



## Elections Governance Committee Balloting Procedure

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<b>Review Committee(s):</b> Governance and Finance Standing Committee, USC Council	
<b>Delegates:</b> Speaker of Council Associate Governance Senior Manager, Government Services	

### 1. Scope

- 1.1. This document outlines the proper procedures for developing, reviewing, verifying, and promoting ballots.
- 1.2. This document specifies the standards and procedures that the Committee shall use to determine whether a candidate is eligible to run for election.
- 1.3. Terms used in this document shall be defined in the same manner as in By-law #2.

### 2. The Ballot

- 2.1. The Fall and Spring ballots shall include the following questions, with electors able to abstain from any or all questions on the ballot without risk of spoiling the ballot:
  - 2.1.1. Fall Elections: the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and referendum/plebiscite question(s), if applicable.
  - 2.1.2. Spring Elections: the names of Presidential candidates; the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and referendum/plebiscite question(s), if applicable.



### **3. Developing the Ballot**

- 3.1.** The following criteria must be met when developing the layout of the ballot:
  - 3.1.1.** The names of the candidates running in divisional elections shall be listed under their respective constituency, with names being automatically randomized by the voting platform on each voter's ballot. The names of the candidates for the USC Presidency shall be listed in automatically randomized order by the voting platform on each voter's ballot.
  - 3.1.2.** Candidates' preferred name and pronouns, if listed on their nomination form, shall appear on the ballot as approved by the CRO. If no preferred name is listed on the candidate's nomination form, their legal name, or a reasonable variation thereof, shall appear on the ballot.
- 3.2.** The layout of the ballot shall be inspected by the CRO prior to balloting to ensure that it conforms with the criteria set out in this document.
- 3.3.** All candidates will have an opportunity to review the ballot no less than seventy-two (72) hours before balloting.
  - 3.3.1.** Any candidate who, after inspecting the ballot, has concerns about the layout of the ballot, may address those concerns in writing to the CRO for consideration by the Committee.
  - 3.3.2.** Any concerns regarding the ballot must be submitted to the CRO no less than forty eight (48) hours before balloting opens.
  - 3.3.3.** The Committee shall respond to any concerns within twenty-four (24) hours of the submission.

### **4. Promoting the Ballot**

- 4.1.** At a minimum, a hyperlink to the voter sign-in page shall be placed in a prominent location on the USC Homepage and the USC Elections page during the Fall and Spring Elections balloting periods.