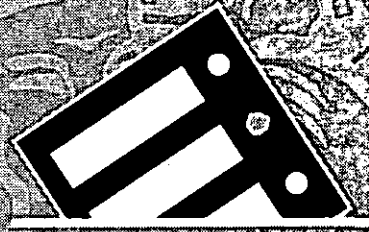


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VOTING

IT'S A **COLLEGE MATTER!**

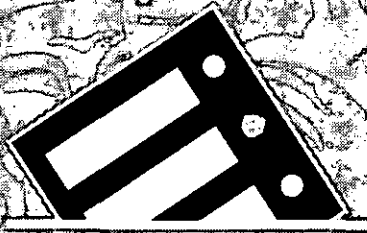
GUIDE

for holding an election
and a referendum
at the college level

F. Clifton White Resource Center
International Foundation for Electoral Systems
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International Foundation for Electoral Systems



LE DIRECTEUR GÉNÉRAL
DES ÉLECTIONS DU QUÉBEC



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LE DIRECTEUR GÉNÉRAL
DES ÉLECTIONS DU QUÉBEC

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We would like to thank all those persons who assisted in the preparation of the *Guide for holding an election and a referendum at the college level*.

We wish to underscore the major contribution made by Mr. Germain Gauvin and Mr. Gilbert Leblanc, educators at Cégep Lévis-Lauzon, whose remarks and comments did much to enrich the first part of this document.

Our thanks also go to the members of the executive committee of the Fédération étudiante collégiale du Québec (FECQ). They were kind enough to extend a warm welcome to Mr. Pierre-F. Côté, Chief Electoral Officer, who unveiled the Guide at the Federation's 8th Annual Convention, held at Cégep de Victoriaville on April 26, 1997.

Finally, we would like to express our gratitude to the staff members of Le Directeur général des élections du Québec who provided their support, with devotion and skill, throughout all the production phases.

In my capacity as Chief Electoral Officer of Québec*, I am pleased to present the *Guide for holding an election and a referendum at the college level*, which is intended to facilitate and promote the exercise of democracy in college level schools.

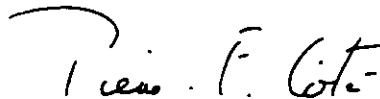
This Guide, which draws inspiration from Québec's electoral legislation, is first and foremost a reference model that will help students at the college level to draw up their own election regulations.

In this field, it is important to bear in mind that the holding of fair and honest elections and referendums necessarily requires certain standards and principles which must be applied uniformly. For this reason, once your rules have been drawn up, the underlying standards and principles should ideally be approved by the student population.

With the publication of this guide, I hope to make the college level student population aware of Québec's electoral system as well as of the rights and duties that constitute its very essence. Indeed, as soon as a person turns eighteen, he or she can vote, be an election officer or run for election. Consequently, all of these roles require an appropriate knowledge of the electoral system, and that is what makes this guide an invaluable tool, as it constitutes a model for applying Québec's electoral legislation.

It is my hope that this Guide will meet with a favourable response among the student population and become an indispensable tool for the development of democracy in college level schools throughout Québec.

Pierre-F. Côté, Q.C.



Chief Electoral Officer and
Chairman of the Commission de la représentation électorale

* Since the publication of the original version of this guide, Me François Casgrain has been appointed Chief Electoral Officer of Québec. Mr. Pierre-F. Côté retired on July 16th of this year.

PRESENTATION

Over the last ten years the Chief Electoral Officer of Québec has devoted major efforts to informing young people of school age^{*} about the key stakes associated with life in a democracy. To date, several educational documents have been published and distributed in Québec's elementary and secondary schools to make future electors aware of the principles of Québec's electoral system, the rights which this system guarantees these electors and the ensuing duties. With the publication of the *Guide for holding an election and a referendum at the college level*, the Chief Electoral Officer is entering a new phase in his awareness promotion efforts, by directly addressing students of college level schools and by proposing tools which they can use to organize their own elections or referendums.

This Guide is the result of a great deal of reflection and extensive research. It was the focus of numerous consultations involving educators and resource persons working in college level schools as well as student associations and their federation.


In terms of its content, the Guide proposes a model that is derived from Québec's electoral legislation. The aim of this Guide is to assist in the planning and organization of all aspects relating to the setting up of an electoral or a referendum event for which students will be responsible and which they will sponsor. As for its form, the Guide is divided into three parts :

- ◆ Part One is entitled "Democracy in action in Québec". It comprises four chapters which deal with the main principles of democracy and the mechanisms guaranteeing their application;
- ◆ Part Two, "Guide for holding an election at the college level", presents regulations for holding an election. These regulations draw inspiration from Québec's *Election Act*, adapted to the realities of student life at the college level.
- ◆ Part Three, "Guide for holding a referendum at the college level", suggests regulations for holding a referendum. This time, it is the *Referendum Act* which serves as a backdrop.

^{*} The masculine gender when used in this document refers equally to both women and men. No discrimination is intended.

To simplify the logistics underlying the organization of electoral events at college level schools, the Chief Electoral Officer will provide student associations with polling booths and ballot boxes bearing the slogan *Voting. It's a college matter.* In addition, to arouse the interest of the student population, associations can obtain a large banner bearing this same slogan. At the end of this guide, readers will find out how to order these articles from the Information Centre of the Chief Electoral Officer.

Finally, as it will be necessary to update and enrich this Guide on a regular basis to adequately meet the needs of its users, we are very open to any suggestions and comments that readers/users may have concerning its content and form.



1
part

DEMOCRACY
IN ACTION
IN QUÉBEC

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INTRODUCTION

Democracy holds an important place in the modern world. Indeed, much has been said about democracy, be it via the media, in schools, at work or in other contexts. Yet despite the steady flow of information, few people are aware of the mechanisms underlying democratic life in a pluralistic society like ours. For most people, democracy simply means putting a ballot paper in a ballot box on polling day.

Democracy is a complex notion that has diversified forms of expression. One merely has to consider the variety of polling methods (majority or proportional), the types of systems (parliamentary or presidential) and several other variables to realize the extent to which democracy can express itself in many ways.

Part One of this Guide is devoted to presenting the highlights that characterize democracy as we know it in Québec. This part should enable everyone who is interested in Québec's democratic life to acquire useful knowledge about the requirements that contribute to ensuring that it unfolds in a harmonious fashion.

Part One was prepared using excerpts from two documents of the "Études électorales" collection¹, published by the Chief Electoral Officer of Québec. The first one is entitled: *Québec's Electoral System. Basic Reference Manual*, and the second is entitled: *Instruments of Direct Democracy in Canada and Québec*.

Part One is divided into four chapters and covers the following themes: Québec's political system and electoral system, political financing and the control of election expenses, the mechanisms and operations that ensure the organization of elections and, finally, the stages that mark the holding of a referendum.

1. At the end of this guide readers will find complete references for the two documents in question as well as the titles of the other documents in the "Études électorales" collection.

CHAPTER 1: QUÉBEC'S POLITICAL SYSTEM AND ELECTORAL SYSTEM

Characteristics of a political system

“The function of a political system is to develop and maintain mechanisms to support social relations and to provide for the organization and maintaining of the State: a structure to govern the community²”. In addition to the political forces that are active at the social level (individuals, groups, media and political parties), the political system is composed of four components grouped under the concept of the State. In Québec, they are:

- ◆ the **legislative** component, namely the elected assembly or the National Assembly, the function of which is to establish the operating standards by passing laws;
- ◆ the **executive** component, namely the government or the Cabinet, the function of which is to lead society;
- ◆ the **administrative** component, namely the departments and agencies, the function of which is to ensure that the laws and standards are implemented;
- ◆ the **judicial** component, namely the courts, the function of which relates to the administration of justice.

In the parliamentary system, the legislative and executive components are interdependent in more than one respect:

- ◆ the executive power, which is vested in the Prime Minister and the Cabinet, stems from the legislative component, namely the National Assembly. The Prime Minister directs the executive power and chooses its members from among the elected members belonging to the political party that obtained the majority of seats at the National Assembly at the last general election;
- ◆ concomitantly, the executive power is responsible for its decisions and must defend them before the National Assembly.

2. Louis Borgeat et al., *L'administration québécoise*, Québec, PUQ/ENAP, 1982, p. 14.

As all the members who make up the National Assembly are elected by the electorate of Québec, this is the only institution of Québec's political system which enjoys full popular legitimacy. The renewal of the elected members of the National Assembly represents one of the keys of democracy and, for this reason, the process which determines the rules of this renewal is of capital importance. The election of the members of the National Assembly (MNAs), in accordance with rules set out in a piece of legislation, constitutes the main function of Québec's electoral system.

Characteristics of an electoral system

Often associated with a mechanism making it possible to translate the votes of electors into seats in the Assembly, the electoral system may also be defined as all the rules and procedures that determine the conditions of the election of our parliamentary representatives³. In Québec, the main participants in the electoral system are:

- ◆ the electors;
- ◆ the political parties;
- ◆ the Chief Electoral Officer.

From a legal standpoint, the electoral system is based on a certain number of laws⁴. The *Election Act* occupies a very important place in Québec's electoral legislation. Indeed, it determines the rules that apply during the holding of general elections or by-elections. In addition to this aspect, the *Election Act* imposes certain limits on the actions that participants may take during an election. This law represents the ultimate reference for any person or group wishing to participate in an electoral competition or to observe it as it unfolds.

Participants in Québec's electoral system

Electors

The elector is the central player in the electoral system, around whom the activities of all the other participants revolve. By exer-

3. Robert Boily, "La réforme du système électoral québécois", in *Les partis et les élections*, [Montréal], Fédération des jeunes chambres du Canada français, [1996], 9 p.

4. They basically include the *Election Act*, R.S.Q., c. E-3.3 and the *Referendum Act*, R.S.Q., c. C-64.1 (R.S.Q.: Revised Statutes of Québec).

cising his right to vote, the elector is democratically showing his opinion about the political life of the community to which he belongs. For this reason, he is at the heart of every electoral event.

In Québec, the electoral system is based on the principle of universal suffrage allowing all citizens to exercise their right to vote freely and in secret. Women, who had lost this right in 1849, won it back in 1940.

Moreover, all the activities of the other participants in the electoral system are directed towards the electors, be they the activities of the Chief Electoral Officer who must ensure that electors are able to exercise their right freely, or those of the political parties which solicit the support of electors to have members elected to the National Assembly. In summary, the choices made by the electorate represent the very purpose of our electoral system.

Political parties

While electors are at the heart of the organization of the electoral system, political parties play a central role in the operation of the National Assembly and the government between two general elections. Partisan organizations are the main vehicles for the representation of electors within democratic institutions. With a view to holding positions of political authority, political parties place great importance on their electoral function for it is this function which allows them to hold the positions which they covet within the government. The electoral function may be defined as all of the activities of the political parties to ensure victory in the elections.

In Québec, experience has shown that the formation of parliamentary majorities today depends on a two-party system. This system is characterized by the existence of two major parties which alternately direct the government without the need for coalitions with other parties to exercise power. Generally, these two main parties alone obtain more than three-quarters of the seats. Currently, the Parti québécois and the Liberal Party of Québec form the two main partisan organizations in the National Assembly as, at the time of the September 12, 1994 general election, they won 124 of the 125 seats (99.2%), with the remaining seat going to the party known under the name of Action démocratique du Québec.

Table 1

Breakdown of seats after the September 12, 1994 general election		
number of electoral divisions: 125		
P.Q. 77	P.L.Q. 47	A.D.Q. 1

While several other political parties exist⁵, Québec's electoral system is not particularly conducive to the development of third parties.

Chief Electoral Officer

In Québec, the administration of electoral legislation has been entrusted to the Chief Electoral Officer. The holder of this position is chosen from among the electors of Québec on a motion of the Prime Minister and this nomination must be approved by two-thirds of the members of the National Assembly. In his capacity as a person designated by the National Assembly, the Chief Electoral Officer has as his main duty to oversee the harmonious unfolding of the electoral process. He must carry out this duty with impartiality. That is why the organization which he represents is totally autonomous.

The Chief Electoral Officer is assisted in his duties by returning officers who are responsible for the non-partisan administration of electoral events in each of the 125 electoral divisions of Québec. The returning officers are appointed by the Chief Electoral Officer following the holding of public competitions. The term of office of a returning officer is ten years.

5. As of April 1997, there were seventeen authorized political parties in Québec

Table 2

Services which the Chief Electoral Officer offers to participants in electoral events

Chief Electoral Officer Administration of the Election Act				
Responsibilities	Management of polls (services and controls)	Financing of political parties (services and controls)	Publicity and information (services and controls)	Information and services
Participants involved	Returning officers and election officers	Political parties, candidates and electors	Media, candidates, political parties	Electors

Characteristics of Québec's parliamentary system

Québec's political system draw its inspiration from the British parliamentary system. The elected chamber constitutes the heart and represents the ideal forum for debates between the various political parties. Since December 1968, our parliamentary system has had only one chamber : the National Assembly⁶.

The decisions of the government and of the public administration are scrutinized at the National Assembly by the parliamentary opposition. It is made up of elected members who may or may not be grouped into political parties and who did not obtain the majority required to form the government. Among these elected members, those who belong to the political party that ranked second in terms of seats held at the National Assembly form the official opposition. The debates at the National Assembly take place publicly and in the presence of representatives of the news media.

In addition to managing current affairs, the National Assembly may transform itself into a plenary committee to study certain bills. The elected members also take part in standing committees, namely committees designed and created to deal with certain specialized public administration fields, or in special committees

6. Up until December 1968, Québec's parliamentary system was made up of two chambers: the Legislative Assembly and the Legislative Council.

set up to examine a specific subject. All the debates of the National Assembly as well as of certain parliamentary committees have been televised since the fall of 1978.

The calling of general elections, namely those held in all the electoral divisions of Québec, depends on two variables:

- ◆ a no-confidence vote by a majority of the elected members directed against the government;
- ◆ the advice of the Prime Minister, leader of the executive power, to dissolve the National Assembly before or at the end of its five-year term of office.

Based on the tradition of the last thirteen general elections, namely since 1948, general elections are held on average every 40 months (3.4 years). The date of the elections is set by the Prime Minister within the time limits imposed by electoral law, which includes the *Election Act*, the *Act respecting the National Assembly* as well as the Canadian Constitution (*Constitution Act of 1982*, s. 4). The writ ordering the holding of the general election is addressed to the Chief Electoral Officer.

A by-election may be held in an electoral division to fill a vacancy resulting from the resignation or death of an elected member or from a legal decision. When a member's seat becomes vacant, the writ of election is transmitted to the Chief Electoral Officer by the Prime Minister, not later than six months from the first day of the vacancy. As soon as a writ ordering the holding of a general election is issued, any writ ordering the holding of a by-election becomes null and void.

Unlike in the bicameral parliamentary system⁷ and the presidential system where there is more than one level of election⁸, the renewal of members sitting in the National Assembly of Québec takes place at a single level, that of the electoral division. Like all other elected members, the Prime Minister, who is the leader of the political party making up the parliamentary majority, must be elected in an electoral division.

7. The bicameral system is a parliamentary system that includes two separate houses. This is the case at the Canadian federal level where there is an appointed upper house (Senate) and a lower house elected by universal suffrage (the House of Commons).

8. American electors, for example, can choose during the same poll several of their representatives : the President, senators, members of Congress, governors, etc.

Electoral activities are not limited to major events such as general elections or by-elections. Indeed, each participant takes part on an on-going basis in the dynamics of the electoral system, be it the Chief Electoral Officer who must be ready at all times should an election be called, or the political parties and elected members that get ready for the next elections and maintain permanent ties with the electorate as well as with their supporters.

Electoral representation mechanisms

Every electoral system is based on specific mechanisms that make it possible to ensure the representation of electors. The tangible application of the principle of universal suffrage calls for precise rules that are as much a matter of political tradition as they are of electoral legislation. There are two representation mechanisms, namely the voting system and the electoral map.

The voting system is the mechanism whereby the votes cast by electors during a poll are translated into a certain number of seats in the National Assembly. Québec has a single-member plurality majority system. It determines the orientation or meaning assigned to the notion of representation.

As for the other mechanism, namely the delimitation of the electoral map, its main purpose is to divide the entire territory into electoral divisions, so as to ensure respect for the principle of the effective representation of electors. Moreover, "an electoral division represents a natural community established on the basis of demographical, geographical and sociological considerations, such as the population density, the relative growth rate of the population, the accessibility, area and shape of the region, the natural local boundaries and the limits of local municipalities."⁹ In Québec, the number of electoral divisions was set at 125 prior to the holding of the September 25, 1989 general election.

9. Election Act, s. 15.



CHAPTER 2: POLITICAL FINANCING AND CONTROL OF ELECTION EXPENSES

Brief history

While the first attempts to regulate the election expenses of candidates can be traced back to a statute passed in 1875, it was only beginning in 1963 that a series of provisions having as an aim to control the expenses in question were incorporated in the *Election Act*. At the time the amendments came into force, every candidate or political party had to appoint an official agent who thereafter became the only person allowed to incur election expenses. Moreover, the same law imposed a ceiling on the election expenses of candidates and parties, and it allowed certain candidates to obtain a partial reimbursement of their expenses.

Despite these significant innovations, there were still certain shortcomings with respect to political financing. It would not be until the passage of the *Act governing the financing of political parties*, in 1977, that there would be a comprehensive legal framework for this essential dimension of Québec political life. This statute, which since 1984 has been incorporated in the *Election Act*, was very avant-garde and has helped to improve electoral practices in Québec.

Let us now take a look at some of the characteristic principles which contribute to the originality of the legislation on political financing as well as certain important aspects relating to nomination papers.

Basic principles

In Québec, the rules for authorizing, financing and controlling election expenses are based on three principles: pluralism of parties, fairness and transparency.

Indeed, the *Election Act* makes provision for a system that officially recognizes political parties, based on rules that allow every person to obtain, with a minimum of restrictions, an authorization to found a political party.

Financing rules apply to authorized entities. These rules provide candidates and parties with financial means to promote their program and give candidates the chance of being elected.

However, the advantages in question include certain restrictions, in particular with respect to the possible sources of funding and the election expenses permitted, in order to ensure fairness between candidates running in the same election.

Finally, the financing rules promote transparency insofar as the parties and candidates must file reports and returns on their activities, reports and returns which the Chief Electoral Officer must make public.

Outside an electoral event

The rules applicable to political parties outside the election period concern, among other things, the authorization of parties and the conditions for maintaining such authorizations, the financing of party activities and the rendering of accounts.

Authorization of parties

To be recognized, a political party must obtain an authorization from the Chief Electoral Officer. However, the authorization process is not restrictive and does not limit the freedom of expression and freedom of association that people enjoy. The process involves submitting an application that includes, in particular, the chosen name, a civic address as well as the name, address and telephone number of the leader and those of the official representative. It is the official representative who is responsible for collecting and recording revenues as well as for approving, paying and recording the expenses incurred **outside the election period**.

The application must also include 1,000 signatures of electors stating that they are members of the party or sympathizers, and are in favour of the application for authorization.

Popular financing

When a political party has been authorized, it can collect the sums needed for its operation; however, it must comply with the financing rules set out in the *Election Act*.

The official representative of the party or of a party authority¹⁰ is the only person who can collect political contributions. Similarly, only an elector can make contributions. Legal persons (corporations, unions and pressure groups) are prohibited from making a contribution to an authorized political entity. This measure makes it possible to prevent certain groups from influencing the political power of elected members by reason of the financing which these groups otherwise could have provided.

Contributions, in the form of cash donations or goods and services provided free of charge for political purposes, are also limited to \$3,000 per elector per year to each party, including their authorities, and to each independent candidate. This measure promotes smaller but more diversified contributions. Finally, Québec electors benefit from an incentive from a fiscal standpoint for their political contributions; indeed, contributors can receive a tax credit of up to \$250 in some cases from the ministère du Revenu du Québec.

Filing of financial reports

The official representatives of parties and authorized authorities must file financial statements by not later than April 1st of each year. These statements must indicate, among other things, the name and address of all electors who made one or more contributions, the total of which exceeds \$200. Each year the Chief Electoral Officer publishes a report that includes the financial statements of the parties, a summary of the financial reports of the parties including their authorities, the list of electors who contributed over \$200, and various statistics about the financial position of the parties and the authorities. This document is public in nature: every person may examine it and obtain a copy thereof.

The financial reports produced since the entry into force of the provisions governing the financing of political entities show that, as a general rule, parties succeed in collecting all the funds they need for their political activities. As a result, their survival does not appear to be jeopardized in a context where transparency has become an integral part of the system.

10. The expression "party authority" designates the organizations of a political party in an electoral division, a region or in Québec.

During an electoral event

The nomination period begins with the tabling in the National Assembly of a writ ordering the holding of an election. It is from this point in time on that each candidate can file, with the returning officer of his electoral division, a nomination paper. Moreover, the candidate of a party must include a letter from the leader of the authorized party designating him as the official candidate.

Parties and candidates must also designate their respective official agent who is responsible for authorizing, recording and paying expenses **during an election period**. Beginning at midnight on the day of the issue of the writ ordering the holding of an election until the closing of polling stations on polling day, all expenses intended to promote or oppose, either directly or indirectly, the election of a candidate will be under the responsibility of the official agent. He may however designate deputies to assist him in his duties.

Control of election expenses

The advantages of the rules governing the financing of parties and candidates would soon be lost if no restriction were imposed regarding the election expenses that the official agent may incur. As a result, the *Election Act* has established rules to maintain a certain fairness between the candidates running in the same election. These rules concern the authorization and payment of election expenses, the establishment of a ceiling on expenses, the recording of election expenses and the filing of returns.

Authorization and payment of election expenses

All election expenses must be authorized and paid for by the official agent of the party or of the candidate from an election fund constituted with sums transferred by the official representative.

Moreover, no person or organization may execute an order for election expenses given by a person other than the official agent or his deputies, under penalty of sanction. For example, no person may produce or distribute advertising material for a party or a candidate if the material was not ordered and paid for by its official agent or his deputies.

Ceiling on election expenses

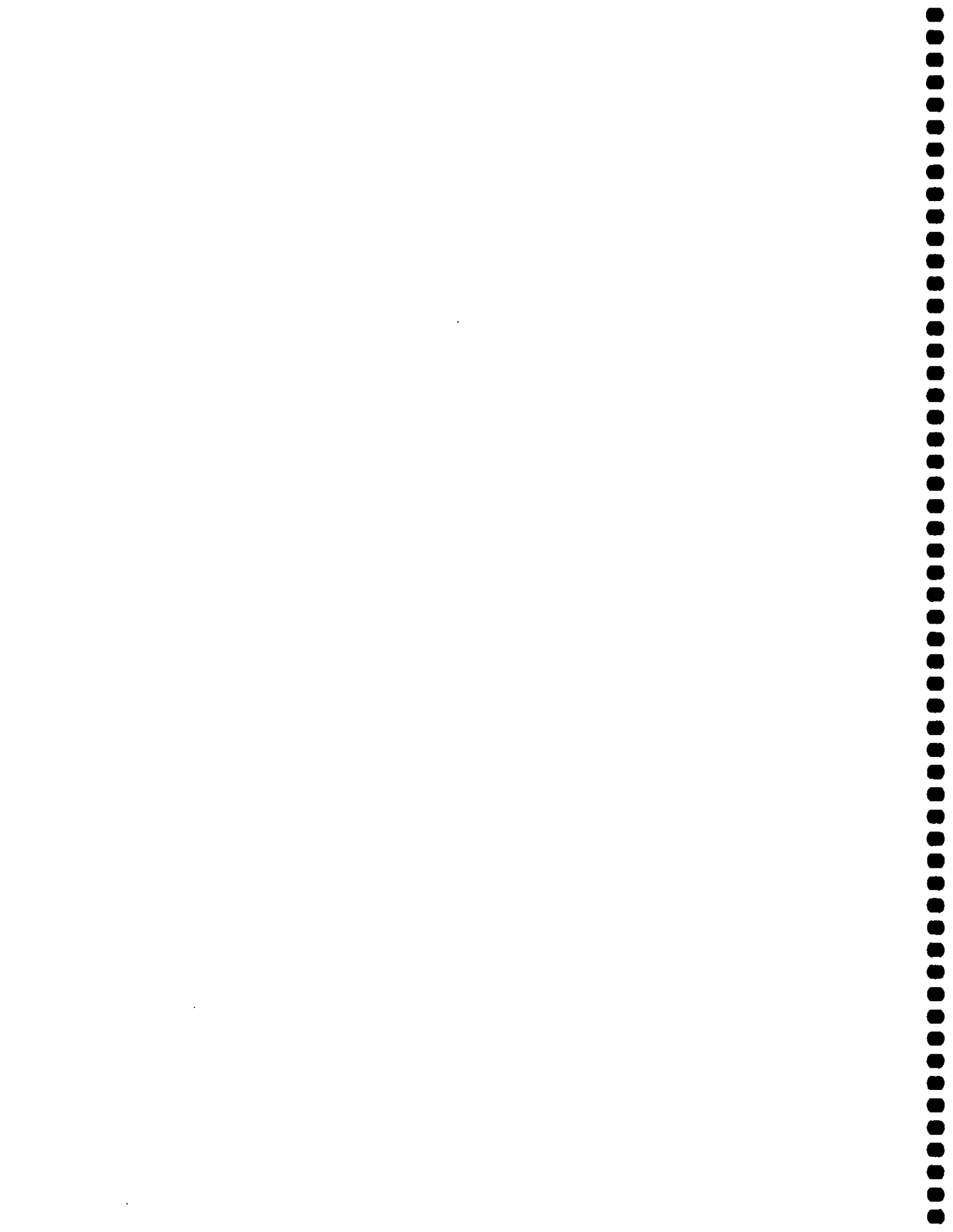
As is the case with political contributions, the election expenses that parties and candidates may incur are regulated in Québec. The limit on expenses for a party has been set at \$0.50 per elector in all of the electoral divisions where the party is presenting an official candidate, whereas the limit for a candidate has been set at \$1.00 per elector in his electoral division. Due to the geographical size of certain electoral divisions, the candidates running in these divisions can spend a slightly greater sum, also established in the Act.

Returns of election expenses

The official agent of a political party must file in the 120 days following polling day a return of election expenses along with the appropriate invoices and vouchers. The official agent of a candidate must also file the same type of return. However, he has 90 days after the poll to do so. Once the Chief Electoral Officer is in possession of these data, he publishes a summary of the returns of election expenses.

The *Election Act* makes provision for sanctions when the parties, party authorities or candidates neglect to file the prescribed returns and reports. Among other sanctions, the party leader or, if he is not elected, the parliamentary or independent candidate shall become, ten days after the expiry of the period prescribed for filing the financial report and the return of election expenses, disqualified from sitting or voting in the National Assembly until the report or return in question has been filed. The Chief Electoral Officer can also withdraw his authorization from an authorized entity that fails to file its return or report. Finally, provision is made for financial penalties for any delay in filing the prescribed returns and reports.

In no way does the *Election Act* seek to control or evaluate the programs and policies of the authorized entities. Its main purpose is to ensure fairness and the transparency of financial activities through rules that apply to everyone. The Act seeks to give every person, regardless of his personal wealth, the chance to be elected as a representative of the people of Québec.



CHAPTER 3: ELECTIONS

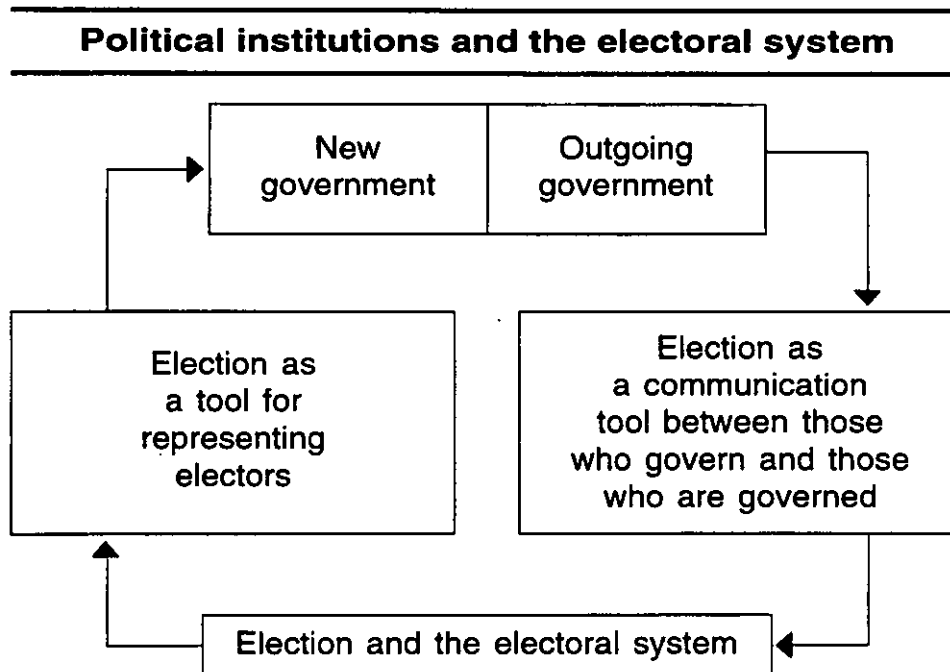
Role of an election

In more than one respect, an election is a key means of expression between the government and the citizens.

It is first and foremost the means whereby electors make sure that they are represented in political institutions. The response of the electorate to a government's actions takes form in the free choice of its representatives. This is what makes Québec a representative-type democracy as, through the free competition between political parties, MNAs are elected directly by the electors.

Unlike in a referendum during which citizens give their opinion on a precise issue, an election is an event that allows electors to approve or reject the political orientations of their government. As a result, the National Assembly represents the essence and the basis of the democratic model of our political system.

Table 3



Electoral process

The organization of an electoral event requires a series of operations involving the various participants already mentioned, namely electors, political parties and candidates as well as the Chief Electoral Officer. The *Election Act* serves as a regulatory mechanism to set the operating conditions of the electoral process.

The term “electoral process” refers to the various steps that mark the election calendar from the calling of the election by the Prime Minister (writ) until the addition of the votes which takes place on the day after polling day. The most important steps are the preparation and revision of the list of electors, the nomination paper, advance polling and voting on polling day.

To exercise his right to vote, every person must be a qualified elector, namely:

- ◆ have reached 18 years of age;
- ◆ be a Canadian citizen;
- ◆ have been domiciled¹¹ in Québec for six months;
- ◆ not be under curatorship¹²;
- ◆ not have been deprived of his election rights.

Moreover, the name of the person must be entered on the list of electors for the event in question. Thereafter, an operation known as the revision makes it possible to update the list of electors.

Every elector who wishes to submit his candidacy may do so up until the 16th day preceding polling day. To be officially recognized as a candidate, the elector must file a nomination paper with the returning officer of the electoral division in which he wishes to run.

11. The term “domicile” refers to the place that a person considers as the place of his principal establishment, which he gives as a reference for the exercise of his civil rights and which he publicly declares to be his domicile (Civil Code of Québec, a. 75).

12. A person is under curatorship following a judgment rendered by a court that has ruled him totally and permanently incapable of taking care of himself and administering his property.

Moreover, to collect contributions and incur election expenses, an authorization is required in both of the following cases:

- ◆ if he is the official candidate of a political party, the party must obtain an authorization from the Chief Electoral Officer;
- ◆ if he is running as an independent candidate, he must request an authorization via the returning officer.

The election period culminates on polling day, when the large majority of Québec electors exercise their right to vote. However, the *Election Act* gives those electors who cannot exercise their right to vote on polling day the possibility of voting in the advance poll. It also allows electors living in a hospital centre or a reception centre to vote at a mobile polling station. As for electors outside Québec, they can exercise their right to vote by mail. Finally, in the case of a general election, inmates of houses of detention under both provincial and federal jurisdiction vote on the Monday of the week preceding polling day.

Polling day

Every person who is a qualified elector, whose name is entered on the list of electors and who did not vote in the advance poll is invited to exercise his right to vote on polling day between 10:00 a.m. and 8:00 p.m. Even though this stage of the electoral process may seem simple, it is in fact a very complex operation, the success of which largely depends on the integrity of election officers. Given the importance of having a fair and honest poll, the Act provides for numerous steps which must be followed at precise moments of the day. Let's look at the scope of the organization required to make this ultimate step the conclusion of a process which goes a long way towards shaping our society.

BEFORE

In the days that precede polling day, each of the 125 returning officers appoint, train and swear in election officers. The following are election officers : deputy returning officers, poll clerks and officers in charge of information and order (PRIMO).

Each candidate can designate a representative whom he mandates by power of attorney to act on his behalf before the deputy returning officer or the PRIMO. Each candidate can also designate, for each of the places where several polling stations are grouped, a poll runner, who is also mandated by power of attorney, to collect at various times of the day the list of persons who

have already exercised their right to vote. However, these representatives and poll runners are not election officers.

Three days prior to the vote, the returning officer sends the deputy returning officer of each polling station, in addition to the material needed to vote, a ballot box including the directives on the work of election officers, the list of electors of the polling subdivision including the annotations relating to electors who voted in the advance poll, a poll book, the ballot papers required (in a sealed envelope) and the documents necessary to count the votes cast during the poll.

DURING

Before polling stations open, the election officers physically arrange the premises according to the standards set by the Chief Electoral Officer. The ballot box is opened and its contents are checked by the deputy returning officer in the presence of the poll clerk; the representatives of the candidates may be present at this operation if they so wish.

After having made sure that the ballot box contains no ballot paper, the deputy returning officer seals it again and places it in such a way as to be visible.

The *Election Act* stipulates that polling must begin at 10:00 a.m.. Upon arriving on the polling premises, the elector is greeted by the officer in charge of information and order. As a polling place is made up of several polling stations, this officer must direct the elector to the polling station assigned to him. He must also make sure that only one person at a time is admitted to a polling station.

The elector goes to his polling station and states his name. The deputy returning officer authorizes him to vote after having made sure that his name is entered on the list of electors and that he has not already voted. However, when an election officer or the representative of a candidate raises a doubt as to the eligibility of an elector to exercise his right to vote, the latter must take an oath, and the reasons for this requirement must be entered in the poll book by the poll clerk.

After having affixed his initials to the ballot paper, the deputy returning officer gives it to the elector who then proceeds to the polling booth to mark his choice. Upon returning from the polling booth, the elector allows the deputy returning officer to examine the initials on the ballot paper, removes the stub and puts the

ballot paper in the ballot box. The poll clerk then indicates on the list of electors that the elector in question has voted.

An elector who is unable to mark his ballot paper can ask to be assisted; the deputy returning officer must grant this request, in accordance with the relevant provisions of the Act. In the case of a person with a visual handicap, the deputy returning officer can give him, upon request, a template to allow him to exercise his right to vote without assistance; the deputy returning officer tells him the order in which the names of the candidates appear on the ballot paper, and the person makes his choice by locating and marking the circle corresponding to the candidate chosen. A deaf or mute elector can also be assisted by a person capable of interpreting the sign language of the deaf, for the purposes of communicating with the election officers and representatives.

AFTER

The polling station closes at 8:00 p.m. At closing time, only those electors who are already on the premises and who have not voted are admitted to vote. As soon as the last person admitted has exercised his right to vote, the poll is closed.

It is only after the counting of the votes that evening, as well as after the addition of the votes on the day after polling day that the official results of the election are known. From these latter operations ensue, in the days following polling day, the declaration of the election winners who can henceforth use the title of elected member, and the publication of the official results of the poll.

Permanent list of electors¹³

The list of electors is the official register of those persons who are qualified electors and, as was mentioned earlier, if an elector wishes to exercise his right to vote, his name must be entered on the list of electors. The drawing up of the list of electors is a mandatory step in the exercise of democracy, be it in the case of a parliamentary, presidential or other system.

Of course, the constitution of a list that includes millions of entries poses major logistical problems. For example, when a general election is called, the preparation of the list of electors had up

13. Some sections of the *Election Act* dealing with the permanent list of electors will enter into force in May 1997.

until now required the mobilization of an impressive amount of manpower (over 40,000 enumerators throughout Québec) and despite the massive efforts deployed, the life span of the list of electors remained relatively short; indeed, it could only be used once, namely for the sole purpose of the election for which it had been prepared. That is why new methods were chosen to simplify and reduce the cost of this task by making the most of modern technology.

These are some of the considerations that played a key role in the design of the permanent list of electors project. The latter represents the result of over twenty years of reflection. Here are a few important dates:

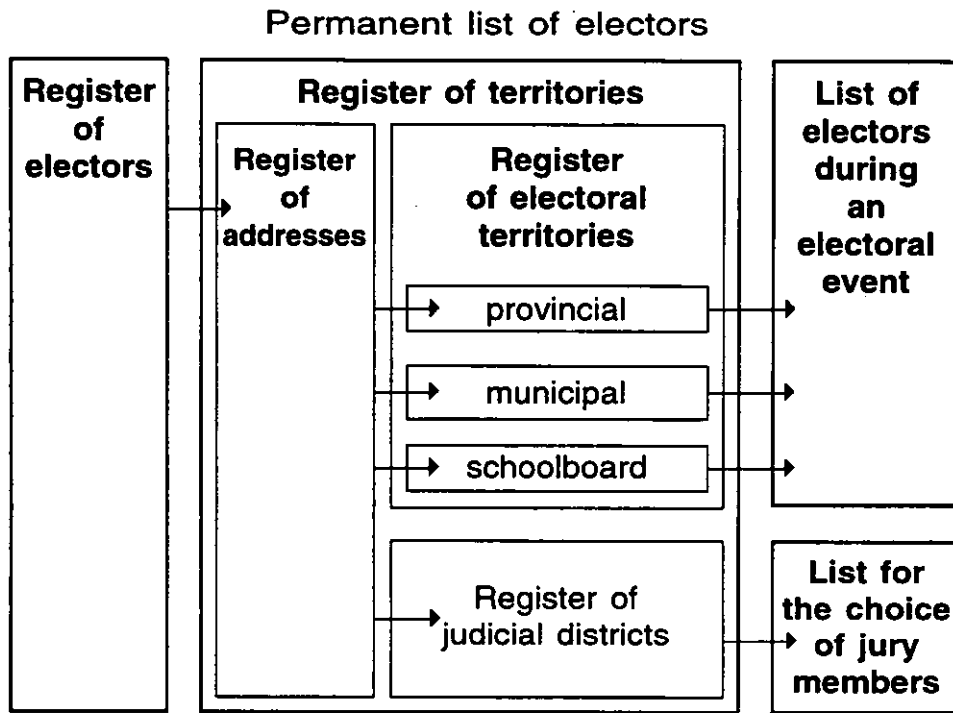
- ◆ **1978-1980: bill to create a register of electors.** The project involved the reciprocal exchanging of data between the Chief Electoral Officer and the Régie de l'assurance-maladie du Québec. However, fears about the protection of personal information undermined this project;
- ◆ **1992-1993: feasibility studies on the computerization of provincial, municipal and school electoral lists.** The report prepared by the Chief Electoral Officer of Québec, entitled *A computerized electoral list*, recommends setting up such a list with an updating mechanism using the information held by the Régie de l'assurance-maladie du Québec;
- ◆ **1994-1995: debates on Bill 40, *Act to establish the permanent list of electors and amending various legislative provisions*.** It became clear from the debates pertaining to the study of Bill 40 that all the elected members were in agreement with the principle of a permanent list of electors;
- ◆ **June 1995: passage of the *Act to establish a permanent list of electors*.** The National Assembly entrusts the Chief Electoral Officer with the responsibility of creating and operating the permanent list of electors.
- ◆ **May 1997: entry into force of the permanent list of electors.**

The permanent list of electors is made up of two registers:

- ◆ **the register of electors:** which contains the information relating to each elector;
- ◆ **the register of territories:** which contains the description of the electoral territories of provincial, municipal and school jurisdictions as well as the judicial districts.

Table 4

Diagram illustrating the components of the permanent list of electors



Constitution of the register of electors

The list of electors of the October 30, 1995 Referendum, which was the result of the enumeration carried out between September 5 and 10, 1995, was used as the basis for the initial constitution of the register of electors. In addition, the lists of electors used for the holding of subsequent by-elections were also used to constitute the register in question.

Once the components have been put in place, the register of electors is first of all compared with the file of beneficiaries of the Régie de l'assurance-maladie du Québec. When the information found in the register and the file do not match perfectly, the Chief Electoral Officer of Québec contacts the electors in question to obtain the information that will allow him to correct the register.

As soon as the permanent list of electors is officially in force, a permanent updating procedure will go into effect: that way, the list will remain the most faithful reflection possible of Québec's

electorate. The chosen procedure incorporates the following six information sources:

- ◆ the elector, who has the responsibility of informing the Chief Electoral Officer of any change relating to the nominative information held concerning him;
- ◆ the file of beneficiaries of the Régie de l'assurance-maladie du Québec;
- ◆ the Department of Citizenship and Immigration Canada, to obtain the name of any person of legal age domiciled in Québec who acquires Canadian citizenship;
- ◆ the corrections made at the revision stage during an election or a referendum period;
- ◆ the changes made during the revision period which precedes the holding of an election or a referendum at the municipal level;
- ◆ an enumeration, a revision or any other measure making it possible to make a total or partial verification of the list, ordered by the government following the tabling of the report and the recommendations which the Chief Electoral Officer submits to the National Assembly each year.

Constitution of the register of territories

In the case of provincial electoral territories, the descriptions of the existing polling subdivisions, electoral precincts and electoral divisions are entered in the register. As for municipalities and school boards, they are responsible for describing their respective electoral territories, using the description parameters specified by the Chief Electoral Officer of Québec.

The register of provincial territories is updated as changes are made to the descriptions of the electoral territories. Municipalities and school boards are responsible for updating their respective territories on a case-by-case basis.

Use of the permanent list of electors

The Act stipulates that the permanent list of electors may only be used to hold a provincial, municipal or school poll.

The Act also stipulates that the Chief Electoral Officer of Québec may enter into an agreement with the Chief Electoral Officer of Canada to supply him with information for the sole purpose of drawing up a list to be used in a federal poll.

CHAPTER 4: REFERENDUMS

Democracy is a matter discussed all over the world. We are best acquainted with its representative form as it is reflected in our political institutions. The referendum, an instrument of direct democracy, can be considered one of the ways of broadening the democratic process. In this sense, a referendum is an exceptional occasion when electors become participants through their direct roles in the decision-making process.

Referendum Act

Referendums have without a doubt proven to be eminently democratic instruments provided the opinion of the people is sought directly. To facilitate access to this derivative of direct democracy, Québec acquired, in 1978, a general law governing referendums in a relatively specific manner. This law would be put into application following the referendum experiences of 1980, 1992 and 1995.

First of all, it should be stressed that elections and referendums are complementary. The *Referendum Act* governs aspects particular to referendums, while the *Election Act* governs procedures common to the two instruments. A Special Version of the *Election Act* and the Election Regulations for the holding of a referendum was prepared under sections 44 to 47 of the *Referendum Act*.

Pre-referendum period

Nature and subject of the referendum

In Québec, referendums are of the consultative type. Through this type of referendum, the population is asked to express its opinion concerning an approved question or a bill adopted by the National Assembly. The consultation proceeds through a voting process analogous to that of a general election.

Only the government may order that a referendum be held, and the Prime Minister proposes the question. However, if a bill is involved, the *Referendum Act* does not stipulate that it must be tabled by the Prime Minister, in contrast to a question. The National Assembly approves the final text of the question after a special 35-hour debate during which amendments may be made to the initial text. If a bill is to be approved, it must be adopted in accordance with the normal procedure in the National Assembly.

Formation of the provisional and national committees

The objective of a referendum necessarily differs from that of an election. Partisan divisions disappear, and committees take their place. The referendum campaign must therefore be conducted by organizations set up to consult the electorate.

A minimum of eighteen days is anticipated between the tabling of the question or the bill in the National Assembly and the issuing of the writ, mainly to provide for the adoption of the final text of the question or bill and for the formation of committees. There is a committee for each referendum option. MNAs have five days from the adoption of the question or bill to register with the Chief Electoral Officer. If no MNA registers, the Chief Electoral Officer invites from three to twenty electors who are publicly identified with an option. There are only provisional committees at this stage. Subsequently, the people registered with the provisional committees are summoned by the Chief Electoral Officer to:

- ◆ appoint a chairman;
- ◆ give the committee a name;
- ◆ adopt by-laws;
- ◆ create local authorities of the national committee for each of the electoral divisions;
- ◆ establish standards, conditions and terms for membership and the financing of groups or organizations other than parties.

The last step is particularly important since only the committees are authorized to incur expenses during the referendum campaign. As soon as these five steps have been taken, the provisional committees become national committees.

Conseil du référendum

The Act provides for a Conseil du référendum. It is composed of three judges, one of whom is the chairman. All are designated by the Chief Judge of the Court of Québec. The Conseil du référendum has exclusive jurisdiction over any legal procedure relating to the referendum. An application must be addressed to the Conseil du référendum in regard to any dispute concerning the validity of the referendum or a possible recount. Its decisions are without appeal, except those concerning questions of law.

Only the President or a MNA may ask the Conseil du référendum to rule on the subject of the referendum since there can only be one referendum on the same subject during a single legislature.






The Conseil du référendum must also give its opinion concerning any legal or technical question submitted to it by the government respecting the holding of a referendum.

Referendum period

Beginning in this period, the *Referendum Act* and the *Election Act* overlap, since a number of steps in a referendum are identical to those in an election.

The administration of the *Referendum Act* is the responsibility of the Chief Electoral Officer, who to this end, has powers similar to those granted him under the *Election Act*. He must ensure that the operations required for the holding of a referendum proceed normally.

Table 5

Territories of jurisdiction and participants in the electoral administration (October 30, 1995 Referendum)		Participants in the electoral administration ¹
Territories of jurisdiction		
 Province	= 125 electoral divisions 3 284 electoral precincts 20 361 polling subdivisions 5 087 009 electors	Chief Electoral Officer
 Electoral division	= 26 electoral precincts ² 163 polling subdivisions 40 696 electors	Returning officer
 Electoral precinct	= 6 polling subdivisions ² 1 549 electors	Election officers
 Polling subdivision	= 250 electors ²	Election officers
 Domicile	= 1 or more electors	Elector

1. The "electoral machine" of the major political parties is active in the five territories of jurisdiction.
 2. These data represent provincial averages.

Referendum campaign

In 1980, the referendum campaign began on the day that the government issued the writ. At the time, the writ instituting the holding of a referendum could not be issued before the 20th day following the adoption of the question or the bill by the National Assembly. As the result of amendments made in 1992 and in 1995, from now on the writ instituting the holding of a referendum may not be issued before the 18th day following the day on which the question or the bill is tabled in the National Assembly. In 1995, the duration of the campaign was 30 days as the writ was issued on October 1st and voting took place on October 30th. Voting must take place on a Monday. Moreover, a writ instituting a general election automatically cancels a referendum writ.

Financing and expenses of the national committees

Referendum fund

This is a special fund that the national committees may use to cover the expenses they may incur during the referendum period. The fund consists of:

- ◆ a subsidy determined by the National Assembly and divided equally among the committees; the amount of the subsidy is determined at the time that the question or the bill is adopted;
- ◆ amounts transferred or loaned by an authorized political party for a maximum of \$0.50 per elector;
- ◆ contributions made by an elector from his own funds, up to a maximum of \$3,000 for each national committee. Legal persons, firms, unions and pressure groups are prohibited from making contributions.

The official agent, appointed by the chairman of the committee, manages the fund. He is the only person, with the official agent, who is authorized to solicit contributions.

Regulated expenses

Regulated expenses are all the expenses incurred during the referendum period for a good or service to support or oppose an option in the referendum directly or indirectly. The official agent must approve this type of expense. Any advertising and televised message or other publicity message must bear the seal of the official agent of the national committee to be in accordance with

the provisions of the Act. However, the Act permits a number of exceptions that are not in this expense category: editorials, letters from readers, public affairs programs airing on television or radio, etc.

Information for electors

Given the importance of what is involved, the information role of the Chief Electoral Officer is particularly significant. Furthermore, the Act provides that a booklet explaining the options in the referendum must be made available to electors ten days before polling takes place. The national committees provide the content of the booklet, and the Chief Electoral Officer ensures that each option is given equal space in it.

Referendum ballot paper

The Act contains specific provisions regarding the ballot paper. It must be a paper on which the question asked electors is printed in French and English. Also according to the *Referendum Act*, the question on the ballots used on an Indian reserve or in a place where an Amerind or Inuit community lives must be written in French, English and in the language of the Native majority of the place.

Post-referendum period

Results of the poll

The returning officer immediately proceeds to count the votes and publishes a declaration indicating the option that has obtained the greatest number of votes. The declaration and the result of the addition of the votes are given to the Chief Electoral Officer, who must publish the results by electoral division as soon as possible in the *Gazette officielle du Québec*. A detailed return of the official results is published subsequently.

In a consultative referendum, there is no provision regarding the majority or the participation rate required for the government to be bound by the results.

Returns of regulated expenses

In the 90 days following the referendum, the official agent of each committee must provide the Chief Electoral Officer with a return indicating the sums paid into the referendum fund as well as the regulated expenses that were incurred or authorized. The official agents must also furnish receipts, invoices and other vouchers.

Finally, in the 60 days following the tabling of these returns, the Chief Electoral Officer makes public a summary of the returns of regulated expenses.

Contestation of the referendum

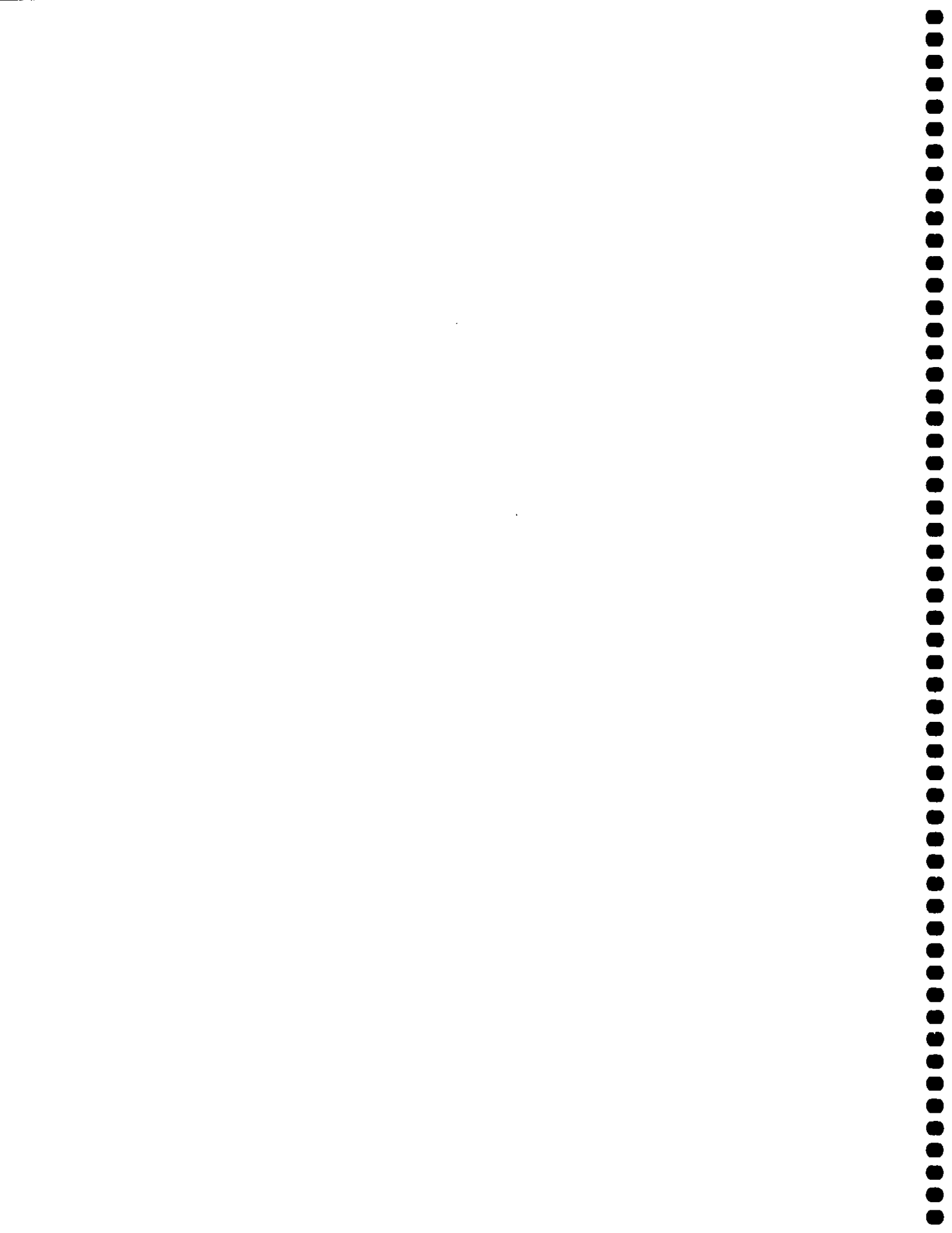
Only the chairman of a national committee may apply for a recount of votes. The application must be made to the Conseil du référendum in the 15 days following polling. The chairman of a national committee may also contest the validity of the referendum before the Conseil during the same time period. However, the Conseil may only receive the contestation and proceed to a recount if it is likely to change the overall result of the referendum.

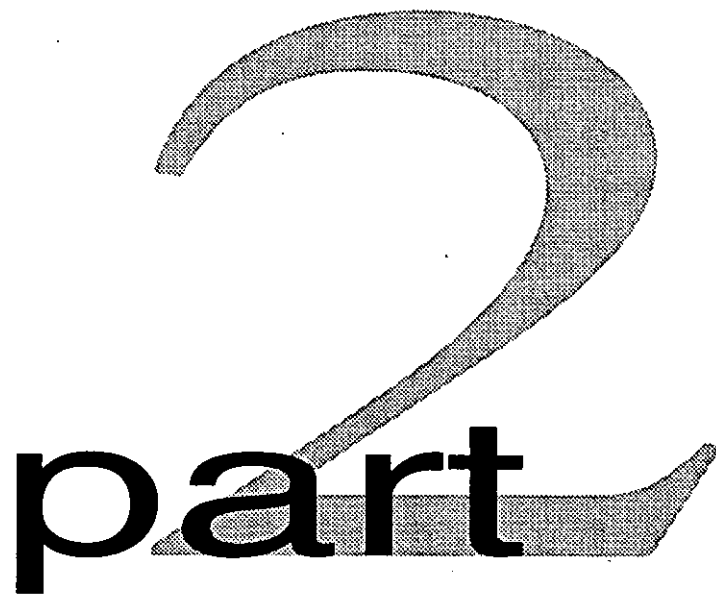
CONCLUSION

In light of the concepts developed in Part One, it is easier to understand that the exercise of democracy cannot be limited to the sole act of voting on polling day. Too many components must be correctly put in place to be able to stand by such a claim.

Indeed, during both the months that precede the holding of an electoral or a referendum event and the event itself, a great deal of work must be done to ensure that these important events are the most faithful expression possible of the democratic wishes of the citizens. It is this necessity which largely justifies the "continuous" nature of the electoral process. Without this essential dimension, it would be virtually impossible for the persons mandated, namely the Chief Electoral Officer and his personnel, to carry out their duties properly.

Having drawn attention to these considerations, we invite you to read the next two parts of the Guide which suggest regulations for holding an election and a referendum adapted to the reality of college level schools.





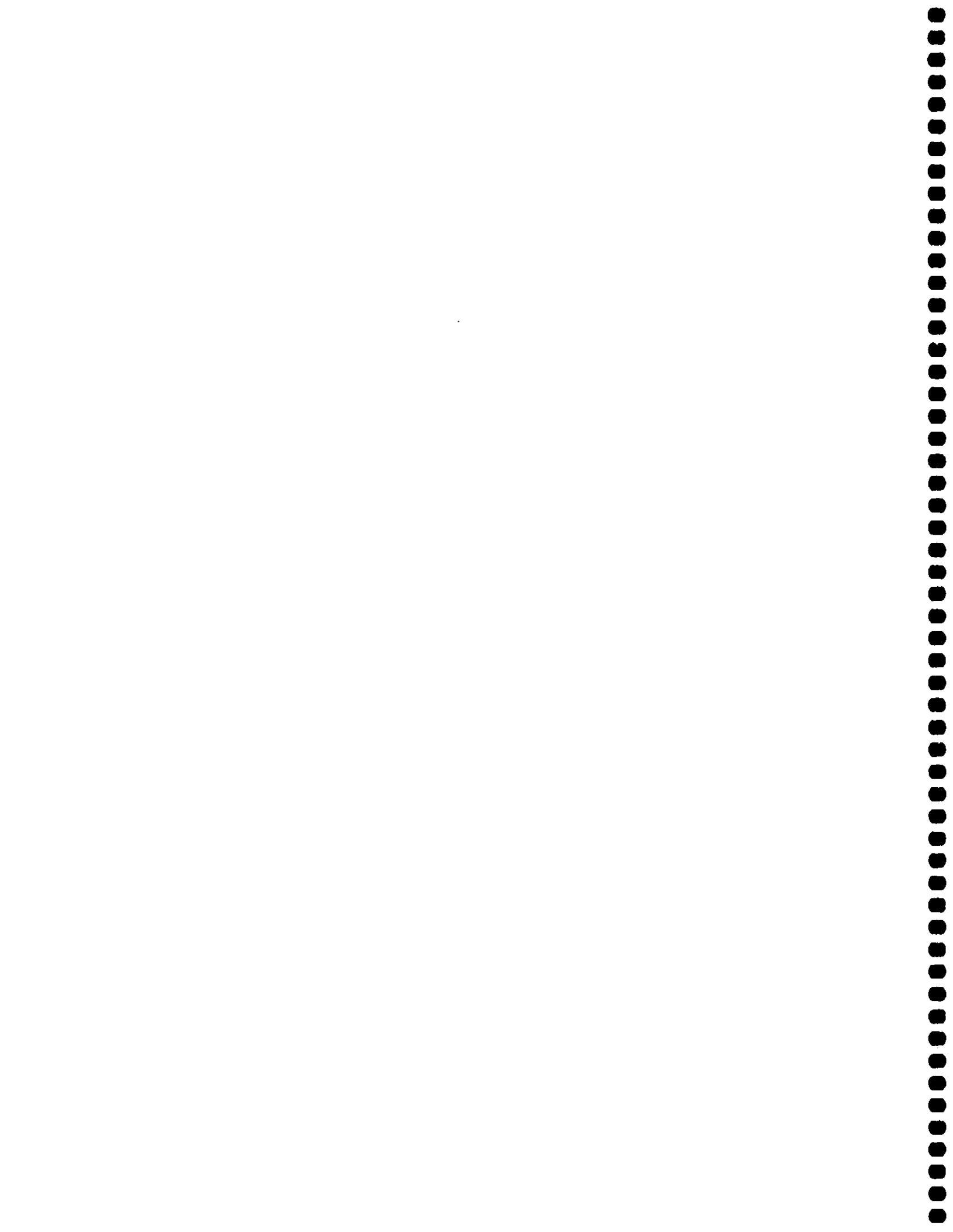
2 part

GUIDE
FOR HOLDING
AN ELECTION
AT THE
COLLEGE LEVEL



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INTRODUCTION

By adopting clear election regulations, the student community, via the association representing it, contributes to the holding of fair and honest elections and, in so doing, helps make its members aware of the importance of exercising their democratic rights. To achieve this goal, the representatives of every interested student association are **free to draw inspiration from the model proposed in this section** when drawing up their own election regulations. Here are the main participants in the electoral process as well as their roles.

Elector

As a member of the student community, the elector is responsible for electing the representatives of his school's student association. It will be up to these representatives to defend the rights and interests of their members before the appropriate authorities. Sections 1 and 2 of this Guide stipulate the conditions that must be met to be a qualified elector (also see Appendix 3).

Candidate

This person campaigns among the student population to obtain the greatest number of votes and to win a seat on the executive committee of the student association. Sections 28 to 35 of the Guide explain the procedure for nominating a student who wants to run for one of the available positions (also see Appendices 2, 4 and 13).

Chief Electoral Officer

The Chief Electoral Officer is a resource person who acts impartially and who has no partisan ties. It is his duty to ensure that the electoral process unfolds smoothly. This person is appointed by the executive committee of the student association. Sections 93 to 102 of the Guide describe his role and the nature of the obligations which he must meet in order to ensure that the election for which he is responsible is held in accordance with the provisions set out in the election regulations.

Here are the highlights of the organization of an election.

Election period

When an election is called, electors are asked to choose new leaders. Following the calling of the election, the Chief Electoral Officer prepares an **election calendar** (Appendix 1) indicating the steps that will take place during the election period (sections 6 to 16).

List of electors

As the **election period** culminates on **polling day**, **election officers** must be able to have the list of electors before polling stations open. Sections 17 to 27 of the Guide describe the instructions for preparing the student list of electors (also see Appendices 8 and 14).

Electoral representation

For those student associations that deem it useful to adopt a representation method that reflects the program of studies of their members (students receiving general or technical instruction), provision has been made for a procedure to divide the student population into **electoral divisions** (sections 3 to 5).

Control of election expenses

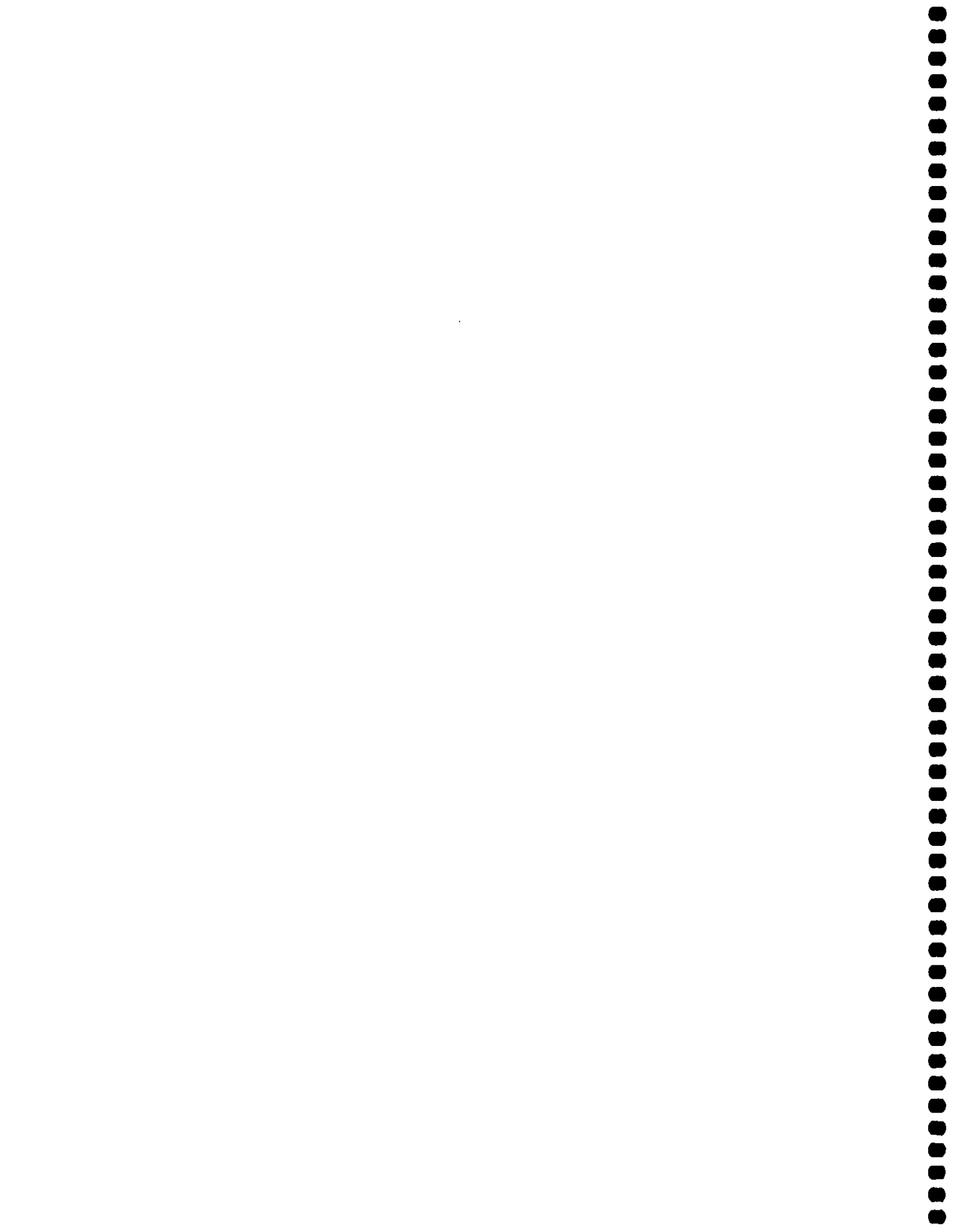
A procedure to control election expenses is set out in sections 80 to 89 of the Guide (also see Appendices 12 and 19). This procedure applies in the case of expenses incurred during the election campaign (leaflets, posters, photocopies, etc.), the aim of which is to promote or oppose the ideas or program of a candidate.

Polling day

All the directives relating to the organization of the **polling station(s)**, the supervision of **election officers**, the exercise of the **right to vote**, and all the conditions to ensure the integrity of the electoral process on polling day are described in sections 36 to 79 of the Guide (also see Appendices 5, 6, 7, 9, 10, 11, 15, 16, 17 and 18).

Contestation of elections

In the event that a serious reason justifies the contestation of the election, sections 90 to 92 and 103 to 105 of the Guide propose means that will make it possible to find a rapid solution to the dispute ensuing from the contestation.



ELECTOR

Qualified elector

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

ELECTORAL REPRESENTATION

Electoral divisions

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

ELECTION PERIOD

Calling of the election

6. The holding of a general election or a by-election is instituted by writ issued by the student association and addressed to the Chief Electoral Officer.
7. The poll shall be held on _____.
8. As soon as the election is announced, the Chief Electoral Officer shall set up a place that he will use as an office and shall notify the student population of its location.

The office shall be open from (dates) _____ to _____ from (hours) _____ to _____, and shall be accessible to handicapped persons.

-
9. The Chief Electoral Officer shall prepare and make public the election calendar (Appendix 1).
 10. By not later than the _____ day preceding polling day, the Chief Electoral Officer shall make available to electors the sheet entitled "Information for electors" (Appendix 3).

Election officers

11. The Chief Electoral Officer and his assistants are election officers. Election officers are chosen from among those persons who are qualified electors.
12. All election officers shall take the oath of office before the Chief Electoral Officer (Appendix 17).
13. Election officers shall abide by the directives of the Chief Electoral Officer.
14. No election officer shall engage in partisan work on the days stipulated in these regulations for the performance of his duties.
15. The Chief Electoral Officer may relieve an election officer who neglects to perform his duties or who engages in partisan work.
16. An election officer who no longer performs his duties shall give the Chief Electoral Officer all the official documents that he has in his possession.

LIST OF ELECTORS

Preparation

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

Revision

20. By not later than the ____th day preceding polling day, the Chief Electoral Officer shall choose the places where the board of revisors will be located, namely one board per campus or pavilion. These places shall be situated in such a way as to accommodate electors and shall be accessible to handicapped persons.
21. Each board of revisors shall be made up of one or more revisors appointed by the Chief Electoral Officer.
22. The Chief Electoral Officer shall give the staff of the board of revisors a copy of the list of electors as well as the material needed for the revision (Appendices 8 and 14).
23. The board of revisors shall be open from (hours) _____ to _____ from (dates) _____ to _____.
24. An elector who notes that his name is not entered on the list of electors may appear in person before the board of revisors to make an application for entry.
25. An elector who notes an error in the particulars concerning him on the list of electors shall appear in person before the board of revisors to make an application for correction.
26. An elector who does not want his name to appear on the list of electors shall appear in person before the board of revisors to make an application for striking.
27. The revisor shall transmit to the Chief Electoral Officer the list of entries and corrections made to the list of electors.

CANDIDATE

28. Every student who is a qualified elector may be elected.
29. The Chief Electoral Officer is not eligible.

Nomination paper

30. A person who wishes to submit his candidacy to the executive committee of the student association shall, by not later than (hour) _____ on the _____th day preceding polling day, file a nomination paper at the office of the Chief Electoral Officer. In so doing, the person agrees to abide by the election regulations and the decisions of the Chief Electoral Officer.
31. The appropriate form shall be used for the nomination paper and shall be signed by the person who wants to run for election (Appendix 4).
32. The nomination paper shall contain the signatures of at least _____ electors.
33. If the Chief Electoral Officer has received only one nomination paper at the end of the period set aside for filing nomination papers, he shall declare the candidate elected.

Withdrawal of a candidate

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

POLLING DAY

Polling stations

36. The Chief Electoral Officer shall establish one polling station for every electoral division or for every group of _____ electors.
37. Polling stations shall be grouped and situated in a location that offers easy access and shall be accessible to handicapped persons.
38. The Chief Electoral Officer shall give the election officers the directives which he deems useful concerning the manner in which they should arrange a place where a polling station is located (Appendix 5).

Polling officers

- 39.** The following are polling officers: deputy returning officer, poll clerk and officer in charge of information and order (PRIMO).
- 40.** The Chief Electoral Officer shall appoint an officer in charge of information and order for every place where polling stations are located. The duties of this person include (Appendix 9):
- ◆ greeting electors and directing them to the polling station;
 - ◆ ensuring easy access to and facilitating traffic in the polling station;
 - ◆ making sure that only one person at a time is admitted to a polling station;
 - ◆ ensuring that only those electors present on the premises of a polling station at closing time can be admitted to exercise their right to vote;
 - ◆ ensuring that only authorized persons are present on the premises of a polling station;
 - ◆ informing the Chief Electoral Officer of any situation requiring his intervention.
- 41.** The Chief Electoral Officer shall appoint a deputy returning officer and a poll clerk for each polling station.
- 42.** The duties of the deputy returning officer include (Appendix 10):
- ◆ being responsible for the arrangement of the polling station;
 - ◆ ensuring that voting proceeds smoothly and maintaining order;
 - ◆ facilitating the exercise of the right to vote and ensuring the secrecy of voting;
 - ◆ counting the votes;
 - ◆ transmitting the results of the vote to the Chief Electoral Officer and giving him the ballot box.
- 43.** The responsibilities of the poll clerk include (Appendix 11):
- ◆ verifying if the electors are entered on the list of electors;
 - ◆ entering in the poll book the particulars related to the conduct of the poll;

-
- ◆ assisting in the counting of the votes;
 - ◆ assisting the deputy returning officer.

Agent-and-representative of the candidate

44. The candidate may be present at all the operations related to the poll. In addition, he may designate the person that he mandates to represent him at the polling station.

Ballot papers and ballot boxes

45. The Chief Electoral Officer shall cause the ballot papers to be printed according to the stipulated model (Appendix 6).
46. The ballot paper shall clearly identify each candidate. On the front, it shall indicate in the alphabetical order of the names, the surname and given name of the candidates. When two or more candidates have the same given name and surname, the Chief Electoral Officer shall make a random draw to determine the order in which the given name and surname of each of the candidates in question will appear on the ballot paper. If it is impossible to distinguish the candidates by their membership in a political party, the Chief Electoral Officer may resort to any other means that he deems appropriate to distinguish these candidates.
47. The Chief Electoral Officer shall have custody of the ballot boxes.
48. In the ___ days before polling day, the Chief Electoral Officer shall give the deputy returning officer a ballot box, the memoranda concerning the work of polling officers, the list of electors, the material needed to vote and the documents needed for the counting of the votes (Appendices 5, 6, 7, 9, 10, 11, 12, 15, 16, 17 and 18).

In addition, he shall give the deputy returning officer an envelope containing a number of ballot papers that is slightly greater than the number of electors entered at the polling station.

Preliminary formalities

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

Polling hours

52. Polling shall take place from (hours)_____ to _____.
53. The Chief Electoral Officer shall be available during polling hours.

Exercise of the right to vote

54. Only one elector at a time may be admitted into a polling station.
55. The elector shall state his surname and given name before the deputy returning officer and the poll clerk, and shall present his student identification card. If the student does not present his student card, he must take the oath of the elector (Appendix 18).
56. The deputy returning officer shall give the elector admitted to vote a ballot paper after having affixed his initials on the back.
57. After having received the ballot paper, the elector shall go to the polling booth, mark the ballot paper and fold it; he shall allow the deputy returning officer, the poll clerk and the agent-and-representative of a candidate to examine the initials of the deputy returning officer, if they so wish; the elector shall then place the ballot paper in the ballot box, in view of the persons present.

-
- 58.** The elector shall blacken one of the circles on the ballot paper using a pen or, where applicable, the pencil which the deputy returning officer gave him at the same time as the ballot paper.
- 59.** As soon as the elector has voted, the poll clerk shall indicate this fact in the space reserved for this purpose on the list of electors.
- 60.** When a ballot paper is inadvertently marked or spoiled, the deputy returning officer shall ask the elector to blacken each circle. The deputy returning officer shall then cancel the marked or spoiled ballot paper and shall give the elector a new ballot paper.
- 61.** Before the deputy returning officer gives a person a ballot paper, the deputy returning officer, the poll clerk or the agent-and-representative of a candidate may require that the person state under oath, according to the formula prescribed by regulation (Appendix 18):
- ◆ that he is a qualified elector;
 - ◆ that he has not already voted in the current election;
 - ◆ that he does not have in his possession a ballot paper that may be used in the current election.

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

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

The Chief Electoral Officer may have removed any prohibited partisan publicity if the candidate which it favours refuses or neglects to do so after having been notified thereof.

- 64.** If the poll cannot begin at the set time, is interrupted by reason of an act of God or cannot be completed by reason of a lack of ballot papers, it shall continue until it has lasted _____ hours.

-
65. Those electors present on the premises of a polling station at closing time and who have not already voted can exercise their right to vote. The deputy returning officer shall then declare the poll closed.
 66. Voting is secret.
 67. No elector may, on the premises of a polling station, make known in any way whatsoever, the name of the candidate for whom he plans to vote or has voted.
 68. No candidate, agent-and-representative or election officer may, on the premises of a polling station, try to learn the name of the candidate for whom the elector plans to vote or has voted.
 69. No person may be compelled to disclose for whom he plans to vote or has voted.
 70. After the poll closes, the deputy returning officer, assisted by the poll clerk, shall proceed to count the votes. Each candidate and his agent-and-representative may be present.
 71. Before opening the ballot box, the poll clerk shall enter in the poll book the names of the persons who performed duties as an election officer or as an agent-representative of a candidate (Appendix 15).
 72. The deputy returning officer shall open the ballot box, shall proceed to count the votes by taking, one by one, each ballot paper put in the ballot box and shall allow everyone present to examine the ballot papers.
 73. The deputy returning officer shall declare valid every ballot paper marked in the manner stipulated in the election regulations. However, the deputy returning officer shall reject a ballot paper that:
 - ◆ has not been furnished by him;
 - ◆ does not bear his initials;
 - ◆ has not been marked;
 - ◆ has been marked in favour of more than one candidate;
 - ◆ has been marked in favour of a person who is not a candidate;

-
- ◆ has been marked elsewhere than in one of the circles;
 - ◆ bears fanciful or injurious remarks;
 - ◆ bears a mark by which the elector can be identified.

74. After counting the ballot papers and drawing up a statement of votes, the deputy returning officer shall place, in separate envelopes, the ballot papers marked in favour of each candidate, the ballot papers rejected during the counting of the votes as well as the spoiled or cancelled ballot papers. He shall then seal the envelopes. The deputy returning officer, the poll clerk and the agents-and-representatives who wish to, shall affix their initials to the seals.

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

Declaration of election and publication of the results

75. The Chief Electoral Officer shall declare elected the candidate who has received the greatest number of votes.

76. The Chief Electoral Officer shall keep the documents pertaining to the counting of the votes that were transmitted to him for _____ months.

77. The Chief Electoral Officer shall, as soon as possible, publish or post a notice indicating the surname and given name of each elected candidate and the name of his electoral division, if applicable.

A candidate who is declared elected becomes a member of the executive committee of the student association.

78. The Chief Electoral Officer shall, as soon as possible after the election, publish a return containing, in particular, the results of each polling station. He shall transmit the return to the student association.

79. In the event of a tie-vote, the Chief Electoral Officer shall publish or post, after the counting of the votes, a notice informing the electors of the new period for filing nomination papers and the new date of the election.

CONTROL OF ELECTION EXPENSES

Election expenses

80. The Chief Electoral Officer shall determine an allowance for candidates to create an election fund.
81. This allowance shall be entrusted to the agent-and-representative (Appendix 12).
82. The cost of any goods or services used for the following purposes during an election period is an election expense:
- ◆ to promote or oppose, directly or indirectly, the election of a candidate;
 - ◆ to disseminate or counter the program or policies of a candidate.
83. The following are not election expenses:
- ◆ the publication, in a student newspaper, of articles, editorials, news, interviews, columns or letters to the editor, provided that they are published without payment;
 - ◆ the broadcasting by a student radio or television station of a program of public affairs, news or commentary, provided that the program is broadcast without payment.
84. Every candidate must have an agent-and-representative to incur election expenses.
85. Only the agent-and-representative of a candidate may incur or authorize election expenses during the election period.
86. The agent-and-representative may only pay the cost of an election expense out of the election fund that the student association will have previously established.
87. No person may accept or execute an order for election expenses not given or authorized by an agent-and-representative.
88. The agent-and-representative of a candidate shall, in the _____ days following polling day, submit to the Chief Electoral Officer a return itemizing all his election expenses (Appendix 19).

-
89. The Chief Electoral Officer shall allow every elector to consult the returns of election expenses for _____ days.

CONTESTATION OF THE ELECTION

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

CHIEF ELECTORAL OFFICER

Appointment

93. The student association shall appoint, by resolution approved by _____ of the members of its executive committee, the Chief Electoral Officer from among the members of the student body who are in good standing.
94. The term of office of the Chief Electoral Officer shall be _____ (days, weeks or months).
95. The Chief Electoral Officer may resign at any time by transmitting a written notice to the student association.
96. Before beginning to perform his duties, the Chief Electoral Officer shall take the oath of office before the student association (Appendix 17).

Functions and powers

97. The Chief Electoral Officer is responsible, in particular, for overseeing the application of the election regulations.

98. In respect of these regulations, the Chief Electoral Officer shall:

- ◆ ensure the training of election officers and polling officers;
- ◆ prepare the list of electors;
- ◆ supervise the progress of the revision and the voting;
- ◆ issue directives for the administration of the election regulations;
- ◆ receive complaints and make inquiries when he considers it necessary.

99. In respect of public information, the Chief Electoral Officer shall, in particular:

- ◆ provide any person applying therefor with advice and information regarding the administration of election regulations;
- ◆ give public access to the information, reports, returns or documents relating to the election regulations;
- ◆ make any public advertisements he considers necessary.

100. If, during an election period, it comes to the attention of the Chief Electoral Officer that, subsequent to an error, an emergency or an exceptional circumstance, a provision of the election regulations does not meet the demands of the situation, he may adapt such provision in order to achieve its object. Where applicable, he shall take the appropriate steps to inform the candidates and electors thereof.

101. The Chief Electoral Officer may refuse to make an inquiry when he considers the request frivolous or made in bad faith, or unnecessary in the circumstances.

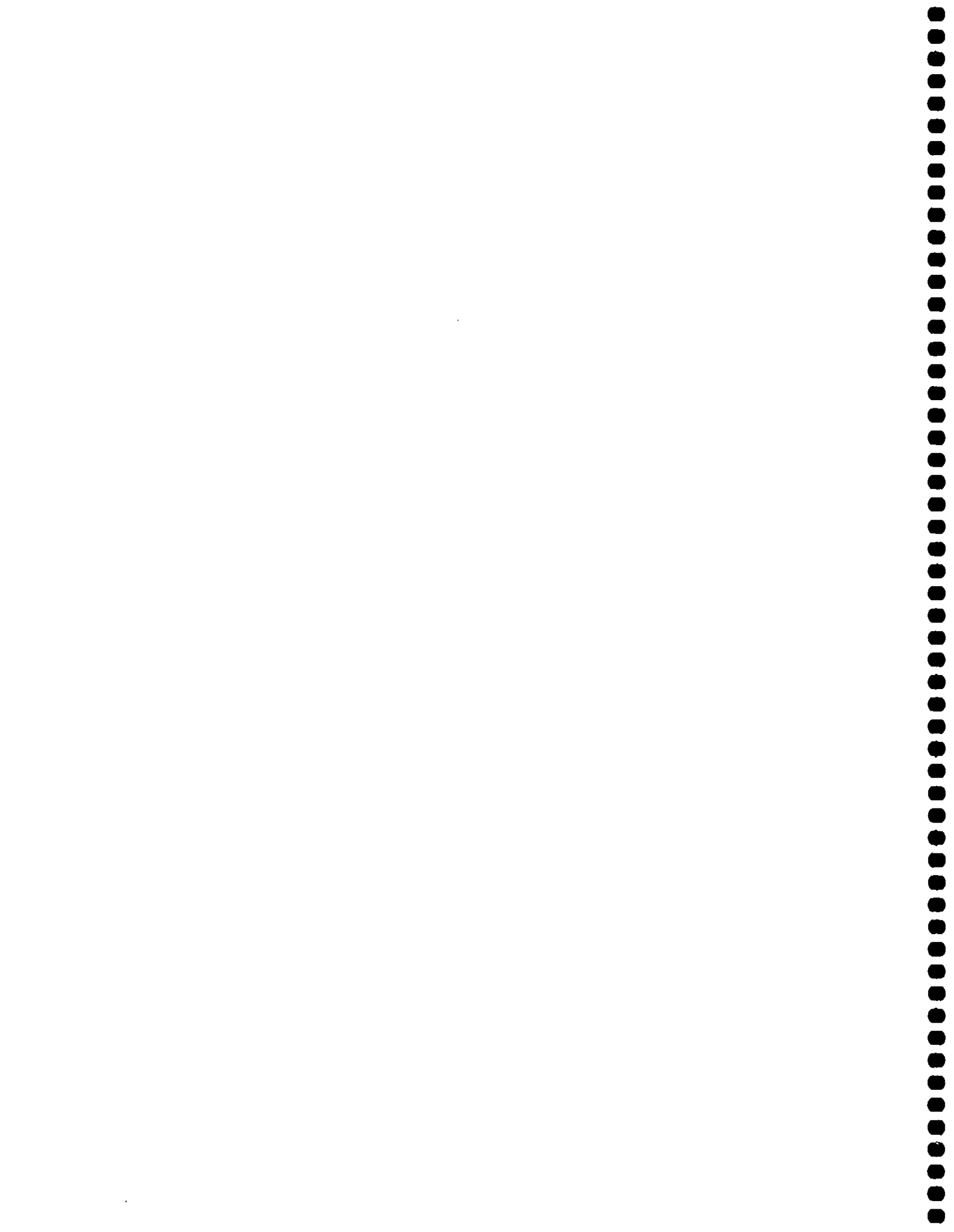
Personnel of the Chief Electoral Officer

102. The Chief Electoral Officer shall define the duties of the members of his personnel and direct their work.

ADVISORY COMMITTEE

- 103.** The Chief Electoral Officer shall establish an advisory committee.
- 104.** The committee shall be composed of the Chief Electoral Officer and a minimum of two representatives of the student association, in such a way that the number of committee members is always odd.
- 105.** The function of the committee is to give its advice on any question relating to the election regulations.

APPENDIX



Election calendar

Election of the executive committee of the student association

College level school

From _____ To _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Preliminary steps	<input type="checkbox"/> Drawing up and adoption of election regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Calling of elections	<input type="checkbox"/> Drawing up of the list of electors Training of election officers and candidates Information for electors Election campaign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Last day to file a nomination paper
<input type="checkbox"/> Revision of the list of electors Election campaign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Polling day	<input type="checkbox"/> Official announcement of the results of the vote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Information for candidates

Students wishing to run for election as members of the executive committee of their student association must demonstrate aptitudes which reflect enthusiasm and determination. The message that they plan to give their electors must inspire confidence and be articulated in such a way as to meet elector expectations. Here are some tips that will help optimize the candidates' approach when dealing with their fellow students.

As a candidate, you must win the support of the electors. To achieve this goal, you must show electors that:

- ◆ you know how to take into account their interests and preferences, however different they may be;
- ◆ you have a good sense of organization, you know how to plan your time;
- ◆ you can work as a member of a team, be attentive to differing opinions and make the most of the strengths of others;
- ◆ you can demonstrate creativity, you are capable of finding original solutions and will be efficient regardless of the constraints;
- ◆ you express yourself clearly and know how to capture people's attention;
- ◆ you are available, approachable, ready to take part in meetings and training activities at lunch time or after classes;
- ◆ you are able to establish a relationship of trust with the staff members of your school;
- ◆ you are independent, responsible, honest and resourceful.

A FEW WORDS ABOUT THE ELECTION PERIOD

During the election period, which lasts about two weeks, you will have the opportunity to advertise, give speeches, promote your candidacy and explain your projects for your school's student association.

In accordance with the foregoing regulations, the election period comprises several steps, namely:

- ◆ the calling of elections;
- ◆ the preparation and revision of the list of electors;
- ◆ the filing of nomination papers;
- ◆ the election campaign;
- ◆ the polling day;
- ◆ the official announcement of the results.

The Chief Electoral Officer will send you the detailed calendar of events as well as the regulations ensuring the holding of a fair and honest election (see Appendix 1). It is up to you to be properly informed.

ELECTION SPEECH: A VITAL TOOL

If the election regulations of your college level school provide for the holding of an election campaign — which they should —, the presentation of election speeches is an important step in the election campaign. As students do not know all of the candidates personally, they often wait for this moment to make their choice. As a candidate, it must be your goal to convince electors to put their trust in you. The content of your speech and the way you present it must persuade the audience that you have the skills needed to successfully accomplish the tasks that you will eventually be entrusted with.

Your challenge is to convey in a very short time, for example five minutes, information on you and your projects. That is why it is important to prepare your speech carefully. To do this, you can draw inspiration from the following points which many communicators have found to be very useful.

Introduction

- ◆ Even if you are introduced by another person, be sure to mention your name, to indicate your field of studies and to specify the nature of the position that you would like to hold. Remember that those people who don't know your name can't vote for you!

Development

- ◆ Talk about one or two activities that you have already organized, for example, a group trip, a funding campaign or a play, whether it was in your school, a youth centre, a sports club or elsewhere. Explain how these experiences have allowed you to acquire and develop the skills needed for the position you hope to occupy.
- ◆ List one or two of your qualities, relating them to the position in question.
- ◆ State your objectives, explain their importance and specify how you plan to achieve them.

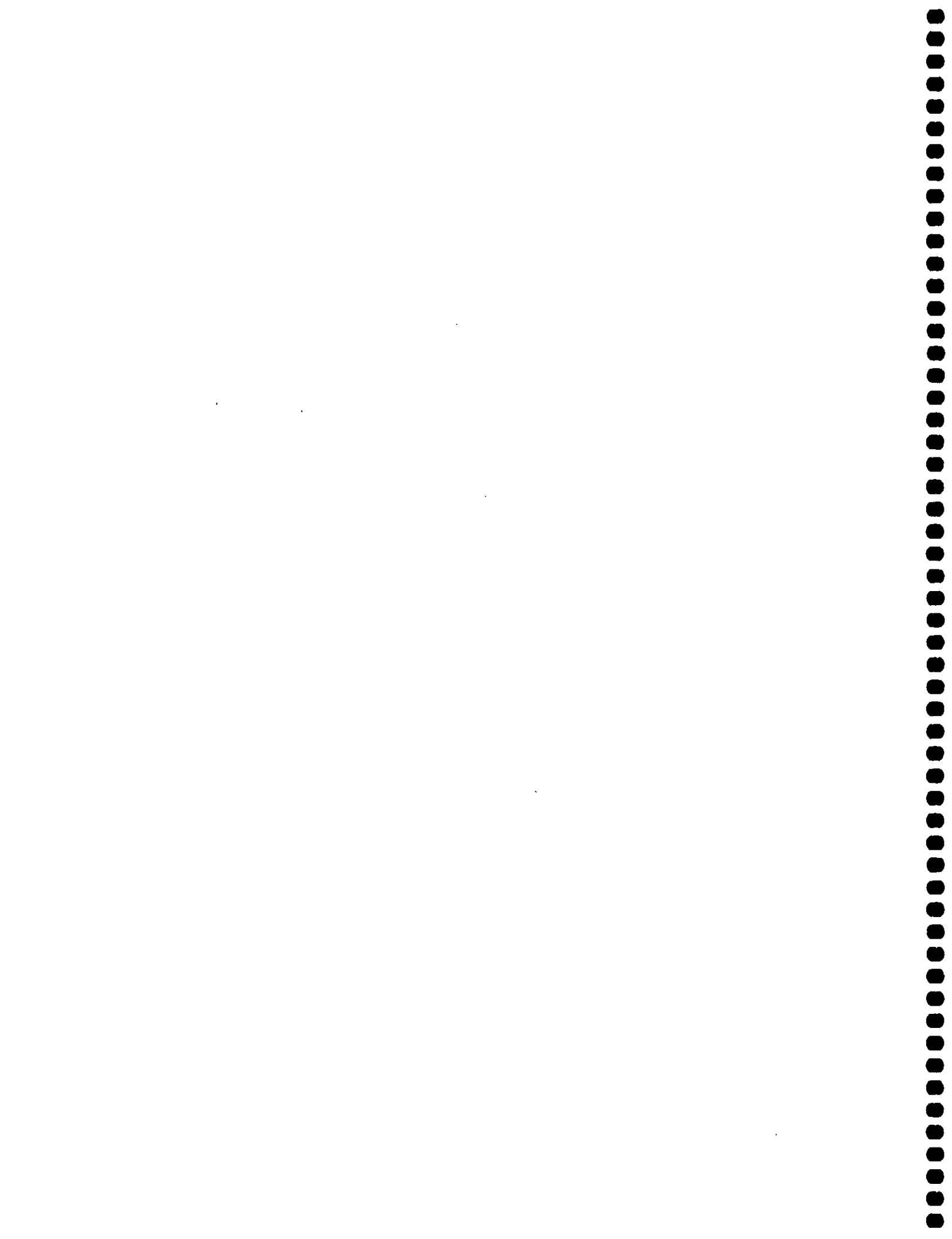
Conclusion

- ◆ Summarize, in a single sentence, the previous three points.
- ◆ Repeat your name and be sure to ask the students to vote for you.
- ◆ Thank the public.

HOW TO GIVE YOUR SPEECH

In addition to evaluating the content of your speech, students will react to how you present it. What you do or don't do will be just as important as if not more important than what you say. The following tips could be useful:

- ◆ It is not easy to go before a group, it can be frightening. Sitting behind a table or standing behind a lectern often helps allay your fear. It's as if the table or the lectern were a shield...
- ◆ Arrange your text or your notes on the desk or the lectern. You don't want to have to hold a sheet that can conceal a part of your face or that can shake because you are nervous.
- ◆ Remain still for a few seconds before beginning to speak. There is nothing like a few moments of silence to get a group to settle down and to capture the attention of your public.
- ◆ Your hands are very useful communication tools. They support and illustrate what you say, often without your even realizing it. Don't put your hands in your pockets or fold your arms. Keep your hands and arms free.
- ◆ Don't be a prisoner of your text. You may refer to it from time to time, but avoid reading or reciting it. Students want to hear you say something about yourself and your ideas. **Give them what they want!**



Information for electors

An election to form a new student council was announced recently. It may seem trivial – the persons who receive the greatest number of votes will be elected – but in actual fact this is a very serious matter, as the candidates who are elected will have the right to speak and act **on behalf of their fellow students**.

It would be all too easy to vote for someone simply because you know him or to vote for the most popular student. You have to do your homework if you want to find the person who, thanks to his aptitudes, will do the best job representing you on the student association's executive committee.

HOW DOES THE ELECTION PERIOD UNFOLD?

Some time before the election is called, the electorate will have approved the rules to ensure the holding of a fair and honest election. Once this step has been completed, election officers must be chosen and trained: this is the time to offer your services or to think about running for election.

The election period generally lasts two weeks and includes several steps.

Calling of elections

The election campaign begins when the date of the election is announced.

Preparation of the list of electors

If you want to vote, your name must be entered on the list of electors. It is your responsibility to make sure that your name is correctly entered.

Revision of the list of electors

Depending on the decision of the student association, the list of electors may be posted or distributed to students. If another consultation procedure was chosen, the list must be easily acces-

sible to allow students to check whether their name appears on the list and is correctly entered.

An elector who wants to make a change to the list of electors must apply in person to a board of revisors to submit an application for entry, correction or striking.

Remember that **your name must be entered on the list of electors** if you want to exercise your right to vote.

Election campaign

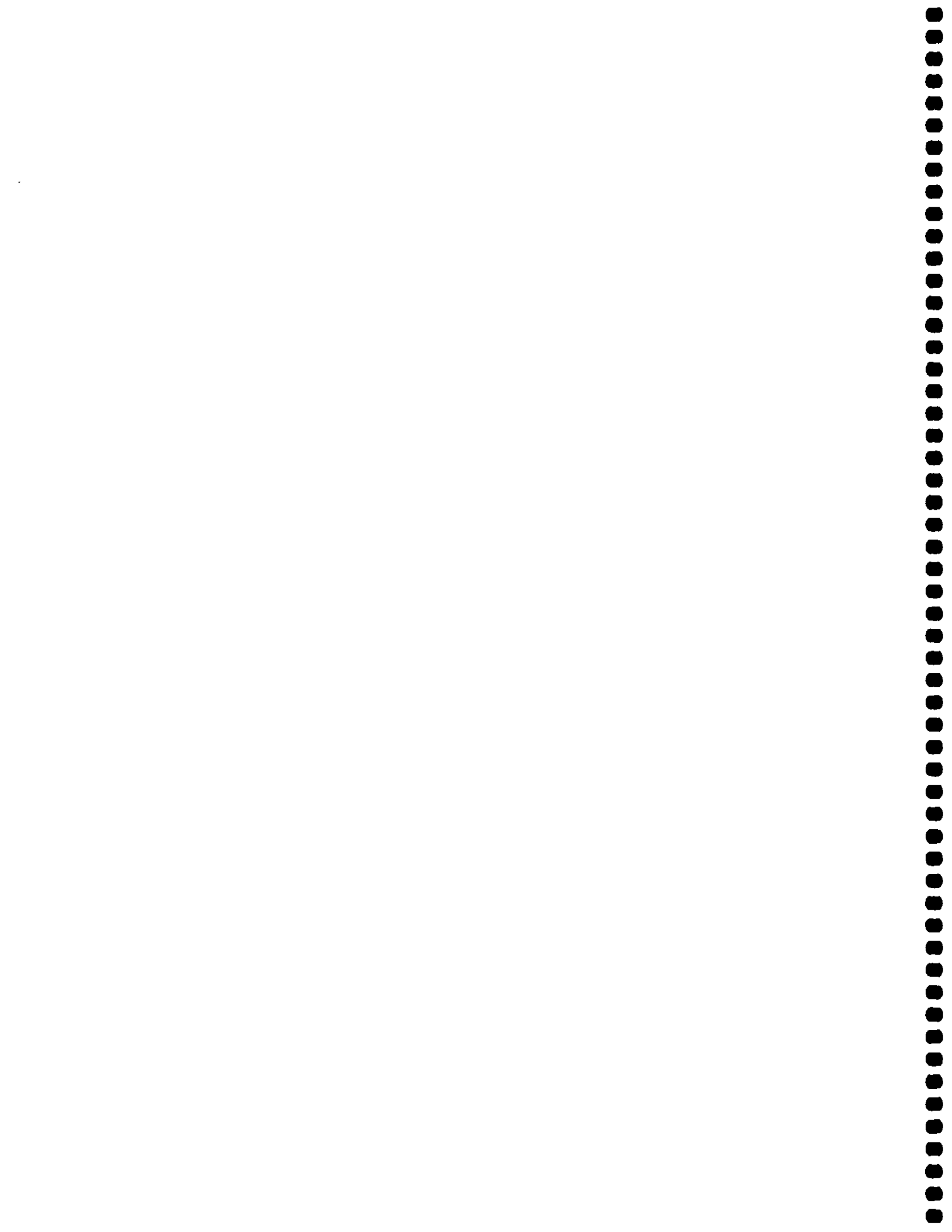
The election campaign is a period of intense activity during which the candidates present themselves to the other students and make known their ideas and projects. As an elector, you have the opportunity to assess the abilities of the persons who want to be elected as chairman or as a member of the student association's executive committee, by reading electoral publicity and attending debates.

Polling day

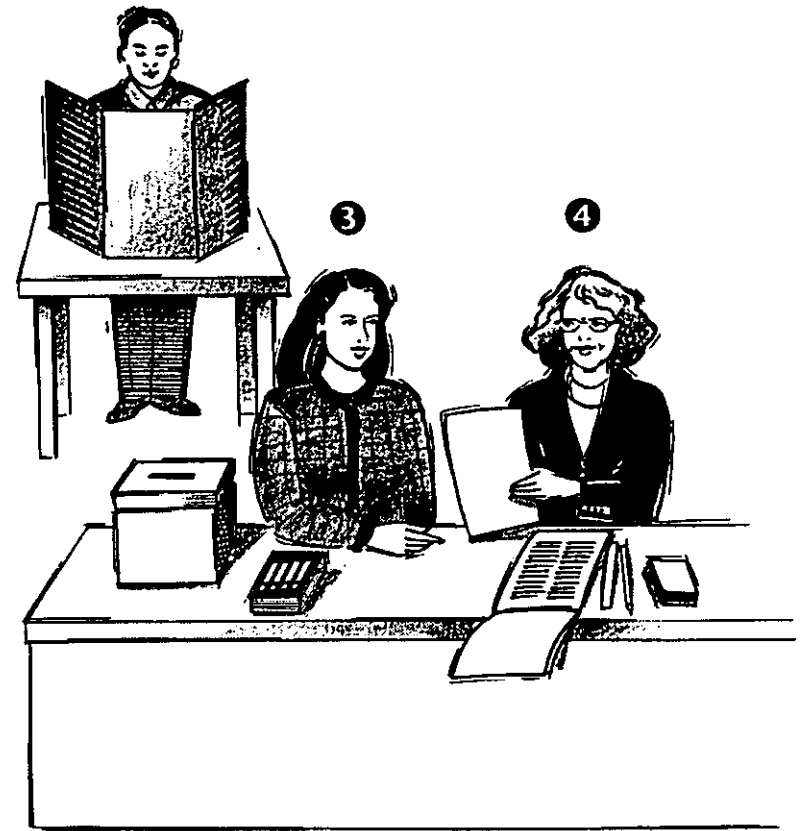
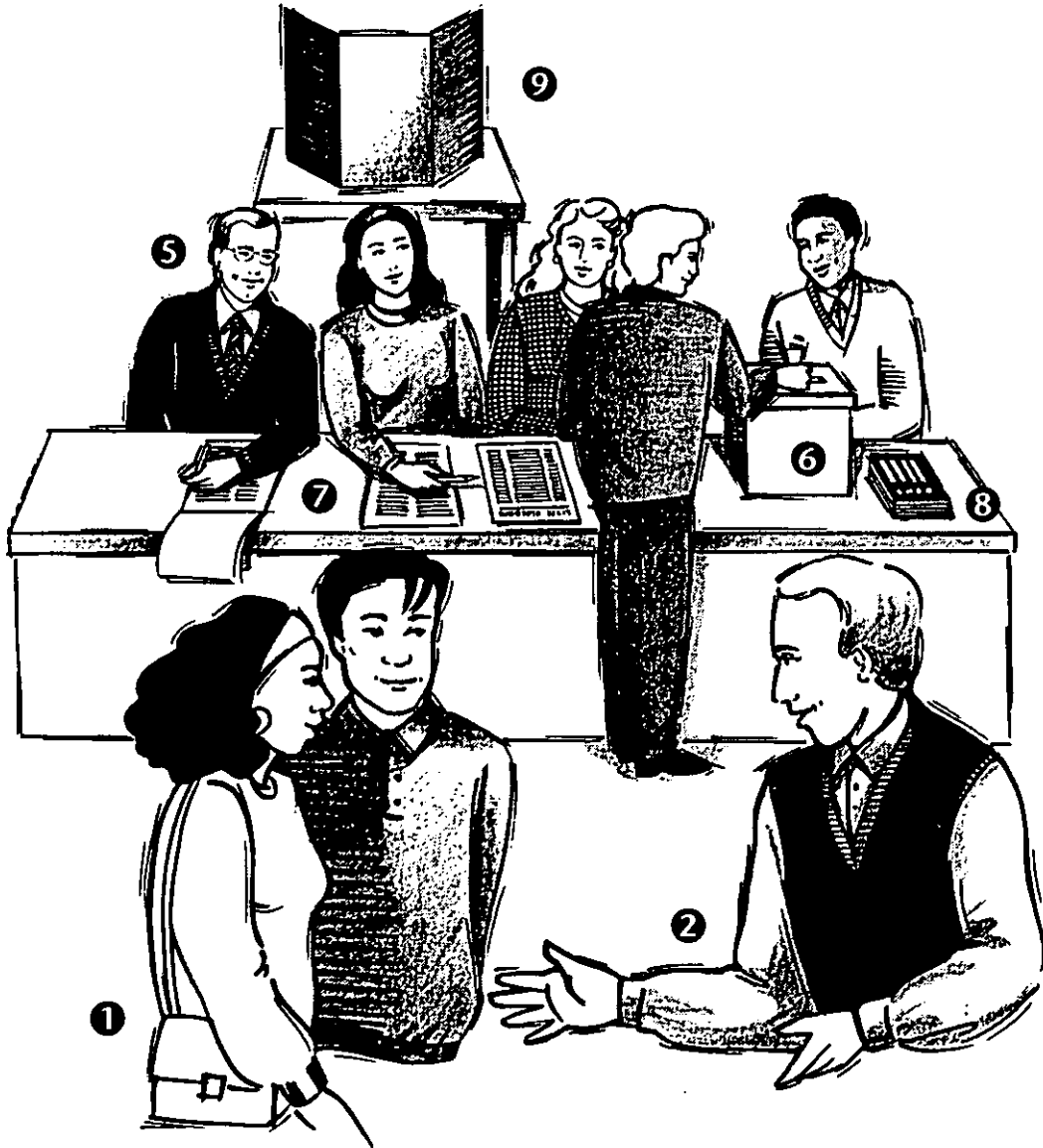
When polling day arrives, the election campaign is practically over. Once you have arrived at the polling station, you must indicate on the ballot paper which candidate obtains your vote. **Needless to say that your choice remains secret.**

Official announcement of the results

After the votes are counted and added up, those candidates who obtained the greatest number of votes are declared elected.



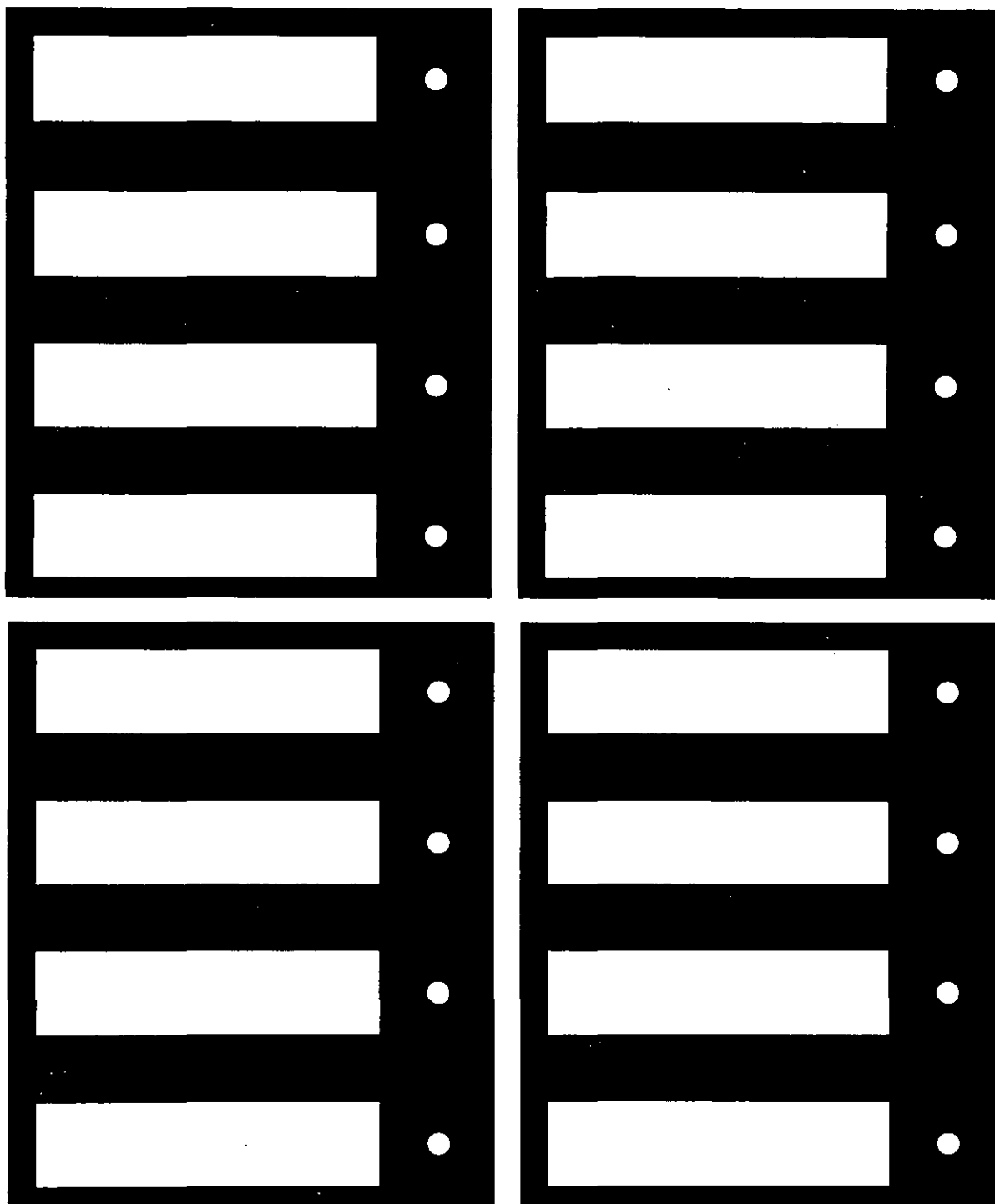
Polling station



1. Electors coming to vote
2. Officer in charge of information and order (PRIMO)
3. Deputy returning officer
4. Poll clerk
5. Representatives of the candidates or parties
6. Ballot box
7. List of electors
8. Ballot papers
9. Polling booth on which appear the directives to electors regarding the voting procedure



Ballot papers



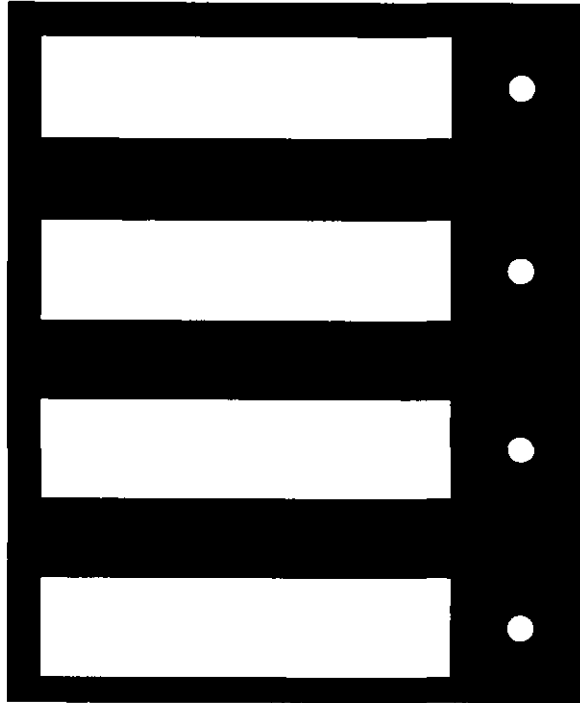
Write down the names of the candidates

Photocopy and cut out



Appendix 7

Directive to electors



Blacken a single circle

Fold the ballot paper so that your choice remains secret

Photocopy and post in the polling booth



Memorandum for the revisor

A student who acts as a revisor may not show favouritism in the performance of his duties.

Tasks (during the revision period):

- ◆ greet the person who wishes to make an application for entry or correction;
- ◆ make sure that the person entered on the list of electors is a qualified elector;
- ◆ check the possibility of an entry elsewhere on the list;
- ◆ in the presence of the elector, complete the form "Revision – Application for entry or correction" (Appendix 14);
- ◆ make the corrections to the list of electors;
- ◆ give the completed forms and the revised list of electors to the Chief Electoral Officer.

Memorandum for the officer in charge of information and order (PRIMO)

A student who acts as a PRIMO may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ vote;
- ◆ greet electors and direct them to the polling station;
- ◆ ensure that the polling station is accessible and facilitate circulation in the station;
- ◆ make sure that only one person at a time is admitted to the polling station;
- ◆ ensure that only those electors present on the premises of a polling station at closing time can be admitted to exercise their right to vote;
- ◆ make sure that only authorized persons are present on the premises of a polling station;
- ◆ inform the Chief Electoral Officer of any situation requiring his intervention.

Memorandum for the deputy returning officer

A student who acts as a deputy returning officer may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ prepare the polling station, namely the ballot box, the polling booth, the ballot papers, the list of electors and the pencil;
- ◆ post the “Directive to electors” in the polling booth (Appendix 7);
- ◆ seal the ballot box after having allowed the poll clerk and the agents-and-representatives to make sure that it is indeed empty;
- ◆ vote as soon as the polling station opens;
- ◆ affix his initials on the back of each ballot paper, fold it in three and give it to the elector, who will already have given his name to the poll clerk. If an elector inadvertently spoils his ballot paper, the deputy returning officer gives him another one, after having destroyed the spoiled ballot paper;
- ◆ ask the elector to put the ballot paper in the ballot box after having voted in the polling booth;
- ◆ close the polling station at the stipulated time;
- ◆ open the ballot box and count the ballot papers in front of the poll clerk and the agents-and-representatives of the candidates;
- ◆ place, in separate envelopes:
 - the valid ballot papers attributed to each candidate;
 - the ballot papers rejected during the counting of the votes;
 - the spoiled or cancelled ballot papers;
- ◆ complete the form “Statement of votes” (Appendix 16)
- ◆ transmit to the Chief Electoral Officer the results of the vote and give him the envelopes, poll book, list of electors, statement of votes and ballot box.

Memorandum for the poll clerk

A student who acts as a poll clerk may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ help set up the polling station;
- ◆ vote as soon as the polling station opens;
- ◆ check whether the electors are entered on the list of electors and indicate on the list of electors that they have voted;
- ◆ record in the poll book the particulars related to the conduct of the poll (Appendix 15);
- ◆ assist the deputy returning officer;
- ◆ assist in the counting of the votes by noting the number of votes cast in favour of each candidate as the deputy returning officer counts the ballot papers.

**Memorandum for the agent-and-representative
of the candidate**

A student who represents the candidate necessarily engages in partisan work.

Tasks of the agent (during the election campaign):

- ◆ control the finances of the candidate;
- ◆ authorize the election expenses of the candidate;
- ◆ keep a register of all expenses;
- ◆ submit a return of election expenses to the Chief Electoral Officer by the stipulated deadline (Appendix 19);
- ◆ answer the Chief Electoral Officer's questions concerning the return.

Tasks of the representative (polling day):

- ◆ vote;
- ◆ represent the candidate at the polling station;
- ◆ make sure that voting proceeds smoothly;
- ◆ observe the counting of the votes without making any comments;
- ◆ note his observations and report them to his candidate;
- ◆ accept the results of the vote.

Memorandum for the candidate

A student who is a candidate necessarily engages in partisan work.

Tasks:

- ◆ abide by the election regulations;
- ◆ appoint an agent-and-representative (Appendix 12);
- ◆ have a good knowledge of the election calendar;
- ◆ complete the nomination paper and submit it to the Chief Electoral Officer by the date stipulated in the election calendar;
- ◆ plan his election campaign with his supporters;
- ◆ prepare speeches in which he explains his political program and his position on a given subject (Appendix 2);
- ◆ answer the questions that electors ask;
- ◆ encourage electors to vote for him;
- ◆ vote;
- ◆ be present or be represented at the time of the counting of the votes;
- ◆ accept the results of the vote.

Revision Application for entry or correction

Poll of:

Application for entry

Surname: _____

Given name: _____

Field of studies: _____

I, the undersigned, state that I am a qualified elector

Date: _____ Signature of the elector _____

Application for correction

Entry on the list of electors

Surname: _____

Given name: _____

Field of studies: _____

Correction requested

Surname: _____

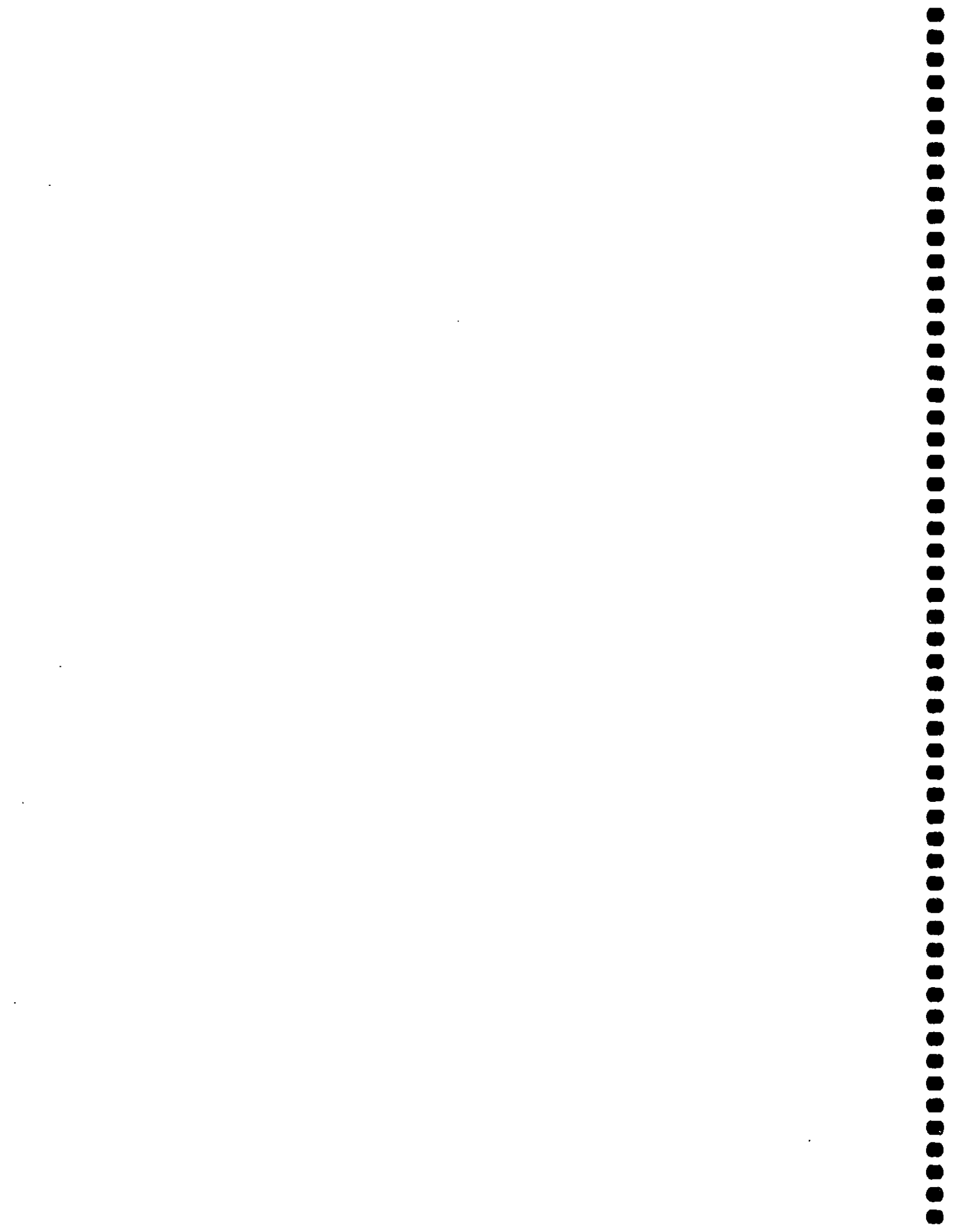
Given name: _____

Field of studies: _____

I, the undersigned, state that the above information is accurate.

Date: _____ Signature of the elector _____

Date: _____ Signature of the revisor _____



Poll book

Date of the poll: _____

Polling station: _____

Name of the deputy returning officer: _____

Name of the poll clerk: _____

Name of the agents-and-representatives: _____

Oaths requested

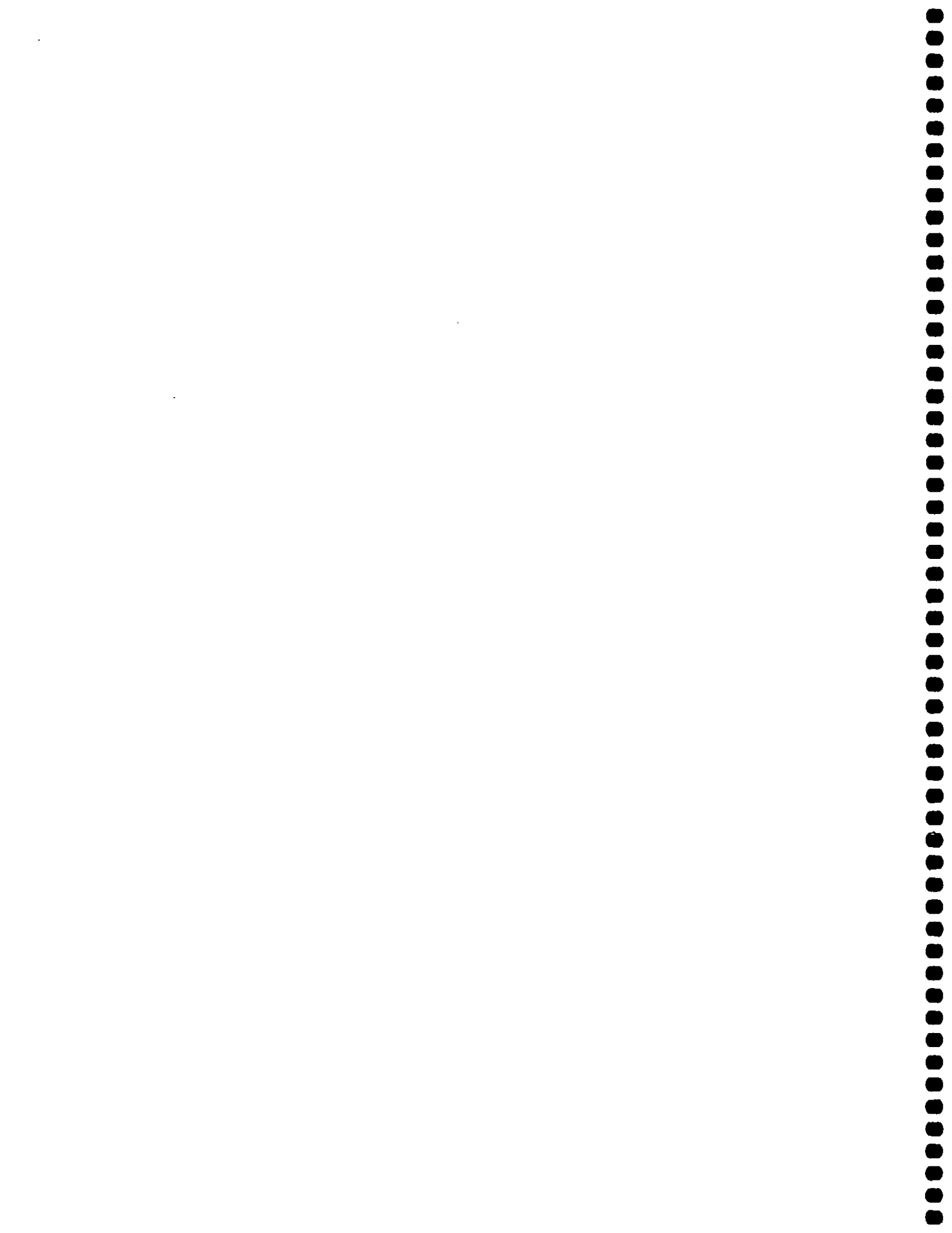
Surname and given name of the person requesting the oath	Surname and given name of the elector	Reason	Agreed to take the oath	Refused to take the oath

Particulars related to the conduct of the poll

- _____
- _____
- _____
- _____
- _____

Poll opens at: _____ poll closes at: _____

Date: _____ Signature of the poll clerk: _____



Statement of votes

Poll of: _____

Polling station

Number of electors registered

Number of electors having voted

Total elector turnout (%)

Ballot papers received from the Chief Electoral Officer

(a)

1. Valid ballot papers for each candidate

Total valid ballot papers	

① _____

② _____

③ _____

④ _____

2. Spoiled and cancelled ballot papers

3. Unused ballot papers

4. Ballot papers rejected at the time of the counting of the votes

Boxes a and b must be identical

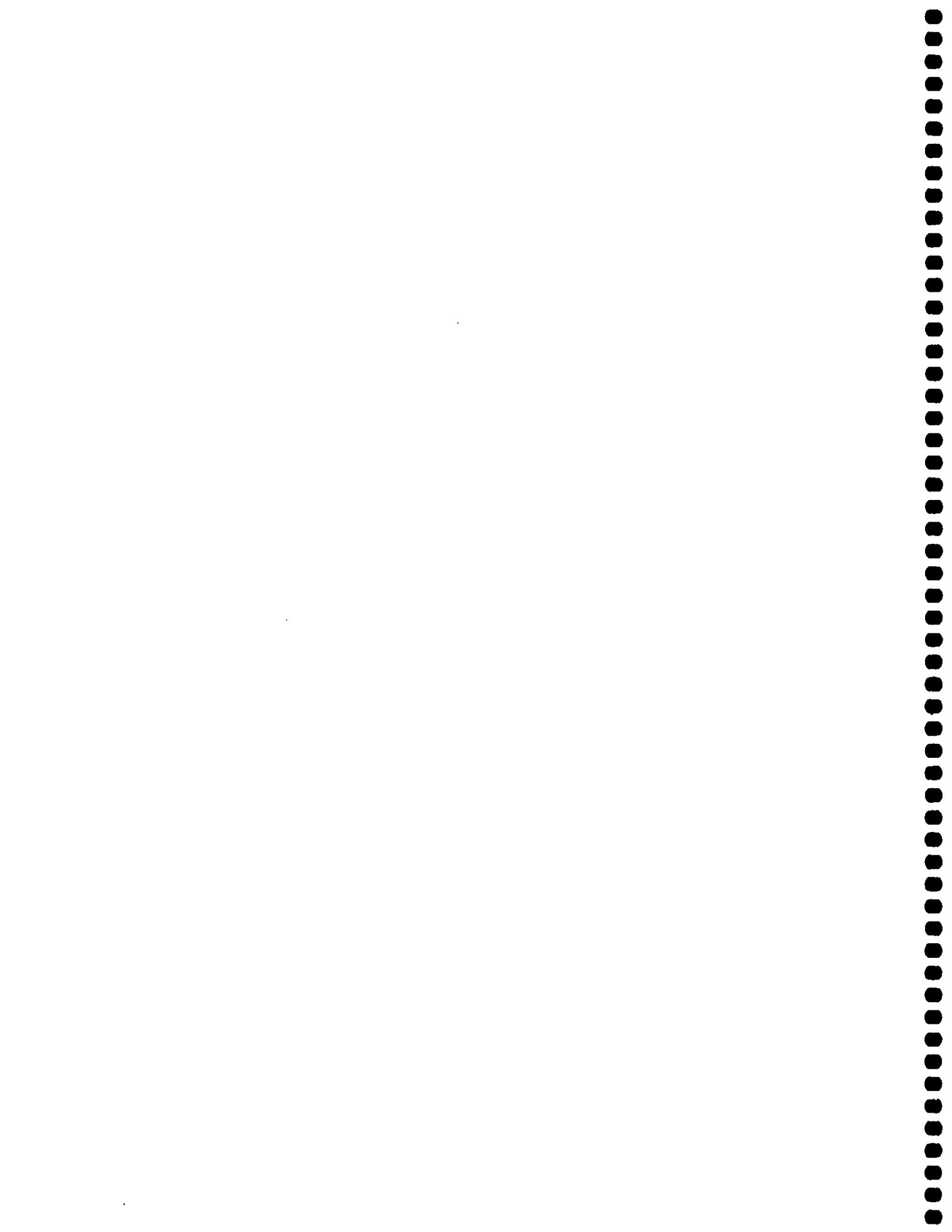
Total

(add elements 1, 2, 3 and 4)

(b)

Date: _____

Signature of the deputy returning officer: _____



Oath of office

I, GIVEN NAME AND SURNAME, solemnly declare that I will fulfill the duties assigned to me under the election regulations faithfully and honestly, without fear of or favour towards any one and that I will not reveal, unless expressly authorized, anything that may come to my knowledge by reason of my office.

Oath of the elector

I, GIVEN NAME AND SURNAME, solemnly declare that I am an elector of the following college level school:

_____ and that:

- 1) I am a qualified elector;
- 2) I have not already voted in the current election;
- 3) I do not have in my possession a ballot paper that may be used in the current election.

Return of election expenses

Name of the candidate: _____

Name of the agent-and-representative: _____

Election expenses incurred:	Amount	
		\$
Total election expenses		

Financing of election expenses

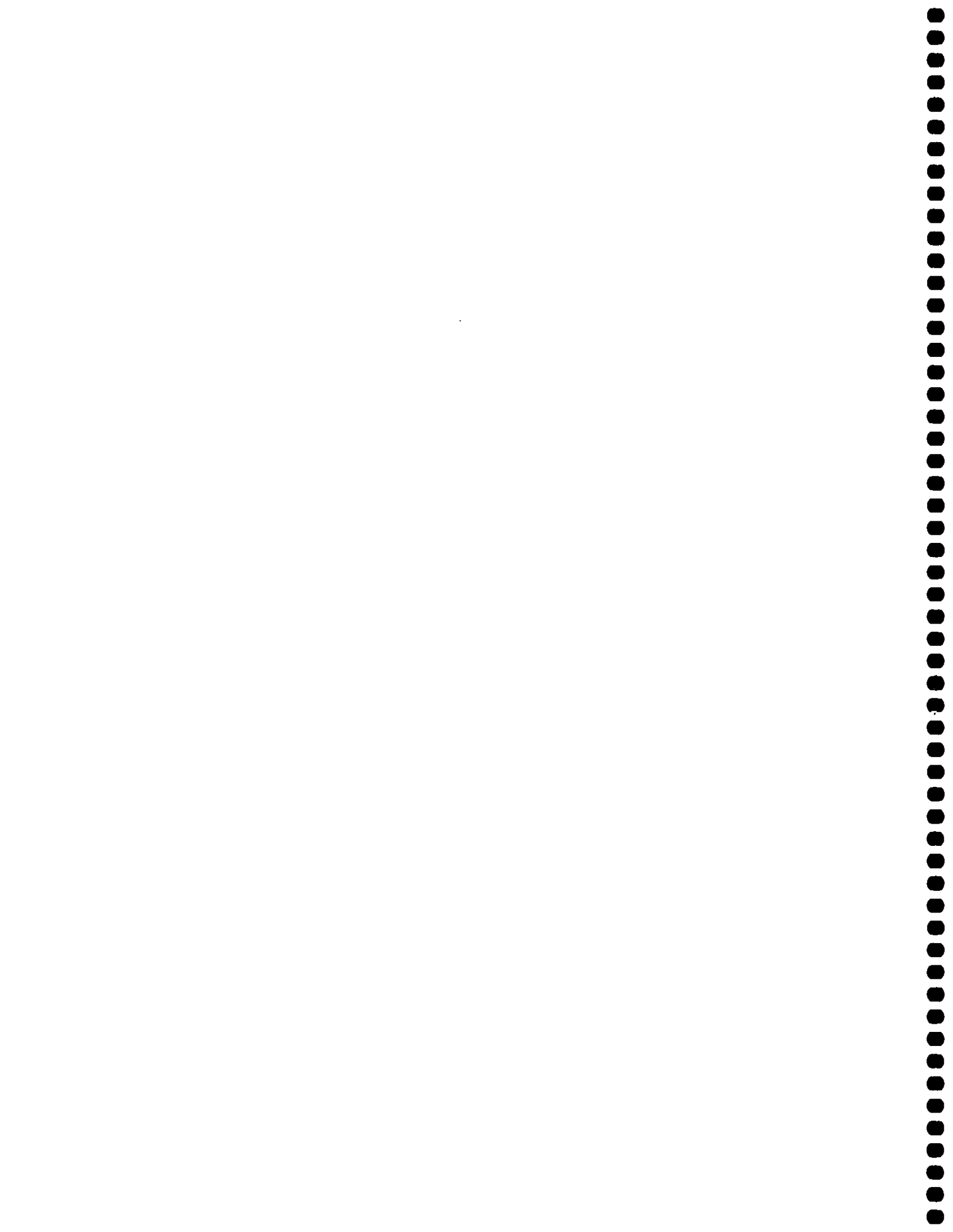
Amount of the election fund		
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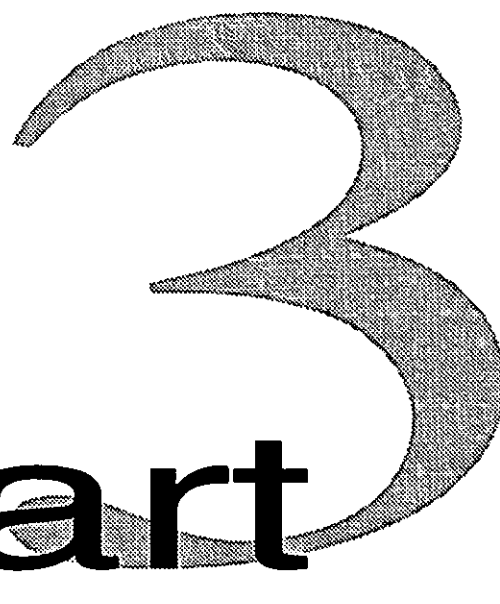

I declare that the information found in this return is true, accurate and complete.

Date: _____

Signature of the agent-and-representative: _____

Date: _____ Signature of the candidate: _____





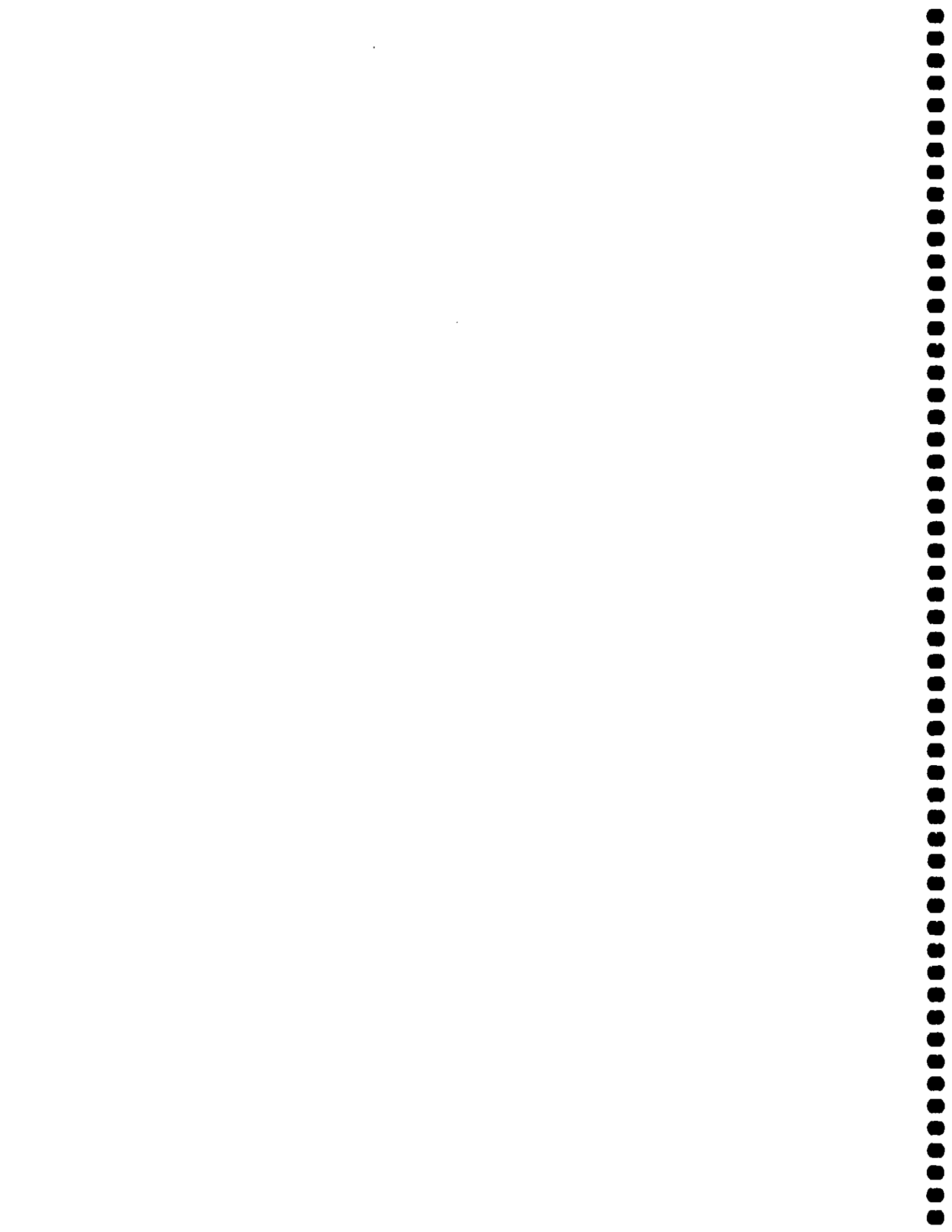
part

**GUIDE
FOR HOLDING
A REFERENDUM
AT THE
COLLEGE LEVEL**



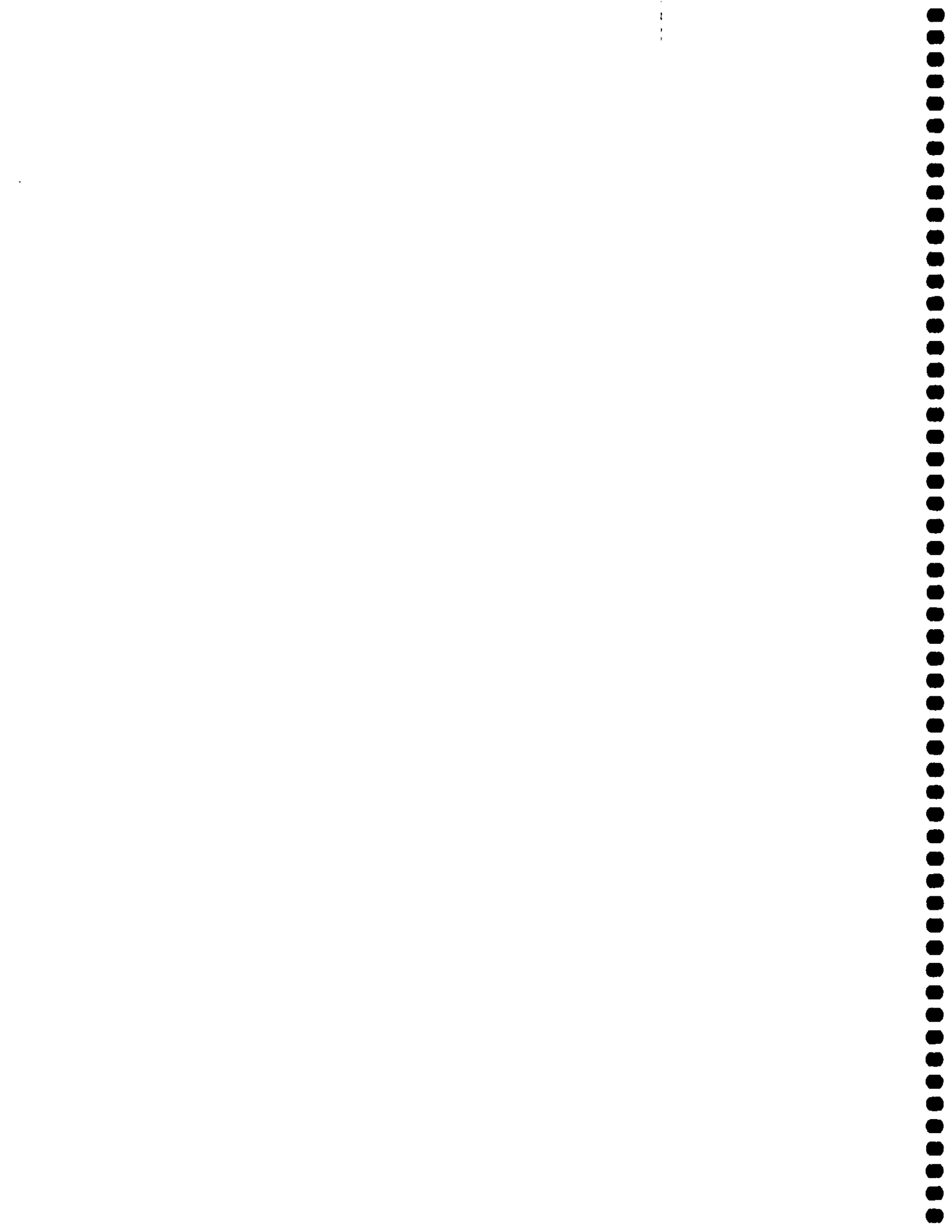
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INTRODUCTION

Unlike in the case of an election, a referendum is a democratic consultation tool that is available to the members of the executive of every interested student association. This tool can be used whenever there is a major issue concerning the entire student community. The participants in the referendum process are the Chief Electoral Officer, the committees set up to defend the options submitted to the referendum and the Conseil du référendum. Here is a description of their respective roles.

Chief Electoral Officer

The Chief Electoral Officer is a resource person who acts impartially and who has no partisan ties. It is his duty to ensure that the referendum process unfolds smoothly. This person is appointed by the executive committee of the student association. Sections 92 to 101 of the Guide describe his duties and the nature of the obligations which he must meet in order to ensure that the referendum for which he is responsible is held in accordance with the provisions set out in the regulations.

Referendum committees

Following the publication of the notice announcing the holding of a referendum, the Chief Electoral Officer must ensure that a committee representing each option submitted to the student referendum is formed. Persons wishing to campaign in favour of either option must channel their actions through these committees (sections 7 to 9; Appendices 2 and 3).

Conseil du référendum

This is an authority which, in cooperation with the Chief Electoral Officer, ensures that the referendum process unfolds in a harmonious manner. Any question of a technical nature related to the organization of a referendum or any dispute following the contestation of the referendum must be addressed to the Conseil du référendum, pursuant to sections 12 to 15 of this Guide.

Here are the highlights of the organization of a referendum.

Subject of the referendum and referendum period

The referendum period begins when a notice announcing the holding of a referendum is adopted by the student association; this notice invites electors to state that they are in favour of either option submitted to the referendum. The Chief Electoral Officer shall supervise the formation of a committee for each option and draw up a **referendum calendar** (Appendix 1) that will indicate the various steps in the referendum period (sections 1 to 9).

List of electors

As the **referendum period** culminates on **referendum day**, **election officers** must be able to have the list of electors before polling stations open. Sections 27 to 38 of the Guide describe the instructions for preparing the student list of electors (also see Appendices 7 and 12).

Electoral representation

For those student associations that deem it useful to adopt a representation method that reflects the program of studies of their members (students receiving general or technical instruction), provision has been made for a procedure to divide the student population into **electoral divisions** (sections 18 to 20).

Referendum fund and control of regulated expenses

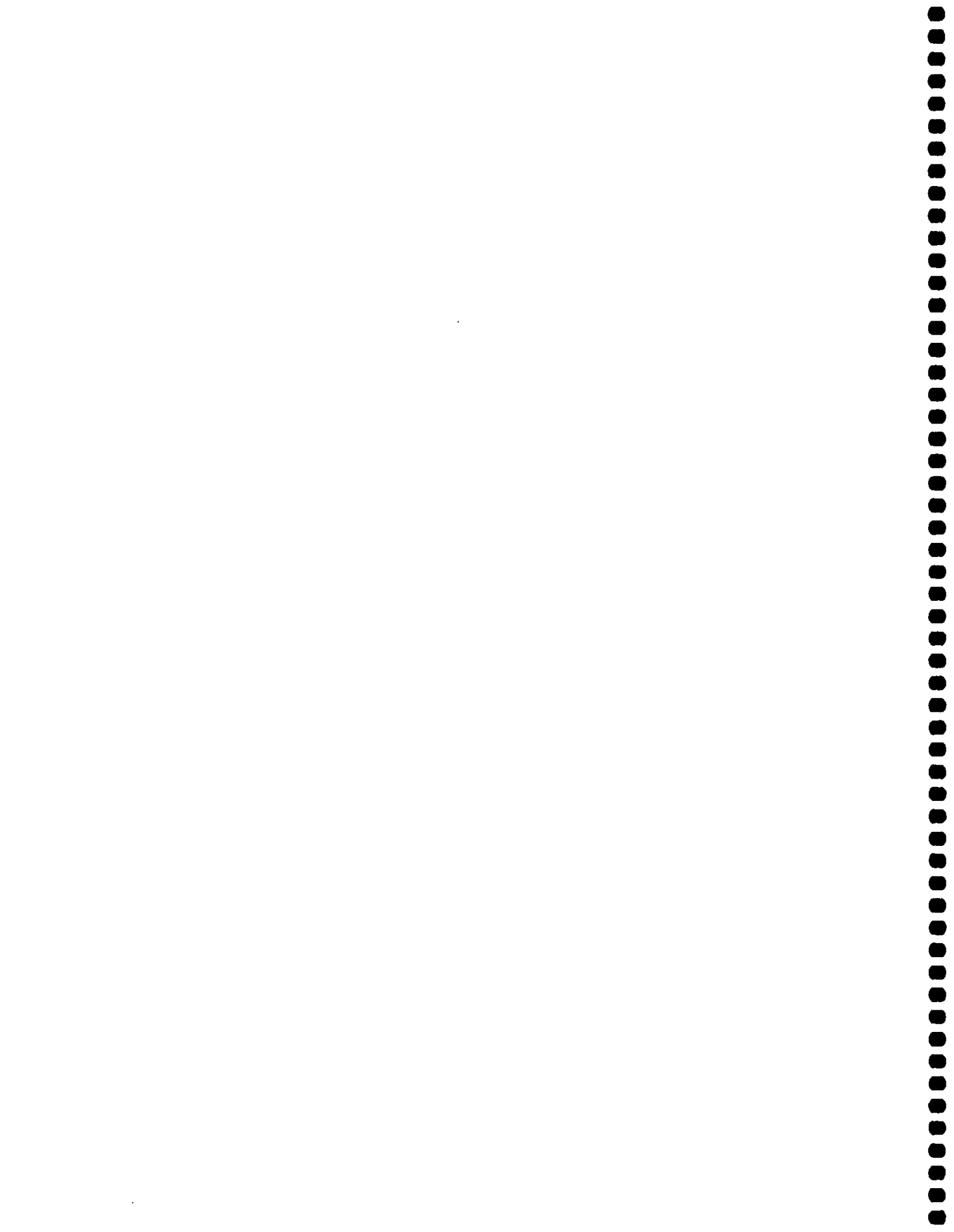
The referendum procedure provides for the setting up of a **referendum fund** intended to cover the expenses incurred during the referendum campaign. Once the notice announcing the holding of a referendum has been given, the student association determines an amount, the same for each committee, which becomes the **committees' subsidy**. **Agents-and-representatives** must record the expenses incurred to support the option of their respective committee (sections 10 and 11, 81 to 88; Appendices 11 and 17).

Referendum day

All the directives concerning the organization of the **polling station(s)**, the supervision of **polling officers**, the exercise of the **right to vote** as well as all the conditions to ensure the integrity of the referendum are described in sections 39 to 80 of the Guide (also see Appendices 4, 5, 6, 8, 9, 10, 13, 14, 15 and 16).

Contestation of the referendum

In the event that a serious reason justifies the contestation of the referendum, sections 89 to 91 of the Guide propose means that will make it possible to find a rapid solution to the dispute ensuing from the contestation.



SUBJECT OF THE REFERENDUM

1. A student association can consult students by means of a referendum on a question approved by the majority of the members of its executive committee.

REFERENDUM PERIOD

Calling of the referendum

2. The holding of the referendum shall be ordered by the chairman of the student association.
3. The poll shall be held on _____.
4. As soon as the referendum is announced, the Chief Electoral Officer shall set up an office and inform the electorate of its location. The office shall be open from (dates) _____ to _____, from (hours) _____ to _____ and shall be accessible to handicapped persons.
5. The Chief Electoral Officer shall prepare and make public a referendum calendar (Appendix 1).
6. By not later than the ____th day preceding referendum day, the Chief Electoral Officer shall make available to electors the sheet entitled "Information for electors" (Appendix 3).

Committees representing the options

7. As soon as the executive committee of the student association approves the question which is to be submitted to the referendum, the committee shall inform the Chief Electoral Officer thereof. The Chief Electoral Officer shall then ask students to register in favour of one of the options to form the two committees representing the options.
8. The Chief Electoral Officer shall, as soon as possible, call a meeting of each committee at the place, day and time he indicates. At this meeting, the members of each committee shall adopt the by-laws to govern each committee and shall appoint a chairman.

-
9. The by-laws governing a committee may determine any matter relating to its proper operation, including the name under which it is to be known.

REFERENDUM FUND

10. The student association shall establish the amount of a subsidy for the committees representing the options, to cover the expenses incurred during the referendum. The amount shall be the same for each committee.
11. The agent-and-representative of a committee may only pay for the cost of a regulated expense out of the referendum fund (Appendix 11).

CONSEIL DU RÉFÉRENDUM

12. As soon as the holding of a referendum is ordered, the Chief Electoral Officer shall set up and chair the Conseil du Référendum composed of _____ students.
13. The Conseil du Référendum shall give its advice on any question of a technical nature pertaining to the holding of the referendum.
14. The Conseil du Référendum shall advise the Chief Electoral Officer in the event of a contestation of the referendum.
15. The Conseil du Référendum shall be dissolved _____ days after the holding of the referendum.

ELECTOR

Qualified elector

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

ELECTORAL REPRESENTATION

Electoral divisions

18. The electorate can be divided into electoral divisions delimited in such a way as to ensure a fair representation of electors.

The electoral divisions, which number _____, shall be delimited taking into account the number of electors.

19. The electoral division represents a group of students established on the basis of considerations related to the field of studies or the number of years of studies.
20. The list of electoral divisions shall be posted in a public place inside the school, at the beginning of the referendum period.

ELECTION OFFICERS

21. The Chief Electoral Officer and his assistants are election officers. Election officers are chosen from among those persons who are qualified electors.
22. All election officers shall take the oath of office before the Chief Electoral Officer (Appendix 15).
23. Election officers shall abide by the directives of the Chief Electoral Officer.
24. No election officer shall engage in partisan work on the days stipulated in these regulations for the performance of his duties.
25. The Chief Electoral Officer may relieve an election officer who neglects to perform his duties or who engages in partisan work.
26. An election officer who no longer performs his duties shall give the Chief Electoral Officer all the official documents that he has in his possession.

LIST OF ELECTORS

Preparation

27. As soon as the referendum has been called, the Chief Electoral Officer shall prepare the list of electors.
28. The list of electors may be prepared using the school's computerized list and shall contain the nominative information needed to identify the elector.
29. By not later than the ____th day preceding referendum day, the Chief Electoral Officer shall post the list of electors.

Revision

30. The Chief Electoral Officer shall determine the number of boards of revisors.
31. By not later than the _____th day preceding referendum day, the Chief Electoral Officer shall choose the places where the boards of revisors will be located. These places shall be situated in such a way as to accommodate electors and shall be accessible to handicapped persons.
32. Each board of revisors shall be made up of one or more revisors appointed by the Chief Electoral Officer.
33. The Chief Electoral Officer shall give the staff of the board of revisors a copy of the list of electors as well as the material needed for the revision (Appendices 7 and 12).
34. The board of revisors shall be open from (hours) _____ to _____, from (dates) _____ to _____.
35. An elector who notes that his name is not entered on the list of electors may appear in person before the board of revisors to make an application for entry.
36. An elector who notes an error in the particulars concerning him on the list of electors shall appear in person before the board of revisors to make an application for correction.

37. An elector who does not want his name to appear on the list of electors shall appear in person before the board of revisors to make an application for striking.

38. The revisor shall transmit to the Chief Electoral Officer the list of entries and corrections made to the list of electors.

REFERENDUM DAY

Polling stations

39. The Chief Electoral Officer shall establish one polling station for every campus or every pavilion that is part of the school or for every group of ____ electors.

40. Polling stations shall be grouped and situated in a location that offers easy access and shall be accessible to handicapped persons.

41. The Chief Electoral Officer shall give the election officers the directives which he deems useful concerning the manner in which they should arrange a place where a polling station is located (Appendix 4).

Polling officers

42. The following are polling officers: deputy returning officer, poll clerk and officer in charge of information and order (PRIMO).

43. The Chief Electoral Officer shall appoint an officer in charge of information and order for every place where polling stations are located.

The duties of this person include (Appendix 8):

- ◆ greeting electors and directing them to the polling station;
- ◆ ensuring easy access to and facilitating traffic in the polling station;
- ◆ making sure that only one person at a time is admitted to a polling station;
- ◆ ensuring that only those electors present on the premises of a polling station at closing time can be admitted to exercise their right to vote;

-
- ◆ ensuring that only authorized persons are present on the premises of a polling station;
 - ◆ informing the Chief Electoral Officer of any situation requiring his intervention.
44. The Chief Electoral Officer shall appoint a deputy returning officer and a poll clerk for each polling station.
45. The duties of the deputy returning officer include (Appendix 9):
- ◆ being responsible for the arrangement of the polling station;
 - ◆ ensuring that voting proceeds smoothly and maintaining order;
 - ◆ facilitating the exercise of the right to vote and ensuring the secrecy of voting;
 - ◆ counting the votes;
 - ◆ transmitting the results of the vote to the Chief Electoral Officer and giving him the ballot box.
46. The responsibilities of the poll clerk include (Appendix 10):
- ◆ verifying if the names of electors are entered on the list of electors;
 - ◆ entering in the poll book the particulars related to the conduct of the poll;
 - ◆ assisting in the counting of the votes;
 - ◆ assisting the deputy returning officer.

Agent-and-representative of the committee

47. The chairman of each committee may designate a person that he mandates to represent the committee at the polling station.

Ballot papers and ballot boxes

48. The Chief Electoral Officer shall have the ballot papers printed according to the stipulated model (Appendix 5).
49. The ballot paper shall clearly identify the question that electors are being asked. It shall also contain a space specially and exclusively set aside for the mark by which the elector expresses his choice.

50. The Chief Electoral Officer shall have custody of the ballot boxes.

51. In the ___ days before referendum day, the Chief Electoral Officer shall give the deputy returning officer a ballot box, the memoranda concerning the work of polling officers, the list of electors, the material needed to vote and the documents needed to count the votes (Appendices 4, 5, 6, 8, 9, 10, 11, 13, 14, 15 and 16).

In addition, he shall give the deputy returning officer an envelope containing a number of ballot papers that is slightly greater than the number of electors entered at the polling station.

Preliminary formalities

52. The officer in charge of information and order, the deputy returning officer, the poll clerk and the agents-and-representatives of the committees shall be present at the polling station _____ minutes before it opens.

53. The location of the polling stations as well as the polling officers shall be clearly indicated.

54. At the time specified for opening the poll, the deputy returning officer and the poll clerk shall make sure that the ballot box contains no ballot papers. The ballot box shall then be sealed and placed on the polling station table in such a way as to be visible to polling officers.

Polling hours

55. Polling shall take place from _____ to _____.

56. The Chief Electoral Officer shall be available during polling hours.

Exercise of the right to vote

57. Only one elector at a time may be admitted into a polling station.

-
58. The elector shall state his name to the deputy returning officer and the poll clerk, and shall present his student identification card. If the student does not present his card, he must take the oath of the elector (Appendix 16).
 59. The deputy returning officer shall give the elector admitted to vote the ballot paper after having affixed his initials on the back of the ballot paper.
 60. After having received the ballot paper, the elector shall go to the polling booth, mark the ballot paper and fold it; he shall allow the deputy returning officer, the poll clerk or the agent-and-representative of a committee to examine the deputy returning officer's initials, if they so wish; the elector shall then put the ballot paper in the ballot box, in view of the persons present.
 61. The elector shall blacken one of the circles on the ballot paper using a pen or, where applicable, the pencil that the deputy returning officer gave him at the same time as the ballot paper.
 62. As soon as an elector has voted, the poll clerk shall indicate this fact in the space reserved for this purpose on the list of electors.
 63. When a ballot paper is inadvertently marked or spoiled, the deputy returning officer shall ask the elector to blacken each circle. The deputy returning officer shall then cancel the marked or spoiled ballot paper and shall give the elector a new ballot paper.
 64. Before the deputy returning officer gives a person a ballot paper, the deputy returning officer, the poll clerk or the agent-and-representative of a candidate may require that the person state under oath, according to the formula prescribed by regulation (Appendix 16):
 - ◆ that he is a qualified elector;
 - ◆ that he has not already voted in the current referendum;
 - ◆ that he does not have in his possession a ballot paper that may be used in the current referendum.

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

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

The Chief Electoral Officer may have removed any prohibited partisan publicity if the committee refuses or neglects to do so after having been notified thereof.

67. If the poll cannot begin at the set time, is interrupted by reason of an act of God or cannot be completed by reason of a lack of ballot papers, it shall continue until it has lasted _____ hours.
68. Those electors present on the premises of a polling station at closing time and who have not already voted can exercise their right to vote. The deputy returning officer shall then declare the poll closed.
69. Voting is secret.
70. No elector may, on the premises of a polling station, make known in any way whatsoever, the option in favour of which he plans to vote or has voted.
71. No agent-and-representative or election officer may, on the premises of a polling station, try to find out the option in favour of which an elector plans to vote or has voted.
72. No person may be compelled to disclose the option for which he plans to vote or has voted.
73. After the poll closes, the deputy returning officer, assisted by the poll clerk, shall proceed to count the votes. Each agent-and-representative of the committees may be present.
74. Before opening the ballot box, the poll clerk shall enter in the poll book the names of the persons who acted as an election officer or an agent-and-representative of a committee (Appendix 13).

-
75. The deputy returning officer shall open the ballot box, shall proceed to count the votes by taking, one by one, each ballot paper put in the ballot box and shall allow each person present to examine the ballot papers.
76. The deputy returning officer shall declare valid every ballot paper marked in the manner stipulated in the election regulations for the holding of a referendum. However, the deputy returning officer shall reject a ballot paper that:
- ◆ has not been furnished by him;
 - ◆ does not bear his initials;
 - ◆ has not been marked;
 - ◆ has been marked in favour of more than one option;
 - ◆ has been marked in favour of an option that is not one of the options submitted to the referendum;
 - ◆ has been marked elsewhere than in one of the circles;
 - ◆ bears fanciful or injurious remarks;
 - ◆ bears a mark by which the elector can be identified.
77. After counting the ballot papers and drawing up a statement of votes, the deputy returning officer shall place, in separate envelopes, the ballot papers marked in favour of each option, the ballot papers rejected during the counting of the votes as well as the spoiled or cancelled ballot papers. He shall then seal the envelopes. The deputy returning officer, the poll clerk and the agents-and-representatives who wish to, shall affix their initials to the seals.

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

Declaration and publication of the results

78. The Chief Electoral Officer shall draw up a declaration indicating the option that obtained the greatest number of votes. He shall post the declaration and send it to the chairman of each committee.
79. The Chief Electoral Officer shall keep the documents pertaining to the counting of the votes that were transmitted to him for _____ months.

-
80. The Chief Electoral Officer shall, as soon as possible after the referendum, publish a return, containing, in particular, the results of the votes cast in each polling station. He shall transmit the return to the student association.

CONTROL OF REGULATED EXPENSES

Regulated expenses

81. The cost of any goods or services used during the referendum period to promote or oppose, directly or indirectly, an option submitted to the referendum is a regulated expense.
82. The following are not referendum expenses:
- ◆ the publishing, in a student newspaper, of articles, editorials, news, interviews, columns or letters to the editor, provided that they are published without payment;
 - ◆ the broadcasting, by the student radio or television, of a program of public affairs, news or commentary, provided that the program is broadcast without payment.
83. Every committee must have an agent-and-representative to incur regulated expenses (Appendix 11).
84. Only the agent-and-representative of a committee may incur or authorize referendum expenses during the referendum period.
85. The agent-and-representative may only pay for a referendum expense out of the referendum fund.
86. No person may accept or execute an order for regulated expenses not given or authorized by an agent-and-representative of a committee.
87. The agent-and-representative of a committee shall, in the _____ days following polling day, deliver to the Chief Electoral Officer a return of all the regulated expenses incurred by the committee that he represents (Appendix 17).
88. The Chief Electoral Officer shall allow every elector to consult the returns of regulated expenses for _____ days.

CONTESTATION OF THE REFERENDUM

89. Every elector who has the right to vote may contest the results of the referendum if he has serious grounds for doing so.
90. The results of the referendum are contested by way of an application to the Chief Electoral Officer. The Chief Electoral Officer shall inform the Conseil du Référendum thereof and shall make a decision in the ____ days following the date of the application. The decision of the Chief Electoral Officer is without appeal.
91. The application shall be filed in the _____ days following the publication of the results.

CHIEF ELECTORAL OFFICER

Appointment

92. The student association shall appoint, by resolution approved by _____ of the members of its executive committee, the Chief Electoral Officer from among the members of the student body who are in good standing.
93. The term of office of the Chief Electoral Officer shall be _____ (days, weeks or months).
94. The Chief Electoral Officer may resign at any time by transmitting a written notice to the student association.
95. Before beginning to perform his duties, the Chief Electoral Officer shall take the oath of office before the student association (Appendix 15).

Functions and powers

96. The Chief Electoral Officer is responsible, in particular, for overseeing the application of the referendum regulations.
97. In respect of these regulations, the Chief Electoral Officer shall:
 - ◆ ensure the training of election officers and polling officers;
 - ◆ prepare the list of electors;

-
- ◆ supervise the progress of the revision and the voting;
 - ◆ issue directives for the administration of the referendum regulations;
 - ◆ receive complaints and make inquiries when he considers it necessary.

98. In respect of public information, the Chief Electoral Officer shall, in particular:

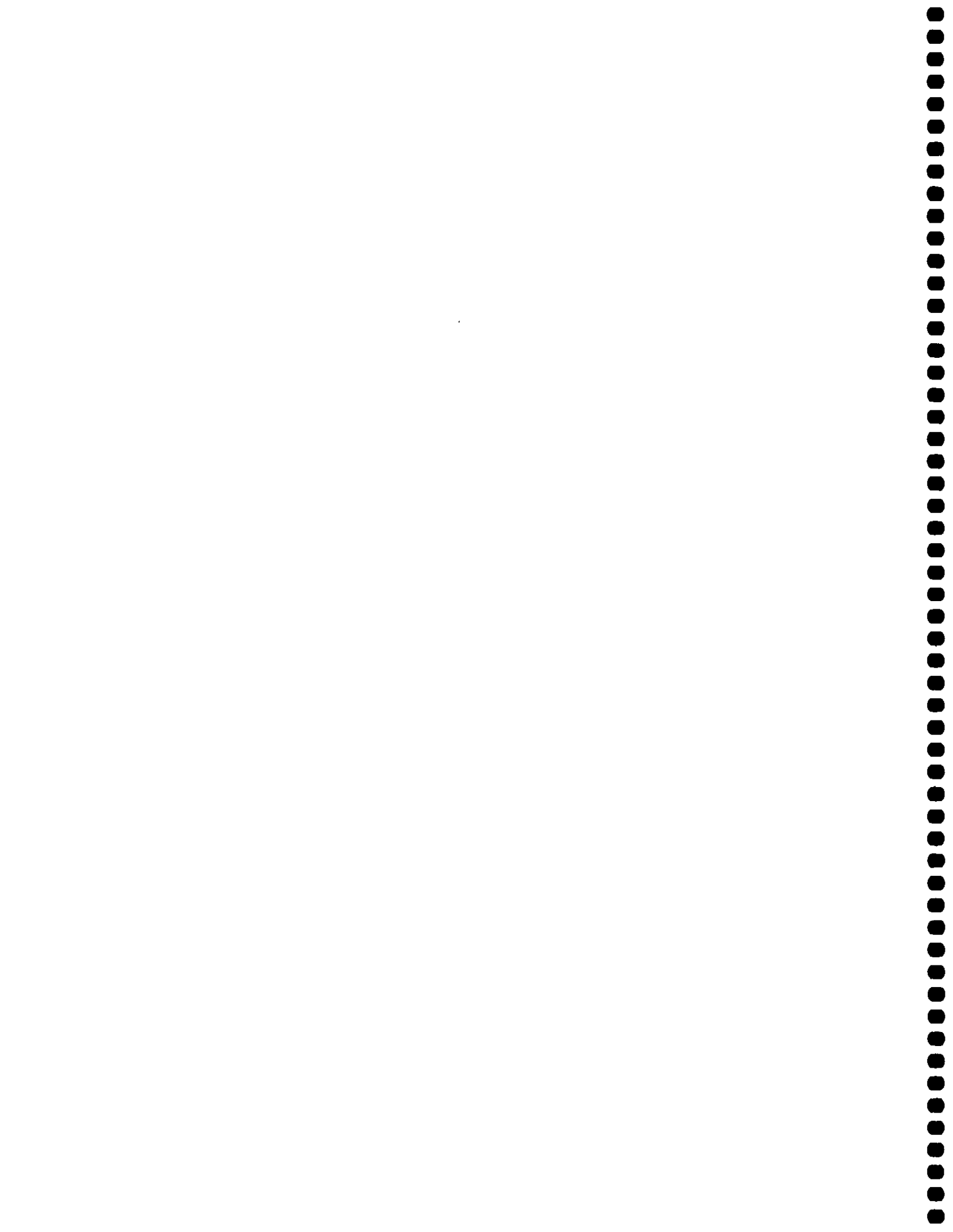
- ◆ provide any person applying therefor with advice and information regarding the administration of the referendum regulations;
- ◆ give public access to the information, reports, returns or documents relating to the referendum regulations;
- ◆ make any public advertisements he considers necessary.

99. If, during the referendum period, it comes to the attention of the Chief Electoral Officer that, subsequent to an error, an emergency or an exceptional circumstance, a provision of the election regulations for the holding of a referendum does not meet the demands of the situation, he may adapt such provision in order to achieve its object. Where applicable, he shall take the appropriate steps to inform the chairmen of the referendum committees and electors thereof.

100. The Chief Electoral Officer may refuse to make an inquiry when he considers the request frivolous or made in bad faith, or unnecessary in the circumstances.

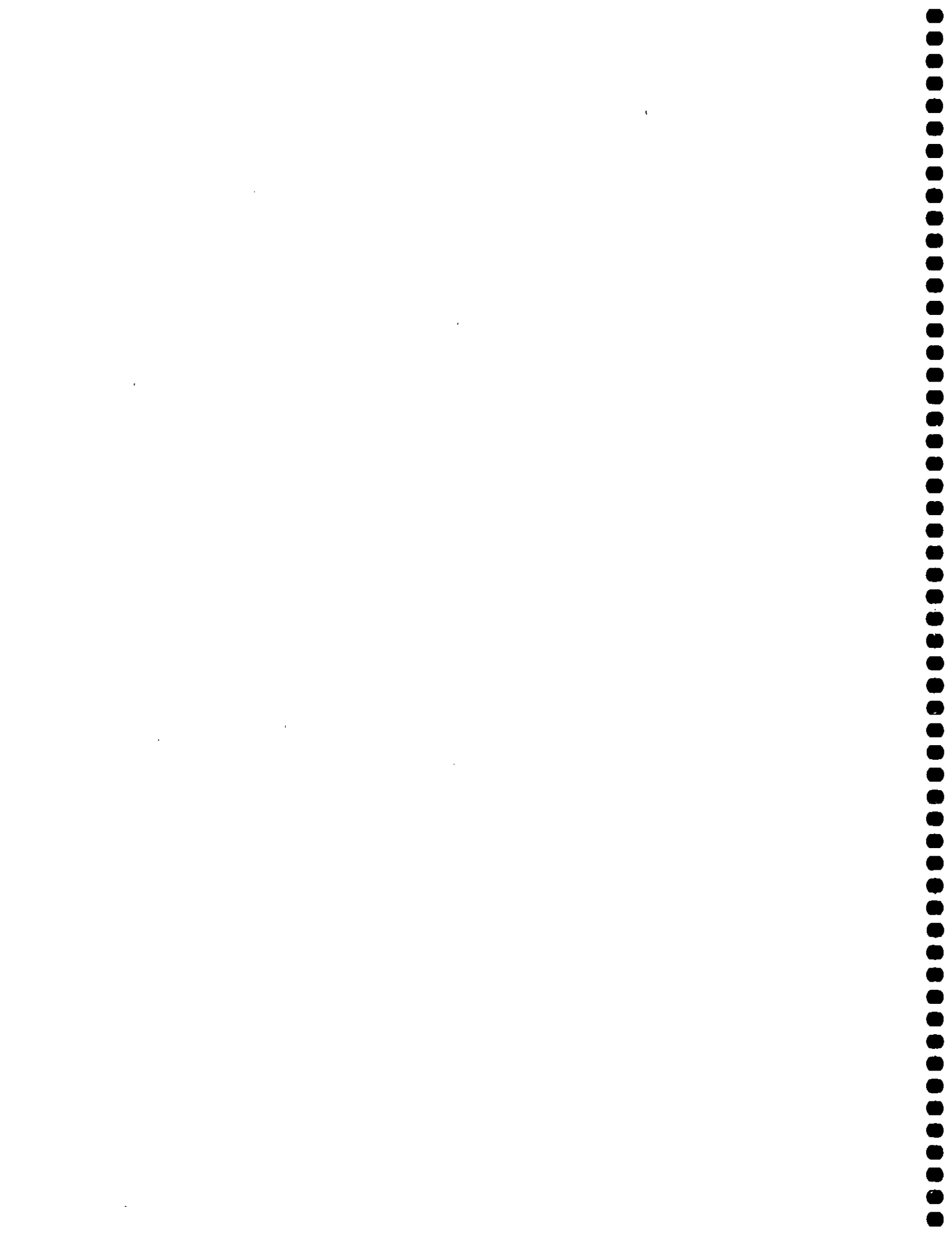
Personnel of the Chief Electoral Officer

101. The Chief Electoral Officer shall define the duties of the members of his personnel and direct their work.





APPENDIX



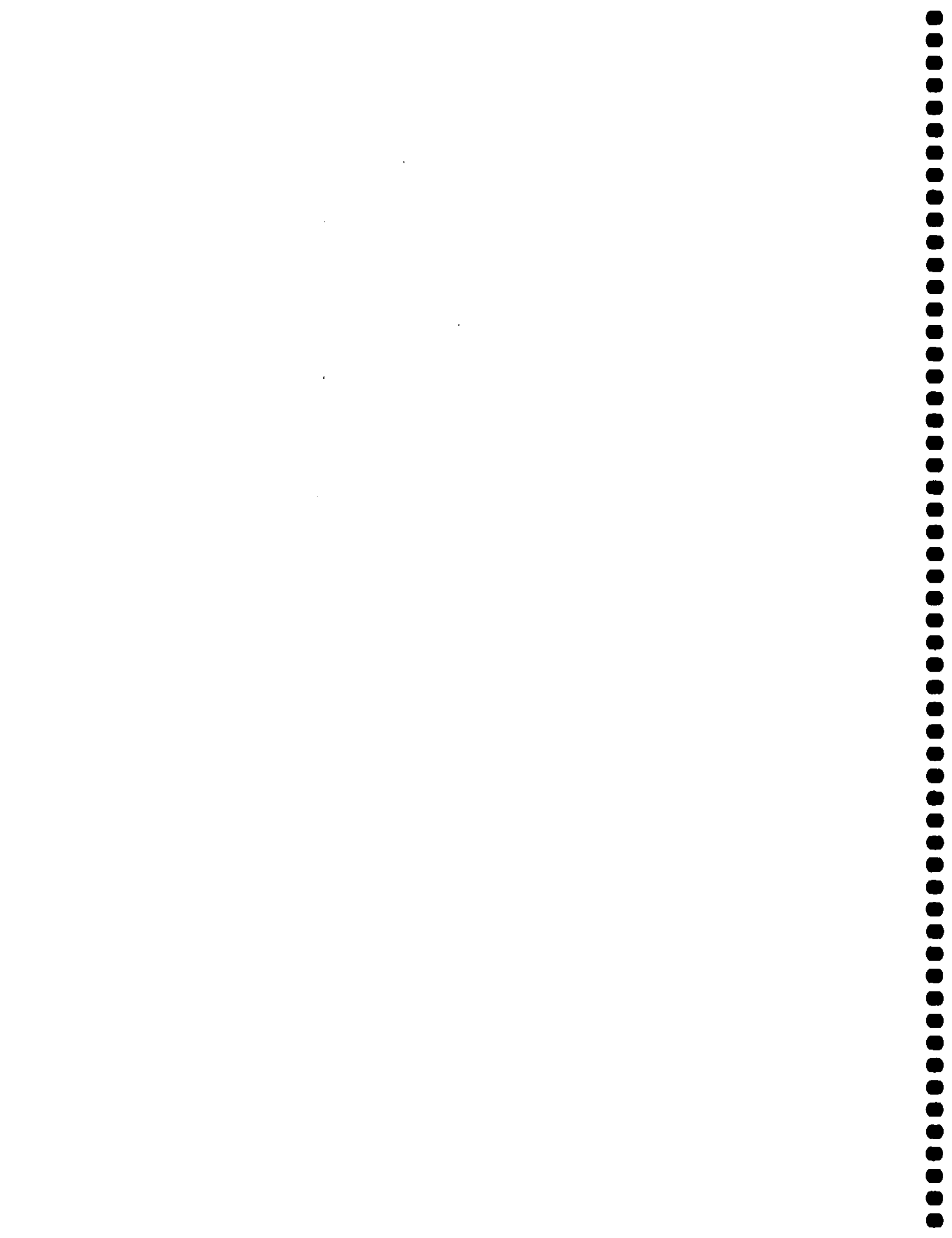
Referendum calendar

Referendum

College level school

From _____ to _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Preliminary steps	<input type="checkbox"/> Establishment and adoption of referendum regulations			
<input type="checkbox"/> Calling of the referendum	<input type="checkbox"/> Drawing up of the list of electors <input type="checkbox"/> Formation of the committees representing the options <input type="checkbox"/> Training of election officers <input type="checkbox"/> Information for electors <input type="checkbox"/> Referendum campaign			
<input type="checkbox"/> Revision of the list of electors <input type="checkbox"/> Referendum campaign				
<input type="checkbox"/> Polling day	<input type="checkbox"/> Official announcement of the results of the referendum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Information for members of the committees
representing the options**

**A FEW WORDS ABOUT
THE REFERENDUM PERIOD**

During the referendum period, which lasts about two weeks, you will have the opportunity to advertise, give speeches and promote your option.

The referendum period comprises several steps. They are:

- ◆ calling of the referendum;
- ◆ preparation and revision of the list of electors;
- ◆ referendum campaign;
- ◆ referendum day;
- ◆ official announcement of the results.

The Chief Electoral Officer will send you the detailed calendar of the events as well as the regulations to ensure the holding of a fair and honest referendum. It is up to you to be properly informed.

REFERENDUM SPEECH: A VITAL TOOL

The presentation of referendum speeches is an important step in the referendum campaign.

Your challenge is to convey in a very short time, for example five minutes, information on the option of which you are the spokesperson and on its advantages. That is why it is important to prepare your speech carefully. To do this, you can draw inspiration from the following points which many communicators have found to be very useful.

Introduction

Even if you are introduced by another person, be sure to mention your name, indicate your field of studies and specify the option that you are defending.

Development

- ◆ Talk about the advantages of the option that you are representing.
- ◆ Clearly explain the objectives of your committee.
- ◆ Introduce the members of your committee and summarize their experience.

Conclusion

- ◆ Summarize, in a single sentence, the previous three points.
- ◆ Repeat your name and invite the students to vote for your option.
- ◆ Thank the public.

HOW TO GIVE YOUR SPEECH

In addition to evaluating the content of your speech, students will react to how you present it. What you do or don't do will be just as important as if not more important than what you say.

The following tips could be useful:

It is not easy to go before a group, it can be frightening. Sitting behind a table or standing behind a lectern often helps allay your fear. It's as if the table or the lectern were a shield...

Arrange your text or your notes on the desk or the lectern. You don't want to have to hold a sheet that can conceal a part of your face or that can shake because you are nervous.

Remain still for a few seconds before beginning to speak. There is nothing like a few moments of silence to get a group to settle down and to capture the attention of your public.

Your hands are very useful communication tools. They support and illustrate what you say, often without your even realizing it. Don't put your hands in your pockets or fold your arms. Keep your hands and arms free.

Don't be a prisoner of your text. You can refer to it from time to time, but avoid reading or reciting it. Students want to hear you say something about yourself and your ideas. **Give them what they want!**

Information for electors

HOW DOES THE REFERENDUM PERIOD UNFOLD?

Some time before the referendum is called, the rules that will ensure the holding of a fair and honest referendum will have been approved and students will have been informed thereof. Once this step has been completed, election officers are chosen and trained: this is the time to offer your services.

The referendum period generally lasts two weeks and includes several steps.

Calling of the referendum

The referendum campaign can begin as soon as the notice announcing the holding of a referendum has been made public.

Preparation of the list of electors

If you want to vote, your name must be entered on the list of electors. It is your responsibility to check that your name is correctly entered.

Revision of the list of electors

Depending on the decision of the student association, the list of electors may be posted or distributed to students. If another consultation procedure was chosen, the list must be easily accessible to allow students to check whether their name appears on the list and is correctly entered.

An elector who wants to make a change to the list of electors must appear in person before a board of revisors where he can submit an application for entry, correction or striking.

Remember that **your name must be entered on the list of electors** if you want to exercise your right to vote.

Referendum campaign

The referendum campaign is a period of intense activity during which the spokespersons of the committees present themselves to the other students and make known the advantages of the option they are defending. As a member of the student community, you have the opportunity to assess the relevance of the comments made by reading referendum publicity and attending debates.

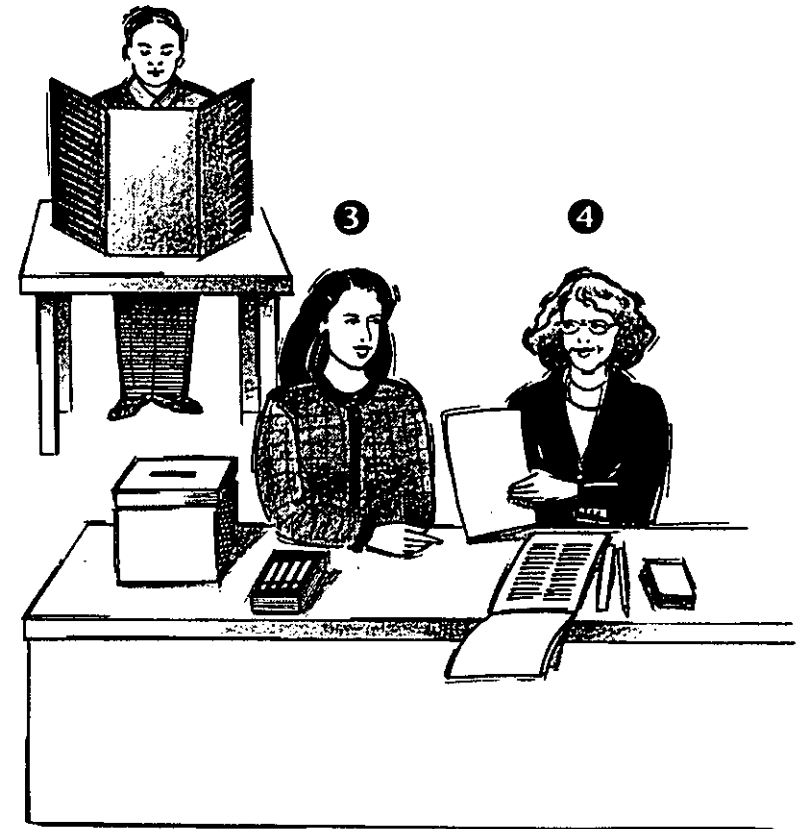
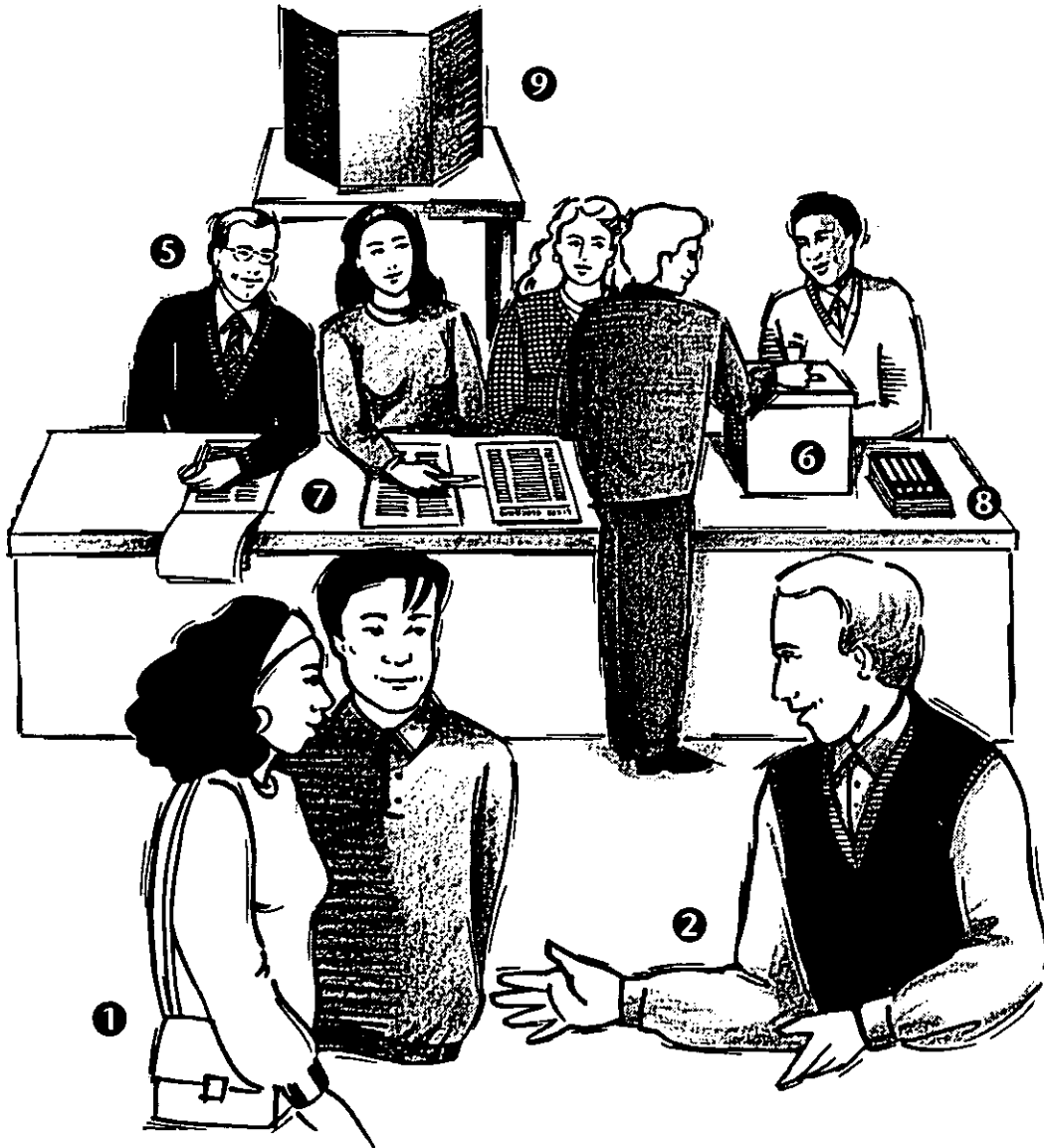
Referendum day

When referendum day arrives, the referendum campaign is practically over. Once you have arrived at the polling station, you must indicate on the ballot paper which option obtains your vote. Needless to say that your choice remains secret.

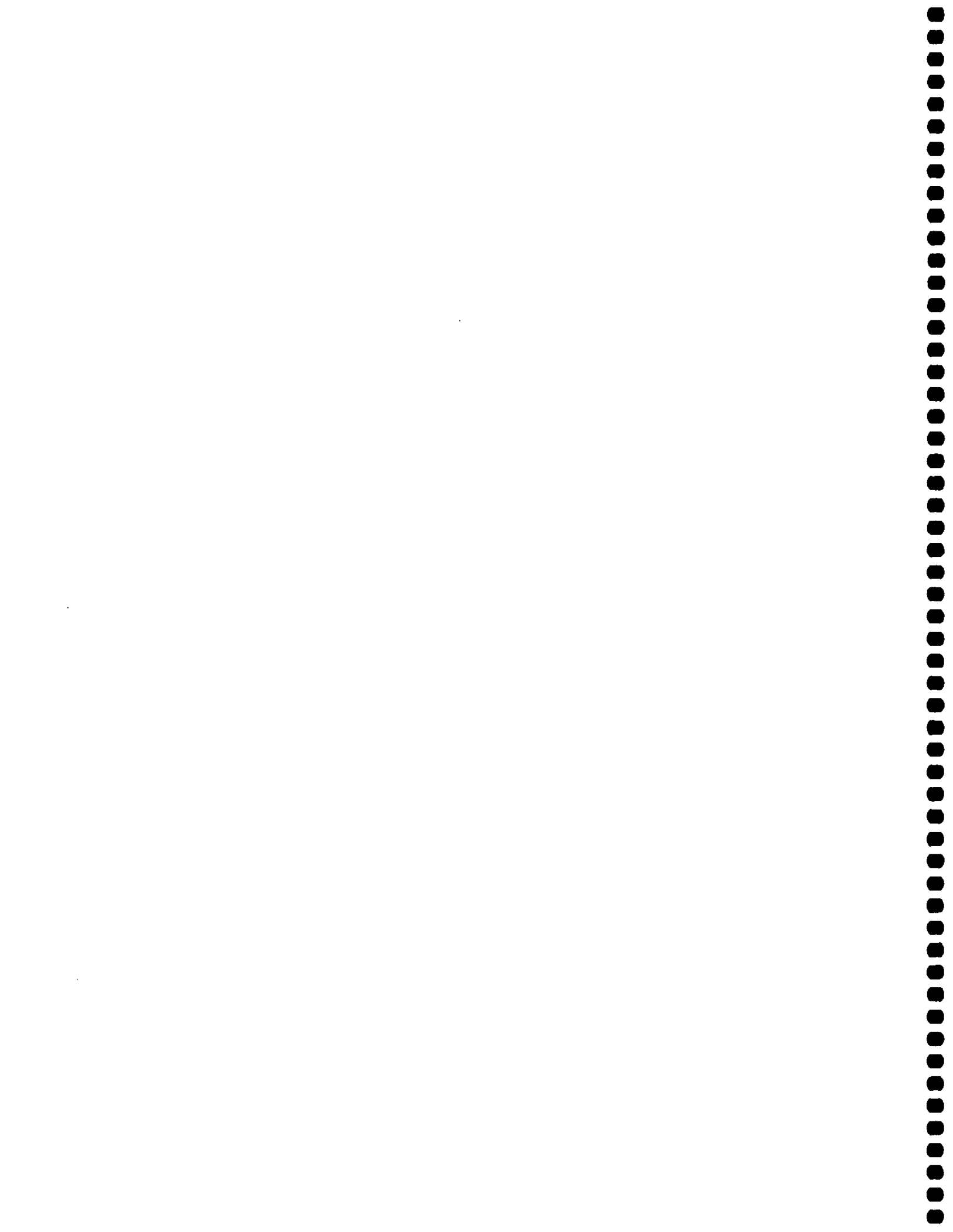
Official announcement of the results

After the votes are counted and added up, a declaration is issued indicating the referendum option that obtained the greatest number of votes.

Polling station



1. Electors coming to vote
2. Officer in charge of information and order (PRIMO)
3. Deputy returning officer
4. Poll clerk
5. Representatives of the referendum committees
6. Ballot box
7. List of electors
8. Ballot papers
9. Polling booth on which appear the directives to electors regarding the voting procedure



Ballot papers

YES ●

NO ●

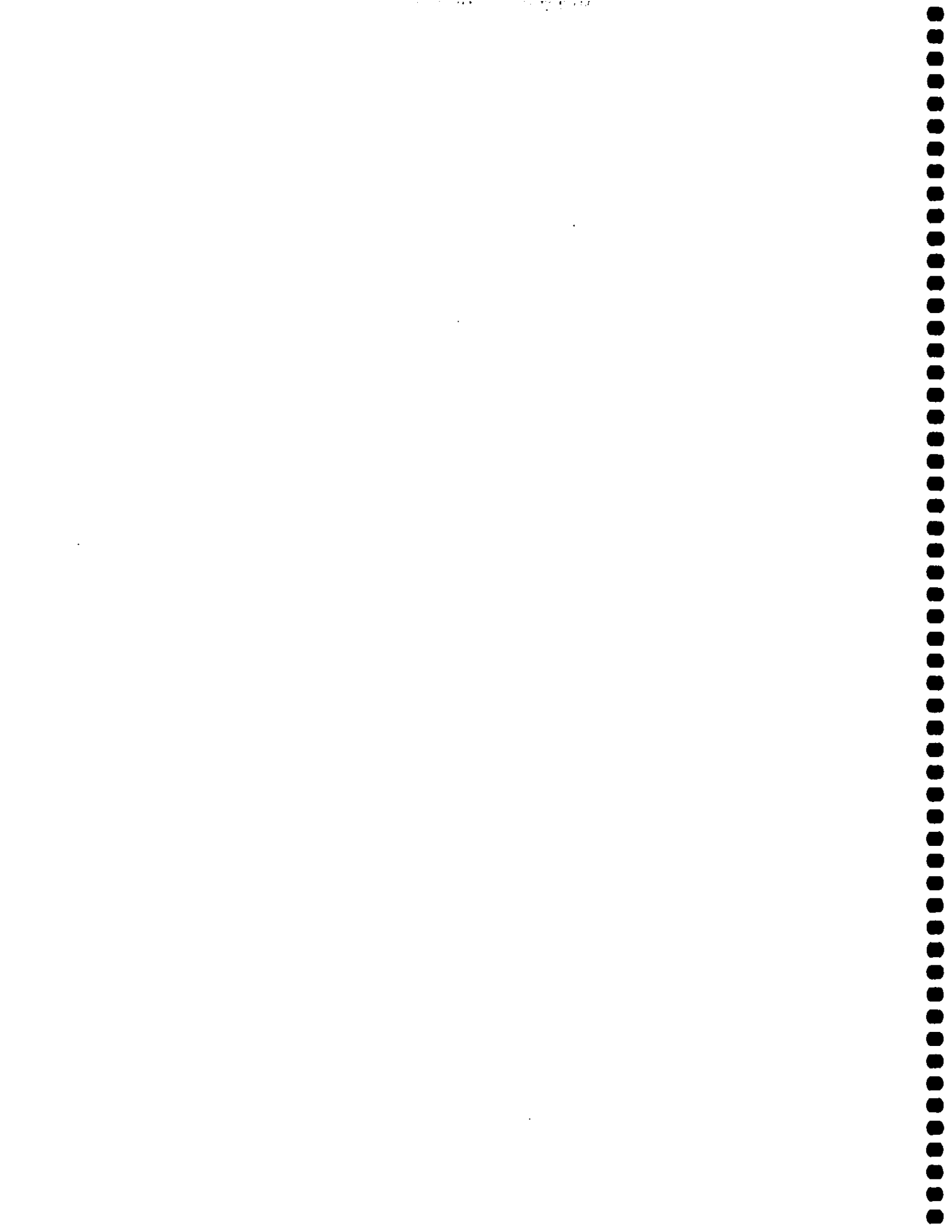
YES ●

NO ●

YES ●

NO ●

Write down the question
Photocopy and cut out



Directive to electors



Blacken a single circle

Fold the ballot paper so that your choice remains secret

Photocopy and post in the polling booth



Memorandum for the revisor

A student who acts as a revisor may not show favouritism in the performance of his duties.

Tasks (during the revision period):

- ◆ greet the person who wishes to make an application for entry or correction;
- ◆ make sure that the person entered on the list of electors is a qualified elector;
- ◆ check the possibility of an entry elsewhere on the list;
- ◆ in the presence of the elector, complete the form "Revision – Application for entry or correction" (Appendix 12);
- ◆ make the corrections to the list of electors;
- ◆ give the completed forms and the revised list of electors to the Chief Electoral Officer.

Memorandum for the officer in charge of information and order (PRIMO)

A student who acts as a PRIMO may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ vote;
- ◆ greet electors and direct them to the polling station;
- ◆ ensure that the polling station is accessible and facilitate circulation in the station;
- ◆ make sure that only one person at a time is admitted to the polling station;
- ◆ ensure that only those electors present on the premises of a polling station at closing time can be admitted to exercise their right to vote;
- ◆ make sure that only authorized persons are present on the premises of a polling station;
- ◆ inform the Chief Electoral Officer of any situation requiring his intervention.

Memorandum for the deputy returning officer

A student who acts as a deputy returning officer may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ prepare the polling station, namely the ballot box, the polling booth, the ballot papers, the list of electors and the pencil;
- ◆ post the "Directive to electors" in the polling booth (Appendix 6);
- ◆ seal the ballot box after having allowed the poll clerk and the agents-and-representatives to make sure that it is indeed empty;
- ◆ vote as soon as the polling station opens;
- ◆ affix his initials on the back of each ballot paper, fold it in three and give it to the elector, who will already have given his name to the poll clerk. If an elector inadvertently spoils his ballot paper, the deputy returning officer gives him another one, after having destroyed the spoiled ballot paper;
- ◆ ask the elector to put the ballot paper in the ballot box after having voted in the polling booth;
- ◆ close the station at the stipulated time;
- ◆ open the ballot box and count the ballot papers in front of the poll clerk and the agents-and-representatives of the candidates;
- ◆ place, in separate envelopes:
 - the valid ballot papers attributed to the each option;
 - the ballot papers rejected during the counting of the votes;
 - the spoiled or cancelled ballot papers;
- ◆ complete the form "Statement of votes" (Appendix 14);
- ◆ transmit to the Chief Electoral Officer the results of the vote and give him the envelopes, poll book, list of electors, statement of votes and ballot box.

Memorandum for the poll clerk

A student who acts as a poll clerk may not show favouritism in the performance of his duties.

Tasks (polling day):

- ◆ help set up the polling station;
- ◆ vote as soon as the polling station opens;
- ◆ check whether the electors are entered on the list of electors and indicate on the list of electors that they have voted;
- ◆ record in the poll book the particulars related to the conduct of the poll (Appendix 13);
- ◆ assist the deputy returning officer;
- ◆ assist in the counting of the votes by noting the number of votes cast in favour of each committee as the deputy returning officer counts the ballot papers.

**Memorandum for the agent-and-representative
of the committee**

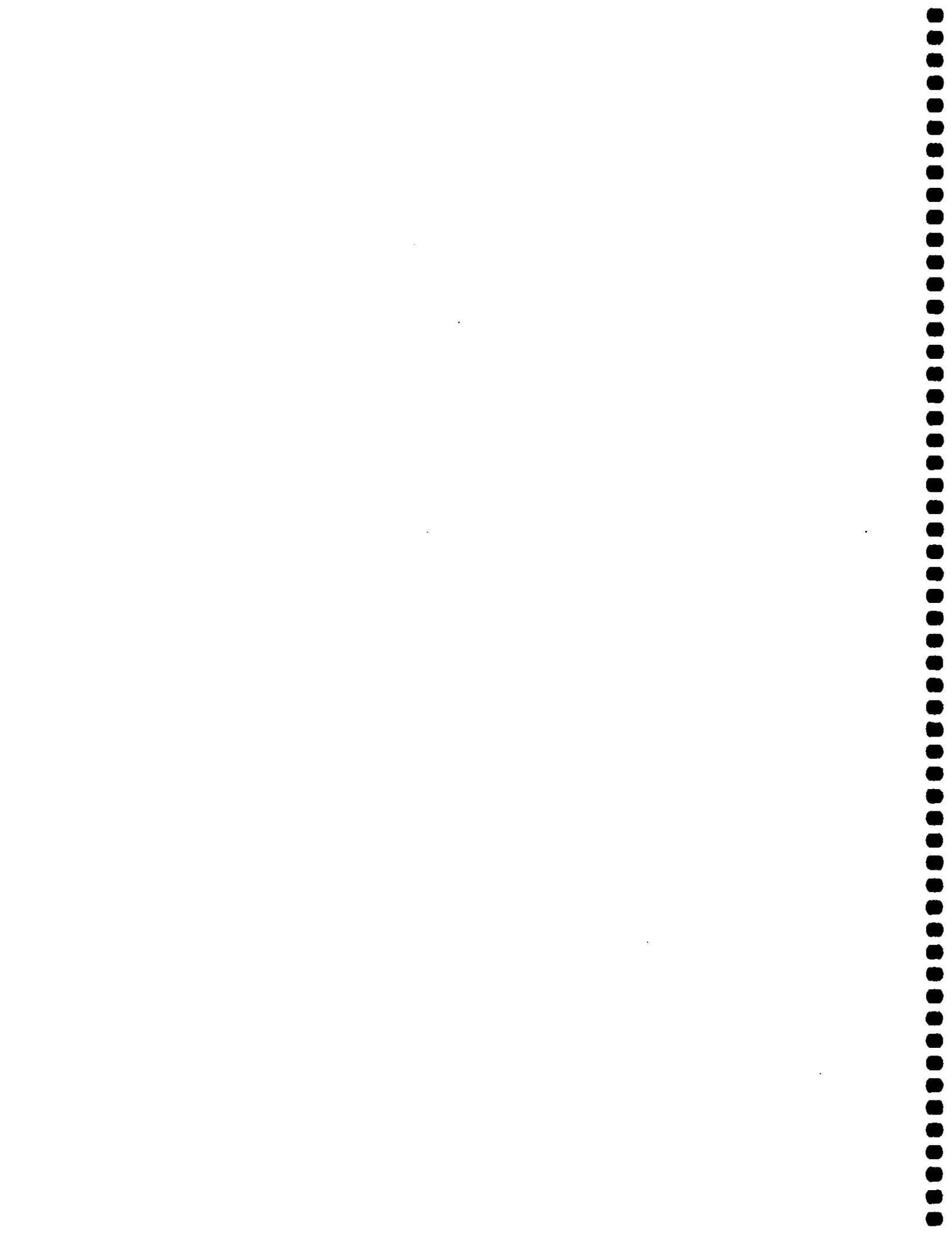
A student who acts as the agent-and-representative of a given committee necessarily engages in partisan work.

Tasks of the agent (during the referendum campaign):

- ◆ control the finances of the committee with which he is affiliated;
- ◆ authorize the regulated expenses of the committee;
- ◆ keep a register of all expenses;
- ◆ submit a return of regulated expenses to the Chief Electoral Officer by the stipulated deadline (Appendix 17);
- ◆ answer the Chief Electoral Officer's questions concerning this return.

Tasks of the representative (polling day):

- ◆ vote;
- ◆ represent the option of his committee at the polling station;
- ◆ make sure that voting proceeds smoothly;
- ◆ observe the counting of the votes without making any comments;
- ◆ note his observations and report them to his committee;
- ◆ accept the results of the vote.



Revision Application for entry or correction

Poll of:

Application for entry

Surname: _____

Given name: _____

Field of studies: _____

I, the undersigned, state that I am a qualified elector.

Date: _____ Signature of the elector: _____

Application for correction

Entry on the list of electors

Surname: _____

Given name: _____

Field of studies: _____

Correction requested

Surname: _____

Given name: _____

Field of studies: _____

I, the undersigned, state that the above information is accurate.

Date: _____ Signature of the elector: _____

Date: _____ Signature of the revisor: _____



Poll book

Date of the referendum: _____

Polling station: _____

Name of the deputy returning officer: _____

Name of the poll clerk: _____

Name of the agents-and-representatives: _____

Oaths requested

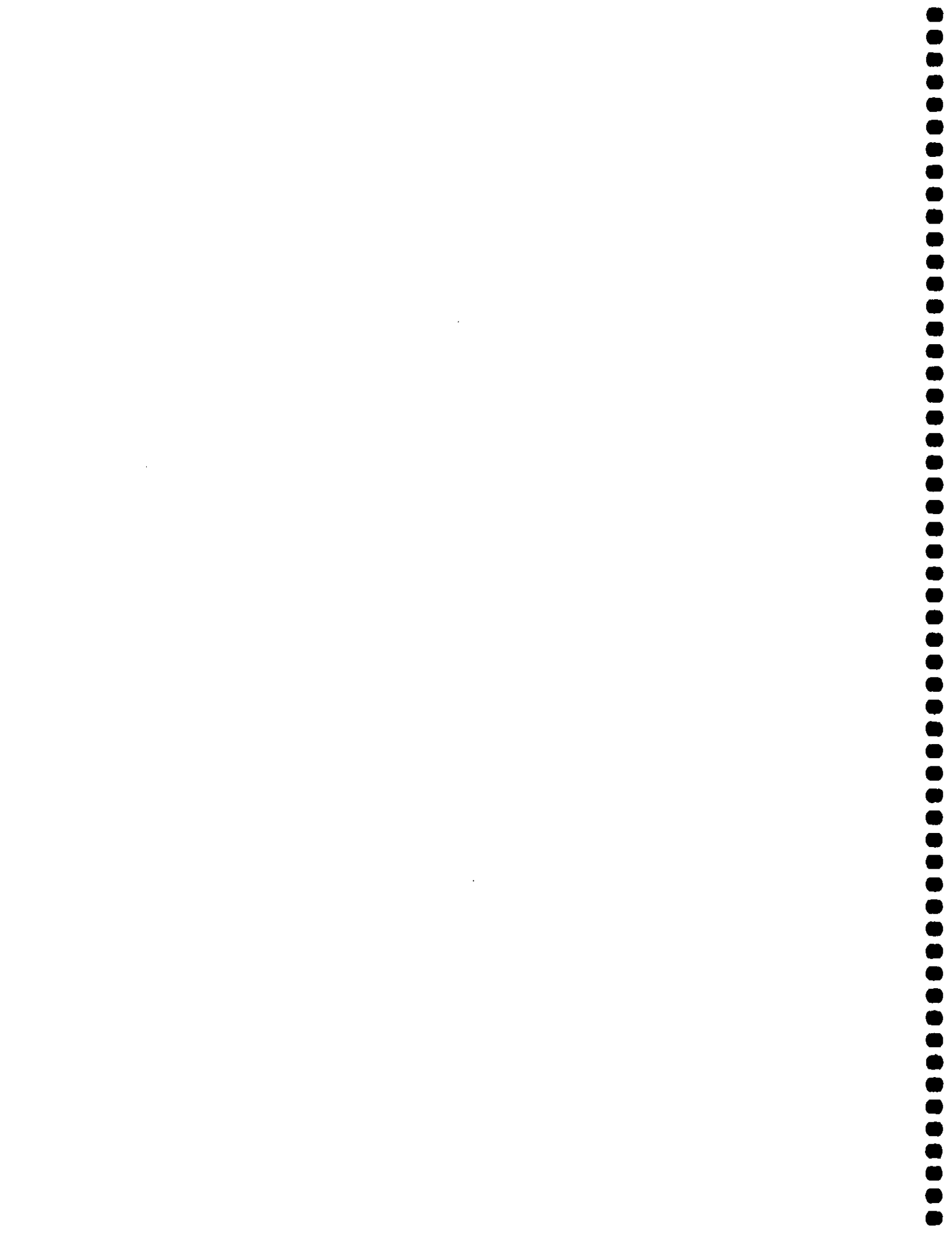
Sumame and given name of the person requesting the oath	Sumame and given name of the elector	Reason	Agreed to take the oath	Refused to take the oath

Particulars related to the conduct of the poll

- _____
- _____
- _____
- _____
- _____

Poll opens at: _____ poll closes at: _____

Date: _____ Signature of the poll clerk: _____



STATEMENT OF VOTES

Referendum of: _____

Polling station

Number of electors registered

Number of electors having voted

Total elector turnout (%)

Ballot papers received from the Chief Electoral Officer

(a)

1. Valid ballot papers for each option

Total valid ballot papers	

① _____

② _____

③ _____

④ _____

2. Spoiled and cancelled ballot papers

3. Unused ballot papers

4. Ballot papers rejected at the time of the counting
of the votes

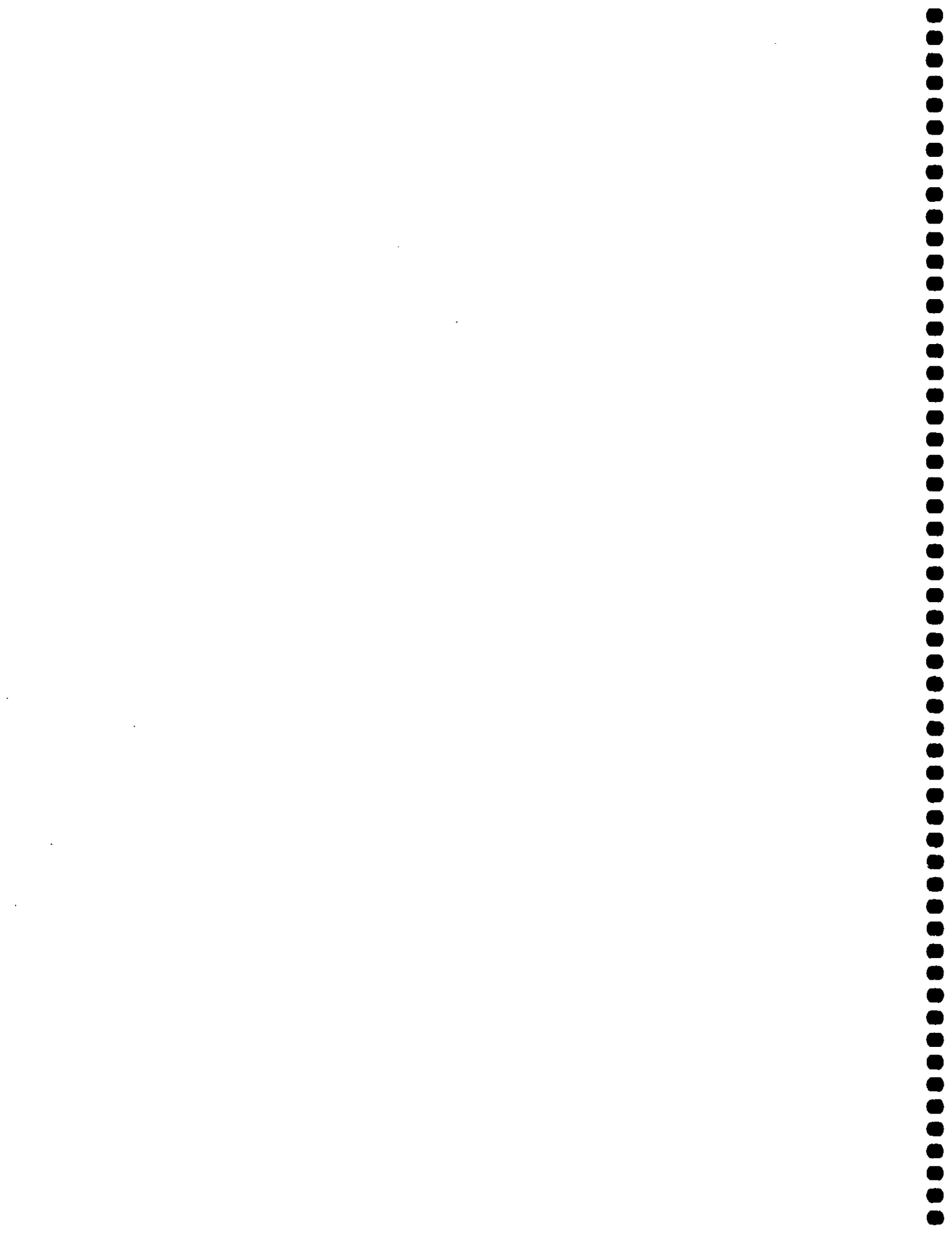
Boxes a and b must
be identical

Total
(add elements 1, 2, 3 and 4)

(b)

Date: _____

Signature of the deputy returning officer: _____



Oath of office

I, GIVEN NAME AND SURNAME, solemnly declare that I will fulfill the duties assigned to me under the referendum regulations faithfully and honestly, without fear of or favour towards any one and that I will not reveal, unless expressly authorized, anything that may come to my knowledge by reason of my office.

Oath of the elector

I, GIVEN NAME AND SURNAME, solemnly declare that I am an elector of the following college level school:

_____ and that:

- 1) I am a qualified elector;
- 2) I have not already voted in the current referendum;
- 3) I do not have in my possession a ballot paper that may be used in the current referendum.

RETURN OF REGULATED EXPENSES

Committee: _____

Name of the agent-representative: _____

Regulated expenses incurred:	Amount	
		\$
Total regulated expenses		

Financing of regulated expenses

Amount of the referendum fund		
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I declare that the information found in this return is true, accurate and complete.

Date: _____

Signature of the agent-and-representative: _____





WORKS OF THE "ÉTUDES ÉLECTORALES"
COLLECTION OF THE CHIEF
ELECTORAL OFFICER OF QUÉBEC

ALBERT, Madeleine and Charlotte PERREAULT, *Cinquante ans au coeur de la démocratie: le Directeur général des élections et l'évolution de la législation électorale de 1945 à 1995*, Québec DGE, 1996.

BERNARD, André, *Systèmes parlementaires et modes de scrutin*, Québec, DGE, 1984.

Collective work DGE, *La toponymie au fil de l'histoire de la carte électorale du Québec*, Québec, DGE, 1985.

CÔTÉ, Pierre-F., *La consultation populaire au Canada et au Québec*, 2e éd., Québec, DGE, 1995.

CÔTÉ, Pierre-F., *Instruments of Direct Democracy in Canada and in Québec*, 2nd ed., Québec, DGE, 1995.

CÔTÉ, Pierre-F., *L'intervention des tiers en période électorale et les contributions versées aux partis politiques et aux candidats au regard des Chartres*, 2e éd., Québec, DGE, 1994.

CÔTÉ, Pierre-F., *Third Party Advertising during an Electoral Period and Contributions made to Political Parties and Candidates Regarding the Charters*, 2nd ed., Québec, DGE, 1994.

LAVERGNE, France, *Le suffrage féminin*, Québec, DGE, 1990.

LAVERGNE, France and Charlotte PERREAULT, *Les nations autochtones au Québec et la participation aux scrutins*, Québec, DGE, 1995.

PAGEAU, Gilles and Jacques LAFLAMME, *Le système électoral québécois. Manuel des connaissances de base*, 3e éd., Québec, DGE, 1996.

PAGEAU, Gilles and Jacques LAFLAMME, *Québec's Electoral System. Basic Reference Manual*, 2nd ed., Québec, DGE, 1995.

ACCOMPANYING MATERIAL

The *Guide for holding an election and a referendum at the college level* is mainly intended for student associations at the college level which periodically organize elections or referendums. However, any school, teacher, researcher, student or person interested in democracy in an educational environment may obtain a copy of this document free of charge.

Moreover, ballot boxes and polling booths will be provided to those student associations that request them. The number of articles provided will vary according to the size of the student population and the specific needs expressed by each association.

Student associations which have already received their copy of the Guide also obtained a large banner (1.0 m by 2.5 m) which they can use to promote the holding of electoral or referendum events. Additional banners may be ordered for the price of \$15.00 each, tax not included.

These articles may be obtained by contacting the Information Centre:

by mail: Centre de renseignements
Le Directeur général des élections du Québec
Édifice René-Lévesque
3460, rue de La Pérade
Sainte-Foy (Québec)
G1X 3Y5

by telephone: Québec City area: (418) 528-0422
toll free: 1 800 461-0422

by fax: (418) 643-7291

by e-mail: dgeq@dgeq.qc.ca

You can also visit our Internet site at the following address:

<http://www.dgeq.qc.ca>



LE DIRECTEUR GÉNÉRAL
DES ÉLECTIONS DU QUÉBEC

To contact the Information Centre:
(418) 528-0422
1 800 461-0422 (outside Québec City)
E-mail: dgeq@dgeq.qc.ca

