Electoral Policy for Trinity College

Last amended February 2020

1. **Purview**

   1.1. All Trinity students participating in any way, including but not limited to organizing, running, nominating, campaigning and voting, in elections for the positions listed in this document shall be governed by the rules and regulations contained herein.

2. **Supervision**

   2.1. The EC shall deliberate upon electoral misconduct appeals as outlined by Section XIII: Electoral Misconduct and XIV: Appeals of this document.

   2.2. Balloted Elections shall be organized by the Chief Returning Officer (CRO) and Deputy Returning Officer (DRO).

   2.3. The CRO and DRO shall be appointed by the TCM. The Electoral Commission shall initiate a written application process for candidates in November, advertising for candidates across the University of Toronto St. George Campus. The Electoral Commission shall then select a candidate for recommendation to the TCM before the end of the fall semester. The TCM shall then choose whether or not to ratify the Electoral Commission's choice. Should the TCM fail to ratify the Electoral Commission's recommended candidate, an election for CRO and DRO will take place according to the rules for mid-year elections under Section XIV of this electoral policy.

   2.4. The CRO and DRO shall receive an honorarium for their services.

   2.5. First Year Elections for students shall be carried out in the week following Orientation, and are to be organized by the Heads of College. The Head of Divinity shall organize Divinity Elections. Neither the First Year nor Divinity Elections are under the jurisdiction of the CRO and DRO.

3. **Dates and Notice**

   3.1. There shall be three (3) official weeks of balloted elections. Elections shall take place after Reading Week in the Winter Term. Specific dates are to be set by the Electoral Commission.

3.2. The CRO and DRO must give notice of the date of all elections at least twenty-eight (28) days before the first balloted elections are held.

3.3. Notices of elections must (but are not limited to) be posted outside Strachan Hall, Melinda Seamen, in the Buttery, on each floor, in every house of both residences, in every common, on the TCM website, and through all electronic media available to Trinity College student government (Facebook, Twitter, etc.).

3.4. The CRO and DRO must also attempt to secure the co-operation of the College Administration in emailing notice of elections directly to each Trinity College student.

3.5. The CRO shall post the Electoral Rules for Trinity College outside Strachan Hall, Melinda Seaman, and in the Buttery and through available electronic media prior to the opening of nominations.

4. Schedule of Elections

4.1. The following elections shall take place during week one:

4.1.1. Head of College (Female)
4.1.2. Head of College (Male)
4.1.3. Head of Arts (Female)
4.1.4. Head of Arts (Male)
4.1.5. Head of NRA (Female)
4.1.6. Head of NRA (Male)
4.1.7. Chair of the TCM / Deputy Chair of the TCM
(2nd place for TCM Chair is elected TCM Deputy Chair)

4.2. The following elections shall take place during week two:

4.2.1. Prime Minister of the TCLI / Opposition Leader of the TCLI
(2nd place for Prime Minister is elected Opposition Leader)
4.2.2. Speaker of the TCLI /Deputy Speaker of the TCLI
(2nd place for Speaker is elected Deputy Speaker)
4.2.3. President of Rainbow Trinity
4.2.4. Co-Presidents of Trinity College Athletics (2)
4.2.5. Co-Presidents of the Trinity College Dramatic Society (2)
4.2.6. Co-Presidents of Trinity College Environmental Society (2)
4.2.7. President of the Trinity College Volunteer Society
4.2.8. Co-Presidents of the Trinity College Mental Health Initiative (2)
4.2.9. President of WUSC
4.2.10. Stephanos Ticket (Editor-in-Chief and max. 3 associate editors)

4.2.11. Trinity Review Ticket (Editor-in-Chief and max. 3 associate editors)
4.2.12. Salterrae Editor-in-Chief
4.2.13. TCM Secretary
4.2.14. TCM Treasurer
4.2.15. TCM Auditor / TCM Deputy Auditor
(2nd place for Auditor is elected Deputy Auditor)
4.2.16. Nominations for the Ashley Award
4.2.17. Nominations for the St. Hilda's Patteson Award
4.2.18. Fourth Year Heads (2 res / 2 non-res)
4.2.19. Third Year Heads (2 res / 2 non-res)
4.2.20. Second Year Heads (2 res / 2 non-res)
4.2.21. Sober Patrol Leaders (2)
4.2.22. Senate Representatives (3)
4.2.23. UTSU Trinity College Director

4.3. The following elections shall take place during week three:

4.3.1. House Leaders of the TCLI (2)
4.3.2. Clerk of the TCLI
4.3.3. Mace Keepers and Mace Seekers of the TCLI (2 pairs)
4.3.4. Secretary of NRAC
4.3.5. Events Coordinator of NRAC
4.3.6. Communications Coordinator of the NRAC
4.3.7. Vice-Presidents of Trinity College Athletics: Internal (1), External (1), Events (1)
4.3.8. Vice-Presidents of the Trinity College Environmental Society (2)
4.3.9. Treasurer of NRAC
4.3.10. Treasurer of Rainbow Trin
4.3.11. Treasurer of the Salterrae
4.3.12. Treasurer of Trinity College Athletics
4.3.13. Treasurer of Trinity College Literary Institute
4.3.14. Treasurer of Trinity College Dramatic Society
4.3.15. Treasurer of Trinity College Environmental Society
4.3.16. Treasurer of Trinity College Volunteer Society
4.3.17. Treasurer of the Trinity College Mental Health Initiative
4.3.18. Secretary of Trinity College Athletics
4.3.19. Secretary of the Trinity College Dramatic Society
4.3.20. Secretary of the Trinity College Environmental Society
4.3.21. Secretary of the Trinity College Volunteer Society
4.3.22. Secretary of the Trinity College Mental Health Initiative
4.3.23. TCBS Members-at-Large (2 general res, 2 general non-res, 1 international res, 1 international non-res)

4.3.24. Finance Committee Members-at-Large (2 general res, 2 general non-res, 1 international res, 1 international non-res)
4.3.25. TCDS Members-at-Large (2)
4.3.26. Junior Representative to the Senate's Community Affairs Committee
4.3.27. TCM Equipment Curators (TEC) (2)
4.3.28. Trinity College Webmaster
4.3.29. Sub-Cosgrave Curator
4.3.30. Sub-Main Curator
4.3.31. Ashley Award Winner
4.3.32. St. Hilda's Patteson Award Winner
4.3.33. Equity Committee Members-at-Large (4 general res, 2 general non-res)
4.3.34. TrinWear Representatives
4.3.35. Gym Curator

5. Positions for Elections

5.1. All students may vote for all positions, excepting year heads positions. First, second, and third year students may only vote for their respective year heads.

5.2. For the position of Heads of Arts (male and female), Heads of College (male and female), and TCM Chair, each candidate must be entering their third social year or above of an undergraduate Arts and Science program. Students must be resident students during their term of office for the position of Heads of Arts (male and female). Students may be resident or non-resident students during their term of office for the position of Heads of College (male and female).

5.3. The position of Heads of NRA must be held by a non-resident student entering his or her third social year or above. NRAC treasurer, secretary, communications-coordinator, and events-coordinator positions are open to students who would be in second year or above during their term of office. Students must be non-resident students during their term of office.

5.4. The junior representatives to the Senate Community Affairs Committee must be in their second social years during their terms of office, but all students may vote for the position. Of the two spots, one space is designated for a student who must be a resident of the college during their term of office, and the second is designated for a student who must live off-campus during their term of office.

5.5. Fourth year students nominate and vote for the Ashley award. The Ashley award is presented to a graduating undergraduate student who, in the opinion of his or her peers, has made a substantial and ongoing contribution to the life of the College over the previous four years and has not already been recognized for their commitment by election to the position of Head of College, Head of Arts, or Head of NRA. Nominations for the Ashley award shall be solicited via write-in ballot during the second week's election. The top five eligible nominees will then be placed alphabetically on a ballot and voted on in the third week.

5.6. The Patteson award is awarded to a fourth year female student who has demonstrated continued involvement throughout her time at Trinity and has not been previously recognized by her peers through an election to Head of College, Head of Arts, or Head of NRA. The recipient shall have demonstrated leadership and dedication to student life, particularly to the life of female students, and embodies the characteristics of St. Hilda of Whitby. Nominations for the Patteson award shall be solicited via write-in ballot during the second week's elections, and candidates may only be nominated candidates may only be nominated by fourth year female students. The top five nominees will be placed alphabetically on the third week's ballot. All female students at Trinity College may vote. The recipient shall be presented to the St. Hilda's Board of Trustees and the St. Hilda's Alumni Association at their respective meetings in the summer following her election. The CRO will include this paragraph on nomination ballots for the Patteson award.

5.7. Students may not win both the Ashley Award and the Patteson Award. In the event that a student is awarded both, the CRO will contact the student in question to choose one award for which they will be recognized. The runner-up for the other award will be the recipient of that award. The full broken-down results of both elections, including the identity of the runners-up for each election, shall not be made available to anyone aside from the CRO and DRO until the winner has decided which award they will accept. In the event that the Chair of the Electoral Commission has been nominated for both awards, they must recuse themselves from the counting process for the Ashley and Patteson Award elections.

5.8. Students elected to a residence position who fail to live in residence the following year shall have the results of their election annulled, requiring a new election. The same shall be true for students who change their residence status during their term of office. The same

stipulation shall apply to non-resident students who move into residence.

5.9. No two self-identifying males or two self-identifying females can be elected for each of the Residence Heads of Second Year, Non-Residence Heads of Second Year, Residence Heads of Third Year, Non-Residence Heads of Third Year, Residence Heads of Fourth Year, and Non-Residence Heads of Fourth Year positions.

6. Nominations

6.1. Nominations will take place online, and the link will be made available through both an email to all Trinity students and through all electronic media available to Trinity College student government (including but not limited to: TrinLife website, Facebook)

6.2. Nominations for all positions shall open 28 days in advance of week 1 elections. Nominations for week 1 elections shall close 14 days in advance of week 1 elections. Nominations for week 2 elections and week 3 elections shall close 5 days in advance of those elections respectively.

6.3. Once nominations have been received for any given position, the CRO/DRO must with expedience personally confirm the nominee's desire to run, and then post a list of nominees for each position outside Strachan Hall, Melinda Seaman, and the Buttery, as well as through all electronic media available to Trinity College student government within 24 hours. The CRO and DRO must also attempt to secure the co-operation of the College Administration in emailing notice of nominations directly to each Trinity College student. All notice of nominations must bear the date and time of their posting.

6.4. If no nominations are received for any given position, election of this office will be carried over to the next week of elections. Any position remaining unfilled following the final week of elections shall be elected pursuant to Section XV of this document.

6.5. The nominator, seconder, and nominee must be eligible to vote for the position of the nomination.

6.6. All candidates must submit a nomination form. Nomination forms must include the following information:

6.6.1. Nominator's name and e-signature

6.6.2. Seconder's name and e-signature
6.6.3. The candidate's name (as it will appear on the ballot) and e-signature
6.6.4. The title of the position sought
6.6.5. Acceptance by the candidate that he or she will abide by the rules and customs of the College with respect to elections
6.6.6. The date
6.6.7. A phone number where the candidate can be reached
6.6.8. E-mail address of the candidate

6.7. The CRO/DRO must contact the executive officer(s) of organizations whose elections are run by the CRO/DRO in order to confirm the eligibility of nominees in accordance to their respective constitutions.

6.8. All elections will be conducted with a "Reopen Nominations" choice on the ballot. If this choice is elected pursuant to the procedures for preferential balloting laid out in Section XI, the position shall remain unfilled and nominations shall be re-opened for the following week of elections (the original nominations shall remain valid). If this occurs in the final week of elections, the positions shall be filled pursuant to the procedures for mid-ear elections in Section XV. In an election with multiple positions, if the "Reopen Nominations" option wins the first round of counting, then all positions shall remain unfilled; if it wins the second round, the first candidate shall be elected but the other positions shall remain unfilled, and so on. The "Reopen Nominations" option can only be elected for two weeks, following which no "Reopen Nomination" option is to be put on the ballot.

7. Eligibility for Voting

7.1. All undergraduate students enrolled in the Faculty of Arts and Science at Trinity College and Divinity students enrolled at Trinity College are eligible to vote.

7.2. Students who live in residence at Trinity or St. Hilda's Colleges and do not meet the above criteria are eligible to vote, provided they have paid incidental fees.

7.3. Students shall only be eligible to vote and run for positions based on their social year. A student's social year is defined as his or her class of matriculation at Trinity College.

8. Campaigning

8.1. Campaigning is defined as the solicitation of votes, including (a) Canvassing for votes in person; or (b) Using any form of media to solicit votes.

8.2. Limited campaigning shall be permitted during a fourteen (14) day period in advance of the first day of balloted elections, and shall continue to be permitted for all positions until the date of their respective elections. This period shall be referred to as 'The Campaign Period." The CRO and DRO shall set and advertise the exact dates and times bounding The Campaign Period. Campaigning is at all times prohibited for the St. Hilda's Patteson award and the Ashley award.

8.3. During The Campaign Period, candidates and third parties are only permitted to solicit votes verbally and engage in campaigning through free online media, including social media and email, but excluding unsolicited email and posts in any "Trinity COllege (UofT) Class of [Year]" Facebook groups managed by the Student Heads.

8.4. At no point either prior to or during the campaigning period may candidates:

8.4.1. Spend money on their campaign,
8.4.2. Use material assets or resources not publicly available to all candidates to the benefit of their campaign,
8.4.3. Accept money from third-parties in support of their campaign,
8.4.4. Accept or use any in-kind donations,
8.4.5. Create or distribute any physical paraphernalia in support of their campaign, including campaign literature, posters, or memorabilia,
8.4.6. Knowingly encourage or permit any third party to spend money in support of or in opposition to any candidate or campaign
8.4.7. Knowingly encourage or permit any third party to create or distribute physical paraphernalia in support of or in opposition to any candidate or campaign
8.4.8. Engage in any solicitation of votes based on the promise of future votes or other benefits. This applies to all who are bound by this set of rules, regardless if they are or are not running for office.
8.4.9. Campaign using benefits conferred by virtue of holding office. This applies to all who are bound by this set of rules, regardless if they are or are not running for office.
8.4.10. Campaign by making announcements in Strachan Hall or Melinda Seaman, or at meetings of Trinity College organizations such as the TCLI or the TCM, etc.

8.4.11. Engage in negative campaigning, including the libel, character defamation, or slander of other candidates. This would not pertain to criticism and discussion of candidate's substantive ideas.

8.5. Candidates for Head of College, Head of Arts, Head of NRA, and TCM Chair must submit a position paper to the CRO/DRO 24 hours after nominations have closed. The position paper must be no larger than a letter-sized sheet. There are no restrictions on content. The CRO/DRO is responsible for posting all position papers through all electronic media available to Trinity College student government, at least two days before the respective forums.

8.6. All candidates running for elected positions may submit a position paper. Positions papers are to be between 1 and 250 words, to be posted online, with the exception of Student Heads, TCM Chair, and the Ashley/Patteson award nominees.

8.7. Candidates for Head of College/Head of Arts/Head of NRA/TCM Chair shall participate in a forum held under the auspices of the respective Heads and TCM Chair in co-operation with the CRO of Trinity College. The Heads of NRA shall decide the location of the NRA forum.

8.8. Audio minutes with annotated times of each question for these forums shall be taken by the secretary of the TCM, who will make them available through all electronic media available to Trinity College student governance as soon as possible before the election for the benefit of students who have been incapable of attending the forum.

8.9. No individual responsible for the organization or moderation of an officially sanctioned forum shall endorse or otherwise publicize a preference for any of the candidates participating in the aforementioned forum prior to the forum, during the forum, or after the forum for a period of at least six (6) hours.

8.10. For the Salterrae ticket position it is encouraged that each ticket produce a statement of intent, which may be up to 11 by 17 inches in size and be in any format. The CRO is responsible for posting as well as making copies and distributing the statements of intent outside of Strachan Hall, Melinda Seaman, and the Buttery.

8.11. Heads candidates must disclose their intended status within the Episkopon (i.e. whether they intend to be a member or not during

their term as a Head as well as their level of intended involvement) and make it publicly available to voters through explicit statement in position papers and forums. Furthermore, if elected, Heads must sign an agreement to not disclose personal student information barring exceptional circumstances that involve student safety.

8.12. Candidates for Head of College (Male or Female) must disclose their intended status as resident or non-resident students during their term, and make it publicly available to voters through explicit statements in position papers and forums.

8.13. Any allegations of electoral misconduct should follow the procedures for electoral misconduct as outlined by Section XIII.

9. Online Voting

9.1. Voting for balloted elections shall be conducted online.

9.2. Voting shall be open continuously from 00:00 am on the day of election for a minimum of 22 hours.

9.3. Students must log in using their student number, date of birth, and a personalized security code emailed to each student.

9.4. Students will be emailed a receipt for each ballot cast.

9.5. Proxy voting of any kind is strictly prohibited.

9.6. All elections shall be conducted using a preferential ballot system. Instructions for preferential voting shall be displayed with each ballot.

9.7. Each candidate is permitted one scrutineer to be present for the ballot count. A candidate's scrutineer for a given election may only be present for the counting of the ballots for said election. Candidates may not be present. The list of those students who participated in that day's elections shall be made available to the scrutineers in order that they may compare the number of those students who have voted to the number of votes in the ballot box, as well as confirm with those marked as having voted as to whether or not they have actually voted. Scrutineers are not permitted to reveal the distribution of votes in the elections, nor are the CRO/DRO and his or her assistants, except to declare which candidates have been elected.

9.8. No individual is permitted to view, or attempt to view, another individual's vote or voting receipt. Any attempt to do so shall be considered electoral misconduct.

10. Operation of Emergency Polling Booths

10.1. Should online voting become infeasible for any election, the CRO and DRO shall operate a polling booth on the day of that election in accordance with the procedures outlined in this section. Polling booths shall be open continuously from 10:00 am to 4:00 pm on the day of the election. One polling booth shall be maintained inside the Buttery. Notice of the operating hours of the polling booth, as well as advance polling procedures, will be detailed, so far as possible, on all official notices pertaining to elections.

10.2. The ballot box shall be under the constant supervision of the CRO/DRO during the election. The ballot box must be sealed and signed by the CRO during the voting period.

10.3. A complete list of students shall be obtained from the Dean's Office, which will include student's names, gender, residence status, and year of matriculation. This list shall be used to determine voting eligibility. A valid student card or other valid form of ID (Driver's Licence, Passport, etc.) shall be required in order to vote. No student shall be permitted to vote without presenting his or her student card or valid photo ID.

10.4. All elections that include more than one position for the students to vote for on a given election day shall be done on no more than three forms. A form refers to a single piece of paper issued to each student participating in the electoral process at the polling booth. Each student must be issued one copy of each form containing any election in which that student is eligible to participate.

10.5. All elections shall be conducted using a preferential ballot system. The CRO shall post copies of Section XII, which is an explanation of this system outside Strachan Hall, Melinda Seaman, and in the Buttery, prior to the opening of nominations, as well as around the voting areas on election days.

10.6. In order for ballots to be considered valid, they must be signed on the reverse by the CRO/DRO prior to being placed in the ballot box. Put on the ballot in prominent type should be the question, 'Did the CRO/DRO sign your ballot?' The CRO/DRO shall put a poster at the

polling booth advertising to his effect. Proxy voting of any kind is strictly prohibited.

10.7. Each candidate is permitted one scrutineer to be present for the ballot count. A candidate's scrutineer for a given election may only be present for the counting of the ballots for said election. Candidates may not be present. The list of those students who participated in that day's elections shall be made available to the scrutineers in order that they may compare the number of those students who have voted to the number of votes in the ballot box, as well as confirm with those marked as having voted as to whether or not they have actually voted. Scrutineers are not permitted to reveal the distribution of votes in the elections, nor are the CRO/DRO and his or her assistants, except to declare which candidates have been elected.

10.8. The executive officers of the TCLI and the TCDS may be present at the counting of the ballots for positions in their respective organizations. A re-election must be called if the difference between those who voted and the actual ballots counted is less than or equal to the negative value of the margin of victory.

10.9. Voters wishing to vote by advanced ballot must contact the CRO/DRO in advance of the election. The CRO/DRO may approve these requests at their discretion. Voters voting in advance shall email the CRO a preferential ranking of candidates for each election in which they wish to vote. At the close of polls, for each voter who voted in advance, the CRO shall consult the list to determine that voters' eligibility to vote and fill out a ballot or ballots as per that voter's preference, ignoring any ranking the voter has given for elections in which he or she is not eligible to vote. Ballots filled out in this manner will then be placed in the ballot box. The ballots may then be counted in the regular manner when the box is opened.

11. Preferential Voting

11.1. The official Preferential Ballot system to be used in all balloted elections is outlined in this section.

11.2. In the preferential ballot – for each office to be filled or multiple choice question to be decided – the voter is asked to indicate the order in which he or she prefers all the candidates, choosing his or her first preference from drop-down menu 1, choosing his or her second preference from drop-down menu 2, and so on. Each drop-down menu will contain the same number of options as candidates plus two: 'Reopen Nominations' and a blank option.

Candidates may be selected in only one drop-down menu per ballot. 'Reopen Nominations' is treated as a candidate and may be selected only once per ballot. The blank option may be selected multiple times per ballot but a non-blank option cannot be ranked lower than a blank option.

In counting the ballots candidates are first assigned a round 1 total, which is the number of times he or she was ranked first. The candidate with the lowest round 1 total is then eliminated. That candidate's ballots are redistributed such that, each ballot is transferred to the candidate that ranks second on that ballot. For each remaining candidate, a round two total, which is the sum of the round one total plus the number of ballots gained in the redistribution. This process is repeated following the same general formula. Each round, the candidate with the lowest total that round is eliminated and that candidate's ballots are redistributed such that, each ballot is transferred to the highest ranking candidate that has not been eliminated left on that ballot and a new total for the next round is calculated. Totals for all rounds subsequent to round one are the sum of the previous round's total plus the number of ballots gained in the most recent redistribution. This process is continued until either all but one candidate are eliminated or one candidate's total in any round is more than half of the number of votes cast in that election. In either case, that candidate is elected.

11.3. If at any point two or more candidates or propositions are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.

11.4. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the selection should be resolved in favor of the candidate or proposition that was strongest in terms of first choices (by referring to the record of the first distribution).

11.5. In elections in which a single ballot section is used to elect multiple positions (e.g. the election for 3 Senate Representatives), preferential balloting shall occur as follows. The regular procedures for preferential balloting will be gone through as previous followed. One candidate will emerge with a majority and be awarded first position. The ballots will then be recounted preferentially as if the first-place candidate were not in the election. That is, his/her second place votes would be distributed to the remaining candidates, until another candidate emerges with a majority and is awarded the position. This process will be repeated until the positions are all filled.

11.6. Should a situation arise that is not addressed in the Electoral Policy for Trinity College a course of action shall be decided upon by the CRO. The CRO and DRO may refer to the section of the 9th Edition of Robert's Rules of Order specifically dealing with preferential balloting for guidance.

12. Counting Procedures and Release of Results

12.1. The results of elections shall be tabulated one hour after the closure of polls. Counting shall take place in a thoroughly private venue.

12.2. In addition to the CRO and DRO, Student Heads, and the Chair of the TCM are the only individuals to have access to the room in which votes are counted. Those permitted entry under 9.07 shall only be permitted to be in the room for the elections to which they are directly pertinent. The CRO and DRO may bar any of the aforementioned individuals, with the exception of scrutineers, from entry should they have a conflict of interest. The only individuals whose presence is required for the counting procedure are the CRO and DRO.

12.3. Before leaving the room where ballots are counted, all scrutineers must agree that the counting was done in keeping with the Electoral Policy for Trinity College. If a scrutineer feels that the ballots were counted incorrectly, the scrutineer should voice his or her dissent immediately to the CRO. If the action taken by the CRO to address the situation is still found wanting, the scrutineer may contact the candidate whom he or she is representing and disclose the events which occurred during the ballot counting. If necessary, an appeal of the CRO's decision may be made to the Electoral Committee by the process laid out in Section XIV.

12.4. The tabulated results of the elections under the direct jurisdiction of the CRO and DRO are to be published through the regular mediums of TCM affairs (electronic media available, posters) no earlier than 3 hours after the close of voting.

12.5. Should two members who identify as the same gender be elected to both of the two Residence Heads of Second Year, Non-Residence Heads of Second Year, Residence Heads of Third Year, Non-residence Heads of Third Year, Residence Heads of Fourth Year, and Non-Residence Heads of Fourth Year positions, only the first of the two candidates will win the position and the second position will go to the person who has received the highest number of votes that is of

a different gender than the first elected candidate.

13. Electoral Misconduct

13.1. "Electoral misconduct" is defined as any action related to student elections that is undertaken in contravention of the rules and regulations outlined in the Electoral Policy and, in the case of levied club elections, any action undertaken in contravention of the electoral rules, regulations, and eligibility requirements outlined in the applicable levied club's promulgated official constitution. Anyone who contravenes the Electoral Policy or applicable levied club electoral rules, whether knowing or unknowingly, is guilty of electoral misconduct.

13.2. Any student wishing to make an allegation of a breach of these electoral rules must notify the CRO and DRO as soon as possible. All allegations of electoral misconduct, except ones pertaining to voting procedure and counting of ballots, must be submitted no later than one hour after the closing of the polling booth for the election for which it is pertinent. All allegations of electoral misconduct pertaining to voting procedure and the counting of ballots must be submitted no later than 3 hours after the close of voting.

13.3. Upon receipt of an allegation of electoral misconduct, the CRO and DRO shall undertake an impartial investigation of the complaint. It is within the purview of the CRO and DRO to interview any individual they see fit, though no one (including the individual who is the subject of the allegation) shall be obliged to cooperate in any way. The CRO and DRO shall also collect such other evidence as might be relevant to the allegation in question. After gathering all relevant evidence, the CRO and DRO shall rule on whether the electoral rules have been violated. The concept of 'innocent until proven guilty' shall at all times be upheld.

13.4. Should the CRO and DRO rule that there has been a violation of the electoral rules, they shall impose penalties proportionate to the seriousness of the offense in question. These penalties shall range from a public reprimand by the CRO and DRO to disqualification of the candidate. In determining the appropriate penalty, the CRO and DRO should weigh the following factors:

13.4.1. The seriousness of the offense
13.4.2. The intent (or lack thereof) on behalf of the candidate to commit the offense

13.4.3. The impact of the offense on other candidates
13.4.4. The impact of the offense on the integrity of the elections
13.4.5. Previous offenses (repeated minor offenses should receive increasingly harsh penalties)

13.5. Rulings of the CRO and DRO are final unless they are appealed, and are binding unless and until they are overturned by the EC.

13.6. If the allegation involves actions taken by either the CRO or DRO, or if either is in a position of a conflict of interest, the complaint should be made directly to the Chair of the electoral commission, and a decision shall be made by the EC.

13.7. Should the CRO and DRO be unable to come to a consensus on any of the foregoing matters, the matter shall go to the electoral commission, and a decision shall be made by the EC.

14. Appeals

14.1. At all times, all parties involved in appeals are expected to treat one another with respect. The purpose of the electoral appeals process is to ensure that the electoral rules are accurately and fairly applied. The appeals process must at all times strive to strike a balance between transparency (the student body's right to know about the proceedings and their outcome) and privacy (the accuser's and accused's right not to be publicly slandered, shamed, or humiliated without cause).

14.2. The Electoral Commission shall be chaired by the Chair of the TCM. Should the Chair of the TCM be unable to sit on the committee for any reason, the membership of the committee shall elect an alternative chair.

14.3. Members of the EC shall recuse themselves in the case of an apparent conflict of interest. Should recusals make the attainment of quorum impossible and their replacement by the TCM be inexpedient, the Chair and Student Heads on the EC shall confer and appoint such interim members as may be necessary.

14.4. Appeals may be initiated by a letter from any student expressing their intent to appeal the ruling of the CRO/DRO, signed by ten (10) other students, to the Chair of the TCM. Anyone penalized by the CRO/DRO has the automatic right to appeal without 10 signatures.

14.5. Letters expressing intent to appeal must be submitted to the Chair of the TCM no later than forty-eight (48) hours after the ruling of the CRO/DRO.

14.6. The Chair shall, upon receiving a valid letter of intent to appeal, call a meeting of the EC within 5 business days. The quorum of the EC for an appeal will be 5 members, including the chair.

14.7. The appeal shall take place in a private venue. The accused is entitled to bring a representative. In any instance where the appellate is not the person accused of electoral misconduct, the appellant is also entitled to bring a representative.

14.8. The CRO/DRO shall explain their ruling and present all evidence gathered in support of their ruling.

14.9. The appellate shall then be granted time to explain the grounds on which they are appealing the ruling. In any case where the appellate is not the person accused of electoral misconduct, the accused will then be granted opportunity to provide supplementary argument or evidence in support of the ruling of the CRO/DRO.

14.10. All parties have a right to submit evidence, including, but not limited to, photographs and signed statements, or to call witnesses. Wherever possible, all documentary evidence shall be provided to all parties within a reasonable period of time in advance of the Appeal meeting.

14.11. All parties have a right to question any witness called, within reasonable limits of civility. The Chair shall, at their discretion, end any lines of specious, scurrilous, irrelevant, or unreasonable questions.

14.12. The EC shall have authority to overturn the CRO/DRO in their findings of fact, in their interpretations of this document, and in their decisions regarding the appropriate penalty. The rulings of the EC shall be final.

14.13. At any point during the proceedings of an Electoral Appeal, members of the EC may ask questions of any party.

14.14. After all evidence, argument, and questioning has been concluded, all parties may make brief concluding remarks.

14.15. After this, the Chair shall ask all parties except the members of the EC to leave the room. The EC will then deliberate. If the Commission

cannot come to a consensus ruling, the Chair will put any contentious issues to vote amongst the members of the Commission. Once a decision has been made, the Chair will write a letter explaining the ruling, and any other member of the Commission who wishes to do so may write a minority opinion explaining why they dissented, which shall be appended to the decision. If the Chair does not feel comfortable writing the letter explaining the ruling (for instance, if they dissented), they may delegate responsibility to one of the other members of the panel.

14.16. This letter, including the appended minority opinion, will be provided to all parties of the appeal, and then will be made available to any student who requests a copy from the Chair.

15. Mid-Year Elections

15.1. All levied clubs shall conduct their own mid-year elections according to their own guidelines. It is the responsibility of the incumbent presidents of every levided club to publicly promulgate the eligibility requirements of their specific elections as outlined in their club's official constitutions via trinlife.net at least seven (7) days before the nomination period for said elections close. It is the responsibility of the CRO/DRO to be aware of and enforce these requirements.

15.2. Should a student head position fail to be filled during the balloted election period in the Winter Term, a regular balloted election set out in Sections III to XIV of this document, will be held in the second week of classes. Should the position become vacant anytime after the balloted election period in the winter term for whatever reason, the procedure set out in 15.2.1 to 15.2.2 should be followed.

15.2.1. The timeline for a balloted election will be at the discretion of the Electoral Commission with the stipulation of a minimum of 14 days for the nomination period and campaigning period inclusive.

15.2.2. Prior to the nomination period, a remaining student head may motion to the TCM that the position remain vacant until the following election in the winter term. This motion requires a two-thirds (⅔) majority at the TCM in order to pass.

15.3. Should any position, excepting the student head positions, fail to be filled during the balloted election period in the Winter Term, or become vacant anytime thereafter for whatever reason, an election will be held to fill the position according to the guidelines set out in the mid-year election section 15.4.

15.4. For all mid-year elections not required a ballot election, the election shall take place at the TCM. In running this election, the Chair of the TCM shall take the following steps:

15.4.1. The Chair shall determine the number of students present at the meeting who are eligible to run for the position in question, and the number who are eligible to vote, should these be different. If no student is present who is eligible to run, the Heads of College shall appoint an eligible student to the position. This appointment will require ratification at the immediately following TCM.

15.4.2. If at least one student eligible to run for the position in question is present at the TCM, and three or more students eligible to vote are present, nominations will be opened to those students only. If fewer than three students eligible to vote for the position in question are present, then nomination will be opened to the entire meeting. There are no restrictions on the number of nominations a student may put forward or second, regardless of whether or not the student in question has him or herself accepted a nomination.

15.4.3. Once nominations are closed, either as a results of a motion to that effect or a lack of further nominations, the chair shall ascertain how many students have been nominated for the position, and how many students remaining are eligible to vote for said position. If there are three or more students eligible to vote in addition to those nominated, the election shall be restricted to those persons. If there are fewer than three students eligible to vote in addition to those nominated, voting shall be opened to the entire meeting.

15.4.4. If, in the opinion of the Chair, further voting would be unable to resolve a tie, no candidate will be declared the winner, and a further election will be held at the following TCM.

16. Frosh Week and Saints Proposals

16.1. First, the proposals shall be brought before the TCBS and the FC for review. Both the TCBS and the FC shall offer suggestions to the proposals. The TCBS and the FC shall then choose whether or not to recommend each proposal to the TCM with a simple majority. These recommendations shall not be binding.

16.2. Second, the proposal shall be chosen at the TCM by preferential ballot. Once a proposal is chosen, if its budget is less than or equal to the budget for the committee last year, the process will end. If the

chosen proposal's budget is greater than the budget for the committee last year, the TCM shall move into the third stage of voting.

16.3. In the third stage, the TCM will vote on whether or not to accept the proposed budget. Amendments may be proposed to change the budget at this time. When the final vote occurs, the motion shall require a simple majority to pass. If it is not passed, the TCM can choose to continue to propose amendments until a majority is satisfied or to refer the budget to the FC. If referred to the FC, the FC will determine the budget of the committee at their next meeting.

17. Conversazione Proposals

17.1. The TCLI shall select a CC proposal and submit it to the Secretary of the TCM prior to the first December TCM.

17.2. The TCM shall vote on the TCLI's selected proposal. A two-thirds (2/3) majority shall be required to reject the proposal.

18. General

18.1. A copy of this Electoral Policy and results from the previous year (so that interested candidates can contact current position holders) shall be available from the Trinity College Archives. All other election-related material from the previous year shall also be deposited to the Trinity College Archives. This material should include all announcements posted, ballots and position papers.

18.2. These rules may be amended at any time by simple majority of the Trinity College Meeting.

18.3. The CRO and DRO should prepare a report for the TCM with suggestions as to how to improve the elections procedures, including any recommended changes to this document, the Electoral Policy for Trinity College, at the last TCM of the academic year.

18.4. All e-mails sent to confirm candidacy shall have attached to them a copy of this document for the information of the candidates.