Post Graduate Student Association (PGSA) Election Procedure Guide

Post Graduate Students’ Society of McGill University Inc. (“PGSS”) and its Chief Returning Officer (“CRO”), Manmeet S. Rai, are offering to support PSGAs with the use of its Online Voting System (“OVS”) for their elections, referendums and by-elections. While PSGAs continue to be at liberty to decide how they operate their elections (as mandated by their constitution and PGSS rules), they may have complementary access to the OVS for elections. In order to do this, a nominated member of the PGSA, officiating as the Returning Officer (“RO”) (often, according to PGSA bylaws, the VP Internal or President), must:

- Contact the PGSS CRO at least ten days (three weeks is recommend) before the desired voting period begins as to request the dates for voting. PGSS CRO may not be able to accommodate every request, therefore it is strongly suggested that the PSGAs consult the PGSS CRO as early as possible, and at least before opening nominations.

- In an eventuality that the PGSS CRO is not available, please contact the PGSS Society Affairs Manager, Jacinthe Deschenes, at studentlife.pgss@mail.mcgill.ca.

- Ensure that the PGSA nominations and campaign process is in accordance with the respective PGSA constitution. In case of any ambiguity or doubt, contact the PGSS CRO for clarification.

- Contact the PGSS CRO at least seven days before the opening of voting with the ballot information on the prescribed forms from the PGSA Election Package available at https://pgss.mcgill.ca/document/view/2862/PGSA%20Election%20Forms.zip. These forms should contain a list of candidates, a brief statement of each candidate (if available), and photos of each candidate (if preferred) to appear on the ballot; any referendum questions along with any for or against statements (if preferred) to appear on the ballot; any voting limitations (eg. only post-doctorate student may vote for candidates running for a specific position); time period for when the voting commences and when it ends (with date (dd/month/yyyy) and exact time (hh:mm)); french or english translations of the aforementioned materials (if preferred by the PGSA); and, finally, the description of the voting system if different from the standard STV (single-transferable vote) system.
• The PGSA RO is responsible to ensure that the ballot information is free from any errors. Once the information is added to the OVS, ballot information cannot be edited under any circumstances.

• Once the election is setup on the OVS, the PGSS CRO will notify the PGSA RO by electronic mail. When the election is live, the information about the same will be disseminated to all the electors via the OVS.

• Upon the completion of the election the PGSS CRO will disseminate the results via the OVS to the electors and notify the PGSA RO by electronic mail. A copy of the election results will also be given to PGSS Society Affairs Manager.

• If a PGSA member has technical difficulties in using the OVS or cannot login to the OVS, please notify the PGSS CRO immediately.

• The PGSS Chief Returning Officer, and the PGSS Society Affairs Manager remain available to assist the PGSSAs with any questions or concerns they may have.

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