule B referenda, and for providing resolutions and supporting information to the UTSU Board of Directors accordingly.

Rules for Referendum Questions

5. Referenda must be clear, easily understandable, and presented with the following:
 - a. A preamble, explaining the purpose of the referendum, who it is being brought forward by, and how a "yes" result of the referendum would benefit the student population of the University of Toronto;
 - b. A main question, presented as unambiguously and concisely as possible, asking students if they are in favour of the proposed question; and
 - c. The same question, but presented as two (2) distinct and opposing options, so that there is no uncertainty that a voter is casting a "Yes" or "No" vote and fully understands what a "Yes" or "No" vote represents in relation to the question.

6. The Elections & Referenda Committee shall maintain a template for referenda questions to ensure compliance with the University of Toronto's governance process.

	AREA	ERC	Elections & Referenda Code
	POLICY	005	Campaign Management & Finance
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-005 | Campaign Management & Finance

Spending Limits

- Any and all expenses related to a candidate or referendum campaign must be authorized by the Chief Returning Officer, and must not exceed the following limits:

Position	Expense Limit
President and Vice-President candidates	\$500 CAD
Director-at-large candidates	\$200 CAD
Internal Referenda	Not Applicable
External Referenda	\$500 CAD

- No outside donations, funding, or other unauthorized assistance may be obtained for the purpose of a campaign. All spending and resource management must be directly conducted by the candidate and under the supervision of the Chief Returning Officer.
- All expenses must be documented and reported by each candidate to the Chief Returning Officer. Evidence of incomplete reporting, overspending, or solicitation of external funding will be investigated at the direction of the Chief Returning Officer.


Barrier-Free Access to Elections

- Members may have their campaign expenses reimbursed in full, provided that they submit a report of their expenses and receipts to the Chief Returning Officer no later than 24 hours following the end of the voting period.
- Campaigns at the UTSU are meant to be accessible. Prior to and during the election, members may submit purchase-specific authorization requests to the Chief Returning Officer instead of spending on their own and seeking reimbursement later.
 - The Chief Returning Officer shall be responsible for approving, denying, or seeking clarification for requests within 24 hours of receiving them. If the Chief Returning Officer becomes concerned regarding the appropriateness of a financial request, they may raise it to the Elections & Referenda Committee.

- b. The Chief Returning Officer shall not be responsible for delays with payment methods, but shall take reasonable steps to ensure that the finance department of the UTSU is prepared to handle candidate requests at volume.

Record Collection

6. Members seeking elected office are responsible for maintaining all relevant records, documents, and receipts for expenses at all times during an election.
 - a. At all moments during the election process, campaign records shall be made available to the Chief Returning Officer on-demand. Prior to the beginning of the voting period, all requested records must have been submitted. Failure to provide requested records may result in disqualification or non-payment.
 - b. Campaign records must include, but may not be limited to:
 - i. a budget and inventory for any and all materials, services, and expenses associated with a campaign, including any and all receipts and invoices;
 - ii. a list of the names, student numbers, and contact information of the members volunteering and persons providing services for a campaign;
 - iii. a record of each social media account, web address, online post, and social media platform and/or space used during a campaign; and
 - iv. an estimate of the number of physical materials distributed, an approximate assessment of where on campus those materials are posted, and a plan to remove them at the close of the election period.

	AREA	ERC	Elections & Referenda Code
	POLICY	006	Campaign Activities
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-006 | Campaign Activities

Campaigning

1. Campaigning may be defined as the promotion or advancement of any kind of a candidate or referendum, including the dissemination of any form of promotional materials, content, or petitions that are not solely for nominations.
 - a. The Chief Returning Officer may define appropriate activities as campaigning, consistent with this Elections & Referenda Code.
2. Any person or entity that engages in campaigning shall be considered a campaigner.
3. Campaigning may only take place during the campaigning period.
4. The Elections Office must approve all campaign materials before dissemination.
5. Digital campaigning must take place on newly created social media or digital platforms. Only authorized campaigners may create new social media accounts to campaign on behalf of a candidate.
 - a. Liking or boosting a candidate's post is a way to show support, but it is not the same as actively campaigning for them. Simply liking or sharing a social media post does not necessarily make an eligible voter a "campaigner."
 - b. Whether any particular form of social media engagement constitutes a violation of the Code is at the Chief Returning Officer's discretion.

Campaign Team

6. A candidates' campaign team consists of registered campaigners. A "campaigner" is anyone who actively campaigns for or endorses a candidate to other voters. Campaigners must participate voluntarily and without any compensation.
7. A campaign team may consist of a maximum of 10 additional campaigners, not including the candidate.
8. Registration is required for all campaigners through the office of the Chief Returning Officer. Registration must be completed and confirmed prior to any campaigning taking place. Candidates and campaigners must ensure mutual consent to participate

in a candidate's campaign prior to registration.

- a. Candidates are required to submit the full names, student numbers, and faculties campaign team members to the CRO by email to cro@utsu.ca.
9. As a member of a candidates' campaign team, a campaigner may:
- a. Create or author campaign materials, graphics, and posters for circulation (with the Candidates' and the CRO's approval).
 - b. Create unique social media accounts to promote the candidate's campaign materials to members.
 - c. Assist in postering or handing out campaign materials to others on the candidates' behalf in authorized campaign areas on campus.
 - d. Assist the candidate in strategizing for the purposes of the election.
 - e. Speak on behalf of the candidate to voters to promote or answer questions about the candidates' platform.
10. The Chief Returning Officer can hold candidates or those running a referendum responsible for the actions of campaigners. This applies to all without prejudice.

Authorized Campaigners

11. Only UTSU members may participate in UTSU elections, seek elected office, and become candidates or campaigners. Non-members of the UTSU may not participate in UTSU elections or influence the outcome of an election.
12. UTSU employees who are members and wish to campaign on behalf of a candidate must take an unpaid leave of absence from the UTSU in order to be authorized as campaigners and participate in campaign teams. This does not apply to individuals who volunteer at UTSU.
13. Non-members who have been contracted by a candidate for the purposes of providing a specific service that is limited in scope, such as photography, video, or printing services, are not considered campaigners or participants in UTSU elections.

Club Endorsements

14. Only clubs or student groups registered with UTSU through the club registration process can participate in UTSU elections as campaigners. Club registration must be completed before the start of the nomination period.
 - a. Club endorsements may be sought out during the silent period, but may not be advertised until the campaign period.

15. Clubs may endorse multiple candidates across multiple contests of a given election. They must do so in such a way that does not engage in or promote mutual organization between candidates. Candidates are not permitted to mutually organize in order to secure club endorsements.
16. Club or student group campaigners must register their endorsement with the CRO by submitting the name of the club or student group registered with the UTSU, using the primary contact email for the club, attesting that a majority of their club's membership wish to endorse a candidate within the election, and the links to any platforms they intend to use to promote the candidate. The club's registration with the UTSU must be completed prior to the start of the nomination period.
17. Clubs or student groups registered as a campaigner may share candidate's content on their club social media accounts.
18. Candidates may promote club or student group endorsements on their newly-created, election-specific platforms.
19. Any clubs or student groups who are considered "chapters" or "sub-groups" of, non-campus organizations are not eligible to issue endorsements, as this constitutes a form of non-members participating in the election.
20. The Chief Returning Officer can hold candidates responsible for the actions of student groups endorsing their campaign. This applies to all without prejudice.

Slates, Parties, Cross-campaigning

21. Pursuant to Article 4, Section 10 of the UTSU Bylaws, there shall be no slates, parties, cross-campaigning, or any other form of mutual organization between candidates seeking election as President, Vice President, or Director-at-large.
22. Individual campaigners may support, promote, and advocate for multiple candidates, but must do so in accordance with the spirit of elections and the principles of fair play.
 - a. The Chief Returning Officer, at their discretion, may issue a ruling compelling any member to undo certain actions, issue a statement, or reconcile behaviour that is seen as being a violation of Article 4, Section 10 of the UTSU Bylaws.
 - b. Referenda may be endorsed by candidates and campaigners, so long as endorsements are not used to imply mutual organization between candidates.

Quid Pro Quo

23. No candidate running for a position on the UTSU Board of Directors or Executive Committee may solicit votes or political support from individuals or organizations in exchange for any form of promised or implied resources, promotion, or other benefit upon election to the UTSU.

- a. For greater certainty, no candidate may make any form of offer or commitment to a club or student organization in exchange for political support or votes.

Pre-Campaigning and Unfair Advantage

24. No person or entity shall undertake any form of campaigning before the beginning of the campaign period. At the discretion of the Chief Returning Officer, not adhering to this rule may result in immediate disqualification for candidates.
25. Any member seeking elected office with elevated access or proximity to the operations of the UTSU shall be obligated to take a leave of absence for the duration of the election.
26. Any member seeking elected office shall not gain an unfair advantage or benefit by their position or level of access within the UTSU.
27. No part of any campaign or campaign material shall use UTSU resources, offices, facilities, or staff to gain any form of advantage over another campaign or candidate.

Community Standards

28. Candidates have an obligation to act in accordance with this Elections & Referenda Code and to participate in a way that does not undermine free and fair elections.
29. All persons who engage in elections must always follow these community standards:
 - a. No part of any campaigning shall create a serious risk of injury, death, property damage, or other grievous or serious harm to any individual or group of people.
 - b. No part of any campaigning shall be hateful, bigoted, slanderous, defamatory, libelous, violent, malicious, dishonest, or otherwise intentionally inflammatory.
 - c. No part of any campaigning shall create an environment that in any way facilitates the bullying or harassment of any person, including any vexatious or otherwise grossly inappropriate behaviour, touching, or speech.
 - d. No part of any campaigning shall be sexually explicit, pornographic, overtly inappropriate, abusive, or exploitative in any way, and shall not involve in any way any person who is under the age of eighteen (18) years old.
 - e. No part of any campaigning shall involve any intentional and unfair targeting of another candidate, sabotage, or other destructive activity or behaviour.
 - f. No part of any campaigning shall infringe upon another person's intellectual property or privacy rights, and shall not solicit information from non-members.

- g. No part of any campaigning shall undermine or attempt to undermine the authority and the ability of the Chief Returning Officer and the Elections & Referenda Committee to perform their duties, including the voting process.
- h. No part of any campaigning shall disrupt or interfere with the operations or policies of locations and facilities where campaigning is conducted. Any and all spaces where campaigning is conducted shall be treated with respect.

Campaign Materials

- 30. All campaign materials must be registered with the Chief Returning Officer before being used during an election. Candidates must proactively confirm that the Chief Returning Officer has approved all materials and methods before disseminating.
- 31. For all campaign materials, the design, text, imagery, dimensions, and medium must be submitted to the Chief Returning Officer and approved before being printed, manufactured, posted, or otherwise disseminated.
 - a. Approval to circulate campaign materials must be provided by the Elections Office (i.e. the Chief Returning Officer, or a Deputy Returning Officer) in writing by email. Dissemination prior to approval is unauthorized.
 - b. For websites in particular, the Chief Returning Officer shall only be required to confirm the web address, host, cost, and word content, not aesthetic elements.
 - c. Individual messages and emails shall not be subject to approval by the Chief Returning Officer, however, text used for mass-dissemination to two (2) or more people must be provided to the Chief Returning Officer for their records.
- 32. For any and all campaign materials, they must be original, legible, accessible and high-contrast where applicable, and made available in English.
 - a. The use of other languages may be approved at the discretion of the Chief Returning Officer, however translations must be an appropriate and correct translation of the English version and certified by a UTSU-appointed translator.
 - b. All campaign materials must have been created for the purpose of the election they are to be used in, and must not have been created for a separate purpose such as a different election, campaign, or activity.

Social Media, Online Forums, Restricted Virtual Areas

- 33. Social media accounts may be used by members in an election to advance or promote a candidate or referendum, subject to the following conditions:
 - a. 'Reactions', 'Likes', 'Upvotes', and other equivalent forms of engagement shall not be considered to be promoting or advancing a candidate or referendum.

- b. 'Shares', 'Reposts', 'Retweets', and other equivalent forms of engagement may be considered to be promoting or advancing a candidate or referendum, upon a ruling made by the Chief Returning Officer.
 - c. Members must not employ more than one account per social media platform to campaign, and must use brand new accounts, not pre-existing accounts, to campaign. Members must report each account and username to the Chief Returning Officer prior to being used as a campaigning tool.
 - d. Patterns of engagement, such as abnormally large volumes of specific forms of engagement, may be considered to be promoting a candidate or referendum.
34. Upon a recommendation by the Chief Returning Officer, the Elections & Referenda Committee may vote to suspend or terminate the use of social media by some or all members participating in an election if community standards are not being upheld.
35. Campaigning may only be conducted within online spaces that could reasonably be accessed by any UTSU member, and may not be conducted in private or hidden online groups that cannot be observed by the Chief Returning Officer.
- a. The Chief Returning Officer may issue rulings allowing for campaigning to be conducted using semi-public online spaces, such as large spaces which have been created for a particular academic or extracurricular interest or activity.
 - b. This section does not need to apply to private messages or team management, such as campaign team group chats or other non-public communications.
36. New technologies may from time to time pose logistical challenges to the administration and execution of elections. The Chief Returning Officer shall be empowered to issue rulings which clarify how certain technologies may be used.

Restrictions on Physical Campaign Materials

37. For physical campaign materials, the following restrictions apply:
- a. Material size shall not exceed 29.7cm x 42cm (11" x 17").
 - b. Materials shall not exceed the quantities specified below:
 - i. Up to 100 posters not exceeding 29.7cm x 42cm (11" x 17").
 - ii. Up to 250 handouts not exceeding 22cm x 28cm (8.5" x 11").
 - iii. Up to 500 handouts not exceeding 10.16cm x 15.24cm (4" x 6").
 - iv. Up to 3 banners not exceeding 2.75m x 0.92m (9' x 3').
38. All materials must be entirely recyclable and not printed with laminate.

39. No material may block, cover, or otherwise obstruct existing material that has already been posted, and shall not be posted where not expressly permitted.
40. All materials must be spaced at least one (1) meter (3.3') apart in all directions. Groups of smaller materials, cumulatively not exceeding a size of 29.7cm x 42cm (11" x 17"), may be considered a single material.
41. No material may be removed by a competing candidate or campaigner without the express written consent of the Chief Returning Officer.
42. No material may be of any real monetary value, a food item, an animal, any other living being, a good, or a service. No quid pro quo, meaning the giving of a material or promise in exchange for assistance or votes, may be established.
43. All materials must be removed as soon as possible following the conclusion of an election.


Campaigning in the Student Commons

44. Campaigning in the Student Commons is permitted during the Campaign Period.
45. Approved campaign materials can be shared in designated areas on the second and fifth floors of the Student Commons.
46. Bulletin boards, magnetic panels, and cork bulletin strips are available in designated areas where posting is permitted. Posting on painted walls, staircases, doors/windows, floors, or over any material already posted is forbidden.
47. Unauthorized posts in non-permitted locations will result in the removal of materials.
48. No campaign materials are permitted within UTSU office or meeting spaces.
49. Public appearances or speeches related to elections can only be made during an information session organized by the CRO, ensuring equal access for all candidates.

Restricted Areas and Conduct

50. Campaigning is strictly prohibited in student residences, except for open lobbies and foyers.
51. Any private areas that are not accessible to the public, spaces without permission from the owners or managers, events held by the UTSU or its partners, spaces prohibited by the Chief Returning Officer, and the UTSU office space are also off-limits for campaigning.
52. No candidate or campaigner may provide a device to a member for voting. Members voting in elections must use their electronic device or a device provided by the Elections Office to vote.

53. No candidate or campaigner may collect credentials or private information from members that could be used to vote on behalf of a member, identify the vote of a member, or otherwise compromise the rights and independence of any member.

	AREA	ERC	Elections & Referenda Code
	POLICY	007	Violations & Penalties
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-007 | Violations & Penalties

Complaint Process


1. Member complaints regarding violations of this code must be submitted directly and without delay to the Chief Returning Officer, using the **Elections Complaint Form**. No complaints shall be received any later than seventy-two (72) hours following the close of the voting period.
 - a. Once received, the Chief Returning Officer shall have forty-eight (48) hours to consider the merits of a complaint and prepare a response.
 - b. Once prepared, the Chief Returning Officer shall prepare and deliver a written ruling to both the candidate and the complainant. If a complaint is verified and demerit points are assigned, the ruling shall be noted on the website promptly.
 - i. Ruling notices on the website shall be provided in a chronological list, and shall include the number of demerit points and type of violation.
 - c. Following the ruling of the Chief Returning Officer, a candidate shall have twenty-four (24) hours to appeal the decision to the Elections & Referenda Committee. Appeals must provide an explanation as to why the ruling of the Chief Returning Officer was incorrect, as well as a desired outcome or remedy.
 - d. Once received, the Elections & Referenda Committee shall have forty-eight (48) hours to convene, consider the merits of an appeal, and prepare a response.
 - e. Once prepared, the Elections & Referenda Committee shall deliver a written ruling to all candidates via email and noted promptly on the UTSU website.
 - f. Rulings of the Elections & Referenda Committee shall remain final, unless overruled by a two-thirds (2/3) vote of the UTSU Board of Directors.
2. If no complaints are submitted within seventy-two (72) hours of the close of the voting period, the election will be considered complete, and no further complaints will be heard. If complaints have been received, the election will only be considered complete with results official after appeals have been exhausted and a final ruling is rendered.
3. All rulings must be provided alongside compelling evidence of wrongdoing and relevant citations of where violations of campaign rules and/or bylaws occurred. All

complaints must be submitted by UTSU members and may not be anonymous, however the identity of members who submit complaints shall not be published.

Penalties

4. Penalties may be imposed on a member upon a ruling made by the Chief Returning Officer or the Elections & Referenda Committee, and may come in the form of demerit points, disqualification, financial penalties, or a recommendation to the UTSU Board of Directors that action be taken pursuant to Article 10 of the UTSU Bylaws.
 - a. Candidates seeking election to the role of President or Vice-President shall be disqualified upon receiving forty (40) demerit points.
 - b. Candidates seeking election to the role of Director-at-large shall be disqualified upon receiving twenty (20) demerit points.
5. Penalties may be assigned to candidates and members by the Chief Returning Officer or the Elections & Referenda Committee according to the following schedule:

Violation / Cause for Complaint	Potential Penalty
Non-compliance: management and finance	Up to 10 demerits per offense
Pre-campaigning	<i>Disqualification</i>
Failure to take a leave of absence	<i>Disqualification or Discipline</i>
Violation of community standards	Up to 10 demerits per offense
Unauthorized campaign materials	Up to 15 demerits per offense
Failure to report or submit records to CRO	Up to 10 demerits per offense
Improper translation of campaign materials	Up to 5 demerits per offense
Non-compliance: physical materials restrictions	Up to 5 demerits per offense
Mutual organization, cross-campaigning, or slates	<i>Disqualification</i>
Non-compliance: social media and online forums	Up to 5 demerits per offense
Non-compliance: restricted areas and conduct	Up to 15 demerits per offense
Unauthorized campaigners	Up to 5 demerits per offense
Quid pro quo	<i>Disqualification or Discipline</i>
Violation of law, property damage, grievous harm	<i>Disqualification or Discipline</i>
Unauthorized / vigilante enforcement of rules	Up to 5 demerits per offense
Frivolous, vexatious, baseless complaints / appeals	Up to 5 demerits per offense
Egregious violations of fair play / spirit of elections	<i>Disqualification or Discipline</i>

	AREA	ERC	Elections & Referenda Code
	POLICY	008	Amendment
	OWNERS	Elections & Referenda Committee	
	AFFECTS	Elections, organization-at-large, membership.	

ERC-008 | Amendment

Annual Review

1. The Elections & Referenda Committee shall be responsible for maintaining the Elections & Referenda Code. Amendments may only be approved by the UTSU Board of Directors in a manner consistent with Article 4, Section 11 of the UTSU Bylaws.
2. The Elections & Referenda Code shall be reviewed annually in at least one (1) meeting of the Elections & Referenda Committee, prior to the beginning of the Annual Election established in Article 4, Section 1 of the UTSU Bylaws.
 - a. The Elections & Referenda Committee shall call at least one (1) meeting to review the Elections & Referenda Code, and submit any recommendations, if any, to the Board of Directors for review.
 - b. Upon the required two-thirds (2/3) vote of the Board of Directors, any proposed amendments shall be adopted.

Emergency Amendment

3. The Elections & Referenda Committee may call an emergency meeting of the UTSU Board of Directors to consider emergency changes to the Elections & Referenda Code during an election, pursuant to Article 3, Section 6 of the UTSU Bylaws.
 - a. It shall be the duty of the Elections & Referenda Committee to ensure that any emergency amendments are incorporated into the subsequent annual review.