



STUDENTS' UNION ELECTIONS

Nomination Package

**March 2013
Students' Council and General Faculties Council
Election (Augustana)**

This package is also available online at
www.su.ualberta.ca/vote

Welcome to the 2013 Students' Council & General Faculties Council Election. On behalf of all members of our Students' Union, I would like to thank you for your interest in these positions.

Students' Council and GFC are two of the most important forums in which student voices are heard on campus. It is important that we fill these seats with enthusiastic and committed councillors.

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

- A. Letter of Introduction
- B. Nomination Package Instructions
- C. Election Timeline
- D. List of Vacant Positions
- E. Nomination Form, including:
 - i. Candidate Information and Declaration
 - ii. Letter of Academic Eligibility
 - iii. List of Nominators
- F. General Election Regulations and Guidelines
- Appendix 1: SU Bylaw 1500
- Appendix 2: 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 would like more information about Students' Council or GFC, please contact:

Students' Council:

Rory Tighe
Speaker, Students' Council
Email: speaker@su.ualberta.ca

General Faculties Council:

Dustin Chelen
Vice President (Academic), Students' Union
Email: vp.academic@su.ualberta.ca

I look forward to working with you throughout the campaign and election, and encourage you to contact me at cro@su.ualberta.ca or (780) 492-7102 if you have any questions or concerns.

Best of luck,

Farid Iskandar
Chief Returning Officer
University of Alberta Students' Union

These instructions do not constitute the complete nomination package. Please read the other information included in the nomination package, also available online at www.su.ualberta.ca/vote.

In the "Position(s) Contested" field, please write either **Students' Union Councillor** or **GFC Councillor** or **Students' Union Councillor and GFC Councillor**. If you are running for a position on both Students' Council and General Faculties Council, you can fill out the same nomination package, as long as you clearly state so in the "Position(s) Contested" field.

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

- i. Candidate Information and Declaration
- ii. Letter of Academic Eligibility
 - This must be signed by your faculty office.
- iii. List of Nominators
 - The names, student ID numbers, faculties, years and signatures of at least 10, and no more than 20, nominators from within your own faculty.

You must return the completed nomination form to
Augustana Students' Association,
(ATTN: Cindy Roose) no later than:

Friday, February 15 2013 @ 17:00

Only official forms will be accepted.

The Augustana Students' Association acts as the Students' Union elections office agent in order to conduct elections at Augustana Campus.

Please staple these papers together or enclose them in a large envelope before submitting them. Remember to have your Faculty Office sign the letter of eligibility as soon as possible, and start collecting signatures from nominators right away. 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.

Executive Director
Augustana Students' Association
Cindy Roose
L1 - 010, Student Forum

Chief Returning Officer
3-02J Students' Union Building
(North Campus)
Farid Iskandar
Email: cro@su.ualberta.ca

All times are in 24-hour format.

Close of Nominations – Friday, February 15 @ 17:00

- All nominations must be submitted to the Augustana Students' Association by this time in order to be considered.

Deadline for Name Changes – Saturday, February 16 @ 17:00

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

Campaign Begins – Wednesday, February 27 @ 09:00

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

Budget Submission Deadline – Wednesday, March 6 @ 13:00

- 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 6 & Thursday, March 7

- Campaigning is permitted on voting days; however, take note of regulations regarding proximity to official polling stations.
- Candidates and their volunteers will meet with the Augustana CRO to coordinate the removal of physical campaign materials two hours before polls close. Further details to be announced.

Faculty	Students' Council Seats	General Faculties Council Seats
Augustana	1	1

1) CANDIDATE INFORMATION

Full Name:			
Name You Wish to Appear on Ballot:			
Position(s) Contested ¹ :			
Student ID Number:		Faculty:	
University Email:	@ualberta.ca	Cell Phone:	
Keys to Campus Buildings ² :			

2) PRIMARY VOLUNTEER INFORMATION (IF APPLICABLE)

Full Name:			
Student ID Number:		Faculty:	
University Email:	@ualberta.ca	Cell Phone:	

3) NOTICE

Students' Union Elections are governed by SU Bylaw. A copy of the Bylaw 1500 & 2300 is included in the nomination package, and is available online at www.su.ualberta.ca. 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.

4) CANDIDATE DECLARATION

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.

Candidate Signature:	
Date and Time of Submission:	

¹ If you are running for both Councils please write "Students' Council and General Faculties Council"

² Refer to §1.3 of the Regulation and Guidelines in Section F.

University of Alberta Students' Union Elections

Section E(ii): Letter of Academic Eligibility



Chief Returning Officer
302J 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 Augustana Faculty 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.: "Students' Union Councillor" or "GFC Councillor" or
"Students' Union Councillor and GFC Councillor")

University of Alberta Students' Union Elections
Section E(iii): List of Nominators



We, the undersigned members of the Students' Union, nominate _____
to contest the position of _____ in the election to be held on March 6 & 7, 2013.

Name	Student ID	Faculty	Year	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

NOTE: It is important that all candidates and their campaign managers read Bylaw 2300, the Students' Union Elections Bylaw, and make all campaign volunteers aware of the election rules. This document is intended to supplement Bylaw 2300, but does not replace it. In the event of a discrepancy, Students' Union bylaw takes precedence.

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.

1.2 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 have a lower campaign budget.

1.3 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. Candidates who fail to report these items within 24 hours of the nomination deadline will be disqualified.

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 15 @ 17:00 and Wednesday, February 27 @ 09:00**.

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 2300, Section 34 establishes the following budget limits:

Faculty	Population	Budget Limit
Augustana	1,003	\$30.00

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.

For those candidates running for a position on **both Students' Council and General Faculties Council, separate expense forms must be submitted.** Any materials used for both campaigns must be recorded on each of the expense forms, and will be counted toward both campaign expense limits.

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 6 @ 13:00** 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.

3. Campaign Materials & Advertising

3.1 Material Approval

All campaign materials must be approved by the CRO prior to use. All copies of campaign materials must also be checked, counted and marked by election staff prior to being distributed. 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 campaign materials **must** include the name of the business where the item was produced. All posters must also include the supplied Elections Office online voting notice. 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 slate may place more than ten (10) posters in any single building, 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.

Banners **must** be coated with a fire retardant spray and have a fireproofing receipt attached prior to being displayed.

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 Leaflets and Handouts

Candidates are permitted to place leaflets or handouts in bulk on any of their campaign tables for distribution. Candidates are also permitted to hand out these items to individuals, except in locations

that have solicitation policies, including the Students' Union Building. Candidates should not be leaving leaflets on vacant tables, on the floor, or anywhere else in which they would be left unattended. Any items distributed inappropriately will be removed without compensation, and a fine may also be imposed.

3.5 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 masking tape, packing tape, elastic bands, banner paper, basic paint(s), 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.

3.6 Photocopying

All photocopying will be assessed at a fair market value as determined by the SU CRO.

3.7 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.

3.8 External Printers

Augustana candidates may apply to the CRO for an external printer to be used.

3.9 Tables

Candidates are free to book tables on campus outside of the Elections Office, but must book them on their own. The Elections Office will NOT be providing tables for candidates during this election. Candidates are cautioned against using any influence they may have with a campus group to book tables.

3.10 Classroom Speaking

Candidates **must** have the permission of the instructor before speaking in any classroom during a 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. No formal forums are organized by the Elections Office for this election.

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, 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 wide x 200 tall pixels) from each candidate can be posted on the SU Elections website. Candidates should be prepared to hand in their submissions immediately following the Candidates Meeting. The SU Elections website will remain operational throughout voting days.

The SU Elections website will remain operational throughout voting days.

The deadline for submitting the following information is **Tuesday, February 26, 09:00**. Please send this information to the DRO at 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.

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 are 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, etc. 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. Consequently, we ask that you adhere to the following procedures:

1. Candidate must provide the CRO with a list of all URLs for social media websites (Twitter, Instagram etc.), the CRO needs to follow those accounts before they can be used for campaigning. Please send the CRO a list of all social media platforms that will be used, **by Wednesday, February 27th at 09:00.**
2. 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.
3. Discussion boards and "wall posts" will be monitored by the Elections Office, and posts deemed inappropriate may be removed.

3.17 Material Removal

All physical campaign materials on-campus must be removed prior to the conclusion of voting. Failure to do so may result in penalties being imposed.

4. Voting & Ballot Counting

4.1 Campaigning

Absolutely no campaigning is permitted during the pre-campaigning period. No campaigning or campaign materials are permitted within six (6) metres of any official polling station. Candidates should not loiter around any official polling station on campus, except when voting themselves.

4.2 Ballot Counting and Scrutineers

Online ballot counting will take place on the second day of voting, and will continue until all ballots have been counted. Candidates are encouraged to designate scrutineers to monitor voting and assist with ballot counting, by completing the Scrutineer Appointment Form, available online and from the Elections Office. Scrutineers must not divulge the results of the count until they have been officially announced by the CRO.

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 and official campaign managers.

Bylaw 1500

Judiciary of the Students' Union Bylaw

1. Definitions

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

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

3. Scope of Cases

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 or;
- (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.

4. Standing

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

5. Constitution of Board

The Board consists of

- (a) Chief Tribune;

January 8/12

March 30/11

Apr 10/06

Oct 25/05

Sept 1/04

March 23/04

- (b) two Associate Chief Tribunes; and,
 - (c) five to eleven additional tribunes.
- 6. Nomination and Ratification of Chief Tribune and Associate Chief Tribunes**
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**
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**
When possible, appointments to the Board will be made between January and April of each year.
- 9. Composition of the Committee**
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**
Any five of the members of the Committee shall constitute a quorum.
- 11. Chair of Committee**
The chair of the Committee shall be elected by and from the Committee.
- 12. Notice to be given of Committee decisions**
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**
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**
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 ratified by a two-third majority vote of Council.

January 8/12
March 30/11
Apr 10/06
Oct 25/05
Sept 1/04
March 23/04

- 15. Registrar**
The Executive shall make a paid employee available to the Board to act as Registrar.
- 16. Duties of Registrar and filing of appeals**
The Registrar shall, under the supervision of the Chief Tribune,
 - (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**
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**
The Board shall grant applications for actions within the Board's scope and order a hearing.
- 19. Time limit on scheduling a hearing**
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**
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**
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**
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**
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**

January 8/12
March 30/11
Apr 10/06
Oct 25/05
Sept 1/04
March 23/04

- 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**
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**
The Chief Tribune will have access to sufficient administrative support to carry out the logistical requirements of the Board.
- 27. Duties of Chief Tribune**
The Chief Tribune is responsible for appointing tribunes to panels and scheduling hearings.
- 28. Duties of Associate Chief Tribune**
The Associate Chief Tribunes are responsible for fulfilling the duties of the Chief Tribune in his or her absence.
- 29. General Powers of Enforcement**
If the Board finds an application for action or application for appeal requires action by the Board may make any order proscribing any remedy the Board considers appropriate and just in the circumstances.
- 30. Effective date of rulings**
Rulings of the Board shall be effective once registered with the Registrar.
- 31. Tribunes may make rules and orders**
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 any thing and transact any business as is necessary to fulfill the mandate of the Board.
- 32. Extent of rules and orders**
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.

January 8/12
March 30/11
Apr 10/06
Oct 25/05
Sept 1/04
March 23/04

33. Copies to be reported

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.

January 8/12
March 30/11
Apr 10/06
Oct 25/05
Sept 1/04
March 23/04

Bylaw 2300

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

1. Short Title

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

2. Definitions

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 his/her given name or a reasonable derivative of his/her given name when appearing on the ballot;

- 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;
- t. “working hours” shall be any and all hours occurring between 0900 and 1700; and

3. Mandate

This bylaw shall govern the conduct of the Election to Students' Council and General Faculties' Council.

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

- (1) The election shall occur fifteen (15) 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

The C.R.O. shall determine and announce the deadlines for the nominations of candidates prior to the end of November each year, to occur not fewer than nine (9) days before the date of the Faculty Councillor Election.

6. Candidate Nomination Packages

- (1) The C.R.O. shall make available to every member nomination packages not fewer than twenty (20) 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 name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and nominations papers soliciting the names, faculties, years, signatures, and student identification numbers of at least ten (10) and at most twenty (20) members registered in the same faculty as the nominee as nominators;
 - 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.

- (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 he/she is in good academic standing under University regulations;
 - c. a statement, signed by the proposed nominee, identifying the name under which he/she wishes to appear on the ballot, and 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;
- (4) Candidates who are registered in Open Studies are exempt from Section 6(3) (c).

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) Members of Students' Council and its standing committees, in order for their nomination papers to be valid 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. An executive contesting a Councillor position when the race is uncontested,
 - b. Any member of Students' Council, excluding members of the Executive, contesting a Councillor position.

For the purpose of this section, any race solely contested by a joke candidate shall be considered uncontested.
- (4) Where a member contravenes Section 7 (3), all of the member's nominations shall be declared null and void.

8. Acceptance of Candidate Nominations

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.

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 two (2) days.

- (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 two (2) days.

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) All candidates shall either attend the candidates meeting in its entirety or designate, in writing, an agent who will do so.
- (3) Where a candidate contravenes Section 10(2), that candidate shall be disqualified.
- (4) The C.R.O. may, at his/her discretion, grant exemptions to Section 10(3) to candidates, but shall do so only where
 - a. the candidate requesting the exemption does so in writing at least forty-eight (48) hours prior to the commencement of the candidates meeting; or
 - b. the candidate informs and provides satisfactory evidence to the C.R.O. of an emergency for which no notice could be given.

11. Content of the Candidate and Registration Meeting

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 (i);
- 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.

12. Commencement of Campaign Activities

The C.R.O. shall determine and announce the time and date of the commencement of campaign activities, to occur no fewer than five (5) days before the date of any vote prior to the end of November each year.

13. Requirement for Forums

No candidate shall participate in any forum unless each candidate in his/her 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

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) 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 he/she wishes to appear on the ballot, within 36 hours of being designated as a joke candidate.
- (2) Where a candidate who has been designated a joke candidate exercises his/her right, as set out in Section 15(1), to submit a new name under which he/she wishes 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.
- (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. The preferred name must be a reasonable derivative of the candidate's legal name.
- (2) Where the preferred name is not provided to the C.R.O., the C.R.O. shall use the candidate's legal name.

18. Requirements of All Candidates

- Each candidate shall act reasonably and in good faith, and specifically shall
- a. ensure that each volunteer engaging in campaign activities on his/her 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 his/her 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. No-Use of Non-Universal Resources

No individual candidate shall make use of any resource that is not

- a. available to all candidates;
- b. general volunteer labour or expertise; or
- c. accounted for as part of that candidate's campaign expenses.

21. No Joint Use of Resources

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

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 he/she 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) During voting days, no campaign materials, or campaign activities shall be within six (6) meters of any polling station.

24. Campaign Materials

- (1) All campaign materials shall be approved in form, content, and cost by the C.R.O. before they may be used in campaign activities.
- (2) Candidates wishing to have campaign materials approved shall provide the C.R.O. 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, including text, images and layout.
- (3) The C.R.O. 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 (2).

25. Forbidden Campaign Materials

- (1) The C.R.O. shall not approve campaign materials that
 - a. have more than a nominal value when distributed;
 - b. cannot be removed at the end of the Campaign; or
 - c. are likely to permanently damage or alter property.
- (2) Where a candidate contravenes Section 24(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 39.

26. Media

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.

27. Use of Social Media and Public Internet Ventures

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 more than sixteen (16) 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

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

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

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 his or her 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 he/she incurs, 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

- (1) Where a product or service has been provided to a candidate for no consideration or for consideration that is less than the official list price of the service provider, that candidate shall be considered to have incurred a campaign expense at the fair market value of that product or service, as determined by the C.R.O.
- (2) Where a candidate receives a product or service for consideration that is greater than the fair market value, then that candidate shall be considered to have incurred a campaign expense equal to the actual consideration.
- (3) The fair market value shall be determined by the C.R.O. using the price that any other candidate would have to pay for a comparable product or service as a guideline.
- (4) Candidates shall have the right, but not the obligation, to receive an assessment of a product or service's fair market value in advance.
- (5) A candidate wishing to receive a fair market value assessment in advance shall make a written request to the C.R.O, which shall include
 - a. a full and accurate description of the product or service;
 - b. the supplier of the 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.
- (6) Where a complete request under Section 36(5), has been submitted to the C.R.O., the C.R.O. shall respond with a decision within eight (8) working hours.

37. General Labour

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 38(1), the C.R.O. shall rule on the complaint within twelve (12) working hours of receiving the complaint.
- (5) The C.R.O. shall post all of his/her 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 39(5) (c), 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 manger 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;

- c. limits, restrictions, and prohibitions on any type of campaign activities for any period of time up to the commencement of voting; and
- d. disqualification of the candidate.

(3) The C.R.O. shall draft a schedule of fines and penalties as an appendix to the rules and regulations concerning this bylaw.

40. Disqualification

(1) A candidate shall be disqualified where he/she/it is 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.

(2) 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.

41. D.I.E. Board

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.