



2024 URSU Referendum and By-Election

INFORMATION AND NOMINATION PACKAGE

Nomination Forms must be submitted
to URSU Member Services
Riddell Centre 221

Or by email to cro@ursu.ca

by Friday, November 1 @ 4:00pm

LATE SUBMISSIONS WILL NOT BE ACCEPTED

[Questions about Elections?](#)

David Ennis
Chief Returning Officer
Email: cro@ursu.ca

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1. 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 Directors. URSU may also call for a referendum to have students vote on structural changes to student-supported levees.

2. 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, *The Non-Profit Corporations Act* 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).

3. 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 and in a timely manner.

CHIEF RETURNING OFFICER

cro@ursu.ca

4. Candidate Eligibility

In order to run, a person must meet the eligibility requirements for the position in question. These are set out below.

URSU Executive

- Must be and remain a member of URSU in good standing.
- Must be in good standing with both the University and URSU.
- Must have a cumulative grade point average (CGPA) of at least 60% at the time of nomination.
- Must have completed at least 30 credit hours at the University of Regina or equivalent prior to the nomination deadline.

- Must be agreeable to the terms and conditions of the employment agreement and appropriate URSU policies.
- Must be available for URSU Board meetings generally held on Tuesday evenings.
- Must attend an Interview meeting with General Manager prior to the end of the nomination period.

Faculty Directors

- Must be and remain a member of URSU in good standing.
- Must be in good standing with both the University and URSU.
- Must have a cumulative grade point average (CGPA) of at least 60% at the time of nomination.
- Must have completed at least 9 credit hours at the University of Regina or equivalent prior to the nomination deadline.
- 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 a member of URSU in good standing.
- Must be in good standing with both the University and URSU.
- Must have a cumulative grade point average (CGPA) of at least 60% at the time of nomination.
- Must have completed at least 9 credit hours at the University of Regina or equivalent prior to the nomination deadline.
- 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 the 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 the University 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.

5. Available Positions

The following positions are open for election during the 2024 URSU Referendum and By-election:

URSU DIRECTORS

Faculties

- Faculty of Arts
- Faculty of Kinesiology and Health studies
- Faculty of Media, Arts and Performance
- Faculty of Nursing
- La Cité Universitaire francophone
- Center for Continuing Education

Constituencies

- Indigenous Students

6. Referendum Questions

In addition to the election of the individual representatives mentioned above, the following referendum Question will be on the ballot during the 2024 Referendum and By-election:

Do you support increasing the Emergency Bursary Reserve levy fee from \$0.25 to \$3.00 per Fall and Winter semester?

7. All Candidates Meeting

All candidates who have had their nominations accepted will be informed **of and must attend** an All-Candidates Meeting, which will be held on November 3rd at 5:00 pm on Zoom.

This is an official meeting with the CRO prior to the official campaigning period and will inform you about details including campaigning guidelines, spending, etc. details of the All-Candidates meeting will be sent to all candidates.

8. 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 decision. Candidates must follow the Campaigning Rules (see below) to ensure a safe and welcoming environment for all students.

9. Campaigning Period

The period during which candidates may campaign. See *Important Dates* section below.

10. Campaign 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. Please send them for review to cro@ursu.ca.

11. Expenses

No candidate shall spend more than what is approved by the CRO on their campaign. Currently that limit is \$300.

Candidates are eligible for reimbursement of expenses upon presentation of receipts to a maximum of \$300. 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. If you have questions about how to value any goods or services, write to the CRO.

12. Campaigning Rules

- No alcohol is 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.
- All candidates must comply with the Election and Referendum Bylaw of the 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 is permitted in the U of R residences, any library on campus, the Lazy Owl bar and 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 (running as part of a team or group) will not be tolerated. Each candidate must use unique materials (posters, handbills, Facebook page).
- Candidates are not allowed within fifty (50) meters of a physical polling or election information station.
- *Campaign posters may be no larger than 8" x 12".*

13. Rule Against Slating

Candidates are forbidden from running as part of a slate (team or group) of candidates. 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

14. Candidate Profiles

One election platform (250-word document and attached hi-res passport-style photo) for each candidate will be posted 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 deadline** (See *Important Dates* section below).

Candidate profiles and photos will only be accepted in PDF, JPEG, BMP, or TIFF format, not a Word Document.

15. Voting Period

Voting will take place electronically on the simply Voting Platform. All students will be sent a link by email.

Polling for the election will begin: Thursday, November 14 at 12:00 AM

Polling for the election will end: Friday, November 15 at 11:59 PM

Results will be announced: Saturday, November 16 at 12:00PM.

Voting for the By Election is open to only the members of the constituencies of the respective positions being contested. For example, only students registered in the faculty of Arts may vote for the Arts faculty representative.

16. Penalties and Sanctions

Candidates found to be in violation of the Election and Referendum Bylaw, and/or the 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 Admin 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
	Slanderous 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
	Being present within a 50-metre radius of a polling station on voting days
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
		<ul style="list-style-type: none"> • Other penalties as recommended by the CRO and/or the Elections Committee
20 or more		<ul style="list-style-type: none"> • Disqualification from Election or By-Election • Other penalties as recommended by the CRO and/or the Elections Committee

17. 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/>

18. How to Get Your Message Out

Candidate Profiles

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 support.

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 8" x 12"!

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 the 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. The 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.

In-Person Campaigning

Talking to students and explaining who you are and why you are running is a good way to convince students to vote for you. Remember to always be respectful and follow the rules governing campaigning, which are explained above.

Annex 1

IMPORTANT DATES **2024 URSU REFERENDUM AND BY-ELECTION**

Notice of Election	October 11
Nomination Period	October 25 to November 1
Nomination Package Due	Deadline: November 1 @ 4:00 pm Drop off at: URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Regina, SK Attn: Chief Returning Officer or email cro@ursu.ca
All Candidates’ Meeting with CRO	November 3 @ 5:00 pm Over Zoom <i>ATTENDANCE MANDATORY</i>
Deadline for Nomination Withdrawal	November 3 @ 11:00 am Submit to: cro@ursu.ca
Campaign Period	Begins: November 4 @ 12:00 am Ends: November 13 @ 11:59 pm
Deadline for Submission of Candidate Profiles	November 4 @ 4:00 pm DIGITAL COPIES ONLY Submit to: cro@ursu.ca

<p>All Candidates Forum</p>	<p>November 6 4:00 pm – 6:00 pm Over Zoom</p>
<p>Voting Polls Open</p>	<p>November 14 @ 12:00 am Voting link sent to URSU student emails</p>
<p>Voting Polls Close</p>	<p>November 15 @ 11:59 pm</p>
<p>Results Announced</p>	<p>November 16 @ noon</p>
<p>Poster Tear Down</p>	<p>November 18 by 8pm</p>
<p>Expense Form & Receipts Due</p>	<p>Deadline: November 22@ 4:00 pm Drop off at: URSU Members Services Desk Riddell Centre Room 221 3737 Wascana Parkway Attn: Chief Returning Officer Or email cro@ursu.ca</p>

Annex 2

URSU 2024 By- Election Nomination Package

CANDIDATE INFORMATION – all information is required – please print CLEARLY	
First Name:	Last Name
Phone #:	Email:
Student #:	Program:
Address:	
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

Select one of the following available positions

	<u>Faculty Director</u>		<u>Constituency Director</u>
<input type="checkbox"/>	Arts	<input type="checkbox"/>	Indigenous Students
<input type="checkbox"/>	Centre for Continuing Education		
<input type="checkbox"/>	Kinesiology & Health Studies		
<input type="checkbox"/>	La Cité		
<input type="checkbox"/>	Media, Art, and Performance		
<input type="checkbox"/>	Nursing		

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 and the U of R. I understand that URSU may contact U of R records department to corroborate this claim.
	I currently have a cumulative grade point average of at least 60.0%.
	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 <i>The Non-Profit Corporations Act</i> , 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 and may be penalized if they fail to comply with the URSU Bylaws. 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.
N/A	I am running for an Executive Position, and I confirm I have met with the General Manager of the URSU prior to submitting this nomination form.

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

- a) I have read and understand all of the documents presented to me in the URSU 2024 Referendum and By-election Nomination Package;
- b) Each of the above terms are understood and acknowledged by my initials;
- c) I agree to conduct my campaign with integrity, fairness and respect of others;
- d) 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 Non-profit Corporations Act* and the Constitution, Bylaws and Policies of URSU;
- e) I will adhere to and enforce URSU's Standards of Conduct Policy; and,
- f) 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 the URSU and the welfare of our membership.

Printed Name:

Signature:

Date:

Nominators - 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 the URSU's elections.

For URSU Executive Positions - minimum of 30 required (use at least 3 pages) For all other positions – minimum of 10 required

We, the undersigned, nominate _____ *[name of nominee]* in the 2024 URSU By-Election

As a candidate for the position of _____.

Please Print Clearly

	First & Last Name	Student #	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

For URSU Internal Use Only

Received By (name):		Attended All Candidates Meeting	
Date:		Attended Executive Expectation Interview (if applicable)	
Time:		Meets all eligibility requirements	

Annex 3

Statement of Election Expenses Form

Please include all records of expenses related to the URSU 2024 By-Election.
Submit this form along with all receipts to the Chief Returning Officer or drop off at URSU Member Services by no later than **Thursday, November 22nd, 2024, at 4:00PM.**

ITEM	VENDOR	COST

Printed Name:

Signature:

Date: