



MACES ELECTIONS

Roles and Responsibilities

Revision 2020

Article I. General provisions

- (a) MACES Elections oversees the procedures that guarantee the free and fair election of members of MACES's Board of Directors, in conformity with Article 20 of the *McGill Association of Continuing Educations Students By-Laws*.
- (b) The Director of MACES Elections is the Chief Returning Officer (CRO).

Article II. MACES Elections responsibilities

- (a) MACES Elections has the responsibility to establish, maintain, and defend the fairness and integrity of the MACES Elections in a manner that safeguards the confidence of invested and/or relevant parties:
 - (i) The valued MACES members (entire SCS student body),
 - (ii) The SCS Administration,
 - (iii) Relevant departments of McGill University;
 - (iv) All candidates and nominees of the MACES Election process.
- (b) MACES Elections has a responsibility to respond speedily to all inquiries received via email. Where inquiry involves input from a third party it may take longer for response time to ensure that accurate information is passed on.
- (c) The CRO has a duty to investigate all matters, concerns and queries, be they real or perceived for the purposes of maintaining the integrity, openness, fairness and transparency of the election process.
- (d) The CRO **MUST** monitor ALL candidates and where reasonably possible, fairly sanction or reprimand them based on the justice to ensure that all candidates and nominees are granted just, open, and equal opportunity for the MACES 2017 Election.
- (e) MACES Elections can be contacted at elections.maces@mail.mcgill.ca and encourages open communication with the SCS community as well as the greater McGill University community. All suggestions, questions, inquiries, and comments will not only be speedily answered but are also most definitely welcome and will be treated with confidentiality.

- (f) MACES Elections, within its authority, must to the best of its ability ensure the success, integrity, fairness, and transparency of the process within the timeframe of the elections.
- (g) MACES Elections has the discretion to amend (add or subtract) any provisions set in the Elections rules should said amendment positively contribute to the integrity, openness, and/or fairness of the MACES Elections.
- (h) MACES Elections has a duty to accurately document all information, incidents and observations surrounding the elections. Said documentation will be compiled in a comprehensive and confidential report that will be forwarded to the elected candidates, Board and the SCS Administration.
- (i) At any point in the elections, if any of, but not being limited to, the following arises:
 - (i) An event, incident and/or observation, be it caused by unforeseen circumstances, student(s), candidate(s), and/or nominee(s) jeopardise the integrity of the elections by violating any of the set rules and/or restrictions, and the violation leads to the potential unease of, or changed confidence in the election process by any one of the parties named in Article II (a) that ultimately leads to a questioning of the validity of the final votes and list of selected candidates.
 - (ii) Through ANY actions or conduct of candidates and/or nominees whether through recklessness, negligence, and/or intent that expressly violates, and/or pushes the extreme limits of what is deemed reasonable conduct within the set regulations of the elections; that ultimately reflects on MACES Elections' ability to effectively monitor, reprimand, and/or discipline candidates, and/or nominees for the purposes of the elections; and risks undermining the vested authority of MACES Elections and/or the CRO; the CRO has the discretion to do the following:
 - a. To suspend the elections following a full investigation

- b. Should the CRO reasonably and justifiably find that the result of any of the above listed situations listed in above, Article II (i) should arise, their resignation as MACES Elections CRO may be effected to ensure that McGill University's School of Continuing Studies Student body will be better served by a new committee (selected at the discretion of the Board) to guarantee that the confidence by MACES members in any elections held by the Association is maintained, and that members are permitted to exercise their full rights as MACES members in participating in elections that results in accurate representation of an Executive Board as demanded by the SCS student body.
- c. The above options may be employed, regardless of any delays in the electoral process, in order for the CRO to uphold their duty in ensuring that free, fair, open and transparent elections are effectuated by a vested authority that results in an election in which its integrity and validity is maintained and respected by the invested, and relevant parties stated in Article II (a).

Article III. MACES Elections Communication on your behalf:

- (a) Emails will be sent to the entire student body of SCS, advertising the elections along with updates of the nomination, campaigning and voting periods.
- (b) An email may be sent to all section instructors informing them of the elections, and kindly requesting them to accommodate candidates should they wish to make presentations to respective classmates.

Notes to candidates:

- *When you are eligible to begin campaigning, should you find that a listed candidate has a class with you; so as not to unnecessarily inconvenience the teaching schedule of your instructors, please kindly collaborate in arranging to make any presentations, if you wish to do so at the same time.*
- *Emphasis is placed on the word request: MACES does not send out the emails; that is a generous task that is facilitated by SCS. Hence, if you speak to your instructor and he/she has no knowledge of an email and/or the elections that will be due to factors out of the control of MACES Elections.*

Article IV. Other Issues

- (a) MACES Elections stresses its duty to serve all invested and relevant parties, as listed in Article II (a) during the elections process in a respectful, professional and unbiased manner that falls in line with the values of any elections process: fairness, openness, integrity and transparency.
- (b) At any point during the electoral process, if an invested and relevant party, listed in Article II (a), finds and/or has reasonable knowledge of contraventions by known candidates, or unlisted students campaigning as candidates to immediately, and confidentially contact MACES Elections at elections.maces@mail.mcgill.ca. Responsibility, accountability, and the success of the MACES Elections rests with us all. Please assist us in holding the potential members of the future Board accountable to their actions and conduct starting now.
- (c) A copy of this document will be made available on the elections section of the MACES website for the entire student body to access.

Article V. Final NOTE:

- (a) MACES Elections would like to wish all candidates and/or nominees the best of luck in the weeks to come.
- (b) If you have any questions, comments, and or suggestions as to how aspects of the elections can be improved upon, please remember the channels of communication are open and MACES Elections is eager to hear from you. Do not hesitate to contact us at elections.maces@mail.mcgill.ca.