



POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: STUDENT-AT-LARGE ELECTIONS AND VACANCIES	POLICY NUMBER: BD-010

POLICY STATEMENT:

THE PURPOSE OF THIS POLICY IS TO PROVIDE GUIDANCE TO THE PROCESS AND OTHER ASPECTS OF THE STUDENT-AT- LARGE MEMBERSHIP OF THE YORK UNIVERSITY STUDENT CENTRE BOARD OF DIRECTORS AS OUTLINED IN BY-LAW 1, ARTICLE 4.

PURPOSE: TO GUIDE THE PROCESS OF ELECTING STUDENTS-AT-LARGE ON THE YORK UNIVERSITY STUDENT CENTRE.

1. ELECTIONS:

i. Students-at-Large

- a. This section of the policy is in regards to item v. of Article 4: the election of students at large.
- b. The election of these members will be held in co-ordination with the annual general election dates set by the York Federation of Students and organized by the Office of Student Affairs. In the event that YFS is unable to set election dates, the YORK UNIVERSITY STUDENT CENTRE will run the elections with OSA in line with their spring dates.
- c. Candidates will be governed by this and other relevant YORK UNIVERSITY STUDENT CENTRE policies and by decisions of the Chief Returning Officer (CRO). It should be noted that the CRO uses the YFS By-law No. 9 as a guide and candidates should make themselves aware of its provisions and govern themselves accordingly.

ii. Information for Candidates

- a. The Executive Director and the Chair will ensure that an information packet is included with the nomination package. This packet will include, but is not limited to, a copy of the By-laws, the Management Agreement, and any relevant election poster policies. Additional YORK UNIVERSITY STUDENT CENTRE documents will be provided free of cost to candidates if requested.
- b. The YORK UNIVERSITY STUDENT CENTRE main office (335c) will have copies of the nomination packages for distribution.

iii. Nominations

An individual must be nominated by at least **thirty** students who pay a levy towards the YORK UNIVERSITY STUDENT CENTRE (all students except Glendon).

iv. Debates

Any debates occurring in the Student Centre must permit time for the Student Centre

Director-at-Large candidates to make remarks and field questions. Candidates for the At Large seats are encouraged to attend the debates and be available for questioning. If time permits, they may be allowed to make addresses.

v. Expense Records

- a. Every candidate shall maintain an accurate, precise and complete record of all benefits or funds given to that candidate for the conduct of her/his elections the source of all such benefits or funds; and the application of such benefits and funds in the conduct of that candidate's election.
- b. The maximum amount of funds or other benefits that may be used for an At Large position shall be one hundred dollars (\$100) Canadian.
- c. Further to item vi (b), candidates for At Large positions are not allowed to combine the YORK UNIVERSITY STUDENT CENTRE spending limit with those for other positions. (For example, one is not allowed to add the \$100 limit for the At Large position with the \$400 limit for a YFS Executive position for a total of a \$500 spending limit).

vi. Disqualification

Where the CRO reasonably believes that a candidate who would otherwise have been declared elected, has violated the previous section (v.), the CRO may disqualify the candidate.

vii. Deposit

There shall be no form of deposit required in order to run for an At-Large position.

viii. CRO Report

The CRO will submit to the Board and the Executive Director a final report within seven days following an election. The report shall include YORK UNIVERSITY STUDENT CENTRE specific information detailing:

- a. the names of all candidates, including those who have been acclaimed;
- b. the total number of ballots cast;
- c. the number of ballots for each candidate;
- d. the number of spoiled ballots cast;
- e. the number of ballots officially declined;
- f. the names of the elected persons;
- g. the CRO's report as to who should be deemed to have been fairly and justly elected;
- h. details of any irregularities in the election procedure (if any) and whether or not such irregularities affected (in the CRO's opinion) the election results;
- i. recommendations for amendments to the procedures for conducting elections;
- j. a copy of any protest, and a statement as to how that protest was disposed of, and the reasons therefore;
- k. and any other matter the CRO or the Council deem necessary or relevant.

The Board is empowered at the meeting following the receipt of the CRO's Report to accept the report and its findings. The Chair and the Executive Director are responsible for providing a response to item 14. i) that will be submitted to the Board and the CRO.

2. APPOINTMENTS:

i. Vacancies

This section of the policy is in reference to what occurs if a vacancy exists for an At-Large position.

The Executive Committee will be charged with the responsibility of selecting and recommending an individual to the Board for approval.

The Executive will place an advertisement in a campus-wide publication. This shall state:

- a. the position
- b. a brief description of what the position entails
- c. a contact number and name for more information
- d. the deadline for applications

Where possible, the Executive will also act to ensure that additional means of promotion are made including but not limited to postering, and announcements.

At the next Executive meeting following the deadline for applications, the Executive will review the applications and make a selection based on criteria that has established in accordance with (C) Criteria, below. The Executive has the power to choose whether or not it wants to meet with the applicants.

The recommendation by the Executive will then go forward to the Board for approval at the next available meeting.

All applicants will be contacted either by an Executive member or by the Executive Director thanking them for their interest.

C. CRITERIA:

- a. When a vacancy occurs in either the student-at-large or alumni directorship, the YORK UNIVERSITY STUDENT CENTRE Board or Executive will establish criteria to guide the selection of the individual.
- b. This criteria should reflect the current needs of the board as the board sees it.

Contact Person (title):	Chairperson / Executive Director
Cross-Manual Reference:	
Monitoring Tools:	Board Minutes
Relevant Forms:	N/A

Board Approval Date:	7 March 2000
Review Dates:	Annual
Revised Date(s):	25 October 2000