

Election Policy

Table of Contents

Election Policy	1
Table of Contents	1
Election Policy for inclusion in NOSMSS Constitution	2
13.1 Election Dates and Types	2
13.2 Elections Officer	2
13.3 Method of Election	3
13.4 Election Timeline.....	3
13.5 Eligibility	4
13.6 Terms of Positions	5
13.7 Nominations	5
13.8 Candidacy	5
13.9 Contested and Uncontested Positions	5
13.10 Positions without candidates.....	6
13.11 Campaign.....	6
13.12 Electorate	6
13.13 Voting	7
13.14 Election Results	7
13.15 Appeals	7
13.16 Transition	8
13.17 Open Position, By-Election and Appointment	8
13.18 Sanctions	9

Election Policy for inclusion in NOSMSS Constitution

(Article 13)

13.1 Election Dates and Types

Two separate elections shall take place during each academic year. The specific dates of these elections are outlined below and the timelines of these elections shall be as outlined in Article 13.4.

- a) Fall election
 - i. The voting period for this election shall begin no later than October 10th.
 - ii. The positions open for this election, as determined by the Vice President Executive, shall include:
 - All general student committee representative positions approaching end of term
 - Two (2) NOSMSS Year One (1) Representatives
- b) Spring election
 - i. The voting period for this election shall begin no later than April 30th.
 - ii. The positions open for this election shall be all positions of the NOSMSS Executive Group, as outlined in Bylaw #1, with the exception of the two (2) Year One Representatives and the positions held for two year terms that have not expired.

13.2 Elections Officer

- a) The Elections Officer (EO) shall be the Vice President Executive.
- b) Should the Vice President Executive choose to run in the election, or if a conflict of interest arises, the Vice President Executive shall choose another individual from the NOSMSS Executive Group, to fulfill the role of EO. In the event that the Vice President Executive cannot choose a member of the NOSMSS Executive Group to fulfill this role, the Vice President Executive shall appoint an Active Member to this role.
- c) The EO shall:
 - i. Ensure election procedures are followed as outlined in Article 13.
 - ii. Establish a timeline, with specific dates, as outlined in Article 13.4.
 - iii. Announce the elections and call for nominations, as outlined in Article 13.7.
 - iv. Provide election information, at the time outlined in Article 13.4, to all Active Members including:
 - i. Timeline of the election
 - ii. Positions available
 - iii. Descriptions and/or terms of reference of available positions
 - iv. Elections procedure and nomination form/procedure
 - v. Receive nominations, as outlined in Article 13.7.
 - vi. Confirm nominations with the nominees. Upon confirmation, make the candidacy public as outlined in Article 13.8.

Revision of NOSMSS Elections Policy

- vii. Have their name and contact information clearly indicated in any communications pertaining to elections, including but not limited to emails, website, printed material.
- viii. Communicate with all nominees and candidates and provide them with:
 - i. Detailed timeline of elections
 - ii. Election regulations
 - iii. A copy of the NOSMSS Constitution and Bylaws
- ix. Monitor campaigning of nominees and approve campaign materials, as outlined in Article 13.11.
- x. Ensure eligibility of all nominees, as per Article 13.5. Should a nominee be considered ineligible, the EO shall inform this nominee of the removal of his/her name from the nominations.
- xi. Answer questions and concerns from Active Members pertaining to the Elections.
- xii. Coordinate and monitor the electronic voting process as outlined in Article 13.13.
- xiii. Be allowed to cast one (1) vote, as an Active Member.
- xiv. Make decisions regarding complaints or special or unusual circumstances pertaining to the NOSMSS Elections upon consultation with the Vice President Executive and the President, and shall notify all involved parties of these decisions via email, within 24 hours of notification. Should the issue take longer to resolve, the EO shall inform the involved parties of this delay and provide them with an approximate timeline for resolution.
- xv. Prepare an Election Report to be presented, within a month from the date of the elections, to the NOSMSS Executive Group. In the case of the Spring Election, the report shall be presented before the Executive Group transition occurs. This report shall contain, but not be limited to, the results of the elections, as outlined in Article 13.14, a summary of any problems or concerns met during the elections, and if applicable, any recommendations for future elections or suggestions of amendments to Article 13.
- xvi. Form an appeal board as outlined in Article 13.15.
- xvii. The EO shall use his/her discretion to manage any situations that are not outlined in this constitution.

13.3 Method of Election

- a) The election shall be managed by the EO, as outlined in Article 13.
- b) Voting shall occur by confidential electronic ballot.

13.4 Election Timeline

The voting period shall be determined by the Elections Officer (EO), as outlined in Article 13.13, at a time that is most convenient for all four classes and after consultation with the Vice President Executive.

Revision of NOSMSS Elections Policy

The EO shall generate a detailed timeline, including specific dates and times, in accordance with the following:

- a) The voting period shall be established as outlined in Article 13.13 and occur over a period of 36 hours.
- b) The election information, as outlined in Article 13, shall be made available to all Active Members exactly 3 weeks prior to the first day of the voting period.
- c) The call for nominations shall begin 2 weeks prior to the first day of the voting period, at 12:00 am (Eastern Time), and shall remain open for 7 consecutive days. The nomination period shall end at 11:59 pm (Eastern Time), on day 7 of nomination period.
- d) If any positions are left without any nominations, the EO shall prolong the nomination period by three (3) days for this(these) position(s).
- e) The campaign period shall begin 1 week prior to the first day of the voting period, at 12:00 am (Eastern Time).
- f) The results of the election, as outlined in Article 13.14, shall be made available to all Active Members, by the EO, no later than 24 hours after the voting period ends.
- g) The mandate of the new council shall begin 4 weeks after the first day of the voting period.

13.5 Eligibility

- a) Candidates shall be any returning Active Member of the NOSMSS except where specified in Article 13.6 and Bylaw #1.
- b) The following NOSMSS Executive Group positions are open only to Active Members who will be advancing to the years listed below for the academic year in which the position is held:
 - i. President (II, III, IV)
 - ii. Vice President Executive (II, III, IV)
 - iii. Vice President Finance (II, III, IV)
 - iv. Vice President Education (II, III)
 - v. Vice President Internal Communications (II, III, IV)
 - vi. Vice President External Communications (II, III, IV)
 - vii. Year Four Representatives (IV)
 - viii. Year Three Representatives (III)
 - ix. Year Two Representatives (II)
 - x. Year One Representatives (I)
- c) Should the President be a 4th year student, he/she shall become an Honorary Member and hold the position of Past President during subsequent year.
- d) Active Members cannot run for or hold two NOSMSS Executive Group positions.
- e) Any Active Member currently holding a position on the NOSMSS Executive Group who wishes to run for another elected position within the NOSMSS Executive Group in an election (during the course of his term) or a by-election may do so, but shall resign from the current position they hold if they are

Revision of NOSMSS Elections Policy

elected. Their previously held position will then be declared an “Open Position” and shall be subject to Article 13.17.

13.6 Terms of Positions

- a) All terms of positions shall be as outlined in Bylaw #1.
- b) Terms shall begin exactly 4 weeks after the start of the voting period.
- c) Terms shall end exactly 4 weeks after the start of the voting period of the election held for that position, coinciding with term completion (one (1) or two (2) year(s) after), with the exception of the Year One Representatives.
- d) Terms of the Year One Representatives shall end 4 weeks after the start of the voting period of the Spring election following the start of their term.

13.7 Nominations

- a) Nominations shall take place during the nomination period, as outlined in Article 13.4, and be submitted to the EO via email.
- b) Nominations shall nominate only Active Members eligible for that position, as outlined in Article 13.5 and Bylaw #1.

13.8 Candidacy

- a) The EO shall notify all nominees, following their nomination, as soon as possible.
- b) All nominees nominated by an individual other than themselves are required to confirm candidacy. To confirm candidacy, the nominee will need to accept the nomination, by email, upon notification by the EO of their nomination.
- c) All confirmed candidacy will be published on the NOSMSS website, under elections OR on the NOSM Student Community Forum.
- d) Listing of candidates shall be updated, where possible, on a daily basis by the EO and the date and time of the last update shall appear on the list.
- e) Candidacy is limited to one position per Active Member for any NOSMSS Executive Group position. Any Active Member nominated for more than one position on the NOSMSS Executive Group shall be informed of this by the EO and shall be required to choose for which position they would like to be a candidate.

13.9 Contested and Uncontested Positions

- a) Contested Positions
 - i. For all contested positions, voters shall choose one of the candidates or spoil their ballot by leaving the section blank.
 - ii. The candidate with the simple majority of votes shall be elected.
 - iii. In the event of a tie between two candidates, a coin toss by the EO and the RA shall be conducted to break the tie.
- b) Uncontested Positions

Revision of NOSMSS Elections Policy

- i. For positions with a one (1) candidate, a vote of confidence will appear on the ballot, where voters shall determine if the candidate is acceptable to fill the position by choosing yes or no.
- ii. To be elected with a vote of confidence, fifty percent (50%) PLUS one (1) vote shall be “yes”.

13.10 Positions without candidates

- a) Any position at the end of the nomination period without a nominee shall be advertised by the EO to the Active Members as an “Open Position”. This advertisement shall be sent by email and posted on the NOSMSS website under election OR on the NOSM Student Community Forums immediately after the end of the nomination period.
- b) The nomination period for these positions shall be held open for an additional three (3) days following the advertisement.
- c) During this additional period of nomination, Active Members are only entitled to selfnominate, and such a nomination shall be considered acceptance of the said nomination by the EO. These new candidates must then follow the election procedure, as outlined in Article 13.
- d) The election procedure for the other positions is to proceed as previously outlined, notwithstanding this open position.
- e) Should the “Open Position” remain unfilled after the procedure outlined in Article 13.10 (a)&(b), then the position shall remain an “Open Position” and be filled as outlined in Article 13.17.

13.11 Campaign

- a) Campaigning shall be optional
- b) Campaigning shall consist of a biography and/or electoral text, submitted to the EO, posted on the NOSMSS website, under election. If this option is not feasible, the biography and/or electoral text shall be posted on the NOSM Student Community Forum. Should the latter option be used, the EO shall outline this in the initial communications to all Active Members.
- c) The biography and/or electoral text must not exceed 500 words.
- d) Should time permit and coincide with all years, the EO shall undertake the organization of a session for candidates to give a speech.
- e) All campaigning shall be done electronically and generate no cost. No funding will be provided for campaign purposes.

13.12 Electorate

- a) The Electorate shall consist of all Active Members of the NOSMSS.
- b) The positions of Year Representatives shall be voted on only by the Active Members enrolled in the corresponding year and campus of representation.
- c) Each Active Member shall be granted one (1) ballot, with the exception of the EO, as outlined in Article 13.2.

13.13 Voting

- a) The voting period shall last thirty-six (36) hours, commencing at 8:00 am (Eastern Time) on day one of the voting period and ending at 8:00 pm (Eastern Time) on day two of the voting period.
- b) Voting shall be conducted electronically. Confidentiality and justice shall be preserved by all means possible by the EO and the Reviewing Assistant, as outlined in Article 13.14.
- c) Ballots shall list the names of all candidates for each position in alphabetical order.
- d) Any disruptions to the voting period, for any reason, including electronic failure, shall be resolved by the EO and the voting period shall be extended by the amount of time approximating the period lost due to the disruption. The additional voting required will be determined by the EO.
- e) Information on spoiling a ballot shall appear on the electronic ballot

13.14 Election Results

- a) The results of the electronic voting process are to be reviewed by the EO and a Reviewing Assistant. The Reviewing Assistant shall be the President. Should the President be a candidate in the election, the EO shall appoint a non-candidate member of the Executive Group to this role. In the event that all Executive Group members are candidates in the election, the EO shall appoint a non-candidate Active Member to this role.
- b) The numerical data shall be kept confidential by the EO and the Reviewing Assistant.
- c) Only the names of the elected candidate and the voter turnout (number of voters per class) shall be made public to the candidates and all the Active Members.
- d) Election results shall be made available to all Active Members, via email and by posting on the NOSMSS website, no later than 24 hours after the end of the voting period.
- e) The election electronic data shall be deleted and/or destroyed seventy-two (72) hours after the announcement of the results.

13.15 Appeals

- a) Process:
 - a. Any unsuccessful candidate may make an appeal of the election results within forty-eight (48) hours of the release of the results by the EO.
 - b. The appeal shall be submitted to the EO by the candidate, by email, outlining the reasons for his/her appeal.
 - c. The EO shall inform the current President of this appeal and the President shall at once call a special meeting of the Executive Group to review the

Revision of NOSMSS Elections Policy

appeal and invite the EO and the RA, if they are not members of the Executive Group.

- d. The Executive Group shall decide if the appeal is valid, based on the Article 13 and Bylaw #1. If the appeal is valid, the results of the elections for that position shall be declared void, and the position be declared an "Open Position". This new "Open Position" shall be filled as outlined in Article 13.17.
- b) Board of Appeals
 - a. The appeal board shall be formed by the EO at the beginning of the election
 - b. Shall include:
 - i. Election Officer (EO)
 - ii. Reviewing Assistant (RA)
 - iii. Current President of NOSMSS Executive Group (he/she shall be represented by another NOSMSS Executive Group member in the event that he/she is a candidate in the election)
 - iv. If the EO is not the VP Executive, a second NOSMSS Executive Group Member that is not a candidate in the election
 - v. Representative from each year (total 4) who are not candidates in the current election
 - vi. Representative from Learner Affairs Unit

13.16 Transition

- a) Transition from the current NOSMSS Executive Group to the newly elected NOSMSS Executive Group shall occur at the time outlined in Article 13.4.
- b) All NOSM Executive Group Members not returning to their current office shall write an executive report of their activities, involvements and accomplishments throughout the length of their term to be handed to the current President, the newly elected President and the new elected Member to their office.

13.17 Open Position, By-Election and Appointment

- a) Open Position
 - i. A position shall be declared as an "Open Position" if:
 - i. There are no nominations recorded for the position at the end of the additional 3 day nomination period, as outlined in Article 13.10.
 - ii. The elected member decided to resign from his/her office or becomes disqualified to hold the position.
 - iii. An appeal is deemed successful, as per Article 13.15.
 - ii. The elected Executive Group shall decide if this position should be filled before the next election. If the position of Past President should become vacant, it shall remain vacant until the next Executive Group election.

Revision of NOSMSS Elections Policy

- iii. Should the Executive Group decide that the position must be filled, a by-election shall be conducted as outlined in Article 13.17.
- b) By-Election
 - i. The current VP Executive shall act as EO for the by-election.
 - ii. The EO shall call for nominations, as outlined in Article 13.7, for a period of 3 consecutive days.
 - iii. Only self-nominations shall be accepted in a by-election, and these will be considered firm candidacy by the EO.
 - iv. The electorate in the by-election shall consist of all voting members of the current Executive Group, with the exception of the EO – the VP Executive.
 - v. The EO shall conduct a secret ballot vote with the electorate to elect a candidate to the “Open Position”.
 - vi. Should only one nomination be received for the “Open Position”, the candidate must receive the majority of the votes to be elected. Should there be a tie vote, the EO shall cast the deciding vote.
 - vii. The EO shall inform all Active Members of the election result within twenty-four (24) hours of the election.
- c) Appointment
 - i. Should an “Open Position” remain vacant after a call for nominations, this position shall be filled by appointment.
 - ii. The current Executive Group shall hold a round table discussion at the following Executive Group Meeting to decide who should be appointed to the vacant position. Should the appointed Active Member refuse to fill the position, the Executive Group shall appoint another Active Member.

13.18 – Sanctions

A candidate who violates any of the preceding rules shall be disqualified and notified of this decision by the EO.