



ELECTIONS GUIDELINES

Revision: November 2017

Nominations

Procedure

1. A notice must be sent to all members of MACES to inform them about an upcoming election and the election schedule, at least one (1) week before the beginning of the nomination period.
2. The nomination period shall extend for at least ten (10) calendar days.
3. All prospective candidates must fill out a nomination form (NF). Please refer to the Documents section of the MACES Elections website at www.maces.ca. Prospective candidates must obtain at least five signature to support their nomination.
4. Only currently registered students may nominate themselves or sign NFs in support of a nominee.
5. A student may nominate NOT more than two (2) candidates.
6. All candidates must submit along with their NF a maximum 500-word platform, in English and/or in French, explaining :
 - a. Why they should be elected,
 - b. What experiences make them the ideal candidate, and
 - c. What they can do to make a difference for MACES and for Continuing Studies Students.

*The platforms will be published on the MACES Elections 2018 website during the campaign period. No modifications to the platform will be allowed after it has been posted on the website. If a platform exceeds 500 words, ONLY the first 500 words will be published on the website.

7. All candidates must submit along with their NF a Curriculum Vitae (CV), of maximum two (2) pages, outlining relevant experiences and language skills. For each language mentioned, candidates must indicate their level of proficiency.
Please be advised that members of the Board of Directors must have at least a business level proficiency in English in order to carry out his/her responsibilities on the Board. Proficiency in French is an asset.
8. All candidates must submit a personal photograph, which will be published alongside their platform.

9. **Only ONE nomination entry will be accepted per student.** Students who submit more than one nomination for multiple positions will be excluded from the elections.
10. All nominees must scan and email their nomination forms along with their platforms to cro@maceselections.ca before 11:59 PM on the day the nomination period ends. Please keep the original nomination form until two weeks after the elections, in case the MACES Elections Chief Returning Officer (CRO) requests it.
11. Where no students declare themselves as candidates for an elected position the following procedure will be followed:
 - a. Nominations for the vacant position shall be extended by seventy – two (72) hours regardless of the scheduled campaign period.
 - b. Appropriate public notice will be made of the extended nomination period.
 - c. Where no students declare themselves as candidates following the extended nomination period, the MACES Board shall fill the position using standard conventions at its disposal.
12. Where only one student declares themselves as a candidate for an elected position:
 - a. Nominations for the position shall be extended by seventy-two (72) hours regardless of the scheduled campaign period
 - b. Appropriate public notice will be made of the extended nomination period
 - c. Where no additional students declare themselves as candidates following the extended nomination period, the nominated student shall be elected by acclamation.

Limitations on Candidacies

13. Only students registered for credit course(s) within McGill's School of Continuing Studies may present themselves as candidates. Students may present themselves as candidates for one, and only one, elected position. Candidates attempting to seek more than one elected position in the same electoral period shall be subject to removal from the elections by the CRO.
14. Should a candidate wish to change their nominated position, a new nomination form and platform needs to be submitted, and express intent of

surrendering the previous submission. This must be done before the deadline of the nomination period.

Withdrawals

15. MACES Elections will accept withdrawals of candidates until **forty-eight (48) hours** before the opening of the voting poll. If a candidate wishes to withdraw from the elections an email must be sent to cro@maceselections.ca

Information Meeting

16. The CRO shall hold an information meeting before the start of the campaign period. The purpose of this meeting is to inform candidates of the rules that govern the elections and of the important dates and times.
17. The information meeting is mandatory for all candidates. All candidates absent from this meeting will be deemed to be in full knowledge of the information shared at the meeting.

Campaigning

1. The campaign period shall extend for at least ten (10) calendar days if applicable.
2. MACES Elections shall be responsible for ensuring that all candidate platforms be published on the MACES website.
3. Campaign activities may only be carried out by members of the McGill Association for Continuing Education Students (MACES).
4. Each candidate may display one poster within the MACES building at 3437 Peel on one of the assigned campaigning notice boards. Notice boards in the lounge on the first floor of the MACES building and the main notice board by the MACES building entrance will be made available for campaign posters.
5. Candidates may also post posters on the 10th-12th floors of the School of Continuing Studies building, located at 688 Sherbrooke. Candidates must respect the administrative notices already on the notice boards.
6. The following shall be limitations on candidates' rights to campaign:
 - a. No banners or posters supporting a candidate may be hung anywhere else on University grounds, except with the approval of the respective Building Director.

- b. Non-affixed campaign literature (flyers) may be handed out only in person by a candidate or another McGill Continuing Education student.
 - c. Candidates may not distribute food or gifts of any kind for any purpose during the nomination, campaigning or voting periods.
 - d. Candidates may not send unsolicited electronic mail for the purpose of campaigning.
7. Candidates are responsible for the removal of all campaign posters placed in the School of Continuing Studies building at the end of the voting period.
 8. Candidates must obtain permission from a professor or instructor prior to making a speech in a class.
 9. MACES' Facebook page and Twitter forum will be put to the candidates' disposal for their campaign. Articles 3, 10, 11 and 12 of this section apply to any online material posted on MACES' Facebook page and/or Twitter forum.
 10. All students shall respect the spirit of a fair campaign and should conduct themselves with full respect for their opponents, and other students. This includes, but is not limited to, refraining from interfering with the distribution of campaign material and engaging in slanderous campaigning.
 11. No employee or acting Board member of MACES may use their position to assist any candidate to campaign. Candidates are asked to respect the neutrality of all MACES employees.
 12. Candidates who are unsure whether an action they wish to undertake would be in violation of the elections rules and guidelines, may confidentially contact the CRO via email at cro@maceslections.ca for confirmation before undertaking said act. If the act is undertaken without previous consultation with the CRO and is later deemed to be in violation of a provision in the MACES 2018 elections rules and guidelines, the candidate will be excluded from the elections. Ignorance will not be entertained as a valid excuse.

Sanctions for Campaign Violations

13. The CRO has the discretion to disqualify, or officially reprimand a candidate who contravenes any of the rules above, depending on the severity of the offence.
14. Any material that contravenes the rules above will be subject to confiscation by the CRO. The CRO is empowered to invalidate the election of any

successful candidate who has continued to use material the same as or substantially similar to that which was previously confiscated by the CRO.

Debates

15. MACES Elections shall organize and promote at least one debate for all candidates, to be held no later than twenty-four (24) hours before the voting period begins.
16. The purpose of this meeting shall be to give students an opportunity to ask questions of the candidates and for candidates to make their views known to members of MACES.
17. The candidates must be given a minimum of one (1) week notice of the dates, times and locations of the debates.
18. Candidates must attend all scheduled debates, barring any legitimate academic, personal or professional conflict that is documented. The CRO reserves the right to approve the reason for the absence. In case of absence, the candidate may submit a statement to be read out in lieu of the individual's absence.

Voting

1. All registered members of MACES may vote in the elections.
2. Elections will take place online. Instructions on how to vote will be emailed before voting begins. Once polls open, if a student still has difficulty logging in please immediately send an email to cro@maceselection.ca with your McGill username.
3. The voting period shall extend for at least seven (7) consecutive calendar days, and at least five (5) consecutive business days. The voting site will become active at 9:00 AM on the first day of the voting period and will close at 11:00 PM on the last day of the voting period.
4. Candidates shall be permitted to campaign throughout the voting period.