



University Students' Council Of Western University

Elections Governance Committee Nomination Procedure

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| Authority: Elections Governance Committee | Date Ratified: November 21, 2023 |
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| Previous Amendments: September 29, 2021, December 4, 2015, January 1, 2013 | |
| Related Document(s): | |
| Review Committee(s): | |
| Delegates: | |

1. SCOPE

- 1.1. This document outlines the proper procedures for receiving, processing, reviewing, and verifying nomination forms.
- 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. PREPARATION OF FORMS

- 2.1. The CRO shall work with the Manager, Policy and Research, to produce a nomination form for prospective candidates.
 - 2.1.1. There shall be separate forms for the President, Constituency President, Constituency Councillor, and Vice-Presidents External and University Affairs. All forms for Senate and Board of Governors elections shall be produced and handled by the University Secretariat.
 - 2.1.2. The USC shall not produce forms for elections that it does not administer.
- 2.2. Nomination forms shall include fields for prospective candidates to provide the following information:
 - 2.2.1. Full, legal name.

- 2.2.2. Preferred name, optional.
 - 2.2.3. Pronouns, optional.
 - 2.2.4. Student number and Western email (for purposes of verifying eligibility).
 - 2.2.5. Alternate email (if preferred email is not Western).
 - 2.2.6. Phone number.
 - 2.2.7. Constituency (in which the individual is registered and running in).
 - 2.2.8. Submit their political platform following the platform requirements.
 - 1. Each platform shall have at least three and at the most nine principal goals.
 - 2.2.9. Signatures, student numbers, and emails of students acting as nominators.
- 2.3. Required Number of Nominators
- 2.3.1. A Presidential nomination form must be signed by fifty (50) students from any constituency to be valid.
 - 2.3.2. A Constituency President Nomination form must be signed by twenty-five (25) students in the relevant constituency to be valid.
 - 2.3.3. A Vice-President External or University Nomination form must be signed by twenty-five (25) students from any constituency to be valid.
 - 2.3.4. A Constituency Representative Nomination form must be signed by five (5) students in the relevant constituency to be valid.
- 2.4. Nomination forms shall contain the following agreements for the individual to fill out and sign:
- 2.4.1. An agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures.
 - 2.4.2. An agreement to allow candidate information as it appears on the form to be released by the USC for the purpose of elections.
 - 2.4.3. An agreement to allow the USC to release the candidate information as it appears on the form to other members of Council should the candidate be elected.
 - 2.4.4. An agreement to allow the USC to release the candidate information as it appears on the form to members of the public should the candidate be elected.

3. AVAILABILITY OF FORMS

3.1. The CRO shall make nomination forms available to the student body for the opening of the nomination period as outlined in the Elections Calendar.

4. FORM COLLECTION

4.1. All nomination forms shall be submitted to the USC, CRO, or their designate. Records outlining the time a nomination form was officially submitted will be kept by the CRO to ensure they are received on or before the nomination deadline.

4.2. The CRO may collect forms at any time during the nomination period. Any forms collected regardless of when they were collected, shall be kept on file by the CRO until thirty (30) days following the close of balloting.

5. CANDIDATE VERIFICATION

5.1. The CRO or designate shall verify the signatures of all nominators by comparing the student numbers provided on the nomination form to the student list provided by Western.

5.2. Where there is reasonable suspicion that a prospective candidate does not meet the conditions outlined in the Candidate Eligibility section of By-law #2, the CRO shall ask the Registrar's Office to verify the individual's recent enrollment history..

5.3. The CRO shall work towards contacting all prospective candidates prior to the start of the campaign to inform them that their nomination form has been verified; however, there may be delays in confirming nomination forms that are submitted on the final day of the nomination period. Should the form not be verified, the CRO shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.

5.3.1. Should a nomination form be unable to be verified due a clerical error, the CRO may verify the nomination form on the advice of the prospective candidate.

5.3.2. There will be a 12-hour grace period for students after the close of nominations to amend any clerical errors on forms that have already been submitted prior to the close of nominations.

6. FINAL CANDIDATES LIST

6.1. The CRO shall ensure the list of verified candidates appears on the website and on the USC's elections portal.

7. CANDIDATE PERSONAL INFORMATION

7.1. The CRO shall provide the Manager, Policy and Research with the nomination forms of all successful candidates after the results have been announced to the public for the purposes of recording candidates' information for Council. The Manager, Policy and Research shall return all forms to the CRO after the information has been processed.