

Elections & Referenda



Queen's Nursing Science Society
Amendments
[November 2, 2018]

TABLE OF CONTENTS

Part 1: Eligibility	3
SECTION 1.01 GENERAL ELIGIBILITY	3
SECTION 1.02 EXECUTIVE OFFICER ELIGIBILITY	3
Part 2: Returning Officer	3
SECTION 2.01 RETURNING OFFICER	3
SECTION 2.02 RESPONSIBILITIES	3
Part 3: Nomination Process	4
SECTION 3.01 NOMINATION FORMS	4
SECTION 3.02 NOMINATIONS	4
SECTION 3.03 UNFILLED POSITIONS	5
Part 4: Campaigning	5
SECTION 4.01 CAMPAIGN TEAMS	5
SECTION 4.02 CAMPAIGN TIMELINE	5
SECTION 4.03 CAMPAIGN MATERIALS	5
SECTION 4.04 EXTERNAL INVOLVEMENT	6
Part 5: Voting Procedures	6
SECTION 5.01 VOTING	6
SECTION 5.02 VOTING TIMELINE	7
Part 6: Disclosure	7
SECTION 6.01 VOTER TURNOUT	7
SECTION 6.02 DISCLOSURE TO CANDIDATES	7
Part 7: Referenda	7
SECTION 7.01 REFERENDA	7
SECTION 7.02 PLEBISCITE QUESTIONS	7

Part 1: Eligibility

SECTION 1.01 General Eligibility

1.01.1

Any member of the Society in good academic standing as determined by the School of Nursing may submit themselves as a candidate for any elected position.

1.01.2

Apart from NSS Executive Board roles, members on exchange or otherwise not on campus during any portion of the full academic year in which they hold office must run for the semester in which they are present.

1.01.3

Executive officers shall be eligible to serve more than one term in the same office, consecutively, but cannot hold the same office for more than two terms consecutively.

1.01.4

The CNSA AD will be elected from years I, II, AST III.

1.01.5

- i. The CNSA AD will be appointed to the position of CNSA OD at the end of their term.

SECTION 1.02 Executive Officer Eligibility

1.02.1

The President shall be elected from Year II, or Year III, and must have one semester of experience on the NSS Assembly prior to the election.

- i. If no one applies for either position, then elections will be open to new applicants, who have not previously been on NSS.

1.02.2

Vice Presidents shall be elected from the Year I, Year II, Year III or AST III classes, and must have attended two mandatory and consecutive NSS meetings prior to the election.

- i. If no one applies for either position, then elections will be open to new applicants, who have not previously attended NSS.

1.02.3

The Senator shall be elected from Year I, II, or AST III classes every two years.

1.02.4

Society Executive candidates must run in full teams of three (3) consisting of: one (1) President candidate, one (1) Vice President University Affairs (VPUA) candidate and one (1) Vice President Operations (VPOPs) candidate.

Part 2: Returning Officer

SECTION 2.01 Returning Officer

2.01.1

It is the responsibility of the NSS to recognize the Returning Officer at the beginning of an election process.

2.01.2

It is the duty of the VPUA to act as the Returning Officer in elections.

SECTION 2.02 Responsibilities

2.02.1

It shall be the duty of the Returning Officer to:

- i. Organize and coordinate all election proceedings;
- ii. Set the nomination period, campaign period and election date;
 - a. The election date will be chosen according to Section 5.02 of the Elections Manual;
 - b. The campaigning period shall be one week preceding the election date, not including the election date;
 - c. The nominating period shall start one week prior to campaigning.
- iii. Accept the candidate's nominations;
- iv. Arrange an info-session for all interested individuals to provide information, outline the nomination process, and answer any questions or inquiries;
- v. Arrange an all-candidates meeting or provide an all-candidates email
 - a. This shall serve to announce campaigning rules, and to announce candidates for specific positions;
 - b. It shall be held no earlier than the last day of nominating, and no later than the day before campaigning.
- vi. Arrange a vote, in which every nursing student gets a chance to vote equally, or can choose not to vote if they so wish;
- vii. Count electoral ballots if needed; and
- viii. Announce the results of the election.

Part 3: Nomination Process

SECTION 3.01 Nomination Forms

3.01.1

Nominations shall be presented in writing to the Returning Officer in accordance with the nomination period deadline as set by the Returning Officer.

3.01.2

All nomination forms must include the name of the candidate, the year in which they are currently enrolled and the position nominated for. This form must be signed by the Candidate.

SECTION 3.02 Nominations

3.02.1

Students may only nominate themselves for one elected position during an election.

3.02.2

Candidates for the Four-Year Stream Class Executive must be sponsored by a minimum of 10 Nursing students. The signatures of which must be included on the nomination form.

3.02.3

Candidates for the AST-Stream Class Executive must be sponsored by a minimum of 5 Nursing students. The signatures of which must be included on the nomination form.

3.02.4

For Society Executive candidates, a minimum of 50 signatures per team (President, VPUA, VPOPs) is required. The signatures of which must be included on the nomination form.

If there is only one individual running on a team, then they still need 50 signatures regardless of the available candidates

3.02.5

Candidates for the position of NSS Senator and CNSA AD require 50 signatures. The signatures of which must be included on the nomination form.

SECTION 3.03 Unfilled Positions

3.03.1

Should there be Assembly member positions unfilled by the end of nomination period

- i. The current Assembly member will be given a declaration of intention to hold a two-year office in the position;
- ii. If still unfilled, the positions will remain open and the candidates that are not elected to office will be given an opportunity to state intentions of filling the open positions;
- iii. If more than one unsuccessful candidate states intentions on running for the same open position a by-election will be held.

Part 4: Campaigning

SECTION 4.01 Campaign Teams

4.01.1

A campaign team will be formed by three members consisting of a Presidential candidate, VPUA candidate, and a VPOPs candidate. Executive officer candidates will be asked to submit an additional unified written statement about their aggregate goals for the upcoming year. All other executive officers (i.e. Senator, CNSA AD and Class Executive) will run independently.

SECTION 4.02 Campaign Timeline

4.02.1

The Campaigning period shall be one week preceding the election date, not including the election date.

4.02.2

Active campaigning may only begin at midnight on the first day of campaigning as set forward by the Returning Officer.

4.02.3

All campaign material must be taken down no later than midnight on the last day of campaigning.

SECTION 4.03 Campaign Materials

4.03.1

Active campaigning includes, but is not exclusive to: posters, statements and advertisements in any campus publication or group (e.g. Nursing Facebook groups), pamphlets, class visits that have a pre-arranged time with the instructor of the class, and mass emails to nursing students.

- i. The Returning Officer, upon request from a candidate, will send mass emails.

4.03.2

All campaign materials are subject to the discretion of the Returning Officer, but not the approval of the Returning Officer:

- i. Material shall not be slanderous or libel in nature;

- ii. Candidates will not knowingly misrepresent material presented during campaigning.

4.03.3

Candidates must follow the Queen's University poster policy and follow the rules and regulations on poster for any building they decide to place posters in (e.g. Residence and the JDUC).

4.03.4

Campaign materials are at the expense of each individual candidate, but shall not exceed \$60. This creates a level playing field for all candidates, no matter the financial situation of the candidate.

- i. *To ensure expenses are within the \$60 limit, the candidates shall submit receipts of all materials used on the last day of campaigning to the Returning Officer.*

4.03.5

Candidates will have the opportunity to conduct classroom speeches, and are responsible for contacting the appropriate professors in order to do so.

4.03.6

Candidates may set up a website to promote themselves and their candidacy. Websites, however, are subject to the same restrictions on content as written promotional materials. Websites must also not be active prior to the start of the official campaign period. The Returning Officer must be notified and sent the link to the website.

4.03.7

Candidates may use social networking sites to promote themselves or their candidacy during the campaigning period, however they may only promote the election during the voting period.

4.03.8

Candidates may not use any form of monetary bribery (ex. Gift cards) in order to obtain votes.

SECTION 4.04 External Involvement

4.04.1

Candidates will present the Returning Officer with a copy of external involvement at Queen's University. The Returning Officer shall ask the candidate to take a leave of absence from positions that may produce a campaigning advantage for the candidate. The leave of absence shall continue during campaigning period.

Part 5: Voting Procedures

SECTION 5.01 Voting

5.01.1

All voting will be done using an electronic voting system.

5.01.2

The Returning Officer shall cast a ballot before the voting begins, and shall be held in a sealed envelope by the President. This vote will only be counted in the event of a tie.

5.01.3

Voting will be done by plurality, where voters select only one candidate/team. Voters may also choose to abstain from voting.

5.01.4

A vote of confidence will be held if only one nomination form is submitted for any candidacy.

SECTION 5.02 Voting Timeline

5.02.1

Polls will be open for forty-eight (48) hours.

5.02.2

The election proceedings for the selection of the Executive Board (President, VPUA, VPOPs, and Senator) will coincide with the Fall Referendum.

5.02.3

The election proceedings for the selection of the CNSA AD, Year I, and AST III Class Executive will begin during the first week of Fall Term classes, with election results posted by the last week of September.

5.02.4

The election proceedings for the selection of the Year II, Year III, Year IV and AST IV Class Executive will begin during the first week of March, with election results posted by the last week of March.

Part 6: Disclosure

SECTION 6.01 Voter Turnout

6.01.1

The voter turnout (in percentage terms) shall be made public in the Assembly following the election.

SECTION 6.02 Disclosure to Candidates

6.02.1

Candidates will receive a confidential e-mail from the Returning Officer the day after the last voting day, as to the results of the election.

6.02.2

Successful candidates will be announced during the following Assembly Meeting, where successful candidates are expected to be present.

Part 7: Referenda

SECTION 7.01 Referenda

7.01.1

Referendum questions may be posed as set out in section 4.03 of the NSS Constitution. Referenda shall occur concurrently with elections where possible, but may be held independently if required.

SECTION 7.02 Plebiscite Questions

7.02.1

Plebiscite questions may be placed on the ballot of any election or referenda subject to approval of the Assembly.