



UNIVERSITY OF ALBERTA  
**STUDENTS' UNION**

# ***NOMINATION PACKAGE***

**MARCH 2021**

**GENERAL EXECUTIVES AND BOARD OF GOVERNOR  
REPRESENTATIVE ELECTION**



[uasu.ca/vote](https://uasu.ca/vote)

# University of Alberta Students' Union Elections

## Section A: Letter of Introduction

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Welcome to the 2021 General Election of the Executive Committee and the Undergraduate Board of Governors Representative. On behalf of all members of our Students' Union, I would like to thank you for your interest in these positions.

The positions of President, Vice President (Academic), Vice President (External), Vice President (Operations & Finance), Vice President (Student Life), and Undergraduate Board of Governors Representative are open for nominations.

This Nomination Package is your guide to participating in the election. Please ensure that your copy is complete and that you read the following pages carefully. Contents include:

- A. Letter of Introduction
- B. Nomination Package Instructions
- C. Election Timeline & List of Forums
- D. Nomination Form, including:
  - i. Candidate Information and Declaration
  - ii. Letter of Academic Eligibility
  - iii. List of Nominators
- E. Election Regulations and Guidelines
- Appendix 1: SU Bylaw 1500
- Appendix 2: SU Bylaw 2200
- Appendix 3: SU Bylaw 2300

**Please carefully note the deadlines set out in the election timeline.** It is solely your responsibility to submit complete and correct nomination packages on time. Please fill out and return the nomination forms as soon as possible. Incomplete nomination forms will not be returned, and there will be **no extensions** granted. If you encounter any problems, please bring them to my attention immediately so they can be resolved before the deadline.

If you are considering running in the election, please inform the Elections Office of your intent as soon as possible. An estimate of the number of candidates is used for budgeting purposes, equipment bookings, and the production of marketing materials. All information will be held in the strictest confidence until the nomination deadline.

I know that this election will be a little different than usual, but my team and myself look forward to working with you throughout the campaign and election, and encourage you to contact me at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca).

Best of luck,



Muneeb Ahsan  
Chief Returning Officer  
University of Alberta Students' Union

# University of Alberta Students' Union Elections

## Section B: Nomination Package Instructions

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In order for your nomination to be accepted, you must complete and submit the Nomination Form (Section D), which includes:

- i. Candidate Information and Declaration
- ii. Letter of Academic Eligibility
  - This must be electronically or physically signed by your faculty office.
- iii. List of Nominators
  - The names, CCIDs, faculties, years and signatures of at least 50, and no more than 100, nominators (undergraduate students.)
  - Candidates are encouraged to gather signatures through a Google Form and submit an Excel file or a Google Sheet.
- iv. Deposit (\$50.00)
  - In addition, as per Bylaw 2200, a \$50.00 deposit is payable to *The Students' Union, University of Alberta*. This must be paid on the UASU website. Requirements for the return of the deposit shall be outlined by the C.R.O.

You must submit the completed nomination form (*Section D: pages 5, 6, 7 & 8*) via email at ***cro@su.ualberta.ca*** and pay the \$50 deposit to ***https://www.su.ualberta.ca/governance/elections/candidates/deposit/*** no later than:

**Thursday, February 11, 2021 @ 18:00**

Email Subject: '*Nomination Package Submission - \*YourName\* & \*Position\**'  
Only official forms will be accepted.

Please submit all the documents in a single pdf file. Remember to have your Faculty Office sign the letter of eligibility as soon as possible as the faculty may take up to two weeks to process the form. Please start collecting signatures from nominators right away so you have enough time to collect 50. The earlier your forms are submitted, the more time the Elections Office has to validate signatures and inform you of any discrepancies.

There will be no extensions granted for late forms.

### Chief Returning Officer

Muneeb Ahsan

Email: [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca)

Cell: (780) 966-6786

### Deputy Returning Officers

Email: [dro@su.ualberta.ca](mailto:dro@su.ualberta.ca)

|                |                   |                |
|----------------|-------------------|----------------|
| Robyn Jenkins  | Jenaya Therriault | Tessa Monaghan |
| (780) 340-2706 | (587) 876-4022    | (250) 317-5049 |

# University of Alberta Students' Union Elections

## Section C: Election Timeline and List of Forums

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*All times are in 24-hour format.*

*Due to COVID-19 restrictions, Election Forums and Candidates Meetings will primarily be held online. Candidates and their teams will be informed of any changes which may occur.*

### **Close of Nominations – Thursday, February 11 @ 18:00**

- All nominations must be submitted to the Elections Office by this time in order to be considered.
- If no nominations are received for a position, or if the only nominations received for a position are joke candidates, the deadline will be extended by 24 hours.

### **Mandatory Candidates' Meeting – Friday, February 12 @ 18:00**

**Location: TBD**

*The link will be sent via email by 13:00 on Friday, February 12<sup>th</sup>*

- All candidates are required to attend this meeting. Candidates who do not attend will be disqualified. Primary Volunteers and core volunteers are also encouraged to attend. If unable to attend, candidates must designate another person, in writing, to attend in their place.
- The CRO will review the election timeline, bylaws, and election regulations. Candidates will have an opportunity to ask questions.
- Joke candidates, material submission, poster and banner placement, and classroom speaking will also be addressed.

### **Deadline for Name Changes – Thursday, February 18 @ 16:00**

- Changes to official ballot names are not allowed after this time.

### **Withdrawal Deadline – Thursday, February 18 @ 16:00**

- All withdrawals after this time will result in forfeiture of the candidate's deposit.

### **Campaign Begins – Monday, February 22 @ 09:00**

- No campaigning is permitted before this time.
- Reminder: All campaign material must be approved by the CRO prior to use.

### **Expense Report Deadline – Wednesday, March 3 @ 16:00**

- Candidates must submit their final expense allowance forms (even if no money is spent). If not submitted on time, no refund of campaign expenses will be issued.

### **Voting – Wednesday, March 3 & Thursday, March 4**

- Voting will take place online at [www.su.ualberta.ca/vote](http://www.su.ualberta.ca/vote), voting link will also be available on e-Class (tentative).
- Candidates and their volunteers will meet with the CRO to coordinate the removal of physical campaign materials two hours before polls close. Further details to be announced.

# University of Alberta Students' Union Elections

## Section C: Election Timeline and List of Forums

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### **Listing of Elections Forums & Results Announcement**

#### **Monday, February 22 @ 12:00 – Candidates Debate Day 1**

Location: Via Zoom (*broadcasted live online*)

- Half of the races and/or referenda will be participating.
- Each candidate will be afforded a two minute speech, followed by an opportunity to ask their opponent(s) a question (30 seconds), followed by a response (one minute), followed by a rebuttal (one minute).
- After the debate portions have concluded, they will be followed by an opportunity to answer (with one (1) minute responses) prepared and/or audience questions.

#### **Monday, February 22 @ 17:00 – Residence Forum**

Location: Via Zoom (*broadcasted live online*)

- Each race will be participating.
- Each candidate will be afforded a two (2) minute opening speech in turn, followed by an opportunity to answer (with one (1) minute responses) prepared and/or audience questions.

#### **Wednesday, February 24 @ 12:00 – Candidates Debate Day 2**

Location: Via Zoom (*broadcasted live online*)

- Half of the races and/or referenda will be participating.
- Each candidate will be afforded a two-minute speech, followed by an opportunity to ask their opponent(s) a question (30 seconds), followed by a response (one minute), followed by a rebuttal (one minute).
- After the debate portions have concluded, they will be followed by an opportunity to answer (with one (1) minute responses) prepared and/or audience questions.

#### **Wednesday, February 24 @ 18:00 – Augustana Forum**

Location: Via Zoom (*broadcasted live online*)

- Each race will be participating.
- Each candidate will be afforded a two (2) minute opening speech in turn, followed by an opportunity to answer (with one (1) minute responses) prepared and/or audience questions.

#### **Friday, February 26 @ 18:00 – Campus Saint-Jean Forum**

Location: Via Zoom (*broadcasted live online*)

- Each race will be participating.
- Each candidate will be afforded a two (2) minute opening speech in turn, followed by an opportunity to answer (with one (1) minute responses) prepared and/or audience questions.

**Monday, March 1 @ 12:00 – Myer Horowitz Forum**

Location: *Myer Horowitz Theatre, 2<sup>nd</sup> Floor Students' Union Building (broadcasted live online) OR Via Zoom (broadcasted live online)*

- Each race will be participating
- North campus classes from 12:00 – 13:00 will be cancelled so all students have the opportunity to attend.
- Each candidate will be afforded a two-minute speech, followed by an opportunity to ask their opponent(s) a question (30 seconds), followed by a response (one minute), followed by a rebuttal (one minute).
- After the debate portions have concluded, they will be followed by an opportunity to answer (with one-minute responses) prepared and/or audience questions.

**Thursday, March 4 @ 19:00 – Results Announcement**

Location: *Sub-Stage, Students' Union Building (Tentative)*

- Unofficial results will be announced at 7 PM.

# University of Alberta Students' Union Elections

## Section D(i): Candidate Information and Declaration

| 1) CANDIDATE INFORMATION           |  |             |  |
|------------------------------------|--|-------------|--|
| Full Name:                         |  |             |  |
| Name you wish to appear on ballot: |  |             |  |
| Position Contested:                |  |             |  |
| Student ID Number:                 |  | Faculty:    |  |
| University Email:                  |  | Cell Phone: |  |
| Keys to Campus Buildings:          |  |             |  |

| 2) PRIMARY VOLUNTEER INFORMATION (IF APPLICABLE) |  |             |  |
|--|--|-------------|--|
| Full Name:                                       |  |             |  |
| Student ID Number:                               |  | Faculty:    |  |
| University Email:                                |  | Cell Phone: |  |

| 3) NOTICE  |  |
|--|--|
| <p>Students' Union Elections are governed by SU Bylaws. A copy of the Bylaw 2200 is included in the nomination package, and is available online at <a href="http://www.su.ualberta.ca">www.su.ualberta.ca</a>. It is each candidate's responsibility to ensure his or her nomination form complies with bylaw. In addition, each candidate must ensure that all aspects of his or her campaign, and the actions of any campaign volunteers, do not violate the provisions of bylaw or any other election rules or regulations.</p> |  |

| 4) CANDIDATE DECLARATION   |  |
|--|--|
| <p>I hereby accept the nomination for the position indicated, and declare that to the best of my knowledge I am eligible to contest the position, and if elected, to hold office. I have read and understood this nomination package, rules, regulations, and bylaws referenced.</p> |  |
| Candidate Signature:   |  |
| Date and Time of Submission:   |  |

# University of Alberta Students' Union Elections

## Section D(ii): Letter of Academic Eligibility

Candidates must get this letter electronically or physically signed by their academic/faculty advisor.

Chief Returning Officer  
6-04B Students' Union Building  
University of Alberta  
Edmonton, AB T6G 2J7

This letter confirms that \_\_\_\_\_, ID#: \_\_\_\_\_ is a registered student taking at least one course for credit in the Faculty of \_\_\_\_\_, and at the last Faculty academic assessment was eligible to continue in a course of studies as defined in the Academic Standing regulations of the applicable Faculty sections of the Calendar.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Student's Position Contested:** \_\_\_\_\_

(i.e.: "Vice President \_\_\_\_\_")



# University of Alberta Students' Union Elections

## Section D(iii): List of Nominators

**NOTE:** Candidates may use any platform they wish to gather signatures, however, the final submission file should look similar to the image below. One such way would be to use a Google Form to gather signatures and submit them in an Excel/Google Sheets document with their nomination package. (A minimum of 50 signatures are needed.)

| Microsoft Excel/Google Sheets Sample Image  |      |            |      |         |      |           |
|---|------|------------|------|---------|------|-----------|
| Shareable link: <a href="https://docs.google.com/spreadsheets/d/1G6O_ygiH1XKwn-jZ9ialig_vvKr5uf3b8w4bBml2Xxo/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1G6O_ygiH1XKwn-jZ9ialig_vvKr5uf3b8w4bBml2Xxo/edit?usp=sharing</a><br>Candidates are allowed to share the Google Form, Google Sheets, MS Excel File (whatever they choose to use) with students. |      |            |      |         |      |           |
| University of Alberta Students' Union Elections<br>Section D(iii): List of Nominators   |      |            |      |         |      |           |
| We, the undersigned members of the Students' Union, nominate _____<br>to contest the position of _____ in the election to be held on March 3 & 4, 2021.   |      |            |      |         |      |           |
| #   | Name | Student ID | CCID | Faculty | Year | Signature |
| 1   |      |            |      |         |      |           |
| 2   |      |            |      |         |      |           |
| 3   |      |            |      |         |      |           |
| 4   |      |            |      |         |      |           |
| 5   |      |            |      |         |      |           |
| 6   |      |            |      |         |      |           |
| 7   |      |            |      |         |      |           |
| 8   |      |            |      |         |      |           |
| 9   |      |            |      |         |      |           |
| 10  |      |            |      |         |      |           |
| 11  |      |            |      |         |      |           |
| 12  |      |            |      |         |      |           |

We, the undersigned members of the Students' Union, nominate \_\_\_\_\_  
to contest the position of \_\_\_\_\_ in the election to be held on March 3 & 4, 2021.

| Name | Student ID | CCID | Faculty | Year | Signature |
|------|------------|------|---------|------|-----------|
| 1.   |            |      |         |      |           |
| 2.   |            |      |         |      |           |
| 3.   |            |      |         |      |           |
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# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

### IMPORTANT:

- Candidates are required to follow Alberta Health Care and the University of Alberta's COVID-19 guidelines at the minimum.
- Candidates will not be provided a storage space on campus by the Elections Office, in light of the pandemic we encourage that all campaign related work is done at home.
- COVID-19 restrictions will apply to physical campaigning. Only lawn signs and printed banners from Sub-Print will be allowed. Please e-mail [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) if you have any questions.
- It is important that all candidates and their volunteers read Students' Union Elections Bylaws and make all campaign volunteers aware of the election rules. This document is intended to supplement bylaw but does not replace it. In the event of a discrepancy, Students' Union bylaw takes precedence.
- Due to the pandemic, election rules and regulations are subject to change without prior notice. However, all candidates and campaign managers will be informed of the changes.

## 1. Nominations

### 1.1 Acceptance of Nominations

Acceptance of a nomination by the CRO does not guarantee the candidate is eligible to run. Candidates must have paid Students' Union fees and must not have any debts owing to the Students' Union at the time of nomination. A candidate's nomination may also be revoked if they fail to accumulate the designated amount of valid nomination signatures by the submission deadline. If the candidate is later determined to be ineligible, he or she will be disqualified.

#### 1.1.1. Important Information regarding Letter of Academic Eligibility

If a candidate with a valid reason cannot provide the letter of academic eligibility signed by the faculty advisor, the C.R.O will extend the deadline by 72 hour provided that the rest of the nomination package is complete and submitted before the actual deadline. Faculty advisor details are listed below, please double check as they might have changed:

| Faculty                                     | Contact Details  |
|---|--|
| Agricultural, Life & Environmental Sciences | <a href="mailto:questions.ales@ualberta.ca">questions.ales@ualberta.ca</a><br>780-492-4933 |
| Augustana                                   | <a href="mailto:augsas@ualberta.ca">augsas@ualberta.ca</a><br>780-679-1132                 |
| Business                                    | <a href="mailto:ugradbus@ualberta.ca">ugradbus@ualberta.ca</a><br>780-492-7676             |

|  |   |
|--|---|
| Campus Saint-Jean  | conseiller@csj.ualberta.ca  |
| Education  | educ.info@ualberta.ca<br>780-492-4530   |
| Engineering  | enggadvising@ualberta.ca<br>780-492-3320  |
| Kinesiology, Sport, and Recreation   | ksradvisors@ualberta.ca   |
| Medicine & Dentistry   | meddent@ualberta.ca<br>ume.general@ualberta.ca<br>780-492-6621  |
| Native Studies   | nsadvisor@ualberta.ca<br>780-492-2991   |
| Nursing  | nursing.undergraduate@ualberta.ca<br>(780) 492-5300   |
| Open Studies   | Contact advisor via student connect:<br><a href="https://www.registrar.ualberta.ca/ask-student-connect/index.php?id=contact-us&amp;utm_source=RO&amp;utm_medium=footer">https://www.registrar.ualberta.ca/ask-student-connect/index.php?id=contact-us&amp;utm_source=RO&amp;utm_medium=footer</a> |
| Pharmacy   | studentservices-pharmacy@ualberta.ca<br>780.492.3362  |
| Science  | advisor.science@ualberta.ca   |
| <ul style="list-style-type: none"> <li>• If you are an international student, feel free to contact an international student advisor at the International Student Services in case your faculty does not respond.</li> <li>• In case your faculty does not respond in time, feel free to contact Student Connect and inform the C.R.O.</li> </ul> |   |

## 1.2 Joke Candidates

Candidates who run under a name that is not their given name, or a reasonable derivation of their given name, will be designated joke candidates. Joke candidates are not eligible to take office if elected and are assigned a lower campaign budget.

## 1.3 Candidates Meeting

A mandatory Candidates Meeting will be held **Friday, February 12 @ 18:00** online, as noted in the election timeline. The invitation will be sent to candidates and campaign managers via e-mail on Friday. Candidates who fail to attend the meeting in its entirety (or fail to designate a proxy, in writing, to attend in their place) will be disqualified. There will also be mandatory candidates' meetings held daily throughout the campaign period (February 23 – March 5, 17:00 each day excluding weekends).

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### 1.4 Reporting of Keys

All candidates and official campaign managers are required to report to the CRO any keys, cards, and other means of access they possess to any building or room on campus. Please report your keys in Section D1 of the Nomination Package. The penalty for not doing so is provided in the attached schedule of fines and penalties.

## 2. General Campaign Rules

### 2.1 Pre-campaigning

Candidates and volunteers may not engage in any campaign activities between the close of nominations and the beginning of the campaign period – Between **Friday, February 12 @ 17:00 and Monday, February 22 @ 09:00**. During this time:

- Candidates **are allowed** to make social media pages with the username "*\*CandidateName\* for \*PositionContested\**".
- Candidates are allowed to invite people to follow or like their page but **must not** post or share anything or have a profile picture.
- Candidates or campaign managers must not share any articles, posts or news regarding the UASU elections by internal or external media.

### 2.2 Volunteers

Volunteers (anyone who assists in any campaign activity) are bound by the same rules as candidates. It is the candidate's responsibility to inform his or her volunteers of election rules. Candidates are responsible for the actions of their volunteers and may be subject to penalties as a result of their volunteers' conduct.

### 2.3 Permitted Access

Campaigning is not permitted in the following areas without the permission of the CRO:

- 1) Any business or service operated by the Students' Union, including RATT, Dewey's, SU Infolink Booths and any SU Service;
- 2) Any University library, administration building, or office;
- 3) In any classroom during a class, without permission of the instructor;
- 4) In any residence, including all University-owned residences (including the residential areas of HUB), St. Joseph's College, Augustana residences, and fraternity/sorority houses leased from the University;
- 5) In any building or on any land not owned or operated by the University or the Students' Union, including LRT stations.
- 6) Any university parking lot.

### 2.4 Budget Limits

Bylaw 2200, §42 establishes the following budget limits:

- 1) Executive Candidates: \$550.00
- 2) Undergraduate Board of Governors Representative: \$550.00
- 3) Joke candidates: \$366.67

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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**Candidates who exceed these budget limits will be disqualified.** It is important to note that GST is **NOT** included in these budget limits. Candidates are responsible for keeping a separate record of applicable taxes, for which the candidate will be reimbursed (along with the non-tax expenses) at the end of the election. Excessive or unreasonable expenses will not be permitted. Candidates should seek advance approval from the CRO if there is any doubt about expenses.

### 2.5 Expense Reporting

Candidates **must** submit a detailed expense report, even if they spend no money, using the Expense Allowance Form available online and from the Elections Office. The report must be submitted, with all receipts included, no later than **Wednesday, March 3<sup>rd</sup> @ 18:00** as specified on the election timeline. If the expense report is not submitted on time, no refund of expenses will be given. Candidates are not allowed to incur any expenses between the reporting deadline and the end of campaigning, which are not included as an estimate on the initial expense report.

### 2.6 Donations

All donations to a campaign will be assessed fair market value by the CRO and accordingly deducted from a campaign's total allowable expenses. This does not include general volunteer labour and expertise held by a significant portion of the population, such as web page and poster design. If you are at all in doubt about a fair market value, it is recommended that you consult the CRO beforehand.

### 2.7 Collusion

Candidates are free to endorse each other, but are prohibited from acting as a volunteer for any other candidate. Candidates are also prohibited from sharing resources (i.e.: tables, posters, banners, budgets, etc.), other than universal materials, with any other candidate. Volunteers, however, may volunteer for more than one campaign.

### 2.8 Student Group Interaction

Candidates and sides will be prohibited from actively participating in student group or student service events during the campaign period (in their role as a candidate or side). Candidates and campaign sides are distinct entities from student groups and should not use any influence they hold with a student group to gain an undue advantage.

This does not mean that you cannot attend student group events or talk to student group executives in your capacity as a student or as candidate or side member.

If a student group or service wishes to partake in a forum, or if an event approaches a candidate or side, they will be permitted to speak and participate so long as each candidate or side receives at least 24 hours notification of the forum or event and will be afforded an equal chance to speak at it or participate in it.

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### 3. Campaign Materials & Advertising

#### 3.1 Material Approval

All campaign materials must be approved by the CRO via [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) prior to use.

- All copies of campaign materials must also be checked, counted and marked by election staff prior to being distributed.
- Identical campaign material (i.e. posters with different orientations, identical graphic designs) do not need to be approved every single time.
- Materials will be approved on a first-come, first-served basis with a maximum 24-hour turn-around time.

#### 3.2 Identification of Printed Materials

All printed campaign materials **must** be printed at SUBprint and include "Printed at SUBprint" on it. All posters must also include the supplied Elections Office online voting logo. It is the responsibility of each candidate to ensure that this identification is present on the material before it is sent to the printer. Failure to include proper identification may result in the removal of these campaign materials.

#### 3.3 Posters and Banners

There are no limits to the total number of posters, but no candidate or side may place more than ten (10) posters in any single building (atriums will be considered half-buildings, with a limit of five (5) per atrium), and no more than one (1) banner on display in any building. Banners are greater than four (4) square feet in area, and posters are less than four (4) square feet. The maximum size for banners shall be eight (8) feet by sixteen (16) feet, as per University guidelines. The minimum distance between posters shall be ten (10) feet in all directions.

Banners **must** be coated with a fire-retardant spray and have a fireproofing receipt attached prior to being displayed. Both are available to candidates at no charge from the Elections Office.

Candidates should be careful not to apply tape to surfaces that are easily damaged. Most buildings permit candidates to place posters on any brick or concrete wall. Several buildings have more restrictive regulations regarding poster approval and placement. Posters that are placed in violation of building rules will be removed without compensation, and a fine may also be imposed.

#### 3.4 Outdoor Sign Placement

Each candidate may place a maximum of fifteen (15) outdoor signs on campus. The minimum distance between signs placed outdoors shall be ten (10) feet in all directions. The following campaigning methods are **not allowed**:

- Chalk
- Snow sculptures/snow dye
- Writing on classroom whiteboards



# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### 3.5 Video Policy

Please adhere to the following steps for campaign video approval:

- 1) Send the final video script to the CRO for approval.
- 2) Once you have received approval from the CRO, proceed with the filming of your video.
- 3) Video editing will be considered to have a fair market value of zero. However, value may be assessed against your campaign budget if a professional editing service is hired. Please consult the CRO if you have any questions.
- 4) Upon completing the video, please submit to the CRO in its finished form for final approval.

Candidates are permitted to post videos on YouTube, your campaign website, Instagram, TikTok or on your Facebook page. Please inform the CRO of any other platform you might wish to use, these will be evaluated on a case-by-case basis and made available for all candidates or sides.

### 3.6 Leaflets and Handouts

Due to COVID-19 restrictions, leaflets and handouts are not allowed during campaigning.

### 3.7 Universal Materials

Universal materials include those materials for which no cost will be incurred against the candidate's budget. Such materials may be supplied by the Elections Office and include banner paper, masking tape, packing tape, elastic bands, tacks, basic paint(s), chloroplast signs, and banner fire retardant spray. These materials are property of the Elections Office and are for campaign purposes only. Any personal use or other inappropriate use of Elections Office material may result in penalty. As universal materials, they will be considered a personal expense and not counted towards your campaign budget.

More details regarding universal materials will be announced on the candidates meeting.

### 3.8 Printer

All printing and photocopying must be done at SUBprint, located on the lower level of SUB. The process for using SUBprint is:

1. Go to SUBprint and have them fill out an "Internal/Walk-up" order form. Explain to the Print Centre staff what you would like printed, and have them fill out the form with the specifics.
2. Have the printed material approved by the CRO, who must sign the order form.
3. Have your material printed.
4. Have election staff count and hole punch your printed material.

SUBprint's printing process is subject to change and will be announced on the candidates meeting.

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### 3.9 Tables

Due to COVID-19 restrictions, candidates are not allowed to book tables anywhere on campus.

### 3.10 Classroom Speaking

- Details regarding class talk will be announced at the candidates meeting.
- Candidates **must** have the permission of the instructor before speaking in any classroom during a class.
- Candidates **will be disqualified** if found to be Zoom-bombing, Google Meets bombing or disrupting an online class.

### 3.11 Elections Forums

Any candidate who wishes to participate in forums not organized by the Elections Office must provide notification to each candidate in his or her race at least 24 hours beforehand to allow them an equal opportunity to attend. Please see Section C of the nomination package for the list of officially scheduled forums.

### 3.12 Campus Media – Gateway and CSJR

Candidates may advertise with the Gateway and will receive 50% off the regular ad prices; however, ads must run during the campaign. As with all campaign materials, the CRO must approve Gateway ads. Content and graphics must be submitted to the CRO for approval at least eight (8) days prior to the run date of the advertisement.

CJSR may have airtime available as paid political announcements. Again, the CRO must approve all ads before they are broadcast.

### 3.13 External Media

Candidates are free to speak to campus-based media, however all external media (e.g. Edmonton Journal, CTV, The Wanderer etc.) must be directed through the Elections Office. Candidates may speak to external media only after obtaining permission from the CRO. Requests will be evaluated on a case-by-case basis.

### 3.14 Elections Website Supplement

A brief biography/platform statement (maximum 250 words) and photograph (maximum 150 pixels wide by 200 pixels tall) from each candidate can be posted on the SU Elections website. Candidates should be prepared to email in their submissions immediately following the Candidates Meeting. The order of appearance per each race will be in the order candidates email in their election supplement.

The SU Elections website will remain operational throughout voting days. The deadline for submitting the following information will be announced on the candidates meeting. Please send this information to the DRO at [dro@su.ualberta.ca](mailto:dro@su.ualberta.ca). If the DRO does not receive your Website information by then, a "No information received" will be put next to your name.

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### 3.15 Internet and Email Policy

The content of candidate websites should be provided to the CRO for review prior to being made publicly available (submit a material approval request and provide the private web address (with password) that the website can be viewed at.) Candidates are reminded that websites must not go public until the start of campaigning.

"Mass emails" to unofficial groups (e.g. lists of your friends from your personal address book) are not permitted. It is permissible, however, to send mass emails to anyone already acting as your campaign volunteer. Emails to official University and student group mailing lists (list-servs) will be considered, given that the following procedures are adhered to:

1. Candidates who wish to send an email must contact the administrator of the mailing list, requesting permission to send the campaign message.
2. If approval is granted, the candidate must forward a copy of this approval to the CRO, who will then send a message to all candidates in that particular race, including the candidate that initiated the request.
3. Each candidate will have 24 hours to submit to the CRO a campaign message no longer than 250 words.
4. The CRO will then send an email containing all campaign messages to the mailing list. Under no circumstances are individual candidates permitted to send a campaign message directly to any mailing lists.

The use of forums, webboards, or any other similar Internet-based mediums for the purposes of campaigning is prohibited without the express permission of the CRO. Requests will be evaluated on a case-by-case basis.

Remember that, just like on campus, candidates are responsible for any inappropriate campaigning by their volunteers on the Internet. The CRO reserves the right to revoke any candidate's right to use Internet-based mediums as a campaign tool, if it is determined that the above regulations have not been followed. Further penalties may also be assessed.

### 3.16 Social Media Policy

Facebook, Twitter, Instagram and TikTok may only be used for campaign purposes within the campaign period. Like physical materials, campaign materials used on Facebook, etc. must be approved by the CRO before being made public. Detailed social media policy will be shared on the candidates meeting. Consequently, we ask that you adhere to the following procedures:

- Candidate must provide the CRO with a list of all URLs for social media platforms (Twitter, Instagram etc.), the CRO needs to follow those accounts before they can be used for campaigning.
- Candidates who wish to create a Facebook group or an event page must add the CRO as a friend and appoint them as an administrator of any elections-related page.
- Discussion boards and "wall posts" will be monitored by the Elections Office, and posts deemed inappropriate may be removed.

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### **3.17 Material Removal**

All physical campaign materials on-campus must be removed prior to the conclusion of voting. Candidates and volunteers will meet shortly before the end of voting to coordinate poster removal. The CRO will announce the time and location of a mass poster removal at the Candidates Meeting.

## **4. *Voting & Ballot Counting***

### **4.1 Campaigning**

Absolutely no campaigning is permitted during the pre-campaigning period unless specified otherwise.

### **4.2 Ballot Counting**

Online ballot counting will take place on the second day of voting and will continue until all ballots have been counted.

### **4.3 Results**

Unofficial election results may be released by the CRO at any time during the counting process. Results will be announced following the conclusion of voting. Official results will be submitted to Students' Council at the next meeting following the election.

## **5. *Amendment of Regulations***

Any changes, clarifications or additions to these rules will be announced at the Candidates Meeting and/or emailed to all candidates, side managers, and primary volunteers.

# University of Alberta Students' Union Elections

## Section E: Election Regulations and Guidelines

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### Schedule of Fines & Penalties

As per Bylaw 2200 s. 48(3), the following is a schedule of fines and penalties that will be applied to candidates during the March 2021 General Election of the Executive Committee and the Undergraduate Board of Governors Representative.

**Note:** The following schedule is subject to change and is non-exhaustive. Changes will be delivered to candidates via email.

**Pre-campaigning.** Includes, but not limited to:

| Violation   | Counterbalancing Fine  | Punitive Fine   |
|---|--|---|
| Use of social media for public campaign purposes  | \$0.10 to be applied to each individual reached  | TBD   |
| Posting and/or distribution of campaign materials | Removal of said campaign materials plus equal number of materials                            | \$2.00 per material + additional possibility of discretionary fines |
| Unsolicited campaigning (including mass emails)   | \$10.00 + \$0.10 to be applied to each individual reached if emails or social media is used. | TBD   |

**Campaign Period.** Includes, but not limited to:

| Violation  | Counterbalancing Fine   | Punitive Fine   |
|--|---|---|
| Failure to report keys within 24 hours of nomination deadline    |   | \$25.00   |
| Failure to attend mandatory candidates meeting (or send a proxy) |   | Disqualification  |
| Intentional misrepresentation of facts                           | \$10.00   | TBD   |
| Campaigning in an unauthorized area                              | Removal of said campaign materials plus equal number of materials | \$2.00 per material + additional possibility of discretionary fines |

# University of Alberta Students' Union Elections

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|  |  |  |
|--|--|--|
| Unapproved campaign materials                                      | Removal of said campaign materials plus equal number of materials                            | \$3.00 per material with additional possibility of discretionary fines |
| Unsolicited campaigning (including mass emails)                    | \$10.00 + \$0.10 to be applied to each individual reached if emails or social media is used. | TBD  |
| Malicious or intentional violation of elections bylaw and rules    | TBD  | TBD  |
| Failure to submit expense report by deadline                       |  | Will not receive reimbursement   |
| Failure to remove campaign materials prior to conclusion of voting |  | Will not receive deposit.  |
| Over-budget  |  | Disqualification   |

**Note:** All violations indicated by TBD—as well as violations not indicated above—will be determined on a case-by-case basis by the CRO with input from the parties involved in a violation or complaint. Rulings will be issued for each noted contravention and published during the campaign period.

The Elections Office takes all violations and misdemeanours in a serious manner and is responsible for the oversight of a fair and legitimate election that reflects the spirit of our bylaws.

# Bylaw 1500: Judiciary

*Judiciary of the Students' Union Bylaw*

## 1. Definitions

1. In this Bylaw
  - a. "Board" means Discipline, Interpretation and Enforcement Board;
  - b. "Committee" means Tribune Selection Committee;
  - c. "Council" means the University of Alberta Students' Council;
  - d. "Tribune" means a member of the Board;
  - e. "Executive" means Executive Committee of the Students' Union;
  - f. "General election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;
  - g. "C.R.O." shall be the Chief Returning Officer of the Students' Union;

## 2. Mandate

1. The Board is the organ of the Students' Union responsible for the interpretation and enforcement of Students' Union legislation.

## 3. Scope of Cases

1. The scope of the Board shall be limited to actions and appeals brought before it that:
  - a. initiate a complaint about a contravention of Students' Union legislation;
  - b. request an interpretation of Students' Union legislation or;
  - c. appeal rulings made by the Chief Returning Officer during the Students' Union's general elections.
  - d. A reference question allows DIE board the ability to provide opinions on the scope of Students' Union policies, actions, decisions and events without the need for a dispute to be brought to the board.

## 4. Standing

1. The following have standing to initiate a complaint before the Board about the contravention of Students' Union legislation:
  - a. members of the Students' Union, except Tribunes;
  - b. any Students' Union constituted body, except the Board; or Council.
2. The following have standing to request an interpretation of Students' Union legislation from the Board:
  - a. Council,
  - b. members of Council, and
  - c. the Chief Returning Officer of the Students' Union.

## 5. Constitution of Board

1. The Board consists of:
  - a. Chief Tribune;
  - b. two Associate Chief Tribunes; and,
  - c. five to eleven additional tribunes.

## 6. Nomination and Ratification of Chief Tribune and Associate Chief Tribunes

1. The Chief Tribune and Associate Chief Tribunes shall be nominated by two-third majority vote of the committee and ratified by a two-third majority vote of Council.

## 7. Nomination and Ratification of Tribunes



1. The tribunes shall be nominated by a two-third majority vote of the Committee and ratified by a two-third majority vote of Council.

## 8. Time of Nomination and Ratification

1. When possible, appointments to the Board will be made between January and April of each year.

## 9. Composition of the Committee

1. The Committee consists of:
  - a. two voting members of the Executive selected by the Executive;
  - b. two voting members of Council selected by Council;
  - c. two tribunes selected by the Board.

## 10. Quorum for Committee

1. Any five of the members of the Committee shall constitute a quorum.

## 11. Chair of Committee

1. The chair of the Committee shall be elected by and from the Committee.

## 12. Notice to be given of Committee decisions

1. Notice of all appointments made to and chairs elected by the Committee will be reported to Council, the Executive, and the Board.

## 13. Who may be appointed Tribunes

1. No tribune may be:
  - a. a voting member of Council,
  - b. a voting member of a committee of Council, or
  - c. an employee of the Students' Union.

## 14. Tenure of office

1. Tribunes hold office as long as they continue to be members of the Students' Union, unless they resign or are removed by a two-third majority vote of the Committee and ratified by a two-third majority vote of Council.

## 15. Registrar

1. The Executive shall make a paid employee available to the Board to act as Registrar.

## 16. Duties of Registrar and filing of appeals

1. Under the supervision of the Chief Tribune, the Registrar shall:
  - a. receive and forward to all tribunes all applications to launch actions,
  - b. where a ruling is delivered by the Board, report to Council and the parties the ruling of the Board.

## 17. Applications in writing

1. An application to launch an action or appeal shall be made to the Registrar in writing.

## 18. Actions limited those founded in rule of law

1. The Board shall grant applications for actions within the Board's scope and order a hearing.

## 19. Time limit on scheduling a hearing

1. The Board shall order a hearing no later than seven days after the Registrar has received a valid application, unless all parties to the application agree to an extension.

## 20. Time limit on appeal

1. Applications appealing a ruling of the Panel of First Instance must be submitted to the Registrar within seven days of the ruling.

## 21. Panel of First Instance

1. Actions shall be heard by a Panel of First Instance consisting of three tribunes, one of whom must be either the Chief Tribune or an Associate Chief Tribune.

## 22. Panel of Appeal

1. Appeals of rulings of the Panel of First Instance shall be heard by a Panel of Appeal consisting of five tribunes, at least one of whom must be either the Chief Tribune or an Associate Chief Tribune.

## 23. No cross over between the Panel of Appeal and Panel of First Instance on any given application

1. No tribune who took part in the decision of the Panel of First Instance on an action may sit on the Panel of Appeal or take part in the hearing or adjudication of the application for appeal.

## 24. Replacement of the Chief Tribune or Associate Chief Tribune

1. If neither the Chief Tribune nor any Associate Chief Tribune can hear an action or appeal, they will be replaced for the duration of that action or appeal by other tribunes selected by the Board.

## 25. Exclusive ultimate appellate jurisdiction

1. The Panel of Appeal shall have and exercise exclusive ultimate appellate jurisdiction within the Students' Union, and the ruling of the Panel of Appeal is, in all cases, final and

conclusive.

## 26. Administrative Support to be Provided

1. The Chief Tribune will have access to sufficient administrative support to carry out the logistical requirements of the Board.

## 27. Duties of Chief Tribune

1. The Chief Tribune is responsible for appointing tribunes to panels and scheduling hearings.

## 28. Duties of Associate Chief Tribune

1. The Associate Chief Tribunes are responsible for fulfilling the duties of the Chief Tribune in his or her absence.

## 29. General Powers of Enforcement

1. If the Board finds that an application for action or application for appeal requires action, the Board may make any order proscribing or prescribing any remedy it considers appropriate and just in the circumstances.

## 30. Effective date of rulings

1. Rulings of the Board shall be effective once registered with the Registrar.

## 31. Tribunes may make rules and orders

1. The Board may make general rules and orders:
  - a. for regulating the procedure of and in the Board and the bringing of cases before it, and for the effectual execution and working of this bylaw;
  - b. for empowering the Registrar to do anything and transact any business as is necessary to fulfill the mandate of the Board.

## 32. Extent of rules and orders

1. The rules and orders may extend to any matter of procedure or otherwise not provided for by this bylaw, but for which it is found necessary to provide, in order to ensure the proper working of this bylaw and the better attainment of the mandate of the Board.

## 33. Copies to be reported

1. Copies of all rules and orders made under this bylaw shall be provided to the Registrar who shall report the same to Council and the Council Administration Committee.

## 34. Elections

1. Where a member is guilty of a serious contravention, the C.R.O. may recommend to the D.I.E. Board that further penalties be brought under Bylaws 2100, 2200, 2300, 2400, & 2500.
2. Any member shall be entitled to appeal a ruling of the C.R.O. to the D.I.E. Board.
3. All appeals of the C.R.O.'s rulings, with the exception of those arising out of voting and

Election results, shall be heard and ruled upon by the D.I.E. Board prior to the announcement and release of the results of the election.

4. No appeal shall be considered by the D.I.E. Board unless it is received within twelve (12) working hours of the C.R.O.'s ruling being posted.
  5. Where a complete appeal is received, the D.I.E. Board shall convene a hearing within twelve (12) working hours of the appeal being submitted.
  6. The D.I.E. Board shall, at the meetings set out in Section 34, either
    - a. rule on all appeals; or
    - b. order a delay to the Election, Referenda or Plebiscite.
  7. No appeal shall exist from a ruling of the D.I.E. Board on an appeal of a ruling by the C.R.O.
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Revision #3

Created Wed, Aug 7, 2019 5:54 PM by [Kristen Stoik](#)

Updated Tue, Aug 25, 2020 7:04 PM by [Wynita Ciccanti](#)

# Bylaw 2200: Executive Committee and Board of Governors Representative Elections, Plebiscites and Referenda of the Students' Union

*A Bylaw Respecting the Executive Committee and Board of Governors Representative Elections, Plebiscites and Referenda of the Students' Union*

## 1. Short Title

1. This Bylaw may be referred to as the "Executive Elections Bylaw"

## 2. Definitions

1. In this bylaw
  - a. "member" shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;
  - b. "C.R.O." shall be the Chief Returning Officer of the Students' Union;
  - c. "D.R.O." shall be a Deputy Returning Officer of the Students' Union;
  - d. "D.I.E. Board" shall be the Discipline, Interpretation, and Enforcement Board of the Students' Union, as set out in Judiciary of the Students Union Bylaw, Bylaw 1500;



- e. "faculty" shall be any entity defined by the University of Alberta General Faculties Council as either a faculty or a school and in which members are registered and shall include Open Studies;
- f. "council" shall be either be Students' Council or General Faculties Council (GFC) as the context requires;
- g. "general election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;
- h. "primary volunteer" shall be a person registered as part of a candidate's campaign who has been selected by that candidate to serve as primary volunteer for the purposes of this bylaw;
- i. "referendum" shall be a vote, open to all members, held on a given question and whose result is legally binding upon the Students' Union;
- j. "candidate" shall be any member whose nomination is accepted under this bylaw;
- k. "general election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;
- l. "primary volunteer" shall be a person registered as part of a candidate's campaign who has been selected by that candidate to serve as primary volunteer for the purposes of this bylaw;
- m. "candidate" shall be any member whose nomination is accepted under this bylaw;
- n. "joke candidate" shall be any candidate who chooses to use a name of their choice, and discloses that they are joke candidate, with the knowledge that they cannot hold office;
- o. "campaign" shall be the period of time during which campaign activities are permitted;
- p. "campaign activity" shall be any act, planned or organized by or on behalf of any candidate or side that is calculated to convince members to vote in a given way;
- q. "volunteer" shall be any individual who assists in campaign activities;
- r. "campaign expense" shall be any and all expenditures incurred in engaging in campaign activities;
- s. "campaign materials" shall be any physical or electronic media produced or distributed as part of campaign activities;
- t. "banner" shall be any campaign material composed of paper, cloth, or similar material of a total area greater than four (4) square feet;
- u. "poster" shall be any campaign material composed of paper, cloth, or similar material, of a total area of under four (4) square feet that is designed to be posted on a wall or similar place;
- v. "forum" shall be any event organized by an entity other than the Students' Union, a candidate, side, or a volunteer acting on behalf of a candidate or side

at which campaign activities are facilitated;

- w. "University" shall be the University of Alberta;
- x. "academic year" shall be from May 1st to the following April 31st;
- y. "working hours" shall be any and all hours occurring between 0900 and 1700;
- ` . "Preferred name" shall be the name which an individual consistently uses to identify themselves in their day to day life in place of their given name.

## 3. Mandate

1. This bylaw shall govern the conduct of the Executive Committee and Board of Governors elections, plebiscites and referenda conducted by the Students' Union.

## 4. Election Dates - Executive Committee and Board of Governors

1. The election shall be held annually on the Wednesday and Thursday during the second week following the Winter Term Reading Week.
2. An Executive Committee and Board of Governors by-election shall not occur during the months of May, June, July, and August.

## 5. Candidate Nomination Deadlines

1. The C.R.O. shall determine and announce nomination deadline for the Executive election no later than November 30.
2. The C.R.O. or elections staff shall make available to every member nomination packages not fewer than thirty (30) days before the Executive Committee nomination deadline.

## 6. Candidate Nomination Packages

1. The C.R.O. shall make available to every member nomination packages not fewer than thirty (30) days before the nomination deadline as set out in Section 5.
- 2.

The C.R.O shall produce nomination packages which shall contain, at minimum

- a. complete and current copies of Bylaw 2200, and Bylaw 1500 the Judiciary of the Students' Union Bylaw;
- b. contact information for the C.R.O. and D.R.O.s; and
- c. the time, date, and location for the candidates meeting; and
- d. the building code limits on banner size. In the absence of an upper limit, the C.R.O. will specify a size deemed appropriate.
- e. a list of Universal Materials.

3. Valid nomination packages shall contain:

- a. The signed acceptance of the nomination by the proposed nominee;
- b. a signed letter from the proposed nominee's faculty confirming that they are in good academic standing under University regulations;
- c. nomination papers soliciting the given and/or preferred name, contact information, and student identification number of the proposed nominee; and
- d. nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators; and
- e. the position the nominee wishes to contest nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least fifty (50) and at most one hundred (100) members as nominators; and
- f. A fifty dollar (\$50.00) deposit in the form of cash, certified cheque, or money order payable to the Students' Union.

## 7. Restrictions on Candidate Nominees

- i. No member shall be nominated for more than one (1) of the positions contested in each election.
- ii. In order for their nomination papers to be valid are required, members of Students' Council and its standing committees are required to take a leave of absence from their duties for the period beginning with the nomination deadline and ceasing with the conclusion of voting of the election in which they are contesting a position. The following exceptions apply:
  - a. Any member of Students' Council contesting an executive position when the race is uncontested;
  - b. For the purpose of this section, any race solely contested by a joke candidate shall be considered uncontested.
- iii. Where a member contravenes Section 7(2), all of the member's nominations shall be declared invalid.

# 8 Acceptance of Candidate Nominations

1. Where a member submits valid nomination papers, as set out in Sections 6(3) and 7 and prior to the nomination deadline as set out in Section 5, that member's nomination shall be accepted by the C.R.O. within twenty-four (24) hours of the nomination deadline.
2. Should a member submit valid nomination papers, they shall be designated a candidate at the nomination deadline.

# 9. No Candidate Nomination Received

- a. Where no valid candidate or side for a given position has been received by the deadline, the C.R.O. shall extend the deadline for that position or side by 48 hours.
2. Where the only nominations received for a given position is (are) joke candidate(s), the CRO shall extend the deadline for that position by 48 hours.

# 10. Candidate Registration Meeting

1. The C.R.O. shall hold a meeting for all candidates, referenda and plebiscite sides following the nomination deadline but prior to the commencement of the campaign.
2. The meeting shall:
  - a. be held on a business day;
  - b. start no earlier than 6:00pm; and
  - c. start no later than 9:00pm.
3. The C.R.O. shall:
  - a. arrive by the scheduled start time; and
  - b. take attendance by roll call at the start and end of the meeting.
- 4.

All candidates either:

- a. attend the candidates meeting in its entirety; or
  - b. designate a proxy via email to the C.R.O. prior to the scheduled start time of the meeting.
    - i. A proxy may only be designated to represent one candidate and must attend the meeting in its entirety.
5. Where a candidate contravenes Section 10(4), that candidate shall be disqualified.
  6. The C.R.O. shall grant exemptions to Section 10(5) to candidates, but shall do so only where the candidate:
    - a. requesting the exemption provides a sufficient reason to the C.R.O. via e-mail at least forty-eight (48) hours prior to the commencement of the candidates meeting; or
    - b. informs and provides satisfactory evidence to the C.R.O. of absence due to an unforeseen academic circumstance for which no notice could be given; or
    - c. informs and provides satisfactory evidence to the C.R.O. of an emergency for which no notice could be given.
  7. Where a candidate is granted exemption under Section 10(6), or were nominated under section 9(1), they shall refrain from campaigning until they attend a subsequent meeting with the C.R.O., within a reasonable amount of time, to discuss the content presented at the candidates meeting.
  8. Where a candidate contravenes Section 10(7), that candidate shall be disqualified.
  9. In the event of an extension under section 9(1) the CRO shall hold an additional meeting for new candidates subject to the rules stated in section 10.

# 11. Content of the Candidate and Registration Meeting

1. At the candidate and registration meeting, the C.R.O. shall, at minimum
  - a. review all relevant bylaws, rules, and regulations, including this bylaw, and respond to questions about same; and
  - b. announce the time and date of any forums scheduled; and
  - c. determine and announce which candidates are joke candidates as set out in Section 2 (j); and
  - d. where two (2) or more candidates have asked to appear on the ballot under names that are either identical or so similar as to be effectively indistinguishable, determine and announce under what names each of the two (2) or more candidates shall appear on the ballot;
  - e. announce any methods that will be regularly used to communicate with candidates;
  - f. take attendance for the purpose of verifying compliance with Sections 9 and 10;
  - g. announce the times, dates, and locations of daily meetings; and

- h. create a register listing the members registered for each plebiscite and referendum side as well as the side manager for each.

## 12. Commencement of Campaign Activities

1. The C.R.O. shall determine and announce, prior to the end of November, the time and date of the commencement of campaign activities
  - a. The commencement of campaign activities shall occur no fewer than five (5) days before the commencement of voting
  - b. In the event of a by-election the announcement shall be prior to the end of September.

## 13. Elections Forums

1. The elections office shall host at least (1) one forum during the Executive Committee and Board of Governor Elections and it shall be called the Myer Horowitz Forum.
2. The C.R.O. shall determine and announce the date and location of the Myer Horowitz Forum, to occur after the commencement of Executive Committee and Board of Governors and Plebiscite/Referendum campaign activities, prior to the end of November of each year.
3. The elections office may choose to organize any additional forums they deem appropriate.
4. The elections office shall enforce the following rules at all elections office forums:
  - a. At least one of the chairs/moderators of the forum must be a member of the elections staff.
  - b. Each candidate shall be afforded an opportunity to speak that is equal to the opportunity afforded to each candidate or side in their race; and
  - c. No objects shall be thrown; and
  - d. No heckling shall occur; and
  - e. No campaign materials shall be distributed in the room in which any forum is being held; and
  - f. No candidate, or a volunteer representing their campaign, shall interfere, attempt to stop, limit, or otherwise dissuade a member from asking a question during an elections office organized forum; and
  - g. The chair shall prioritize audience questions from members who have not already submitted a question orally or electronically.
5. The chair of the forum shall be permitted to set a time limits restricting the length of individual questions and answers during forums, at their discretion, so long as these

details are provided to the candidates in advance and verbalized at the start of the forum.

6. Where an individual or candidate contravenes section 13(4), the elections office staff shall remove that individual from the forum before proceeding.
7. Where a candidate contravenes Section 13(4), the elections staff has the authority to enforce any disciplinary they deem appropriate, as prescribed under Section 41.

## 14. Requirement for Forums

1. No candidate shall participate in any externally organized forum unless each candidate in their race has received at least twenty-four (24) hours notification of the forum and will be afforded an equal chance to speak at it.

## 15. Storage Space

1. The C.R.O. shall make arrangements for space to be available on the University North Campus to all candidates for storage of campaign materials.

## 16. Prohibition on Pre-campaigning

1. No volunteer, or candidate shall engage in campaign activities between the nomination deadline and the commencement of the campaign.
2. Any campaign activity involving social media or internet activity shall not commence or exist between the nomination deadline and the commencement of the campaign. Social media and internet activity with the sole purpose to prepare campaign activities, campaign material, or to solicit volunteers may be undertaken during the pre-campaign period, so long as it is kept private.

## 17. Joke Candidates

1. A joke candidate shall be designated as such at the nomination deadline.
2. Where a candidate has been designated as a joke candidate, as set out in Section 2(j), and that candidate does not wish to be a joke candidate, that candidate may provide to the C.R.O. a new signed statement indicating the preferred name under which they wish to appear on the ballot, within forty-eight (48) hours of the nomination deadline.
3. Where a candidate who has been designated a joke candidate exercises their right, as set

out in Section 17(2), to submit a new name under which they wish to appear on the ballot, and where the new name is, at the discretion of the C.R.O., a reasonable derivative of that candidate's legal name or their preferred name, that candidate's designation as a joke candidate shall be reversed.

## 18. Candidates with Same or Similar Names

1. Where two (2) or more candidates submit names that are either identical or so similar as to be effectively indistinguishable, the candidates shall provide the C.R.O. with their preferred names for the ballot within forty-eight (48) hours of the nomination deadline. The preferred name must be a reasonable derivative of the candidate's legal name, be a name they use regularly, or be a name they have registered with the University.
2. Where the C.R.O. is not provided a preferred name by the candidate, the C.R.O. shall determine and announce what name each of the two (2) or more candidates shall use.

## 19. C.R.O. Shall List Candidates

1. Within forty-eight (48) hours after the nomination deadline has closed, the C.R.O. shall post the preferred name of each candidate as it will appear on the ballot.
2. The name must be:
  - a. a reasonable derivative of the candidate's legal name; or
  - b. a preferred name, for which the candidate has provided satisfactory evidence to the C.R.O. showing it is a name they regularly use.
  - c. a name they have registered with the University.
3. Where no derivative or preferred name is provided to the C.R.O., the C.R.O. shall use the candidate's legal name.

## 20. Daily Meetings

1. On every weekday during the Executive Committee and Board of Governors Representative campaign, the C.R.O. shall hold a daily meeting, at which they shall review complaints, rulings, regulations, procedures, and announcements.
2. Each candidate shall either attend each daily meeting themselves or designate, in writing, a representative who will attend.



3. The C.R.O. may, at their discretion, cancel daily meetings and in these circumstances shall notify all candidates in advance of the meeting.
4. Where a candidate contravenes Section 20(2), they shall be fined ten dollars (\$10.00) for each meeting at which they are in contravention, and they shall not be assessed any further penalty.

## 21. Requirements of All Candidates

1. Each candidate shall act reasonably and in good faith, and specifically shall
  - a. ensure that each volunteer engaging in campaign activities on their behalf is aware of all bylaws, rules, regulations, and orders;
  - b. ensure that each volunteer is in compliance with all bylaws, rules, regulations, and orders while engaging in campaign activities on their behalf; and
  - c. report any contravention of a bylaw, rule, regulation, or order to the C.R.O. immediately.

## 22. Third Party Activities

1. A candidate in a Students' Union election may distance themselves from a third party in the event the third party effectively conducts campaign activities under the following conditions:
  - a. the candidate must demonstrate to the C.R.O. that the third party acted without consent of the candidate; and
  - b. the candidate must demonstrate to the C.R.O. that steps have been taken to distance themselves from the third party and to attempt to halt unauthorized campaign activity by that third party.
2. Should a candidate demonstrate the conditions specified under Section 22(1) to the C.R.O.'s satisfaction, the candidate would not be subject to punitive fines as a result of the third party's actions, but could still be subject to counterbalancing fines.
  - a. Should a candidate demonstrate the conditions specified under Section 22(1) to the C.R.O.'s satisfaction, the candidate would not be subject to punitive fines as a result of the third party's actions, but could still be subject to counterbalancing fines.

## 23. Universal Materials

1. Candidates are required to submit a campaign budget.

2. No individual candidate shall make use of any materials, products, or resource that are not:
  - a. accounted for as part of that candidate's or side's campaign budget; or
  - b. a Universal Material
3. Universal Materials shall be defined as basic materials provided by the Elections Office within the candidate workroom.
  - a. Candidates shall be permitted to use these supplies in the creation, dissemination, and/or distribution of their campaign materials.
4. These supplies shall not be counted against the candidates' campaign budget.
5. The C.R.O. shall purchase or supply whatever basic materials they deem appropriate. The elections office shall replenish these Universal Materials as they become depleted during the elections period, where feasible.
6. Basic materials that shall be provided include, at a minimum:
  - a. Staples; and
  - b. Tape; and
  - c. Lawn signs; and
  - d. Push pins;
  - e. Any other basic materials the C.R.O. chooses to provide.
7. The C.R.O. shall provide a list of Universal Materials in the candidate nomination package.
8. Excluding Universal Materials physically provided by the elections office, all other materials must be included in the candidate campaign budget with costs, receipts and/or fair market assessment included.
9. Where a candidate contravenes Section 23 the C.R.O. shall assess a punitive fine and take any other recourse as prescribed under Section 41.

## 24. No Joint Use of Resources

1. No two (2) or more candidates shall jointly use any resources, including tables, posters, banners, and budgets but excluding volunteers.

## 25. Endorsements

1. Any member with the exception of the C.R.O, the D.R.O.s, and incumbent members of the Executive Committee who are not also candidates shall be free to endorse or volunteer for any candidate.
2. Notwithstanding Section 25(1), regulations regarding the endorsement of and volunteering for candidates by Students' Union employees not referenced in Section 25(1) shall be subject to the Students' Union operating policy.
3. Incumbent members of the Executive Committee and the incumbent Board of Governors Representative are allowed to endorse sides in a Students' Union election.

## 26. Restrictions on Campaign Activities

1. No candidate shall, without the permission of the C.R.O. engage in any campaign activity
  - a. in any business or service operated by the Students' Union; or
  - b. in a University library; or
  - c. in a classroom during a class unless the candidate first obtains the permission of the professor responsible for that class; or
  - d. in any residence; or
  - e. in any building or on any land not owned or operated by the University or the Students' Union.
2. Candidates, or volunteers associated with their campaign, shall not:
  - a. provide voters with an electronic device on the day of the election for the purpose of voting; or
  - b. solicit, touch, or otherwise handle a voter's electronic device on the day of the election for the purpose of voting; or
  - c. solicit, steal, borrow, use or otherwise handle another students' CCID or password for the purpose of voting.

## 27. Campaign Materials

1. The cost of all campaign materials shall be approved by the elections staff before being used in campaign activities. Candidates shall provide the elections staff with:
  - a. a written estimate of the cost of the proposed campaign material, including the source of that cost; and the complete contents of the proposed campaign material

- b. The elections staff shall provide in confidence a written or electronic approval or refusal of campaign materials within eight (8) working hours of receiving a request as set out in Section 27(1).
- 2.
3. Where a candidate contravenes Section 27 the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 41.

## 28. Forbidden Campaign Materials

1. The elections staff is forbidden from approving campaign materials that:
  - a. cannot be removed at the end of the Campaign; or
  - b. are likely to permanently damage or alter property.
2. Where a candidate uses a forbidden campaign material, the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 41

## 29. Media

1. All candidates are free to pursue campus-based media as determined by the C.R.O; however, are restricted from contacting external media sources. All external media must be directed through the C.R.O office.

## 30. Use of Social Media and Public Internet Ventures

1. The C.R.O. shall be kept privy to elections-related social media and public internet ventures undertaken by candidates and reserves the right to penalize candidates for any violation of this bylaw or related regulations.

## 31. Banners

1. No candidate shall have more than one (1) banner on display in any given building at any given time.
2. Where a candidate contravenes Section 31(1), the offending banners shall be destroyed and the C.R.O. may assess an additional penalty to that candidate or side as set out in Section 41.

## 32. Posters

1. No poster shall be displayed in such a way as to obscure another candidate's materials.
2. In any given building, at any given time, no Executive or Board of Governors Candidate shall have more than ten (10) posters
3. The C.R.O. shall set a minimum distance between posters or signs that are placed outside belonging to the same candidate.
4. Where a candidate contravenes Sections 32(1) through (3), the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate as set out in Section 41.

## 33. Designated Printer

1. All printed campaign materials shall be purchased at official list price costs from SUBprint.
2. Where a candidate contravenes Section 33(1), the offending campaign materials shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 48.

## 34. Sustainable Materials

1. Where a candidate chooses to print campaign materials on paper deemed to be sustainable by the CRO and where that candidate demonstrates, to the satisfaction of the C.R.O., that this choice resulted in an increased cost being incurred to it, then the amount of this increased cost shall not count against the limits set out in Sections 37.

## 35. Destruction of Campaign Materials

1. No candidate, or volunteer shall damage or destroy any other candidate's campaign materials unless specifically authorized to do so by the C.R.O.

## 36. Campaign Material Removal

1. All campaign materials shall be removed by 21h00 the last day of voting.

## 37. Campaign Expense Limits – Executive Committee and Board of Governor Candidates

1. No candidate for the Executive Committee or Board of Governors shall accrue more than five hundred and fifty dollars (\$550.00) in campaign expenses, all of which shall be paid by the Students' Union.
2. No joke candidate for the Executive Committee or Board of Governors shall accrue more than two hundred and twenty five dollars (\$225.00) in campaign expenses, all of which shall be paid by the Students' Union.

## 38. Expense Reporting

1. Each candidate shall keep an up to date and accurate record of all campaign expenses they incur, and shall be responsible to the C.R.O. for all such campaign expenses.
2. Each candidate shall submit to the C.R.O. the record, as set out in Section 38(1), no less than twelve (12) working hours prior to the end of voting or at the discretion of the CRO.
3. No candidate shall incur any campaign expenses within twelve (12) working hours of the end of voting, except where those campaign expenses have been reported in the record submitted to the C.R.O. as set out in Section 38(2).
4. Where the C.R.O. determines that a candidate has exceeded or falsified its campaign expense limit
  - a. the candidate shall be disqualified;
  - b. that candidate shall be prohibited from engaging in further campaign activities;
  - c. notice of this shall be posted with the campaign expense records;
  - d. the violation will be communicated directly to the candidate in question;
  - e. The C.R.O. may recommend to the D.I.E. Board that further action be taken

against that candidate, and/or any volunteers.

5. The C.R.O. shall review all campaign expense records and shall post summaries of them no more than eight (8) working hours prior to the end of voting.
6. The C.R.O. shall assess a penalty to a candidate who does not submit their expense report as set out in Section 41.

## 39. Fair Market Value Assessment

1. A candidate wishing to receive a fair market value assessment in advance shall make a written request to the C.R.O, including:
  - a. A full and accurate description of the product or service; and
  - b. The supplier of the product or service, along with contact information for the same; and
  - c. The candidate estimation of the product or service's fair market value, and a rationale for the estimation.
2. Fair Market Value shall be determined by the C.R.O. within twelve (12) hours using the price recommended by the candidate or the price that any other candidate or side would have to pay for a comparable product or service.
3. All donations must undergo either a universal resource designation or a fair market value assessment.
4. Volunteer labour and expertise shall have a fair market value assessment of zero.

## 40. Complaints

1. The C.R.O. shall prepare and provide a complaint form which shall require complaints to indicate
  - a. their names and student identification numbers; and
  - b. the specific bylaw and section, rule, or regulation that has allegedly been contravened; and
  - c. the specific individual or group that is alleged to be in contravention; and
  - d. the specific facts which constitute the alleged contravention; and
  - e. the evidence for these facts.
2. Where a complaint is received within twelve (12) working hours of the alleged contravention, and where the original complaint form is provided to the C.R.O., the C.R.O. shall rule on that complaint.
3. The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.
4. Where a complaint is received and is found to be complete as set out in Section 40(1), the C.R.O. shall rule on the complaint within forty-eight (48) hours of receiving the

complaint.

- a. If the C.R.O. requires more time to investigate the complaint, they shall, prior to the deadline:
    - i. Notify, via e-mail, the Chief Tribune of D.I.E. Board with:
      - a. The reason for extension of the investigation period; and
      - b. the anticipated date and time the ruling will be released, not to exceed 72 hours after the deadline.
    - ii. Provide a carbon copy to the complainant and the Manager of Discover Governance.
  - b. The C.R.O. shall include this notification as an appendix to the final ruling.
5. The C.R.O. shall post all of their rulings, including
- a. a summary of the complaint;
  - b. a list of parties to the complaint;
  - c. where the C.R.O. fails to possess jurisdiction as set out in Section 41, a summary of the reasons for this finding;
  - d. a listing of all bylaws, rules, and regulations that apply;
  - e. a finding regarding the facts;
  - f. a ruling regarding the alleged contravention;
  - g. the penalty assigned, if any;
  - h. the time the ruling was posted; and
  - i. the time limit for appeal.

## 41. Penalties Available

1. Where a candidate, or volunteer has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and that contravention has provided an unfair advantage to a candidate, the C.R.O. shall assign a penalty that
  - a. fully counter-balances any advantage gained; and
  - b. where the contravention was intentional, penalizes the candidate who was or whose volunteer was guilty of the contravention.
2. Penalties available to the C.R.O. shall include
  - a. a fine, to be counted against the candidate's campaign expenses;
  - b. the confiscation or destruction of campaign materials; and
  - c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting.
3. The C.R.O. shall draft a schedule of fines and penalties as an appendix to the rules and regulations concerning this bylaw.
4. A candidate shall be disqualified where they are guilty of a contravention that
  - a. cannot be counterbalanced by a lesser penalty;
  - b. is malicious or substantially prejudicial to another candidate; or
  - c. involves tampering with ballots, voting procedures, or counting procedures.
5. The C.R.O. shall be empowered to investigate and rule upon every contravention of this



bylaw or any other bylaw, rule, or regulation related to the election, plebiscite or referenda.

# 42 D.I.E. Board

1. All members have the right to appeal rulings of the C.R.O. to the D.I.E. Board under the Students' Union Judiciary Bylaw, Bylaw 1500.

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# Bylaw 2250 Plebiscites and Referenda of the Students' Union

## 1 Short Title

1. This Bylaw may be referred to as the "Plebiscites and Referenda Bylaw"

## 2 Definitions

1. In this bylaw
  - a. "member" shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;
  - b. "C.R.O." shall be the Chief Returning Officer of the Students' Union;
  - c. "D.R.O." shall be a Deputy Returning Officer of the Students' Union;
  - d. "D.I.E. Board" shall be the Discipline, Interpretation, and Enforcement Board of the Students' Union, as set out in Judiciary of the Students Union Bylaw, Bylaw 1500;
  - e. "faculty" shall be any entity defined by the University of Alberta General Faculties Council as either a faculty or a school and in which members are registered and shall include Open Studies;
  - f. "council" shall be either be Students' Council or General Faculties Council (GFC) as the context requires;
  - g. "general election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty Councillors;
  - h. "plebiscite" shall be a vote, open to all members, held on a given question but whose result is not legally binding upon the Students' Union;
  - i. "referendum" shall be a vote, open to all members, held on a given question and whose result is legally binding upon the Students' Union;
  - j. "side" shall be any person or group of people who have their registration as a plebiscite or referendum side accepted under this bylaw;

- k. “side manager” shall be a person registered as part of a plebiscite or referendum side who has been selected by those members of that side to serve as side manager for the purposes of this bylaw
- l. “campaign” shall be the period of time during which campaign activities are permitted;
- m. “campaign activity” shall be any act, planned or organized by or on behalf of any candidate or side that is calculated to convince members to vote in a given way;
- n. “volunteer” shall be any individual who assists in campaign activities;
- o. “campaign expense” shall be any and all expenditures incurred in engaging in campaign activities;
- p. “campaign materials” shall be any physical or electronic media produced or distributed as part of campaign activities;
- q. “banner” shall be any campaign material composed of paper, cloth, or similar material of a total area greater than four (4) square feet;
- r. “poster” shall be any campaign material composed of paper, cloth, or similar material, of a total area of under four (4) square feet that is designed to be posted on a wall or similar place;
- s. “forum” shall be any event organized by an entity other than the Students’ Union, a candidate, side, or a volunteer acting on behalf of a candidate or side at which campaign activities are facilitated;
- t. “University” shall be the University of Alberta;
- u. “academic year” shall be from May 1st to the following April 31st;
- v. “working hours” shall be any and all hours occurring between 0900 and 1700.

## 3 Mandate

1. This bylaw shall govern the conduct of plebiscites and referenda conducted by the Students’ Union.

## 4 Dates - Plebiscites and Referenda

1. Where the C.R.O. receives a valid petition or where Students' Council initiates a plebiscite or referendum, then the plebiscite or referendum in question shall be held on the dates of the next general election of the Executive Committee and Undergraduate Board of Governors not occurring within thirty (30) days of receipt of the valid petition or initiation by Students' Council of the plebiscite or referendum in question.

## 5 Plebiscite and Referendum Initiation

1. Where a member wishes to initiate a plebiscite or referendum via petition, that member shall submit to the C.R.O.:
  - a. the intent of the question;
  - b. whether the question is a plebiscite or a referendum;
  - c. the name, faculty, and student identification of that member;
  - d. a twenty-five dollar (\$25.00) deposit in the form of cash or a certified cheque or money order payable to the Students' Union.
2. Upon receipt of a submission meeting the requirements set out in Section 5 (1), the C.R.O. shall immediately forward the intent of the question to the Bylaw Committee.
3. The Bylaw Committee shall approve within fourteen (14) days from receiving the intent of the question from the C.R.O., a petition question which:
  - a. fully reflects the intent submitted by the member;
  - b. if carried and acted upon, would not violate any Students' Union bylaws or any federal or provincial law;
4. Students' Council shall, at the meeting following the drafting of the petition question by the Bylaw Committee as set out in Section 5(3), approve a question which meets the criteria set out in Section 5(3) unless the question would cause Students' Council to breach its fiduciary responsibility to the Students' Union.
5. Sections 5(2) and 5(3) notwithstanding, where it is not possible for the Bylaw Committee or Students' Council to approve a petition question which meets the criteria set out in Section 5(4), neither the Bylaw Committee or Students' Council shall approve such a question.
6. Students' Council shall have the authority to call a plebiscite or referendum without a petition.
7. Prior to being approved by Council all plebiscite and referendum questions must be drafted by the Bylaw Committee.

# 6 Acceptance of Plebiscite and Referenda Petitions

1. Where a valid petition bearing the names, signatures, and student identification numbers of at least five percent (5%) of the total membership of the Students' Union as of February 1 of that academic year requesting a plebiscite on a given Students' Council-approved question is submitted to the C.R.O., then a plebiscite shall be held on that question as set out in Section 6, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.
2. Where a valid petition bearing the names, signatures, and student identification numbers of at least fifteen percent (15%) of the total membership of the Students' Union as of February 1 of that academic year requesting a referendum on a given Students' Council-approved question is submitted to the C.R.O., then a referendum shall be held on that question as set out in Section 6, provided that the names, signatures, and student identification numbers were all collected within ninety (90) days of submission of the petition.
3. Where a valid petition is submitted to the C.R.O., that member's deposit shall be refunded.

# 7 Plebiscite and Referendum Campaign Side Selection

1. At least twenty-eight (28) days in advance of the plebiscite or referendum, the C.R.O. shall schedule and announce a meeting for the registration of sides, such meeting to take place not more than twenty-one (21) and not fewer than fourteen (14) days in advance of the plebiscite or referendum in conjunction with the candidates meeting;
2. For each plebiscite or referendum, there shall be
  - a. a "yes" side;
  - b. a "no" side.
3. Members wishing to register themselves as part of a side shall attend the meeting for registering sides, as set out in Section 7(1).
4. A member's registration for a side shall be accepted when the member
  - a. attends the meeting for registering sides;
  - b. announces their intention to register for a side;

- c. provides the C.R.O. with their name, student identification number, and contact information; and
  - d. the C.R.O. is satisfied that that member does not aim to falsely represent that side by registering for it.
5. Section 7(4) notwithstanding, no member shall register for more than one (1) side for any plebiscite or referendum.
6. Each side shall select, from among the members registered to it, one (1) side manager.

## 8 Side Manager Eligibility

1. Any member of the Students' Union Executive Committee is eligible to serve as a side manager of a referenda/plebiscite without taking a leave of absence from their position as an executive.
2. No individual can concurrently be a candidate for a position and a side manager for a plebiscite / referendum

## 9 No Plebiscite/Referendum Registration Received

1. Where no valid side for a given plebiscite, or referendum has been received by the deadline, the C.R.O. shall extend the deadline for that position or side by 48 hours.

## 10 Plebiscite/Referendum Registration Meeting

1. The C.R.O. shall hold a meeting for all candidates, referenda and plebiscite sides following the nomination deadline for the Executive and Board of Governors Representative election but prior to the commencement of the campaign.
2. The meeting shall:
  - a. be held on a business day;
  - b. start no earlier than 6:00pm; and
  - c. start no later than 9:00pm.
3. The C.R.O. shall:
  - a. arrive by the scheduled start time; and

- b. take attendance by roll call at the start and end of the meeting.
- 4. All side managers shall either:
  - a. attend the candidates meeting in its entirety; or
  - b. designate a proxy via email to the C.R.O. prior to the scheduled start time of the meeting.
    - i. A proxy may only be designated to represent one side manager and must attend the meeting in its entirety.
- 5. Where a side manager contravenes Section 10(4), that side manager shall be disqualified.
- 6. The C.R.O. shall grant exemptions to Section 10(5) to side managers, but shall do so only where the side manager:
  - a. requesting the exemption provides a sufficient reason to the C.R.O. via e-mail at least forty-eight (48) hours prior to the commencement of the candidates meeting; or
  - b. informs and provides satisfactory evidence to the C.R.O. of absence due to an unforeseen academic circumstance for which no notice could be given; or
  - c. informs and provides satisfactory evidence to the C.R.O. of an emergency for which no notice could be given.
- 7. Where a side manager is granted exemption under Section 10(6), they shall refrain from campaigning until they attend a subsequent meeting with the C.R.O., within a reasonable amount of time, to discuss the content presented at the candidates meeting.
- 8. Where a candidate or side manager contravenes Section 10(7), that candidate or side manager shall be disqualified.

# 11 Content of the Candidate and Registration Meeting

- 1. At the candidate and registration meeting, the C.R.O. shall, at minimum
  - a. review all relevant bylaws, rules, and regulations, including this bylaw, and respond to questions about same; and
  - b. announce the time and date of any forums scheduled; and
  - c. determine and announce which candidates are joke candidates as set out in bylaw 2200 Section 2 (j); and
  - d. where two (2) or more candidates have asked to appear on the ballot under names that are either identical or so similar as to be effectively indistinguishable, determine and announce under what names each of the two (2) or more candidates shall appear on the ballot; and
  - e. announce any methods that will be regularly used to communicate with candidates; and
  - f. take attendance for the purpose of verifying compliance with Sections 10;
  - g. announce the times, dates, and locations of daily meetings; and
  - h. create a register listing the members registered for each plebiscite and

referendum side as well as the side manager for each.

## 12 Commencement of Campaign Activities

1. The C.R.O. shall determine and announce, prior to the end of November, the time and date of the commencement of campaign activities
  - a. The commencement of campaign activities shall occur no fewer than five (5) days before the commencement of voting
  - b. In the event of a by-election the announcement shall be prior to the end of September.

## 13 Elections Forums

1. The elections office shall host at least (1) one forum during the Executive Committee and Board of Governor Elections and it shall be called the Myer Horowitz Forum.
2. The C.R.O. shall determine and announce the date and location of the Myer Horowitz Forum, to occur after the commencement of Plebiscite/Referendum campaign activities, prior to the end of November of each year.
3. The elections office may choose to organize any additional forums they deem appropriate.
4. The elections office shall enforce the following rules at all elections office forums:
  - a. At least one of the chairs/moderators of the forum must be a member of the elections staff.
  - b. Each side shall be afforded an opportunity to speak that is equal to the opportunity afforded to each candidate or side in their race; and
  - c. No objects shall be thrown; and
  - d. No heckling shall occur; and
  - e. No campaign materials shall be distributed in the room in which any forum is being held; and
  - f. No side, or side manager shall interfere, attempt to stop, limit, or otherwise dissuade a member from asking a question during an elections office organized forum; and
  - g. The chair shall prioritize audience questions from members who have not already submitted a question orally or electronically.
5. The chair of the forum shall be permitted to set a time limit restricting the length of individual questions and answers during forums, at their discretion, so long as these details are provided to the sides in advance and verbalized at the start of the forum.
6. Where a side, or side manager contravenes section 13(4), the elections office staff shall



remove that individual in violation from the forum before proceeding.

7. Where a side contravenes Section 13(4), the elections staff has the authority to enforce any disciplinary they deem appropriate, as prescribed under Section 38.

## 14 Requirement for Forums

1. No side shall participate in any externally organized forum unless each candidate or side in their race has received at least twenty-four (24) hours notification of the forum and will be afforded an equal chance to speak at it.

## 15 Storage Space

1. The C.R.O. shall make arrangements for space to be available on the University North Campus to all side managers for storage of campaign materials.

## 16 Prohibition on Pre-campaigning

1. No side manager, or side shall engage in campaign activities between the nomination deadline or Students' Council initiation of a plebiscite/referenda and the commencement of the campaign.
2. Any campaign activity involving social media or internet activity shall not commence or exist between the nomination deadline or Students Council initiation of a plebiscite/referendum and the commencement of the campaign. Social media and internet activity with the sole purpose to prepare campaign activities, campaign material, or to solicit volunteers may be undertaken during the pre-campaign period, so long as it is kept private.

## 17 Daily Meetings

1. On every weekday during the Plebiscite/Referendum campaign, the C.R.O. shall hold a daily meeting, at which they shall review complaints, rulings, regulations, procedures, and announcements.
2. Each side manager shall either attend each daily meeting themselves or designate, in writing, a representative who will attend.
3. The C.R.O. may, at their discretion, cancel daily meetings and in these circumstances

shall notify all side managers in advance of the meeting.

4. Where a side manager contravenes Section 17(2), they shall be fined ten dollars (\$10.00) for each meeting at which they are in contravention, and they shall not be assessed any further penalty.

## 18 Requirements of All Candidates and Plebiscite/Referendum Sides

1. Each side manager shall act reasonably and in good faith, and specifically shall
  - a. ensure that each volunteer engaging in campaign activities on their behalf is aware of all bylaws, rules, regulations, and orders;
  - b. ensure that each volunteer is in compliance with all bylaws, rules, regulations, and orders while engaging in campaign activities on their behalf; and
  - c. report any contravention of a bylaw, rule, regulation, or order to the C.R.O. immediately.

## 19 Third Party Activities

1. A side in a Students' Union election may distance themselves from a third party in the event the third party effectively conducts campaign activities under the following conditions:
  - a. the side must demonstrate to the C.R.O. that the third party acted without consent of the side; and
  - b. the side must demonstrate to the C.R.O. that steps have been taken to distance themselves from the third party and to attempt to halt unauthorized campaign activity by that third party.
2. Should a side demonstrate the conditions specified under Section 19(1) to the C.R.O.'s satisfaction, the side would not be subject to punitive fines as a result of the third party's actions, but could still be subject to counterbalancing fines.
3. Should a side demonstrate the conditions specified under Section 19(1) to the C.R.O.'s satisfaction, the side would not be subject to punitive fines as a result of the third party's actions, but could still be subject to counterbalancing fines.

## 20 Universal Materials

1. Sides are required to submit a campaign budget. .
2. No side shall make use of any materials, products, or resource that are not:
  - a. accounted for as part of that candidate's or side's campaign budget; or
  - b. a Universal Material
3. Universal Materials shall be defined as basic materials provided by the Elections Office within the candidate workroom.
  - a. Sides shall be permitted to use these supplies in the creation, dissemination, and/or distribution of their campaign materials.
4. These supplies shall not be counted against the sides campaign budget.
5. The C.R.O. shall purchase or supply whatever basic materials they deem appropriate. The elections office shall replenish these Universal Materials as they become depleted during the elections period, where feasible.
6. Basic materials that shall be provided include, at a minimum:
  - a. Staples; and
  - b. Tape; and
  - c. Lawn signs; and
  - d. Push pins;
  - e. Any other basic materials the C.R.O. chooses to provide.
7. The C.R.O. shall provide a list of Universal Materials in the nomination package.
8. Excluding Universal Materials physically provided by the elections office, all other materials must be included in the side's campaign budget with costs, receipts and/or fair market assessment included.
9. Where a side contravenes Section 20 the C.R.O. shall assess a punitive fine and take any other recourse as prescribed under Section 38.

## 21 No Joint Use of Resources

1. No two (2) or more sides shall jointly use any resources, including tables, posters, banners, and budgets but excluding volunteers.

## 22 Endorsements

1. Incumbent members of the Executive Committee and the incumbent Board of Governors Representative are allowed to endorse sides in a Students' Union election.

# 23 Restrictions on Campaign Activities

1. No side shall, without the permission of the C.R.O. engage in any campaign activity
  - a. in any business or service operated by the Students' Union; or
  - b. in a University library; or
  - c. in a classroom during a class unless the candidate first obtains the permission of the professor responsible for that class; or
  - d. in any residence; or
  - e. in any building or on any land not owned or operated by the University or the Students' Union.
2. Sides, shall not:
  - a. provide voters with an electronic device on the day of the election for the purpose of voting; or
  - b. solicit, touch, or otherwise handle a voter's electronic device on the day of the election for the purpose of voting; or
  - c. solicit, steal, borrow, use or otherwise handle another students' CCID or password for the purpose of voting.

# 24 Campaign Materials

1. The cost of all campaign materials shall be approved by the elections staff before being used in campaign activities. sides shall provide the elections staff with:
  - a. a written or electronic estimate of the cost of the proposed campaign material, including the source of that cost; and
  - b. the complete contents of the proposed campaign material.
2. The elections staff shall provide in confidence a written approval or electronic approval or refusal of campaign materials within eight (8) working hours of receiving a request as set out in Section 24(1).
3. Where a side contravenes Section 24 the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that side, as set out in Section 38.

# 25 Forbidden Campaign Materials

1. The elections staff is forbidden from approving campaign materials that:
  - a. cannot be removed at the end of the Campaign; or
  - b. are likely to permanently damage or alter property.
2. Where a side uses a forbidden campaign material, the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that side, as set out in Section 38.

## 26 Media

1. All sides are free to pursue campus-based media as determined by the C.R.O; however, are restricted from contacting external media sources. All external media must be directed through the C.R.O office.

## 27 Use of Social Media and Public Internet Ventures

1. The C.R.O. shall be kept privy to elections-related social media and public internet ventures undertaken by sides and reserves the right to penalize sides for any violation of this bylaw or related regulations.

## 28 Banners

1. No side shall have more than one (1) banner on display in any given building at any given time.
2. Where a side contravenes Section 28(1), the offending banners shall be destroyed and the C.R.O. may assess an additional penalty to that side as set out in Section 38.

## 29 Posters

1. No poster shall be displayed in such a way as to obscure another side's campaign materials.
- 2.

In any given building, at any given time

- a. no Plebiscite or Referendum side shall have more than ten (10) posters;
3. The C.R.O. shall set a minimum distance between posters or signs that are placed outside belonging to the same candidate or side.
4. Where a side contravenes Sections 29(1) through (3), the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that side as set out in Section 38.

## 30 Designated Printer

1. All printed campaign materials shall be purchased at official list price costs from SUBprint.
2. Where a side contravenes Section 30(1), the offending campaign materials shall be destroyed, and the C.R.O. may assess an additional penalty to side, as set out in Section 38.

## 31 Sustainable Materials

1. Where a side chooses to print campaign materials on paper deemed to be sustainable by the CRO and where that side demonstrates, to the satisfaction of the C.R.O., that this choice resulted in an increased cost being incurred to it, then the amount of this increased cost shall not count against the limit set out in Sections 34.

## 32 Destruction of Campaign Materials

1. No side shall damage or destroy any other side's campaign materials unless specifically authorized to do so by the C.R.O.

## 33 Campaign Material Removal

1. All campaign materials shall be removed by 21h00 the last day of voting.

# 34 Campaign Expense Limits – Referenda and Plebiscite Sides

1. No Referenda or Plebiscite Side shall accrue more than one thousand dollars (\$1000.00) in campaign expenses, all of which shall be paid by the Students' Union.

# 35 Expense Reporting

1. Each side shall keep an up to date and accurate record of all campaign expenses they incur, and shall be responsible to the C.R.O. for all such campaign expenses.
2. Each side shall submit to the C.R.O. the record, as set out in Section 35(1), no less than twelve (12) working hours prior to the end of voting or at the discretion of the CRO.
3. No side shall incur any campaign expenses within twelve (12) working hours of the end of voting, except where those campaign expenses have been reported in the record submitted to the C.R.O. as set out in Section 35(2).
4. Where the C.R.O. determines that a side has exceeded or falsified its campaign expense limit
  - a. the side manager for the side shall be disqualified;
  - b. that side shall be prohibited from engaging in further campaign activities;
  - c. notice of this shall be posted with the side's expense records;
  - d. the violation will be communicated directly to the side manager of the side in question;
  - e. the C.R.O. may recommend to the D.I.E. Board that further action be taken against the side's side manager, and/or any volunteers.
5. The C.R.O. shall review all campaign expense records, and shall post summaries of them no more than eight (8) working hours prior to the end of voting.
6. The C.R.O. shall assess a penalty to a side who does not submit their expense report as set out in Section 38.

# 36 Fair Market Value Assessment

1. A side wishing to receive a fair market value assessment in advance shall make a written request to the C.R.O, including:
  - a. A full and accurate description of the product or service; and

- b. The supplier of the product or service, along with contact information for the same; and
  - c. The side's estimation of the product or service's fair market value, and a rationale for the estimation.
2. Fair Market Value shall be determined by the C.R.O. within twelve (12) hours using the price recommended by the side or the price that any other side would have to pay for a comparable product or service.
3. All donations must undergo either a universal resource designation or a fair market value assessment.
4. Volunteer labour and expertise shall have a fair market value assessment of zero.

## 37 Complaints

1. The C.R.O. shall prepare and provide a complaint form which shall require complaints to indicate
  - a. their names and student identification numbers; and
  - b. the specific bylaw and section, rule, or regulation that has allegedly been contravened; and
  - c. the specific individual or group that is alleged to be in contravention; and
  - d. the specific facts which constitute the alleged contravention; and
  - e. the evidence for these facts.
2. Where a complaint is received within twelve (12) working hours of the alleged contravention, and where the original complaint form is provided to the C.R.O., the C.R.O. shall rule on that complaint.
3. The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.
4. Where a complaint is received and is found to be complete as set out in Section 37(1), the C.R.O. shall rule on the complaint within forty-eight (48) hours of receiving the complaint.
  - a. If the C.R.O. requires more time to investigate the complaint, they shall, prior to the deadline:
    - i. Notify, via e-mail, the Chief Tribune of D.I.E. Board with:
      - a. The reason for extension of the investigation period; and
      - b. the anticipated date and time the ruling will be released, not to exceed 72 hours after the deadline.
    - ii. Provide a carbon copy to the complainant and the Manager of Discover Governance.
  - b. The C.R.O. shall include this notification as an appendix to the final ruling.
5. The C.R.O. shall post all of their rulings, including
  - a. a summary of the complaint;
  - b. a list of parties to the complaint;
  - c. where the C.R.O. fails to possess jurisdiction as set out in Section 38, a summary



- of the reasons for this finding;
- d. a listing of all bylaws, rules, and regulations that apply;
- e. a finding regarding the facts;
- f. a ruling regarding the alleged contravention;
- g. the penalty assigned, if any;
- h. the time the ruling was posted; and
- i. the time limit for appeal.

## 38 Penalties Available

1. Where a side has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and that contravention has provided an unfair advantage to a side, the C.R.O. shall assign a penalty that
  - a. fully counter-balances any advantage gained; and
  - b. where the contravention was intentional, penalizes the side who was or whose volunteer was guilty of the contravention.
2. Penalties available to the C.R.O. shall include
  - a. a fine, to be counted against the side's campaign expenses;
  - b. the confiscation or destruction of campaign materials; and
  - c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting.
3. The C.R.O. shall draft a schedule of fines and penalties as an appendix to the rules and regulations concerning this bylaw.
4. A side shall be disqualified where they are guilty of a contravention that
  - a. cannot be counterbalanced by a lesser penalty;
  - b. is malicious or substantially prejudicial to another candidate; or
  - c. involves tampering with ballots, voting procedures, or counting procedures.
5. Where the advantage gained by the "yes" side of a referendum or plebiscite due to a contravention cannot be fully counterbalanced by the penalties available to the C.R.O. as set out in Section 38, the C.R.O. shall cancel the referendum or plebiscite.
6. Where the advantage gained by the "no" side of a referendum or plebiscite due to a contravention cannot be fully counterbalanced by the penalties available to the C.R.O. as set out in Section 38, the C.R.O. shall counterbalance the advantage to the maximum extent possible, and may recommend to the D.I.E. Board that further disciplinary action be taken against the members guilty of the contravention under the Judiciary of the Students' Union Bylaw, Bylaw 1500.
7. Where a side's side manager is disqualified, that side shall select a new side manager.
8. The C.R.O. shall be empowered to investigate and rule upon every contravention of this bylaw or any other bylaw, rule, or regulation related to the election, plebiscite or referenda.

# 39 D.I.E. Board

1. All members have the right to appeal rulings of the C.R.O. to the D.I.E. Board under the Students' Union Judiciary Bylaw, Bylaw 1500.
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Created Wed, Jun 10, 2020 2:02 PM by [Kristen Stoik](#)

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# Bylaw 2300: Councillor Elections to Students' Council and General Faculties' Council

*A Bylaw Respecting the Councillor Elections to Students' Council and General Faculties' Council*

## 1. Short Title

1. This Bylaw may be referred to as the "Councillor Elections to Students' Council and General Faculties Council Bylaw".

## 2. Definitions

1. In this bylaw
  - a. "member" shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;
  - b. "C.R.O." shall be the Chief Returning Officer of the Students' Union;
  - c. "D.R.O." shall be a Deputy Returning Officer of the Students' Union;
  - d. "D.I.E. Board" shall be the Discipline, Interpretation, and Enforcement Board of the Students' Union, as set out in Judiciary of the Students Union Bylaw, Bylaw 1500;
  - e. "faculty" shall be any entity defined by the University of Alberta General Faculties Council as either a faculty or a school and in which members are registered and shall include Open Studies;
  - f. "council" shall be either be Students' Council or General Faculties Council (GFC) as the context requires;
  - g. "general election" shall be the General Election of the Executive Committee and the Undergraduate Board of Governors or the General Election of Faculty

Councillors;

- h. "primary volunteer" shall be a person registered as part of a candidate's campaign who has been selected by that candidate to serve as primary volunteer for the purposes of this bylaw;
- i. "candidate" shall be any member whose nomination is accepted under this bylaw;
- j. "joke candidate" shall be any candidate who chooses not to use a name of their choice, and discloses that they are a joke candidate, with the knowledge that they cannot hold office;
- k. "campaign" shall be the period of time during which campaign activities are permitted;
- l. "campaign activity" shall be any act, planned or organized by or on behalf of any candidate that is calculated to convince members to vote in a given way;
- m. "volunteer" shall be any individual who assists in campaign activities;
- n. "campaign expense" shall be any and all expenditures incurred in engaging in campaign activities;
- o. "campaign materials" shall be any physical or electronic media produced or distributed as part of campaign activities;
- p. "banner" shall be any campaign material composed of paper, cloth, or similar material of a total area greater than four (4) square feet;
- q. "poster" shall be any campaign material composed of paper, cloth, or similar material, of a total area of under four (4) square feet that is designed to be posted on a wall or similar place;
- r. "forum" shall be any event organized by an entity other than the Students' Union, a candidate, or a volunteer acting on behalf of a candidate at which campaign activities are facilitated;
- s. "University" shall be the University of Alberta; and
- t. "working hours" shall be any and all hours occurring between 0900 and 1700;

## 3. Mandate

1. This bylaw shall govern the conduct of the Election to Students' Council and General Faculties' Council
2. Elections during the COVID-19 Pandemic
3. 1. This section intends to allow the aforementioned general election or by-election to continue efficiently and safely during the period while COVID-19 affects on-campus academic delivery. This section, while enacted, must be:
  - a) reviewed at the first Council meeting of every semester after a semester in which an election has taken place, and
  - b) [re]approved before the provisions take effect for the next upcoming general election or by-election.
2. The following sections will override the corresponding Bylaw 2300 subsections where

inconsistent.

a) Section 6(2)(2): Adjustment to the need for signatures policy

c) The requirement that campaign materials and activities will abide by Provincial and University public health policies as well as the regulations of each individual building on all Campuses.

## 4. Election Dates - General Faculties Council and Students' Union Council

1. The election shall occur between 14 and 21 days after the General Election of the Executive Committee and the Undergraduate Board of Governors Representative as set out in Bylaw 2200.
  - a. Notwithstanding, the C.R.O. may establish one alternate date designated for the election to occur, where the faculty can prove that the above date is unsuitable for their electorate.
  - b. Notwithstanding, the election of representatives from Augustana Faculty to General Faculties Council and Students' Union Council shall be conducted concurrently with the General Election of the Executive Committee and Board of Governors Representative as set out in Bylaw 2200.
2. A General Faculties Council or Students' Union Council election or by-election shall not occur during the months of May, June, July and August.

## 5. Candidate Nomination Deadlines

1. The C.R.O. shall determine and announce nomination deadline no later than November 30.
2. The C.R.O. or elections staff shall make available to every member nomination packages not fewer than thirty (30) days before the nomination deadline.

## 6. Candidate Nomination Packages

1. The C.R.O. shall make available to every member nomination packages not fewer than thirty (30) days before the nomination deadline as set out in Section 5.

2. The C.R.O shall produce nomination packages which shall contain, at minimum
  - a. complete and current copies of Bylaw 2300 and the Judiciary of the Students' Union Bylaw, Bylaw 1500;
  - b. nomination papers soliciting the given and/or preferred name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest,
  - c. contact information for the C.R.O. and D.R.O.s;
  - d. the time, date, and location for the candidates meeting;
  - e. the building code limits on banner size. In the absence of an upper limit, the C.R.O. will specify a size deemed appropriate; and
  - f. the attendance regulations outlined in Bylaw 100(21).
  - g. a list of Universal Materials.
3. Valid nomination packages shall contain
  - a. a signed acceptance of the nomination by the proposed nominee;
  - b. a signed letter from the proposed nominee's faculty confirming that they are in good academic standing under University regulations; if a candidate with valid reason cannot provide a letter of academic eligibility, the C.R.O shall extend the deadline by seventy-two (72) hours provided that the rest of the nomination package is complete and submitted by the actual deadline.
  - c. a statement, signed by the proposed nominees, identifying the name under which they wish to appear on the ballot; and
  - d. papers soliciting the names, faculties, years, signatures, and student identification numbers of at least ten (10) members registered in the same faculty as the nominee as nominators;

## 7. Restrictions on Candidate Nominees

1. No member shall be nominated for more than one (1) of the positions contested in each election.
2. Notwithstanding Section 7(1), members may be nominated for both Students' Council and General Faculties Council within the same election.
3. In order for their nomination papers to be valid, members of the Executive who are running in contested Councillor races are required to take a leave of absence from their duties for the period beginning with the nomination deadline and ceasing with the conclusion of voting of the election in which they are contesting a position. The following exception applies:
  - a. An executive contesting a Councillor position when the race is uncontested,
4. For the purpose of this section, any race solely contested by a joke candidate shall be considered uncontested.
5. Where a member contravenes Section 7 (3), all of the member's nominations shall be

declared null and void.

## 8. Acceptance of Candidate Nominations

1. Where a member submits a valid set of nomination papers, as set out in Sections 6(3) and 7 and prior to the nomination deadline as set out in Section 5, the nomination shall be accepted by the C.R.O. within twenty-four (24) hours of the nomination deadline.
2. Should a member submit valid nomination papers, they shall be designated a candidate at the nomination deadline.

## 9. No Candidate Nomination Received

1. Where no valid candidate for a given position has been received by the deadline, the C.R.O. shall extend the deadline for that position by up to 48 hours.
2. Where the only nominations received for a given position is (are) joke candidate(s), the CRO shall extend the deadline for that position by up to 48 hours.

## 10. Candidate Registration Meeting

1. The C.R.O. shall hold a meeting for all candidates following the nomination deadline but prior to the commencement of the campaign.
2. The meeting shall:
  - a. be held on a business day;
  - b. start no earlier than 6:00pm; and
  - c. start no later than 9:00pm.
3. The C.R.O. shall:
  - a. arrive by the scheduled start time; and
  - b. take attendance by roll call at the start and end of the meeting.
- 4.

All candidates shall either:

- a. attend the candidates meeting in its entirety; or
  - b. designate a proxy via email to the C.R.O. prior to the scheduled start time of the meeting.
    - i. A proxy may only be designated to represent one candidate and must attend the meeting in its entirety.
5. Where a candidate contravenes Section 10(4), that candidate shall be disqualified.
6. The C.R.O. shall grant exemptions to Section 10(5) to candidates, but shall do so only where the candidate:
- a. requesting the exemption provides a sufficient reason to the C.R.O. via e-mail at least forty-eight (48) hours prior to the commencement of the candidates meeting; or
  - b. informs and provides satisfactory evidence to the C.R.O. of absence due to an unforeseen academic circumstance for which no notice could be given; or
  - c. informs and provides satisfactory evidence to the C.R.O. of an emergency for which no notice could be given.
  - d. Or were nominated under section 14(1).
7. Where a candidate is granted exemption under Section 15(6), they shall refrain from campaigning until they attend a subsequent meeting with the C.R.O., within a reasonable amount of time, to discuss the content presented at the candidates meeting.
8. Where a candidate contravenes Section 10(7), that candidate shall be disqualified.
9. In the event of an extension under section 14(1) the CRO shall hold an additional meeting for new candidates subject to the rules stated in section 15.

# 11. Content of the Candidate and Registration Meeting

1. At the candidate and registration meeting, the C.R.O. shall, at minimum
  - a. review all relevant bylaws, rules, and regulations, including this bylaw, and respond to questions about same;
  - b. announce the time and date of any forums scheduled;
  - c. determine and announce which candidates are joke candidates as set out in Section 2(j);
  - d. where two (2) or more candidates have asked to appear on the ballot under names that are either identical or so similar as to be effectively indistinguishable, determine and announce under what names each of the two (2) or more candidates shall appear on the ballot;
  - e. announce any methods that will be regularly used to communicate with candidates; and
  - f. take attendance for the purpose of verifying compliance with Sections 9 and 10.



## 12. Commencement of Campaign Activities

1. The C.R.O. shall determine and announce, prior to the end of November, the time and date of the commencement of campaign activities
  - a. The commencement of campaign activities shall occur no fewer than five (5) days before the commencement of voting
  - b. In the event of a by-election the announcement shall be prior to the end of September

## 13. Elections Forums and Requirements for Externally Organized Forums

1. The elections office may choose to organize any forums they deem appropriate.
2. The elections office shall enforce the following rules at all elections office forums:
  - a. At least one of the chairs/moderators of the forum must be a member of the elections staff.
  - b. Each candidate shall be afforded an opportunity to speak that is equal to the opportunity afforded to each candidate or side in their race; and
  - c. No objects shall be thrown; and
  - d. No heckling shall occur; and
  - e. No campaign materials shall be distributed in the room in which any forum is being held; and
  - f. No candidate or a volunteer representing their campaign shall interfere, attempt to stop, limit, or otherwise dissuade a member from asking a question during an elections office organized forum; and
  - g. The chair shall prioritize audience questions from members who have not already submitted a question orally or electronically.
3. The chair of the forum shall be permitted to set a time limit restricting the length of individual questions and answers during forums, at their discretion, so long as these details are provided to the candidates and sides in advance and verbalized at the start of the forum.

4. Where an individual or candidate contravenes section 13(4), the elections office staff shall remove that individual from the forum before proceeding.
5. Where a candidate or side contravenes Section 13(4), the elections staff has the authority to enforce any disciplinary they deem appropriate, as prescribed under Section 39.
6. No candidate shall participate in any externally organized forum unless each candidate in their race has received at least twenty-four (24) hours notification of the forum and will be afforded an equal chance to speak at it.

## 14. Storage Space

1. The C.R.O. shall make arrangements for space to be available on the University campus to all candidates for the purpose of the storage of campaign materials.

## 15. Joke Candidates

1. A joke candidate shall be designated as such at the nomination deadline.
2. Where a candidate has been designated as a joke candidate, as set out in Section 2(i), and that candidate does not wish to be a joke candidate, that candidate may provide to the C.R.O. a new signed statement indicating the name under which they wish to appear on the ballot, within forty-eight (48) hours of the nomination deadline.
3. Where a candidate who has been designated a joke candidate exercises their right, as set out in Section 15(1), to submit a new name under which they wish to appear on the ballot, and where the new name is, at the discretion of the C.R.O., a reasonable derivative of that candidate's legal name, that candidate's designation as a joke candidate shall be reversed.

## 16. Candidates with Same or Similar Names

1. Where two (2) or more candidates submit names that are either identical or so similar as to be effectively indistinguishable, the candidates shall provide the C.R.O with their preferred names for the ballot within thirty-six (36) hours of the nomination deadline. The provided name must be a reasonable derivative of the candidate's legal name, be a name they use regularly, or be a name they have registered with the University
2. Where the C.R.O is not provided a preferred name by the candidate, the C.R.O. shall

determine and announce what name each of the two (2) or more candidates shall use.

## 17. C.R.O. Shall List Candidates

1. Within forty-eight (48) hours of nomination deadline, the C.R.O. shall post the preferred name of each candidate as it will appear on the ballot.
2. The name must be:
  - a. a reasonable derivative of the member's legal name; or
  - b. a preferred name, for which the member has provided satisfactory evidence to the C.R.O. showing it is a name they regularly use; or
  - c. a name they have registered with the University.
3. Where no derivative or preferred name is provided to the C.R.O., the C.R.O. shall use the legal name(s) of the member(s)

## 18. Requirements of All Candidates

1. Each candidate shall act reasonably and in good faith, and specifically shall
  - a. ensure that each volunteer engaging in campaign activities on their behalf is aware of all bylaws, rules, regulations, and orders;
  - b. ensure that each volunteer is in compliance with all bylaws, rules, regulations, and orders while engaging in campaign activities on their behalf; and
  - c. report any contravention of a bylaw, rule, regulation, or order to the C.R.O. immediately.

## 19. Third Party Activities

1. A candidate in a Students' Union election may distance themselves from a third party in the event the third party effectively conducts campaign activities under the following conditions:
  - a. the candidate must demonstrate to the C.R.O. that the third party acted without consent of the candidate; and
  - b. the candidate must demonstrate to the C.R.O. that steps have been taken to distance themselves from the third party and to attempt to halt unauthorized campaign activity by that third party.

2. Should a candidate demonstrate the conditions specified under Section 19(1) to the C.R.O.'s satisfaction, the candidate would not be subject to punitive fines as a result of the third party's actions, but could still be subject to counterbalancing fines.

## 20. Universal Materials

1. Candidates and sides are required to submit a campaign budget. .
2. No individual candidate or side shall make use of any materials, products, or resource that are not:
  - a. accounted for as part of that candidate's or side's campaign budget; or
  - b. a Universal Material
3. Universal Materials shall be defined as basic materials provided by the Elections Office within the candidate workroom.
  - a. Candidates shall be permitted to use these supplies in the creation, dissemination, and/or distribution of their campaign materials.
4. These supplies shall not be counted against the candidates' campaign budget.
5. The C.R.O. shall purchase or supply whatever basic materials they deem appropriate. The elections office shall replenish these Universal Materials as they become depleted during the elections period, where feasible.
6. Basic materials that shall be provided include, at a minimum:
  - a. Staples; and
  - b. Tape; and
  - c. Lawn signs; and
  - d. Push pins;
  - e. Any other basic materials the C.R.O. chooses to provide.
7. The C.R.O. shall provide a list of Universal Materials in the candidate nomination package.
8. Excluding Universal Materials physically provided by the elections office, all other materials must be included in the candidate or side's campaign budget with costs, receipts and/or fair market assessment included.
9. Where a candidate or side contravenes Section 28 the C.R.O. shall assess a punitive fine and take any other recourse as prescribed under Section 47.

## 21. No Joint Use of Resources

1. No two (2) or more candidates shall jointly use any resources, including tables, posters, banners, and budgets.
2. Notwithstanding (1), volunteers may be shared.

## 22. Endorsements

1. Any member with the exception of the C.R.O, the D.R.O.s, and incumbent members of the Executive Committee who are not also candidates shall be free to endorse any candidate.
2. Any member with the exception of the C.R.O, the D.R.O.s, candidates, and incumbent members of the Executive Committee shall be free to act as a volunteer for any candidate.
3. Notwithstanding Section 22(1), regulations regarding the endorsement of candidates by Students' Union employees not referenced in Section 22(1) shall be subject to the Students' Union operating policy.
4. Notwithstanding Section 22(2), regulations regarding the capacity of Students' Union employees not referenced in Section 22(2) to act as a volunteer shall be subject to the Students' Union operating policy.

## 23. Restrictions on Campaign Activities

1. No candidate shall, without the permission of the C.R.O. engage in any campaign activity
  - a. in any business or service operated by the Students' Union;
  - b. in a University library;
  - c. in a classroom during a class unless the candidate first obtains the permission or the professor responsible for that class;
  - d. in any residence; or
  - e. in any building or on any land not owned or operated by the University or the Students' Union.
2. Candidates, or volunteers associated with their campaign, shall not:
  - a. provide voters with an electronic device on the day of the election for the purpose of voting;
  - b. solicit, touch, or otherwise handle a voter's electronic device on the day of the election for the purpose of voting;
  - c. solicit, steal, borrow, use or otherwise handle another students' CCID or password for the purpose of voting.

## 24. Campaign Materials

1. The cost of all campaign materials shall be approved by the elections staff before being used in campaign activities. Candidates shall provide the elections staff with:
  - a. a written estimate of the cost of the proposed campaign material, including the source of that cost; and
  - b. the complete contents of the proposed campaign material.
2. The elections staff shall provide in confidence a written approval or refusal of campaign materials within eight (8) working hours of receiving a request as set out in Section 24(1).
3. Where a candidate contravenes Section 24 the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 39.

## 25. Forbidden Campaign Materials

1. The elections staff is forbidden from approving campaign materials that:
  - a. cannot be removed at the end of the Campaign; or
  - b. are likely to permanently damage or alter property.
2. Where a candidate uses a forbidden campaign material, the offending campaign materials shall be destroyed and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 39.

## 26. Media

1. All candidates are free to pursue campus-based media as determined by the C.R.O; however, are restricted from contacting external media sources. All external media must be directed through the C.R.O.

## 27. Use of Social Media and Public Internet Ventures

1. The C.R.O. shall be kept privy to elections-related social media and public internet ventures undertaken by candidates, and reserves the right to penalize candidates for any violation of this bylaw or related regulations.

## 28. Banners

1. No candidate shall have more than one (1) banner on display in any given building at any given time.
2. Where a candidate contravenes Section 28(1), the offending banners shall be destroyed and the C.R.O. may assess an additional penalty to that candidate as set out in Section 39.

## 29. Posters

1. No poster shall be displayed in such a way as to obscure another candidate's campaign materials.
2. In any given building, at any given time, a candidate shall have no more than ten (10) posters.
3. The C.R.O. shall set a minimum distance between posters or signs that are placed outside belonging to the same candidate.
4. Where a candidate contravenes Sections 29(1) through (3), the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate as set out in Section 39.

## 30. Designated Printer

1. All printed campaign materials shall be purchased at official list price costs from SUBprint.
2. Where non-printed campaign materials can be produced by a Students' Union operated business, candidates shall purchase those campaign materials from that business.
3. Where a candidate contravenes Section 30(1) or Section 30(4), the offending campaign materials shall be destroyed, and the C.R.O. may assess an additional penalty to that candidate, as set out in Section 39.

## 31. Sustainable Materials

1. Where a candidate chooses to print campaign materials on recycled paper deemed to be sustainable by the CRO, and where that candidate demonstrates, to the satisfaction of the C.R.O., that this choice resulted in an increased cost being incurred to it, then the

amount of this increased cost shall not count against the limits set out in Sections 34.

## 32. Destruction of Campaign Materials

1. No candidate, or volunteer shall damage or destroy any other candidate's campaign materials unless specifically authorized to do so by the C.R.O.

## 33. Campaign Material Removal

1. All campaign materials shall be removed by 21h00 the last day of voting.

## 34. Campaign Expense

1. No candidate shall accrue more than thirty dollars (\$30.00), plus six dollars (\$6.00) for every one thousand (1,000) students' in their faculty beyond three thousand (3,000) in campaign expenses, all of which shall be paid by the Students' Union.
2. Where the number of students in a faculty beyond three thousand (3,000) is not a multiple of one thousand (1,000), the amount of money in excess of the base amount as set out in Section 34(1), shall be prorated and rounded to the nearest cent.
3. No joke candidate shall accrue more than two thirds (2/3) of the expenses set out in Sections 34(1) and 34(2).

## 35. Expense Reporting

1. Each candidate shall keep an up to date and accurate record of all campaign expenses they incur, and shall be responsible to the C.R.O. for all such campaign expenses.
2. Each candidate shall submit to the C.R.O. the record, as set out in Section 35(1), no less than twelve (12) working hours prior to the end of voting.
3. No candidate shall incur any campaign expenses within twelve (12) working hours of the end of voting, except where those campaign expenses have been reported in the record submitted to the C.R.O. as set out in Section 35(2).
4. Where the C.R.O. determines that a candidate has exceeded or falsified its campaign



expense limit

- a. the candidate shall be disqualified;
  - b. that candidate shall be prohibited from engaging in further campaign activities;
  - c. notice of this shall be posted with the campaign expense records;
  - d. the violation will be communicated directly to the candidate in question;
  - e. the C.R.O. may recommend to the D.I.E. Board that further action be taken against that the candidate, and/or any volunteers.
5. The C.R.O. shall review all campaign expense records, and shall post summaries of same more than eight (8) working hours prior to the end of voting.
  6. The C.R.O. shall assess a penalty to a candidate or side who does not submit their expense report as set out in Section 39.

## 36. Fair Market Value Assessment

1. A candidate wishing to receive a fair market value assessment in advance shall make a written request to the C.R.O, including:
  - a. A full and accurate description of the product or service; and
  - b. The supplier of the product or service, along with contact information for the same; and
  - c. The candidate's estimation of the product or service's fair market value, and a rationale for same.
2. Fair Market Value shall be determined by the C.R.O. within twelve (12) hours using the price recommended by the candidate or the price that any other candidate would have to pay for a comparable product or service.
3. All donations must undergo either a universal resource designation or a fair market value assessment.
4. Volunteer labour and expertise shall have a fair market value assessment of zero.

## 37. General Labour

1. For purposes of Section 35, general labour and any expertise had by a significant portion of the population, including, but not limited to, poster design, web page design, and web page programming, shall be considered to have a fair market value of zero.

## 38. Complaints

1. The C.R.O. shall prepare and provide a complaint form which shall require complaints to

indicate

- a. their names and student identification numbers;
  - b. the specific bylaw and section, rule, or regulation that has allegedly been contravened;
  - c. the specific individual or group that is alleged to be in contravention;
  - d. the specific facts which constitute the alleged contravention; and
  - e. the evidence for these facts.
2. Where a complaint is received within twelve (12) working hours of the alleged contravention, and where the original complaint form is provided to the C.R.O., the C.R.O. shall rule on that complaint.
3. The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.
4. Where a complaint is received and is found to be complete as set out in Section 37(1), the C.R.O. shall rule on the complaint within forty-eight (48) hours of receiving the complaint.
  - a. If the C.R.O. requires more time to investigate the complaint they shall, prior to the deadline:
    - i. Notify, via e-mail, the Chief Tribune of D.I.E. Board with:
      - a. The reason for extension of the investigation period; and
      - b. The anticipated date and time the ruling will be released, not to exceed 72 hours after the deadline.
    - ii. Provide a carbon copy to the complainant and the Manager of Discover Governance.
  - b. The C.R.O. shall include this notification as an appendix to the final ruling.
5. The C.R.O. shall post all of their rulings, including
  - a. a summary of the complaint;
  - b. a list of parties to the complaint;
  - c. where the C.R.O. fails to possess jurisdiction as set out in Section 38, a summary of the reasons for this finding;
  - d. a listing of all bylaws, rules, and regulations that apply;
  - e. a finding regarding the facts;
  - f. a ruling regarding the alleged contravention;
  - g. the penalty assigned, if any;
  - h. the time the ruling was posted; and
  - i. the time limit for appeal.

## 39. Penalties Available

1. Where a candidate, or volunteer has contravened a bylaw, rule, or regulation, regardless of the cause or the intent of the parties involved, and that contravention has provided an unfair advantage to a candidate, the C.R.O. shall assign a penalty that
  - a. fully counter-balances any advantage gained; and

- b. where the contravention was intentional, penalizes the candidate or campaign manager who was or whose volunteer was guilty of the contravention.
- 2. Penalties available to the C.R.O. shall include
  - a. a fine, to be counted against the candidate's campaign expenses;
  - b. the confiscation or destruction of campaign materials; and
  - c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting.
- 3. The C.R.O. shall draft a schedule of fines and penalties as an appendix to the rules and regulations concerning this bylaw.
- 4. A candidate shall be disqualified where they are guilty of a contravention that
  - a. cannot be counter-balanced by a lesser penalty;
  - b. is malicious or substantially prejudicial to another candidate; or
  - c. involves tampering with ballots, voting procedures, or counting procedures.
- 5. The C.R.O. shall be empowered to investigate and rule upon every contravention of this bylaw or any other bylaw, rule, or regulation related to the election.

## 40. D.I.E. Board

- 1. All members have the right to appeal rulings of the C.R.O. to the D.I.E. Board under the Students' Union Judiciary Bylaw, Bylaw 1500.

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