



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Guide to Elections

2026-2027

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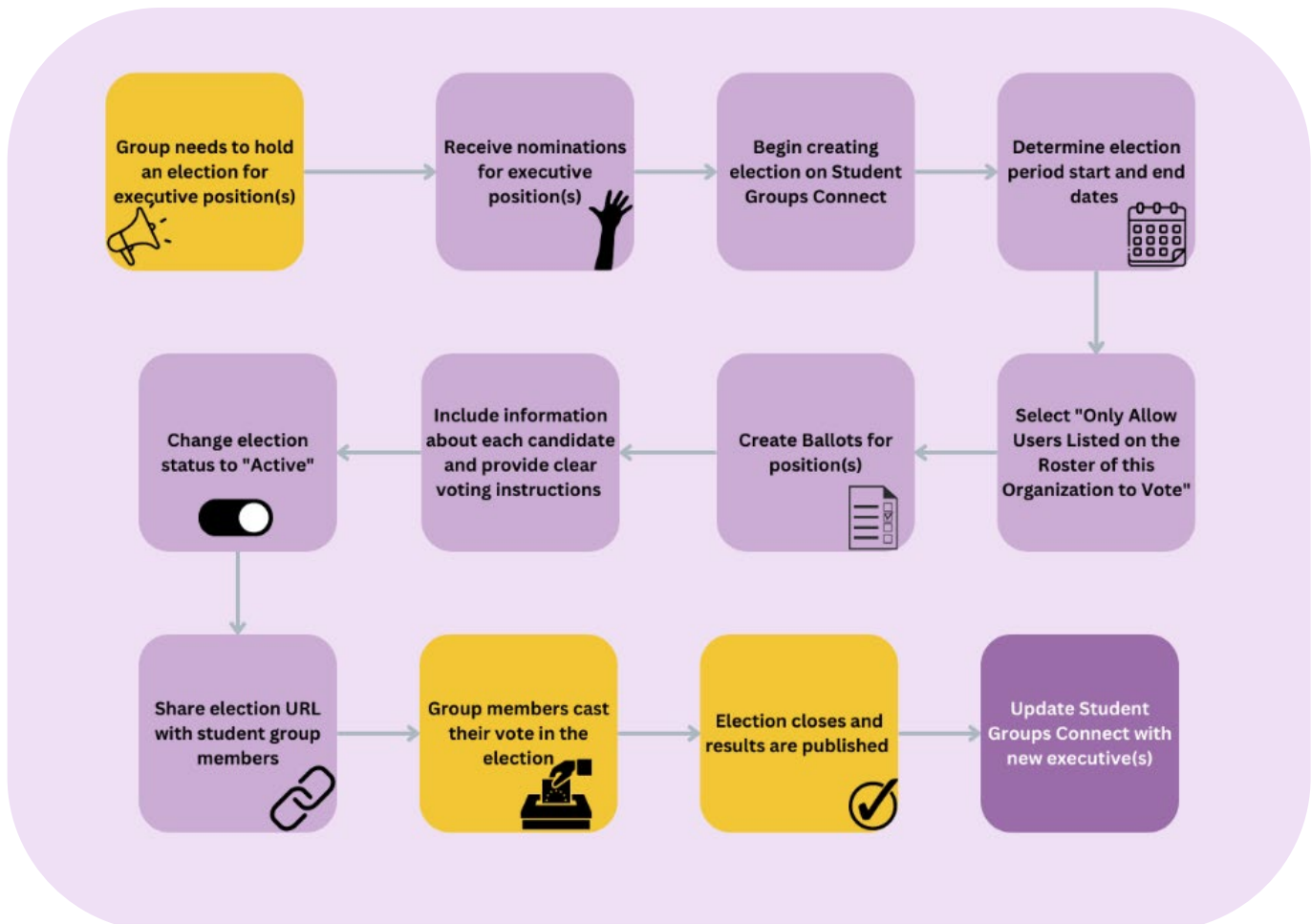
Election Requirements

All of the following requirements must be met to ensure the group is holding **valid elections**.

1. All elections must be held on **Student Groups Connect**.
2. The annual election must be held in the **Winter semester** (January 1st – April 30th).
3. The annual election must include **all executive positions** outlined in the group's constitution.
4. If only one candidate is running for a position, the position should be included in the election with a **"yes" or "no" vote** for that candidate. In the case of a "no" result, the nominations must open again for another candidate to run.
5. **All members may vote** in elections. Any voter requirements must be approved by the Student Groups Department.
6. **All nominations from group members must be accepted**. Any nominee requirements must be approved by the Student Groups Department.

Note: Groups starting in the Winter semester do not need an election in their first active year.

Election Process



By-Elections

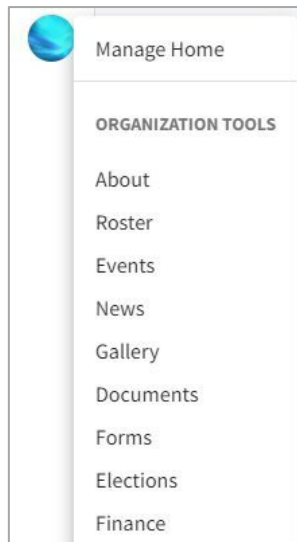
A by-election is an election held to fill an executive position that has become vacant between annual elections. The election process is the same, but only vacant positions should be included as a ballot.

If an executive suddenly resigns or is removed from their position, the group can appoint a temporary executive until a by-election can be held to elect a new executive.

A by-election must be held even if only one person is nominated for the position. The position should be included in the election with a “yes” or “no” vote for that candidate. In the case of a “no” result, the nominations must open again for another candidate to run.

How to Create an Election on Connect

1. Navigate to your group’s Organization Tools and select Elections. From here, click the Create Election button.



2. Set-up the election
 - Give the election an easily identifiable title (e.g. 2026 Annual Election)
 - Add instructions including how to vote, what they’re voting for, and other important information.
 - Select “Active” (Extremely important!)
 - Decide on a Start and End date/time for when voting will occur.
 - Select “Only Allow Users Listed on the Roster of this Organization to Vote”.
 - When finished setting up the election, select “SAVE”.

***Name**
Test Election

Election Status

Active Inactive

☒ Include Instructions

Additional Instructions

Test instructions.

Start Date and Time

8/2/2021 03 45 PM

End Date and Time

8/9/2021 03 45 PM

☒ Only Allow Users Listed on the Roster of this Organization to Vote

3. Set up ballots by selecting the **BALLOTS** tab at the top of the page
- Select “Create Ballot”.
 - Name the ballot (e.g. President)
 - Enable “General Access”.
 - Select “SAVE”.

PROPERTIES **BALLOTS** RESULTS PUBLISHING OPTIONS

Create ballots that will be included in your election.

+ CREATE BALLOT

Create Ballot

*Name
President

Access Restrictions

If **General Access** is enabled, all users you have access to will be able to vote in this election. If you want to limit voting access for a ballot to a specific group of users, you can use the **Access to limit voting access for a ballot to a specific group of users** option. If administrators have enabled this option, you can use the **Access to limit voting access for a ballot to a specific group of users** option.

General Access

Enable Disable

SAVE CANCEL

4. You can now edit ballot information.

- “Instructions” is a text box where you’ll input information.
- “Radio Button List” is a good option for a voting box. Members can select only one answer to the question.

← BACK TO BALLOTS

President

Page 1

FORM PROPERTIES

PAGE LIST

PAGE PROPERTIES

Candidates for President

Jane Lane
[Bio is written here]

John Smith
[Bio written here]

* Select who you want for President below.

☐ Jane Lane

☐ John Smith

Add New...

Check Box List
Multiple answers to question (Choose several)

Radio Button List
Single answer to question (Choose one from few)

Text Field
User generated answer (Fill in the blank)

Instructions
A descriptive text box with no answer

5. Create a Ballot for each Executive Officer position for the group (each position in your constitution).
6. When the ballots are all created, the election is ready. Voting will begin on the date/time you set on the first page.
7. To **edit** the election, select it from the Elections page. You can edit the election until someone has voted.

Sharing the Election

Before your voting days begin, you can share the election with eligible voters.

There are two ways you can share the election:

1. The group can share the link to the group's homepage, where a banner is displayed to members telling them to vote.
2. The group can share the Election Link found in the Publishing Options of the election.
 - a. This link will take them straight to the voting page once voting opens **ONLY IF** they are **signed in** to Connect and a member of the group.