



St. Michael's College Student Union Electoral Bylaws

As amended December 1st, 2025



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These Bylaws of the St. Michael's College Student Union was amended with the consent of those parties present, acting on behalf of all members of this Union, on the 1st day of December in the year of 2025. Toronto, Canada



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ARTICLE I: INTRODUCTION

1. Preamble

Thank you for your interest in SMCSU's elections. Whether you are thinking of running for a position, or want to be a very informed Member, we thank you for taking the time to read this document.

These bylaws, along with all SMCSU Governance documents (the Constitution, Club Recognition Bylaws, and Referendum Bylaws), are rooted in making sure that all University of St. Michael's College students can participate in student leadership and strive for equity and inclusion.

These bylaws discuss the roles of all relevant parties in a SMCSU election, along with the procedures for ensuring that the election operates smoothly and equitably.

2. Timeline

The following timeline generally applies for most Spring election cycles but may vary at the discretion of the Chief Returning Officer (CRO) and the outgoing Council. This timeline is abbreviated, and Members should seek clarification throughout this document.

Nomination Period (Article VI):

1. The Nomination Period begins at least fourteen (14) days prior to the start of the Campaign Period and ends at least seven (7) days before the beginning of the Voting Period.
2. All Members of the Union who wish to run for any of the positions outlined in the Constitution must submit a valid nomination package to the CRO during the Nomination Period.

All-Candidate's Meeting (Article VII):

1. This must occur between two and five days after the closure of the Nomination Period.
2. This meeting may occur during the Campaign Period.
3. This meeting must be attended by all Candidates, along with Aspiring Candidates who are awaiting approval (or disapproval).
4. The CRO will review the rules of the election with all Candidates and Aspiring Candidates. All Candidates must contractually confirm that they have read this document in its entirety.

Campaign Period (Article VIII):

1. This begins at least 24 hours after the closure of the Nomination Period.
2. All campaign material must be approved by the CRO.

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3. All Aspiring Candidates and Candidates may only campaign during the Campaign Period and the Voting Period.
4. The campaign rules outlined in this document must be followed to avoid receiving a Violation (Article VIII Section 8). With some exceptions listed in these bylaws, receiving two Violations may lead to disqualification from the election.

Voting Period (Article IX):

1. Electronic ballots are available for all Members of the Union to vote, via (i) the *SimplyVoting* online servers, or (ii) in-person voting stations in Brennan Hall.
2. Campaigning is still permitted in the Voting Period. However, receiving any Violation in the Voting Period may result in immediate disqualification.

Unofficial Election Results (Article X):

1. These are published within 48 hours of the end of the Voting Period and count.
2. These can be found on the Union's relevant social media pages, on the SMCSU website, and in the SMCSU office

Appeals Period (Article V):

1. Any and all appeals must be submitted within 72 hours after the release of unofficial election results.
2. Appeals may be submitted only if there is evidence of wrongful disqualification or wrongful election procedures.
3. Appeals must be written as a formal letter to the CRO, as reviewed by the Appeals Board.

Official Election Results (Article X):

1. Occurs once (i) all appeals are resolved (if applicable), and (ii) the election results are ratified by the outgoing Council by a 2/3 majority vote.

ARTICLE II: INTERPRETATION

1. Definitions

For the purpose of these Bylaws:

1. **Abstain** refers to the ballot option that indicates the voter chooses not to express a preference for any Candidate, or dissatisfaction with all presented Candidates
2. **Active Campaigning** refers to the act of campaigning by engaging Members of the Union in-person or via virtual platforms. This specifically refers to Campaign Materials that are presented, verbally or otherwise, by Aspiring Candidates, Candidates, and Non-Arms-Lengths Parties in an active way.

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3. **Administrative Advisor** refers to the designated Faculty Staff Member who will help facilitate the electoral process.
4. **All Candidates meeting** refers to the mandatory meeting conducted by the Chief Returning Officer (CRO) for all Candidates or representatives to attend. It details rules and regulations that bind all electoral parties.
5. **Appeal** refers to an official letter addressed to the Election Appeals Board, submitted to the CRO, requesting a review of the unofficial election results or of a decision made pertaining to violation(s) and/or disqualification(s)
6. **Appeal Period** refers to the 3-day period after the announcement of the unofficial election results to provide sufficient time for the submission of an appeal.
7. **Arm's-Length Party** refers to any individual or group who is not a "Non-Arm's-Length Party".
8. **Aspiring Candidate** refers to an individual who is collecting nominations in order to be on the ballot for the election. This is the status an individual has until the CRO grants them "Candidate status" upon approval of the nomination package.
9. **Ballot** refers to the medium in which eligible Members of the Union may cast their Votes during the Voting Period.
10. **Banner(s)** refers to a Poster that is greater than 11"x17" in size.
11. **Block Poster** refers to a Poster that is larger than any sheet of printer paper, such that it is formed by the assembly of multiple sheets of 8.5"x11" paper.
12. **Building On Campus** refers to buildings owned or operated by the University of St. Michael's College or any of the federated colleges or universities.
13. **By-Election** refers to an election held at any time to fill a vacancy on the council unless otherwise stated in the constitution.
14. **Campaign Material** refers to any item, design, sound, symbol or mark that is created or copied in any form by any Aspiring Candidate, Candidate, or Non-Arms-Length Party, in order to influence at least one voter. "Electronic Campaign Material" refers to any Campaign Material that is displayed or otherwise presented electronically. "Physical Campaign Material" refers to any Campaign Material that is displayed or otherwise presented non-electronically.
15. **Campaign Period** refers to the period of time during the election schedule set by the Chief Returning Officer during which Campaigning is authorized.
16. **Campaigning** refers to any attempt to solicit votes. Campaigning can occur even in the absence of Campaign Materials.



17. **Candidate** refers to any individual who has met the nomination requirements and has been approved by the CRO.
18. **Constituency** refers to all Members of the Union.
19. **Conflict of Interest** refers to an instance in which an individual's personal interest conflicts and interferes with the procedure of the electoral process.
20. **Council** refers to the legislative body of the St. Michael's College Student Union composed of elected Councillors.
21. **Councillor** refers to a member of the elected legislative body of the St. Michael's College Student Union
22. **Chief Returning Officer (CRO)** refers to a Member of the Union, hired to oversee any referenda and elections as necessary.
23. **Disqualification** refers to the act of removing a Candidate from running in an election.
24. **Election Officers** refers to all individuals who are participating in the administration of the election (CRO, Members of the Electoral Appeals Board, Administrative Advisors, Poll Clerks)
25. **Endorsing/Endorsement** refers to supporting a Candidate, through either verbal or non-verbal communication, through the provision of materials, advertisements or non-financial donations.
26. **Executive Candidates** refers to Candidates for the position of President and Vice-President.
27. **Membership** refers to the collective student body of the St. Michael's College Student Union.
28. **Harassment** refers to engaging in inappropriate physical or verbal behavior that is known or ought reasonably to be known to offend or humiliate another individual. Repeated, unreciprocated, unwelcome behavior also counts as harassment, regardless of the platform/media.
29. **Member** refers to any individual who is a current member of the St. Michael's College Student Union as defined in the Council's Constitution.
30. **Nominee** refers to any individual who obtains a nomination form intending to seek nomination from the membership for a position on the St. Michael's College Student Union.
31. **Nomination Period** refers to the period of time during the election schedule set by the CRO where Members may seek nomination from the Union.
32. **Non-Arm's-Length Party** means an individual or group that can be shown to have:
 - i. publicly campaigned with a Candidate

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- ii. campaigned using a Candidate's approved physical materials
 - iii. performed Campaign-related tasks that are not Campaigning on behalf of the Candidate
 - iv. had their actions which are deemed in violation of the Electoral Bylaws publicly defended by the Candidate
 - a. This does not apply if the Candidate has publicly stated that they do not desire or condone the party performing such tasks.
33. **Non-running Councillor** refers to a current councillor who is not and will not be running in the elections.
34. **Online election** refers to elections that occur online exclusively, following the closure of the University and the cessation of in-person University activities (classes, events, etc).
35. **Passive Campaigning** refers to Campaign Materials that are sought out by Members of the Union on their own accord, and not presented, verbally or otherwise, by Candidates in an active way.
36. **Polling Station** means any Union-sanctioned ballot box during the election period.
37. **Poster** refers to print media to be affixed to a surface or displayed for viewing.
38. **Pre-Campaigning** refers to any attempt to solicit votes before the campaign period commences. Campaigning can occur even in the absence of Campaign Materials. Pre-campaigning only counts during the nomination period in an election.
39. **Public Events** refers to the Union's events that are open to all members and do not require entry tickets.
40. **Quota** refers to 50% of the votes plus one. It does not adjust based on the number of available seats, making it a fixed and more stringent threshold. The threshold for determining winners is always calculated as: $(v/2) + 1$, where, v = number of valid votes cast (i.e. excluding abstentions and spoiled votes). The Quota remains fixed and does not change from round to round. Note that it is mathematically impossible for more than one candidate per position to reach the Quota.
41. **Ratification** refers to the process of rendering the election results official through the approval of a $\frac{2}{3}$ majority of the Council.
42. **Representative** refers to any individual who is authorized, and has consented, to act on behalf of the Candidate.
43. **Robert's Rules of Order** refers to the set of guidelines that govern parliamentary procedures
44. **Run-Off Election** refers to the election that arises when a situation in Article X Section 1.2



45. **Social media** refers to online websites and applications that enable users to create and share content or to participate in social networking.
46. **Spring Election** refers to the election held before 31 March of a given year and after the first Monday of that March for the purpose of electing Members to fill the positions of the Council for the following academic year.
47. **Staff** refers to any individual formally employed by the Union.
48. **Slate** refers to the joint promotion of electing two or more Candidates for office, indicating a team or endorsement of each participating Candidate.
49. **Town-Hall** refers to the in-person/online forum where the Council gets a chance to interact with the Union through presentations, surveys, Q&A's and/or other forms of data gathering.
50. **University of St Michael's College Residences** refers to areas of residence on SMC campus which are only accessible by key cards.
51. **Union** refers to all members of the St. Michael's College Student Union.
52. **Valid Identification** refers to a valid University of Toronto student identification card.
53. **Violation** refers to an instance in which a rule or regulation of the Electoral By-Laws have not been respected, to the discretion of the CRO.
54. **Voting Period** shall refer to the period of time during the election schedule set by the CRO where Members may cast their vote(s).

2. Interpretation

1. In these Bylaws, unless a contrary intention appears:
 - a. Words referring to the singular will include the plural and vice versa.
 - b. All capitalized terms found herein but not defined have the meaning ascribed to them in the St. Michael's College Student's Union Constitution.
 - c. For disagreements between the Electoral Bylaws and the SMCSU Constitution, the Constitution takes precedence.
 - d. For any further disagreement in the interpretation of this document, look to the official rules described by Robert's Rules of Order.
 - e. All Candidates, Aspiring Candidates, and Non-Arms-Length Parties must abide by the Student Code of Conduct and the law.
 - f. The CRO and Administrative Advisor hold the right to clarify ambiguous rules, clarify loopholes, and enforce rules not stated in these bylaws or the Constitution.

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However, these must be made clear to all Candidates and must be enforced for all Candidates.

- g. If anything is unclear in SMCSU Governance documents, Aspiring Candidates and Candidates should seek clarification from the CRO.

ARTICLE III: POWERS OF THE ELECTORAL BYLAWS

1. Jurisdiction of Electoral Bylaws

1. The provisions of these Bylaws shall apply to those elections conducted by the Union, the Candidates within those elections, and any Non-Arm's-Length Parties.
2. Where the Electoral Bylaws are in contradiction of the St. Michael's College Student Union Constitution, the Constitution shall prevail.

2. Administration of Electoral Bylaws

1. It will be the duty of the Chief Returning Officer (CRO) to administer these Bylaws and to uphold its spirit and principles.

3. Amendments to Electoral Bylaws

1. The Council must strike an Electoral Bylaws Review Board (EBRB) on an annual basis to review the Electoral Bylaws. This committee must be struck before the start of the fall semester.
2. The EBRB shall be composed of, at a minimum:
 - a. President
 - b. Vice President
 - c. Two (2) non-Council and non-Staff members who belong to the Union's Membership.
3. The EBRB shall meet once during the Fall semester, once during the Winter Semester, and additionally as needed.

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4. The EBRB shall present amendments to the Council regarding the Electoral Bylaws. The implementation of an amendment must be executed over the course of two Council meetings.
 - a. At the first of such meetings, amendments shall be introduced, discussed and debated.
 - b. At the second of such meetings, amendments shall be voted on.
 - c. Amendments require a two-third ($\frac{2}{3}$) majority vote by Council in order to take effect.
5. Council cannot adopt amendments to the Electoral Bylaws between the commencement of the Nomination Period(s) and the announcement of results of each election period.
6. The Council shall make public any amendments to the Electoral Bylaws.
7. Once amendments have been accepted by the Council, it must be announced, and a copy must be made available to all members of the Union.
8. In the event of a Referendum, the EBRB also serves to:
 - a. review the Question and Petition submitted by students and ensure that it adheres to the Referendum Bylaws.
 - b. work with the Proposing Party to create a Question that complies with the bylaws.
 - c. work with the Proposing Party to phrase the amendment to the constitution that will be made once the referendum has been accepted.
 - d. work with SMCSU's Administrative Advisor as counsel to construct the Question.
 - e. [Refer to the Referendum Bylaws for all relevant definitions and referendum procedures]

ARTICLE IV: ELECTION OFFICERS

1. Chief Returning Officer

1. The CRO must:
 - a. ensure that the election is run in a fair and equitable fashion,
 - b. manage administrative duties related to the election, such as the Voting Platform; and,
 - c. shall work alongside SMCSU to promote the election.
 - d. be an undergraduate student at the University of Toronto.
 - e. comply with all SMCSU policies, procedures, rules and regulations, both written and oral, as outlined in Governance documents.

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- f. remain impartial throughout the duration of their term.
 - g. Uphold a level of respectful decorum throughout the term to all members of SMCSU and members of the student body.
 - h. Remain as transparent as possible throughout the elections for which they serve as the CRO. In situations of discretion, the CRO must uphold the privacy of all persons that come forward reporting any infractions, disturbances, or malicious actions, except when disclosure is requested by the Council.
 - i. Not enter into any contracts or commitments for or on the behalf of SMCSU without obtaining the expressed written consent of the Council.
 - j. Not submit any Appeal through the duration of any election for which they sit as the CRO.
- 2. The following individuals are ineligible to serve as a Referendum Officer (including CRO, Appeals Board Member, Poll Clerk):
 - a. Any Aspiring Candidate, and/or individual who has publicly or privately expressed intent to campaign.
 - b. Any individual with a disclosed, perceived, or potential conflict of interest, as determined by the Council;
 - c. Any individual with a close personal or professional relationship with an Aspiring Candidate and/or Candidate (including roommates, significant others, and direct collaborators on campaigns);
 - d. Any current SMCSU Councillor, Committee Member, or Member of the Union who holds a hired position;
 - e. Any Member that intends on serving on a SMCSU Committee and/or hired position
- 3. The CRO must be hired by the Council at least 2 weeks prior to the beginning of the nomination period.
- 4. The CRO must be hired through an application and interview process. The application should include references that can speak to the CRO's qualifications. This shall be overseen by committee composed of:
 - a. The President and/or The Vice-President
 - b. At least two (2) other Council members
 - i. If any of the above parties are seeking re-election, the committee composition may vary to include only non-running councillors.
- 5. The selected CRO must be appointed by a two-thirds (2/3) majority of councillors
- 6. The Chief Returning Officer (CRO) shall:
 - a. Report to the Council and Elections Appeal Board.
 - b. Ensure impartiality in the conduct of the election.
 - c. Adhere to the CRO Conduct Guidelines set by the Executive Councillors
 - d. Track and record all violations and improper conduct in a report



- e. Report to the Elections Appeal Board in the case of the submission of an appeal.
- f. Ensure that the Electoral Bylaws set forth in St. Michael's College Student Union Constitution are enforced.
- g. Authorize all election notices, publicity and Campaign Materials regulated by the Electoral Bylaws.
- h. Organize and conduct the All-Candidates Meeting. At this meeting, the CRO must communicate to all Candidates - in writing - a list of goods and services pre-approved for Campaign Materials at their current market value. Items not included in this list are subject to the approval of the CRO.
- i. Organize and establish guidelines for the All-Candidates Meeting and Town Hall.
 - i. Include the process for filing grievances as per the Constitution in the ACM content
 - ii. Details of the format of the event are to the discretion of the CRO.
- j. Record the All-Candidates meeting and make it available for review by Candidates.
- k. Must ensure that Candidates have easy access to the most recent version of the Electoral By-Laws
- l. Provide an official, final report to the Council.
- m. In the case of a dispute, not including appeals, regarding the interpretation of a definition or regulation, the CRO shall consult with the Administrative Advisor.

2. Elections Appeal Board

a. Membership

- 1. The Board shall consist of five (5) members.
 - a. Of the five (5) members, at least three (3) members must be SMC students with allowance for up to two (2) other College members.
- 2. The Appeals Board Members shall be hired by the CRO and Administrative Advisor
- 3. No one concerned or involved directly with the operation of the elections shall be hired to the Board. Councillors cannot be on the Board.
- 4. An Administrative Advisor shall be appointed to serve as a non-voting member of the Board. (Article IV, Section 3)
- 5. Members of the Board shall accept the responsibility of taking on the role of CRO, in the case that the latter is removed or resigned.
 - a. The Council shall determine the order of succession during the appointment process.

b. Procedure

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1. The purpose of the Elections Appeal Board is to receive and make decisions on appeals filed by students concerning matters pertaining to an election for any office.
2. The CRO and Administrative Advisor shall appoint a Chair from among the members of the Board. The Chair will coordinate communication between anonymous members.
3. The Board shall never meet in-person or over video. All communication must occur through encrypted or anonymized written channels managed by the Chair.
4. The Chair shall share relevant information and votes with the Board without revealing member identities.
5. If a member of the Board's identity is compromised, the CRO and Administrative Advisor will appoint a replacement immediately. If the Chair's identity is compromised, a new Chair shall be selected internally by the remaining Board members.
6. The Board shall be convened only upon the filing of a formal appeal.
7. The Board must act independently of all other election officers in making its decisions.
8. The board's composition must be kept confidential; any violation of this principle by a member of the board may lead to their dismissal.
 - a. An Appeals board member who reveals their identity will not be allowed to run for a SMCSU position for one (1) subsequent election year.
9. The Council shall annually approve the process by which the Elections Appeal Board is selected, without knowledge of or input into the identities of its members. This approval must occur prior to the opening of the Nomination Period. The Chief Returning Officer and Administrative Advisor shall present a summary of the selection procedure, including eligibility criteria, anonymized timelines, and confidentiality safeguards.

3. Administrative Advisor

1. An Administrative Advisor shall be appointed by a simple majority vote of the Council before the Nomination Period.
2. The Advisor must be a faculty or staff member employed by St. Michael's College.
3. The Advisor shall be a non-voting member of the Appeals Board.
4. The Advisor may be consulted by the CRO and/or the Electoral Appeals Board on any matters regarding the election.
5. The Advisor does not have authority to dictate the election. This shall be an advisory position exclusively.

4. Poll Clerks

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1. Poll clerks shall be appointed by the CRO before the voting period.
2. Poll clerks shall oversee official SMCSU polling stations, during the indicated times, set by the Council.
3. Poll clerks must be Members of the Union.
4. Poll clerks shall remain impartial while monitoring polling stations.

5. Grievances

1. In case of a grievance against an election officer regarding their conduct in the election, an official report in the form of a letter must be addressed and submitted to the Council. A report may be submitted by any member of the Union.
2. The CRO shall present the Grievance definition and procedure at the ACM.
3. Grievances must be submitted within 48 hours of the incident, or up to 12 hours before the scheduled release of election results, whichever is earlier.
4. A grievance may be submitted in the following instances:
 - a. Conflict of Interest
 - b. Interference of the Electoral Process
5. All actions and tasks of the election officer concerned in the report must be temporarily suspended until the Council has met to review the grievance.
 - a. If this occurs, the committee responsible for hiring the CRO and appointing the appeals board will temporarily step in to complete the CROs tasks.
6. Disqualifications cannot be announced until **24 hours** after the Candidate is notified to give them time to submit a grievance
 - a. In the case a grievance is submitted, notification of the disqualification is held until the grievance is dealt with.
 - b. Within reason, considering accessibility concerns
7. The report must be reviewed by the Council within:
 - a. 48 hours for grievances regarding a Board Member, the Administrative Advisor or Poll Clerk and;
 - b. 24 hours for grievances regarding the CRO.
 - c. Decisions about the complaint should be made in 24 hours
8. If a complaint is found to be valid, the Council can dismiss the election officer by a two-third (2/3) majority vote of those council members present and voting.
 - a. If the grievance is related to a current Councillor who is running for re-election, this Councillor must declare a conflict of interest and will not be permitted to vote on the matter of the removal of the election officer.



9. A grievance related to an action by a Member of the Election Appeals Board that occurs during or following a meeting of the Board must be submitted within 48 hours of the end of the meeting.
 - a. This grievance goes to the Administrative Advisor
10. Any grievance received following the ratification of the official election results will not be accepted.

6. Replacement of Election Officers

1. If the CRO resigns or is dismissed, the back-up CRO, as determined by the succession detailed in Article IV Section 2a.5, takes over. This must occur within 24 hours of the resignation or removal of the previous CRO, and all relevant parties must be informed of the change of CRO.
2. In the case that the Administrative Advisor, a member of the Election's Appeals Board or a Poll clerk is dismissed/resigns; a new member shall be appointed by the Council within 24 hours of their departure.

ARTICLE V: APPEALS

1. An appeal shall involve only alleged violations of the electoral procedures by those involved in the elections as Candidates, agents of Candidates, election officials or as officials of the Student Union after **the election**.
 - a. An appeal may be submitted in the following instances:
 - i. A Candidate has been disqualified following the occurrence of two violations.
 - ii. A Candidate believes that the results of the election are invalid for a given reason.
2. A student must file an appeal in writing with the Board no later than 72 hours after the unofficial results of the election have been announced by the CRO.
3. All Members of the Union can submit an appeal, other than the CRO.
4. An appeal must be in the form of a formal letter addressed to the Board and submitted to the CRO.



- a. The CRO must present the letter to the members of the Board, along with a report of the details of the violation(s) in question and/or the pertinent results of the elections.
5. The Board shall meet in closed session within forty-eight (48) hours of the appeal being filed and shall hand down its decision on any appeal within three (3) days after receiving the appeal. This decision shall be provided as written justification to the relevant parties.
6. No member of the Board shall discuss publicly any matter with respect to the appeal.
7. The Board shall interview those involved or cited in the appeal and any other parties as it deems necessary, and shall have free access to obtain such documentation, as it requires.
8. The CRO shall not influence the decision of the Elections Appeal Board.
9. The decision of the Elections Appeal Board on any matter is final.

ARTICLE VI: NOMINATION PERIOD

1. Eligibility

1. Members of the Union shall be eligible to run for a Council position if they:
 - a. Maintain a minimum of 0.5 full-course equivalents (FCEs) in both Fall and Winter Session of the year they intend to serve on the Council;
 - b. Have a minimum 2.5 of the higher of the cGPA and sGPA in their most recent semester;
 - c. Agree to the University of Toronto's Student Code of Conduct; and
 - d. Agree to model good citizenship and to engage in responsible and respectful conduct that reflects positively on USMC, USMC students, and the broader UofT and local communities.
 - e. Attend the retreat and complete all relevant LEAD trainings after their election. Exemptions must be motioned by the outgoing council.



2. Promotion

1. Nominations shall open at least fourteen (14) days prior to the first day of the campaign period and shall close at least seven (7) days prior to the first day of the elections. Any Member of the Union who is a registered St. Michael's College student may participate in the electoral process described therein.
2. Prior to the opening of nominations, the Chief Returning Officer (CRO) must physically post, at least, but is not limited to:
 - a. Two (2) posters in Brennan Hall (at base of Canada Room, Coop, Charbonnel Lounge)
 - b. One (1) poster at entry at Loretto
 - c. Two (2) posters per floor of each residence
 - d. Five (5) posters in Brennan Lounge
 - e. Three (3) in Alumni Hall and three (3) in Carr Hall
 - f. Four (4) in Teefy Hall (1st floor)
3. One day before the opening of nominations, the Chief Returning Officer (CRO) must post, at least, but is not limited to one post on each social media platform available to the Council, in advertisement of the election.
4. Campaigning during this period counts as Pre-Campaigning and is strictly prohibited.
 - a. Any evidence of this occurring will lead to immediate disqualification.

3. Nomination Package

1. Nomination packages must be made available to all Members on the day that Nominations open.
2. The nomination package shall include a copy of the official electoral by-laws and SMCSU constitution, as well as the official email address of the CRO.
3. Nomination packages shall include all the dates concerning the election, including, but not limited to, the nomination period, campaigning period, voting period times, and, if the case provides, the date for the all-Candidates meeting.
4. Nominations shall be submitted by email to the official CRO email before the end of the nomination period.
5. If the nomination package is not approved, there should be written justification provided to the Aspiring Candidate by the CRO.



6. Extenuating circumstances in submitting the Nomination Package may be considered by the CRO and Administrative Advisor.
7. A valid nomination form for a Council position of the Union shall consist of:
 - a. the legal name of the Candidate, their student number their address and phone number. This is only for internal validation, and this information will not be publicly disclosed.
 - b. the name and valid student numbers of ten (10) students.
8. A valid nomination form for the Executive positions of President and Vice-President shall consist of
 - a. the legal names of the Candidates, their student numbers, their addresses and phone numbers, and;
 - b. the signatures and student numbers of at least fifty (50) students of the Membership.
9. All Aspiring Candidates must have presented a valid student number as part of the nomination form.
10. All current members of the Union are eligible to be on a Nomination Form, unless otherwise specified.
11. A receipt shall be issued by email to each Aspiring Candidate who files a nomination indicating that the form has been received within twenty-four (24) hours of the submission.
12. Nomination forms shall be deemed to be valid when they are reviewed and confirmed by the Chief Returning Officer.
13. No Aspiring Candidate shall be nominated for more than one council position of the Council in the same election.
14. An Aspiring Candidate who fails to submit a valid nomination form before the close of the Nomination Period is treated as if they submitted no nomination form. No exceptions to this rule can be made, unless due to reasonable extenuating circumstances (ex. Illness, bereavement, etc.)
 - a. If a reasonable excuse is made, the exception must be voted on by Council.
15. If the number of nominees for a particular office is less than the number of specified seats available for such office, nominations shall reopen for an additional forty-eight (48) hours. At such a time, the Chief Returning Officer shall take measures to advertise the remaining positions.
16. Each Candidate may choose a Representative at the beginning of the election. Their name is to be given to the CRO with the Nominee's form that declared their candidacy.

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- a. This Representative, and only this Representative, may fill in for the Candidate at any election-related forums/meetings that the Candidate is unable to attend. The Representative shall not be another Candidate in the election, nor an election officer, nor a member of Council.
 - b. The Representative must be a current Member of the Union.
 - c. No Election Officers or Sitting Councillors may serve in this role.
17. An Aspiring Candidate becomes a Candidate after the CRO approves their nomination package.
 - a. If the CRO rejects an Aspiring Candidate's nomination package, they are able to fix errors and resubmit for review provided the resubmission occurs before the close of the Nomination Period.

ARTICLE VII: REVIEW AND ALL-CANDIDATES MEETING

1. The date of the All-Candidates meeting shall be set by the CRO before the Nomination Period.
2. The Chief Returning Officer shall ensure that copies of the Election Bylaws are made available to each Candidate during the Nomination Period.
3. After Forty-Eight (48) hours and within Hundred-Twenty (120) hours of the nomination period closing, the Chief Returning Officer must hold an All-Candidate's Meeting with mandatory attendance. Failure to attend this meeting without notice or without a reasonable excuse will lead to disqualification.
 - a. Those who had to miss the meeting due to a reasonable excuse must set up an alternate meeting time with the CRO and the Administrative Advisor to review the content.
4. The CRO is responsible for ensuring that a detailed report outlining the information shared during the All-Candidates meeting is made available within 48 hours of the end of the meeting to all Candidates for review.
 - a. Candidates shall be permitted to send their Representative to this meeting, provided they previously signed and dated the designated section of the Candidate's nomination form. The Representative has the authority to act on the Candidate's behalf for this meeting. Failure for either Representative or Candidate to attend without legitimate reason may result in removal from the ballot.

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5. Any and all rules and regulations regarding the election outlined during the All-Candidates meeting that are specific to a particular election are binding. At the All-Candidates Meeting, all Aspiring Candidates and Candidates must sign to confirm that they have read and understood these rules and regulations.
6. The CRO shall post a list of all the approved Candidates on the Council's official account within twenty-four (24) hours of the approval of all the nomination packages.
 - a. This post shall consist of the names of the Candidates once all Nomination Packages have been approved.
 - b. Candidates shall be listed in randomized order on the list and on all the ballots.

ARTICLE VIII: CAMPAIGN PERIOD

1. Election Rules

1. All Candidates, Aspiring Candidates, and Non-Arms-Length Parties that wish to campaign must abide by all rules outlined in this document.
2. The Campaign Period must begin at least 24 hours after the closure of the Nomination Period.
3. All Aspiring Candidates shall not begin Campaigning until the date determined by the CRO. Any Aspiring Candidate that violates this rule will be deemed to have engaged in pre-campaigning and will not be considered a Candidate in the election.
4. Aspiring Candidates may be prohibited from receiving "Candidate Status" if a non-arms length party engages in pre-campaigning.
5. Candidates will receive a Violation if disrupting the campaigns of any other Candidates.
6. Candidates will receive a Violation if engaging in slander of other Candidates.
7. Candidates will receive a Violation if they convey a misrepresentation of facts in their respective Campaign Material, or while Campaigning.
8. Campaign Materials shall not be affixed to any surfaces in a designated restricted area, as outlined in Article VIII, Section 3, nor in an area that breaks university, municipal, provincial, and/or federal law/regulation while Campaigning.
 - a. Failure to comply will lead to a Violation
9. Candidates cannot personally Campaign to a Member by any means while the Member is voting online or in-person.
 - a. Failure to comply will lead to Disqualification

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10. Candidates are permitted to have Non-Arm's-Length Parties campaign on their behalf, but these Parties must abide by the Union's Electoral Bylaws. Failure to comply with any of these Bylaws will result in an infraction on behalf of the Candidate.
11. Candidates shall not abuse position or status acquired by virtue of office, including but not limited to institutional resources or social media accounts.
 - a. Failure to comply will lead to Disqualification
12. Candidates shall not have any clubs, student organizations or external organizations promote their campaign.
 - a. Tagging @usmcsu on their posts does not count as endorsement and should be encouraged.
 - b. Mentioning prior work-experience at an organization does not count as endorsement.
 - c. No logos are permitted in the campaign material, including SMCSU's logo.
 - i. Logos that cannot be removed, such as in the background of photos are videos, are permitted.
 - ii. Added Logos are not permitted.
13. Candidates shall not run as a slate.
14. Candidates may not impersonate other individuals.
 - a. Failure to comply will lead to Disqualification
15. Candidates shall uphold the spirit and purpose of the election.
 - a. Failure to comply will lead to a Violation
16. Candidates shall refrain from submitting frivolous complaints to the CRO. This includes complaints that lack substantial evidence.
 - a. Failure to comply will lead to a Violation
17. Candidates shall not spend, or have spent on their behalf, over the prescribed limit, as per Article VIII, Section 2a. If any Non-Arms-Length Party of the Candidate has also spent something on the Candidate's behalf, then this amount contributes to the Candidate's spending.
 - a. Failure to comply will lead to Disqualification
18. Candidates shall be permitted to Campaign during the Union's Public events (not related to the election) as long as it is not in the form of one of the following methods:
 - a. Disrupting the event through vocal amplification. These include campaigning with the microphone, megaphone, or loudly. If unsure, consult with the CRO.
 - b. Failure to comply will lead to a Violation



19. All Candidates shall be permitted to Campaign during the voting period.
20. No campaigning is allowed within 5 meters of any of the polling stations.

2. Campaign Expenses

1. Candidates may not spend, nor have spent on their behalf:
 - a. more than seventy-five (75) dollars for election to office of the President and Vice-President,
 - b. more than thirty (30) dollars for election to office of any non-Executive Councillor positions.
 - c. Goods or services received free shall be included in the Candidate's budget at their full-market value. Any goods or services used for Campaign purposes that were not pre-approved by the CRO may result in the disqualification of a Candidate.
 - d. These expenses will not be reimbursed by SMCSU.
2. The Union shall grant any Candidate running in the election, twenty-five (25) 8.5" x 11" photocopies at no charge. The SMCSU printer's 10 page/day limit will be waived for Candidates printing their posters, up to 25 posters. In this case, the Candidate must submit their poster in PDF format to the CRO no later than forty-eight (48) hours before the end of the Campaign Period for approval.
3. Each Candidate shall submit to the Chief Returning Officer a written statement of their campaign expenditures, including receipts, twenty-four (24) hours before the polls close. Incomplete or inaccurate reports will result in the disqualification of a Candidate.
4. Only white recyclable paper shall be used for campaign purposes.
 - a. Candidates may use both 8.5" x 11" and 11" x 17" posters.
 - b. 8.5" x 11" posters will be valued at \$0.25. This includes posters printed using the SMCSU printer.
 - c. 11" x 17" posters will be valued at \$0.50.
 - d. Executive Candidates are limited to four (4) block posters.
 - e. All other Candidates shall be limited to two (2) block-style posters. The value of block posters are pursuant to the sum total of individual sheets used.
 - f. Posters and/or Campaign Material smaller than 8.5" x 11" sheets will be valued at \$0.25.
 - g. Posters and/or Campaign Materials that are not explicitly stated in these Bylaws must be approved by the CRO, who will decide on the market value of the good or service.



3. Restricted Areas

1. Absolutely no Campaign Materials shall be affixed to any trees, doors, glass, mirrors, lockers, windows, bathrooms, or vending machines.
 - a. Failure to comply will led to a violation
2. No Campaign Material shall be visible within five (5) meters of the polling stations, if applicable.
 - a. Failure to comply will led to a violation
3. No Campaign Material shall be within fifteen (15) meters of the Basilian Houses of Windle House and Phelan House.
 - a. Failure to comply will led to a violation
4. No Campaign Material shall be affixed to any surfaces designated as residence buildings including those listed on this non-exhaustive list:
 - a. Elmsley Hall
 - b. Sam Sorbara Residence
 - c. Fisher House
 - d. More House
 - e. The Historic Houses including McCorkell House (HH2), O'Sullivan House (HH96), and Maritain and Gilson House (HH6&8)
 - f. Teefy Hall, excluding Basement, 1st, and 2nd floor
 - g. Loretto College
 - h. Canada Room
 - i. Upper Brennan
 - j. Other Residence buildings outside of the University of St. Michael's College
5. Absolutely no Candidate shall Campaign in-person in Campus Buildings designated as University of St. Michael's College Residences, or in religious institutions.
 - a. Failure to comply will led to Disqualification

4. Campaign Material

1. All Campaign Material must abide by these bylaws, and must be approved by the CRO. However, if CRO-approved material is later found to violate the bylaws, it is still subject to a Violation to the Candidate.
2. No Campaign Material may indicate or imply a Slate.
3. No Candidate's campaign material may overlap another Candidate's campaign material



- a. Violations submitted alleging the breaking of this rule require time-stamped evidence to be considered valid. Violations submitted regarding Candidate campaign material without a timestamp may be considered frivolous complaints.
4. No Candidate may post one of their Posters within 30.5 cm (1 foot) of another one of their own Posters. All signs violating this bylaw shall be removed by the CRO.
5. Chalking is permitted, but is strictly forbidden from any walls, steps, or any area within 15m of the Basilian houses.
6. All Candidates shall be permitted to use various Internet resources including, but not limited to:
 - a. Blogs,
 - b. Social Networking Websites
 - c. The use of alternate internet resources are subject to the approval of the CRO.
 - i. Specifics of virtual campaigning are laid out in Article VIII, Section 5.
7. All Candidates must submit a written request to the CRO for the approval of such Campaign Material, prior to the publication of the Campaign Material to the public. The CRO must be allowed access to these resources during the Campaign Period.
8. All Candidates are prohibited from using endorsements of any kind in their Campaign Material or while Campaigning.
9. No Campaigning Materials shall be disseminated (i.e., delivered or received) after the end of the voting period.
10. Campaign Material cannot be posted on tables or surfaces in study spaces or lounge areas.

5. Rules for Virtual Campaigning

1. Social media pages and posts cannot be created prior to the start of the Campaign Period.
 - a. Candidates cannot campaign on personal accounts.
 - i. “Reposting” information from their campaign account on their story is permitted, whereas reposting to their feed is not permitted.
 - ii. Personal accounts cannot be used to campaign in group chats.
 - iii. “Bios” or “About sections” of personal accounts cannot contain campaign information
2. All campaigning must occur on a campaign account.
3. Campaign accounts must be public.
4. Private messages from Campaign accounts to individual members of the Union are subject to review by the CRO. Non-compliance may result in a Violation.
5. Unwelcome, repeated attempts to contact members of the Union through private message on social media from a Candidate regarding the election counts as Harassment and will

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lead to immediate disqualification, provided that the recipients have already blocked the initiating party or have asked them to stop receiving such contact.

6. Group-chats/Servers are permissible, provided the CRO is added to them.
7. The CRO is NOT permitted to comment, like, or repost any social media posts through their private or election account
 - a. Failure to comply may lead to a grievance.
8. Tagging @usmcsu and @smcsu.cro in campaign material is highly encouraged
 - a. The official SMCSU accounts cannot repost anything from a Candidate account throughout the election.
9. Any negative comments on other Candidates' posts, stories, by a Candidate, or non-arm's length party will lead to an immediate disqualification, subject to the CRO's discretion.
10. For comments made by Non-Arm's length parties, Candidates shall only be penalized if they failed to publicly deny any responsibility for it upon discovery.

6. Removal of Campaign Material

11. All Web and Social Media pages must be removed within forty-eight (48) hours after the close of the Voting Period. For any social media that takes more than forty-eight (48) hours to remove, Candidates must submit proof of request for removal.
12. All printed Campaign Materials must be removed within seventy-hours (72) hours after the closing of the Voting Period.

7. Online elections

1. In the case that in-person activities on campus are suspended, the election will occur online exclusively.
2. In promoting equal accessibility for all Candidates, no physical Campaign Materials shall be posted on St. Michael's College campus during online elections.
3. Links to all accounts involved in the election must be posted on the SMCSU website.
4. All other by-laws apply normally, unless otherwise stated by the CRO during the All-Candidates meeting for the purpose of a particular election period.



8. Procedure for Violation of Bylaws

1. Violations of Election Bylaws occurring during the nomination period and campaign period must be reported to the CRO.
2. The CRO must acknowledge the violation within 48 hours.
3. Any Candidate who violates the regulations set forth in these Electoral Bylaws shall be given one (1) written warning by the CRO. Upon a second infraction of the Electoral Bylaws, the Candidate shall be disqualified from the elections. An appeal of the CRO's decision may be made to the Elections Appeal Board during the Appeals period.
4. The CRO shall publish the details of the violation and their ruling in a designated elections space in the Union office and on the Union's social media after forty-eight (48) hours of receiving it. The CRO shall also inform the Elections Appeal Board of the same. The CRO shall inform Candidates via phone or e-mail of any decision that directly concerns them. Violations should be published such that they are accessible to all Members of the Union.
 - a. Posted violations must not include the name of the individual who submitted the violation, but rather the nature of the complaint/violation and evidence supporting it.
5. Any violations occurring during the voting period may result in immediate disqualification.
6. Instances of harassment may result in immediate disqualification at any time.

9. Procedure for Candidate Withdrawal

1. A Candidate may formally withdraw from the election by submitting a signed and dated letter or email to the CRO indicating their intent to withdraw.
2. If a Candidate withdraws before the start of the voting period, their name will be removed from the Ballot.
3. If a Candidate withdraws after voting has opened, votes cast for that candidate will still be counted unless the CRO determines the withdrawal materially impacts the fairness of the election. In such cases, the CRO may call a by-election with Council approval by a two-thirds vote.
4. If the withdrawal results in only one candidate remaining, the remaining candidate must still be ratified by a two-thirds vote of Council, granted that Abstain does not surpass that candidate in the number of first-choice votes.



5. In the case of a run-off election, if one of the remaining candidates withdraws, the other will be acclaimed pending ratification, granted that Abstain does not surpass that candidate in the number of first-choice votes.
6. The CRO must notify the Members of the Union of any withdrawal within 12 hours via official SMCSU platforms.

ARTICLE IX: VOTING PERIOD

1. Voting Procedure

1. Elections shall be decided by electronic secret ballot.
2. Voters shall rank candidates and 'Abstain' on their ballot, in order of preference. Voters may rank as many or as little candidates as they wish, and may or may not include the 'Abstain' option.
3. Campaigning is permitted during the voting period. A violation committed by a Candidate during the voting period is grounds for immediate disqualification, without a first offense warning.
4. The electronic ballots shall include the name of each Candidate as well as their statement, in a randomized order. Ballots shall not have pictures of the Candidates.
5. Only Candidates may be on the ballot.
6. The CRO has the discretion to communicate guidelines regarding Candidates' Ballot statements, which must adhere to at a consistent standard.
7. Ballots received after the deadline set by the CRO will not be considered.

2. Polling Stations

1. Polling stations may be set up at Brennan Hall. In cases where polling stations are used, a computer shall be made available on which members of the union are able to log into the electronic voting system and cast their ballot.
 - a. Additional locations for Polling stations are possible with the approval of the CRO.
2. The polling stations at Brennan Hall shall remain open from 10:00 a.m. to 7:00 p.m., unless otherwise stated by the CRO.
3. Each polling station shall be supervised by a polling clerk appointed by the CRO
4. The polling clerks shall not interfere with the process of voting.



5. Members of the union who wish to vote through the polling stations shall be given the space to vote privately at the table.

ARTICLE X: ELECTION RESULTS

1. Vote Count

1. The ballot will utilize Preferential or Ranked-Choice Voting (RCV), more specifically Single Transferable Vote, such that each position will be filled by a maximum of one candidate. In other words, two Candidates may not be elected for the same position. The details of RCV are outlined below:
 - a. The number of votes needed to be elected is computed by the Quota. In SMCSU elections, since only one candidate can be elected to each position, prior to tabulation of votes, an enforced "50% of the votes + 1" Quota is set, which henceforth will be referred to as the Quota.
 - b. Any Member's Vote is initially considered to be their first-choice candidate, as listed on the ballot. Tabulation of votes will occur as follows:
 - i. Candidates meeting the Quota (when evaluating all highest-choice votes) are elected.
 - ii. If Abstain meets the Quota, a by-election will be held, with a new nomination period to allow new Candidates to enter the pool.
 - iii. If no candidate nor Abstain reaches the Quota, then the Candidate with the fewest number of highest-ranked votes shall be eliminated, any votes for the eliminated candidate are redistributed to each ballot's next ranked choice, and another round occurs automatically.
 1. Should there be a tie for the fewest number of first-preference votes, then among these choices, the option with the fewest number of second-preference votes shall be eliminated. Should a tie persist, the procedure shall continue with third-preference votes, and so on.
 - iv. If a round begins where there is only one remaining option (either a Candidate or 'Abstain'), then that option is enacted, regardless of whether it meets the Quota in this round.
2. In the event of a tie, the winner(s) are decided in a run-off election commencing within two weeks of the release of unofficial results. The run-off election shall be treated as an entirely new election between the tied Candidates.



- a. Note that, in the event that two Candidates are tied in the total number of votes, the voting system may decide a winner by random draw. However, the Bylaws shall take precedence over the system's results, and a run-off election shall commence.

2. Unofficial Results

1. Unofficial results shall be announced publicly within forty-eight (48) hours of the end of the count.
2. The CRO is responsible for assembling a public notice, both through the mediums of physical posters and on the official social media accounts of the CRO and the Council, of election results, which outlines the unofficial results of the election and the vote count. This document must be made available to Candidates and all students.
3. The complete results of each election shall be kept on file in the St. Michael's College Student Union office for a minimum of four (4) years.

3. Ratification

1. As per the Bylaws of the Union, Candidates will not be deemed officially elected until they have:
 - a. Been ratified by the Council at the subsequent meeting following the end of the appeals period, or within forty-eight (48) hours of the end of the Appeals period, whichever comes last. Ratification of the election results should be delayed in the event that there is an ongoing appeal after the 48 hours after the end of the appeals period.
 - i. Elections will be ratified by a $\frac{2}{3}$ majority of the Council present at the meeting. If the $\frac{2}{3}$ threshold is not met, Council must reconvene at the subsequent meeting to either (a) ratify by the same threshold, or (b) vote to nullify the election and initiate a re-election. Failure to act within the subsequent meeting shall automatically result in ratification, unless a formal grievance or appeal is pending.

4. Official Results

1. Once Election Results have been ratified by the council, they are deemed official.

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2. Official election results must be posted on all St. Michael's College Student Union Social Media platforms (Instagram, Website, etc.) and made available in the student union office as soon as possible.