



Ballot Appearance Policy

Section 1: Introduction

The Elections Office is responsible for the preparation of the ballots used in UOSU elections, referendums, and plebiscites, including the appearance of Candidates' names, and the ordering of questions. Pursuant to that responsibility, this policy is established to provide for a fair, consistent ballot appearance that all Candidates and Electors can rely upon.

Section 2: Ballot Appearance

Ballot Title

The title of a ballot shall be "Élection générale YYYY | YYYY General Election" for a General Election, and shall be "Élection partielle YYYY | YYYY By-Election" for a By-Election, with "YYYY" being filled with the year that the election is taking place in.

Order

The ballot questions shall be ordered as follows, from top to bottom:

- i. President,
- ii. Advocacy Commissioner,
- iii. Communications Commissioner,
- iv. Francophone Affairs Commissioner,
- v. Operations Commissioner,
- vi. Student Life Commissioner,
- vii. Board of Directors,
- viii. Board of Governors,
- ix. Senate,
- x. Referendums,
- xi. Plebiscites.

Board of Directors elections shall be ordered by Faculty as follows:

- i. Arts,
- ii. Education
- iii. Engineering,
- iv. Health Sciences,
- v. Law (Civil),
- vi. Law (Common),
- vii. Medicine,
- viii. Science,
- ix. Social Sciences,
- x. Telfer School of Management.

Senate elections shall be ordered by Faculty as follows:

- i. Arts,
- ii. Education
- iii. Engineering,
- iv. Health Sciences,
- v. Law,
- vi. Medicine,
- vii. Science,
- viii. Social Sciences,
- ix. Telfer School of Management.

In accordance with the *Elections Code*, Candidates will be listed in alphabetical order, with an option to abstain.

Elections

The ballot question for the **Executive Committee** elections shall be the position title in French followed by a horizontal line (|) and the position title in English. The following ballot question titles will be used with the corresponding elections, with “Faculty” being filled with the Candidates’ respective faculties.

- **Board of Directors:** “Directeur•trice•s (Faculty) | Director (Faculty)”;
- **Board of Governors:** “Bureau des gouverneurs uOttawa | uOttawa Board of Governors”;

- **Senate:** “Sénat uOttawa (Faculty) | uOttawa Senate (Faculty)”.

If an election has only one Candidate contesting it, the ballot question title will be followed by a colon and the sole Candidate’s name. In such a case, the possible responses shall be “Oui | Yes”, “Non | No” and an abstention.

Candidate Profiles

Candidate profiles shall be affixed to the ballot next to the Candidate’s name. For sole Candidates, their profiles shall be included under the ballot question title.

To have a profile included on the ballot, Candidates must submit their profile in the form prescribed by the Chief Electoral Officer prior to their communicated deadline, or twenty-four (24) hours before the start of the Voting Period, if no deadline is communicated.

Referendums and Plebiscites

Referendum and plebiscite questions shall be numbered “Question 1”, “Question 2”, and so on, with a short title either approved by the Board or determined by the Elections Office following the question number and an en dash (–).

Each referendum and plebiscite question shall be displayed in bold in French first, followed by any note approved by the Board or determined by the Elections Office. The same shall be repeated underneath in English. The possible responses shall be as approved by the Board.

Section 3: Implementation

This policy is issued by the Chief Electoral Officer pursuant to the authority granted to them in the *Elections* Code to exercise general direction over the administration of elections, referendums, and plebiscites.

Issued: September 10, 2025

Effective: September 10, 2025