



STUDENTS' UNION ELECTIONS

Nomination Package

March 2014
Students' Council and General Faculties Council
General Election

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

Welcome to the 2014 Students' Council & General Faculties Council General 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. By-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:

Craig Turner
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,

Wayne DeFehr
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 Contested" field, please write either **Students' Union Councillor** or **GFC Councillor**. If you are running for a position on both Students' Council and General Faculties Council, please complete a separate nomination form for **each** position, including separate letters of eligibility and list of nominators.

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.

Note: Students wishing to contest an Open Studies seat do not require nominators.

You must return the completed nomination form to
Room 6-04B, Students' Union Building no later than:

Tuesday, March 11, 2014 @ 17:00

Only official forms will be accepted.

Note: If 6-04B SUB is closed when you come to return your nomination package, please feel free to drop this off at the main Students' Union office in 2-900 SUB, ATTN: Chief Returning Officer.

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.

Chief Returning Officer
6-04 Students' Union Building
Wayne DeFehr
Email: cro@su.ualberta.ca
Phone: (780) 492-7102

All times are in 24-hour format.

Close of Nominations – Tuesday, March 11 @ 17:00

- All nominations must be submitted to the Elections Office (6-04B SUB) 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 – Tuesday, March 11 @ 18:00

Location: 6th Floor Conference Room, Students' Union Building

- All candidates are required to attend this meeting. Candidates who do not attend will be disqualified. Primary volunteers are also encouraged to attend. If unable to attend, candidates must designate another person, in writing, to attend in his or her place.
- The CRO will review the election timeline, Bylaw 2300, and any other 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.

Campaign Begins – Wednesday, March 12 @ 09:00

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

Deadline for Name Changes – Wednesday, March 12 @ 17:00

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

Budget Submission Deadline – Tuesday, March 18 @ 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 – Thursday, March 20 & Friday, March 21

- Polls will be open in various locations around campus including access online.
- 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 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
Agricultural, Life & Environmental Sciences	1	2
Arts	6	7
Augustana	1	1
Business	2	2
Education	2	3
Engineering	4	5
Law	1	1
Medicine & Dentistry	2	2
Native Studies	1	1
Nursing	1	2
Open Studies	1	
Physical Education & Recreation	1	1
Pharmacy	1	1
Faculté Saint-Jean	1	1
Science	7	9

1) CANDIDATE INFORMATION

Full Name:			
Name You Wish to Appear on Ballot:			
Position Contested:			
Student ID Number:		Faculty:	
Home Phone:		Cell Phone:	
University Email:	@ualberta.ca		
Street Address:			

2) CAMPAIGN MANAGER INFORMATION (IF APPLICABLE)

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

3) NOTICE

Students' Union Elections are governed by Students' Union Bylaw. Bylaws 1500 & 2300 are included in the nomination package, and are 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.

Candidate Signature:	
Date and Time of Submission:	

University of Alberta Students' Union Elections

Section E(ii): Letter of Academic Eligibility



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.: "Students' Union Councillor" or "GFC Councillor")

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



We, the undersigned members of the Students' Union, nominate _____
for the position of _____ in the election to be held on March 20 & 21, 2014.

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 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.

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 Candidates Meeting

A mandatory Candidates Meeting will be held **Tuesday, March 11 @ 18:00** in SUB 6-04, as noted in the election timeline. 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.

1.4 Reporting of Keys

All candidates are required to report to the CRO a list of any keys, cards, and other means of access they possess to any building or room on campus within 24 hours of the nomination deadline. Candidates without any keys, cards, and other means of access are required to report as well. 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 **Tuesday, March 11 @ 17:00 and Wednesday, March 12 @ 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, 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	Budget Limit
Agricultural, Life & Environmental Sciences	\$30.00
Arts	\$46.20
Business	\$30.00
Education	\$30.55
Engineering	\$36.40
Law	\$30.00
Medicine & Dentistry	\$30.00
Native Studies	\$30.00
Nursing	\$30.00
Open Studies	\$30.00
Physical Education & Recreation	\$30.00
Pharmacy	\$30.00
Faculté Saint-Jean	\$30.00
Science	\$49.20

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 **Tuesday, March 18 @ 13:00** as specified on the election timeline. If the expense report is not submitted on time, no refund of expenses will be given.

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 will be prohibited from actively participating in student group or student service events during the campaign period (in their role as a candidate). Candidates 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 a candidate.

If a candidate is approached by a student group or service to partake in a forum or an event, this will be permitted so long as each candidate in that race 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.

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 where the item was produced – either the name of the external printer, or SUBprint. 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 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. The minimum distance between posters placed indoors shall be ten (10) feet in all directions. 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.

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, including Van Vliet (Phys. Ed.), Education, Business, CCIS, ECHA, and Engineering 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

The minimum distance between signs placed outdoors shall be ten (10) feet in all directions.

3.5 Video Policy

We will allow you to post videos on Youtube, your campaign website, 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.

Please adhere to the following steps:

- 1) Fill out the online materials submission form with a description or storyboard of what your video will showcase. Include in the comments section how long the video will run.
- 2) Once you have received approval from the CRO, proceed with the filming of your video.
- 3) Video production will be considered to have a fair market value of zero, unless excessive costs are incurred, or a professional service is used in production. 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.

3.6 Leaflets and Handouts

Candidates are permitted to place leaflets or handouts in bulk on 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.

3.7 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 a personal expense and not counted towards your campaign budget.

Use of computers and other mobile devices for the purpose of campaign delivery (not content creation) during the campaign period will not be considered a universal material. Each device will be assessed a fair market value of \$10.00 per day (or portion thereof) during the campaign period.

3.8 Students' Union as a Primary Vendor

When campaign materials can be produced by a business operated by the Students' Union, candidates must purchase those materials from that business.

3.9 Photocopying

All photocopying must be done at SUBprint, located on the lower level of SUB.

3.10 External Printers

Only SUBPrint can be used for printing campaign materials. Their contact info:

Room 0-21

Students' Union Building

University of Alberta

8900 - 114 Street NW

Edmonton, AB

T6G 2J7

Phone: 780-492-9113

Email: subprint@su.ualberta.ca

Please contact the CRO prior to using SUBPrint to obtain an SU Purchase Order form. If none of these printers can supply a desired item, candidates may apply to the CRO for an alternate printer to be used.

3.11 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, other than those in the Students' Union Building. Candidates are cautioned against using any influence they may have with a campus group to book tables.

3.12 Classroom Speaking

Candidates **must** have the permission of the instructor before speaking in any classroom during a class.

3.13 Elections Forums

There are no officially organized forums for this election.

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.

3.14 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.

3.15 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.

3.16 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 hand in their submissions immediately following the Candidates Meeting. The SU Elections website will remain operational throughout voting days.

3.17 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 and/or text messages” 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.

3.18 Social Media Policy – Facebook, Twitter, etc.

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. Candidates who wish to create a group or fan page must add the CRO as a friend and appoint them as an administrator of any elections-related page. Any candidates posting updates on Twitter must also inform the CRO of such, and will be followed by the CRO.
2. Discussion boards and “wall posts” will be monitored by the Elections Office, and posts deemed inappropriate may be removed.

3.19 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. 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 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, side managers, and primary volunteers.

Schedule of Fines & Penalties

As per Bylaw 2300 s. 49(3), the following is a schedule of fines and penalties that will be applied to candidates during the March 2014 General Election of Students' Council and General Faculties Council.

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

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

Violation	Counterbalancing Fine	Punitive Fine
Failure to attend mandatory candidates meeting (or send a proxy)		Disqualification
Failure to report keys within 24 hours of nomination deadline		\$10.00
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
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

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
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.