



Concordia SAE Elections & Appointment of Officers Policy
Enacted February 18th, 2024

Version 1

Revision History

Version	Description	Author(s)	Adoption
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1. Definitions

- 1.a. Gina Cody School of Engineering & Computer Science (hereinafter referred to as “GCS”) is the faculty at Concordia University that offers undergraduate and graduate programs in engineering and computer science.
- 1.b. SOCIETY OF SAE STUDENTS AT CONCORDIA will hereinafter be referred to as “Concordia SAE”
- 1.c. The Council is the administrative board of Concordia SAE, composed of members as defined by the Concordia SAE Constitution.
- 1.d. **Member** refers to the Concordia SAE members.
- 1.e. **VP** is an abbreviation meaning Vice-President.
- 1.f. Subdivision refers to the teams managed by a Coordinator as outlined by the Concordia SAE Constitution

2. Purpose

- 2.a. The Concordia SAE Elections & Appointments of Officers Policy is designed to govern the elections & appointment of Concordia SAE officers.

3. Scope

- 3.a. This policy applies to the entirety of the Concordia SAE membership.

4. SAE Elections Manager

- 4.a. The SAE Elections Manager (SEM) is responsible for managing and carrying out the elections process in conjunction with the Dean of Students office.
- 4.b. The SEM must be a member of the Gina Cody School of Engineering faculty and must not have a conflict of interest with any current Officers or known nominees.
- 4.c. Should an unforeseen conflict of interest arise, the SEM must cede their position.
- 4.d. The SEM is appointed by the outgoing Council prior to the elections by majority vote.

5. Criteria to be an Officer.

- 5.a. Undergraduate students attending Concordia University, who are SAE International student members, are qualified to be Officers provided that:
 - 5.a.i. They are in good academic standing with Concordia University
 - 5.a.ii. They have been Active members in the Collegiate Chapter during the previous year.
- 5.b. Candidates for the position of President or Vice President must have at least one (1) year of experience as an Officer on the Concordia SAE Council.
- 5.c. No individual may hold the same position in the SAE Council more than two (2) consecutive years.
- 5.d. An Exception can be made for coordinators, where they may hold the position of coordinator of a team for up to four (4) years, given that they are the sole coordinator for a maximum of two (2) years. It is highly recommended that coordinators stay at 3 years total maximum.

- 5.d.i. Worst case scenario:
 - Year 1- Co-coordinator
 - Year 2- Sole coordinator
 - Year 3- Sole coordinator
 - Year 4- Co-coordinator
- 5.e. Any individuals satisfying the aforementioned points may be nominated for a position in Concordia SAE Council; however, if they do not meet the above criteria their nomination will be rejected.

6. Elections Timeline

- 6.a. The annual Concordia SAE nominations and elections for the Executives shall be held in the month of March and beginning April, respectively. Elections must be held through electronic means.
- 6.b. SAE Executive Change of Power occurs after the Concordia SAE Fee Levy Breakdown for the coming year has been established and after the announcement of the election results at the yearly General Assembly
 - 6.b.i. Each respective Outgoing Officer must train their respective replacement (Incoming Officer) after Elections and before the Change of Power

7. Elections of Executives Procedure

- 7.a. Concordia SAE Elections Procedures and requirements occur as follows:
 - 7.a.i. Approval of election procedures and elections manager
 - 7.a.i.1. At the council meeting before the announcement of elections, the council must approve the schedule of the elections and the selected elections manager.
 - 7.a.ii. Announcement of SAE Elections (minimum 1 week)
 - 7.a.ii.1. Must be sent internally, minimum 1 week prior to start of nomination period.
 - 7.a.ii.2. The elections schedule and contact information for the elections manager must be sent out with the official notice of SAE elections.
 - 7.a.iii. Nominations Period (2 weeks) abiding by [Section 8](#).
 - 7.a.iv. Nomination Review and Approval (1 week) abiding by [Section 8.g](#).
 - 7.a.v. Voting Period (1 week)
 - 7.a.v.1. Nominees and relevant information are sent to the Dean of Students Office where they will send out voting forms to all Concordia SAE members.
 - 7.a.v.2. The votes are tallied by the Dean of Students Office and results are communicated to the elections manager.
 - 7.a.v.3. Announcement of elections will be done by the elections manager as soon as possible following the receipt of the election results.
- 7.b. The elections schedule may be lengthened or shortened as necessary to accommodate SAE activities such as competitions, however any change must be approved by SAE Council and the elections manager. The nomination period must last a minimum of one week, regardless of circumstances.

- 7.c. Should any Executive positions remain vacant following the election period, qualified individuals (as per [Section 5](#)), who meet the criteria to be an officer, may be appointed for these positions throughout the year as per [Section 10.b](#).

8. Nomination Guidelines

- 8.a. Electronic nomination forms will be sent out by the elections manager to active members.
- 8.b. Members are not allowed to nominate themselves for a position, only another member can nominate someone for a position.
- 8.c. Nominations may only be made by members with an up-to-date SAE # from SAE international.
- 8.d. Nominees may only run for one position at a time.
- 8.e. When someone is nominated, the elections manager will notify them they have been nominated and ask if they accept or decline. Upon acceptance, the nominee must provide a headshot and a brief introduction.
- 8.f. By accepting a nomination, the nominee agrees to have their academic standing checked by the elections manager.
 - 8.f.i. The notification from the elections manager to the nominee must clearly state that by accepting the nomination the nominee agrees to have their academic standing checked by the elections manager.
 - 8.f.ii. Team coordinators must update their team rosters before nomination period ends.
- 8.g. Nomination Review and Approval
 - 8.g.i. The current Concordia SAE council must approve each nomination by a 2/3 majority vote. The election manager will share the name of the nominees and the position they have been nominated for with the council.
 - 8.g.ii. Nominees must be Active Members
 - 8.g.iii. Nominees can be rejected for specific positions at the discretion of council.
 - 8.g.iv. Approved nominees will be announced at the end of the approval period.
 - 8.g.v. Concordia University staff must verify Academic Standing of nominees.
 - 8.g.vi. At the end of the nomination period, if only one person has been nominated, and the current Concordia SAE council has approved the nomination, then the position is automatically granted and no election for that position will be held.

9. Requirements to Vote

- 9.a. To be able to participate in the annual SAE elections, the voter must be a Registered SAE Student Member, fees paid in full

10. Appointment Procedure

10.a. Appointment of Coordinators

- 10.a.i. The appointment of Concordia SAE Coordinators for the following year (Incoming Coordinators) shall be held any time after the team's competition but no later than the month of July. Each Incoming Coordinator shall be nominated by their respective Outgoing Coordinator. Incoming Coordinators are appointed by 2/3 majority vote of Outgoing Executives only.
- 10.a.ii. The existence of a team one year does not guarantee its existence the following year. It is to the discretion of the Outgoing Executives to determine which teams will be active the following year and which Coordinators will lead those teams. Incoming Executives may approve new team proposals and appoint Coordinators as per [Section 10.a](#).

10.b. Appointments of Executives due to Vacant Positions

- 10.b.i. Appointments of Executives may be held for vacant Executive positions throughout the year as needed. Vacant positions exist following the Resignation or Removal from Office of an Executive, as well as by a lack of nominees for a position at the general Concordia SAE Elections.
- 10.b.ii. A Concordia SAE member may nominate themselves for a vacant Executive position and present their candidature to the Concordia SAE Council, provided that they meet the Criteria to be an Officer as defined in [Section 5](#). Provided the nomination is approved, candidates must be appointed by 2/3 majority vote of the Concordia SAE Council.
- 10.b.iii. During said candidature presentation, the candidate must at the very least provide:
 - 10.b.iii.1. Name and (Concordia ID & SAE International ID)
 - 10.b.iii.2. GPA / Academic Standing
 - 10.b.iii.3. Membership Status (must be an Active Member as per section 3)
 - 10.b.iii.4. Program and year
 - 10.b.iii.5. How long they've been in SAE
 - 10.b.iii.6. What they've done as part of SAE

11. Special Cases

- 11.a. In order to ensure the operation of Concordia SAE, special cases of executive vacant positions will result in the appointment of an executive from one position to another. The following cases take precedence in order of appearance in this document. Sequential cases will not take priority over a previous case.
 - 11.a.i. Case 1: If there is no President, the Vice President will be appointed President.
 - 11.a.ii. Case 2: If there is no VP Finance, the members of the Concordia SAE council will elect one of their members to fulfill the role. If they are unable to reach an agreement, a special election will be held to ensure that the position is filled.
 - 11.a.iii. Case 3: If there is no president and/or no VP Finance, elections will be held for the vacant position with the only restriction being a registered member in Good Standing of Concordia SAE in good academic standing. If the VP position is also vacant, it will be

included in the special elections as well. The special elections should be shorter than the duration of regular elections.

11.a.iv. Case 4: If the above positions are still vacant, they will be appointed randomly from the elected council executives (VPs)

12. Minimum requirements for society to operate

12.a. At least 3 executives must be filled in order for the society to function and remain valid.

They are:

12.a.i. President of Concordia SAE

12.a.ii. VP Finance of Concordia SAE

12.a.iii. VP Safety and Facilities

12.b. If any executive positions remain unfilled due to any reason, their roles are ignored for the purposes of the functioning of the society unless stated otherwise.