



Electoral Code

This document, excerpted from Article VIII of the Carleton University FIRST Robotics Alumni & Mentoring Association (CU FIRST) Constitution, outlines the rules and regulations governing all aspects of Elections held by the organization. If any discrepancy exists between this document and the Constitution, the Constitution shall be taken as correct.

1. Chief Electoral Officer & Deputy Electoral Officer(s)

Prior to dropping the Writ of Election, the Executive shall appoint, by way of a motion at a Meeting of the Executive, a Chief Electoral Officer (CEO). The CEO shall oversee all aspects of the election, including monitoring campaign activities, enforcing election rules, running the voting process during the General Meeting, counting the votes, and certifying the results.

At any point before or during the Election period, the Chief Electoral Officer must nominate at least one (1), or as many as two (2), Deputy Electoral Officers (DEO). The DEO(s) must be confirmed in their position(s) by way of a motion at a Meeting of the Executive. The DEO(s) shall assist the CEO in all of their assigned duties overseeing the election (as previously described in Paragraph 1).

In order to serve as Chief Electoral Officer or Deputy Electoral Officer, an individual must be 18 years of age or older, and agrees to forfeit their eligibility to be a Candidate for an Executive Position for that particular election. Serving as CEO or DEO for one election does not explicitly forfeit them from being a Candidate in future elections. An individual does not need to hold any level of membership in the Organization (as defined in Article IV) in order to serve as a CEO or DEO.

The CEO and DEO(s) shall have full access to all online CU FIRST assets, including Social Media accounts, for the purposes of posting announcements and notifications related to the election, in addition to monitoring for potential misuse of these assets (as further defined in Section 8.5).

2. Dropping of the Writ

The Writ of Election must be dropped no later than three (3) weeks prior to the General Meeting at which the Election will occur. Advertisements concerning the Dropping of the Writ and opening of the Nomination period shall be made via:

- the CU FIRST Newsletter
- CU FIRST Facebook Page
- CU FIRST Twitter Account
- the CU FIRST Website
- the CU FIRST Slack Workspace
- any other outlet or media deemed fit by the CEO

The CEO (or a DEO if delegated to do so), is responsible for posting these advertisements.

3. Eligibility for Candidacy

Only Full Members (as defined in Article IV) are eligible to hold an Executive Position and can become a Candidate if:

- They are Nominated by themselves, another Full Member, or a current Member of the Executive
- The individual accepts the Nomination (If they were Nominated by someone else)

If an individual meets the eligibility requirements for candidacy, they can be Nominated by sending an email to the Chief Electoral Officer, including the name of the Candidate and the position they wish to run for, at: elections@cufirst.ca

4. Nomination and Campaign Periods

Both the Nomination and Campaign periods shall be open from the day the Writ of Election is dropped until the voting process begins at the General Meeting. A final opportunity for Nominations shall be allowed at the General Meeting prior to the voting process. Candidates will be allowed to campaign from the time of accepting their Nomination until the beginning of the General Meeting.

An announcement shall be made at least once per week from the Dropping of the Writ until the General Meeting by the Chief Electoral Officer outlining the full list of Candidates and the position(s) for which they are running.

Candidates will be invited to deliver a campaign speech lasting no longer than five (5) minutes at the General Meeting.

5. Campaign Rules

Candidates shall not use assets belonging to the Organization, including Social Media accounts, for the purposes of campaigning.

Candidates will follow the Code of Conduct as outlined in Article IV during the Campaign period. Should the Chief Electoral Officer determine that a Candidate has committed misconduct, the case shall be forwarded to the Executive for final judgement.

If the Executive determines, by way of a Unanimous Vote, that misconduct has taken place, the Candidate will be disqualified from the election and will become ineligible to hold an Executive Position for a period of eleven (11) months. Members of the Executive must declare a Conflict of Interest and abstain from any votes concerning the disqualification of a Candidate if they are the Candidate in question, or if they are Nominated for the same position as the Candidate in question.

6. Voting Process

Should exactly 2 Candidates be nominated for an Executive Position, that vote shall be conducted using First-Past-the-Post (FPTP) rules, where the Candidate who receives the highest percentage of votes from eligible voters wins.

Should 3 or more Candidates be nominated for an Executive Position, that vote shall be conducted using Single Transferable Vote (STV) rules. Eligible voters rank Candidates on their ballot, with "1" being that voters first choice, "2" being that voters second choice and so on. First Choices are tallied first, and if any Candidate receives more than 50% of the votes, that Candidate wins. If no Candidate receives more than 50% of the votes, the Candidate who received the lowest percentage of First Choice votes is eliminated. First Choice votes for the eliminated Candidate are then distributed to the other Candidates based on the Second Choice indicated on the ballot. This process of tallying, eliminating candidates, and redistributing to the next choice listed on the ballot continues until a Candidate receives more than 50% of the votes.

7. Appeals

Should any Full Member(s), Non-Carleton Member(s), or Candidate(s) wish to appeal an electoral decision or result, they may do so by submitting it in writing to the current Executive via the Vice President - Internal. The Executive shall be the final authority within the Organization to accept or reject an appeal, accomplished through a motion at a Meeting of the Executive. Should an appeal be accepted, it is within the power of the Executive to nullify the election results and schedule a by-election for that position.

If an appeal is rejected or a cross-appeal is filed, third party arbitration of the dispute may be requested via Carleton University Ombuds Services. If such action is taken, all parties, including the Executive, shall agree that the decision of the arbitrator is final and legally binding.

8. Uncontested Elections

Should only one Candidate be nominated for an Executive Position, that Candidate shall be acclaimed and assume the position without the need for a vote.

9. Vacancy

Should an Executive Position become Vacant, either via Voluntary Resignation or Impeachment, a by-election shall be called to fill the vacancy within one (1) month of the seat becoming vacant.