

DeGroote Accounting Association
ELECTION BYLAWS
DeGroote School of Business, McMaster University

1) PURPOSE

To ensure all DeGroote Commerce Society (DAA) elections are carried out in a fair and equitable manner.

2) RETURNING OFFICERS

The Chief Returning Officer (CRO) shall:

- A. Be the chief electoral officer of the DAA. The CRO shall not seek office in an election or support any candidate
- B. The Deputy Returning Officer (DRO) shall:
 - b) Be appointed by the CRO and DAA executives.
 - c) Act as a backup if the CRO is unavailable or upon request

3) ELECTION SCHEDULE

- A. Presidential election procedures will be carried out prior to February 28st of that year, if no candidate runs for the position, the election process will open the first week of classes in September the nominations will open up again to any students interested for two weeks
- B. The nomination period shall be at least one week
- C. The deadline for submission of nominations will be set at one week before the election
- D. Campaigning will commence at the beginning of the week of elections following meeting of candidates with CRO

4) PROCEEDINGS

- A. Nominees' Qualification
 - a. Any full-time undergraduate student in the Faculty of Business who plans on continuing in the Commerce Program for the coming full academic year
 - b. The nominee must also have completed Level 3 of any program within the Faculty of Business and is required to provide their unofficial transcript to the CRO
 - c. In the event that an elected or non-elected official does not remain in full-time studies of the Commerce program, they will be required to resign and an election will be held to fill the position
 - d. For students with extenuating circumstances (exchange or internship students and others deemed qualified by the CRO and current President) who would like to run for an executive position, they must:
 - i. Submit a signed letter stating their intention to run giving full responsibility to their campaign manager for the full electoral process
 - ii. Be available for their full term in office
- B. Submission of Nominations
 - a. Nominations forms shall be made available on the DAA website

- b. Nominations forms must be completed and submitted by the due date as determined by the DAA executives or they will not be accepted
 - c. Nomination forms for the President shall be submitted to the CRO
 - d. The position of President shall require 20 signatures, A Commerce student may not sign more than one nomination form for the same position
 - e. The CRO and President shall be responsible for validating the nomination forms
- C. Electors' Qualifications
- a. Must be a full time undergraduate student enrolled in the DeGroot School of Business.
- D. Notice of Poll
- a. The CRO shall issue a notice of poll declaring the online polling date and times of poll at least 3 business days before polling day;
- E. Withdrawal of Candidate
- a. A candidate may withdraw at any time after nominations and before the opening of the poll by delivering to the CRO written notice of their decision to withdraw;
 - b. In the case of a candidate withdrawing when the names have already been submitted to the ballot, notice of withdrawal shall be posted on the DAA website, and on DAA social media

5) PREPARATION OF ONLINE POLL

- A. Ballots
- a. The names of the candidates shall be shown alphabetically by surname on the ballot
 - b. The given name (as submitted on the nomination papers) shall follow the surname, with the surname in bold print

6) CAMPAIGNING

- A. Campaigning shall be defined, but not limited to:
- a. Distribution and/or display of campaign materials
 - b. Speaking to classes, student groups, or individuals for the purpose of presenting a platform as a candidate. Candidates MUST obtain the permission of the instructor to speak to a class. Candidates must abide by the conditions imposed by the instructor.
 - c. Candidates may not use e-mail or cellphones for the purpose of campaigning unless an individual voter has first solicited a response from the candidate. Solicitation of information from candidates shall be defined as any active, verbal, or written request for that information.
 - d. Campaigning shall terminate at 11:59PM before the polls open. No campaign material may be up in any building around or on campus. This includes, but is not limited to having visible posters, buttons, flyers, e-mails as well as members of a candidate's campaign teams advising DAA voters for whom to vote. Posters within sight will be removed by the President, CRO or DRO. No verbal campaigning by candidates or their campaign team shall take place on the day of elections. The DAA will advertise it is election day on the DAA Website and on Social Media

- e. Candidates may not use information from the offices and facilities of DAA. This includes but is not limited to any Commerce e-mail lists. Within the confines of such space, individuals shall not distribute campaign materials. The CRO/ DRO reserves the right to inspect these offices and facilities.

7) CAMPAIGNING MATERIALS

- A. All campaign material must be of good taste and appearance. Any campaign material in bad taste will be disallowed by the CRO/DRO. Campaign material considered to be in “bad taste” shall include but not be limited to material that is determined by the CRO/DRO to be: sexist, racist, heterosexist, pornographic or obscene, derogatory or prejudicial to any member of the DeGroot Community.
- B. Any campaign material must receive approval by both of:
 - a. (1) CRO/DRO and current DAA President
 - b. (2) MSU (Design and Copy)
 - c. One copy shall serve as the authorization to distribute the campaign material; the other will be filed by the CRO/DRO. The item may be distributed only when the candidate has received authorization.
- C. Any campaign materials that will permanently deface University property are prohibited. Posters may be affixed by masking tape only.
- D. Posters displayed at any one time shall be limited to 300 total per candidate. Posters must not exceed 11 x 17 inches; therefore, no banners will be permitted and posters should not be placed together to create a visual image larger than 11 x 17 inches.
- E. There shall not be more than 2 posters per candidate in an area. An area shall be defined as a room, an unbroken wall (outside of rooms) and other flat surfaces. Posters shall not be placed across any corner. Breaks shall be defined as corners and the mid-points above:
 - a. doors
 - b. bulletin boards
 - c. windows
- F. Under no circumstances shall campaign materials be posted on/in:
 - a. clocks
 - b. doors
 - c. bathroom stall
 - d. ceilings
 - e. any glass surfaces
 - f. bulletin boards
 - g. walls or areas of the Health Science Centre
 - h. the exterior of buildings or anywhere outside (including chalk)
 - i. any drywall surfaces
 - j. DCS office, facilities or DSB lobby
- G. All election materials (including tape) must be removed from walls and bulletin boards by midnight of the day that the election polls close

8) ELECTION VIOLATIONS

- A. Any violations must be reported to CRO and may require supporting documentation
- B. The CRO/ DRO and President may disqualify a candidate for any major election violations, by having a majority vote (2/3 of the CRO/ DRO and President must rule in favour to disqualify). They shall consider all circumstances when making its decision on major election violations. The following shall be defined as major election violations:
 - a. Use of unapproved campaign material that is considered to be in “bad taste”
- C. If any candidates or campaigning team members are not following procedures at the poll or of this bylaw, then the CRO/DRO and/or the current President of the DAA must be alerted in order to stop the proceedings and to be able to have proof of obstructions.
- D. Any candidate who fails to follow the procedures for campaigning of this bylaw may:
 - a. be fined as determined by the Election Committee
 - b. be stricken from the final ballot and not allowed to continue as a DAA candidate for that specific Election

9) BALLOT PROCEDURE

- A. The online voting will be posted directly on the DAA Website and on DAA social medial
- B. CRO posts the final numbers and candidates after the election on the DAA Website - within 12 hours of the polls closing

10) SOCIAL MEDIA

- A. Candidates are allowed only to have an event page on Facebook. This will alert students the day of to vote, without the candidate personally making a post
- B. Candidates are allowed to use Facebook, Instagram and Twitter, as long as it is in good taste
- C. Candidates can only post in open Facebook groups that all candidates have fair access too. For example, one cannot post in a secret group that the other candidates don't have the equal opportunity.

11) VIOLATIONS, PENALTIES AND ENFORCEMENT

- A. The CRO/ DRO and President are responsible to ensure that all candidates, representatives and voters comply with this bylaw and any supplementary rules established by the Committee. Each candidate in an election shall be provided with a copy of this bylaw, relevant campaign rules, and other materials prior to the opening of the campaigning
- B. Non compliance with this bylaw or supplementary rules established by the CRO/ DRO and President shall be viewed as violations. They shall assess the nature of violations and may exercise any combination of the following
 - a. disqualify a candidate
 - b. invalidate an election.

12) CONFLICT OF INTEREST

- A. All student media have a responsibility to present the news in a fair and unbiased manner. The publishing or broadcasting of opinions in relation to the election will not be considered illegal campaigning as long as they are clearly marked/identified as EDITORIAL.

13) RETENTION OF DOCUMENTS

- A. Records retained of each election shall include, but not be limited to:
 - a. a copy of the election bylaws;
 - b. list of candidates running for office;
 - c. record of number of eligible voters and number of ballots cast;
 - d. record of votes received for each candidate.