

**THE CANADIAN ASSOCIATION  
OF BUSINESS STUDENTS**

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# ELECTIONS POLICY

## **POLICY COORDINATORS**

**Chairperson**  
Board of Directors  
[chair@cabsonline.ca](mailto:chair@cabsonline.ca)

**President and Chief Executive Officer**  
CABS Management Team  
[president@cabsonline.ca](mailto:president@cabsonline.ca)

## **DATE EFFECTIVE**

September 26, 2019

## 1. DEFINITIONS

- a. All definitions featured in this document are prescribed in the Policy on Definitions of the Corporation, which shall constitute an integral part of this policy.
- b. “Applicant” means any person who has submitted an application to be elected as an Officer of the Corporation.
- c. “Campaign Material” means anything that intends to advertise, or has the effect of advertising, an applicant’s candidacy.
- d. “Election Facilitator” means the Officer or Director selected by the Board of Directors to organize the elections process.

## 2. PRINCIPLES

- a. All members of the Corporation who are eligible to participate in the elections process must abide by this policy.
- b. Submission of an application indicates an Applicant’s willingness to commit to the Officer’s mandate for the Fiscal Year.

## 3. PROCEDURE

- a. Application Period
  - i. Applications open on the 15<sup>th</sup> of January
  - ii. Applications close on the 30<sup>th</sup> of January
  - iii. The Chair of the Board or Vice Chair of the Board notifies the current CABS Management Team and Board of Directors by the 1<sup>st</sup> of February
- b. Campaign Period
  - i. Campaigning is defined as activities including, but not limited to, public (online and/or print channels) promotion of a candidate who is participating in The CABS elections or by-elections
  - ii. Campaign period begins on the 1<sup>st</sup> of February
  - iii. Campaign period ends on the 15<sup>th</sup> of February
- c. Elections
  - i. Elections take place at The CABS Annual General Meeting at the Roundtable flagship conference.

- ii. If there are position vacancies for the Management Team of The CABS following election period, the elected members shall, with permission from the BOD, choose one of the following:
  - 1. Conduct an immediate by-election at Roundtable for eligible candidates
  - 2. Re-release applications for the vacancies and conduct a by-election following the end of the determined application and campaign closing date
  - 3. Appoint individuals to the vacant positions as long as they are members of The CABS

#### **4. CAMPAIGN MATERIAL**

- a. No campaigning shall occur until:
  - i. The Board of Directors has selected an Election Facilitator, and
  - ii. the Election Facilitator approves the Applicants' eligibilities and officially opens the campaign period.
- b. Campaign material or activities must not slander or harass another Applicant or member of the CABS.
- c. Applicants are responsible for their campaign material, including those that they did not personally publish but publicly published on their behalf
- d. Any website, social media page, group, or event designed to promote a candidate must be public and open to all CABS members, with the exception of the candidate's personal social media page(s).
- e. Designated CABS online groups must not be used for endorsements or campaigning.
- f. Mailing lists must not be used to distribute campaign material, however voting members can be contacted directly.
- g. Applicants may be publicly endorsed in print or social media promotions with the exception of endorsements from the current Leadership Team or anyone directly involved in facilitating elections.

#### **5. REPORTING INFRACTIONS**

- a. An infraction may be reported by any Applicant, Member, Director, or Officer where an Applicant has violated any by-law, policy, or other regulation of the Corporation that governs the election process.
- b. An infraction report must contain a description of the infraction and include any and all available evidence.

- c. The Election Facilitator shall manage all reports of infractions.
  - i. The Election Facilitator shall meet with the Applicant in question and solicit details regarding the reported matter.
  - ii. The Election Facilitator shall render a decision on the report within twenty-four (24) hours of the meeting.
- d. Possible
- e. Fallacious or vexatious reports may result in a penalty against the falsely reporting party.

## **6. CAMPAIGN INFRACTIONS**

- f. The election facilitator shall adjudicate any perceived infractions of electoral policy based on complaints or observations:
  - a. Candidates and the CABS Management Team will be notified of the infraction and respective penalization and an in camera meeting with the election facilitator will be scheduled.
  - b. The election facilitator shall make a decision after meeting the candidate in question. A first infraction will be penalized by a campaigning ban of 24 hours. A second infraction will be penalized by a campaigning ban of 48 hours. A third infraction will be penalized by a notice to halt and remove all campaign material for the remainder of the campaigning period.
  - c. Candidates will be informed of the election facilitator's decision and record of the decision will be documented.
  - d. Candidates may appeal rulings against them by the election facilitator within 48 hours. Appeals must be made based on new evidence that was not available at the time of the original meeting. The election facilitator may decide whether or not to hear an appeal and record of the decision will be documented.