

USC Club Elections

How to create an election on Rubric

For the 2026-27 academic year



Guidelines

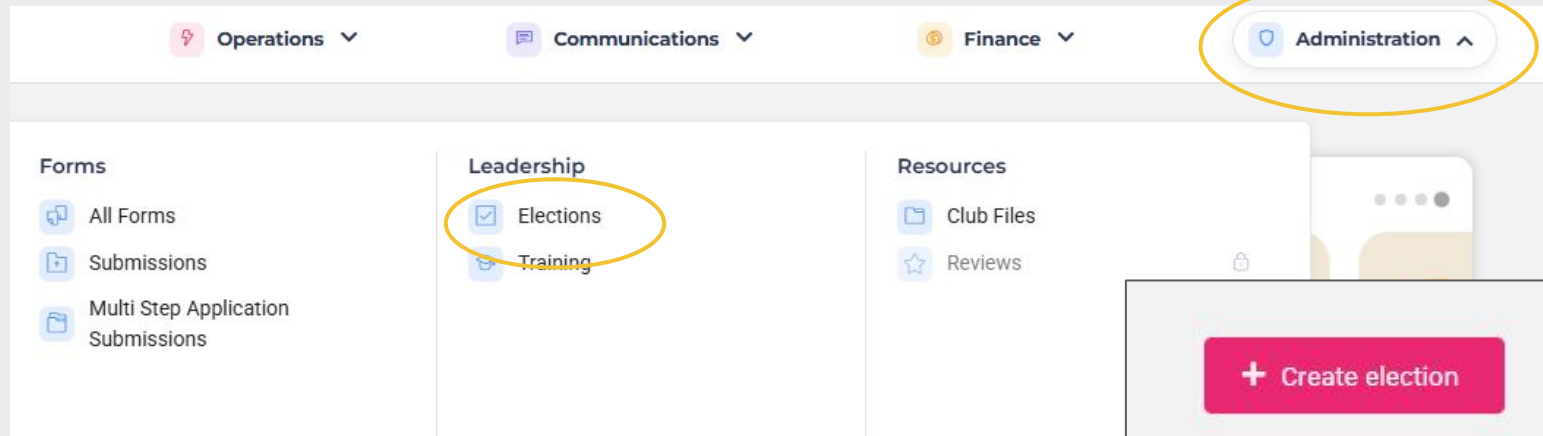
campus.hellorubric.com

- Refer to presentation USC Club Elections regarding Clubs Policy and Procedures for a valid club election - this is also for a by-election
- CRO will be given access to create an election on Rubric - email clubs@westernusc.ca. Note the CRO cannot be running for a position.
- Participants in the election (including CRO) must be paid members of the club prior to the nomination and election period.



Set-up an election

1. Election set-up is on your computer/laptop. The Campus by Rubric only has the option to vote or view election results.
2. Sign-in into Rubric
3. Click on Administration on the top menu and select Elections under the Leadership tab. Select Create Election on the next step.



Set-up an election

4. Enter Election Information

Election Information

Election Title*

Baking Club VP Finance By-election 2026-2027

First day of voting*

21/09/2026 9:00 am

Last day of voting*

22/09/2026 9:00 am

Results Release Date*?

22/09/2026 4:22 pm

Returning Officers (Optional)

Select returning officers

When selected only the returning officers can view, edit election and assign/remove returning officers.

Advanced Options (Optional)

**One Win Per Candidate**
Each candidate can only win one position and will be removed from subsequent vote counts

**Anonymous Votes**
Votes are kept secret from election organisers. You cannot change this once you create the election

**Candidate Profiles on the Ballot**
Voters can open a candidate's photo and statement from the ballot itself, without leaving the page or losing their selections

**SSO Login**
Students will be prompted to securely login with their university credentials to submit the ballot. You cannot change this once you create the election

STEP 1
Election Information

STEP 2
Voter Groups

Voting period is 24 to 48 hours only

Results need a release date but it will not be published until verified by SOS staff

Returning Officers is selected in the pull-down menu

Anonymous Votes - Click to keep on

Options - one win per candidate and candidate profiles on the ballot

SSO Login required



Set-up an election

5. Membership Voting



Membership Voting

Only students holding an active membership can vote. You can require all or specific memberships. You cannot change this once you create the election

Memberships Required to Vote

☐ All memberships ☒ Specific memberships

Baking Club Membership x

Students must hold an active (paid and unexpired) membership to vote in this election. Members are added to the voters table after they access the ballot, because memberships are dynamic — people purchase and lose memberships over time.

Continue

Membership Voting must be selected or the election will be invalid.

Select Specific memberships and choose your club.



Set-up an election

6. Voters Group (SKIP)

Voter Groups (Optional)

Create voter groups if you want only a select group of voters to vote for certain positions. For example, you may wish to allow only undergrads to vote for an Undergrad Officer position.

When adding voters, you will be able to optionally add them to any number of voter groups. If your group requires voters to self-identify, you do not need to create them here.

You can always come back later to add or edit voter groups.

i Voter groups aren't available for membership elections. Groups are assigned to a specific list of voters you upload, but members are added to the voters table automatically after they access the ballot.

+ Add Voter Group (e.g. Undergrad, Postgrad, Sydney Campus, School of Arts)

Back

Create Election

- STEP 1
Election Information
- STEP 2
Voter Groups

Adding a Voter Group *is not an option* for USC club elections.

Click on Create Election



Create an election

7. Review Election set-up

Baking Club VP Finance By-election 2026-2027

Voting starts: Sep 21, 2026 9:00 AM

Voting ends: Sep 22, 2026 9:00 AM

Results release date: Sep 22, 2026 4:22 PM

i Results will not be shown until the election is counted and results are published.

One win per candidate: Disabled

Voter anonymity: Votes kept secret from election organisers

Voter groups: No voter groups have been created for this election

Public election URL: <https://campus.hellorubic.com/election?electionId=1137>

Once the election is active, no further changes can be made. Make sure to review this set-up and edit or delete before the next steps.

 Edit

 Delete



Active



Create an election

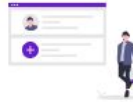
8. Create ballot and candidates



Create ballot

Add questions or positions for your voters to vote on

Create Ballot



Create candidates

Create candidate profiles to add to your ballot

Create Candidates



Import voters

Add voters to your electoral roll so that they can access and submit ballots

Import Voters

Create the ballot and candidate list.

Do not import voters as this makes the election invalid.



Election Ballots

SPRING ELECTION BALLOTS

Remember that there are four mandatory positions so there is one ballot per position.

- One name per position only
- Ballots cannot have names in pairs
- There must be an option to abstain from a vote
- Order of ballot:
 - President
 - VP Events
 - VP Finance
 - VP Communications

By-elections - follow the protocol for Spring elections but the order is not important

Internal elections - for the non-mandatory positions, you can also add these ballots or run a separate one



Create a ballot

8. Create ballot and candidates

Ballot Header

Form title*

Baking Club VP Finance By-election 2026-2027

14 px A

Enter a form description* (min. 20 chars)

Upload a banner image (1024px x 400px). Optional

Upload a banner image (1024px x 400px). Drag & Drop a image or Browse

Ballot Body

Drag and drop form elements to the form body to build your form

Enter position name (e.g. President, Treasurer)

+ Add Candidate

Plurality Vote

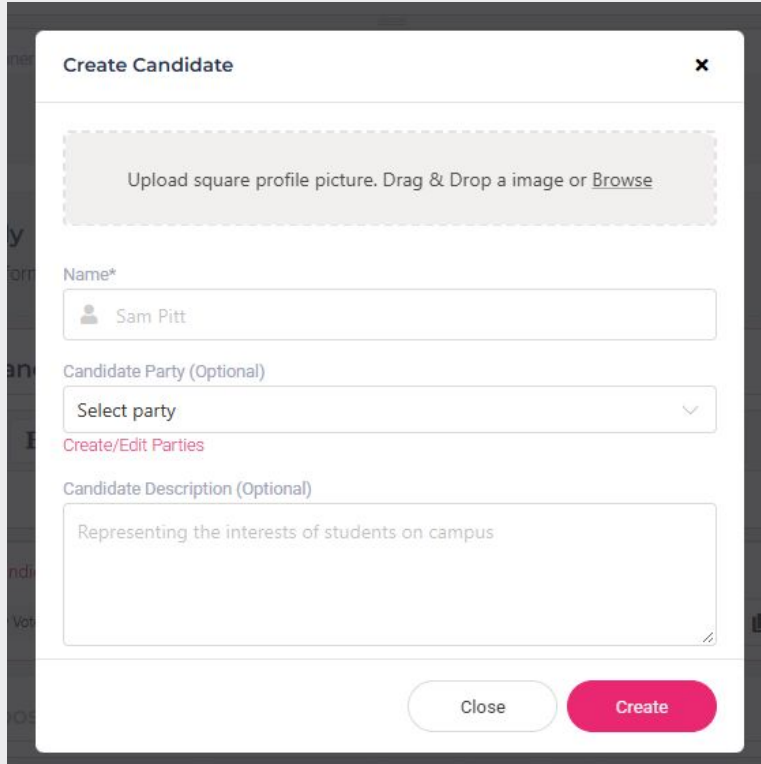
Ballot Header - A brief description of your election (eg. Spring elections, by-election, etc.)

Ballot Body - When adding an additional field, choose only Plurality Vote. The other choices will not be accepted. (This applies to the mandatory positions only)



Create a candidate

9. Create Candidate



The screenshot shows a 'Create Candidate' modal form. At the top is a title bar with 'Create Candidate' and a close button. Below is a dashed box for a profile picture with the text 'Upload square profile picture. Drag & Drop a image or [Browse](#)'. The 'Name*' field contains 'Sam Pitt'. The 'Candidate Party (Optional)' dropdown is set to 'Select party', with a link 'Create/Edit Parties' below it. The 'Candidate Description (Optional)' text area contains 'Representing the interests of students on campus'. At the bottom are 'Close' and 'Create' buttons.

Name - First and Last Name of candidate. No nicknames, short form, or other languages. One name per candidate (no co-positions)

Candidate Party - skip for mandatory positions

Candidate Description - this can be a summary of the candidate campaign materials

Create a Candidate “Abstain from Voting” so members have a choice to abstain if there is only one candidate on the ballot



Create a candidate

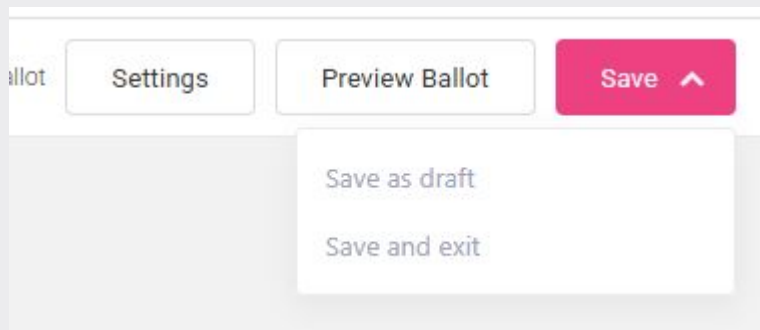
9. Plurality Vote

Vote Counting Method - First Pass The Post

Max number of selections - Set to one (1)

Max winner for position - Set to one (1)

You can preview your ballot before you save.
This will show the member's view and you can edit before saving.



Element Settings

Element Type
Plurality Vote

A single vote to select their preferred candidate

Vote Counting Method ([Learn More](#))
First Pass The Post

Shuffle Options ☐

Min number of selections ☐

Max number of selections ☒

> 1

Max winners for position (Min 1)
1

Voter Groups ☐

Question Background Colour ☐

Conditional Logic
Show this question based on selections made on previous questions

Show this question:
Always



10. Announce the election by creating an email to send to all voters (members) or use the URL when you created the election. Note, customized emails to a select voting group is disabled as all members would have the option to vote.

[Manage Announcements](#)

Announce Election
Email an election announcement to all voters

Create Email
Edit Existing Email

Send voting email
Customise and send an email to all voters with a unique link that allows them to securely vote for this election

Create Email
Edit Existing Email

Send results to voters
Customise and send an email with election results to all voters

Create Email
Edit Existing Email

11. Once the SOS staff can verify the votes, you can send the results to voters.



Validating Results

Rule of Thumb:

Do not post the results until the election is validated.

If you have any questions or would like us to review the election before it becomes live, let us know!

The SOS Staff will validate the results if they confirm the criteria:

1. Candidate is a paid member of the club
2. Ballot format was set-up properly
3. 15% of the memberships voted (quorum requirement)
4. CRO is a paid member and not running for a position
5. Election period ran for 24-48 hours
6. Candidates had at five days to campaign for a position (see Elections policy)



Transition Report

Spring Elections

- For Spring Elections the CRO submits this report to confirm the new executives for the upcoming year
- Enter the name of the candidates and their uwo.ca email address
- **Do not announce** the winners of the election until the SOS staff can verify the results and ensure that the election is valid



For more information:

clubs@westernusc.ca

westernlink.ca

westernusc.ca/clubs

Instagram: @clubsusc

