

Election Regulation Model

Elector

Qualified elector

1. Every student whose name appears on the list of students provided by the school is a qualified elector.
2. To exercise his right to vote, a student must be a qualified elector and be entered on the list of electors.

Electoral representation

Electoral divisions

3. The electorate can be divided into electoral divisions delimited in such a way as to respect the representation of electors.
The electoral divisions, which number _____, shall be delimited taking into account the number of electors.
4. Each division represents a group of students established on the basis of considerations related to the field of studies or the number of years of studies.
5. The list of electoral divisions shall be posted in a public place inside the school at the start of the election period.

Election period

Calling of the election

6. The holding of a general election or a by-election is instituted by writ issued by the student association and addressed to the chief electoral officer.
7. The poll shall be held on _____.
8. As soon as the election is announced, the chief electoral officer shall set up a place to use as an office and shall notify the student population of its location. The office shall be open from (dates) _____ to _____ from (hours) _____ to _____, and shall be accessible to handicapped persons.
9. The chief electoral officer shall prepare and make public the election calendar.
10. By not later than the _____th day preceding polling day, the chief electoral officer shall make available to electors the any necessary information on conducting the election period.

Election officers

11. The chief electoral officer and his or her assistants are election officers. Election officers are chosen from among those persons who are qualified electors.
12. All election officers shall take the oath of office before the chief electoral officer.
13. Election officers shall abide by the directives of the chief electoral officer.
14. No election officer shall engage in partisan work on the days stipulated in these regulations for the performance of his or her duties.
15. The chief electoral officer may relieve an election officer who neglects to perform his or her duties or who engages in partisan work.
16. An election officer who no longer performs his or her duties shall give the chief electoral officer all the official documents in his or her possession.

List of electors

Preparation

17. As soon as the election has been announced, the chief electoral officer shall prepare the list of electors.
18. The list of electors may be prepared using the school's computerized list and shall contain the nominative information needed to identify the elector.
19. By not later than the ____th day preceding polling day, the chief electoral officer shall make the list of electors available to electors for consultation.

Revision

20. By not later than the ____th day preceding polling day, the chief electoral officer shall choose the places where the board of revisors will be located, namely one board per campus or pavilion. These places shall be situated in such a way as to accommodate electors and shall be accessible to handicapped persons.
21. Each board of revisors shall be made up of one or more revisors appointed by the chief electoral officer.
22. The chief electoral officer shall give the staff of the board of revisors a copy of the list of electors as well as the material needed for the revision.
23. The board of revisors shall be open from (hours) _____ to _____ from (dates) _____ to _____.
24. An elector who notes that his or her name is not entered on the list of electors may appear in person before the board of revisors to make an application for entry.
25. An elector who notes an error in the particulars concerning him or her on the list of electors shall appear in person before the board of revisors to make an application for correction.
26. An elector who does not want his or her name to appear on the list of electors shall appear in person before the board of revisors to make an application for striking.

27. The revisor shall transmit to the chief electoral officer the list of entries and corrections made to the list of electors.

Candidate

28. Every student who is a qualified elector may be elected.
29. The chief electoral officer is not eligible.

Nomination paper

30. A person who wishes to submit his or her candidacy to the executive committee of the student association shall, by not later than (hour) ____ on the _____th day preceding polling day file a nomination paper at the office of the chief electoral officer. In so doing, the person agrees to abide by the election regulations and the decisions of the chief electoral officer.
31. The appropriate form shall be used for the nomination paper and shall be signed by the person who wants to run for election.
32. The nomination paper shall contain the signatures of at least _____ electors.
33. If the chief electoral officer has received only one nomination paper at the end of the period set aside for filing nomination papers, he or she shall declare the candidate elected.

Withdrawal of a candidate

34. A candidate may withdraw by giving the chief electoral officer a statement to this effect, bearing the candidate's signature.
35. If a candidate withdraws after the ballot papers have been printed and it is impossible to print new ballot papers, the deputy returning officer shall strike the candidate's name from each ballot paper.

Polling day

Polling stations

36. The chief electoral officer shall establish one polling station for every electoral division or for every group of ____ electors.
37. Polling stations shall be grouped and situated in a location that offers easy access and shall be accessible to handicapped persons.
38. The chief electoral officer shall give the election officers the directives which he or she deems useful concerning the manner in which to arrange a place where a polling station is located.

Polling officers

39. The following are polling officers: deputy returning officer, poll clerk and officer in charge of information and order (PRIMO).
40. The chief electoral officer shall appoint an officer in charge of information and order for every place where polling stations are located. The duties of this person include:
 - greeting electors and directing them to the polling station
 - ensuring easy access to and facilitating the flow of people in the polling station
 - making sure that only one person at a time is admitted to a polling station
 - ensuring that only those electors present on the premises of a polling station at closing time can be admitted to exercise their right to vote
 - ensuring that only authorized persons are present on the premises of a polling station
 - informing the chief electoral officer of any situation requiring his or her intervention
41. The chief electoral officer shall appoint a deputy returning officer and a poll clerk for each polling station.
42. The duties of the deputy returning officer include:
 - being responsible for the arrangement of the polling station
 - ensuring that voting proceeds smoothly and maintaining order
 - facilitating the exercise of the right to vote and ensuring the secrecy of voting
 - counting the votes
 - transmitting the results of the election to the chief electoral officer and delivering the ballot box
43. The responsibilities of the poll clerk include:
 - verifying if the electors are entered on the list of electors
 - entering in the poll book the particulars related to the conduct of the poll
 - assisting in the counting of the votes
 - assisting the deputy returning officer

Agent-representative of the candidate

44. The candidate may be present at all the operations related to the poll. In addition, the candidate may designate the person to be mandated in order to represent him or her at the polling station.

Ballot papers and ballot boxes

45. The chief electoral officer shall cause the ballot papers to be printed according to the stipulated model.
46. The ballot paper shall clearly identify each candidate. On the front, it shall indicate the surname and given name of the candidates in the alphabetical order of the names. When two or more candidates have the same given name and surname, the chief electoral officer shall make a random draw to determine the order in which the given name and surname of each of the candidates in question will appear on the ballot

paper. If it is impossible to distinguish the candidates by their membership in a political party, the chief electoral officer may resort to any other means that he or she deems appropriate to distinguish these candidates.

47. The chief electoral officer shall have custody of the ballot boxes.
48. In the ___ days before polling day, the chief electoral officer shall give the deputy returning officer a ballot box, the memoranda concerning the work of polling officers, the list of electors, the material needed to vote and for the counting of the votes. In addition, the chief electoral officer shall give the deputy returning officer an envelope containing a number of ballot papers that is slightly greater than the number of electors entered at the polling station.

Preliminary formalities

49. The officer in charge of information and order, the deputy returning officer and the poll clerk shall be present at the polling station _____ minutes before it opens. The agents-representatives of candidates may also be present, beginning at the same time.
50. The location of the polling stations as well as the polling officers shall be clearly indicated.
51. At the time specified for opening the poll, the deputy returning officer and the poll clerk shall make sure that the ballot box contains no ballot papers. The ballot box shall then be sealed and placed on the polling station table in such a way as to be visible to polling officers.

Polling hours

52. Polling shall take place from (hours) _____ to _____.
53. The chief electoral officer shall be available during polling hours.

Exercise of the right to vote

54. Only one elector at a time may be admitted into a polling station.
55. The elector shall state his or her surname and given name before the deputy returning officer and the poll clerk, and shall present his or her student card. If the student does not present his or her student card, he or she must take the oath of the elector.
56. The deputy returning officer shall give the elector admitted to vote a ballot paper after having affixed his or her initials on the back.
57. After having received the ballot paper, the elector shall go to the polling booth, mark the ballot paper, fold it; the elector shall then allow the deputy returning officer, the poll clerk and the agent-representative of a candidate to examine the initials of the deputy returning officer, if they so wish; the elector shall then place the ballot paper in the ballot box, in view of the persons present.
58. The elector shall blacken one of the circles on the ballot paper using a pen or, where applicable, the pencil which the deputy returning officer provided at the same time as the ballot paper.
59. As soon as the elector has voted, the poll clerk shall indicate this fact in the space reserved for this purpose on the list of electors.

60. When a ballot paper is inadvertently marked or spoiled, the deputy returning officer shall ask the elector to blacken each circle. The deputy returning officer shall then cancel the marked or spoiled ballot paper and shall give the elector a new ballot paper.
61. Before the deputy returning officer gives a person a new ballot paper, the deputy returning officer, the poll clerk or the agent-representative of a candidate may require that the person state under oath, according to the formula prescribed by regulation, namely that he or she:
- is a qualified elector
 - has not already voted in the current election
 - does not have in his or her possession a ballot paper that may be used in the current election

The poll clerk shall record in the poll book the name of the person who asked for the statement under oath and the reasons for this requirement.

62. The deputy returning officer shall not give a ballot paper to a person who refuses to take the oath, and this fact must be recorded in the poll book.
63. The deputy returning officer shall not give a ballot paper to a person who refuses to take the oath, and this fact must be recorded in the poll book.
- No person may use a sign indicating his or her support for or opposition to a candidate, or engage in any other form of partisan publicity on the premises of a polling station.

The chief electoral officer may have removed any prohibited partisan publicity if the concerned candidate refuses or neglects to do so after having been notified thereof.

64. If the poll cannot begin at the set time, is interrupted by reason of an act of God or cannot be completed by reason of a lack of ballot papers, it shall continue until it has lasted _____ hours.
65. Those electors present on the premises of a polling station at closing time and who have not already voted can exercise their right to vote. The deputy returning officer shall then declare the poll closed.
66. Voting is secret.
67. No elector may, on the premises of a polling station, make known in any way whatsoever, the name of the candidate for whom he or she plans to vote or has voted.
68. No candidate, agent-representative or election officer may, on the premises of a polling station, try to learn the name of the candidate for whom the elector plans to vote or has voted.
69. No person may be compelled to disclose for whom he or she plans to vote or has voted.
70. After the poll closes, the deputy returning officer, assisted by the poll clerk, shall proceed to count the votes. Each candidate and his or her agent-representative may be present.
71. Before opening the ballot box, the poll clerk shall enter in the poll book the names of the persons who performed duties as an election officer or as an agent-representative of a candidate.
72. The deputy returning officer shall open the ballot box, shall proceed to count the votes by taking, one by one, each ballot paper put in the ballot box and shall allow everyone present to examine the ballot papers.

73. The deputy returning officer shall declare valid every ballot paper marked in the manner stipulated in the election regulations. However, the deputy returning officer shall reject a ballot paper that:
- has not been provided by him or her
 - does not bear his or her initials
 - has not been marked
 - has been marked in favour of more than one candidate
 - has been marked in favour of a person who is not a candidate
 - has been marked elsewhere than in one of the circles
 - bears fanciful or injurious remarks
 - bears a mark by which the elector can be identified
74. After counting the ballot papers and drawing up a statement of votes, the deputy returning officer shall place, in separate envelopes, the ballot papers marked in favour of each candidate, the ballot papers rejected during the counting of the votes as well as the spoiled or cancelled ballot papers. He or she shall then seal the envelopes. The deputy returning officer, the poll clerk and the agents-representatives who wish to, shall affix their initials to the seals.

The envelopes, the poll book and the list of electors shall be placed in the ballot box; the latter, along with a statement of votes, shall then be delivered to the chief electoral officer.

Declaration of election and publication of the results

75. The chief electoral officer shall declare elected the candidate who has received the greatest number of votes.
76. The chief electoral officer shall keep the documents pertaining to the counting of the votes that were transmitted to him or her for _____ months.
77. The chief electoral officer shall, as soon as possible, publish or post a notice indicating the surname and given name of each elected candidate and the name of his electoral division, where applicable.
- A candidate who is declared elected becomes a member of the executive committee of the student association.
78. The chief electoral officer shall, as soon as possible after the election, publish a return containing, in particular, the results of each polling station. He or she shall transmit the return to the student association.
79. In the event of a tie-vote, the chief electoral officer shall publish or post, after the counting of the votes, a notice informing the electors of the new period for filing nomination papers and the new date of the election.

Control of election expenses

Election expenses

80. The chief electoral officer shall determine an allowance for candidates to create an election fund.
81. This allowance shall be paid to the agent-representative.
82. The cost of any goods or services used for the following purposes during an election period is an election expense:
 - to promote or oppose, directly or indirectly, the election of a candidate
 - to disseminate or oppose the program or policies of a candidate
83. The following are not election expenses:
 - the publication, in a student newspaper, of articles, editorials, news, interviews, columns or letters to the editor, provided that they are published without payment
 - the broadcasting by a student radio or television station of a program of public affairs, news or commentary, provided that the program is broadcast without payment
84. Every candidate must have an agent-representative to incur election expenses.
85. Only the agent-representative of a candidate may incur or authorize election expenses during the election period.
86. The agent-representative may only pay the cost of an election expense out of the election fund that the student association will have previously established.
87. No person may accept or execute an order for election expenses not given or authorized by an agent-representative.
88. The agent-representative of a candidate shall, in the _____ days following polling day, submit to the chief electoral officer a return itemizing all his or her election expenses.
89. The chief electoral officer shall allow every elector to consult the returns of election expenses for _____ days.

Contestation des élections

90. Every elector who has the right to vote or every candidate may contest the election if irregularities were noted or if a corrupt electoral practice was committed.
91. An election is contested by way of an application made to the chief electoral officer. In all cases where a contestation is submitted to the chief electoral officer, he or she shall request the opinion of the advisory committee set up pursuant to sections 103 to 105 of the election regulation.
92. The application shall be filed in the _____ days following the publication of the results. The decision of the chief electoral officer is without appeal.

Chief Electoral Officer

Appointment

93. The student association shall appoint, by resolution approved by ____ of its members, the chief electoral officer from among the members of the student body who are in good standing.
94. The term of office of the chief electoral officer shall be ____ (days, weeks or months).
95. The chief electoral officer may resign at any time by transmitting a written notice to the student association.
96. Before beginning to perform his or her duties, the chief electoral officer shall take the oath of office before the student association.

Functions and powers

97. The chief electoral officer is responsible, in particular, for overseeing the application of the election regulations.
98. In respect of this regulation, the chief electoral officer shall:
 - prepare the list of electors
 - ensure the training of election officers
 - supervise the progress of the revision and voting
 - issue directives for the administration of the election regulations
 - receive complaints and make inquiries when he or she considers it necessary
99. In respect of public information, the chief electoral officer shall, in particular:
 - provide any person applying therefor with advice and information regarding the administration of election regulations
 - give public access to the information, reports, returns or documents relating to the election regulations
 - make any public advertisements he or she considers necessary
100. If, during an election period, it comes to the attention of the chief electoral officer that, subsequent to an error, an emergency or an exceptional circumstance, a provision of the election regulations does not meet the demands of the situation, he or she may adapt such provision in order to achieve its object. Where applicable, the chief electoral officer shall take the appropriate steps to inform the candidates and electors thereof.
101. The chief electoral officer may refuse to make an inquiry when he or she considers the request frivolous or made in bad faith, or unnecessary in the circumstances.

Personnel of the chief electoral officer

102. The chief electoral officer shall define the duties of the members of his or her personnel and direct their work.

Advisory committee

103. The chief electoral officer shall establish an advisory committee.

104. The committee shall be composed of the chief electoral officer and a minimum of two representatives of the student association, in such a way that the number of committee members is always odd.
105. The function of the committee is to give its advice on any question relating to the election regulations.