



# NOMINATION PACKAGE

March 2023

STUDENTS' COUNCIL AND GENERAL  
FACILITIES COUNCIL ELECTIONS



# University of Alberta Students' Union Election

## Section A: Letter of Introduction

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

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

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

- A. Letter of Introduction
- B. Nomination Package Instructions
- C. Election Timeline
- D. List of Vacant Positions
- E. Nomination Form, including:
  - a. Candidate Information and Declaration
  - b. Letter of Academic Eligibility
  - c. List of Nominators
- F. Election Regulations and Guidelines
- Appendix 1: SU Bylaw 320

***Please carefully note the deadlines set out in the election timeline.*** It is your responsibility as a candidate to submit the correct nomination package on time. Incomplete nomination packages will be rejected and returned. If you encounter any problems, please bring them to my attention immediately so we can resolve them before the deadline.

For more information about Students' Council and General Faculties Council, please contact:

**Students' Council**

**Christian Zukowski**

Speaker, Students' Council

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

**General Faculties Council**

**Gurleen Kaur**

VP Academic, Students' Union

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

Candidates' words and actions may face public scrutiny and become part of public facing record (e.g. election forums recording). Personal information (e.g. photograph, faculty, year of study, age, etc.) may be verified by the Elections Office and available to the public subject to Bylaw 500 and Alberta's Personal Information Protection Act. By running for office, you are consenting to the collection and disclosure of this information, including personal information as defined by PIPA. If you have any questions, please feel free to contact me at [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca).

Sincerely Yours,

**Matin Koohkan**

Chief Returning Officer

University of Alberta Students' Union

# University of Alberta Students' Union Election

## Section B: Nomination Package Instructions

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

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

i. Candidate Information and Declaration

ii. Letter of Academic Eligibility

- This must be electronically or physically signed by your faculty office.

iii. List of Nominators

- The names, CCIDs, faculties, years and signatures of at least 50, and no more than 100, nominators (undergraduate students.) This personal information may be verified and will be kept confidential under PIPA and Bylaw 500.
- Candidates are encouraged to gather signatures through a Google Form and submit an Excel file or a Google Sheet.
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You may ask your faculty advisor to sign the letter for you electronically and forward the email to the [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) or sign it in person at each respective faculty office. The CRO may grant extensions in case of delays by the faculty.

You must submit the completed nomination (Section E: Pages 5, 6, and 7) via email to [cro@su.ualberta.ca](mailto:cro@su.ualberta.ca) no later than

**Wednesday, March 22, 2023 @ 17:00**

Email Subject: Nomination Package Submission - \*Your Name\* and "Faculty"

Please submit all the documents in a single pdf file. Remember to have your Faculty Office sign the letter of eligibility as soon as possible as the faculty may take up to two weeks to process the form. Please start collecting signatures from nominators immediately so you have enough time to collect 50. There will be **no extensions** granted for late forms.

### Chief Returning Officer

**Matin Koohkan**

SUB 0-68B

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

### Deputy Returning Officers

**Ethan Chow**

SUB 0-68B

[ethan.chow@su.ualberta.ca](mailto:ethan.chow@su.ualberta.ca)

**Ancilla Okafor**

SUB 0-68B

[ancilla.okafor@su.ualberta.ca](mailto:ancilla.okafor@su.ualberta.ca)

# University of Alberta Students' Union Election

## Section C: Election Timeline

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### Close of Nominations – Wednesday, March 22 @ 17:00

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

### Mandatory Candidates' Meeting – Wednesday, March 22 @ 19:00

#### Location: TBA

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

### Campaign Begins – Thursday, March 23 @ 09:00

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

### Deadline for Name Changes – Saturday, March 25 @ 17:00

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

### Withdrawal Deadline – Sunday, March 26 @ 16:00

### Expense Report Deadline – Monday, March 27 @ 18:00

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

### Voting – Wednesday, March 29 @ 09:00 to Thursday, March 30 @ 17:00

- Voting will take place online at [www.su.ualberta.ca/vote](http://www.su.ualberta.ca/vote). The voting link will also be available on e-Class (tentative).
- Candidates and their volunteers must remove all physical campaign materials two hours before polls close (if applicable).

**Note: Candidates will have access to Universal Materials on Thursday, March 23 @ 09:00.**

# University of Alberta Students' Union Election

## Section D: List of Vacant Positions

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| Faculty                                     | Students' Council | General Faculties Council |
|---|-------------------|---------------------------|
| Agricultural, Life & Environmental Sciences | 1                 | 2                         |
| Arts  | 2                 | 8                         |
| Augustana                                   | 1                 | 1                         |
| Business                                    | 1                 | 3                         |
| Education                                   | 1                 | 4                         |
| Engineering                                 | 2                 | 6                         |
| Faculté Saint-Jean                          | 1                 | 1                         |
| Native Studies                              | 1                 | 1                         |
| Kinesiology, Sports, and Recreation         | 1                 | 1                         |
| Law   | 1                 | 1                         |
| Medicine & Dentistry                        | 1                 | 1                         |
| Nursing                                     | 1                 | 1                         |
| Open Studies                                | 1                 | 1                         |
| Pharmacy and Pharmaceutical Sciences        | 1                 | 1                         |
| Science                                     | 3                 | 8                         |

# University of Alberta Students' Union Election

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

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

| 2) PRIMARY VOLUNTEER INFORMATION <i>(If Applicable)</i> |  |                    |  |
|---|--|--------------------|--|
| Full Name:  |  |                    |  |
| Student ID Number:                                      |  | Faculty:           |  |
| University Email:                                       |  | Cell Phone Number: |  |

| 3) NOTICE  |
|--|
| Students' Union Elections are governed by SU Bylaws. A copy of the Bylaw 320 is included in this nomination package and is available online at <a href="http://www.su.ualberta.ca">www.su.ualberta.ca</a> . It is each candidate's responsibility to ensure their nomination form complies with the Bylaw. In addition, each candidate must ensure that all aspects of their campaign and the actions of any of their campaign volunteers do not violate the provisions of Bylaws or any other elections rules or regulations. The bylaw approved by Students' Council takes precedence over any verbal or written correspondence between the candidate and any member of the Students' Union. |

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

# University of Alberta Students' Union Election

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

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\_\_\_\_\_, 2023

### Attention: Chief Returning Officer

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

Dear Chief Returning Officer,

This letter confirms that \_\_\_\_\_,  
(Student Full Name)

\_\_\_\_\_ is a registered student taking at least one course for credit in the  
(Student ID Number)

\_\_\_\_\_, and at the last Faculty academic assessment, was  
(Faculty)  
eligible to continue in a course of studies as defined in the Academic Standing regulations of the  
applicable Faculty sections of the Calendar.

If you have any questions, please feel free to contact me.

*Sincerely,*

X \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position)

**(Position Contested: \_\_\_\_\_)**

(ie. "Students' Union Councillor" or "GFC Councillor" or "Students' Union Councillor and GFC Councillor")

# University of Alberta Students' Union Election

## Section E(iii): List of Nominators

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**NOTE:** Candidates may use any platform (such as Google Forms, Spreadsheet, Excel, or other software) they wish to gather signatures. The final submission file should look identical or similar to the table attached below (A minimum of 19 signatures are needed).

We, the undersigned members of the University of Alberta Students' Union, nominate \_\_\_\_\_  
\_\_\_\_\_ to contest the position of \_\_\_\_\_  
\_\_\_\_\_ in the March 2023 Students' Council and General Facilities Council.

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

**NOTE: At least 10 Nominations must be from your own Faculty.**



# University of Alberta Students' Union Election

## Section F: Election Regulations and Guidelines

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### 1. Nominations

#### 1.1 Acceptance of Nominations

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

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

If a candidate with a valid reason cannot provide the letter of academic eligibility signed by the faculty advisor, the CRO may extend the deadline by 36 hours provided that the rest of the nomination package is complete and submitted before the actual deadline. Faculty advisor details are listed below, please double check as they might have changed:

| Faculty                                     | Contact Info.  |
|---|--|
| Agricultural, Life & Environmental Sciences | questions.ales@ualberta.ca<br>780-492-4933                     |
| Arts  | arts.undergrad@ualberta.ca                                     |
| Augustana                                   | augsas@ualberta.ca<br>780-679-1132                             |
| Business                                    | ugredbus@ualberta.ca<br>780-492-7676                           |
| Faculté Saint-Jean                          | conseiller@csj.ualberta.ca                                     |
| Education                                   | educ.info@ualberta.ca<br>780-293-4530                          |
| Engineering                                 | enggadvising@ualberta.ca<br>780-492-3320                       |
| Kinesiology, Sport, and Recreation          | ksradvisors@ualberta.ca  |
| Medicine & Dentistry                        | meddent@ualberta.ca<br>ume.general@ualberta.ca<br>780-492-6621 |
| Native Studies                              | nsadvisor@ualberta.ca<br>780-492-2991                          |

# University of Alberta Students' Union Election

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|  |  |
|--|--|
| Nursing  | nursing.undergraduate@ualberta.ca                    |
| Open Studies   | <i>Contact advisor via Student Connect</i>           |
| Pharmacy and Pharmaceutical Sciences   | studentservices-pharmacy@ualberta.ca<br>780-492-3362 |
| Science  | advisor.science@ualberta.ca                          |
| <ul style="list-style-type: none"><li>• If you are an international student, you can contact an international student advisor at the International Student Services in case your faculty does not respond.</li><li>• In case your faculty does not respond in time, feel free to contact Student Connect and inform the CRO.</li></ul> |  |

### 1.2 Joke Candidates

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

### 1.3 Candidates Meeting

A mandatory Candidates Meeting will be held Wednesday, March 22 @19:00 at a designated room in SUB that will be noted to the candidates prior to the meeting, as noted in the election timeline. The invitation will be sent to candidates and campaign manager(s) via email on Monday. Candidates who fail to attend the meeting in its entirety (or fail to designate a proxy, in writing, to attend in their place) will be disqualified. There will also be possible mandatory candidates' meetings held throughout the campaign period (March 23 - March 30), excluding weekends). The CRO shall announce 24 hours prior to the meeting the location and time of the meeting.

### 1.4 Reporting of Keys

All candidates and official campaign managers are required to report to the CRO any keys, cards, and other means of access they possess to any building or room on campus. Please report your keys in Section E1 of the Nomination Package. The penalty for not doing so is provided in the attached schedule of fines and penalties.

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## Section F: Election Regulations and Guidelines

### 2. General Campaign Rules

#### 2.1 Pre-Campaigning

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

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

#### 2.2 Volunteers

Volunteers, 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.

#### 2.3 Permitted Access

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

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

#### 2.4 Budget Limits

| Faculty                                    | Budget Limit |
|--|--------------|
| Agricultural, Life &Environmental Sciences | \$30.00      |
| Arts                                       | \$46.57      |

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|                                     |         |
|-------------------------------------|---------|
| Business                            | \$30.00 |
| Education                           | \$30.92 |
| Engineering                         | \$35.47 |
| Law                                 | \$30.00 |
| Medicine & Dentistry                | \$30.00 |
| Native Studies                      | \$30.00 |
| Nursing                             | \$30.00 |
| Open Studies                        | \$30.00 |
| Kinesiology, Sports, and Recreation | \$30.00 |
| Pharmacy                            | \$30.00 |
| Faculté Saint-Jean                  | \$30.00 |
| Science                             | \$50.41 |

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

### 2.5 Expense Reporting

Candidates must submit a detailed expense report, even if they spend no money, using the Expense Allowance Form available online and from the Elections Office. The report must be submitted, with all receipts included, no later than Monday, March 27 @ 18:00 as specified on the election timeline. If the expense report is not submitted on time, no refund of expenses will be given. Candidates are not allowed to incur any expenses between the reporting deadline and the end of campaigning, which are not included as an estimate on the initial expense report. 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 CRO as set out in Bylaw 320, Section 15.

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### 2.6 Donations

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

### 2.7 Collusion

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

### 2.8 Student Group Interaction

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

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

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

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## Section F: Election Regulations and Guidelines

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### 3. Campaign Materials & Advertising

#### 3.1 Material Approval

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

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

#### 3.2 Identification of Printed Materials

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

#### 3.3 Posters and Banners

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

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

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

#### 3.4 Outdoor Sign Placement

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

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

### 3.5 Video Policy

Please adhere to the following steps for campaign video approval:

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

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

### 3.6 Leaflets and Handouts

The current rules will be announced at the Candidate's meeting

### 3.7 Universal Materials

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

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

***Note: Universal Material will be provided to the candidate immediately after their nomination package has been approved by the Elections Office.***

### 3.8 Printer

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

- 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.

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- Have the printed material approved by the CRO, who must sign the order form.
- Have your material printed.
- Have election staff count and hole punch your printed material.

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

### 3.9 Tables

**The current rules for tabling will be announced at the Candidates' Meeting**

### 3.10 Classroom Speaking

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

### 3.11 Elections Forums

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

### 3.12 Campus Media – Gateway and CSJR

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

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

### 3.13 External Media

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

### 3.14 Elections Website Supplement

A brief biography/platform statement (maximum 250 words) and photograph (maximum 150 pixels wide by 200 pixels tall) from each candidate can be posted on the SU Elections website. Candidates



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should be prepared to email in their submissions immediately following the Candidates Meeting. The order of appearance per each race will be in the order candidates email in their election supplement. The SU Elections website will remain operational throughout voting days. The deadline for submitting the following information will be announced at the candidates meeting. Please send this information to DRO Ethan Chow at [ethan.chow@su.ualberta.ca](mailto:ethan.chow@su.ualberta.ca). If the DRO does not receive your Website information by then, a "No information received" will be put next to your name.

### 3.15 Internet and Email Policy

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

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

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

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

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

### 3.16 Social Media Policy

Facebook, Twitter, Instagram and TikTok may only be used for campaign purposes within the campaign period. Like physical materials, campaign materials used on Facebook, etc. must be

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## Section F: Election Regulations and Guidelines

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approved by the CRO before being made public. Detailed social media policy will be shared on the candidates meeting. Consequently, we ask that you adhere to the following procedures:

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

### 3.17 Material Removal

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

## 4. Voting & Ballot Counting

### 4.1 Campaigning

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

### 4.2 Ballot Counting

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

### 4.3 Results

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

## 5. Amendment of Regulations

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

# University of Alberta Students' Union Election

## Section F: Election Regulations and Guidelines

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### Schedule of Fines & Penalties

As per Bylaw 2200 s. 48(3), the following is a schedule of fines and penalties that will be applied to candidates during the March 2022 General Election of the Executive Committee and the Undergraduate Board of Governors Representative.

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

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

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

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

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

# University of Alberta Students' Union Election

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

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

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