



# NOMINATION OVERVIEW

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2024 EDUCATION ELECTIONS



## SUCCESSFUL CAMPAIGN STEPS

### STEP 1: CHOOSE YOUR ROLE

Each position has different requirements and job duties. To view the list of positions and descriptions, visit the Ontario Tech Student Union (OTSU) website at [otsu.ca/education-elections](https://otsu.ca/education-elections).

### STEP 2: READ THE RULES

Read the Elections Policy & Procedure and familiarize yourself with the rules governing the elections.

- [Society Elections Policy & Procedure](#)
- [OTSU Elections Policy](#)
- [OTSU Elections Procedure](#)

Nominees can learn more by emailing questions and concerns to the CRO at [elections.otsu@ontariotechu.ca](mailto:elections.otsu@ontariotechu.ca)

### STEP 3: SUBMIT YOUR NOMINATION PACKAGE

Successful Nominees must complete and submit their nomination package during the Nomination Period.

The nomination package includes an online [Candidate Profile Form](#) and [Signature Form](#):

- **Candidate Profile Form**  
During the nomination period, this online form can be found at [otsu.ca/education-elections](https://otsu.ca/education-elections) and it must be submitted before you have access to the Signature Form. Submit the form as soon as possible so that you can start collecting signatures. Incomplete packages will not be approved or accepted.
- **Signature Form**  
You will receive a link to your unique signature page once you submit the Candidate Profile Form. It is your responsibility to keep track of the signatures you collect. Start collecting signatures as soon as possible to meet the deadline. Incomplete packages will not be approved or accepted.

Eligible Candidates must be nominated by their peers to run for elections. Candidates require 50 signatures from nominators in their faculty. Only eligible voting members currently enrolled at Ontario Tech University can nominate a Candidate from the same faculty. Potential nominees are encouraged to obtain extra signatures to safeguard against errors.

Important note: Candidates can only solicit nominations (signatures) between October 21 at 9am and October 27 until 11:59pm.

### STEP 5: START PLANNING YOUR CAMPAIGN

Successful candidates prepare their campaign in advance of campaigning. You should consider assembling your elections delegates, creating your graphics, and getting ready to promote your campaign.

Important note: Candidates can only campaign between October 30 at 9am and November 5 until 11:59pm. All printed materials need to be pre-approved by the CRO before printing. The deadline to submit your proposals for printed materials is by 4pm on November 4.

## **STEP 6: ATTEND THE ALL-CANDIDATES MEETING**

All Candidates must attend, or send a delegate to attend, the mandatory All-Candidates Meeting to be eligible to run in the Education Elections. The All-Candidates Meeting will take place online at 5:30pm on October 29.

Important note: If you are unable to attend the All-Candidates Meeting, please submit a [Delegate Form](#) online before the All-Candidates Meeting.

## **IMPORTANT DATES**

### **NOMINATION PERIOD • OCT 21, 9AM – OCT 27, 11:59PM**

Use this time to complete your Candidate Profile Form and collect signatures from nominees to submit your Nomination Package.

### **ALL-CANDIDATES MEETING • OCT 29, 5:30PM**

This meeting is mandatory for every student whose name will be on the ballot. Failure of candidate or delegate to attend will result in a disqualification. A Google Meet link will be sent to each candidate's Ontario Tech email address. You are permitted to begin campaigning digitally through [social media](#) after the meeting.

### **CAMPAIGN PERIOD • OCT 30, 9AM – NOV 5, 11:59PM**

The designated period to promote your election. In-person campaigning can only occur during the campaign period.

### **VOTING PERIOD • NOV 6, 9AM – NOV 7, 4PM**

All voting takes place online and students may vote at any time during this period. In-person campaigning is no longer allowed at this point, but you may continue to campaign on social media during the voting period.

### **UNOFFICIAL RESULTS ANNOUNCED • NOV 8**

Candidates will be contacted by email with the unofficial elections results. Results will be posted on our website.

### **TEAM TAKES OFFICE • JAN 1**

Successful candidates begin their term.



# **ELECTIONS POLICY & PROCEDURE**

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**FACULTY OF EDUCATION BOARD DIRECTOR  
2024 EDUCATION ELECTIONS**



# ELECTIONS POLICY

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<b>PROCEDURE TYPE</b>	BOARD
<b>APPROVING AUTHORITY</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>POLICY OWNER</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>APPROVAL DATE</b>	DECEMBER 2020
<b>REVIEW DATE</b>	MAY 2024
<b>LAST UPDATED</b>	DECEMBER 2022, POLICY STATEMENTS (SECTION 7)

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## 1. INTRODUCTION

The Chief Returning Officer will make all interpretations of this Policy. The main purpose of the Elections Policy are as follows:

- 1.1 Fulfill the voting rights of Voting Members as established in the Bylaws according to the Act;
- 1.2 Delegate authority for the administration of Elections to the Chief Returning Officer (CRO) and the Elections Committee;
- 1.3 Establish expectations for the conduct of Candidates during Elections; and
- 1.4 Outline standards and criteria for the administration of fair, transparent, and valid Elections.

## 2. DEFINITIONS

- 2.1 **General Bylaws**  
Refers to the Ontario Tech Student Union General Bylaws.
- 2.2 **OTSU or Student Union**  
Refers to the Ontario Tech Student Union.
- 2.3 **Elections Policy**  
Refers to the Policies established in this document.
- 2.4 **Elections**  
Refers to the organized process of electing executives and directors. The process of elections includes the nomination period, the campaigning period, and the voting period.
- 2.5 **By-Elections**  
Refers to any elections following the Meeting of Members to fill any vacancies.

- 2.6 **Elections Office**  
Refers to the CRO and any DROs.
- 2.7 **CRO**  
Refers to the Chief Returning Officer, as designated by the OTSU.
- 2.8 **DRO**  
Refers to any Deputy Returning Officers, as designated by the OTSU.
- 2.9 **Candidate**  
Refers to any person who is eligible to hold office, has submitted a completed Nomination Package, has received confirmation of their candidacy from the CRO, to stand in the OTSU elections.
- 2.10 **Nomination Period**  
Refers to the designated days where a hopeful candidate is permitted to collect nominations in the form of signatures to be eligible to run in the elections.
- 2.11 **Preparation Period**  
Refers to the period between the end of the nomination period and the beginning of the campaign period where candidates can create campaign materials and have them approved by the CRO.
- 2.12 **Campaign Period**  
Refers to the designated days during which candidates may campaign.
- 2.13 **Campaigning**  
Refers to any activity intended to influence the decision of one or more voters.
- 2.14 **Campaign Materials**  
Refers to physical promotional items intended to influence the decision of one or more votes. Campaign Materials includes posters, flyers, and other pamphlets.
- 2.15 **In-Person Campaigning**  
Refers to any activity intended to influence the decision of one or more voters with the personal presence or action of the individual specified.
- 2.16 **Slate**  
Refers to a group of candidates attempting to get elected collectively.
- 2.17 **Endorsement**  
Refers to a demonstration of support or public recommendation of a Candidate, through either verbal or non-verbal communication by any person who represents, or could be reasonably considered to represent, any Student Club, any Student Society, the OTSU, or the Ontario Tech University (the University) Administration or staff.

### 3. RULES OF INTERPRETATION

In the Elections Policy:

- 3.1 Words importing the plural form include the singular and vice-versa;
- 3.2 Any words importing any gender include all other genders;

- 3.3 The invalidity or unenforceability of any provision of the Elections Policy will not affect the validity or enforceability of any other provision of the Elections Policy; and
- 3.4 All capitalized terms found herein but not defined have the meaning ascribed to them in the General Bylaws.

## 4. AUTHORITY

- 4.1 Section 128(3) of The Act legislates that Voting Members shall elect Directors of the Corporation by Ordinary Resolution.
- 4.2 Section 13.10 of the Corporations General Bylaws grants The Board the authority to establish policies and procedures related to the nomination, elections, and appointment of Directors by Board Resolution.

## 5. ADMINISTRATION OF ELECTIONS

### 5.1 The Elections Committee

The Board is required to establish an Elections Committee to oversee the OTSU Elections before the close of the Nomination Period. The Elections Committee shall be composed of:

- Two At-Large Student Representatives (voting);
- Two eligible members of the current Board of Directors as nominated by the Board (voting);
- OTSU President or their designate (voting);
- CRO and any DRO (non-voting); and
- OTSU Executive Director (non-voting). The Executive Director will be the Chair of the Elections Committee.

The quorum for the Elections Committee's meetings shall be at least 50 percent of its voting members; and one non-voting member.

Any Board Director or Executive Officer who is planning to stand for elections in the General Elections or By-Elections must resign from the Elections Committee immediately.

## 6. NOMINATION POLICY

### 6.1 Qualifications of Directors

Qualifications of Directors are established in the General Bylaws Section 6.4.

### 6.2 Additional Requirements of Directors

A Person can only be nominated, elected, appointed or otherwise serve (or continue to serve) as a Director if that person is a member of the associated Faculty. The Graduate Studies Director must be a graduate student at The University.

### 6.3 Qualifications of Executive

Qualifications of Executive are established in the General Bylaws Section 11.3.

### 6.4 Nomination Rules

Nomination Rules are established in the General Bylaws Section 13.2.

### 6.5 Eligibility Requirements

For a nomination to be considered valid, an eligible nominee must:

- 6.5.1 Not have been impeached from the OTSU Board or Executive;
- 6.5.2 Not have been disqualified from a OTSU General or By-Elections in the last three years;
- 6.5.3 Not have been disqualified from a OTSU Student Society Elections in the last three years;
- 6.5.4 Attend at least one All-Candidates Meeting before being eligible to run in a given elections or send a registered delegate to attend at least one All-Candidates Meeting;
- 6.5.5 Attend all OTSU Board of Directors Training and other training as determined by the Executive Director before they commence their first term;
- 6.5.6 Provide documentation verifying that the Candidate is in Clear Academic Standing; and
- 6.5.7 Submit a criminal background check, upon request.
- 6.5.8 For the VP of Downtown position, candidates must belong to a Faculty residing downtown. This includes, but may not be limited to: The Faculty of Social Science and Humanities and the Education Faculty.

## 6.6 Knowledge Requirements

All nominees are expected to understand and abide by:

- All OTSU Bylaws and Policies;
- All OTSU Bylaws, Policies, and Residence Policies;
- OTSU Student Code of Conduct;
- The Ontario Human Rights Code; and
- All Federal, Provincial, and Municipal laws.

## 6.7 Leave of Absence

No employee or elected official of the OTSU may be a candidate or participate in the General Elections. If an employee or elected official wishes to run in the elections or work in an elections campaign, they must take a Leave of Absence for the entirety of the elections period.

- 6.7.1 At the discretion of the CRO, under extenuating circumstances, certain job duties of a OTSU employee or elected official may be approved that if otherwise not performed would have a negative impact on the organization.
- 6.7.2 For the purpose of a Leave of Absence, the entirety of the elections period covers the start of Preparation Period, until the end of the Campaign Period.

## 7. POLICY STATEMENTS

- 7.1 In-person Campaigning is only permitted during the Campaign Period.
- 7.2 Slates, real or apparent, are strictly prohibited.
- 7.3 Eligible Voting Members can be appointed to serve as Campaign Delegates to a qualified Candidate. Delegates are considered an extension of the Candidate and must be registered with the Elections Office.
- 7.4 All Members taking an active role in SU Elections are required to conduct themselves by the rules of fair play and positive campaigning.
- 7.5 Campaign Material must be approved by the Chief Returning Officer before being distributed.
- 7.6 Endorsements, real or apparent, are strictly prohibited. Candidates cannot benefit from the resources of Student Clubs, Student Societies, or Ontario Tech Staff and Administration.



- 7.7 Candidates are not permitted to solicit Ontario Tech or Durham College services, staff, or administration to campaign on their behalf or promote their elections.
- 7.8 Campaign donations are strictly prohibited. Candidates are required to track and report all expense to the Chief Returning Officer.
- 7.9 The Student Union shall provide each Eligible Voting Member with a secret electronic ballot. The ballot will list the legal names of each Candidate in alphabetical order by first name.
- 7.10 A candidate will be deemed the winner of the position if they have received the largest number of votes for the position.
- 7.11 The Student Union shall provide an official report to members after the close of the Voting Period ensuring the integrity of the electronic voting process.
- 7.12 Any Eligible Voting Member can report a violation by preparing and signing and the approved Campaign Violation Form. No new campaigning violation complaints will be permitted once the unofficial results are released.
- 7.13 All incidents of violence, discrimination, or harassment are taken seriously by the OTSU. As per the Student Code of Conduct, all incidents should be reported to Campus Safety and Security by the complainant to be investigated.

## **8. ROLES & RESPONSIBILITIES**

### **8.1 The Elections Committee shall:**

- 8.1.1 Reserve the right to overrule any decision or interpretation made by the CRO;
- 8.1.2 Hear any appeal of a decision made by the CRO;
- 8.1.3 Act autonomously from any Ontario Tech, Durham College or Student Union influences;
- 8.1.4 Provide a timeline for the Nomination and Elections Period to be approved by the Board;
- 8.1.5 Make recommendations to the CRO on all matters, including Bylaw amendments. The CRO shall include these recommendations in a final report;
- 8.1.6 Act impartially and in the best interest of the Student Union. The Board may remove members of the Elections Committee if they fail to act impartially;
- 8.1.7 Not demonstrate support for a Candidate;
- 8.1.8 Familiarize themselves with the Bylaws, Elections Policy and Procedure;
- 8.1.9 Conduct the elections in a fair manner;
- 8.1.10 Meet regularly during their term to plan and discuss the upcoming elections; and
- 8.1.11 Have the power to disqualify a candidate or rule any elections void.

### **8.2 The Chief Returning Officer (CRO) shall:**

- 8.2.1 Report any and all conflicts of interest to the Board. The Board may dismiss the CRO as a result of said conflicts of interest through an Ordinary Resolution;
- 8.2.2 Ensure a democratic, impartial, fair, transparent, and accountable elections process;
- 8.2.3 Organize and administer the All-Candidates Meeting;
- 8.2.4 Organize and moderate the All-Candidates Forum(s);
- 8.2.5 Enforce the Nomination and Elections Policy and the General Bylaws as they relate to Elections;
- 8.2.6 Issue official results to Candidates, Members, the media, and other relevant parties; and
- 8.2.7 Issue a final report to the Board.

## **9. NON-COMPLIANCE IMPLICATIONS**

### **9.1 Disqualification**

Violations of the following nature will result in the disqualification of a Candidate and/or will render the elections result void:

- 9.1.1 A candidate receiving greater than 100 percent of the allowable demerit point limit, as follows:
  - Executive Candidates: 20 Demerit Points
  - Director Candidates: 20 Demerit Points
- 9.1.2 Solicitation of Ontario Tech University or Durham College Administration to interfere in the Elections Process. Solicitation includes, but is not limited to, actions that encourage Ontario Tech University or Durham College Administration to apply pressure on the CRO or Elections Committee, interference in the voting or ballot counting process, withholding vita elections documents, and withholding Student Union funds.
- 9.1.3 Consistent third-party involvement.

### **9.2 Violations of the following nature will result in the elections result or nomination void:**

- 9.2.1 Anyone improperly declared an eligible candidate;
- 9.2.2 Failure to attend the All-Candidates meeting without giving the CRO an adequate reason 24 hours before the scheduled All-Candidates Meeting.

In the event a winning Candidate is disqualified the results of the elections will be void and the runner-up with the highest number of votes will be declared the winner.

## **10. APPEALS**

The decisions of the CRO may be appealed to the Elections Committee. The candidate will be given 48 hours to provide new evidence and submit a letter of appeal after the CRO has issued a decision or after the Elections Results have been announced. The decision of the Elections Committee shall be binding, and no further appeal will be accepted.

## **11. RELATED POLICIES, PROCEDURES, AND DIRECTIVES**

- Ontario Tech Student Union Governing Bylaws, Policies and Procedures
- Ontario Tech Student Union Elections Procedure
- Ontario Tech Student Code of Conduct
- The Not-for-profit Corporations Act
- The Ontario Human Rights Code; and
- All Federal, Provincial, and Municipal laws.



# ELECTIONS PROCEDURE

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<b>PROCEDURE TYPE</b>	BOARD
<b>APPROVING AUTHORITY</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>POLICY OWNER</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>APPROVAL DATE</b>	DECEMBER 2020
<b>REVIEW DATE</b>	MAY 2024

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## 1. INTRODUCTION

The Ontario Tech Student Union (the “Student Union”) facilitates the General Elections in order to fill the Executive Team and Board of Director positions. The Chief Returning Officer will make all interpretations of this Procedure.

## 2. PURPOSE

The purpose establishes a structure within which students are nominated, run in the elections, and get elected to the Student Union. These are procedures used for decisions handed down by the Chief Returning Officer (the “CRO”). The CRO reserves the right to change or amend any information stated in this procedure without prior notice, as long as it complied with the Student Union Bylaws and applicable policies.

## 3. DEFINITIONS

- 3.1 **General Bylaws**  
Refers to the Ontario Tech Student Union General Bylaws.
- 3.2 **OTSU or Student Union**  
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- 3.3 **Elections Policy**  
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- 3.7 **CRO**  
Refers to the Chief Returning Officer, as designated by the OTSU.
- 3.8 **DRO**  
Refers to any Deputy Returning Officers, as designated by the OTSU.
- 3.9 **Candidate**  
Refers to any person who is eligible to hold office, has submitted a completed Nomination Package, has received confirmation of their candidacy from the CRO, to stand in the OTSU elections.
- 3.10 **Nomination Period**  
Refers to the designated days where a hopeful candidate is permitted to collect nominations in the form of signatures to be eligible to run in the elections.
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Refers to the period between the end of the nomination period and the beginning of the campaign period where candidates can create campaign materials and have them approved by the CRO.
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Refers to the designated days during which candidates may campaign.
- 3.13 **Campaigning**  
Refers to any activity intended to influence the decision of one or more voters.
- 3.14 **Campaign Materials**  
Refers to physical promotional items intended to influence the decision of one or more votes. Campaign Materials includes posters, flyers, and other pamphlets.
- 3.15 **In-Person Campaigning**  
Refers to any activity intended to influence the decision of one or more voters with the personal presence or action of the individual specified.
- 3.16 **Slate**  
Refers to a group of candidates attempting to get elected collectively.
- 3.17 **Endorsement**  
Refers to a demonstration of support or public recommendation of a Candidate, through either verbal or non-verbal communication by any person who represents, or could be reasonably considered to represent, any Student Club, any Student Society, the OTSU, or the Ontario Tech University (the University) Administration or staff.

## 4. CAMPAIGNING

### 4.1 Campaign Period

In-person Campaigning is only permitted during the designated Campaign Period as established by the Board. For this, the following activities constitute in-person campaigning:

- The distribution, posting, or publication of any Campaign Materials; or
- Public appearances or speeches related to the elections.

Campaign Materials are strictly prohibited from being posted or published before the start of the Campaign Period. Any Campaign Materials posted during the designated Campaign Period can remain until the close of the Voting Period.

#### 4.2 **Campaign Locations**

The following locations are considered off-limits for campaigning:

- Libraries;
- Durham College space;
- Study space;
- Faculty offices;
- Gym/CRWC;
- Third-Party Venues;
- Classrooms or lecture halls; or
- Bathrooms

#### 4.3 **Classroom Talks**

Candidates are permitted to address a class of students provided they obtained permission from the professor in writing. A copy of this approval must be sent to the CRO before the Candidate addresses a class.

#### 4.4 **Slates**

Slates, real or apparent, are strictly prohibited. For the purpose OTSU Elections, the following activities constitute a Slate:

- Endorsing another candidate;
- Sharing/pooling campaign finances;
- Appearing in campaign material with another candidate;
- Sharing branding or slogans with another candidate; or
- Any other activity that could give voters the impression of a Slate.

#### 4.5 **Campaign Delegates**

Each qualified Candidate is permitted to formally appoint Eligible Voting Members to serve as Campaign Delegates. Delegates are considered an extension of the Candidate. All Delegates shall be registered with the Elections Office. Candidates will be held responsible for the actions of their Delegates.

Delegates are subject to the following limitations:

- Delegates can only be registered to one campaign at a time
- There is no limit to the number of delegates registered to a Candidate
- Candidates can only coordinate campaign activity with registered Delegates

If any individual who is not registered as a Campaign Delegate is found to be consistently Campaigning for a Candidate, and where said candidate ought to have reasonably known about the actions of this individual but did not exercise due diligence in cautioning them about the potential consequences, said Candidate may face penalties at the discretion of the CRO.

## 5. **RULES OF FAIR PLAY**

### 5.1 **Fair Play**

All Members taking an active role in SU Elections are required to conduct themselves by the rules of fair play and positive campaigning. Rules of fair play include, but are not limited to:

- 5.1.1 Respect. Elections participants must respect the dignity and rights of others. Elections participants are expected to respect the institutional environment and shall not bring disrepute on:
- (i) OTSU including students, faculty, staff, and the administration;
  - (ii) Durham College including students, faculty, staff, and the administration; or
  - (iii) OTSU.
- 5.1.2 Fair competition. Participants in Student Union Elections are expected to earn success in Student Union elections by their own merits without cheating, spreading falsehoods, or attempting to achieve an unjust advantage; and
- 5.1.3 Compete on equal terms. Candidates cannot bolster their elections by relying on resources unavailable to all candidates.

## 5.2 Positive Campaigning

All campaigning shall be positive and conducted in good faith. Candidates are required to demonstrate respect for other candidates. Candidates are not permitted to engage in campaign tactics that attack, demean, belittle, unfairly target, or threaten members of the University or College community.

Candidates shall demonstrate respect for all members of the University and College community. Candidates shall show respect for the rights of all students and staff to continue to work and study during the course of the elections.

An emphasis on positive campaigning does not restrict candidates from challenging their fellow Candidates. Candidates are encouraged to offer constructive criticism and debate with each other; however, this must be done professionally. Personal attacks will not be tolerated.

## 6. CAMPAIGN MATERIAL

### 6.1 Campaign Material Requirements

The CRO must approve all Campaign Materials before being distributed. Campaign Materials must be approved during the Preparation Period to be distributed in the elections. Campaign Materials cannot promote unlawful behaviour.

### 6.2 Poster Policy

Posters MUST include:

- The Candidates full name, as it is to appear on the ballot;
- The full title of the position that the Candidate has been nominated for;
- The dates of the voting period; and
- The OTSU poster approval sticker.

Posters MUST NOT include:

- Any mark insinuating a Candidate is formally associated with Ontario Tech University or Durham College;
- Any Copyrighted material; or
- Any material that could reasonably be considered upsetting, insulting, or objectionable to some or most people.

Posters must be removed within two (2) business days after the end of the Voting Period. Candidates are responsible for the removal of posters.

### 6.3 **Displaying Campaign Materials**

Candidates can only post materials in accordance with Ontario Tech University Policy. Posters must be put up with white “sticky tack” which will be provided to Candidates. Materials cannot obstruct windows, doorways or other posted materials. Candidates can only distribute Campaign Materials in valid Campaign Locations.

Candidates will be required to pay for any expense associated with removing posters or other campaign material. For Candidates whose posters go missing or are vandalized, the CRO can grant a replacement number of posters equal to the number missing upon confirmation.

### 6.4 **Social Media Policy**

Candidates are allowed to utilize social media websites to promote their campaign. The following restrictions apply:

- 6.4.1 Candidates are permitted to create a unique public page to support their elections or utilize an existing social media account;
- 6.4.2 Candidates are permitted to advertise through social media websites. All costs associated with social media advertising must be accounted for on the Campaign Expense Form;
- 6.4.3 Candidates cannot send unsolicited e-mails or unsolicited private messages about their campaign; and
- 6.4.4 Any social media campaign posts must be made public and cannot be posted on private pages.

Candidates may utilize social media websites to promote their campaign. Social media campaigning is permitted after the All-Candidates Meeting. Candidates are able to campaign on social media throughout the voting period.

## 7. **ENDORSEMENTS**

### 7.1 **Seeking Endorsements**

Endorsements, real or apparent, are strictly prohibited. Candidates cannot benefit from the resources of Student Clubs, Student Societies, or OTSU Staff and Administration.

Candidates are not permitted to solicit The University or College services, staff, or administration to campaign on their behalf or promote their elections.

Any consistent third-party solicitation or involvement can result in disqualification.

## 8. **CAMPAIGN FINANCING**

### 8.1 **Budget**

Candidates are permitted to spend up to:

- \$50 for Directorial Candidates
- \$150 for Vice Presidential Candidates
- \$200 for Presidential Candidates

Candidates must abide by the Elections Financial Guidelines as set out in the Campaign Package.

Candidates are required to track their campaign expenses on the Reimbursement of Funds form with original receipts. Candidates shall submit a completed Reimbursement of Funds form to the CRO by the end of the voting period. Candidates shall be reimbursed, up to the approved spending limit, after the CRO has audited the Campaign Expense Form. Candidates who fail to submit a form, or submit a form after the deadline, will not be reimbursed. Candidate expenses may become public. Candidates are not to exceed their budget and must report all expenses.

## 8.2 **Campaign Donations**

Campaign Donations are strictly prohibited.

# 9. **VOTING**

## 9.1 **Integrity of Electronic Voting**

The OTSU shall provide each Eligible Voting Member with a secret electronic ballot. The ballot will list the names of each Candidate in alphabetical order by first name.

The OTSU shall provide an official report to members after the close of the Voting Period ensuring the integrity of the electronic voting process.

## 9.2 **Voting Abuse**

Candidates are required to uphold the integrity of the Electronic Voting process. The following activities constitute Electronic Voting Abuse:

- 9.2.1 Efforts by candidates or delegates to influence voters by holding parties or social events where individuals are encouraged to vote on the premises;
- 9.2.2 Offering favours or gifts in exchange for votes;
- 9.2.3 Pressuring individuals to vote in the presence of a candidate; or
- 9.2.4 Bringing the means of electronic voting to a voter.

## 9.3 **Declaring a Winner**

A candidate will be deemed the winner of the position if they have received the largest number of votes for the position. In the event that more than one candidate receives the highest number of votes, the winner will be decided through a runoff elections for the undecided position within a reasonable time-frame. The following guidelines apply:

- 9.3.1 The run-off will only be for the two individuals who have tied;
- 9.3.2 The run-off will not last longer than two days and will consist only of a voting period;
- 9.3.3 Voting will be conducted electronically;
- 9.3.4 Should this vote also result in a tie, the Elections Committee will determine the winner, to be approved by the Board.

# 10. **NON-COMPLIANCE IMPLICATIONS**

## 10.1 **Reporting Violations**

A complaint shall be prepared and signed by the complainant(s) using the Campaign Violation Form. All incidents of violence shall be immediately reported to Campus Security. The complaint shall summarize the details of the alleged violation, and provide relevant evidence. The information so provided will be held in confidence in so far as it can be allowed by the process.

Candidates shall avoid making frivolous or vexatious complaints. Complaints against a candidate are permitted up to 24 hours after the close of Voting Period. No new campaigning violation complaints will be permitted once the unofficial results are released.

## 10.2 **Investigation of Complaints**

Upon receipt of a complaint, the CRO will investigate the matter and effect a timely and appropriate response. As part of this review, the CRO may interview the complainant and the candidate whose conduct is being questioned as well as any witnesses to the incident. The candidate whose conduct is being questioned shall be advised of the



details of the complaint and be given the opportunity to respond. They shall not be present when the CRO interviews the complainant and any witnesses.

The CRO may decide that the complaint is frivolous or vexatious on its face and therefore there is no basis to proceed further with the complaint.

On completion of an investigation, the CRO shall provide the candidate whose conduct is in question with a written summary of the complaint and the details of the investigation, along with any penalties.

### 10.3 Resolution of Complaints

The CRO shall evaluate the merits of a reported violation and decide within 24 hours of the end of the investigation. The CRO shall base their decision on a balance of probabilities: one party's case need only be more probable than the other. In the occurrence that the evidence is evenly balanced (or no evidence has been provided) the CRO shall rule on behalf of the candidate whose conduct is being questioned. The burden of proof is with the complainant.

Where the CRO finds there has been a violation of the Nomination and Elections Policy by a Candidate or a Campaign Delegate, the CRO may impose a penalty or instruct the candidate to comply with a course of action to resolve the complaint.

### 10.4 Penalties for Violations

The CRO may impose the following penalties to any Candidate who has been found to have committed a campaign violation:

- 10.4.1 Assign a demerit point penalty up to the maximum for a given violation;
- 10.4.2 Assign multiple penalties where the violation encompasses more than one offence;
- 10.4.3 Disqualify a Candidate; or
- 10.4.4 Declare than an elections of a Candidate be ruled void.

### 10.5 Schedule of Penalties

Demerit points are assessed on, but not limited to, the following basis:

SECTION	ELECTIONS VIOLATION	DEMERIT POINTS
5.6	Unlawful behaviour during elections	20
6.1	Campaigning before campaign period	10
6.1	Campaigning after campaign period	7
6.1	Campaigning during voting period	20
6.2	Campaigning in an unauthorized location	4
6.3	Addressing a class without permission	5
6.4	Slate Candidacy	20
6.5	Failure to register campaign delegate	4 (per delegate)
7.1	Spreading falsehoods/misrepresentation of facts	7
7.1	Relying on resources unavailable to all candidates	10
7.2	Personal attacks	10
7.2	Campaigning in bad faith	4
8.1	Posting unapproved campaign material	7
8.3	Displaying materials in unauthorized location	2 (per location)

8.3	Improper distribution of campaign materials	5
8.4	Violating social media policy	5
9.1	Seeking endorsements	7
10.1	Failure to disclose spending	1 (per dollar not disclosed)
10.1	Overspending	1 (per \$10 spent over budget)
11.2	Abuse of Electronic Voting	10
12.1	Multiple frivolous or vexatious complaints	4
12.3	Failure to comply with the CRO's resolution	10

## 11. RELATED POLICIES, PROCEDURES, AND DIRECTIVES

- Ontario Tech Student Union Governing Bylaws, Policies and Procedures
- Ontario Tech Student Union Elections Policy
- Ontario Tech Student Code of Conduct
- The Not-for-profit Corporations Act
- The Ontario Human Rights Code; and
- All Federal, Provincial, and Municipal laws.



# **SOCIETY ELECTIONS POLICY & PROCEDURE**

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**FACULTY OF EDUCATION SOCIETY**  
2024 EDUCATION ELECTIONS

# SOCIETY ELECTIONS POLICY & PROCEDURE

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<b>PROCEDURE TYPE</b>	BOARD
<b>APPROVING AUTHORITY</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>POLICY OWNER</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>APPROVAL DATE</b>	FEBRUARY 2019
<b>REVIEW DATE</b>	ANNUALLY
<b>LAST UPDATED</b>	JANUARY 2023; SOCIAL MEDIA POLICY (8.4), LEAVE OF ABSENCE (9.2)

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## 1. INTERPRETATION

The Chief Returning Officer will make all interpretations of this Policy. For the purpose of this Policy:

### 1.1 Definitions

- 1.1.1 **General Bylaws**  
Refers to the Ontario Tech Student Union General Bylaws.
- 1.1.2 **OTSU or Student Union**  
Refers to the Ontario Tech Student Union.
- 1.1.3 **Society Election Policy**  
Refers to the policies and procedures established in this document.
- 1.1.4 **Faculty**  
Refers to a group of academic programs under a specific discipline at Ontario Tech University.
- 1.1.5 **OTSU Societies**  
Refers to student groups created by students for students. Each Society represents one faculty or school. Societies represent all their members equally.
- 1.1.6 **OTSU Clubs**  
Refers to a group of individuals created by students that share a mutual interest in a particular area and have been ratified by the Club & Society Office. Clubs are not faculty or school specific and must be open to all Ontario Tech University students.

- 1.1.7 **Candidate**  
Refers to any person who is eligible to be a Society Executive; has submitted a completed Nomination Package; and has received confirmation of their candidacy from the Chief Returning Officer (CRO).
- 1.1.8 **Campaigning**  
Refers to any activity intended to influence the decision of one or more voters.
- 1.1.9 **In-Person Campaigning**  
Refers to any activity intended to influence the decision of one or more voters with the personal presence or action of the individual specified.
- 1.1.10 **Campaign Materials**  
Refers to physical promotional items intended to influence the decision of one or more voters. Campaign materials include posters, handbills, and other pamphlets.
- 1.1.11 **Campaign Period**  
Refers to the designated days during which candidates may campaign.
- 1.1.12 **Nomination Period**  
Refers to the designated days where a hopeful candidate is permitted to collect nominations in the form of signatures.
- 1.1.13 **Society Elections**  
Refers to the organized process of electing executives for Societies. The process of elections includes the Nomination Period, the Campaign Period, and the Voting Period.
- 1.1.14 **Elections Office**  
Refers to the CRO and any DROs.
- 1.1.15 **CRO**  
Refers to the Chief Returning Officer, as designated by the OTSU.
- 1.1.16 **DRO**  
Refers to any Deputy Returning Officers, as designated by the OTSU.
- 1.1.17 **Endorsement**  
Refers to a demonstration of support or public recommendation of a Candidate, through either verbal or non-verbal communication by any person who represents, or could be reasonably considered to represent, any Club, any Society, the OTSU, or the Ontario Tech University Administration or Staff.
- 1.1.18 **Slate**  
Refers to a group of candidates attempting to get elected collectively.
- 1.2 **Rules of Interpretation**  
In Society Election Policy:
  - 1.2.1 Words importing the plural form include the singular and vice-versa;
  - 1.2.2 Any words importing any gender include all other genders;
  - 1.2.3 The invalidity or unenforceability of any provision of the policy will not affect the validity of enforceability of any other provision of the policy; and
  - 1.2.4 All capitalized items found herein but not defined have the meaning ascribed to them in the General Bylaws.

## **2. PURPOSE**

2.1 The Purpose of this policy is to:

- 2.1.1 Delegate authority for the administration of the Society Elections to the CRO and the Elections Committee;
- 2.1.2 Establish expectations for the conduct of the candidates during elections; and
- 2.1.3 Outline standards and criteria for the administration of fair, transparent, and valid elections.

## **3. ADMINISTRATION OF ELECTIONS**

### **3.1 Elections Committee**

The Elections Committee reserves the right to overrule any decision or interpretation made by the CRO. The Elections Committee shall hear all appeals. The Elections Committee shall:

- 3.1.1 Act autonomously from any Ontario Tech University or OTSU influences;
- 3.1.2 Act impartially and in the best interest of the Clubs and Societies Office;
- 3.1.3 Not demonstrate support for a Candidate;
- 3.1.4 Familiarize themselves with the Bylaws, Society Election Policy, and all election procedures;
- 3.1.5 Conduct the election in a fair manner; and
- 3.1.6 Have the power to disqualify a candidate or rule any election void.

### **3.2 Chief Returning Officer (CRO)**

The CRO has the following duties:

- 3.2.1 Ensure a democratic, impartial, fair, transparent, and accountable election process;
- 3.2.2 Enforce the Society Election Policy and other policies as they relate to Society Elections;
- 3.2.3 Recruit and train any volunteers/staff necessary to conduct the election;
- 3.2.4 Organize and administer the All-Candidates Meeting; and
- 3.2.5 Authorize all election notices, publicity and campaign materials.

### **3.3 Deputy Returning Officer (DRO)**

The DRO has the following duties:

- 3.3.1 Ensure a democratic, impartial, fair, transparent, and accountable election process;
- 3.3.2 Help the CRO enforce the Society Election Policy and other policies as they relate to the Elections;
- 3.3.3 Review and approve all campaign materials produced by candidates;
- 3.3.4 Assist in organizing and administering the All-Candidates Meeting; and
- 3.3.5 Authorize all election notices, publicity and campaign materials.

## **4. NOMINATION POLICY**

### **4.1 Nomination Rules**

All nominations are subject to the following rules:

- 4.1.1 All nominees must be Full Time Voting Members in good standing to be nominated and must remain in good standing and qualified throughout the nomination and election period in order to stand for election;

- 4.1.2 All nominations must be made in writing, in a form approved by the Student Union and the nomination form must be signed by:
- (i) The Full Time Voting Member nominated; and
  - (ii) At least 50 Full Time Voting Members in good standing.
- 4.1.3 Nominations shall only be accepted for positions that are currently vacant, or will become vacant at the conclusion of the current election cycle;
- 4.1.4 Nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by the Board; and
- 4.1.5 Nominations are not permitted from the floor at a General Meeting.

#### 4.2 Eligibility Requirements

For nomination to be considered valid, an eligible nominee must:

- 4.2.1 Not have been impeached from a Society, Club, or OTSU executive office;
- 4.2.2 Not have been disqualified from a OTSU General Election in the last three years;
- 4.2.3 Attend the All-Candidates Meeting or send a registered designate to attend on their behalf;
- 4.2.4 Belong to the society for which they are running for; and
- 4.2.5 Not be a current OTSU Executive member.

## 5. CANDIDATE EXPECTATIONS

### 5.1 Knowledge Requirements

All nominees are expected to understand and abide by:

- All OTSU Bylaws and Policies;
- All Ontario Tech University Bylaws, Policies, and Residence Policies;
- Ontario Tech University Student Code of Conduct;
- The Ontario Human Rights Code; and
- All Federal, Provincial, and Municipal laws.

### 5.2 Required Response

Candidates must respond to inquiries from the CRO, DRO, Elections Committee, and General Manager within 24 hours.

## 6. CAMPAIGNING

### 6.1 Campaign Period

In-person campaigning is only permitted during the designated Campaign Period. For this policy, the following activities constitute in-person campaigning:

- The distribution, posting, or publication of any Campaign Materials; and
- Public appearances or speeches related to the election.

Campaign materials are strictly prohibited from being posted or published before the start of the Campaign Period. Any Campaign Materials posted during the designated Campaign Period can remain until the close of the Voting Period.

## 6.2 Campaign Locations

The following locations are considered off-limits for campaigning:

- Libraries;
- OTSU space;
- Study Space;
- Durham College Space
- Faculty offices;
- Classrooms or Lecture halls;
- Bathrooms; and
- Third-Party Venues.

## 6.3 Slates

Slates, real or apparent, are strictly prohibited. For the purpose of Society Elections, the following activities constitute a Slate:

- Endorsing another candidate;
- Sharing/pooling campaign finances;
- Appearing in campaign material with another candidate;
- Sharing branding or slogans with another candidate; or
- Any other activity that could give voters the impression of Slate.

# 7. RULES OF FAIR PLAY

## 7.1 Fair Play

All students taking an active role in Society Elections must conduct themselves by the rules of fair play and positive campaigning. Rules of fair play include, but are not limited to:

- 7.1.1 Respect. Election participants must respect the dignity and rights of others. Election participants are expected to respect the institutional environment and shall not be disreputable on:
- (i) Ontario Tech University including students, faculty, staff, and the administration; or
  - (ii) Ontario Tech Student Union.
- 7.1.2 Fair competition. Participants in Society Elections are expected to earn success by their own merits without cheating, spreading falsehoods, or attempting to achieve an unjust advantage; and
- 7.1.3 Compete on equal terms. Candidates cannot bolster their election by relying on resources unavailable to all candidates.

## 7.2 Positive Campaigning

All campaign shall be positive and conducted in good faith. Candidates are required to demonstrate respect for other candidates. Candidates are not permitted to engage in campaign tactics that attack, demean, belittle, unfairly target, or threaten members of the University community.

Candidates shall show respect for the rights of all students and staff to continue to work and study during the course of the elections.

An emphasis on positive campaigning does not restrict candidates from challenging their fellow candidates. Candidates are encouraged to offer constructive criticism and debate with each other; however, this must be done



professionally. Personal attacks will not be tolerated. Any violations of the Student Code will be reported to Campus Safety for investigation.

## **8. CAMPAIGN MATERIAL**

### **8.1 Campaign Material Requirements**

The CRO must approve all Campaign Materials before being distributed. Campaign Materials cannot promote unlawful behavior.

### **8.2 Poster Policy**

Posters MUST include:

- The Candidates full name, as it is to appear on the ballot;
- The Society the Candidate is a member of;
- The title of the position that the Candidate is nominated for;
- The dates of the voting period; and
- The OTSU poster approval sticker.

Posters MUST NOT include:

- Any mark insinuating a Candidate is formally associated with Ontario Tech University or Durham College;
- Any Copyrighted material; or
- Any material that could reasonably be upsetting, insulting, or objectionable to some or most people.

Posters must be removed within two (2) business days after the end of the Voting Period. Candidates are responsible for the removal of posters.

### **8.3 Displaying Campaign Materials**

Candidates can only post materials in accordance with Ontario Tech University Policies. Posters must be put up with white “sticky tack”. Materials cannot obstruct windows, doorways, or other posted materials. Candidates can only distribute Campaign Materials in valid Campaign Locations.

Candidates will be required to pay for any expense associated with removing posters or other campaign material. All costs associated with removing campaign materials must be accounted for on the Campaign Expense Form. For Candidates whose posters go missing or are vandalized, the CRO can grant a replacement number of posters equal to the number missing upon confirmation.

### **8.4 Social Media Policy**

Candidates may utilize social media websites to promote their campaign. The following guidelines apply:

- 8.4.1 Candidates are permitted to create a unique page to support their election or utilize an existing social media account;
- 8.4.2 Any online or social media campaign posts must be made public and cannot be posted on private pages;
- 8.4.3 Candidates may advertise online. All costs associated with online advertising must be accounted for on the Campaign Expense Form;
- 8.4.4 Candidates cannot send unsolicited e-mails or unsolicited private messages about their campaign; and
- 8.4.5 Social media must not include any copyrighted material or material that could be reasonably upsetting, insulting, or objectionable to some or most people.

8.4.6 Candidates may utilize social media websites to promote their campaign. Social media campaigning is permitted after the All-Candidates Meeting. Candidates are able to campaign on social media throughout the voting period.

## 9. OUTSIDE INFLUENCE

### 9.1 Seeking Endorsements

Endorsements, real or apparent, are strictly prohibited. Candidates cannot benefit from the resources of Clubs, Societies, or Ontario Tech University staff and administration.

Candidates are not permitted to solicit Ontario Tech University, Ontario Tech Student Union, or Durham College services, staff, students, or administration to campaign on their behalf or promote their election.

### 9.2 Leave of Absence

Candidates shall take of leave of absence from any Club or Society position they hold. You cannot perform any duties on behalf of a Club or Society. You must notify the CRO, in writing, of this leave of absence. The entirety of the elections period covers the start of Preparation Period, until the end of the Campaign Period.

## 10. CAMPAIGN FINANCING

### 10.1 Reimbursement of Funds

Candidates will be reimbursed for campaign expenses. This money shall not be taken from the Society account. Candidates can spend up to:

- \$50 for Presidential Candidates
- \$25 for all other positions

Candidates must track their campaign expenses on the Reimbursement of Funds Form with original receipts. Candidates shall submit a completed Reimbursement of Funds Form to the CRO by the end of the voting period. Candidates shall be reimbursed, up to the spending limit, after the CRO has audited the form. Candidates who fail to submit a form, or submit a form after the deadline, will not be reimbursed.

Candidates must abide by the Elections Financial Guidelines as set out in the Campaign Package.

### 10.2 Campaign Donations

Campaign Donations are strictly prohibited.

## 11. INTEGRITY OF ELECTRONIC VOTING

### 11.1 Electronic Voting

The CRO shall provide all members of a Society with a secret electronic ballot.

### 11.2 Voting Abuse

Candidates are required to uphold the integrity of the electronic voting process. The following activities constitute electronic voting abuse:

- 11.2.1 Efforts by candidates to influence voters by holding parties or social events where individuals are encouraged to vote on the premises;
- 11.2.2 Offering favors or gifts in exchange for votes;

- 11.2.3 Pressuring individuals to vote in the presence of a candidate or campaign; or
- 11.2.4 Bringing the means of electronic voting to a voter.

## **12. REPORTING CAMPAIGN VIOLATIONS**

### **12.1 Reporting Violations**

A complaint shall be prepared and signed by the complainant(s) using the Society Campaign Violation Form. All incidents of violence shall be immediately reported to Campus Security. The complaint shall summarize the details of the alleged violation, and provide relevant evidence. The information so provided will be held in confidence in so far as it can be allowed by the process, but could become public.

Candidates shall avoid making frivolous or vexatious complaints and/or having someone make frivolous or vexatious complaints on their behalf.

Complaints against a candidate are permitted up to 24 hours after the close of Voting Period. No new campaigning violation complaints will be permitted once the official results are released.

### **12.2 Investigation of Complaints**

Upon receipt of a complaint, the CRO will investigate the matter and effect a timely and appropriate response. As part of this review, the CRO may interview the complainant and the candidate whose conduct is being questioned as well as any witnesses to the incident. The candidate whose conduct is being questioned shall be advised of the details of the complaint and be given the opportunity to respond. They shall not be present when the CRO interviews the complainant and any witnesses. The CRO may decide that the complaint is without merit on its face and that there is no basis to proceed further. On completion of an investigation, the CRO shall provide the candidate whose conduct is in question with a written summary of the complaint and the details of the investigation, along with any penalties. The CRO is not obligated to notify the complainant of details or results of the investigation.

### **12.3 Resolution of Complaints**

The CRO shall evaluate the merits of a reported violation and issue a decision within two business days of the close of the investigation. The CRO shall base their decision on a balance of probabilities. If the evidence is evenly balanced (or no evidence has been adduced) the CRO shall rule in favor of the candidate whose conduct is in question. The burden of proof lies with the complainant.

### **12.4 Remedies**

Where the CRO finds there has been a violation of the Society Elections Policy by a candidate or campaign, the CRO may impose a penalty or instruct the candidate to comply with a course of action to resolve the complaint.

### **12.5 Penalties for Violations**

The CRO may impose the following penalties to any Candidate who has been found to have committed a campaign violation:

- 12.5.1 Assign a demerit point penalty up to the maximum for a given violation;
- 12.5.2 Assign multiple penalties where more than one violation has occurred;
- 12.5.3 Disqualify a Candidate; or
- 12.5.4 Declare that the election of a Candidate be ruled void.

## 12.6 Schedule of Penalties

Demerit points are assessed on, but not limited to, the following basis:

SECTION	ELECTIONS VIOLATION	DEMERIT POINTS
5.6	Unlawful behaviour during elections	20
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SECTION	ELECTIONS VIOLATION	DEMERIT POINTS
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8.3	Displaying materials in unauthorized location	2 (per location)
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8.4	Violating social media policy	5
9.1	Seeking endorsements	7
10.1	Failure to disclose spending	1 (per dollar not disclosed)
10.1	Overspending	1 (per \$10 spent over budget)
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12.1	Multiple frivolous or vexatious complaints	4
12.3	Failure to comply with the CRO's resolution	10

## 12.7 Disqualification

Violations of the following nature will result in the disqualification of a Candidate and/or will render the election result void:

- 12.7.1 A candidate receiving greater than 100 percent of the allowable demerit point limit, as follows:
- Executive Candidates: 20 Demerit Points
  - Director Candidates: 20 Demerit Points
- 12.7.2 Solicitation of Ontario Tech University or Durham College Administration to interfere in the Elections Process. Solicitation includes, but is not limited to, actions that encourage Ontario Tech University or Durham College Administration to apply pressure on the CRO or Elections Committee, interference in the voting or ballot counting process, withholding vital elections documents, and withholding Student Union funds.
- 12.7.3 Consistent third-party involvement.

Violations of the following nature will result in the election result or nomination void:

- 12.7.4 Anyone improperly declared an eligible candidate;

12.7.5 Failure to attend the All-Candidates meeting without giving the CRO an adequate reason 24 hours before the scheduled All-Candidates Meeting;

In the event a winning Candidate is disqualified the results of the election will be void and the runner-up with the highest number of votes will be declared the winner.

## 12.8 **Appeals**

The decision of the CRO may be appealed to the Elections Committee. The candidate will be given one business day to adduce new evidence and submit a letter of appeal from the day the CRO issues a decision or from the day that Election Results are announced. The decision of the Elections Committee is binding and no further appeal will be accepted.