

CANADIAN NURSING STUDENTS' ASSOCIATION ELECTIONS POLICY

Approved: January 2009
Approved by: National Assembly

19B.1. Eligibility Requirements for Candidates for Canadian Nursing Students' Association Regional Director(s), Officers, and Canadian Nursing Students' Association Board of Directors

- 19B.1.1. All potential Candidates shall properly complete the nomination process for their desired position in order to become a candidate.
- 19B.1.2. The nomination period will occur during the annual National Conference. It shall begin after the close of the first day of Regional Meetings and end before the second session of National Assembly.
- 19B.1.3. The All Candidates Meeting (ACM) shall occur after the announcement of the official list of nominees and all approved nominees (candidates), or their appointed Agent (please refer to 19.B.3.1 for explanation) are required to attend.
- 19B.1.4. All ordinary members of the Association (individual, distance) are eligible to present themselves as nominees for the Regional Executive(s), Officer and/or Board positions.
- 19B.1.5. Members of the Association who are currently in an elected office, and wish to run for another term, shall be considered eligible given the successful completion of the nomination process. Current Executives who run for another term may be excused from CNSA Office duties during the campaign period.
 - 19B.1.5.1. No one may serve more than two (2) consecutive terms in any one elected position or more than three (3) consecutive terms in any elected position(s).

19B.2. Nomination of Candidates

- 19B.2.1. All potential candidates shall submit a valid nomination form in order to become a Candidate eligible for election.
- 19B.2.2. The nomination form shall contain the following information in order to be considered valid:
 - 19B.2.2.1. Full name, common name (if needed), signature and chapter number of said candidate (where applicable).
 - 19B.2.2.2. Contact information, which shall include the Candidate's telephone number, mailing address and e-mail address, if applicable.
 - 19B.2.2.3. Name, signature and chapter number of Candidate's nominator (where applicable).
 - 19B.2.2.4. The appropriate number of names, signatures and chapter number of members of the Association who support the nomination; being:
 - 19B.2.2.4.1. 2 names for Regional Executive positions
 - 19B.2.2.4.2. 5 names for Board of Directors and Officers positions
 - 19B.2.2.4.3. Nominee and nominator are exempt from the said numbers in 19B.2.2.4.1, 19B.2.2.4.2
- 19B.2.3. Any ordinary member of the Association may sign more than one nomination form, but may not nominate more than one candidate.
- 19B.2.4. The Chair of the Nominations and Elections Committee shall ensure that any and all names and chapter numbers that appear on any and all nomination forms are, in fact, those of registered students, and official members of the Association.

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- 19B.2.4.1. Failure to fully complete the appropriate information on the form will result in the Candidate's ineligibility to stand for election.
- 19B.2.5. Knowledge of nominations shall be kept in strictest confidence by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE until the close of the nomination period.
 - 19B.2.5.1. The official list of nominees shall be announced before the close of the second session of National Assembly by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.
- 19B.2.6. If there is only one candidate for an elected position that person (s) shall be considered acclaimed pending a YES/NO vote during the election process.
- 19B.2.7. If there is no one nominated for an elected position, the Board of Directors shall appoint an individual to fill that position as per the governing documents of the Association.
- 19B.2.8. If there are multiple candidates for appointment, a majority vote by secret ballot shall be conducted.
 - 19B.2.8.1. The person shall be given the opportunity to present themselves to the National Assembly prior to the selection.
 - 19B.2.8.2. A majority vote by secret ballot shall be conducted.
 - 19B.2.8.3. Said winner shall be ratified by the Nominations and Elections Committee.

19B.3. Candidate Representation and the All Candidates Meeting

- 19B.3.1. Representation - Agents
 - 19B.3.1.1. A Candidate may choose to appoint an Agent to act on their behalf in their absence.
 - 19B.3.1.2. The Agent shall carry the same level of responsibility as the Candidate.
 - 19B.3.1.2.1. Any action of the Agent shall be considered to be an action of the Candidate and the said Candidate shall be held responsible for any action of their Agent.
 - 19B.3.1.2.2. Agents shall attend the ACM [with the Candidate where applicable].
 - 19B.3.1.2.3. The Agent and the Scrutineer (please refer to 19B.3.2. for explanation) may be the same person but this shall be indicated on the appropriate forms. Otherwise, the Agent is not allowed in the tabulation room.
 - 19B.3.1.3. The Agent shall be designated on the nomination form included in the nomination package. This form shall be completed and returned by the end of the nomination period.
 - 19B.3.1.4. An Agent may be removed by the Candidate at any time by submitting a written notice to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.
 - 19B.3.1.4.1. At no time will a removed Agent be replaced. That right is forfeit for the remainder of the election.
 - 19B.3.1.5. An Agent may not be a full time CNSA staff member, a member of the present Regional Executive, an Officer, nor a member of the

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present Board of Directors or the Nominations and Elections Committee.

19B.3.2. Representation - Scrutineer

- 19B.3.2.1. A Scrutineer is a representative for the Candidate during the tabulation of the ballots.
 - 19B.3.2.1.1. Only one Scrutineer is allowed per Candidate.
 - 19B.3.2.1.2. Either a Scrutineer or the Candidate may be present during tabulation, but not both.
- 19B.3.2.2. The Scrutineer shall be designated on the Scrutineer Form included in the Nomination package. This form shall be returned by the end of the nomination period.
- 19B.3.2.3. The Agent and the Scrutineer may be the same person.
- 19B.3.2.4. A Scrutineer is only permitted to observe the tabulation and object if there is due cause. They may not participate in the tabulation.
- 19B.3.2.5. The Scrutineer may appeal to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE regarding a ruling made by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE about the ballot tabulation, such as, but not limited to, the acceptance or non-acceptance of a ballot.

19B.3.3. The All Candidates' Meeting

- 19B.3.3.1. An ACM shall be called no later than twenty-four (24) hours after the close of the Nomination Period.
 - 19B.3.3.1.1. The date, time and agenda for the meeting will be included in the nomination package.
- 19B.3.3.2. All Candidates shall be represented at the meeting either in person or by their Agent.
 - 19B.3.3.2.1. Failure to attend the ACM will result in disqualification from the election.
- 19B.3.3.3. The following items shall appear on the Agenda of the ACM:
 - 19B.3.3.3.1. Introduction of the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE, the Nominations and Elections Committee members.
 - 19B.3.3.3.2. A complete listing of every Candidate's name as it appears on said Candidate's Nomination Form.
 - 19B.3.3.3.3. A review of Canadian Nursing Students' Association Elections Policy.
 - 19B.3.3.3.4. An explanation of the Open Forum format.
 - 19B.3.3.3.5. A question and information period.
- 19B.3.3.4. Quorum for the ACM shall be met when the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE is present.
 - 19B.3.3.4.1. It is recommended that the entire Nominations and Elections Committee attend.
- 19B.3.3.5. Failure to meet quorum
 - 19B.3.3.5.1. The meeting shall be rescheduled as soon as possible.
 - 19B.3.3.5.2. Any Candidate unrepresented shall not be penalized.

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19B.4. Campaigns

19B.4.1. Definition

19B.4.1.1. Campaigning shall be defined as the solicitation for support.

19B.4.2. Campaign Materials

19B.4.2.1. Campaign materials shall include, but are not limited to, flyers, posters, banners, classified ads, buttons, electronic media and clothing.

19B.4.2.2. All Campaign materials shall be approved by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE prior to use.

19B.4.3. Campaign Restrictions

19B.4.3.1. Verbal campaigning shall be allowed

19B.4.3.2. No campaign material shall be posted in any CNSA space, including:

19B.4.3.2.1. The CNSA Office

19B.4.3.2.2. The Connection

19B.4.3.2.3. The CNSA Website

19B.4.3.2.4. The CNSA Email List serves

19B.4.3.3. Each Candidate shall restrict spending on their Campaign as follows:

19B.4.3.3.1. Regional Director - \$100

19B.4.3.3.2. Board of Directors - \$150

19B.4.3.3.3. Officers - \$50

19B.4.3.3.4. Any Candidate exceeding this limit shall be disqualified from the election.

19B.4.3.3.5. Campaign spending shall not come from CNSA regional or national finances.

19B.4.3.4. Neither campaigning nor campaign materials shall be degrading towards other Candidates.

19B.4.3.5. E-mail, automatic mail notices and other forms of electronic mail notification are not allowed. Electronic media such as web sites are considered acceptable provided the web address is given to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.

19B.4.3.6. Campaigning shall not:

19B.4.3.6.1. Interfere with the normal functioning of the CNSA.

19B.4.3.6.2. Damage, alter, remove, dispose or otherwise hinder or impede any property or campaign material belonging to another Candidate.

19B.4.3.6.3. Address any group in an academic forum without prior consent of the instructor, director and/or dean.

19B.4.3.6.4. Involve commercial solicitation.

19B.4.3.6.5. Be done by CNSA Staff, the Board of Directors, the current Regional Directors, Officers or the Nominations and Elections Committee.

19B.4.4. Campaign Time Lines

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- 19B.4.4.1. Candidates are responsible for the removal of all of their campaign material by 17:00 on the last day of the campaign period; failure to do so shall result in disqualification.
- 19B.4.4.2. A budget shall be submitted to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE by the close of the Open Forum on the last day of the campaign period. Said list shall include:
 - 19B.4.4.2.1. All donated, used, and/or purchased materials.
 - 19B.4.4.2.2. As many receipts as possible to verify prices.
- 19B.4.4.3. If no expenses are incurred, no budget is required.

19B.5. Time line for Canadian Nursing Students' Association Elections and Appointments

- 19B.5.1. Any and all dates for any and all CNSA Elections and Appointments shall be ratified by the Board before said election is held.
- 19B.5.2. Advertising for the Regional Executive (s) Election, Officer and the Board Election shall be done for at least two weeks prior to the opening of the nomination period.
- 19B.5.3. Advertising for any CNSA Appointment shall be done for two weeks prior to the opening of the nomination period, unless stated otherwise in this policy.
- 19B.5.4. Advertising shall include the following:
 - 19B.5.4.1. The position(s) available.
 - 19B.5.4.2. Contact information for the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.
 - 19B.5.4.3. Date, time and locations of the following:
 - 19B.5.4.3.1. Opening of the nomination period.
 - 19B.5.4.3.2. Closing of the nomination period.
 - 19B.5.4.3.3. The All Candidates' Meeting.
 - 19B.5.4.3.4. Beginning of the campaign period.
 - 19B.5.4.3.5. The Address
 - 19B.5.4.3.6. Ending of the campaign period.
 - 19B.5.4.3.7. Opening of polls.
 - 19B.5.4.3.8. Closing of polls.
 - 19B.5.4.3.9. Location of polls.
- 19B.5.5. Advertising should be done through the following means, including but not limited to:
 - 19B.5.5.1. The Connection
 - 19B.5.5.2. The CNSA Website
 - 19B.5.5.3. General postings
 - 19B.5.5.4. Email List serves
- 19B.5.6. The nomination period for the Regional Director(s), Board of Directors and the Officers shall commence no later than the after the close of the first day of regional meetings during the Annual National Conference.
- 19B.5.7. Said nomination period shall be open for at least one (1) business days before the start of the campaign period.
- 19B.5.8. Nominations shall close at beginning of the second session of National Assembly.

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- 19B.5.9. The nomination period shall close at least one (1) day prior to the opening of the general polls.
- 19B.5.10. There shall be at least one (1) Address held during the campaign period for the Regional Directors(s), Officers, and Board of Directors Election.
- 19B.5.11. The campaign period shall begin immediately after the ACM, lasting a minimum of one (1) day, and end at the end of the Open Forum on the day of the opening of general polls.
- 19B.5.12. Polling for all CNSA Elections shall occur for a minimum of one half an hour immediately following the end of the campaign period or until all votes are accounted for.
- 19B.5.13. The Election shall be held annually on the FINAL day of the Annual National Conference which falls between the third and fourth week of January annually.
- 19B.5.14. Polling stations shall be in open operation immediately after the end of the Address and Campaign Period.
- 19B.5.15. Official results of any and all Elections and Appointments shall be publicized through the means outlined in section 19B.5.5 of this policy for one week following ratification by the Nominations and Elections Committee.
- 19B.5.16. All time lines listed in this section (19B.5) shall be listed in generic form on a calendar and placed as an item in the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE manual.

19B.6. Voting

- 19B.6.1. Voter Eligibility
 - 19B.6.1.1. Only current individual members of the Association who are the Official Delegates for their member school are eligible to vote in CNSA elections.
 - 19B.6.1.1.1. There shall be no vote for any Affiliate Members of CNSA for each elected position.
 - 19B.6.1.1.2. In the event that the Official Delegate is unable to vote, then their proxy or their Associate Delegate shall vote on their behalf.
 - 19B.6.1.2. Any and all given voter's names and chapter numbers must appear on a master list of registered Official/ Associate Delegates provided by the CNSA Director of Communications.
 - 19B.6.1.3. If a Voter's eligibility is brought into question, said Voter shall procure documentation from their school of nursing indicating that they are currently enrolled at a Canadian nursing school or are a recent graduate. Said documentation, in its original form, shall be authorized by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE prior to said voter being permitted to cast a ballot. Said documentation shall then be retained by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall retain said documentation until the results of said election have been ratified by the National Assembly.

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19B.6.2. Voting Procedure

19B.6.2.1. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall number the master lists of registered students and any and all official CNSA ballot boxes, and shall keep a record of said lists and boxes assigned to each polling station.

19B.6.2.2. Any and all ballot boxes must remain sealed throughout the Polling Period.

19B.6.2.3. Any and all voters must provide the Poll Clerk with a valid Canadian school of nursing Identification Card and the National Assembly voting card prior to being permitted to cast a ballot.

19B.6.2.4. Poll Clerks shall ensure that the information provided on a Canadian school of nursing Identification Card is the same as the information given on the master list of voters.

19B.6.2.5. Prior to issuing each ballot, the CNSA Poll Clerk shall make a permanent mark/highlight each voter's name on the master list of registered students.

19B.6.2.6. Poll Clerks shall initial the back of each ballot that they present to a member. This is to Chair of the Nominations and Elections Committee's reference the origin of the ballot. A ballot can be declared invalid if an initial is absent.

19B.6.2.7. If a delegate of the National Assembly is disabled and wishes to vote, the poll clerk shall make the mark on the ballot at the request of the member.

19B.6.2.8. All voting shall be done by secret ballot with the exception of disabled voters.

19B.6.2.9. Quorum for the vote shall be 80% of the attending voting delegates of CNSA participating in National Assembly and the Regional Executives, respectively.

19B.6.2.9.1. The election shall be declared invalid if quorum fails.

19B.6.3. Poll Clerks

19B.6.3.1. Positions for Poll Clerks shall be occupied by members of the Nominations and Elections Committee.

19B.6.3.2. Poll Clerks will receive training by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE prior to the opening of the polls. Said training will include policy and procedures to follow while on duty.

19B.6.3.3. There shall always be at least one CNSA Poll Clerk on duty at any and all CNSA Polling Stations. Poll Clerks may not leave their station unless properly relieved by another assigned Poll Clerk, an Nominations and Elections Committee member or the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.

19B.6.3.4. Poll Clerks may vote at any time that polls are open other than when they are on duty.

19B.6.4. Polling Locations

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- 19B.6.4.1. The locations shall be designated by the Nominations and Elections Committee as official CNSA Polling Stations, and as such, must be opened during any and all elections.
 - 19B.6.4.2. Additional polling stations may be added at the discretion of the Nominations and Elections Committee.
 - 19B.6.4.3. Each CNSA Polling Station shall consist of the following items:
 - 19B.6.4.3.1. One sealed ballot box.
 - 19B.6.4.3.2. One table.
 - 19B.6.4.3.3. One chair.
 - 19B.6.4.3.4. One current master list of Delegates from the CNSA Director of Communications.
 - 19B.6.4.3.5. A more than sufficient number of marking tools including pens and highlighters.
 - 19B.6.4.3.6. A more than sufficient number of ballots.
 - 19B.6.4.3.7. A poster with a picture of each Candidate with name underneath. Pictures shall all be the same size.
 - 19B.6.4.3.7.1. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall be responsible for getting said posters prepared and should have the Web Designer create the posters.
 - 19B.6.4.3.7.2. Pictures shall be taken at the ACM.
 - 19B.6.4.4. Ballot boxes shall remain in plain view at all times.
- 19B.6.5. Ballots
- 19B.6.5.1. Wording:
 - 19B.6.5.1.1. Ballots shall read: "You may select one (1) candidate or abstain".
 - 19B.6.5.1.2. In the event where there is only one candidate, a YES/NO checkbox shall be located beside their name.
 - 19B.6.5.1.3. The names of the Candidates shall be listed in alphabetical order, last name first, as they appear on their nomination form. They may include a nickname if one is so stated on the nomination form.
 - 19B.6.5.2. Ballots shall be secured by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE at least forty-eight (48) hours prior to the opening of the polls.
 - 19B.6.5.2.1. Ballots shall be destroyed by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE no later than twenty-four (24) hours after final ratification of all Elections and Appointments.
 - 19B.6.5.3. Ballots shall be securely stored at all times.

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- 19B.6.5.4. Any mark on the ballot which clearly denotes a preference for one of the Candidates, as determined by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE, shall be valid and shall be counted.
- 19B.6.5.5. Ballots shall be numbered in sequence. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall keep a record of the number of ballots, and their respective numbers, that are distributed to each polling station.
- 19B.6.5.6. Ballots shall be designed as outlined in the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE Manual.
- 19B.6.5.7. Ballots are only accepted during the polling period.
- 19B.6.5.8. Tabulation and Validation of Votes from CNSA Elections.
 - 19B.6.5.8.1. Tabulation shall begin when quorum is reached, immediately following the close of the polling period, provided that there are no appeals in progress that have resulted from the nomination, campaign or polling period.
 - 19B.6.5.8.2. Quorum for tabulation shall be:
 - 19B.6.5.8.2.1. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE
 - 19B.6.5.8.2.2. All members of the Nominations and Elections Committee.
 - 19B.6.5.8.2.3. Failure to meet quorum does not invalidate an Election. Tabulation shall then occur as soon as possible.
 - 19B.6.5.8.3. Only the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE and members of the Nominations and Elections Committee are allowed to touch any and all ballot boxes, ballots, or the polling stations' master lists of registered students, following the close of the polling period.
 - 19B.6.5.8.4. Ballot boxes shall be opened in sequence. All ballots from a given box shall be counted and checked before the next box is opened.
 - 19B.6.5.8.5. No person may enter or exit the room in which ballots are being tabulated, from the time the first ballot box is opened until the final count has been completed and approved by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.
 - 19B.6.5.8.5.1. The only exception shall be in emergencies. In which case, all boxes shall be re-sealed immediately until the emergency has been resolved.

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- 19B.6.5.8.6. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall make all rulings on ballot spoilage. Any such rulings can be appealed to the Nominations and Elections Committee when said spoiled ballots may alter the outcome of a given CNSA Election.
 - 19B.6.5.8.6.1. Any objections to the method of tabulation shall be voiced at the time of tabulation.
- 19B.6.5.8.7. Ballots shall be counted a minimum of two times, unless the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE, the Nominations and Elections Committee and all the present Scrutineers determine that a second count is not necessary.
- 19B.6.5.8.8. The sequence of numbers on all ballots shall be referenced against the record of ballots assigned to the polling stations from which said ballots came by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE.
- 19B.6.5.8.9. Any member of the Association may request a recount with due cause. An automatic recount shall occur if the difference in votes is two percent of total ballots cast, or less.
- 19B.6.5.8.10. Spoiled Ballots
 - 19B.6.5.8.10.1. A ballot must not have any non-natural markings on it. For example: improper number of candidates selected, other writing on ballot, etc.
 - 19B.6.5.8.10.2. A ballot that has been vandalized shall be excluded. For example: torn or soiled ballot, etc.

19B.7. Results of Elections and Appointments

- 19B.7.1. The result for CNSA Elections and Appointments shall be decided by a simple majority of eligible voters. Said decision shall be considered as binding upon the Regional Executive (s), the Board, and all members of the Association.
 - 19B.7.1.1. The Board and/or National Assembly shall ratify the results of the election as per the CNSA Governing Documents to make the results official.
 - 19B.7.1.2. When there is a difference in votes between the winner and a runner up of two (2) votes or less; or, if there is reason to do so as a result of a dispute, the following shall occur:

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- 19B.7.1.2.1. Any and all master lists of registered voters shall be Chair of the Nominations and Elections Committees referenced to ensure that no more than one ballot was cast by any and all given voters.
- 19B.7.1.2.2. It is checked that the total number of ballots equals the total number of voters by the Chair of the Nominations and Elections Committees off the master list.
- 19B.7.1.3. The Board and/or National Assembly shall not ratify the results until any and all disputes or appeals are resolved. In the case of 19B.8.1.2. ratification shall not occur until after 19B.8.1.2.1 and 19B.8.1.2.2. are completed.
- 19B.7.1.4. Ratification shall be by two-thirds majority.
- 19B.7.1.5. Failed ratification shall result in an invalid election.
 - 19B.7.1.5.1. Ratification may only fail for policy infractions that provide an unfair process in the election, a CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE ruling or failed quorum during voting.
- 19B.7.1.6. No appeals may be made after the ratification of the final count and results by the Board.

19B.8. Invalid Results of Canadian Nursing Students' Association Elections and Appointment.

- 19B.8.1. Should the results of any CNSA election and/or Appointment be ruled invalid, a re-vote shall occur no later than two weeks after said ruling is made.
- 19B.8.2. Candidates shall not be permitted to campaign between the invalidated vote and the re-vote.
- 19B.8.3. The re-vote shall be publicized as per 19B.5.5..

19B.9. Canadian Nursing Students' Association By-Elections

- 19B.9.1. By-Elections shall occur when: there is a vacancy in an Officer position, or in the Board of Directors in keeping with the Governing Documents of the Association.
- 19B.9.2. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall begin the By-Elections process within 5 days of either of the above occurrences.

19B.10. Replacement of Members of the Canadian Nursing Students' Association Board of Directors or Officers

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- 19B.10.1. A Vacancy on the Executive Committee, composed of the President, Vice President Director of Inter/Intraprofessional Education & Research, and Director of Communications, shall be filled as follows:
 - 19B.10.1.1. In the incidence of vacancy of said positions prior to the commencement of the Term of Office (commencing April 1), the by-elections process shall be as indicated in 19.B.10.2
 - 19B.10.1.2. in the incidence of vacancy of the President after the initiation of the term in office, the Vice President shall become President and vacate their office (per section 6.08 of the bylaws)
 - 19B.10.1.3. In the incidence of vacancy of the Vice President Director of Inter/Intraprofessional Education & Research or the Director of Communications during the Term of Office, the position may only be filled by an existing member of the Board of Directors (per the rules and regulations)
 - 19B.10.1.3.1. In the incidence that a member of the Board of Directors is unwilling or unable to move into the vacant Executive Committee position, the by-elections process shall be as indicated in 19B.10.2
 - 19B.10.1.3.1.1. This Board of Directors will renounce this individual of the power and duties of an Executive Officer, and an existing Board member will be appointed per section 7.02 of the bylaws
- 19B.10.2. A vacancy on the Board (with the exception of the Executive Committee) shall be filled by the first runner-up of the most recent Board Election or by Appointment by the Board of Directors (per section 6.08 of the bylaws). In the event that the first runner-up cannot, or refuses to, fill said position, the option shall be given to the sequential runner-up, until such time as the position is filled, or the list of runners-up is exhausted.
- 19B.10.3. In the event that there are no runners-up, or the list is exhausted:
 - 19B.10.3.1. The vacancy shall be advertised for two weeks by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE or the CNSA President as per 19B.5.5
 - 19B.10.3.2. There shall be no campaigning period for the Board Appointment
 - 19B.10.3.3. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall ensure that any and all potential Candidates complete the normal nomination form for a Board Election
 - 19B.10.3.4. The board shall elect a nominee to fill the position or positions at their first meeting following the nomination period
 - 19B.10.3.5. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall run the Board Appointment balloting process by secret ballot or electronic ballot.

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Dealing with Complaints

- 19C.1.1. Any member of the Association may file a complaint regarding any aspect of a CNSA Election and Appointment.
- 19C.1.2. All complaints shall be brought before the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE first. Complaints need not be in writing. They shall be brought before the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE as soon as possible, unless otherwise stated in this policy, after the breach of policy occurs.
- 19C.1.3. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE may make an immediate decision if all the facts are known or may make further inquiries before making a decision.
 - 19C.1.3.1. Complaints that may be dealt with in this way include, but are not limited to: validity of ballots and other tabulation disputes, straight policy infringements not dependant upon witness testimony such as improper display of campaign materials.
- 19C.1.4. Complaints which involve extensive investigation or witness testimony shall be brought before the Nominations and Elections Committee. The Nominations and Elections Committee may hold a hearing at their discretion. (See 19C.3.6. for hearing process.)
- 19C.1.5. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall be empowered to assess any penalty enforceable by CNSA. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall ensure that the penalty is commensurate with the nature of the infraction. The Nominations and Elections Committee is also so empowered.
- 19C.1.6. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall be empowered to make any ruling, regarding the Elections and Appointments on any issues not already stated within this policy, and not covered in the governing documents of the Association. The Nominations and Elections Committee shall be empowered with the same authority for the purpose of resolving complaints and appeals.
- 19C.1.7. CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE decisions may be appealed to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE or to the Nominations and Elections Committee. Complaints regarding tabulation of ballots shall be appealed to the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE first, at the time of tabulation.
- 19C.1.8. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE and/or the Nominations and Elections Committee shall make a written report after their final decision, stating the nature of the complaint, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNSA President who shall forward it to the Board.

19C.2. Points

- 19C.2.1. Purpose

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- 19C.2.1.1. Points shall be levied for: campaigning policy breaches, failure to remove posters by designated time, clean-up required by other groups. This list is not exhaustive.
- 19C.2.1.2. Points may be awarded alone or in conjunction with any other penalty.
- 19C.2.2. Points may be incurred up to a maximum of 50 points.
 - 19C.2.2.1. No single sanction shall exceed 50 points.
- 19C.2.3. Any Candidate exceeding 50 points shall be disqualified.
 - 19C.2.3.1. A Candidate may be disqualified before reaching the maximum at the discretion of the Nominations and Elections Committee as per usual disciplinary policy.
- 19C.2.4. Suggested points shall be consistent for the duration of a year.
- 19C.2.5. Complaints regarding points
 - 19C.2.5.1. Complaints shall be filed, in writing, with the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE no later than 24 hours following the final count.
 - 19C.2.5.2. The regular appeals process applies to points.
 - 19C.2.5.3. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall reach a decision on said complaint within 24 hours of the complaint being filed.
 - 19C.2.5.4. A further 24 hours to appeal a CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE or Election Committee ruling shall be granted to the complainant once a decision has been made.

19C.3. Appeals of Chief Returning Officer's Decisions to the Standing Nominations and Elections Committee

- 19C.3.1. Appeals of any ruling made by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall be made in writing to the CNSA President no later than 24 hours after the final count. Said written complaints must include a letter listing any and all points of dispute, a listing of any and all Articles and/or Policies of the Constitution that were allegedly violated and any and all documentation that demonstrates said violations.
- 19C.3.2. The Nominations and Elections Committee, with the CNSA Past-President as Chair, shall hear the appeal. The CNSA Past-President shall be a voting member. The Committee shall proceed with an oral hearing.
- 19C.3.3. All items described in section 19C.3.1 shall be collected and placed in a Case Package which shall serve as the sole location for any and all materials related to a given complaint.
- 19C.3.4. Copies of said Case Package shall be forwarded to the Nominations and Elections Committee and to the accused party.
- 19C.3.5. The Case Package and any and all video and audio recordings of the hearing shall be retained by the CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE until the Election and/or Appointments in question are ratified by the Board.
- 19C.3.6. Oral Hearings
 - 19C.3.6.1. The CNSA Past-President shall schedule a Hearing at the earliest convenience of all parties involved. At this time, the Plaintiff and

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the Defendant will be heard by the Nominations and Elections Committee. Attendance at the hearing is mandatory for all involved parties.

- 19C.3.6.2. The CHAIR OF THE NOMINATIONS AND ELECTIONS COMMITTEE shall be present at the hearing.
- 19C.3.6.3. All hearing proceedings shall be recorded in audio and video format.
- 19C.3.6.4. Immediately following the presentations of all involved parties, the CNSA Past-President and the Nominations and Elections Committee shall hold an in camera meeting and shall make a ruling on said dispute.
- 19C.3.6.5. A written report shall be produced after their final decision, stating the nature of the appeal, the final ruling and reasons for the decision. All relevant facts shall be included in the report. The report shall be given to the CNSA Chairperson who shall forward it to the Board. A copy of said report shall go in the case package.