Rideau River Residence Association (the Association, or RRRA) is a democratic body which exists for the benefit of all undergraduate students living in residence at Carleton University.

Elections, recalls, and referenda conducted by the Association should always be conducted with this aim in mind and therefore must be, and be seen to be, transparent, free and fair.

The conduct of elections and the electoral process must be honest and not favour or hinder any Candidate or slate.

Due to unforeseen circumstances surrounding COVID-19 the General Election was delayed beyond March 28th, 2020. RRRA will be holding a virtual election from June 25-26th, 2020

To this end, RRRA Executives adopt the following rules to govern the electoral process.
1.0 Definitions

1.1 “Campaigning” refers to any activity related to an election, a recall or a referendum, including, without limiting the generality of the foregoing, voting, communications by any means whatsoever including virtually and by social media, and organizing of any kind. This includes making public any sign of gesture so as to extort or convince any member of the Association to support by ballot or by any means, any candidate or team.

1.2 “CEO” refers to the position of Chief Electoral Officer.

1.3 “Candidate” shall, for the purposes of this policy, refer to: an individual seeking the office of the President, Vice President Administration, or Vice President Programming.

1.4 “Executive team” refers to the Presidential, Vice Presidential Administration, and Vice President Programming candidates as a ticket, also otherwise referred to as a slate.

1.5. “Campaign Material” refers to any social media post or message of any sort, made of any substance that is clearly marked so as to suggest support for one executive team. This includes public and private internet communication.

1.6. “Signatures” refers to students who successfully complete the Nomination forms.

2.0 Chief Electoral Officer

2.1 The Chief Electoral Officer (CEO) shall be a non-member of the association selected by a RRRA Hiring Board before the beginning of the electoral process.

2.2 The CEO shall be the senior administrative officer in respect to the elections, by-elections, recall or referenda.

2.3 The CEO may not be a candidate in the election.

2.4 The CEO shall be entrusted to

a) Conduct elections in an honourable, fair and thorough manner, and shall not exhibit or exercise any political bias in favour of, or against, any candidate and shall ensure compliance by any officer or employee of their office.

b) Follow all rules and regulations on elections as outlined in RRRA’s governing documents and
ensure all directives from the Students’ Council are incorporated in the electoral process.

c) Ensure the Residence community is aware of any election, by election, recall or referenda.

d) Declare a conflict of interest should one occur and relinquish any power or authority associated with that conflict to the current Vice President Administration for the necessary time.

e) Ensure that the guidelines surrounding virtual campaigning for candidates are made public before the closing of nominations, through introducing the electoral code.

f) The CEO shall have all authority to disqualify any candidate or candidates deemed to violate any policy of the Association during the election campaign

2.5 The CEO will be the interpreter of all clauses dealing with the conduct of elections. Subject to appeal to the Constitutional Board

a) In all matters of electoral importance, the CEO shall judge a situation with not only the wording of the constitution in mind, but also the context of a situation.

b) In circumstances where the choice is made to appeal the decisions of the electoral officials to the constitutional board, the board shall also be required to examine only the constitutionality of CEO’s use of contextual judgment in the situation

3.0 Deputy Electoral Officer

3.1 RRRA is opting not to select a Deputy Electoral Officer (DEO) for this General Election given the unique circumstances amid COVID-19.

4.0 General Elections

4.1 It shall be the duty of the CEO to schedule the RRRA General Elections before the 31st of March each year. Due to unforeseen circumstances surrounding COVID-19 the General Election was delayed beyond March. RRRA will be hosting virtual elections from June 25-26th, 2019.

4.2 Should a second election be required, it shall be held no later than two (2) weeks after the nullification of the first election.

4.3 In the event that no candidate(s) come forward during the scheduled General Election then the CEO must select new dates and re-run the election.
4.4 Should the CEO cease to perform his or her duties during the course of an election, the Vice President Administration or President not seeking election will become directly responsible for the execution of the elections.

4.5 Any member seeking nomination who works in RRRA businesses/offices must take a temporary leave of absence during nomination and campaign periods.

4.6 Any member seeking nomination, running as a candidate, or involved in the position of campaign manager who work in RRRA businesses/offices must take a temporary leave of absence.

5.0 Nominations
5.1 The CEO will make a virtual Nomination Form available to all eligible candidates at the beginning and throughout the Nomination Period.

5.2 Only those members who are currently undergraduate students and lived on Residence for the 2019-2020 academic year may seek nomination.

5.3 The nomination forms shall require the names of the nominee, the candidate which they are nominating, and their student numbers - both the nominee student ID and the nominator ID. Candidates must receive a corresponding number of signatures per each executive role;

   a) President - 25 signatories
   b) Vice President Administration - 15
   c) Vice President Programming - 15

5.5 The nomination period shall last no less than 1 day

5.6 All nominations shall be submitted virtually by a form on the official website (carleton.ca/RRRA) by the deadline set. All formal communications with the CEO should be made through email at elections@rrra.ca.

5.7 The CEO will also send a confirmation email from elections@rrra.ca to confirm the receipt of a successful nomination.

6.0 Campaigning

6.1 Campaign Period
   a) The Campaign period shall be selected by the CEO and Executive and shall last a minimum of four (4) days and shall not exceed six (6) days
b) The campaign period shall commence on the day immediately following the all candidates meeting.

6.2 Debate
a) There must be at least one (1) public forum where all candidates are invited to speak and answer questions. Due to complications surrounding COVID-19, this will be held virtually using the University’s conferencing system.

b) This public forum will be broadcasted and recorded to be published on RRRA social media platforms, as well as the elections website.

c) Messages of prejudice, exploitation or abuse on the basis of sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation, religious belief, disability, or marital status will not be tolerated under any circumstances.

d) The CEO will collect questions from residence students beforehand.

6.3 All candidates meeting
a) The CEO shall arrange a public meeting involving all Presidential, Vice Presidential Administration, and Vice President Programming candidates. Due to complications surrounding COVID-19, this will also be held virtually via the University’s conferencing system.

b) The CEO will be required to post a list of all validated candidates at the commencement of campaign period.

c) The CEO will answer any questions or concerns expressed by the candidates.

6.4 Campaign Expenses
a) Campaign expenditures shall be limited to $350 for each executive team.

b) A final report of all expenditures made, along with all receipts, must be submitted to the CEO within 24 hours of the close of the polls. If the candidate or Electoral Group has incurred no expenses, the report shall indicate as such.

c) Executive teams receiving more than ten percent (10%) of the total votes will be reimbursed for fifty percent (50%) of their campaign expenditures as long as all receipts are submitted to the CEO.
d) Campaign expenditures on all campaign material will be subjected to Fair Market Value at the discretion of the Chief Electoral Officer

6.5 Campaign Material
a) No campaigning or campaign material may appear in public or private areas including by social media before the campaign period.

b) During the nomination period, any candidate or team may register one (1) nonexistent internet domain name with the campaign CEO, which cannot publicize any campaign material until the beginning of campaign period as designated by the CEO.

c) The CEO may declare, prior to the campaigning period, any area to be either public or nonpublic. For this election, due to unforeseen circumstances surrounding COVID-19, campaigning or campaign material may not appear on campus.

e) The use of RRRA and/or floor representative resources for the purpose of campaigning is strictly prohibited.

f) Contents of the campaign material must not convey any message of prejudice, exploitation or abuse on the basis of sex, sexual orientation, race, ethnic origin, language, age, nation or social status, political affiliation, religious belief, disability, or marital status.

g) Websites are considered campaign material and as such are subject to the same rules and restrictions as social media posts and messaging. Furthermore, previously non-existent domain names must comply with the RRRA constitution.

h) Throughout the campaign period, a Facebook group or any other private social media group campaigning is not permitted as per section 6.7.

j) No campaigning may be done whatsoever after the opening of the polls. This does not include reminding students to vote on election day.

6.6 Campaign Locations
a) All forms of campaigning are strictly prohibited on campus at Carleton University.

b) Due to COVID-19, all forms of campaigning for the 2020-21 RRRA General Election will happen virtually.
c) Social media campaigning is permitted on Facebook, Instagram and Twitter platforms only, obeying the respected requirements outlined within this electoral code.

6.7 Facebook campaign rules are as follows:
   a) Candidates can post campaign messaging in the form of text, photo, and video posts shared on their personal Facebook account and/or posted in Facebook groups/chats dedicated to year cohorts.

   b) Candidates may also create and run one (1) Facebook event page per candidate.

6.8 Instagram campaign rules are as follows:
   a) Candidates can post campaign messaging in the form of photos, videos and stories to their personal Instagram account, so long as 1) the account is public, and 2) each post tags the official RRRA Instagram account (@rrra.cu) and uses the official #RRRAElections2020 hashtag.

   b) Executive teams may create an Instagram account/profile for their campaign. The account must be public and each post and story must tag the official RRRA Instagram account (@rrra.cu) and use the official hashtag above.

6.9 Twitter campaign rules are as follows:
   a) Candidates can post campaign messaging in the form of tweets, photos, videos to their personal Twitter account, so long as 1) the account is public, and 2) each post tags the official RRRA Twitter account (@rrra_cu) and uses the official #RRRAElections2020 hashtag.

6.10 Campaign Teams
   a) Executive teams must provide the CEO with the name of one (1) individual acting as their campaign manager or official agent, if they have one

   b) The official agent/campaign manager must be copied on all communications to their respective team from the Elections office in order for them to be valid.

   c) In cases where candidates cannot be reached the CEO must contact the official agent/campaign manager.

   d) The campaign manager/official agent are empowered to speak for and on the behalf of their respective team

   e) Campaign managers/official agents are subject to the same policies as candidates and any violation will incur the appropriate penalty for the executive team responsible for said campaign manager/official agent
f) All volunteers contributing to a campaign virtually must be on-campus students, as they would if the General Election were to be held on campus. The use of off-campus volunteers may be considered an offense and result in disciplinary action from the CEO. This includes the campaign managers.

7.0 Voting Procedure
7.1 Eligible students shall receive a ballot on their CMAIL on voting day. Which will be valid and open till 10:00 pm EST.

7.2 All voting shall be done by secret ballot. Each member of the Association is entitled to vote only once for one (1) Executive Slate (composed of a Presidential candidate, a Vice-Presidential Administration candidate, and a Vice-Presidential Programming).

7.3 Should an electoral dispute occur prior to voting, the Chief Electoral Officer shall have the authority to suspend voting for no more than one (1) day to deal with the dispute.

8.0 Ballots
8.1 Ballots will be written in such a manner so the names of the Executive Team are, top to bottom, in alphabetical order according to team names. Names of President, Vice President Administration, and Vice President Programming candidates will appear under the name of the corresponding team names. The Presidential candidate’s name will appear surname first, chosen name last; the Vice President Administration candidate’s name will appear surname first, chosen name last; the Vice President Programming candidate’s name will appear surname first, chosen name last.

8.2 Only the names of candidates, the position for which they are running for and their team name may appear on ballots.

9.0 Infractions
9.1 Any questions requiring a ruling by the CEO must be submitted by email to the CEO at elections@rrra.ca and the response will be sent back to all candidates via email. The current RRRA Vice President Administration and/or President will also receive the response as a representative of the Constitutional Board.

9.2 The procedure to file complaints is as follows:
   a) The complaint must be submitted to the CEO in writing through their Carleton email.

   b) The current RRRA Vice President Administration will jointly investigate the complaint. Once a decision has been reached, and if a violation has been issued, the Elections office will publish a
memo explaining the nature of the offence and circulate it to the teams and their respective members. The memo will also be made available publicly.

c) If the team being penalized would like to appeal they may do so through the RRRA Constitutional Board.

d) Any grievances must be reported to the CEO within 24 hours from the discovery of the infraction. A challenge to the election results must be submitted within 48 hours of the announcement of election results.

10.0 Penalties

10.1 In the event that a complaint is validated by the CEO a team shall receive:
   1) A verbal warning from the elections office.
   2) A second offence shall incur a written warning from the elections office.
   3) Three (3) or more offences shall warrant serious disciplinary action, including but not limited to suspension of resources and/or disqualification.

10.2 Consequences for policy violations will be outlined as specifically as possible but should an unforeseen violation occur, suitable penalties will be created and enforced by the CEO in conjunction with the current VP Administration.

10.3 The CEO/Current VP Administration will examine the context of a specific situation in order to ensure the passing of an appropriate, fair, and equitable ruling.

10.4 Soliciting votes by means of bribery, threats, or other means deemed inappropriate by the CEO shall result in more serious disciplinary action.

10.6 Failure to hand in a report of expenditures, or exceeding the maximum allowable expenditures shall be grounds for disqualification.

10.7 Campaign team members are subject to the same Campaign Procedures as candidates and any violation will incur the appropriate penalty for the executive team responsible for said campaign team member(s).

10.8 The penalties as described in section 10.1 can be used for any campaign materials that do not comply with the specified campaigning requirements as listed in section 6.0.