

# UNIVERSITY OF CALGARY BALLROOM DANCE CLUB

## ELECTION POLICY - SCHEDULE IV

1. In September the Executive shall appoint an Election Committee, which shall be comprised of a Returning Officer and at least two Election Assistants.
2. In the first week of January, the Executive will set the date of the Annual Election. In the case of a By-Election, the Executive shall make reasonable efforts to hold a By-Election as soon as possible. The President shall contact the Returning Officer to:
  - Identify the dates of the election
  - Identify the period that nominations shall be accepted
  - Ensure that each committee member has a copy of the Constitution and Election Policy
  - Provide the scripted announcement(s) as prepared by the Executive
3. Executive to announce the Annual Election or By-Election
  - A minimum of 4 weeks notice shall be given to the general membership of the upcoming Annual Election
  - For a By-Election a minimum of 3 weeks notice shall be given to the general membership
  - The first week nominations are open, a scripted announcement prepared by the Executive, will be presented by an Election Committee Member at each venue to announce the election and encourage members to run for office. The announcement will include:
    - ✓ The dates for the Annual Election or By-Election
    - ✓ The dates nominations open and close
    - ✓ Instruction that nominations are to be submitted in a sealed envelope marked "Election Committee" and given to the instructor of the class and that an Election Committee Member will retrieve nomination forms from the instructors at classes or TA training
    - ✓ Advise that the campaign may start immediately upon acceptance of nomination by the Returning Officer
    - ✓ The names of the candidates who are running for office
  - Names will be posted and updated on the bulletin board on a weekly basis.
  - It is the responsibility of the candidates running for Executive positions to have their bios posted on bulletin boards

#### 4. Nomination

- The Executive will prepare and provide nomination forms to the Returning Officer and membership. Additional documents shall include:
  - ✓ Declaration of eligibility of nominee (eligibility – see constitution)
  - ✓ Information to provide and clarify job description
  - ✓ A copy of the Constitution/clarify rules of election

#### 5. Campaigning

- Advise the candidate his/her campaign can start immediately after their nomination is accepted
- Schedule class time for nominees to campaign (maximum 3 minutes each)
- Advise all candidates of the date, time and location of the counting of the votes. Candidates in attendance are to be observers only.
- Advise the candidate on acceptable campaigning methods.
  - ✓ Campaign speeches must be booked through the Election Committee, who will advise the instructors.
  - ✓ The election committee will schedule class time for nominees to present their campaign speeches (maximum 3 minutes each). Note: Class time must be first consideration.
  - ✓ Nominees will campaign once at any given class

#### 6. Run the election as per the Constitution.

- Formally open and close the election process at the Annual Election and By-Election (scripted).

#### 7. The Election Committee will tally the votes no later than 6pm the Sunday immediately following the vote. Election results will be given to those candidates in attendance. Absent candidates and current Executive Members shall be advised of the results on the following day.

**No information from the Election Committee will be released prior to this notification.**

#### 8. Results of the election to the general membership will be done through posting and announcements during classes at the start of the following week after the election. (Scripted).