



POLICY 3.02

ELECTION, REFERENDUM, AND PLEBISCITE MANAGEMENT

Election of Executive Councillors

POLICY INTENT

To set out the process to conduct Executive Councillor elections at AUSU.

POLICY

Application

- 3.02.01 This policy applies to all Executive Councillor elections including:
- a. Executive Councillor elections after a general election;
 - b. mid-term Executive Councillor elections in years between general elections; and
 - c. when there is a vacancy or vacancies of an Executive Councillor position.

Election of Executive Councillors

- 3.02.02 When there is a general election, Executive Councillor elections will take place after the appeals period and at least two (2) weeks prior to the Council changeover meeting which is scheduled in accordance with the Policy 4.06 Annual Timeline and Executive Work Plan.
- 3.02.03 The Executive Councillor election will take place at a special meeting called for that purpose which will include only Councillors-elect, the Executive Director, and AUSU Staff to assist with the election process if needed. Executive Councillor election meetings are not public meetings, although meeting minutes shall be recorded, and the results of the meeting and the minutes shall be made public.
- 3.02.04 During an Executive Councillor election meeting, Councillors-elect shall elect from among themselves those who shall hold the offices of President, Vice President External (VPEx), Vice President Finance and Administration (VPFA), and Vice President Community and Wellness (VPCW).
- 3.02.05 In years when there is not a general election, mid-term Executive Councillor elections will take place around eleven (11) months from the beginning of the Executive term following the previous general election and no later than three (3) weeks prior to the April changeover meeting.
- 3.02.06 The Executive Director shall inform the Council of the impending mid-term Executive Councillor election ten (10) months into the current Executive term and invite self-nominations from those who wish to run for a position on the executive.

- 3.02.07 At a mid-term election, any Executive Councillor may choose to run again for any position provided they remain eligible.
- 3.02.08 When there is a vacancy or vacancies during an Executive term, an Executive Councillor by-election will take place as soon as can be facilitated and must be no more than twenty-one (21) days following the vacancy.
- 3.02.09 If the situation allows, the Executive Councillor by-election will be scheduled to allow a changeover period between an Executive Councillor leaving a vacancy and the newly elected Executive Councillor filling that vacancy.
- 3.02.10 The Executive Councillor by-election will take place at a special meeting called for that purpose if the next regular Council meeting is scheduled more than three (3) weeks after the position becomes vacant, otherwise the special meeting will take place at the beginning of the next regular Council meeting.
- 3.02.11 If the office of President is vacant the Vice President External shall serve as Interim President for no longer than twenty-one (21) days until the by-election. A sitting Executive Councillor can choose to run for the vacancy and if elected their position will be declared vacant during the by-election meeting and a replacement will be elected at that same meeting.

List of Nominees

- 3.02.12 Any Councillor may submit to Council a self-nomination for an Executive Councillor position.
- 3.02.13 Councillors are encouraged to self-nominate prior to the Executive Councillor election in order to provide adequate preparation for all Councillors, though nominations may also be made from the floor during the Executive Councillor election meeting.

Election Procedure

- 3.02.14 Outgoing Councillors may not vote or participate in the Executive Councillor election procedure.
- 3.02.15 The Executive Director, or other delegate not in conflict with the election, shall preside over the meeting during the election process and conduct the Executive Councillor election. The delegate must be agreed upon by the current Council at least one (1) week prior to the Executive Councillor election. If another delegate is to conduct the election, that delegate shall replace "Executive Director" in the remainder of this policy.
- 3.02.16 Those who wish to run for an executive position must disclose any elected position they currently hold. Upon electing the nominee as an Executive Councillor, Council accepts the disclosed elected position.
- 3.02.17 Nominations for the office of President are to be declared and voted on first, followed by the office of Vice President External, followed by the office of Vice President Finance and Administration, and finally the office of the Vice President Community and Wellness. If any

additional executive positions are created by Council, nominations and voting will then occur.

- 3.02.18 If not all Executive Councillor offices are to be filled, the same order of elections shall apply for the vacant offices.
- 3.02.19 Each candidate shall be allotted up to five (5) minutes to present an election speech. The candidate may also forward a written statement of intent to all Councillors eligible to vote prior to the date of the Executive Councillor election. After the speeches, Councillors eligible to vote will be able to ask questions of each candidate prior to voting.
- 3.02.20 If a candidate for the office of president is unsuccessful, that individual may self-nominate from the floor for the office of Vice President External. If a candidate for the office of Vice President External is unsuccessful, that individual may self-nominate from the floor for the office of Vice President Finance and Administration. If a candidate for the office of Vice President Finance and Administration is unsuccessful, that individual may self-nominate from the floor for the office of Vice President Community and Wellness.
- 3.02.21 The Executive Director shall open the floor to self-nominations for the office of President. After all nominations have been accepted, the Executive Director will declare nominations closed and the election will proceed for the office of President.
- 3.02.22 Council shall not elect a Councillor to an office of Vice President while the office of President is vacant according to bylaw.
- 3.02.23 Once the new President has been elected, the Executive Director shall open the floor to self-nominations for the office of Vice President External (VPEX).
- 3.02.24 After all nominations have been accepted, the Executive Director will declare nominations closed and the election will proceed for the office of the Vice President External (VPEX). Once the Vice President External (VPEX) has been elected, the Executive Director shall open the floor to self-nominations for the office of Vice President Finance and Administration (VPFA).
- 3.02.25 After all nominations have been accepted, the Executive Director will declare nominations closed and the election will proceed for the office of the Vice President Finance and Administration (VPFA). Once the Vice President Finance and Administration has been elected, the Executive Director shall open the floor to self-nominations for the office of Vice President Community and Wellness (VPCW).
- 3.02.26 After all nominations have been accepted, the Executive Director will declare nominations closed and the election will proceed for the office of the Vice President Community and Wellness.
- 3.02.27 In the case of additional Executive Councillor positions deemed necessary by the Council, the Council may create another Executive Councillor position by passing a motion. If the motion carries, the Council shall then open the floor to self-nominations for the new Executive Councillor office.

- 3.02.28 No additional Executive Councillor positions may be created or filled by Council if there is a vacancy in any of the standing Executive Councillor positions.
- 3.02.29 After all nominations have been accepted, the Executive Director will declare nominations closed and the election will proceed for the extra position.
- 3.02.30 If there is only a single candidate for any office, the Executive Director shall conduct a YES or NO vote confirming the Executive Councillor's acclamation, using the voting procedures outlined below, modified as needed.
- 3.02.31 Only a candidate who receives more YES than NO votes shall be considered elected.

Voting

- 3.02.32 Voting will be conducted by secret ballot.
- 3.02.33 A provision for alternate ballots may be made available, with Councillors giving their vote either verbally or electronically to the Executive Director.
- 3.02.34 The Executive Director will tally the votes and announce the winner.
- 3.02.35 Should any vote result in a tie, each tied candidate for that particular office will be given two (2) minutes to speak, after which a second vote will be held with the ballot including only the tied candidates.
- 3.02.36 Candidates are allowed to vote, and no election shall be declared complete until all Councillors eligible to vote have had the opportunity to cast a ballot. Abstentions shall not be permitted.
- 3.02.37 Once all Executive Councillors have been elected, the Executive Director shall declare the election closed.
- 3.02.38 In the event that any Vice President office is not filled, the Executive Committee will move forward without that position until it can be filled.
- 3.02.39 All committee appointments to Athabasca University and other external committees must be reviewed within two (2) weeks of a mid-term Executive Councillor election.

Executive Changeover

- 3.02.40 Executive Councillors elected under section 3.02.02 in conjunction with a general election will take office at the close of the Council changeover meeting scheduled in accordance with AUSU Policy 4.06 Annual Timeline and Executive Work Plans.
- 3.02.41 Executive Councillors elected under section 3.02.03 in conjunction with a mid-term Executive Councillor election will take office at the close of the April Council meeting scheduled in accordance with AUSU Policy 4.06 Annual Timeline and Executive Work Plan.

- 3.02.42 Executive Councillors elected under section 3.02.04 to fill a vacancy will take office immediately or as agreed on by Council and shall serve for the remainder of the term which they are assuming, or for the remainder of their term on Council, whichever comes first.
- 3.02.43 Executive Councillors whose terms end shall turn over any properties of the AUSU in coordination with the Executive Director, remove all private AUSU materials and student data from their computers, and destroy all hard copies of such materials which are not returned to the AUSU office as per Policy 4.03 Records Management.
- 3.02.44 In the case of a new Executive Councillor who has a significant existing barrier to undertaking the full duties of office during the transition period, such as full-time employment or other commitments, the Executive Committee will meet within one week of the Executive Councillor election to plan accordingly. Such a transition plan may include, but not be limited to:
- a. a relaxation of the hours of work required in the first month of office with the executive honorarium prorated accordingly;
 - b. a team approach to the sharing of responsibilities for the first weeks of office;
 - c. an unpaid leave of absence for a maximum of two (2) weeks; and/or
 - d. other such accommodations appropriate to the situation that do not jeopardize the operation of AUSU.
- 3.02.45 The transition plan will be immediately communicated to Council by the Executive Committee.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

AUSU Bylaws

Policy 4.03 Records Management

Policy 4.06 Annual Timeline and Executive Work Plans

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date:	May 3, 2004
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