

A. BACKGROUND

1. This policy lays out the guidelines for the call for nominations to the QPIRG McGill Board of Directors and to the Conflict Resolution and Complaints Committee (CRCC).
2. In order to manage the day-to-day operations of QPIRG McGill a dedicated body will be selected by popular will. The membership of QPIRG McGill therefore invests its authority in a directorate. Ultimate authority remains with the whole group in its membership, to which the directorate is responsible and reports.
3. The relevant sections of the QPIRG McGill's Bylaws pertaining to elections include, but are not limited to, the following:
 - a. Bylaw 4, B, section 1, "Student membership is available only through payment of fees to QPIRG McGill, in accordance with these Bylaws. Only students attending McGill University shall be eligible for student membership."
 - b. Bylaw 4, B, section 2, "Community membership can be obtained by fulfilling all of the following criteria:
 - i. Completing a total of fifteen (15) or more volunteer hours for QPIRG McGill, within a twelve (12) month period, except in the case of a student who receives a fee refund, who has thereby forfeited their right to be a member, and
 - ii. Paying an annual fee to QPIRG McGill, to be determined periodically by the Board of Directors, whose amount shall not exceed the amount paid per student for Student Membership".
 - c. Bylaw 4, B, section 3, "A student who receives a fee refund ceases to be a member of QPIRG McGill and shall not be eligible for community membership".
 - d. Bylaw 4, B, section 4, "All Working Group members shall automatically become members of QPIRG McGill, unless they have received a fee refund".
 - e. Bylaw 6, A, section 1, "QPIRG McGill shall hold an Annual General Meeting between the 1st of October and the 30th of December, at a time and place determined by the Board and in accordance with these Bylaws".
 - f. Bylaw, 6, C, section 1, "The election of the Board shall take place at the QPIRG McGill Annual General Meeting according to these bylaws and the QPIRG McGill Elections Policy".
 - g. Bylaw 6, C, section 3, "QPIRG McGill shall actively promote the nomination of traditionally underrepresented groups to the board of QPIRG McGill".
 - h. Bylaw 6, C, section 5, "These bylaws, and thus QPIRG McGill Elections Procedures as stipulated in the QPIRG McGill Elections Policy, are independent of all other student groups on campus".
4. The relevant section of the Conflict Resolution and Complaints Committee Policy pertaining to elections include, but are not limited to, the following:
 - a. Appendix 4, section B, Election Procedure of the Conflict Resolution and Complaints Committee, "[...] a dedicated body for decision-making about these complaints will be selected by popular will, and elected at QPIRG's Annual General Meeting (AGM)".

B. ELECTORAL OFFICER

1. Appointment of Electoral Officer

- a. Before the opening nominations, and at least three weeks prior to the start of the nomination period the Board shall appoint an Electoral Officer (EO) to oversee the election process. The board may also appoint an assistant to the Electoral Officer.
- b. The Electoral Officer may not be a candidate for election to the Board or a current Board member of QPIRG McGill.
- c. The Electoral Officer shall be given an honorarium for their work and provided with a job description from the Board.

2. Authority to Conduct Elections

- a. The Electoral Officer shall have authority to conduct the election, but shall be accountable to the Board, including: notice of deadlines, approval of nominations, instructing of candidates, printing of ballots, and other non-partisan election materials, overseeing of balloting, and other election matters delegated by the board.

C. BOARD ELECTION AND PROCEDURE

1. Nominations

- a. Nominees will be members of QPIRG McGill; a member that has abided by QPIRG McGill's bylaws, policies and mandate in their work with and approach to QPIRG McGill.
- b. Nominees may be nominated by any member of QPIRG McGill, including themselves.
- c. All nominees must be members of QPIRG McGill and must declare themselves to be running as either a community or student member. As per the QPIRG McGill bylaws, membership for the purpose of running as a Board Member is defined as follows,
 - i. Student membership is available only through payment of fees to QPIRG McGill in accordance with the organization's bylaws. Only students attending McGill University shall be eligible for student membership.
 1. A student who opts out of QPIRG McGill's fee levy ceases to be a member of QPIRG McGill.
 - ii. Community membership is obtained by completing a total of fifteen (15) or more volunteer hours for QPIRG McGill, within the twelve (12) month period preceding the AGM.
- d. Student members who have opted out in the last two semesters previous to the board elections are excluded from running for the Board of Directors.
- e. Nominees must submit the nomination package that includes the following: personal contact information, statement of intent, answers to candidate questions, 50 signatures from QPIRG McGill members and a completed release of standing form if they are McGill students by the deadline decided by the Electoral Officer.
- f. Nominees must read and sign an understanding of agreement defining the tasks and duties of a QPIRG McGill Board Member and agree to abide by QPIRG McGill's bylaws, policies and mandate. This understanding of agreement shall be a part of the nomination package.

- g. The deadline for submission of the nomination package shall be at least ten (10) days before the Annual General Meeting (AGM). If necessary, the deadline can be extended at the discretion of the Board of Directors.

2. Elections

- a. Elections for the Board of Directors shall take place once a year, unless there are more than six (6) vacant or appointed spots on the board at one time.
- b. A Special General Meeting (SGM) shall be called if there are more than six (6) empty or appointed spots on the board.
- c. All publicity materials for the AGM and/or SGM shall give notice of the Board elections.
- d. Election of student nominees and community nominees shall occur separately and concurrently.
- e. All elections will be held in secret ballot during the AGM and/or SMG. Members must mark “yes” or “no” next to each nominee, or choose to abstain.
- f. To be elected, nominees must receive a simple majority of ballots cast. If more than twelve (12) people are running, then the nominees with the highest percentage of “yes” votes will be elected, in addition to the stipulations in sections C.2.g. and C.2.h.
- g. Members can elect a minimum of three (3) and a maximum of six (6) community nominees, and a minimum of six (6) and a maximum of nine (9) student nominees for a total of twelve (12).
- h. If there are not enough student members running, then the student member seat(s) will remain open until the spot(s) is/are filled by board appointments of student member(s), or until a SGM is called for a new election.
- i. Any blank ballots shall be considered spoiled ballots.
- j. No nominee shall be acclaimed.
- k. No voting by proxy will be allowed.
- l. The EO or QPIRG McGill members can request up to two (2) people to oversee the ballot counting.

D. CRCC ELECTION AND PROCEDURE

1. Nomination

- a. Nominees will be members of QPIRG McGill; a member that has abided by QPIRG McGill’s bylaws, policies and mandate in their work with and approach to QPIRG McGill.
- b. Nominees will demonstrate the existence of a minimum of one (1) year involvement with QPIRG McGill.

- c. All nominees must be members of QPIRG McGill and must declare themselves to be running as either a community or student member. As per the QPIRG McGill bylaws, membership for the purpose of running as a Board Member is defined as follows,
 - i. Student membership is available only through payment of fees to QPIRG McGill in accordance with the organization's bylaws. Only students attending McGill University shall be eligible for student membership.
 - 1. A student who opts out of QPIRG McGill's fee levy ceases to be a member of QPIRG McGill.
 - ii. Community membership is obtained by completing a total of fifteen (15) or more volunteer hours for QPIRG McGill, within the twelve (12) month period preceding the AGM.
- d. Ten (10) days prior to the AGM, a nominee must present a CV, bio and letter of intent demonstrating their experience with and knowledge of Conflict Resolution processes. If necessary, the deadline can be extended at the discretion of the Board of Directors.
- e. Nominees must read and sign an understanding of agreement defining the tasks and duties of the QPIRG McGill CRCC and agree to abide by QPIRG McGill's bylaws, policies and mandate.
- f. All nominees shall have the opportunity to introduce themselves at the AGM, and members present at the AGM shall have the opportunity to ask questions of the nominees.
- g. Any nominee who cannot be present due to extenuating circumstances may present a written document that will be read on their behalf.
- h. All publicity materials for the AGM shall give notice of the Conflict Resolution and Complaints Committee elections.

2. Elections

- a. Elections for the Conflict Resolution and Complaints Committee will be conducted by secret ballot.
- b. To be elected, nominees must receive a simple majority of ballots cast.
- c. No nominee shall be acclaimed.
- d. If more than four (4) nominees receive a simple majority vote, then the four (4) nominees with the most "yes" votes are deemed elected.
- e. No voting by proxy will be allowed.
- f. All publicity materials for the AGM shall give notice of the CRCC elections.

E. RESULTS

- 1. In advance of elections, the EO may advise voters of how the votes are to be counted, but after the counting is complete, the numbers of votes received by each candidate shall not be publicized.

2. The names of the candidates shall be announced in alphabetic or random order, and the election shall be declared closed.
3. The Electoral Officer shall post the names of the newly elected Board of Directors and CRCC within 48 hours after the end of the AGM and/or SGM on the QPIRG McGill website.
4. The EO and outgoing board shall be privy to the detailed voting results in order to ensure the election was properly counted.

F. APPEALS

1. An appeal may contest the eligibility of nominees, the discretion of the Electoral Officer and/or the electoral results.
2. The members of the outgoing board who are not re-running in the election shall constitute the appeals board.
3. If there are no outgoing board members who are not re-running, then the EO shall form a committee of three (3) QPIRG McGill members who will constitute an appeal board.
4. A member can bring an appeal forward no more than four (4) days after the end of the AGM and/or SGM. The appeal must outline the nature of the complaint, be substantiated by relevant evidence and be signed by the member; it is then presented to a member of the appeal board.
5. Any member who calls for a recount must do so through an appeal process.
6. The appeal board shall review the appeal and evaluate the validity of the claim.
7. If the claim is accepted, the appeal board will undertake an investigation to determine the decision that will be taken.
8. If the investigation does not prove sufficient to make a decision, a hearing will take place where all parties involved will present their evidence and the appeal board can question them on the information presented.
9. The appeal board may order a new election to be held; rulings of the appeal board will be final.
10. The appeal board is empowered to overturn elections results.
11. If a new election is called, it shall take the form of an SGM and it must follow the process put forward in the QPIRG McGill bylaws.
12. All decisions of the appeal board shall be presented in written report to be uploaded to the QPIRG McGill website and shall happen within 3 weeks of when the appeal was initially submitted. If more time is required, the appeal board shall make a public statement notifying the membership of the new timeframe and the reasoning behind it.

G. Recommendations

- The Board of Directors and the QPIRG McGill staff will make every effort to outreach for community members and other traditionally underrepresented groups to run for the QPIRG McGill Board of Directors and the CRCC.