

1. SMSS ELECTIONS POLICY

I. Purpose

This policy will govern all SMSS elections and special elections. It will be enacted twice a year, at minimum and will be executed by the SMSS VP Internal (Sr.). A subcommittee of the internal division may be struck every 3 years to review and amend this policy.

II. Enactment

1. Using the guidelines in the “Elections Format”, an election will be called by the SMSS VP Internal.
 - 1.1. SMSS members shall be notified via email through the SMSS President’s email account and on select social media platforms by the VP Internal(s).
 - 1.2. The notification of elections will occur at least seven days before the closing of the first round nomination statements..
2. The first notification email to members will include:
 - 2.1. A link to the SMSS website and/or compiled document where descriptions and more information of the role/responsibilities of each position may be found.
 - 2.2. Contact information for a current or previous officer of each position will be listed on the documents containing position information, for those interested in each position. Further to the role/responsibilities identified in 2.1, prospective applicants will be reminded that those holding Jr SMSS Officer roles may run for SMSS president with the understanding that:
 - 2.2.1 should they be successful they will serve in the SMSS President role and the Sr role they are transitioning out of until that Sr role can be filled, OR
 - 2.2.2 should they be unsuccessful in the election of SMSS President, they will assume the Sr role as before, in accordance with established protocol.
 - 2.3. Information on the resources interested candidates must submit.
 - 2.4. The date when self-nominations are due for submission.
 - 2.4.1. All submissions are to be sent to the VP Internal at smss.vpinternal@gmail.com.
 - 2.4.2. Self-nomination period must be at least three days long.
3. Subsequent notification emails, sent through the SMSS President account, to members will include:
 - 3.1. A link to the SMSS website and/or compiled document where the personal statements submitted by applicants may be viewed.
 - 3.2. Location and time of speeches for relevant positions
 - 3.2. Dates and times when voting will open and close.
 - 3.3. These emails will be sent before the speech days and voting period for EACH round of an election cycle.
5. The voting survey will be released to all members directly via email link.
6. The final notification email to members, distributed through the SMSS President Accounts, will include:
 - 6.1. The results of the election and names of those elected and their position
7. In the event that an election is uncontested (only one person is running), their personal statement will be posted as normal. No speech will be required regardless of the position they are running for.

- 7.1 For the election survey of an unopposed candidate, the ballot must reflect a confidence vote.
- 7.2. Unopposed candidates must attain at least 50% of votes cast as being YES. In the event that a candidate receives a combined total of NO and Abstain greater than 50%, this is deemed non-confidence, the position is considered vacant (see vacancy). .
- 7.3 The schedule for each election cycle must be clearly communicated to the general public and it must be made clear it is the student body's responsibility to maintain and meet each deadline. This information must be included in the initial email to the SMSS members. If at any point the election schedule is altered, an email notification must be sent out to the SMSS members clearly outlining the new dates and deadlines.

III. Policy

1. There will be a fall election cycle (held in August/September) and a spring election cycle (held in March). The Sr. VP Internal shall call these election cycles in collaboration with the rest of the SMSS Executive Council.
 - 1.1. No student group elections may occur in August before the SMSS elections, nor in April before the SMSS elections are completed.
2. The Fall election will consist of two rounds:
 - 2.1. Round A: election of the first year Class representatives
 - 2.2. Round B: Election of SMSS Executive positions (Jr. VPs Academic, External, and Internal)
 - 2.3. Round C: Election of SMSS Council and Auxiliary Positions (Jr. Fundraising, Jr. Sports, Jr. GAAC, Jr. GHL, Jr. GHA, Jr. SCG, Jr HSSA, Research Rep).
3. The Spring election will consist of three rounds:
 - 3.1. Round 1: SMSS President, VP Regina
 - 3.2. Round 2: Regina-Saskatoon Liaison, Regina Social Rep., Saskatoon Social Rep., Wellness Rep, VP Communications, VP Finance,
 - 3.3. Round 3: Class representatives for years 2-4.
 - 3.4. Note that the USSU representative is elected in spring USSU elections and serves a one year term beginning on May 1.
4. Nomination period for each position must last a minimum of three days (72 hours).
5. Election speeches will be held for all Executive positions as well as the Jr. GAAC and Jr SGC.
 - 5.1. Speeches will occur over lunch hours and be moderated and coordinated by the Sr. VP Internal or their designate.
 - 5.1.1. The Sr. VP Internal will publicize the speeches on social media platforms and/or the SMSS website and via emails (as per II.3)
 - 5.1.2 There will be a minimum of 2 separate lunch hours scheduled and advertised for speeches in Rounds B and C. The second scheduled day may be omitted if not required.
 - 5.1.3 NOTE: No other SMSS ratified student group may hold an event at the same time election speeches are scheduled. As such, the Election Officers must set the election schedule at the start of each term, and include it in the SMSS events calendar, to allow for adequate notice to student groups.
 - 5.2. Candidates will be informed by email and/or through social media platforms at least 24 hours before speeches of the order they will give their speeches and no candidate will be allowed to observe another candidate's speech or subsequent question period.

- 5.3. Speeches will be a maximum of 3 minutes with 3 minutes for questions from sitting executive members in the audience.
 - 5.3.1. Note that students may approach the executive members before speeches begin and request specific questions be asked. This stipulation is put in place to ensure all candidates are asked the same questions. Otherwise, the SMSS Executive will pre-determine questions to ask each candidate, ensuring the same questions are asked each time. Special considerations may be made at the discretion of the Sr. VP Internal.
- 5.4. No more than 5 candidates will speak during a single lunch hour. Speeches may occur over more than one lunch hour and should be structured as evenly over the multiple days as possible.
- 5.5. Voting will open no more than 24 hours after the last speech is made.
6. Personal statements will be required from each nominee for an SMSS position.
 - 6.1. A STRICT 450 word limit will be enforced. Those failing to meet the criteria will have their statement cut-off at the 450 word limit and the statement will be posted as such.
 - 6.2. Personal statements may be sent to the Sr. VP Internal with a note of self-nomination via email or be collected via the VP Internal through an online form.
 - 6.3. Late submissions will not be considered.
 - 6.4. Statements will be posted to the SMSS Website and/or compiled document no less than 12 hours before voting on the related positions commences.
7. Should no nominees present themselves for an elected position, the position may be filled at the discretion of the SMSS Executive Council.
8. A by-election may be called at the discretion of the SMSS Executive council in the case that any SMSS position becomes vacant.
 - 8.1. The process for by-elections should follow that of the other SMSS elections.
 - 8.2. Candidates will be required to submit a 450 word statement. No speeches will be held.
 - 8.3. Should no nominees present themselves, the SMSS Executive may attempt to appoint the position.

IV. Procedures

1. All SMSS elections run by the VP Internal Sr will be entirely electronic (via an online survey system such as Survey Monkey) and shall be either a majority vote, that accounts for a tie margin, or a ranked and weighted voting system that reflects an election where the number of candidates running for a position is $n+1$, where $n > 2$.
 - 1.1 Ex. If there are $n=1$ positions and 2 people running, there will be a majority vote, if there are $n = 1$ positions available, and 3 people running, there must be a ranked and weighted vote. If there are $n =2$ positions and 3 people running, there must be a ranked and weighted vote. .
 - 1.2 An example of a ranked and weighted voting system (Survey Monkey) is outlined Below:

Average Ranking

- i. Ranking questions calculate the average ranking for each answer choice so you can determine which answer choice was most preferred overall. The answer choice with the largest average ranking is the most preferred choice.

ii. The average ranking is calculated as follows, where:

w = weight of ranked position

x = response count for answer choice

$$x_1w_1 + x_2w_2 + x_3w_3 \dots x_nw_n$$

Total response count

iii. Weights are applied in reverse. In other words, the respondent's most preferred choice (which they rank as #1) has the largest weight, and their least preferred choice (which they rank in the last position) has a weight of 1.

iv. For example, if a Ranking question has 5 answer choices, weights are assigned as follows:

- The #1 choice has a weight of 5
- The #2 choice has a weight of 4
- The #3 choice has a weight of 3
- The #4 choice has a weight of 2
- The #5 choice has a weight of 1

v. If an N/A option is included on the Ranking question, any N/A responses will not factor into the average ranking.

2.3 It is NOT necessary for voters to rank each candidate, they may choose to omit or include candidates in the ranking at their own discretion.

3. Once voting is complete:

3.1 The results of the electronic voting MUST be double checked by hand. This will be done by the VP Internals Jr and Sr OR the VP Internal and the President (in the event of unavailability of either VP Internal).

3.2 In a majority vote, a candidate that receives the highest percentage of votes will win the position. If two candidates receive the exact same number of votes, the election is deemed a tie (see 3.4)

3.3 In a weighted and ranked vote, the candidate that receives the highest overall, weighted score will win the position. If two candidates receive the same absolute value score, the election is deemed a tie (see 3.4).

3.4. In the event of a tie, the SMSS council shall vote between the two highest ranking candidates. If this still does not yield a victor, the position is appointed by the SMSS Executive.

3.5 Should any election result in the combined percentage of NO and ABSTAIN to be greater than 50%, this is deemed a non-confidence vote and the position is considered vacant (See Section II, 7.3)

4. Notes:

- 4.1. For positions with more than one holder (e.g. first year class representatives), the top ranking candidates will fill the positions. For example, in a Class Rep election if there are 2 positions available for 5 candidates, the top 2 ranking candidates will fill the positions.
5. Candidates will be told the rank and weighting of the vote they obtained regardless of if they win or lose the election, should they request this information. Candidates are asked to direct any questions beyond this to the Sr. VP Internal with the understanding that most information will remain confidential.

VI. Appointed SMSS Positions

1. The following positions are appointed positions. This means that they are filled as needed and at the discretion of the committee that appoints them. The following table outlines the requirements applicants must meet:

Position	Application	Submitted to	Decided by
CFMS Positions	300 Word Statement	VP External Jr.	VPs External
Wellness Committees		Wellness Representative	SMSS Wellness Committee
Student Wellness Liaison			
Regina and Saskatoon Clerkship Wellness Reps.			
Saskatoon Wellness Task Force Reps.	300 word statement		
Regina Wellness Task Force Rep.			
Student Curriculum Review Committee		VP Academic Sr.	Academic Division
Local Exchange Officer Jr.		LEO Sr.	External Division

SHA Rep		VP External Sr.	External Division
Regina Skills Coordinators		Student Group Coordinator Sr	SGCs Jr/Sr, VP Internals Jr/Sr, Past and Present VP Reginas, Regina Social Rep, Regina-Saskatoon Liaison

VII. Information for Applicants

1. Applicants should be referred to this policy for information
2. Applicants who self nominate for a position are to be told the following:
 - 2.1. An individual can only hold one elected SMSS Council or Executive position and an individual cannot apply for more than one voting position. If under special circumstances other positions are held, such as in the event of an appointment in a vacancy, a person can contribute a maximum of one Council vote.
 - 2.2. Prior to personal statements being posted on the SMSS Website (or speeches being held, whichever is soonest) no person may publicly advertise for a candidate/themselves, or campaign on their own behalf or that of another.
 - 2.3. Campaign interference will result in immediate disqualification.
 - 2.4. No unsanctioned speeches, campaigning advertisement, emailing, social media posts, or solicitation of votes is allowed.
 - 2.5. Each candidate is allowed to make and post 10 posters for their campaign. These must be on 8.5x11 paper and must adhere to the rules of posting restrictions. All posters with a candidate's name on it will count towards their total. No reimbursement will be made for any campaign materials.
 - 2.6. All campaigning posters must be taken down by the candidate within one (1) week following the closing of voting.
 - 2.7. A candidate may withdraw from an election at any time through an email to the VP Internal Sr.
 - 2.8. For any other questions, candidates should be directed to the VP Internal Sr. If the answer is not covered in these policies or other SMSS documentation a decision will be made by the VP Internal Sr or designated elections officer

VIII. Election Format

Position	Division	Elected in:
SMSS President	Executive	Spring

VP Internal Jr.	Executive/Internal	Fall
VP External Jr.	Executive/External	Fall
VP Communications	Executive	Spring
VP Academic Jr.	Executive/Academic	Fall
VP Regina	Executive/Regina	Spring
VP Finance	Executive/Finance	Spring
SMA Representative Jr.	External	Fall
Global Health Liaison Jr.	External	Fall
HSSA Representative Jr.	External	Fall
Sports Director Jr.	Internal	Fall
USSU Representative	External	Spring
Regina Social Representative	Internal/Regina	Spring
Saskatoon Social Representative	Internal	Spring
Wellness Representative	Internal	Spring
GAAC Representative Jr.	External	Fall
Student Group Coordinator Jr	Internal	Fall
Fundraising Representative Jr	Internal	Fall

Regina-Saskatoon Liaison	Internal	Spring
Research Representative	Academic	Fall
Class Representatives	Academic	Fall/Spring
Global Health Advocate Jr	External	Fall
Temporary Positions	Various	Under Executive Council discretion

IX. Contact Information

Primary Contact:
SMSS VP Internal (Sr.) smss.vpinternal@gmail.com
Secondary Contact:
SMSS President smss.president@usask.ca
Secondary Contact:
SMSS VP Communications smss.vpcommunications@gmail.com