SMSS ELECTIONS POLICY

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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 election officers, the SMSS VP Internals. A subcommittee of the internal division may be struck every 3 years to review and amend this policy.

II. Enactment

2.1. Using the guidelines in the "Election Format", an election will be called by the SMSS VP Internal Saskatoon Sr.

12.1.1. SMSS members shall be notified via email through the SMSS general email account and on select social media platforms by the VP Internals.

12.1.2. The notification of elections will occur at least seven days before the closing of the first-round nomination statements.

2.2. The first notification email to members will include:

12.2.1. A link to the compiled document where descriptions and more information of the role/responsibilities of each position may be found.

12.2.2. Contact information for a current or previous officer of each position will be listed in the documents containing position information, for those interested in each position. Further to the role/responsibilities identified in II.2.1, prospective applicants will be reminded that those holding Jr SMSS Officer roles may run for SMSS president with the understanding that:

12.2.2.1. 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

12.2.2.2. Should they be unsuccessful in the election of SMSS President, they will assume the Sr. role as before, in accordance with established protocol.

12.2.3. Information on the resources interested candidates must submit.

12.2.4. The date when self-nominations are due for submission.

12.2.4.1. All submissions are to be sent to the VP Internals at smss.vpinternal@gmail.com.

12.2.4.2. Self-nomination period must be at least three days long.

2.3. Subsequent notification emails or notification Facebook posts will include:

12.3.1. A link to the compiled document where the personal statements submitted by applicants may be viewed.

12.3.2. Location and time of speeches for relevant positions.

12.3.3. Dates and times when voting will open and close.

12.3.4. These emails will be sent before the speech days and voting period for EACH round of an election cycle.

2.4. The voting survey will be released to all members directly via email link.

2.5. The final notification Facebook post, or email to be distributed through the SMSS general account, will include:

12.5.1. The results of the election and names of those elected and their position.

2.6. In the event that an election is uncontested (only one person is running), their personal statement will be posted as normal. **Except for Presidential candidates**, no speech will be required regardless of the position they are running for.

12.6.1. For the election survey of an unopposed candidate, the ballot must reflect a confidence vote.

12.6.2. 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, and the position is considered vacant (see vacancy).

12.6.2.1. For site specific positions (i.e., VP Internal Saskatoon and Regina), a vote of non-confidence will occur if the total of NO votes meets or exceeds the 50% threshold. Abstain votes will not be considered in the count for a potential vote of non-confidence for site-specific candidates.

12.6.3. 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 or Facebook notification must be sent out to the SMSS members clearly outlining the new dates and deadlines.

III: Policy

3.1. There will be a fall election cycle (held in August/September) and a spring election cycle (held in January/February). The Sr. VP Internal Saskatoon shall call these election cycles in collaboration with the rest of the SMSS Executive Council.

13.1.1. No student group elections may occur in August before the SMSS elections, nor in March before the SMSS elections are completed.

3.2. The Fall election will consist of three rounds:

13.2.1. Round A: Election of the First Year Class representatives (1 Regina, 1 Saskatoon).

13.2.2. Round B: Election of SMSS Executive positions (Jr. VPs Academic, Advocacy, External, Internal Regina, and Internal Saskatoon)

13.2.3. Round C: Election of SMSS Council and Auxiliary Positions (Jr. Fundraising, Jr. Sports, Jr. GAAC, Jr. GHL, Jr. SGC, Jr. HSSA, Jr. EDI Rep, SMA Rep, Jr. IHR, Jr. ESR, and Research Rep).

3.3. The Spring election will consist of three rounds:

13.3.1. Round 1: SMSS President

13.3.2. Round 2: Regina-Saskatoon Liaison, Regina Social Rep., Saskatoon Social Rep., Wellness Rep., VP Communications, VP Finance,

13.3.3. Round 3: Class representatives for years 2-4.

13.3.4. Note that the USSU MSC representative is elected in spring USSU elections and serves a one-year term beginning on May 1.

3.4. The nomination period for each position must last a minimum of three days (72 hours).

3.5. Election speeches will be held for all Executive positions as well as the Jr. GAAC.

13.5.1. Speeches will occur over lunch hours and be moderated and coordinated by the VP Internal Saskatoon or their designate.

3.5.1.1. The VP Internal Saskatoon will publicize the speeches on social media platforms and/or the SMSS website and via emails if required (as per II.3).

3.5.1.2. There will be a minimum of 2 separate lunch hours scheduled and advertised for speeches. The second scheduled day may be omitted if not required.

3.5.1.3. NOTE: No other SMSS-ratified student group may hold an event at the same time as 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.

13.5.2. 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.

13.5.3. Speeches will be a maximum of 3 minutes, with 3-5 minutes for questions from sitting executive members in the audience.

3.5.3.1. 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 VP Internal Saskatoon.

13.5.4. 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.

13.5.5. Voting will open no more than 24 hours after the last speech is made.

3.6. Personal statements will be required from each nominee for an SMSS position.

13.6.1. A STRICT 600-word limit will be enforced. Those failing to meet the criteria will have their statement cut-off at the word limit, and the statement will be posted as such.

13.6.2. Personal statements may be sent to the VP Internals with a note of self-nomination via email or be collected via the VP Internals through an online form.

13.6.3. Late submissions will not be considered.

13.6.4. Statements will be posted to the SMSS College Facebook page and/or compiled document no less than 12 hours before voting on the related positions commences.

3.7. Should no nominees present themselves for an elected position, the position may be filled at the discretion of the SMSS Executive Council.

13.7.1. Due to the nature of the role and its requirements, should no Indigenous students present themselves for IHR Jr. during Fall elections, this role shall remain vacant until a by-election may be called in January by the VP Internals Saskatoon, or until a student presents themselves at any point following the conclusion of the Fall election period.

13.7.2. If unfilled, the responsibilities of the IHR will be assumed by the EDI Jr./Sr. Reps, who will act as liaisons as needed.

3.8. A by-election may be called at the discretion of the SMSS Executive council in the case that any SMSS position becomes vacant.

13.8.1. The process for by-elections should follow that of the other SMSS elections.

13.8.2. Candidates will be required to submit a 600-word statement. No speeches will be held.

13.8.3. Should no nominees present themselves, the SMSS Executive may attempt to appoint the position.

3.9. In the event that the SMSS council receives a report of or observes any activity which may be reasonably considered to be an act of campaign interference, collusion, subvert or overt intimidation, and/or misrepresentation, the following shall be enacted

13.9.1. The indiscretion, or the report thereof, shall be brought to the VP Internal Saskatoon Sr. and the SMSS President, if not received already.

13.9.2. The VP Internal Saskatoon Sr. and SMSS President will present all information to the SMSS Executive as soon as possible. The SMSS Executive by majority vote shall reserve the right to selectively suspend the election while further information is gathered, and either readminister the election for position(s) affected or allow the existing vote to stand.

13.9.3. Should an election be suspended, readministered, or upheld, the VP Internal Saskatoon Sr. will notify the student body via class-wide email following the conclusion of the affected election. If it is decided to readminister the election, the affected position(s) shall have a by-election in the soonest possible term that allows for the nomination of new candidates, as per this election policy.

IV: Procedures

4.1. All SMSS elections run by the VP Internals 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.

14.1.1. 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.

14.1.2. An example of a ranked and weighted voting system (Survey Monkey) is outlined Below:

4.2 Average Ranking

4.2.1 *Ranking questions calculates 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.*

4.2.2 *The average ranking is calculated as follows, where: w = weight of ranked position x = response count for answer choice*

$$\frac{x1w1 + x2w2 + x3w3 \ldots xnwn}{\text{Total response count}}$$

4.2.3 *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.*

4.2.4 *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*

4.3 Ballot Structure:

4.3.1 **Each ballot for a majority vote shall be set up as follows:**

"For the role of SMSS [position], I vote for…"

1. *"Candidate A"*
2. *"Candidate B"*
3. *"Abstain*
4. *"None of the above (Non-confidence)"*

Note: Candidates shall be listed in the chronological order they submitted their nomination statements.

4.3.2 **Each ballot for a weighted and ranked vote shall be set up as follows (allowing room for variations between voting platforms):**

"Please rank your preference for the role of X."

1. *"Candidate A"*
2. *"Candidate B"*
3. *"Candidate C"*

4.3.3 For elections involving more than two candidates, voters will be asked prior to voting whether they wish to abstain. Voters who choose to abstain will not rank any candidates. Those who choose to participate in the vote must rank all candidates on the ballot in order of preference. Let it be known that this is a deviation from Robert's Rules.

4.4 Once voting is complete:

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

4.4.2 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 IV.3.4)

4.4.3 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 IV.3.4).

4.4.4 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.

4.4.5 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)

4.5 Notes:

4.5.1 For positions with more than one holder, 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.

4.6 Post-Election:

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 VP Internal Saskatoon with the understanding that most information will remain confidential.

V: Appointed SMSS Positions

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
Wellness Committees	**300 Word Statement**	**Wellness Representative**	**SMSS Wellness Committee**
Student Wellness Liaison			
Regina and Saskatoon Clerkship Wellness Reps.			
Saskatoon Wellness Task Force Reps.			
Regina Wellness Task Force Rep.			
Student Curriculum Review Committee	**300 Word Statement**	**VP Academic Sr.**	**Academic Division**
Local Exchange Officer Jr.	**300 Word Statement**	**LEO Sr.**	**External Division**

VI: Information for Applicants

6.1 Applicants should be referred to this policy for information.

6.2 Applicants who self-nominate for a position are to be told the following:

6.3 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.

6.4 Prior to personal statements being posted on the SMSS College Facebook page (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.

6.5 All applicants can report incidents of election collusion (i.e., strategizing candidacies), election interference, intimidation from running for a position, and/or other potential unethical actions to the VP Internal Saskatoon Sr. and SMSS President.

6.6 No unsanctioned speeches, campaigning advertisement, emailing, social media posts, or solicitation of votes is allowed.

6.7 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.

6.8 All campaigning posters must be taken down by the candidate within one (1) week following the closing of voting.

6.9 A candidate may withdraw from an election at any time through an email to the VP Internals.

6.10 For any other questions, candidates should be directed to the VP Internals. If the answer is not covered in these policies or other SMSS documentation, a decision will be made by the VP Internal Saskatoon or designated elections officer.

VII: Election Format

Position	Division	Elected in:
SMSS President	Executive	Spring
VP Internal Regina Jr.	Executive/Internal	Fall

VP Internal Saskatoon Jr.	Executive/Internal	Fall
VP External Jr.	Executive/External	Fall
VP Communications	Executive	Spring
VP Academic Jr.	Executive/Academic	Fall
VP Finance	Executive/Finance	Spring
VP Advocacy Jr.	Executive/Advocacy	Fall
SMA Representative Jr.	External	Fall
Global Health Liaison Jr.	Advocacy	Fall

HSSA Representative Jr.	External	Fall
Sports Director Jr.	Internal	Fall
USSU Representative	External	Spring
Regina Social Representative	Internal	Spring
Saskatoon Social Representative	Internal	Spring
Wellness Representative	Internal	Spring
GAAC Representative Jr.	Advocacy	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
Equity, Diversity, and Inclusivity Representative Jr.	Advocacy	Fall
Environmental & Sustainability Representative Jr.	Advocacy	Fall
Indigenous Health Representative Jr.	Advocacy	Fall
Temporary Positions	Various	Under Executive Council discretion

VIII: Contact Information

Primary Contact:

SMSS VP Internal Saskatoon (Sr.) smss.vpinternal@gmail.com

Secondary Contact:

SMSS President smss.president@usask.ca

SMSS VP Communications smss.vpcommunications@gmail.com