

BUSU Clubs Presidents Meeting: 2022 Club Elections

12 – 1 pm

Thursday, January 27, 2022



Land Acknowledgement

The Brock University Students' Union is situated on the traditional territory of the Haudenosaunee and Anishinaabe peoples. The territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement.



Agenda

1. Clubs Election Policy
2. Virtual Elections
3. ExperienceBU
4. Election Behaviour
5. Pre-Election Tips
6. Marketing and Promotion
7. Post Election
8. Transition
9. Upcoming Events
10. FAQs

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Reminders



Microphones to be muted unless for questions.

Please leave any questions in the chat or raise your hand before speaking.



Attendance

Please take the next 2-3 minutes to fill out the attendance sheet in the chat.



Club Election Policy

- The Clubs 500 policy is your guide and rule book when it comes to all things clubs
 - See the Clubs 500 policy on the BUSU clubs website (section 96-109)
 - Website: www.brockbusu.ca/involvement/clubs
- All clubs must **hold elections on a yearly basis for the 3 core positions**
 - President, Vice President and Treasurer/Secretary
 - All other positions can be decided by the executive team (e.g. Events Coordinator)



Club Election Policy

- All club elections happen in February in order to start the transition for the new executives at the Club Summit in March
 - **Election deadline: February 28th, 2022**
 - **Club Summit March 8th – 11th, 2022**
- Elections must be **conducted virtually** either on:
 - Experience BU (through your own personal clubs page)
 - Simply Voting (through the Clubs Manager)
 - Election receipts will be given to each club after the election link closes
 - The Clubs Manager can request for a receipt at any given time, please keep this document accessible



Clubs Election Policy

- **A minimum of five (5) school days' notice must be given** until the date of the election shall be given to all members. Elections must follow the articles of a club's particular constitution.
 - Election links must remain open for a **minimum of 48 hours**
- On Election Day, each candidate will be allowed to speak to their qualifications for no more than two (2) minutes
- Virtual ballots must be collected and reviewed by **two (2) club members who are not standing for election and are not currently executives**, who will inform the electorate of the results



Clubs Election Policy

- All paying members of the club have the right to vote for executive elections.
 - If a club has no membership fee, only active members can place votes (e.g. members who have attended meetings and have played an active role in the club)
- Each member will get one (1) vote for each executive position
- The first candidate to reach fifty plus one percent (50% +1) of the vote shall be declared the winner - Please note this is only correct when there are 2 candidates. In the event there are more than 2 candidates, the candidate who has received the majority shall be declared the winner
- In the event of a tie, a runoff election shall be had within 24 hours of the initial election
- Should an elected executive leave their position before the end of year election for any reason, the **Clubs Policy Committee/Clubs Manager must be informed and an election held for that position as soon as possible**



Virtual Club Elections



- As club activity is to remain virtual until further notice, club elections must also remain virtual
- Platforms such as Zoom, MS Teams or other are not permitted to host an election
- As we are virtual club elections shall span for a minimum of 2 days (48 hours) to allow fair access for all. Perhaps open elections at 11:59pm and in 48 hours have the election close at 11:59pm
- Voting members
 - It is a club responsibility to have an updated club membership list. For clubs with no membership fee, be sure to identify club members as they shall be provided voting details. Club members are folks who engage with your club, an individual who has attended a single event may not be considered a “club member” however those who are active and participated in club activities shall have access to the formal election.



<https://www.simplyvoting.com/>

- For demo click the ‘Try as Participant’ tab

Simply voting is a web-based online voting system that will help us manage elections easily and securely.

We will set up the election for you with a BUSU form. This form will be accessible on February 1st, 2021 on the BUSU Clubs Website. Below you will find items we will need to organize the election on Simply Voting.

- We would only need student emails (although names are fine to add as well)
 - Need in an excel format – each email on a row
 - Brock Emails - however we can upload non-Brock members to the election
- Start and end date of election
- When they would like reminder emails (if any) – reminder emails are only sent to those who haven’t voted yet

Format Needs

- Position Title
- Number elected per position
- Each candidate bio (max 250 words is what we typically allow)
- Ballot photo (headshot)

Experience BU

- ExperienceBU is easy and accessible for clubs to use
- All elections will be conducted through your own personal clubs page
 - Instructions to hold elections on ExperienceBU will be updated on the BUSU website before February 1st



Election Behavior

- Provide very clear instructions to the club elections
 - Both platforms provide 1 vote per member
 - Platforms are to allow 1 vote per executive position (unless there is a co-position)
 - All clubs should add a **abstention** option
- Re-election
 - If you or a member of the current executive team is re-running for the upcoming election. Do not use your club channels to promote your candidacy or platform points this is a conflict of interest. Ensure club social media will promote the club elections fairly.
- New membership protocol
 - Clubs should not accept new memberships during the election period
- Election results shall be shared with the club
- Election Concerns
 - Appropriate vs inappropriate behaviour- club members and candidates must continue abiding by Brock University and BUSU policy especially Student Code of Conduct. Elections shall not tolerate discrimination, intimidation or coercion. If you have concerns please contact Celyn as soon as possible.



Pre-Elections Tips

- Pre-Election meeting for elections to discuss club constitution, club values, BUSU mission & vision. Be sure to address pre-campaigning practise (i.e. campaigning should only occur during the election period)
- Review club structure, position and responsibilities making sure there are fitting for the upcoming election
- Candidate meetings- some candidates may want to meet with current executives to better understand the club and executive responsibilities – be sure to provide support to all those who sure interest some may take you on the offer and some may not. Do not endorse nor provide special access to club information to any of the candidates. Elections are to be democratic and fair
- Be sure to confirm executive positions and nominees are listed correctly, similarly nominee platform points, photos and other details shall be listed correctly. We suggest providing a deadline for nomination submission



Marketing & Promotions

A risk management form is not required for elections. You are welcome to move forward and promote the club elections. For graphics Karyssa is available to create virtual posters, banners and more. For requests fill out the graphic design requests on our Clubs Portal on ExperienceBU.

Virtual promotions include social media posts, banners, videos, etc.

Questions? Email clubsdesign@brockbusu.ca



Post-Elections

Upon concluding elections, all virtual election receipts must be kept for club records. The Clubs Manager can request for these receipts at any given time.

Upon conclusion on the Clubs Summit, the ratification form will be open for submission. This form will be for the May 2022 official start.

From the end of the elections to April 30, clubs are encouraged to train their new executives and begin the transition phase. Transition documents will be available on the BUSU website before February 1st.



Transition

- Create or update your club guidebook!
- Club Financials
- Club records
- Transfer club content, email account, social media password etc.
- Intel on club partnerships, events and fundraisers
- Discuss what works well for the club, areas the club can improve or shift
- Discuss new additions to the club
- Discuss the club structure and roles
- Provide advice, suggestions and guidance
- Are there any items that should be brought to the BUSU Clubs team attention?



Virtual Election Support Walk-In Hours

February 3rd and 17th at 10 am – 11 am on Zoom

Details on ExperienceBU



Reminder

BUSU Clubs Summit March 8th-11th, 2022



FAQS

- Do elections have to occur prior to March 8th Clubs Summit?
 - Yes, as the training is intended for executives of 2022-2023
- If there is one person running for each position do we still need to do an election?
 - Yes, election is mandatory
- Can the elections occur on google forms or another platform?
 - No, all club elections must either occur on Simply Voting or Experience BU
- If we have a technical issue with the platform should we push back the election?
 - Yes, please select a new date for the election
- If we have a tie what should we do?
 - As per Policy 500 a runoff election shall happen in 24 hours
- If candidates are not a Brock undergraduate student can they still run?
 - No, club executive teams must be 100% Brock undergraduate students
- Do we risk manage virtual elections?
 - No, risk management is not required for virtual elections



FAQS

- Can non-members run in the election?
 - Yes, they can
- Can non-Brock University club members be reviewers for election results?
 - Yes, both Brock University members and non-Brock members can review the election results if selected
- What is the process of adding or removing executive positions?
 - In the event your club would like to add a position, outline the position title and responsibilities then send to Celyn for approval. For position removal provide reasons to why the club has come to this decision and submit to Celyn.
- Can we have candidates run for more than one position?
 - No, candidates shall run for positions they feel is most suitable for them
- If candidates are not a Brock undergraduate student can they still run?
 - No, club executive teams must be 100% Brock undergraduate students



Thank you

