



# Nomination Package

Fall 2023 UASU By-Election



## Introduction

The following positions are available for nominations in the Fall 2023 By-Election. Students' Council members representing these faculties:

- ALES (x1, i.e. one vacancy)
- Business (x1)
- Engineering (x1)
- KSR (x1)
- Native Studies (x1)
- Open Studies (x1)
- Pharmacy and Pharmaceutical Sciences (x1)

General Faculties Council members representing these faculties:

- ALES (x2)
- Arts (x4)
- Business (x3)
- Education (x3)
- Engineering (x3)
- KSR (x1)
- Medicine and Dentistry (x1)
- Native Studies (x1)
- Pharmacy and Pharmaceutical Sciences (x1)
- Science (x4)

If you wish to run for any of these vacancies in Fall 2023, this nomination package is your guide to participating in the By-Election. For more information on **Students' Council**, please contact Christian Zukowski, Speaker, at [speaker@su.ualberta.ca](mailto:speaker@su.ualberta.ca). For more information on **General Faculties Council**, please contact Pedro Almeida, Vice President (Academic), at [vp.academic@su.ualberta.ca](mailto:vp.academic@su.ualberta.ca). If you have **any questions or concerns** around elections or this nomination package, please contact Jacob Verghese, Chief Returning Officer, at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca).

**All three forms with the following yellow notice must be filled out and returned to the Chief Returning Officer by 4 PM Mountain Time, September 18, 2023. These three forms are:**

- **Form 1: Candidate Information and Declaration**
- **Form 2: Faculty Eligibility Letter**
- **Form 3: List of Nominators** (i.e. signature sheet)

**This is the notice you will see on the forms that must be provided by the deadline:**

Together with other required forms, this form must be filled out, then provided to the Chief Returning Officer:

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
- Printed and dropped off at 2-900 SUB

The deadline is 4 PM Mountain Time, September 18, 2023.



On top of the three forms, this nomination package also includes the following elements:

- A list of dates and deadlines specific to this election, derived from Bylaws and Regulations. This list includes a mandatory Candidates Meeting and a deadline for takedown of all posters and other campaign materials.
- A list of materials available to all candidates.
- A list of campaign spending limits per faculty.
- Contact information for some of the faculty-specific staff who can sign your Form 2.
- Guidelines on banners and posters derived from Bylaws, Regulations, Operating Policies, and relevant University policy.
- General campaign rules and a schedule of penalties.
- The full text of several Bylaws and Regulations at time of writing:
  - [Bylaw 320: Elections, Plebiscites, and Referenda](#) and its Regulations.
  - [Bylaw 140: Student Judiciary.](#)
  - [Regulation 110.13: Attendance.](#)
  - [Regulation 100.02: Student Governance Code of Conduct.](#)

It is your responsibility to be familiar with **all these materials** and make a good-faith effort to uphold all relevant guidelines and rules. It is also your responsibility to ensure that you and your volunteer team hold yourselves to the highest standards of behavior toward members of other campaigns.

## Dates and Deadlines: Fall 2023 By-Election

By-election nomination deadline	September 18, 2023	4:00 PM
Deadline for Candidates Meeting exemption	September 18, 2023	4:00 PM
MANDATORY Candidates Meeting Marigold Room (SUB 0-31)	September 20, 2023	4:00 PM
By-election campaign period begins	September 21, 2023	9:00 AM
Deadline for submitting UASU website bios/photos	September 21, 2023	4:00 PM
Deadline for submitting expense report/receipts	September 26, 2023	6:00 PM
By-election voting begins	September 27, 2023	9:00 AM
By-election campaign period and voting end	September 28, 2023	6:00 PM
By-election conclusionary meeting	September 28, 2023	7:00 PM
Deadline for removal of all campaign materials	September 28, 2023	9:00 PM
Deadline for by-election results announcement	September 29, 2023	6:00 PM
By-election appeal deadline	October 3, 2023	6:00 PM
Council ratifies by-election results	October 10, 2023	N/A

## Elections Staff Contact Information

**Chief Returning Officer (CRO), 2023-24:** Jacob Verghese

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

Elections Office: SUB 0-68B

Hard-copy documents can be dropped off at 2-900 SUB.

**Deputy Returning Officers:** None at present — typically hired for Winter General Election.

## Campaign Spending Limits

Per Regulation 320.15, the following spending limits currently apply to contesting these seats.

Faculty	Limit	Faculty	Limit	Faculty	Limit
ALES	\$30	Engineering	\$40.33	Nursing	\$30
Arts	\$52.41	KSR	\$30	Open Studies	\$30
Augustana	\$30	Law	\$30	Pharmacy...	\$30
Business	\$30.17	Medicine...	\$30	CSJ	\$30
Education	\$30	Native Studies	\$30	Science	\$56.98

**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.

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. Remember that, to receive reimbursement, September 26 at 6PM is a hard deadline.

Candidates are not allowed to incur any expenses between the reporting deadline and the end of campaigning, unless they are included as an estimate on the initial expense report. No Candidate or side shall incur any campaign expenses within two business days of the end of voting, unless they have been reported in the record submitted to the CRO.



## Universal Materials

These materials will be available to all candidates free of charge, in reasonable quantities and on a first-come, first-served basis, by contacting the CRO. They are the property of the Elections Office and are for campaign purposes only; any personal or inappropriate use of Elections Office material may result in penalties. They are not counted toward your campaign budget.

- Staples
- Tape
- Lawn signs
- Push pins
- Paper
- Paints and markers

## General Campaign Rules

Except for elements grounded in Bylaw, these rules may be amended by the Chief Returning Officer; any amendments will be emailed to all candidates and primary volunteers.

### Pre-Campaigning

Candidates and volunteers may not engage in any campaign activities between the close of nominations and the beginning of the campaign period. During this time:

- Candidates are allowed to make social media pages with the username '[Candidate Name] for [Position Contested]'.
- 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.

### Volunteers

Volunteers, defined as anyone who assists in any campaign activity, are bound by the same rules as candidates. It is the candidate's responsibility to inform their 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.

### Permitted Access

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

- Any business or service operated by the Students' Union, including Room At The Top (RATT), Dewey's, Students' Union Building, InfoLink booths and any other Students' Union service or office space;



- Any University library, administration building, or office;
- In any classroom during a class, without permission of the instructor;
- In any residence, including all University-owned residences (including the residential areas of HUB Mall), St. Joseph's College, Augustana residences, and fraternity/sorority houses leased from the University;
- In any building or on any land not owned or operated by the University or the Students' Union, including LRT stations; and,
- Any university parking lot.

### **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.

### **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.

### **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.

### **Tables**

The CRO will make table bookings available on a first-come, first-served basis, prioritizing candidates who have not already had a table slot. More information will be provided at the Candidates Meeting.



### **Classroom Speaking**

Candidates must have the instructor's permission before speaking in any classroom at the start or end of a class.

Candidates will be disqualified if found to be Zoom-bombing, Google Meets bombing or otherwise disrupting an online class.

### **Election Forums**

Any candidate who wishes to participate in forums not organized by the Elections Office must provide notification to each candidate in their race at least two business days beforehand to allow them an equal opportunity to attend.

### **Advertising in Campus or External Media**

Ads must only run during the campaign period and must be approved by the CRO in advance. Content and graphics must be submitted to the CRO for approval at least eight days prior to the run date of the ad. Any and all ads must only run during the campaign period.

Candidates will receive 50% off the regular ad prices with The Gateway.

CJSR may have airtime available as paid political announcements.

### **Media Interviews**

Candidates are free to speak to campus-based media. All contacts with external media related to the UASU election must be directed to the Elections Office and will be handled on a case-by-case basis.

### **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 within 24 hours of 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 at the Candidates Meeting. If the CRO does not receive your website information by the deadline, "No information received" will be put next to your name.

### **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:

- Candidates who wish to send an email must contact the administrator of the mailing list, requesting permission to send the campaign message.
- 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.
- Each candidate will have 24 hours to submit to the CRO a campaign message no longer than 250 words.
- 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.

### **Social Media Policy**

Facebook, X/Twitter, Instagram, TikTok, and comparable platforms 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.

Candidates must provide the CRO with a list of all account URLs for social media platforms, 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.





## Campaign Material Rules

### Material Approval

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

- 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 whenever possible.

### Material Removal

All physical campaign materials on-campus must be removed by the posted deadline. Candidates and volunteers will meet on the last voting day to coordinate poster removal. The CRO will announce the time and location of a mass poster removal at the Candidates Meeting. However, responsibility for removal of a candidate's materials ultimately lies with the candidate.

### 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.

### Printing at SUBprint

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

- 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.
- Have the printed material approved by the CRO, who must sign the order form.
- Have your material printed.

Materials printed at SUBprint are charged to the Elections Office and are not eligible for reimbursement, but still count toward your budget.

### Videos

Please adhere to the following steps for campaign video approval:

- Send the final video script to the CRO for approval.
- Once you have received approval from the CRO, proceed with the filming of your video.



- 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.
- 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 all candidates or sides will be informed of the option to use the same platform.

### **Leaflets and Handouts**

All leaflets and handouts must include a notice identifying the candidate and the race for which they are running.

All leaflet and handout designs must be approved by the CRO before printing.

Leaflets and handouts are primarily for one-on-one distribution to individuals. Leaving stacks of leaflets or handouts at reception desks, business counters, or public spaces is not permitted. Pinning a group of leaflets or handouts to a bulletin board is not permitted.

## **Quick Reference: Rules for Posters and Signage**

### **Approval**

- **Like all campaign materials, posters must be approved by the CRO via [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in advance.**
- 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.

### **Sizes**

- No poster may have a combined height and width greater than 30 inches.
- A banner is more than four square feet and less than eight by sixteen feet.
- 'Tearaway' features on posters are permitted.

### **Printing**

- **Per Bylaw 320, all printed Campaign Materials shall be purchased at official list price costs from SUBprint.**



## Number and Spacing

- Per Bylaw 320, no more than 10 posters and one banner in any single building.
- The minimum distance between your posters is 10 feet.

## Students' Union Building

- Please follow all rules found in [Operating Policy section 2.7: Posters & Bulletin Boards](#). Take special note of the following:
  - All posters must be stamped at Student Life Central.
  - Please keep all posters to designated bulletin boards, one per board.
  - Do not put any materials on floors, windows, or glass doors.
  - No poster may have a combined height and width greater than 30 inches.

## Elsewhere on Campus

- University policy includes an exemption to standard poster rules for student elections. Please follow the SUB standards for poster size and locations (i.e. please keep your posters to bulletin boards or other areas commonly used for posters).
- Please use thumbtacks, rather than staples or tape, to hang posters on bulletin boards.
- Please DO NOT put posters over:
  - Classroom whiteboards
  - Business signage
  - Maps or wayfinding
  - Facilities shutdown notices
  - Classroom change signs
  - Others' campaign materials
  - University advertisement signs
  - Exam schedules
  - Faculty/departmental notice boards
  - Public notice boards in CAB
  - Notice boards in residence
- Please do not use tape on any surface that can be damaged.
- Please respect the [Posting Announcements, Notices and Banners Procedure Appendix A: Posters, Notices and Banner Guidelines](#).

## 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



## Schedule of Penalties

The overriding priority of the Elections Office is to produce a fair and legitimate election that respects the basic dignity of all involved. While the Bylaws require disqualification in several situations, they also give the Chief Returning Officer significant latitude to enforce penalties as appropriate in other situations, including:

- a fine to be counted against the candidate's campaign expense limit.
- the confiscation or destruction of campaign materials; and
- limits, restrictions, and prohibitions on any type of Campaign activities for any period of time up to the commencement of voting.

Please see Bylaw 320, section 17 for more information. Per Bylaw 140, CRO penalties may be [appealed to the DIE Board](#) within 12 working hours of the posting of the CRO's ruling.

### Automatic Disqualification

- Missing the Candidates Meeting without obtaining an exemption or sending a pre-authorized proxy, as described in [Regulation 320.08](#).
- Exceeding budget limits or falsifying expenses, as described in [Regulation 320.15](#). Note that fines can push candidates over a budget limit, resulting in disqualification.
- Zoom-bombing or otherwise disrupting an online class.
- Ceasing to be a registered University of Alberta undergraduate student for the academic year in question, as required by [Bylaw 110](#).
- In the CRO's judgment, a contravention of election rules that is malicious or substantially prejudicial to another candidate, as described in [Bylaw 320](#).
- Tampering with ballots and election procedures, as described in [Bylaw 320](#).

### Potential Disqualification

- Any contravention of election rules that cannot be counterbalanced by a lesser penalty.
- Reports of students feeling their voting was coerced/pressured.
- Any situation that, in the CRO's judgment, wilfully undermines the integrity of the election and the free exercise of voting rights.

### Lesser Penalties

Note that the lists of fines and penalties on the following page are not exhaustive and are subject to change. Any changes will be communicated to all candidates by email. Note also that, under Bylaw 320, **the CRO only has authority to levy fines against expense limits**. For example, for a \$2.50 fine, a candidate with a \$30 limit now has a limit (i.e. maximum reimbursable expenses) of \$27.50. There is no circumstance where the UASU will send a candidate a bill for election fines.



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

Violation	Counterbalancing Fine	Punitive Fine
Use of social media for public campaign purposes	\$0.10 for each individual reached (e.g. count of impressions)	Case by case
Posting and/or distribution of campaign materials	Materials confiscated	\$2.00 per material (e.g. per poster or leaflet)
Unsolicited campaigning, including mass emails	\$10 + \$0.10 for each individual reached	Case by case

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

Violation	Counterbalancing Fine	Punitive Fine
Apparently intentional misrepresentation of facts to Elections Staff, in the CRO's judgment	\$10	Case by case
Campaigning in an unauthorized area (e.g. hanging posters in SUB outside bulletin boards and/or without the stamp)	Materials confiscated	\$2.00 per material (e.g. per poster or leaflet)
Unapproved campaign materials	Materials confiscated	\$2.00 per material (e.g. per poster or leaflet)
Unsolicited campaigning, including mass emails	\$10 + \$0.10 for each individual reached	Case by case
Failure to submit expense report by Sept. 26 at 6PM		Will not receive reimbursement
Failure to remove physical campaign materials by Sept. 28 at 9PM		\$2.00 per material (e.g. per poster or sign)



Form 1: Candidate Information and Declaration		
Full name		
Name you wish to appear on the ballot		
Joke candidate?	<input type="checkbox"/> NOT A JOKE CANDIDATE	<input type="checkbox"/> JOKE CANDIDATE
University email		
Phone number		
Student identification number (7 digits)		
Position contested		
I affirm that, to the best of my knowledge, I am eligible to hold this position. I have read and understood this nomination package, including all attached Bylaws and Regulations. I consent to the collection and disclosure of information as explained in the Information Privacy Statement.		
Candidate signature		
Primary volunteer's full name (if applicable)		
Primary volunteer's university email (if applicable)		
Primary volunteer's phone number (if applicable)		

**Information Privacy Statement:** Candidates must understand that what they say and do while running for office will face public scrutiny and become part of permanent, public-facing records. Comments in election forums, for example, may be recorded and made available to the public. Successful candidates' words and actions in governance meetings (e.g. Student Council and its committees) will become permanent public records, except for any discussions and materials presented in camera. Personal information may be disclosed to the public (e.g. your photograph, faculty, year of study, age, etc.) Officials and candidates should also understand that many of the UASU's relevant records are subject to Bylaw 500, which speaks to confidentiality and access to information. By running for office, you are consenting to the collection and disclosure of this information, including personal information as defined by Alberta's Personal Information Protection Act.

**Together with other required forms, this form must be filled out, then provided to the Chief Returning Officer:**

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
- Printed and dropped off at 2-900 SUB

**The deadline is 4 PM Mountain Time, September 18, 2023.**



## Form 2: Faculty Eligibility Letter

*This letter may be signed by any faculty staff (e.g. Undergraduate Program Coordinator or similar roles, etc.) who are in a position to verify your standing. We suggest contacting the relevant Faculty Student Service office (see the contact list on the following page). We do not recommend contacting Deans/Associate Deans directly.*

*If you are running for a Councilor position, please note that you are required to be enrolled in the faculty you are nominated for/elected to, throughout your whole term of office. See [Bylaw 110, section 03](#) for more information if necessary.*

Attention: Chief Returning Officer  
University of Alberta Students' Union  
0-64B, Students' Union Building,  
8900 - 114 Street NW  
Edmonton, AB T6G 2J7

I can confirm that \_\_\_\_\_ (candidate name) is an undergraduate student enrolled in \_\_\_\_\_ (candidate's home faculty) for Fall 2023 and Winter 2024, and is eligible to continue in a course of studies as defined in academic standing regulations.

Staff Signature	
Position in Faculty	
Email	
Date	

Together with other required forms, this form must be filled out, then provided to the Chief Returning Officer:

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
- Printed and dropped off at 2-900 SUB

The deadline is 4 PM Mountain Time, September 18, 2023.

## Faculty Eligibility Letter Contact List — Provided by Student Service Centre, current as of Winter 2023

These emails are the simplest way to get a signature on your Form 2. However, any University staff who can verify your enrolment and standing can sign the form. If you are an international student, you can contact an international student advisor at the International Student Services in case your faculty does not respond. In case your faculty does not respond in time, feel free to contact Student Connect and inform the CRO.

Faculty	Email	Preference re: in-person vs email
Augustana	augsas@ualberta.ca	Both OK
Campus Saint-Jean	conseiller@ualberta.ca	Email please
Native Studies	nsadvise@ualberta.ca	Email please
Arts	arts.undergrad@ualberta.ca	Both OK
Business	ugradbus@ualberta.ca	Email please
Education	educinfo@ualberta.ca	Email please
Law	law.studentservices@ualberta.ca	Both OK
ALES	questions.ales@ualberta.ca	Both OK
Engineering	enggadvising@ualberta.ca	Both OK
Science	advisor.science@ualberta.ca	Both OK
Dentistry	meddent@ualberta.ca	Both OK
Kinesiology, Sport, & Recreation	ksradvisors@ualberta.ca	Email please
Medicine	meddent@ualberta.ca	Both OK
Nursing	nursing.undergraduate@ualberta.ca	Email please
Pharmacy	phstud@ualberta.ca	Both OK

## Form 3: List of Nominators

*Per Regulation 320.07: Nomination Procedure, if you are contesting a GFC or Students' Council position, you must get 20-50 signatures from University of Alberta undergraduate students who are **currently registered in the same faculty**. Candidates may use any platform (such as Google Forms, Spreadsheet, Excel, or other software) they wish to gather signatures, and/or may collect physical signatures. The final submission file should be equivalent to the table on the following pages (i.e. collect the same information).*





We, the undersigned members of the University of Alberta Students' Union, nominate \_\_\_\_\_ to contest the position of \_\_\_\_\_ in the Fall 2023 By-Election.

#	NAME	FACULTY	YEAR	SIGNATURE	STUDENT ID#
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Together with other required forms, this section (or an equivalent table) must be filled out, then provided to the Chief Returning Officer:

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
- Printed and dropped off at 2-900 SUB

The deadline is 4 PM Mountain Time, September 18, 2023.



We, the undersigned members of the University of Alberta Students' Union, nominate \_\_\_\_\_ to contest the position of \_\_\_\_\_ in the Fall 2023 By-Election.

#	NAME	FACULTY	YEAR	SIGNATURE	STUDENT ID#
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

Together with other required forms, this section (or an equivalent table) must be filled out, then provided to the Chief Returning Officer:

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
- Printed and dropped off at 2-900 SUB

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We, the undersigned members of the University of Alberta Students' Union, nominate \_\_\_\_\_ to contest the position of \_\_\_\_\_ in the Fall 2023 By-Election.

#	NAME	FACULTY	YEAR OF STUDY	SIGNATURE	STUDENT ID#
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					

Together with other required forms, this section (or an equivalent table) must be filled out, then provided to the Chief Returning Officer:

- By email at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) in PDF form, OR
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The deadline is 4 PM Mountain Time, September 18, 2023.



## APPENDIX A: REQUIRED BYLAWS AND REGULATIONS

The following Bylaws and Regulations must be included in the Nomination Package according to [Regulation 320.07](#).

### Bylaw 320: Elections, Plebiscites, and Referenda

#### 01. Mandate

1. This bylaw shall govern the conduct of the following elections:
  - a. Executive
  - b. Undergraduate Board of Governors Representative
  - c. Students' Council
  - d. General Faculties' Council
  - e. Plebiscites and Referenda of the Students' Union
  - f. Plebiscites for University Mandatory Non-Instructional Fees

#### 02. Election Dates

1. See [Regulation 320.02 - Election Dates](#) for dates of Students' Union Elections.

#### 03. By-Election - Executive Committee and Board of Governors

1. Where another Election is required by virtue of [Bylaw 230](#), the new Election shall be conducted.
2. The Campaign for the new Election shall begin a minimum of five (5) days prior to the commencement of voting as set out in Section 02.
3. The nomination deadline for the new Election shall occur a minimum of fifteen (15) days prior to the commencement of voting as set out in Section 02.
4. The voting for the new Election shall occur on two (2) consecutive weekdays to be determined and announced by the C.R.O. at least twenty-one (21) days in advance.

#### 04. By-Election – General Faculties Council and Students' Council

1. Where vacancies exist in positions filled under this bylaw on August 15 of any year, the C.R.O. shall call a Business Day to take place in September or October of that year for all those positions vacant on August 15.
2. Notwithstanding Section 04(1), if positions become vacant between August 15 and one (1) Business Day prior to the release of the nomination package, those positions shall also be included in the Business Day.
3. Where the total voting Membership of Students' Council falls below two-thirds (2/3) of total number of voting seats threshold, the C.R.O. shall call a By-Election to occur not more than one month past the date that the threshold is no longer met.



4. Except as otherwise stipulated in this bylaw, there shall be no By-Elections to fill positions filled under this bylaw.
5. The deadline for the nomination of Candidates in any By-Election shall be determined and announced by the C.R.O. at the same time as the date of the By-Election is announced.
6. The commencement of the Campaign for any By-Election shall be determined and announced by the C.R.O. at the same time as the date of the By-Election is announced, such commencement occurring not less than five (5) days prior to the election.
7. Except as otherwise stipulated in this bylaw, any By-Election shall be conducted in accordance with the rules governing the election.
8. Where vacancies exist following the fall By-Election procedures outlined above, Vacancy Petitions, as outlined in [Regulation 110](#), shall be used to fill these seats.

#### **05. Nomination Deadlines - Executive, Board of Governors, General Faculties Council, and Students' Union Council Elections**

1. The C.R.O. shall determine and announce the 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.

#### **06. Initiation and Acceptance of Plebiscites and Referenda**

1. Students' Council shall approve a question which meets the criteria set out in [Regulation 320.06 - Plebiscite and Referenda Procedure](#) unless the question would cause Students' Council to breach its fiduciary responsibility to the Students' Union.
2. Students' Council shall have the authority to call a plebiscite or referendum without a petition.
3. 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.
4. 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.



5. Where a valid petition is submitted to the C.R.O., that Member's deposit shall be refunded.

## 07. Candidate Nominations

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 05.
  - a. Requirements of nomination packages are detailed in [Regulation 320.07 - Nomination Procedure](#).
2. No Member shall be nominated for more than one (1) of the positions contested in each election.
  - a. Notwithstanding Section 07(2), Members may be nominated for both Students' Council and General Faculties Council within the same election.
3. For Executive and Board of Governors Elections:
  - a. In order for their nomination papers to be valid, 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:
    - i. Any Member of Students' Council contesting an executive position when the race is uncontested;
    - ii. For the purpose of this section, any race solely contested by a joke Candidate shall be considered uncontested.
4. For General Faculties' Council and Students' Union Council Elections:
  - a. In order for their nomination papers to be valid, Members of the Executive who are running in contested Councilor 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:
    - i. An executive contesting a Councilor 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.
5. Where a Member contravenes Section 07(3) or 07(4), all of the Member's nominations shall be declared null and void.
6. Where a Member submits a valid set of nomination papers, as set out in Sections 07(3), 07(4), and [Regulation 320.07 - Nomination Procedure](#), and prior to the nomination deadline as set out in Section 03, the C.R.O must within two (2) Business Days reject the Member as a Candidate in the race(s).
  - a. Where a Member resubmits a valid, complete and acceptable nomination package as set out in Sections 07(3), 07(4), the C.R.O must, within two (2) Business Days, accept the Member as a Candidate in the race(s) to which they were nominated and notify the Candidate to that effect.



- b. Where a Member fails to resubmit a valid, complete and acceptable nomination package as set out in Sections 07(3), 07(4), the Candidate must be permanently rejected as a Candidate in the race(s) to which they were nominated.
7. Should a Member submit valid nomination papers, they shall be designated a Candidate at the nomination deadline.
8. Should a race be uncontested, the Elections Office shall extend the nomination deadline until the race is contested, up to a maximum of two (2) Business Days.

## 08. 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.
  - a. The details of the time and content of the meeting are outlined in [Regulation 320.08 - Candidate's Meeting](#).
2. Where a Candidate or side manager contravenes [Regulation 320.08 - Candidate's Meeting](#), that Candidate or side manager shall be disqualified.

## 09. 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.
  - a. The C.R.O. shall determine and announce the location of the Myer Horowitz Forum, to occur after the commencement of the Executive Committee and Board of Governors and Plebiscite/Referendum Campaign activities, prior to the end of November of each year.
2. The elections office may choose to organize any Forums they deem appropriate.
3. The elections office shall enforce [Regulation 320.09 - Forums](#) for all Elections Office Forums.
4. No Candidate or side shall participate in any externally organized Forum unless each Candidate or side in their race has received at least one (1) Business Day notification of the Forum and will be afforded an equal chance to speak at it.

## 10. Candidate Listings

1. A joke Candidate shall be designated as such at the nomination deadline.
  - a. Where a Candidate has been designated as a joke Candidate, 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 two (2) Business Days of the nomination deadline.
  - b. Where a Candidate who has been designated a joke Candidate exercises their right 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.

2. Candidates with the Same or Similar Names
  - a. 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 two (2) Business Days 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.
  - b. Where the C.R.O. is not provided with 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.
3. Within two (2) Business Days of the nomination deadline, the C.R.O. shall post the preferred name of each Candidate as it will appear on the ballot.
4. 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; or
  - c. a name they have registered with the University.
5. 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 Candidate(s)

## 11. Campaign Procedures

1. Each Candidate or 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.
2. 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
3. No Volunteer, Candidate, or side shall engage in Campaign activities between the nomination deadline and the commencement of the Campaign.
4. Any Campaign Activity involving social media or internet activity shall not commence or exist between the nomination deadline and the commencement of the Campaign or Students' Council initiation of a plebiscite/referendum. 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.

5. A Candidate or 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 Candidate or side must demonstrate to the C.R.O. that the third party acted without the consent of the Candidate or side; and
  - b. the Candidate or 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.
6. Should a Candidate or side demonstrate the conditions specified under Section 12(5) to the C.R.O.'s satisfaction, the Candidate or 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.
7. No Candidate or 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;
  - b. in a University library;
  - c. in a classroom during a class, unless the Candidate or side first obtains the permission of 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.
8. Candidates, sides, 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.
9. All Candidates or 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.

## 12. 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 12(1), regulations regarding the endorsement of and Volunteering for Candidates by Students' Union employees not referenced in Section 12(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 referendum or plebiscite.

### 13. Campaign Materials

1. The cost of all Campaign Materials shall be approved by the Elections Staff before being used in Campaign activities. Candidates or 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 or electronic approval or refusal of Campaign Materials within one (1) Business Day of receiving a request as set out in Section 13(1).
3. Where a Candidate or side contravenes Section 13, the offending Campaign Materials shall be destroyed, and the C.R.O. may assess an additional penalty to that Candidate or side, as set out in Section 17.
4. 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.
5. Where a Candidate or 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 Candidate, as set out in Section 17.
6. No two (2) or more Candidates or sides shall jointly use any resources, including tables, posters, banners, and budgets, but excluding Volunteers.
7. The C.R.O. shall make arrangements for space to be available on the University campus to all Candidates or sides for the purpose of the storage of Campaign Materials.
8. The C.R.O. shall be kept privy to elections-related social media and public internet ventures undertaken by Candidates or sides, and reserves the right to penalize Candidates or sides for any violation of this bylaw or related regulations.
9. No Candidate or side shall have more than one (1) banner on display in any given building at any given time.
10. Where a Candidate or side contravenes Section 13(9), 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 18.
11. No poster shall be displayed in such a way as to obscure another Candidate's or side's Campaign Materials.
12. In any given building, at any given time, a Candidate or side shall have no more than ten (10) posters.
13. The C.R.O. shall set a minimum distance between posters or signs that are placed outside belonging to the same Candidate or side.



14. Where a Candidate or side contravenes Sections 13(11) through (13), the offending posters shall be destroyed, and the C.R.O. may assess an additional penalty to that Candidate or side as set out in Section 17.
15. All printed Campaign Materials shall be purchased at official list price costs from SUBprint.
16. Where a Candidate or side contravenes Section 13(15), the offending Campaign Materials shall be destroyed, and the C.R.O. may assess an additional penalty to that Candidate or side, as set out in Section 17.
17. Where a Candidate or side chooses to print Campaign Materials on paper deemed to be sustainable by the CRO and where that Candidate or 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 limits set out in Section 15.
18. No Candidate, side, or Volunteer shall damage or destroy any other Candidate's or side's Campaign Materials unless specifically authorized to do so by the C.R.O.
19. All Campaign Materials shall be removed by 9:00 PM on the last day of voting.

#### **14. Universal Materials**

1. No individual Candidate or side shall make use of any materials, products, or resources that are not:
  - a. accounted for as part of that Candidate's or side's Campaign budget; or
  - b. a Universal Material
2. Universal Materials shall be defined as basic materials provided by the Elections Office within the Candidate workroom.
  - a. Candidates or sides shall be permitted to use these supplies in the creation, dissemination, and/or distribution of their Campaign Materials.
3. These supplies shall not be counted against the Candidate's or side's Campaign budget.
4. 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.
5. 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.
6. The C.R.O. shall provide a list of Universal Materials in the Candidate nomination package.
7. Excluding Universal Materials physically provided by the elections office, all other materials must be included in the Candidate's or side's Campaign budget with costs, receipts and/or fair market assessment included.



8. Where a Candidate or side contravenes Section 14, the C.R.O. shall assess a punitive fine and take any other recourse as prescribed under Section 17.

## 15. Expenses

1. Candidate and Side expense amounts, Expense Reporting Procedure, and Fair Market Value Procedure can be found in [Regulation 320.15 - Campaign Expenses](#).
2. Each Candidate or 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.
3. Fair Market Value shall be determined by the C.R.O. within two (2) Business Days using the price recommended by the Candidate or side or the price that any other Candidate or side would have to pay for a comparable product or service.
4. All donations must undergo either a universal resource designation or a Fair Market Value assessment.
5. For purposes of this section, 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.
6. Candidates running in multiple coinciding elections for the General Election of Faculty Councilors will be considered separate Candidates for Campaign Expenses, balloting, and penalties apply to a Candidate per contested part of the Election and not to the Candidate between multiple parts of the Election.
  - a. All other rules concerning nominations, Campaign Materials, and Campaign activities apply per Candidate in both coinciding elections.

## 16. Complaints

1. Complaints on the violation of Bylaw during an election, plebiscite, or referendum can be submitted to the C.R.O. through the complaint form, detailed in [Regulation 320.16 - Complaint Procedure](#).
2. The C.R.O. shall provide a copy of the complaint form, with the complainant's student identification number blacked out, to each respondent.
3. Elections Staff shall report any witnessed violation of bylaw through the process outlined in [Regulation 320.16 - Complaint Procedure](#).

## 17. Penalties

1. Where a Candidate, Volunteer, or 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 Candidate or 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 Candidate, Campaign manager, or side 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 or 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 Candidate or 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 side; or
  - c. involves tampering with ballots, voting procedures, or counting procedures.
5. The C.R.O. shall investigate and rule upon every contravention of this bylaw or any other bylaw, rule, or regulation related to the election, plebiscites, or referenda.

## **18. D.I.E. Board**

1. All Members have the right to appeal rulings of the C.R.O. to the D.I.E. Board.

## **Regulation 320.02: Election Dates**

### **01. 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.

### **02. General Faculties Council, Students' Union Council, and Plebiscites for University Mandatory Non-Instructional Fees**

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.
  - 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.

- c. A General Faculties Council or Students' Union Council election or By-Election shall not occur during the months of May, June, July and August.

### **03. Plebiscites and Referenda of the Students' Union**

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.

### **04. Winter General Election**

1. The nomination package publishing deadline shall be no sooner than 30 (thirty) days prior to the nomination deadline;
2. The Winter General Election period shall be between the third Wednesday in February and the second Friday in March;
3. The nomination deadline shall be at 16:00 on the third Wednesday in February;
4. The Candidates meeting shall be at 16:00 on the third Friday in February;
5. The Campaign period shall begin at 09:00 on the fourth Monday in February and conclude at 18:00 on the second Thursday of March;
6. The voting period shall begin at 09:00 on the second Wednesday in March and conclude at 18:00 on the following Thursday;
7. In the event of any unforeseen circumstances delaying the commencement of or impeding the balloting process, the voting period shall be extended by an equal amount of time as the delay rounded up to the nearest fifteen (15) minutes;
8. The conclusionary meeting shall be at 19:00 on the second Thursday of March; and
9. The announcement of unofficial results shall be at 18:00 on the second Friday of March.
10. Candidates have two (2) Business Days after the results have been announced to file any complaints or appeal any C.R.O. rulings; and
11. Students' Council shall ratify the results of the election at its next meeting following the election.

### **05. Winter Council Election**

1. The nomination package publishing deadline shall be no sooner than 30 (thirty) days prior to the nomination deadline;
2. The nomination deadline shall be at 16:00 on the second Monday in March;
3. The Candidates meeting shall be at 16:00 on the second Wednesday in March;
4. The Campaign period shall begin at 09:00 on the second Thursday in March and conclude at 18:00 on the following Thursday;



5. The voting period shall begin at 09:00 on the fourth Wednesday in March and conclude at 18:00 on the following Thursday;
6. In the event of any unforeseen circumstances delaying the commencement of or impeding the balloting process, the voting period shall be extended by an equal amount of time as the delay rounded up to the nearest fifteen (15) minutes;
7. The conclusionary meeting shall be at 19:00 on the fourth Thursday of March; and
8. The announcement of unofficial results shall be no later than 18:00 on the fourth Friday of March.
9. Candidates have two (2) Business Days after the results have been announced to file any complaints or appeal any C.R.O. rulings; and
10. Students' Council shall ratify the results of the election at its next meeting following the election.

## **06. Fall Election**

1. The nomination package publishing deadline shall be no sooner than 30 (thirty) days prior to the nomination deadline;
2. The nomination deadline shall be at 16:00 on the third Monday in September;
3. The Candidates meeting shall be at 16:00 on the third Wednesday in September;
4. The Campaign period shall begin at 09:00 on the third Thursday in September and conclude at 18:00 on the following Thursday;
5. The voting period shall begin at 09:00 on the fourth Wednesday in September and conclude at 18:00 on the following Thursday;
6. In the event of any unforeseen circumstances delaying the commencement of or impeding the balloting process, the voting period shall be extended by an equal amount of time as the delay rounded up to the nearest fifteen (15) minutes;
7. The conclusionary meeting shall be at 19:00 on the fourth Thursday of September; and
8. The announcement of unofficial results shall be no later than 18:00 on the fourth Friday of September.
9. Candidates have two (2) Business Days after the results have been announced to file any complaints or appeal any C.R.O. rulings; and
10. Students' Council shall ratify the results of the election at its next meeting following the election.

## **Regulation 320.06: Plebiscite and Referenda Procedure**

### **01. 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 in Section 01(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, approve a question which meets the criteria set out in Section 01(3) unless the question would cause Students' Council to breach its fiduciary responsibility to the Students' Union.
5. Sections 01(3) and 01(4) 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 01(3), neither the Bylaw Committee nor Students' Council shall approve such a question.
6. Prior to being approved by Students' Council, all plebiscite and referendum questions must be drafted by the Bylaw Committee.

## 02. 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.
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 02(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.





7. 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.
8. No individual can concurrently be a Candidate for a position and a side manager for a plebiscite/referendum.

## Regulation 320.07: Nomination Procedure

### 01. Nomination Packages

1. The C.R.O shall produce nomination packages which shall contain, at minimum
  - a. complete and current copies of [Bylaw 320](#), relevant Regulations, and the Judiciary of the Students' Union, [Regulation 140](#);
  - b. nomination papers soliciting the given and/or preferred name, contact information, and student identification number of the proposed nominee as well as, 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 Regulation 110 for General Faculties' Council and Students' Union Council Elections.
  - g. the Student Governance Code of Conduct; and
  - h. a list of Universal Materials.
2. A valid, complete, and acceptable nomination packages shall contain
  - a. a completed Candidate Information and Declaration Form signifying 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. papers soliciting the names, faculties, years, signatures, and student identification numbers of at least:
    - i. at least fifty (50) and at most one hundred (100) Members acting as nominators for Executive and Board of Governors Representative Elections; and
    - ii. at least (20) and no more than fifty (50) Members acting as nominators who at the time of the nomination deadline are currently registered in the same faculty as the nominee for GFC and Students' Council Elections.
  - d. for Executive and Board of Governors Elections, a fifty dollar (\$50.00) deposit in the form of cash, certified cheque, or money order payable to the Students' Union.



## Regulation 320.08: Candidate's Meeting

### 01: Meeting Requirements

1. 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.
2. 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.
3. At the Candidate and registration meeting, the C.R.O. shall, at minimum:
  - a. review all relevant bylaws, rules, and regulations, including this regulation, 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;
  - 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 Section 02;
  - g. for Executive and Board of Governors Elections, 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.

### 02. Attendance

1. All Candidates or 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 Candidate or side manager and must attend the meeting in its entirety.
2. The C.R.O. shall grant exemptions to Section 01(1) to Candidates or side managers, but shall do so only where the Candidate or 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; or
  - d. was nominated under [Bylaw 320, Section 07](#).
3. Where a Candidate or side manager is granted exemption under [Bylaw 320, Section 07](#), 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.
4. In the event of an extension under [Bylaw 320, Section 07](#) the CRO shall hold an additional meeting for new Candidates or side managers.

## Regulation 320.09: Forums

### 01: Forums

1. 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 or side shall be afforded an opportunity to speak that is equal to the opportunity afforded to each Candidate or side in their race;
  - c. no objects shall be thrown;
  - d. no heckling shall occur;
  - e. no Campaign Materials shall be distributed in the room in which any Forum is being held;
  - f. no Candidate, side or Volunteer representing a Campaign shall interfere, attempt to stop, limit, or otherwise dissuade a Member from asking a question during an elections office organized Forum;
  - g. the chair shall prioritize audience questions from Members who have not already submitted a question orally or electronically.
2. 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.
3. Where an individual or Candidate contravenes Section 01(1), the elections office staff shall remove that individual from the Forum before proceeding.
4. Where a Candidate or side contravenes Section 01(1), the Elections Staff has the authority to enforce any disciplinary they deem appropriate, as prescribed under Section 18.



## Regulation 320.15: Campaign Expenses

### 01: Campaign Expense Amounts

1. For Executive and Board of Governors Elections:
  - a. 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.
  - b. 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 01(1a), shall be prorated and rounded to the nearest cent.
  - c. No joke Candidate shall accrue more than two thirds (2/3) of the expenses set out in Sections 01(1a) and 01(1b).
2. For General Faculties' Council and Students' Union Council Elections:
  - a. No Candidate shall accrue more than five hundred and fifty dollars (\$550.00) in Campaign Expenses, all of which shall be paid by the Students' Union.
  - b. No joke Candidate 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.
3. For Referenda or Plebiscites:
  - a. No side shall accrue more than one thousand dollars (\$1000.00) in Campaign Expenses, all of which shall be paid by the Students' Union.

### 02. Campaign Expense Reporting

1. Each Candidate or side shall submit to the C.R.O. the record, as set out in [Bylaw 320](#), Section 15(1), no less than two (2) Business Days prior to the end of voting or at the discretion of the C.R.O.
2. No Candidate or side shall incur any Campaign Expenses within two (2) Business Days 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 [Bylaw 320](#), Section 15.
3. Where the C.R.O. determines that a Candidate or side has exceeded or falsified its Campaign Expense limit
  - a. the Candidate or side manager shall be disqualified;
  - b. that Candidate or side 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 or side manager in question;
  - e. the C.R.O. may recommend to the D.I.E. Board that further action be taken against that the Candidate or side manager, and/or any Volunteers.
4. The C.R.O. shall review all Campaign Expense records, and shall post summaries of the same no more than one (1) Business Day prior to the end of voting.
5. 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 18.

### **03. Fair Market Value Assessment**

1. A Candidate or 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 Candidate's or side's estimation and rationale of the product or service's Fair Market Value.

## **Regulation 320.16: Complaint Procedure**

### **01. Complaint Procedure**

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 two (2) Business Days 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. Where a complaint is received and is found to be complete as set out in Section 01(1), the C.R.O. shall rule on the complaint within two (2) Business Days 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.
- 4. 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, 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.

## **Bylaw 140: Student Judiciary**

### **01. Mandate**

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

### **02. 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.
2. A reference question allows the 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.

### **03. 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. Students' Council,
- b. Members of Students' Council,
- c. Student Representative Associations,
- d. the Chief Returning Officer of the Students' Union.

#### **04. Constitution of Board**

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

#### **05. Nomination and Ratification of Chief Tribune and Associate Chief Tribunes**

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

#### **06. Nomination and Ratification of Tribunes**

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

#### **07. Time of Nomination and Ratification**

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

#### **08. 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.

#### **09. Quorum for Committee**

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

#### **10. Chair of Committee**

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

#### **11. Notice to be Given of Committee Decisions**

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

#### **12. 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. A paid employee of the Students' Union.

### **13. 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-thirds majority vote of the Committee and ratified by a two-thirds majority vote of Council.

### **14. Registrar**

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

### **15. 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, and
  - b. where a ruling is delivered by the Board, report to Council and the parties the ruling of the Board.

### **16. Applications in Writing**

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

### **17. 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.

### **18. 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.

### **19. 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.

### **20. 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.

### **21. 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.

## **22. No Crossover 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.

## **23. 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 shall be replaced for the duration of that action or appeal by other tribunes selected by the Board.

## **24. 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.

## **25. Administrative Support to be Provided**

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

## **26. Duties of Chief Tribune**

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

## **27. Duties of Associate Chief Tribune**

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

## **28. 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.

## **29. Effective Date of Rulings**

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

## **30. 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.
2. Rules and orders made by the Board shall hold the force of regulation, but may not be amended by Council.

### **31. 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.

### **32. 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.

### **33. Elections**

1. Where a member is guilty of a serious contravention, the CRO may recommend to the DIE Board that further penalties be brought under Bylaws [320](#) and/or [330](#).
2. Any member shall be entitled to appeal a ruling of the CRO to the DIE Board.
3. All appeals of the CRO's rulings, with the exception of those arising out of voting and Election results, shall be heard and ruled upon by the DIE Board prior to the announcement and release of the results of the election.
4. No appeal shall be considered by the DIE Board unless it is received within twelve (12) working hours of the CRO's ruling being posted.
5. Where a complete appeal is received, the DIE Board shall convene a hearing within twelve (12) working hours of the appeal being submitted.
6. The DIE Board shall, at the meetings set out in Section 33, 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 DIE Board on an appeal of a ruling by the CRO.

## **Regulation 110.13: Attendance**

### **01. Attendance Percentage**

1. Formal attendance percentages shall be calculated for each Councilor at the end of every trimester by the Speaker, and be provided as an information item to Students' Council.



- a. A leave of absence for elections shall not be accounted into the attendance percentage.
- b. The Introductory Meeting of Students' Council, occurring prior to a Councilor's official term begins, shall not be included in attendance regulations.

## **02. Unsatisfactory Attendance**

1. Where a Councilor has unsatisfactory attendance at the end of the trimester, they shall be declared in contravention of this Bylaw and automatically removed as a Councilor.
2. This shall only apply at the end of the Spring/Summer and Fall trimesters.
3. The contravening Councilor shall be able to appeal their removal to the DIE Board within three (3) business days of their removal, based on extenuating circumstances at the Board's discretion, including those listed below:
  - a. Personal circumstances including medical, emotional, mental, or family emergencies; or
  - b. Academic program requirements, where evidence of mandatory evening or overnight commitments is provided confirming conflict with meeting these attendance requirements; or
  - c. Other circumstances deemed reasonable, at the discretion of DIE Board.
4. Unreliable proxies or Councilor-Designates shall not be considered a reasonable excuse for appeal, unless DIE Board deems there were extenuating circumstances.
5. During the appeal proceedings, the Speaker shall attend the hearing to provide the official attendance record and field any questions of the Board.
6. Should the DIE Board approve the appeal of the contravening Councilor, that Councilor shall be re-appointed immediately.
7. The contravening Councilor's seat shall not be replenished until the three (3) day appeal period has passed or the subsequent appeals process has been exhausted.
8. The Speaker shall present and e-mail these regulations at the first meeting of Students' Council each trimester.

## **Regulation 100.02: Student Governance Code of Conduct**

### **01. Overview**

1. The Student Governance Code of Conduct (hereafter referred to as the "Code of Conduct") is a regulatory document for all actions and proceedings related to student representatives of the University of Alberta Students' Union (hereafter referred to as "the UASU").
2. Student representative(s) shall refer to members of Students' Council and Student Representative Associations and outline the roles and responsibilities of student representatives at different levels of governance.
3. This code of conduct exists to create, enforce and protect equitable practices and spaces in UASU governance.



## 02. Purpose

1. This Code of Conduct is meant to guide and enhance the performance of student representatives in a positive and productive way. It provides consistent answers to common questions about appropriate decision-making by student representatives.
2. The Code of Conduct outlines firm standards of behaviour as statements of principle where necessary. It establishes that student representatives are accountable to themselves, the Students' Council, any constituency that elected them, any other officials representing their constituency, and the entire UASU membership.

## 03. Roles & Responsibilities of Student Representatives

1. Students' Council
  - a. Advocate for the interests of your faculty and also the entire student body.
  - b. Attend bi-weekly council meetings and be prepared to contribute to the discussion.
  - c. Have Respectful Conduct in UASU governance spaces.
  - d. Consult regularly with your constituents, Faculty Association and other Student Representative Association(s) when necessary, on matters affecting them.
  - e. Stay informed of issues affecting your constituents.
  - f. Disclose any Conflict of Interest and Conflict of Duty to the Speaker of Students' Council.
  - g. Uphold the Confidentiality of in-camera meetings.
  - h. Hold the UASU executives accountable to the student body.
  - i. Collaborate with Councilors and executives to work towards the UASU Strategic Plan.
  - j. Work with Council to ensure a Students' Council presence at student and University events.
  - k. Familiarize yourself with the committees of the Students' Council and the work that they do.
  - l. Actively participate in the Students' Council and on its standing committees.
  - m. Manage your council workload and ask for support when needed.
2. Student Representative Associations
  - a. Advocate for the interests of your constituents.
  - b. Adhere to all UASU Bylaws and Political Policies.
  - c. Hold the UASU executives and Students' Council accountable to the student body.
  - d. Have Respectful Conduct in UASU governance spaces.
  - e. Consult regularly with constituents on matters affecting them.
  - f. Responsibly deliver programs and services to your constituents.
  - g. Consult regularly with Student Representative Associations of overlapping constituencies on how to collaboratively advocate for issues affecting these students.



- h. Hold the Student Representative Association and their fellow elected representatives accountable for their actions.

#### **04. Representing the University of Alberta Students' Union**

1. Student representatives represent the UASU when carrying out roles and responsibilities, including:
  - a. Meeting formally or informally with University staff, faculty, or government officials;
  - b. Attending or officiating at any formal event or meeting of the UASU;
  - c. Attending any university committee or governing body, as either a visitor or member;
  - d. Attending any UASU committee that makes them privy to confidential information;
  - e. Making financial decisions within the purview of their official role;
  - f. Interacting with Active Members in a way required by their official role;
  - g. Communicating with the media in their role as a student representative;
  - h. Participating in student club events in their role as a student representative;
  - i. Attending a social or professional function or meeting by virtue of their position;
  - j. When their action or inaction may reasonably be perceived to bring UASU membership into disrepute;
  - k. When interacting with UASU members in a way that could reasonably be perceived as relevant to their official role; or
  - l. As determined case-by-case with a two-thirds majority vote of the Students' Council.

#### **05. Conflict of Interest**

1. A student representative has a Conflict of Interest (as defined in [Bylaw 100, Section 03](#)) when they are in a position to influence a UASU or University decision that may result in real or perceived private benefit to themselves or a Direct Associate.

#### **06. Conflict of Duty**

1. A student representative has a Conflict of Duty when their responsibilities conflict with duties to other organizations.
2. A member of Students' Council shall disclose any real or perceived Conflict of Duty to the Speaker or Chair of their Standing Committee and the other organization(s) in question in a prompt and forthcoming manner.
3. Should a Students' Council representative disclose a potential Conflict of Duty, Students' Council shall decide by a two-thirds majority vote whether the official has a Conflict of Duty sufficient to prevent participation in a discussion or decision.
  - a. Representatives may, at their discretion, join and participate in organizations that help them fulfill their core roles and responsibilities.



- b. Representatives do not automatically suffer from a Conflict of Duty by serving in General Faculties Council, student groups, or Student Representative Associations.
  - c. A real or perceived Conflict of Duty may constitute Professional Misconduct, particularly if it brings the UASU into disrepute.
- 4. In the interests of the welfare and reputation of UASU members, representatives should make every effort to serve all positions in or outside the UASU faithfully. Nevertheless, if a representative holds multiple representative positions, the responsibilities held as a Student Councilor take the highest priority.

## **07. Respectful Conduct**

- 1. Student representatives shall maintain the highest standards of behaviour when they could reasonably be considered to represent the UASU. Within their roles and responsibilities, student representatives shall:
  - a. keep an appropriate standard of language regarding subject matter, profanity, and respect for all parties, and shall not engage in harmful gossip or slander;
  - b. represent the diverse needs of their constituents;
  - c. not unreasonably delay or impede official meetings and functions of the UASU or the University, such as by nuisance motions; and
  - d. be aware of and abide by all applicable UASU Bylaws and Political Policies.
- 2. Engaging in discrimination, harassment, or retaliation as defined in the University's Code of Student Behaviour constitutes Professional Misconduct under the Code of Conduct

## **08. Confidentiality**

- 1. In keeping with the highest standards of integrity, student representatives shall respect the confidentiality of Students' Council or a Student Representative Association by:
  - a. Safeguarding sensitive legal, strategic, or personal information disclosed in confidence or accidentally;
  - b. Respecting the privacy of in-camera meetings;
  - c. Protecting information that affects the well-being of the UASU members;
  - d. Refraining from discussing details of contracts and business arrangements, including donations or terms of employment;
  - e. Safeguarding details of decisions, processes, investigations, or policy changes that have not yet been finalized or made public;
  - f. Not using confidential information in ways that may constitute Private Interest or Benefit; and
  - g. Properly disposing of confidential information.
- 2. Students' Council is the highest governing body of the Students' Union and acts in the best interests of the entire organization and the UASU membership. Therefore, if a student representative holds positions as a Student Councilor and an SRA Executive, the confidentiality of Student Council business supersedes any requirements imposed by a Councilor's role with any other student organization, including SRAs.



3. Complex questions of confidentiality, such as when personal safety or Conflict of Duty are involved, should be discussed with the Speaker of the Students' Council or the Chair of the Student Group Committee as appropriate.
4. A breach of confidentiality may constitute Professional Misconduct if it brings the UASU into disrepute or can be proven to be deliberate.

## 09. Compliance

1. General Principles
  - a. Student representatives charged under the Code of Conduct hold rights protected by natural justice, including but not limited to:
    - i. The right to be presumed innocent;
    - ii. The right to prepare a full and fair defence;
    - iii. The right to know the full details of the accusation;
    - iv. The right to know their accuser's identity if the complaint requires further action under section 09.2.1;
    - v. The right to a complete, proper, and fair investigation; and
    - vi. The right to a proportionate penalty.
  - b. Individuals who raise complaints under the Code of Conduct hold rights protected by natural justice, including but not limited to:
    - i. The right to know the outcome of their complaint and the reasons for that outcome;
    - ii. The right to have their complaint investigated impartially;
    - iii. The right to privacy except as required for the fairness of the process;
    - iv. The right to appeal decisions through mechanisms outlined in this Code of Conduct and UASU Bylaws; and
    - v. The right to be free from retaliation, e.g. through exaggerated or baseless complaints.
2. Complaint Process
  - a. Any student representative who wishes to bring forward a suspected violation of the Code of Conduct must follow the following process:
    - i. Fill out the UASU Complaint Procedure Form (Appendix I), and submit the form to the Speaker.
    - ii. Complaints against the Speaker shall be sent to the Chair of the Council Administration Committee, who shall follow the same procedures, acting in place of the Speaker in the process.
  - b. Upon receipt of the form, the Speaker shall evaluate whether the complaint requires further action. Any frivolous, vexatious, trivial, or vindictive accusations may require no further action at the discretion of the Speaker. Unprovable complaints do not constitute frivolous accusations.
  - c. The decision of the Speaker is appealable to Students' Council within ten (10) business days of the decision.
    - i. If a decision is appealed, the complainant or respondent shall respond to the Speaker via email requesting an appeal.



- ii. The Speaker shall then forward the complaint to the Council Administration Committee Chair to be added to the Students' Council agenda for review.
- d. The Speaker shall refer the Complaint to the Student Group Committee if it solely involves a Student Representative Association.
  - i. It is recommended that the Student Group Committee refer the situation to the SRA Specialist or SGS Staff member to conduct an Informal Resolution process (Section 10).
  - ii. If an Informal Resolution cannot be reached, the matter shall be referred back to the Student Group Committee to start a Formal Resolution (Section 11) or alternative solution.
- e. If the complaint requires further action, the Speaker shall notify all affected parties and initiate an Informal Resolution process (Section 10). This process shall be mediated by the Speaker or a delegated staff member.
- f. If an Informal Resolution cannot be reached that all parties agree to, then the Speaker shall deal with the matter in the following way:
  - i. If the transgressing party accused of violation is a Student Councilor, the Speaker shall refer the matter to Students' Council. After a discussion at Students' Council, Students' Council must determine a course of action that aligns with Section 11 (11.1).
  - ii. If the transgressing party accused of violation is a UASU Executive, the process shall align with [Bylaw 100, Section 5](#).
  - iii. If the transgressing party accused of violation is a Student Representative Association member, the matter shall be referred to the Student Group Committee and the process shall align with [Bylaw 5100](#), Sections 6 and 8 and Section 11 (11.2).

## 10. Timeline

1. All parties shall adhere to the following timeline:
2. The Speaker shall acknowledge receipt of a complaint within three (3) business days by responding to the complainant who submitted the UASU Complaint Procedure Form.
3. If the Speaker decides that a complaint requires further action, the Speaker shall notify all affected parties within two (2) weeks of receiving the complaint and coordinate a meeting for Informal Resolution (Section 10).
4. If all parties are in agreement, then the two (2) week timeline can be extended to meet the needs of all parties.
5. If further measures are required, the Speaker shall proceed to Formal Resolution (Section 12).

## 11. Informal Resolution

1. Restorative justice practice shall be the default method for resolving a violation under the code of conduct. This process shall focus on the following principles:





- a. The people most affected by the violation should be able to participate in its resolution.
- b. Repair harm caused by the violation and reduce future harm through preventative actions.
- c. The transgressing party must take responsibility for their actions and the harm they caused.
- d. We must remedy or set right the negative impact of the transgressing party and reintegrate all parties back within the community, if this is possible without causing further harm.
- e. A cooperative effort by the complainant, transgressor, and mediator is necessary.
- f. The UASU has a responsibility to maintain order and of student representatives to build peace.

## 12. Formal Resolution

1. Student representatives may be subject to the following processes for failing to respect this Code of Conduct and upholding the principles of restorative justice as outlined in the informal resolution process.
2. Students' Council
  - a. Students' Union Councilors who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
  - b. Temporary or permanent revocation of an individual's powers or privileges.
3. Student Representative Associations
  - a. Student Representative Associations and their respective members who violate the Code of Conduct and fail to adhere to the principles of informal resolution shall be subject to disciplinary action, including:
    - i. A non-binding recommendation that the Student Representative Association reprimand the individual;
    - ii. Disassociation between the UASU and the individual;
    - iii. Probation under [Bylaw 8100](#), Section 7; or
    - iv. Derecognition under [Bylaw 8100](#), Section 7.
4. Without restricting Students' Council right to consider probation or derecognition under [Bylaw 8100](#), in the context of the Code of Conduct Students' Council would consider probation or derecognition in serious circumstances that undermine the principles of the Code of Conduct, including but not limited to:
  - a. If multiple leaders of the Student Representative Association, separately or jointly, break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);
  - b. If individual leaders of the Student Representative Association repeatedly break the Code of Conduct in ways that require formal resolution under section 9.2.1 (7);



- c. If, after receiving a formal recommendation under section 11.3.1 (1), the Student Representative Association neglects to consider the recommendation and to inform Students' Council of its decision.

### 13. Review and Appeals

1. As per [Bylaw 140](#), all formal resolutions under the code of conduct may be appealed to the DIE Board.
2. Student representatives shall not conceal or interfere with any party's right to appeal to the DIE Board on any justiciable issue of the UASU.
3. Unless otherwise specified in UASU Bylaw, a student representative may not attempt to influence a UASU or University decision regarding the consequences of their action, including but not limited to:
  - a. When that action or inaction is material to an investigation under the UASU Complaint Procedure; or
  - b. When that action is material to a case before the DIE Board.
4. Student representatives shall cooperate fully with any UASU or University process which involves the consequences of their actions.
5. Any attempt to influence the process or decisions of the DIE Board constitutes Professional Misconduct under the Code of Conduct.