



2018 URSU General Election

INFORMATION AND NOMINATION PACKAGE

Nomination Forms are to be submitted by the deadline to:
URSU Member Services
Riddell Centre 221

Questions about Elections?

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Chief Returning Officer
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Introduction

The University of Regina Students' Union (URSU) requires that elections are held regularly (in the form of a General and By-Elections) to maintain a complete board of student representatives. URSU may also call for a referendum to have students vote on structural changes to student-supported levees.

General Information

This package is meant to provide you with guidance and assistance through your URSU Elections experience. It is your responsibility to understand and adhere to the content contained herein. While this is not a substitute for the Election and Referendum Bylaw, the URSU Constitution, or any other relevant URSU governing documents it contains a fairly comprehensive explanation of the election and campaigning regulations as they concern candidates and campaign groups. It also contains some helpful hints for running a successful campaign. If you have any questions or concerns regarding the election, please feel free to consult the Chief Returning Officer (CRO).

Chief Returning Officer (CRO)

To maintain a fair and democratic process, URSU is required to hire a Chief Returning Officer to oversee the election process. This person is in charge of ensuring that URSU Election By-laws are followed and that any disputes and conflicts are dealt with properly.

CHIEF RETURNING OFFICER

cro@ursu.ca

Eligible Positions

The purpose of this election is to fill all representative positions of the University of Regina Students' Union Executive Committee and Board of Directors, as well as, Senate, University Council, and Executive of Council.

EXECUTIVE

President
Vice-President Student Affairs
Vice-President Operations and Finance
Vice-President External Affairs

BOARD OF DIRECTORS

Aboriginal Students
Campion College
Faculty of Arts
Faculty of Business Administration
Faculty of Education
Faculty of Engineering
Faculty of Media, Art, and Performance
Faculty of Graduate Studies and Research
Faculty of Kinesiology and Health Studies
Faculty of Nursing
Faculty of Science
Faculty of Social Work
First Nations' University of Canada
Francophone Students
International Students
LGBTQ Students
Luther College
Part Time Students
Students' with Disabilities
Women Students

SENATE

Six positions available

UNIVERSITY COUNCIL

Arts – 8 seats available
Business – 9 seats available
Education – 8 seats available
Engineering – 6 seats available
Fine Arts – 2 seats available
Kinesiology – 3 seats available
Nursing – 4 seats available
Science – 5 seats available
Social Work – 5 seats available
Continuing Education – 1 seat available
Graduate – 9 seats available

EXECUTIVE OF COUNCIL

One position available per faculty.

All Candidates Meeting

All candidates who have had their nominations accepted will be informed of and must attend an All Candidates Meeting. This is an official meeting with the CRO who will inform you about details including campaigning guidelines, spending, etc.

Campaigning

Campaigning helps publicize a candidate's candidacy to students. Campaigning allows students to learn a candidate's platform (where they stand on issues, their ideas, etc.) in order to make an informed vote.

Campaigning Period

See *Important Dates* section

Materials

Campaigning materials to be used are only those that are sanctioned by this document and as prescribed by the URSU Election and Referendum Bylaw.

All election materials and content must be approved by the CRO prior to posting, including online content.

Expenses

No candidate shall spend more than what is approved by the CRO on their campaign. Currently that limit is \$200.

The attached "Statement of Election Expenses" form must be submitted, along with the corresponding receipts, to the Chief Returning Officer by the appropriate deadline to be eligible for reimbursement as per the terms set out in the URSU Elections and Referendum Bylaw.

See *Important Dates* section for submission deadline.

The value of all goods and services received at less than fair market value or by donation must be declared at the LOWEST ATTAINABLE RETAIL PRICE (i.e. the price available to all other candidates). The value of the labour, incentives, or other promotional perks must be declared according to existing rates or the lowest attainable retail value for the work provided. This also applies to organizations and their employees who are specifically involved or connected to a campaign group.

Campaigning Rules

- No alcohol will be permitted at election-related events as the URSU has a membership made up of different ages and faiths and campaigns should strive to be as inclusive as possible.
- No active campaigning will be allowed on polling days. This includes campaigning on social media platforms.
- All candidates must comply with the Election and Referendum Bylaw of URSU.
- Any printed material to be dispersed by the candidate shall include, on its front cover and in legible form, the name of the candidate.
- No campaigning whatsoever will be permitted in any library on campus.
- No campaigning whatsoever will be permitted in The Owl bar or the URSU offices.
- Any form of advertisement or campaign material must be adhere to the URSU Poster and Banner and the Corridor Use and Tabling policies. The responsibility lies with the candidates to familiarize themselves with these rules.
- No stickers will be permitted.
- No painting or chalking on buildings and sidewalks is allowed.
- Messages on blackboards/whiteboards are permitted.
- Off-campus advertising, other than posters/leaflets/banners, is not permitted.
- Signs indicating the location of polling booths are not to be covered with campaign posters or other materials. Any URSU posters dealing with the election must not be tampered with, moved, or covered up.
- The logos of URSU or its affiliated business, operations and/or services must not be used by any candidate.
- Candidates, under any circumstances, must not tamper with, move, or alter another candidate's campaign material.
- Online campaigning may be permitted as long as it follows the general guidelines set out by the URSU Election and Referendum Bylaw, all relevant URSU policies and the rules set out in this document.
- Slate behaviour will not be tolerated. Each candidate must have unique materials (posters, handbills, Facebook page), including their platform.
- No campaigning is permitted in U of R residences.

Rules about slates:

Slates have been banned from URSU elections. You may still 'endorse' a friend who is running, but make sure to follow these rules:

- you may not run as a group using a team 'name' or 'slogan'
- all campaign materials must look unique, and must not use the same design as another candidate (including: posters, brochures, t-shirts, etc)
- you are not allowed to pool election expenses with other candidates
- you ARE allowed to hand out materials for a friend, but must make it clear that you are endorsing your friend and NOT running as a group with them

Candidate Profiles

One election platform (250 word document and attached hi-res passport-style photo) for each candidate will be printed by the CRO on URSU's website and/or other social media platforms. Submitting a PDF of the platform is encouraged and candidates are responsible for proofreading. **Candidate profiles should be submitted to the CRO by the appropriate deadline. Candidate profiles and photos will only be accepted in PDF, JPEG, BMP, or TIFF format, not a Word Document.**

See *Important Dates* section for submission deadline.

Voting Period

See *Important Dates* section.

Polling for the election will begin: Monday, March 19th, 2018 at 12:00 AM

Polling for the election will end: Tuesday, March 20th, 2018 at 11:59 PM

Polls will be operated under the following rules:

- Information Officers will be available to assist voters with proper voting procedures.
- No students other than active members of URSU will be permitted to cast a ballot.
- Each candidate may send one scrutineer to observe the release of the election report by the official appointed by URSU to tabulate results to the CRO. The name of a candidate's scrutineer must be submitted to the CRO by the end of the All Candidates' Meeting.

Voting for the General Elections is open to only the members of the constituencies of the respective positions being contested.

Penalties and Sanctions

Candidates found to be in violation of the Election and Referendum Bylaw, and/or URSU governing policies are subject to sanctions imposed by the CRO and/or the Elections Committee as provided for in the Election and Referendum Bylaw.

Each and every infraction, violation or offense of the By-law shall be assessed a numeric value of "demerit points" by the CRO. Each instance of an infraction incurs the associated number of demerit points. Demerit points are cumulative. Additional disciplinary actions (above and beyond those outlined below) may be taken as determined by the CRO and/or Elections Committee at any time. All members facing discipline may appeal the decision of the CRO to the Elections Committee as laid out this bylaw. Decisions of the Elections Committee are final and binding.

| Demerit Point Matrix | |
|--|---|
| 20 points: | Anyone improperly declared an eligible candidate. |
| | Any candidate spending over the maximum spending limit as set by these By-laws |
| | Intentional misrepresentation of campaign expenditures |
| | Interfere, or attempt to interfere, with the administration of the Election |
| | Interference or attempted interference with the voting process |
| | Use of electronic devices to facilitate, influence or coerce a members' vote |
| | Solicitation of U of R and/or URSU Amin staff to interfere in the election process |
| | Gross misrepresentation of facts |
| | Malicious or intentional violation of this By-law |
| 8 points: | Behaving as a slate |
| | Offensive/illegal/inappropriate campaign material |
| | Slandorous behaviour or statements directed towards another candidate |
| | Failure to submit campaign expense form and receipts by deadline |
| | Intentional misrepresentation of facts |
| | Tampering with another candidate's campaign material |
| | Damage to URSU or University property |
| 5 points: | Failure to attend the All Candidates' Meeting or the All Candidates' Forum |
| | Campaigning outside the Campaign period |
| | Campaigning anywhere other than on-campus or online |
| | Campaigning in any library on campus |
| | Campaigning in The Owl bar or the URSU offices |
| | Repeated frivolous complaints and/or appeals |
| | Unintentional Misrepresentation of Facts |
| | Use of URSU's logo on candidate materials |
| Serving alcohol at an event that is organized by a candidate or held in support of a candidate | |
| 2 points: | Failure to submit a Candidate Profile by the deadline |
| | Using printed material that does not have a legible name of the candidate on the front |
| | Use of anything other than painter's tape to post campaign materials outside of the poster boards |
| 1 point: | Making a frivolous complaint about another candidate (1 point per complaint) |
| | Improper poster placement (1 point per poster up to a maximum of 8 points) |
| | Use of any kind of sticker (1 point per sticker per sticker type up to a maximum of 8 points) |
| | Painting or chalking on buildings and sidewalks (1 point per incident) |

Once a candidate has accumulated a minimum of 5 demerit points, the candidate will be subject to the following fines and/or penalties at the sole discretion of the CRO and/or Elections Committee;

| Fine and Penalty Matrix | | |
|-----------------------------------|-------------|---|
| Demerit Points Accumulated | Fine | Penalty (at discretion of CRO and/or Elections Committee) |
| 5 | \$25 | <ul style="list-style-type: none"> • Loss or restriction of Campaign Privileges (ex: Posters, Websites, Tabling privileges) • Other penalties as recommended by the CRO |
| 8 | \$50 | <ul style="list-style-type: none"> • Loss or restriction of Campaign Privileges (ex: Posters, Websites, Tabling privileges) • Loss of vote in future election(s) • Other penalties as recommended by the CRO |
| 15 | \$100 | <ul style="list-style-type: none"> • Loss or restriction of Campaign Privileges (ex: Posters, Websites, Tabling privileges) • Loss of vote in current and/or future election(s) • Loss of membership in URSU • Legal action as deemed necessary by the Board of Directors • Other penalties as recommended by the CRO and/or the Elections Committee |
| 20 | | <ul style="list-style-type: none"> • Disqualification from Election or By-Election • Other penalties as recommended by the CRO and/or the Elections Committee |

Information Links

General Election Information can be found at
<http://ursu.ca/elections>

URSU Constitution, Bylaws and Policies can be found at
<http://ursu.ca/governance/governing-documents/>

Tips! Getting Your Message Out

Candidate Profiles & Election Supplement

A platform is a great way to say why you are the best candidate or why your point of view is the one students should choose to agree with.

Platforms of NO MORE THAN 250 WORDS, typed and double-spaced, and one photo of the nominee may be submitted for each candidate. This will be available online and from poll clerks on voting days, and *may* be printed in The Carillon. Photos should clearly illustrate the candidate, much like a passport photo or drivers license ID does. The bigger the image, the better. Please forward to the CRO as a separate file, NOT as part of your nomination package!

Posters

Posters are a splendid way of letting people know that you are running as a candidate in the election, and making your lovely face a familiar sight on campus. You are responsible for knowledge of and, of course, obeying the URSU Poster and Banner and the Corridor Use and Tabling policies, which may be obtained at the URSU Member Services Desk or from the URSU website (www.ursu.ca).

POSTERS FOR CANDIDATES AND CAMPAIGN GROUPS MAY BE NO LARGER THAN 11" X 17" (Tabloid)!

Helpful Hint: You can cover campus quite thoroughly using less than 50 posters. Colour (printed or by hand) really makes a poster stand out on a crowded poster board.

Posters must only be placed on URSU poster boards and are not permitted to be taped, stapled, or in any way adhered to any wall surfaces that are not poster boards. This includes building walls, news stands, etc. URSU poster boards are ONLY located on the 1st floor of campus buildings. Violators will have their posters removed and then will be notified of these violations.

IMPORTANT DATES

| | |
|---|---|
| Election Period | February 12th – March 20th |
| Nomination Period | February 12th - 28th |
| Nomination Package Due | <p>Deadline: February 28th @ 4:00 pm</p> <p>Drop off at:</p> <p>URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Regina, SK</p> <p>Attn: Chief Returning Officer</p> |
| Candidate Profiles | <p>Deadline: February 28th @ 4:00 pm</p> <p>DIGITAL COPIES ONLY</p> <p>Submit to: cro@ursu.ca</p> |
| Candidate's Q & A with URSU Exec and Staff | <p>March 1st - 12:00 pm – 4:00 pm</p> <p>URSU Boardroom</p> <p>DROP IN AT WILL</p> |
| All Candidates' Meeting with CRO | <p>March 2nd @ 5:00 pm</p> <p>URSU Boardroom</p> <p>ATTENDANCE MANDATORY</p> |
| Candidate Photo Shoot | <p>March 2nd</p> <p>URSU Boardroom</p> <p>After All Candidates Meeting</p> |
| Campaign Period | <p>Begins: March 5 @ 12:00 am</p> <p>Ends: March 18 @ 11:59 pm</p> |

| | |
|--|---|
| All Candidates Forum | <p style="text-align: center;"> March 15th - 3:00 pm – 6:00 pm Multi-Purpose Room </p> |
| Voting Polls Open | <p style="text-align: center;"> March 19th @ 12:00 am </p> <ul style="list-style-type: none"> • Voting link sent to URSU student emails |
| Voting Polls Close | <p style="text-align: center;"> March 20th @ 11:59 pm </p> |
| Results Announced | <p style="text-align: center;"> March 21st @ 1:00 pm </p> |
| Poster Tear Down | <p style="text-align: center;"> March 21st by end of day </p> |
| Expense Form & Receipts Due | <p style="text-align: center;"> Deadline: March 26th @ 4:00 pm Drop off at: URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Regina, SK Attn: Chief Returning Officer </p> |

CANDIDATE INFORMATION – all information is required – please print CLEARLY

| | |
|---|-----------|
| First Name: | Last Name |
| Phone #:: | Email: |
| Student #: | Program: |
| Emergency Contact Information (name & phone #): | |

CAMPAIGN MANAGER (if applicable)

Candidates are allowed, but not required to, have a campaign manager.

Campaign Manager

| | |
|-------------|------------|
| First Name: | Last Name: |
| Student #: | Program: |
| Email: | Phone #: |

Position you are running for :

Executive Position – select one

| | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | President |
| <input type="checkbox"/> | Vice President Operations and Finance |
| <input type="checkbox"/> | Vice President External Affairs |
| <input type="checkbox"/> | Vice President Student Affairs |

OR Director of one of the following – select one

| | | | |
|--------------------------|---|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Aboriginal Students | <input type="checkbox"/> | Faculty of Science |
| <input type="checkbox"/> | Campion College | <input type="checkbox"/> | Faculty of Social Work |
| <input type="checkbox"/> | Faculty of Arts | <input type="checkbox"/> | First Nations’ University of Canada |
| <input type="checkbox"/> | Faculty of Business Administration | <input type="checkbox"/> | Francophone Students |
| <input type="checkbox"/> | Faculty of Education | <input type="checkbox"/> | International Students |
| <input type="checkbox"/> | Faculty of Engineering | <input type="checkbox"/> | LGBTQ Students |
| <input type="checkbox"/> | Faculty of Media, Art, and Performance | <input type="checkbox"/> | Luther College |
| <input type="checkbox"/> | Faculty of Graduate Studies and Research | <input type="checkbox"/> | Part Time Students |
| <input type="checkbox"/> | Faculty of Kinesiology and Health Studies | <input type="checkbox"/> | Students’ with Disabilities |
| <input type="checkbox"/> | Faculty of Nursing | <input type="checkbox"/> | Women Students |

AND/OR one of the following

| | | | |
|--------------------------|----------------------|----------|--|
| <input type="checkbox"/> | University Council | Faculty: | |
| <input type="checkbox"/> | Executive of Council | Faculty: | |
| <input type="checkbox"/> | Senate | | |

CANDIDATE DECLARATION – initial beside each statement to indicate that you understand and accept the terms.

| | |
|--------------------------|--|
| <input type="checkbox"/> | I am in good standing with URSU. I understand that URSU may contact U of R records department to corroborate this claim. |
| <input type="checkbox"/> | If elected, I agree to maintain my membership in URSU as per the URSU Constitution. |
| <input type="checkbox"/> | I have read and will abide by the terms, conditions and regulations of the current URSU Election and Referendum Bylaw. |
| <input type="checkbox"/> | I have read and will abide by the terms, conditions and regulations of all relevant URSU Policies including relevant to my campaign including but not limited to the Standards of Conduct Policy and the Harassment Policy. |
| <input type="checkbox"/> | If elected, I will make myself familiar with the URSU Constitution and all relevant URSU bylaws and policies including but not limited to the Executive Committee and Executive Roles Policy, Board Meeting Policy, Standards of Conduct Policy, Conflict of Interest Policy, Harassment Policy, Media Policy and the University of Regina Respectful University Policy. |
| <input type="checkbox"/> | I understand and accept that I am responsible for all election-related material used in my campaign. |
| <input type="checkbox"/> | I recognize that I am responsible for my campaign manager and/or team and their conduct while they are campaigning on my behalf. |
| <input type="checkbox"/> | I will notify the CRO if my campaign plans/message changes. |
| <input type="checkbox"/> | I am aware of all mandatory meetings, deadlines and important dates associated with this election. |
| <input type="checkbox"/> | I understand that I may be disqualified if I do not attend and participate in mandated events. |
| <input type="checkbox"/> | I will conduct my campaign with integrity, fairness and respect of others. |
| <input type="checkbox"/> | <p><i>For Executive candidates only:</i></p> <p>I understand that, if elected, I will be required to take a minimum of one course per semester to maintain URSU membership, but I will not be able to take a full course-load. Being an Executive is a full-time commitment (40 hours per week) that requires travel, evening and weekend work and being available in the office at least 20 hours per week.</p> |

I, the undersigned, having been duly nominated as a candidate for the position as indicated above, have read and understand all the documents presented to me in the URSU 2018 General Election nomination package. I agree to conduct my campaign with integrity, fairness and respect of others.

Printed Name:

Signature:

Date:

Nominators - minimum of 10 required - must be URSU members

A nominator is a URSU member who has signed a nomination form of a nominee (potential candidate). The process of signing a nomination form indicates that the nominator recognizes the right of the nominee to participate as a candidate in URSU's elections.

We, the undersigned, nominate _____ *[name of nominee]*
for the position of _____.

Please Print Clearly

| | First & Last Name | Student # | Signature |
|-----|-------------------|-----------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
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| 13. | | | |

| For URSU Internal Use Only | |
|----------------------------|--|
| Received By (name): | |
| Date: | |
| Time: | |