



2019 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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Introduction

The University of Regina Students' Union (URSU) requires that elections are held regularly (in the form of a General and By-Election) 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

Candidate Eligibility

Detailed eligibility requirements can be found in the URSU Election and Referendum Bylaw, the URSU Constitution, the University Act, and the Council Rules and Regulations.

Eligibility of candidates for any available position is subject to confirmation of the CRO, URSU and/or the University of Regina.

The following is provided for information purposes only.

URSU Executive

- Must be and remain member of URSU in good standing.
- Must be agreeable to terms and conditions of employment agreement and appropriate URSU policies.
- Must be available for URSU Board meetings generally held on Tuesday evenings.

Faculty Directors

- Must be and remain member of URSU in good standing.
- Must be available for URSU Board meetings generally held on Tuesday evenings.
- At the time of the election, must be enrolled in the faculty the candidate is choosing to represent.

Constituency Directors

- Must be and remain member of URSU in good standing Meeting dates
- Must be available for URSU Board meetings generally held on Tuesday evenings.
- Eligibility is determined by one's lived experience, personal identity or number of credit hours enrolled in.
- Must attest that they are qualified to represent the constituency the candidate is choosing to represent.

University Council

- Must be registered full-time at the time of election and maintain their full-time status during their term on Council.
- Students may be asked to participate in the Faculty Council meetings of their respective Faculty. There are typically 6-8 Faculty Council meetings per year. If elected, your name will be forwarded to the respective Faculty for this purpose.
- Students elected to Council/Executive of Council will be assigned to serve on Council Committees. These Committees fulfill a variety of important University responsibilities. The Committees include Council Discipline Committee, Council Committee on Student Appeals, Council Committee on Undergraduate Admissions and Studies, Council Committee on Academic Mission, Council Committee on Budget, and Council Committee on Undergraduate Awards.

Executive of Council

- Must be registered full-time at the time of election and maintain their full-time status during their term on Executive of Council
- Students who are elected to Executive of Council are automatically members of Council.
- Students will be expected to attend Executive of Council meetings. These meetings occur every month from September to June, with the exception of December. Students will also be expected to attend Executive of Council orientation in September.

Senate

- Students are only eligible to serve two one-year terms on Senate.
- Students will be expected to attend Senate meetings in June, October and February. Students will also be expected to attend Senate orientation prior to the October meeting.
- Students will also be expected to serve on the Senate Appeals Committee.
- Must be registered full-time at the time of election to serve on Senate.

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

DIRECTORS

Faculties

Campion College	1
Continuing Education	1
Faculty of Arts	1
Faculty of Business Administration	1
Faculty of Education	1
Faculty of Engineering	1
Faculty of Graduate Studies and Research	1
Faculty of Kinesiology and Health Studies	1
Faculty of Media, Art, and Performance	1
Faculty of Nursing	1
Faculty of Science	1
Faculty of Social Work	1
First Nations' University of Canada	1
La Cité	1
Luther College	1

Constituencies

Equity and Campaigns	1
Indigenous Students	1
International Students	1
LGBTQ Students	1
Part Time Students	1
Students with Disabilities	1
Women Students	1

SENATE

Six positions are available

UNIVERSITY COUNCIL

<u>Faculty</u>	<u># of Positions</u>
Arts	12
Business	8
Education	7
Engineering	6
La Cité	2
FGSR	9
KHS	5
MAP	4
Nursing	7
Science	10
Social Work	7

EXECUTIVE OF COUNCIL

<u>Faculty</u>	<u># of Positions</u>
Arts	1
Business	1
Education	1
Engineering	1
FGSR	1
KHS	1
La Cité	1
MAP	1
Nursing	1
Science	1
Social Work	1

*N.B. Members of Executive of Council
automatically become members of University
Council*

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 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: Tuesday, March 18th, 2019 at 12:00 AM

Polling for the election will end: Wednesday, March 19th, 2019 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 within 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

Notice of Election	February 4
Election Period	February 11 – March 19
Nomination Period	February 11 – 27
Nomination Package Due	<p style="text-align: center;">Deadline: February 27 @ 4:00 pm</p> <p style="text-align: center;">Drop off at:</p> <p style="text-align: center;">URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Regina, SK</p> <p style="text-align: center;">Attn: Chief Returning Officer</p>
Candidate Profiles	<p style="text-align: center;">Deadline: February 27 @ 4:00 pm</p> <p style="text-align: center;">DIGITAL COPIES ONLY</p> <p style="text-align: center;">Submit to: cro@ursu.ca</p>
Candidate's Q & A with URSU Exec and Staff	DROP IN AT WILL at URSU OFFICES
All Candidates' Meeting with CRO	<p style="text-align: center;">February 28 @ 5:00 pm</p> <p style="text-align: center;">URSU Boardroom</p> <p style="text-align: center;">ATTENDANCE MANDATORY</p>
Candidate Photo Shoot	<p style="text-align: center;">February 28</p> <p style="text-align: center;">URSU Boardroom</p> <p style="text-align: center;">After All Candidates Meeting</p>
Campaign Period	<p style="text-align: center;">Begins: March 4 @ 12:00 am</p> <p style="text-align: center;">Ends: March 17 @ 11:59 pm</p>

All Candidates Forum	<p style="text-align: center;">March 11 4:00 pm – 6:00 pm Multi-Purpose Room</p>
Voting Polls Open	<p style="text-align: center;">March 18 @ 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 19 @ 11:59 pm</p>
Results Announced	<p style="text-align: center;">March 20 @ 1:00 pm</p>
Poster Tear Down	<p style="text-align: center;">March 20 by end of day</p>
Expense Form & Receipts Due	<p style="text-align: center;">Deadline: March 22 @ 4:00 pm</p> <p style="text-align: center;">Drop off at:</p> <p style="text-align: center;">URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Regina, SK</p> <p style="text-align: center;">Attn: Chief Returning Officer</p>

URSU General Election 2019 Nomination Package

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

OR Director of one of the following – select one

<u>Faculty Director</u>		<u>Constituency Director</u>	
<input type="checkbox"/>	Campion College	<input type="checkbox"/>	Equity and Campaigns
<input type="checkbox"/>	Continuing Education	<input type="checkbox"/>	Indigenous Students
<input type="checkbox"/>	Faculty of Arts	<input type="checkbox"/>	International Students
<input type="checkbox"/>	Faculty of Business Administration	<input type="checkbox"/>	LGBTQ Students
<input type="checkbox"/>	Faculty of Education	<input type="checkbox"/>	Part Time Students
<input type="checkbox"/>	Faculty of Engineering	<input type="checkbox"/>	Students with Disabilities
<input type="checkbox"/>	Faculty of Graduate Studies and Research	<input type="checkbox"/>	Women Students
<input type="checkbox"/>	Faculty of Kinesiology and Health Studies		
<input type="checkbox"/>	Faculty of Media, Art, and Performance		
<input type="checkbox"/>	Faculty of Nursing		
<input type="checkbox"/>	Faculty of Science		
<input type="checkbox"/>	Faculty of Social Work		
<input type="checkbox"/>	First Nations' University of Canada		
<input type="checkbox"/>	La Cité		
<input type="checkbox"/>	Luther College		

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 AND ATTESTATION

By my **initials** beside each of the following statements, I hereby acknowledge that I understand and accept each of the terms.

	I hereby attest that I fully meet the eligibility requirements for the position(s) I will be running for.
	I understand that my eligibility for the position(s) I intend to run for is subject to verification by the CRO. URSU and/or the University of Regina.
	I am in good standing with URSU. I understand that URSU may contact U of R records department to corroborate this claim.
	If elected, I agree to maintain my membership in URSU as per the URSU Constitution.
	I have read and will abide by the terms, conditions and regulations of the current URSU Election and Referendum Bylaw.
	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.
	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.
	I understand and accept that I am responsible for all election-related material used in my campaign.
	I recognize that I am responsible for my campaign manager and/or team and their conduct while they are campaigning on my behalf. I will be diligent in ensuring my supporters abide by the Elections and Referendum Bylaw and that I will report any noticed infractions of such to the CRO.
	I will notify the CRO if my campaign plans/message changes.
	I am aware of all mandatory meetings, deadlines and important dates associated with this election.
	I understand that I may be disqualified if I do not attend and participate in mandated events.
	I will conduct my campaign with integrity, fairness and respect of others.
	I acknowledge that URSU Board of Director meetings are generally scheduled on Tuesday evenings and that I will be committed to ensure my availability to fulfill this part of my fiduciary responsibilities.

For Executive candidates only:

	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.
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	I acknowledge, that if elected, I will be required to enter into and abide by the terms and conditions of an Employment Agreement as outlined in Section 3.2.2 of the Executive Committee and Executive Roles Policy.
	I acknowledge that Executive Members elected to the URSU Board may only be removed under the terms of the URSU Constitution and Bylaws, as amended from time to time, however that the role of an Employee of URSU may be terminated or altered in accordance with the Employment Agreement.



I, the undersigned, having been duly nominated as a candidate for the position(s) as indicated above do solemnly and sincerely promise and swear:

- a. That I have read and understand all of the documents presented to me in the URSU 2019 General Election nomination package;
- b. That each of the above terms are understood and acknowledged by my initials;
- c. That I agree to conduct my campaign with integrity, fairness and respect of others;
- d. That I will represent and administer the office to which I may be elected to the best of my ability and judgment, in conformity with the Constitution, Bylaws and Policies of URSU;
- e. That I will adhere to and enforce URSU’s Standards of Conduct Policy; and,
- f. That I will, in all my acts, be governed by the principles of honesty and justice, and in every manner possible endeavor to promote and safeguard the best interests and integrity of URSU and the welfare of our membership.

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.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

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

Please keep this page to record your expenses. Please attach all receipts.

Statement of Election Expenses Form

Please include all records of expenses related to the URSU 2019 General Election.

Submit this form along with all receipts to the Chief Returning Officer or drop off at

URSU Member Services by no later than **Friday, March 22, 2019 at 4:00PM.**

ITEM	VENDOR	COST

Printed Name:

Signature:

Date: