

**THE CANADIAN ASSOCIATION OF  
BUSINESS STUDENTS INC.**



REGISTERED DOCUMENT			
DOCUMENT TITLE			
ELECTIONS POLICY			
VERSION	EFFECTIVE DATE	PRIOR REVIEW DATE	
1.3	2021-05-1	2021-12-28	
REVIEW AUTHORITY		REVIEW INTERVAL	
<ul style="list-style-type: none"> <li>GOVERNANCE COMMITTEE</li> <li>BOARD OF DIRECTORS</li> </ul>		ONCE ANNUALLY	
CERTIFYING DIRECTOR OR OFFICER			
TITLE		NAME	
SECRETARY		SIDHANT SHARMA	
SIGNATURE			DATE
<i>Sidhant Sharma</i>			18th May, 2022
APPROVALS			
#	BOD MEETING	MEETING MINUTES	DATE
1	MARCH	<a href="#">MEETING MINUTES</a>	2021-03-29

## 1. DEFINITIONS

- a. All definitions featured in this document are prescribed in the Policy on Definitions of the Corporation, which shall constitute an integral part of this policy.

## 2. PRINCIPLES

- a. All members of the Corporation who are eligible to participate in the elections process must abide by this policy.
- b. Submission of an application indicates an Applicant's willingness to commit to the Officer's mandate for the Fiscal Year.
- c. Candidates must not slander or harass another Applicant or member of the CABS.

## 3. PROCEDURE

- a. Application Period
  - i. The specific application period is set by the CABS Vice Chair, but applications shall be open for at least two (2) weeks and shall close no later than four (4) weeks before the date of the Annual General Meeting.
  - ii. The Chair of the Board or Vice Chair of the Board notifies the current CABS Leadership Team, Board of Directors, and CABS Member Schools by the 1<sup>st</sup> of February.
- b. Campaign Period
  - i. Campaigning, defined as activities including, but not limited to, public (online and/or print channels) promotion of a candidate who is participating in The CABS elections or by-elections, is not permitted.
- c. Elections
  - i. Elections take place at The CABS Annual General Meeting at the Roundtable flagship conference.
  - ii. If there are position vacancies for the Leadership Team of CABS following election period, the elected members shall, with permission from the BOD, choose one of the following:

1. Re-release applications for the vacancies and conduct a by-election following the end of the determined application closing date
2. The Board of Directors may appoint individuals to the vacant positions as long as they fit the qualifications as prescribed by the bylaws.

## **5. REPORTING INFRACTIONS**

- a. An infraction may be reported by any Applicant, Member, Director, or Officer where an Applicant has violated any by-law, policy, or other regulation of the Corporation that governs the election process.
- b. An infraction report must contain a description of the infraction and include any and all available evidence.
- c. The Election Facilitator shall manage all reports of infractions.
  - i. The Election Facilitator shall meet with the Applicant in question and solicit details regarding the reported matter.
  - ii. The Election Facilitator shall render a decision on the report within twenty-four (24) hours of the meeting.
- d. Fallacious or vexatious reports may result in a penalty against the falsely reporting party.

## **6. ELECTION INFRACTIONS**

- e. The election facilitator shall adjudicate any perceived infractions of electoral policy based on complaints or observations:
  - a. Candidates and the CABS Leadership Team will be notified of the infraction and respective penalization and an in camera meeting with the election facilitator will be scheduled.
  - b. The election facilitator shall make a decision after meeting the candidate in question.
  - c. Candidates will be informed of the election facilitator's decision and record of the decision will be documented.
  - d. Candidates may appeal rulings against them by the election facilitator within 48 hours. Appeals must be made based on new evidence that was not available at the time of the original meeting. The election facilitator may decide whether or not to hear an appeal and record of the decision will be documented.