

**Elections & Referenda Policy
of
Queen's Nursing Science Society**



[Amendments: Last Revised November 1, 2023]

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Part 1: Assembly Membership

Section 1.01 General Eligibility

1.1.1 Any member of the Society in good academic standing as determined by the School of Nursing (SON) may seek candidacy for any elected, recruited, or appointed position within Assembly.

1.1.2 Members seeking candidacy for an elected or recruited position must be on campus.

Section 1.02 Term Lengths

1.2.1 NSS Executive Officers shall be eligible to serve a maximum of two (2) consecutive terms in the same position.

Section 1.03 Executive Officer Eligibility

1.3.1 Candidates for President must meet the following eligibility criteria:

- I. Year II, or Year III of the 4-year track, or AST Year III;
- II. One (1) semester of experience on the NSS Assembly prior to the election;
- III. The nomination and application process are open to general members of the Society, in the case where there are no candidates for the position with prior experience on NSS Assembly.

1.3.2 Candidates for Vice Presidents (VPOPs and VPUA) must meet the following eligibility criteria:

- I. Year I, Year II, or Year III of the 4-year track, or AST Year III;
- II. Prior attendance to two (2) consecutive NSS Assembly meetings within the past year;
- III. The nomination and application process are open to general members of the Society, in the case where there are no candidates for the position with prior experience on NSS Assembly.

1.3.3 Candidates for Senator must meet the following eligibility criteria:

- I. Year I or Year II of the 4-year track, or AST Year III.

1.3.4 Candidacy for Executive Office will occur in teams of three (3) comprising of:

- I. One (1) President candidate;
- II. One (1) VPUA candidate; and
- III. One (1) VPOPs candidate.

1.3.5 Candidacy for Senator will occur independently.

Part 2: Returning Officer

Section 2.01 Electoral Officer

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

2.1.2 It is the duty of the VPUA to act as the Returning Officer in elections. If the VPUA is unavailable to oversee the election process, the Senator shall act as the Returning Officer.

Section 2.02 Responsibilities of the Returning Officer

2.2.1 It shall be the duty of the Returning Officer:

- I. To organize and coordinate equitable electoral proceedings;
- II. Set and announce the nomination period, campaign period, and proposed election date;
 - a. The election date shall be selected in accordance with Section 5.02 of this policy;
 - b. The campaign period shall be one (1) week preceding the election date, and not including the election date;
 - c. The nomination period shall occur one (1) week prior to the campaign period.
- III. To verify and approve potential candidates nominations and applications, in collaboration with the Executive team;
- IV. Arrange an informational session for all interested individuals for the purpose of providing information, outline the nomination process, and provide responses to any questions or inquiries;
- V. Arrange an all-candidates meeting or provide an all-candidates email;
 - a. To announce campaign procedures;
 - b. To confirm potential candidates for specific positions;
 - c. It shall occur on the final day of the nomination period, and no later than the day before campaigning.
- VI. Arrange a virtual vote in collaboration with the Alma Mater Society (AMS) Chief Electoral Officer (CEO);
- VII. The vote shall occur over a 24-hour period that provides all members (nursing students) with an equitable and accessible opportunity to vote as they wish;
 - a. Yes;
 - b. No;
 - c. Abstain.
- VIII. Count electoral ballots, as needed;
- IX. Announce the results of the election in a transparent manner.

Part 3: Nomination Process

Section 3.01 Nomination Forms

3.1.1 Nominations shall be presented to the Returning Officer in a Word or PDF document, in accordance with the nomination period deadline.

3.1.2 All nomination forms must include the following information about the nominee:

- I. Name of the candidate;
- II. Current year of program enrolment;
- III. Position for nomination.

3.1.3 All nominations forms must include the following information about the nominator:

- I. Name of the nominator;
- II. Student number;
- III. Signature of the nominator.

Section 3.02 Nominations

3.2.1 Nominees may only apply for one (1) elected position during an election cycle.

3.2.2 Candidates for the 4-year stream Class President must be nominated by a minimum of ten (10) nursing student members of the Society.

3.2.3 Candidates for the AST stream Class President must be nominated by a minimum of five (5) nursing student members of the Society.

3.2.4 Candidate teams for Society Executives must be nominated by a minimum of fifty (50) nursing student members of the Society. This policy remains true for incomplete candidate teams for Society Executives, with one (1) or two (2) individuals.

3.2.5 Candidates for the position of Senator must be nominated by a minimum of fifty (50) nursing student members of the Society.

Section 3.03 Unfilled Position

3.3.1 In the event that an Assembly position remains vacant/unfilled by the end of the application or nomination period, the following is applicable:

- I. The current member in the Assembly position may give a declaration of intention to remain in office for one (1) more year;
- 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 (1) candidate states their intentions of candidacy for the same open position, a by-election will be held.

Part 4: Campaign Process

Section 4.01 Campaign Teams

4.1.1 Candidate teams for Society Executives will submit a unified statement that outlines three (3) goals for the upcoming year. All candidates for other elected positions will campaign independently.

Section 4.02 Campaign Timeline

4.2.1 The campaign period shall be one (1) week preceding the election date, and not including the election date.

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

4.2.3 All physical and virtual campaign material must be taken down after the election date.

Section 4.03 Campaign Materials

4.3.1 Active campaign materials include the following, but are not exclusive to:

- I. Posters and pamphlets;
- II. Social media graphics;
- III. Advertisements on any campus publication or group;
- IV. In-person promotion (i.e., in-class); and
- V. Emails.

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

- I. Campaign materials shall be respectful in nature;
- II. Candidates will not knowingly misrepresent content presented by opposing candidate teams;
- III. Campaign materials shall not contain any slanderous or defamatory content.

4.3.3 Campaigns must follow the [Queen's University Poster and Handout Policy](#) and individual policies, set forth by the Faculty or Residence administrative office of the building where campaign materials are chosen to be posted.

4.3.4 Campaign materials are subject to a spending limit of \$60.00 to ensure there is a level playing field, and all receipts must be presented to the Returning Officer upon request for verification

4.3.5 Candidates have an opportunity to conduct classroom speeches, and are responsible for corresponding with the course instructor or coordinator.

4.3.6 Candidates may create a social media account or page to promote themselves and their candidacy. Social media content promotion is subject to the same policies as physical promotional materials. The Returning Officer must be notified and sent the link to the social media accounts.

4.3.7 Candidates may not use any form of monetary bribery to obtain votes.

Section 4.04 External Involvement

4.4.1 Candidates will present the Returning Officer with a list of their extra-curricular activities and involvements at Queen's University. The Returning Officer shall ask the candidate to take a leave of absence from positions that may produce a campaign advantage for the candidate. This leave of absence shall be in effect during the campaign period.

Part 5: Voting Process

Section 5.01 Voting

5.1.1 All voting will occur through an electronic/online voting system.

5.1.2 Voting will occur in plurality, where voters select a single candidate or team. Voters may also choose to abstain from voting.

5.1.3 A vote of confidence will be held if only a single nomination is submitted for any candidacy.

Section 5.02 Voting Timeline

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

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

5.2.3 The elections proceedings for the selection of the Year I and AST Year III Class Presidents will begin during the first or second week of the Fall term.

Section 5.03 Disclosures

5.3.1 Voter turnout shall be made public, first at NSS Assembly, following the election. The voter turnout results will be disclosed as a percentage.

5.3.2 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.

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

Part 6: Referenda

Section 6.01 Referendum Process

6.1.1 Referendum questions may be posed for the increase or establishment of fees, 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.

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