

PTSA GENERAL MEETING AND ELECTION PROTOCOL FOR THE 2018-2019 ACADEMIC YEAR

Pharmacology and Toxicology Students' Association

1. All elections shall be run by a Chief Electoral Officer (CEO) appointed by the members of the PTSA. Laurie Lam has been appointed to oversee the elections for the 2018-2019 academic year.
2. The CEO cannot run in the PTSA Elections for the 2018-2019 academic year. He/She shall be responsible over all things related to elections, including but not limited to:
 - a. Finalizing decisions concerning the administrative matters.
 - b. Oversee and ensure sign-in of voters during elections, implement ballots.
 - c. Actions regarding complaints or violations of election procedures shall be taken at the discretion of the CEO.
 - d. Ballots for each position with Candidate names shall be prepared by the CEO in advance.
3. The CEO has determined 5:00 – 7:00pm April 4, 2018 for the Spring General Meeting and Election.
4. Voting shall take place during the Spring General Meeting and Election.
5. Eligibility of Candidates: all candidates for Executive positions shall be members of the Constituency and must remain so during their term in office.
6. Nominations
 - a. Any member of the Constituency may be nominated for a position.
 - b. Candidates running for a Co-President position must receive 15 nominations from the Constituency in the form of signatures.
 - c. Nominations for all candidate positions must be submitted by e-mail to the PTSA by **4:00 pm March 29th, 2018 at info.ptsa@utoronto.ca**
 - d. Candidates can be nominated for a maximum of 3 executive positions.
 - e. Nominees must attend the All-Candidates Forum to be held **5:00pm March 29th, 2018 in MS4227** OR notify the PTSA via e-mail 24 hours in advance to the All Candidates

Forum should they not be able to attend.

7. Designated Campaigning Period

- a. The Designated Campaigning Period has been defined as **6:00 pm March 29th, 2018 to 5:00 pm April 4th, 2018.**
- b. **Candidates are strictly prohibited from advertising all nominees including themselves AND the Spring General Meeting and Election on ANY social forums AND in-course announcements.**
- c. Campaigning via social media forums and in-course announcements are illegal and strictly prohibited.
- d. The CEO reserves the right to exercise Article 13 (XIII) should any nominee breach the General Meeting and Election protocol as defined in this document.

8. All-Candidates Meeting

- a. This marks the commencement of the “designated campaigning period” as defined by Article 13(XIII) Section 7(g).
- b. The speaking order shall be announced and posted between the all-candidates meeting and the Spring General Meeting.
- c. The time given to candidates to speak at the forum is outlined below:
 - i. 1-minute speech and 2-minute question period per candidate (Co-President and Vice-President positions)
 - ii. 30 second speech per candidate (Director of Finance, Director of Communications, Secretary, and Director of Social Events)
- d. Candidate speeches longer than the allotted time will be stopped.
- e. The CEO will announce the speaking order for all election positions at this time.

9. The Spring General Meeting and Elections

- a. All constituents must sign in with their name, student number, and signature at the start of the Meeting
- b. It is mandatory for all candidates to attend and remain for the full duration of the Meeting.
- c. The CEO will briefly outline the Election Protocol and any outstanding issues (refer to Article 13(XIII) Section 2(c).
- d. Candidates will speak in the order outlined in Article 13(XIII) Section 7(c).

10. Polling

- a. There shall be a polling booth during the Spring General Meeting.
- b. Conversation at the polling booth shall be limited to technical questions regarding how to vote.
- c. Candidates are prohibited from lingering at the polling booth.

- d. Non-Constituents may not be present during the polling period.

11. Voting and counting

- a. All candidates that are running unopposed in the election must run a yes/no vote by the Constituency. A simple majority determines the position.
- b. Any Constituent may vote for any candidate with the exception of Second Year Representatives in which only second year Constituents are allowed to vote.
- c. Tabulation shall commence immediately following the closing of the election period for each Position.
- d. Ballots with multiple names or markings that cannot be interpreted shall be considered void.
- e. Immediately following the tabulation of the final results, the results shall be announced and publicly posted on the PTSA website.
- f. If intention to file an appeal is communicated to the PTSA and the CEO, the CEO shall inform all candidates affected as soon as possible.
- g. After all appeals have been resolved the incoming member shall be considered an official member of the PTSA.

12. Penalties

- a. The CEO may choose to exercise the following penalties for legitimate complaints or violations: Warning or Disqualification.
 - I. Warnings or Disqualifications shall be given in writing to the offending Candidate; anonymized details and type of complaint, date, article of Constitution breached must be cited.
 - II. Action regarding the complaint or violation shall be taken at the discretion of the CEO.
- b. Any penalties shall be reported.
- c. Any complaints, Warnings, or Disqualifications that occur prior to the Spring General Meeting shall be announced prior to All-Candidates Forum, and all parties involved shall be allotted a length of time (at the discretion of the CEO) to state and explain their case.

13. Appeals

- a. Any complaint regarding election and campaign procedural irregularities shall be presented to the PTSA within forty-eight hours after election results have been announced.
- b. If the voting irregularities are suspect to affect the voting results, an investigation shall follow that could result in a re-election.



**THIS PAGE MUST BE DETACHED AND SUBMITTED TO THE CHIEF ELECTORAL OFFICER AT THE
END OF THE ALL-CANDIDATES MEETING FOR RECORD
PURPOSES**

I, _____, have read the above protocol and have been given the opportunity to ask further questions about the Spring General Meeting and Election for the 2018-2019 Academic Year.

I consent to abide by the rules outlined in this protocol. I understand that I may be penalized or disqualified by the Chief Electoral Officer from the Elections at any time should the rules of the protocol be breached.

_____ Signature

_____ Date