



# 2019 General Election Official Nomination Package

---

(Updated: December 14, 2018)

# Table of Contents

---

<b>SU Elections Policy .....</b>	<b>5</b>
<b>SU Elections Manual .....</b>	<b>17</b>
Introduction .....	17
What is the SU? .....	17
What is SLC? .....	17
Getting involved in SU Elections .....	17
Students' Union Executives.....	17
Faculty Representatives .....	17
Other Elected Officials .....	17
Campaign Groups.....	18
Eligibility .....	18
SU Elections Staff .....	18
Appointments .....	18
Drop-Ins.....	19
Staying Connected .....	19
Nominations Procedures .....	20
Notice of Nomination.....	20
Nomination Days.....	20
The Fine Print .....	21
Withdrawing your Nomination .....	22
Notice of Election.....	22
Acclamations .....	22
Vacancies.....	22
Referenda and Plebiscites.....	22
All Candidates Meeting.....	23
Your Campaign .....	24
Declaring Intent and Pre-Campaigning .....	24
Campaign Period .....	24
Part One .....	24
Part Two .....	24
Candidates and Campaign Groups.....	25

Campaign Approval Process.....	25
Campaign Materials .....	25
Printed materials.....	26
Food .....	26
Swag (Giveaways) .....	26
Classroom Visits .....	27
Online and Multimedia .....	27
Logos .....	27
Additional Campaigning Opportunities .....	28
Forums .....	28
The Rock.....	28
NUTV Graphic Campaign Advertisement.....	28
Campaigning, Rules of Fair Play, and Community Standards .....	28
Campaign Resources and Zones .....	29
Campaign Team/Volunteers .....	30
Official Agents .....	31
Endorsements .....	31
Funding your Campaign (Expenses).....	31
Grants.....	32
Reimbursements .....	32
Un-receipted Expenses .....	33
Complaints .....	33
Sanctions.....	33
Overview of violations .....	34
Voting.....	35
Observing the Voting .....	35
Results.....	35
Unofficial .....	35
Official .....	35
Recounts and Appeals.....	35
<b>SU Elected Officials Position Descriptions .....</b>	<b>36</b>
Executives .....	36
President .....	36
VP Academic.....	37

VP External .....	37
VP Student Life .....	38
VP Operations and Finance .....	38
SU Executive Committee Responsibilities .....	39
Faculty Representatives .....	39
Student-At-Large Positions .....	40
Board of Governors .....	40
Senate .....	40
<b>2019 SU General Election Calendar .....</b>	<b>42</b>
<b>Sanction Schedule .....</b>	<b>45</b>
<b>Candidate Registration Form .....</b>	<b>47</b>
<b>Campaign Group Registration Form .....</b>	<b>48</b>
<b>Statement of Agent Form .....</b>	<b>49</b>
<b>Nomination Support Forms .....</b>	<b>50</b>
<b>General Election Grant Application .....</b>	<b>55</b>
<b>General Election Expense Form .....</b>	<b>56</b>

## Definitions

*Active Member* means a student at the University of Calgary who meets the qualifications for membership established in section 1 of the Union Bylaw.

*All-Candidates Meeting* means a meeting scheduled by the CRO that is mandatory for all Candidates or Official Agents (for Candidates and Campaign Groups) to attend.

*Campaign Group* means an Active Member or group of Active Members registered as the official “yes” or “no” side for a Referendum or Plebiscite question.

*Campaigning* means all activities related to the promotion of a Candidate and/or the “Yes” or “No” side of a Referendum or Plebiscite.

*Candidate* means an Active Member who is seeking election for the office of President, Vice President Academic, Vice President External, Vice President Student Life, Vice President Operations and Finance, Faculty Representative, Board of Governors or Senate Student-at-Large Representative in a Union Election.

*Chief Returning Officer (CRO)* means the Active Member(s) responsible for administering Union Elections in accordance with this policy.

*Elected Officials* means anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current SLC members, the current Board of Governors and Senate Student-at-Large Representatives.

*Fine* means a financial penalty levied against a Candidate or Campaign Group by the CRO. A Fine is counted as a debt to the Students’ Union but is not counted against campaign finance limits.

*Frivolous Complaint* means a complaint that has no merit.

*Nomination Days* refer to the days at the end of the Nomination Period during which the CRO will accept nominations. At the end of Nomination Days, the CRO declares the Candidates, acclamations, and vacancies for each position.

*Nomination Package* means the package provided to potential Candidates or Campaign Groups for Union Elections. It includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork.

*Nomination Period* means the days from when the Notice of Nomination is posted up to and including the Nomination Days.

*Notice of Election* refers to the CRO declaration confirming the Candidates for each position up for election and Referendum or Plebiscite questions that will appear on the ballot, including the dates and times for voting. The Notice of Election occurs after the final Nomination Day.

*Notice of Nomination* refers to the day the CRO announces the positions that are up for election and Referendum or Plebiscite questions that will appear on the ballot.

*Official Agent* means anyone designated by a Candidate or Campaign Group who is properly registered with the CRO to act as an official representative of that Candidate or Campaign Group in all matters related to a Union Election and/or Referendum or Plebiscite.

*Petition* means a formal written request, signed by at least ten percent of Active Members, requesting SLC to conduct a vote on, and implement any resolution pertaining to the affairs of the Union, including a proposed Referendum or Plebiscite question.

*Plebiscite* means a general vote of Active Members on a single question that has been referred to them for their opinion on an important proposal. The outcome of a Plebiscite is not binding but as an expression of popular will, it can carry considerable weight.

*Referendum* means a general vote of Active Members on a single question that has been referred to them for a direct decision. The outcome of a Referendum is binding on the Union. Referenda are required to establish or increase fees administered by the Union or to amend the Constitution.

*Registered Student Organization* means a formal third-party student group such as a club, association, or society that is registered with the SU.

*Slate* means two or more candidates acting cooperatively in any manner where candidates seek to promote each other's campaign. A slate may include, but is not limited to, the use of a unifying name, symbol, slogan, and/or visual identity (e.g. colour scheme, design of campaign materials); explicit verbal or written endorsements between candidates; and/or substantively aligned platforms. Slates, real or apparent, are not permitted. Note that campaigning in the same area or keeping company with other candidates do not constitute a slate.

*SU Business* means work related to the roles and responsibilities of current Elected Officials.

*Third Parties* means individuals and organizations, including, but not limited to, Registered Student Organizations, other campus-based groups, or external organizations and businesses.

*Union Policy* means any official statement of values, beliefs, principles or processes of the Union as outlined in the Constitution, Union Bylaw, Policies, Procedures, Resolutions or Terms of Reference which are amenable in the proper form dictated by either the Constitution or Union Bylaw.

*Union Elections* means a process by which an Active Member is selected to be on SLC or as a Board of Governors or Senate Student-at-Large Representative at a General Election or By-Election.

*Vexatious Complaint* means a complaint which is brought, regardless of its merits, solely to harass or subdue another person.

## **Purpose**

1 (1) The purpose of this policy is to:

- (a) Fulfil requirements established in the Post-Secondary Learning Act pertaining to the administration of Union Elections;
- (b) Establish principles for how Union Elections shall be administered;
- (c) Delegate authority for the management of Union Elections to the Chief Returning Officer (CRO) and General Manager or designate as appropriate;
- (d) Establish expectations for the conduct of Union Elections; and
- (e) Outline standards and criteria for the administration of a fair and valid election.

## Authority

2 (1) Section 93(3) of the Post-Secondary Learning Act (PSLA) legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and enforcement of rules relating to student affairs.

(2) Section 95(1)(a) of the PSLA legislates that the businesses and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are to be elected by and from the members of the student organization as provided in the Bylaws made by the council.

(3) Section 95(2)(b) PSLA states that the council of a student organization may make bylaws governing the qualifications for election as a member of the council and the time and manner of conducting the elections.

(4) In accordance with section 95 of the PSLA, the Union Bylaw establishes:

- (a) The general principles of Union Elections; and
- (b) The ability for the Students' Legislative Council to create additional policies and procedures pertaining to the administration and conduct of Union Elections.

(5) As per the Union Bylaw, all Union Policy shall be made in accordance with the Constitution and Union Bylaw.

## Principles

3 (1) The Students' Union (SU) shall ensure that Union Elections are administered in accordance with the SU's mission, vision, and values. Union Elections shall be:

- (a) Fair and equitable for all participants;
- (b) Administered in a manner that is independent and impartial;
- (c) Transparent and accountable;
- (d) Democratic;
- (e) Environmentally and financially sustainable; and
- (f) Grounded in professionalism and respect for all parties.

## Statement of Independence

4 (1) The SU shall not endorse or support the views of any Candidate in any Union Election. Further, the views of any Candidate during campaigning shall not necessarily represent the views of the SU or current Elected Officials.

## Eligibility

5 (1) In accordance with the Union Bylaw, all current Active Members shall be eligible to run in Union Elections.

(2) An Active Member who wishes to be nominated for an executive position must have completed at least one half-course at the University of Calgary in each of the preceding fall and winter semesters to be eligible for nomination.

(3) An Active Member who wishes to be nominated for a Faculty Representative position may only be nominated for the faculty in which they are currently registered in a program leading to a degree.<sup>1</sup>

---

<sup>1</sup> The University of Calgary Calendar defines this as a "Regular Student" – a student who has been formally admitted and is registered in a program leading to a degree. Open Studies Students, Visiting Students, and Exchange Students are not eligible for Faculty Representative positions.

(4) A current Elected Official may be nominated in an upcoming Union Election if their office will be up for election.

6 (1) An Active Member is not eligible to be nominated as a Candidate or Campaign Group for any position being contested in any Union Election or to serve as an Elected Official if they are:

- (a) The CRO;
- (b) A member of the Review Board or Tribunal;
- (c) Disqualified from eligibility to run in Union Elections by SLC, the Review Board, or the Tribunal;
- (d) Indebted to the SU for more than \$75.00, unless they have entered into a written agreement with the SU to repay the debt;
- (e) An SU employee who has not taken a leave of absence; or
- (f) Party to litigation with the SU.

7 (1) To be nominated, all eligible Active Members shall complete and submit an Election Nomination Package during Nomination Days:

- (a) Executive Candidates shall collect 150 signatures of Active Members;
- (b) Faculty Representative Candidates shall collect 50 signatures of Active Members registered in their faculty;
  - (i) Faculty Representative Candidates in faculties with fewer than 750 undergraduate students<sup>2</sup> shall collect 25 signatures of Active Members registered in that faculty;
- (c) Senate and Board of Governors Student-at-Large Representative Candidates shall collect 50 signatures of Active Members; and
- (d) Campaign Groups shall collect 150 signatures of Active Members.

(2) All Candidates (including Official Agents, if applicable) must attend at least one All-Candidates Meeting before being eligible to participate in the given Union Election.

### **Chief Returning Officer**

8 (1) As established in the Union Bylaw, the CRO shall be an Active Member.

(2) An Active Member shall not be eligible to serve as the CRO if they are:

- (a) A current SU Elected Official;
- (b) A member of the Review Board or Tribunal;
- (c) A Candidate or Official Agent in a Union Election.

(3) In accordance with the Union Bylaw, no SU Executive shall be eligible to become the CRO within three years of the Executive's term in office.

9 (1) The CRO shall be governed by Conflict of Interest provisions established in the Union Bylaw.

### **Delegation of Authority**

10 (1) The CRO and General Manager or designate shall be delegated authority for the administration and conduct of Union Elections.

---

<sup>2</sup> Faculty enrolment data may be obtained from the university's Fact Book published by the Office of Institutional Analysis. Section 7(1)(b)(i) refers to the whole number of Active Members in a faculty, regardless of location (campus, practicum placement, etc.).

(2) The CRO and General Manager or designate shall establish operational rules and procedures regarding Nominations, Campaigning, Expenses, Candidate and Campaign Group conduct in accordance with:

- (a) All relevant Union Policy, including, but not limited to, the Union Bylaw and this Elections Policy;
- (b) University policies and procedures; and
- (c) Municipal, provincial, and federal legislation.

(3) The CRO may make decisions with respect to the administration and conduct of any Union Election, taking into consideration:

- (a) All relevant Union Policy;
- (b) The SU's mission, vision, and values;
- (c) Input from the General Manager or designate;
- (d) Student feedback;
- (e) University policies and procedures; and
- (f) Best practices for the administration of elections.

11 (1) The General Manager or designate shall have the authority to make decisions regarding staff involvement in Union Elections.

## Referenda and Plebiscites

12 (1) All Referendum and Plebiscite questions shall be initiated and administered in accordance with the Union Bylaw.

(2) The Union shall only administer Referendum and Plebiscite questions that:

- (a) Align with the SU's mandate established in the PSLA;
- (b) Align with the SU's mission, vision, and values; and
- (c) Permit the General Manager to exercise professional judgment in discharging responsibility for the administration and operations of the SU.

13 (1) A Petition of Active Members shall be considered valid if:

- (a) The Petition includes the names, university identification number, phone number, address, and signature of the official representative(s) of the Petition;
- (b) The proposed Referendum or Plebiscite questions to appear on the ballot appears identically on each page of the Petition;
- (c) The Petition is signed by at least ten percent of Active Members;
- (d) Each Active Member who is a signatory to the Petition prints their name and student identification number adjacent to their signature;
- (e) Each signature to the Petition is witnessed by an official representative of the Petition; and
- (f) The witnesses submit an affidavit with the Petition attesting to the eligibility of each signatory to sign the Petition as an Active Member.

14 (1) In accordance with the Union Bylaw, SLC may vote to approve a Referendum or Plebiscite question to appear on the ballot during the upcoming Union Election if the question meets the following criteria:

- (a) Referendum questions shall be written in the form of a polar question<sup>3</sup>;
- (b) Plebiscite questions shall either solicit preference or ask a polar question;

---

<sup>3</sup> A polar question has only two possible responses: yes or no.

- (c) All proposed Referendum and Plebiscite questions shall include:
  - (i) The name of the individual or group sponsoring the question; and
  - (ii) Reasonable background information enabling voters to make an informed choice;
- (d) All proposed Referendum questions shall include an explanation of each possible outcome;
- (e) All proposed Referendum and Plebiscite questions calling for a change in the level of a current fee or for the creation of a new fee shall include:
  - (i) Information on the purpose of the fee;
  - (ii) The university sessions during which the fee will be levied;
  - (iii) The level of the fee in all faculties, programs and session in which the fee level may be different;
  - (iv) The duration of the fee;
  - (v) If applicable, the current per student, per session level of the fee; and
  - (vi) The future per student, per session level of the fee in the event of an affirmative vote.

(2) The CRO and General Manager or designate shall verify the grammatical correctness and clarity of all proposed Referendum and Plebiscite questions and may make non-substantive changes to clarify the intent or correct grammatical errors prior to SLC approval.

15 (1) The SU shall remain neutral regarding all Referendum and Plebiscite questions.

(2) SU Marketing and Communications staff may publicize any Referendum or Plebiscite question as they see fit, within the bounds of section 15(1).

(3) Notwithstanding section 15(1), SLC may vote by Special Super Majority Resolution to support a side if a Referendum question concerns a fee levied for the maintenance of the association, as established in section 95(2)(e) of the PSLA.

16 (1) There may be one Campaign Group registered for each side of a Referendum and Plebiscite question appearing on the ballot during a Union Election.

- (a) An Active Member or group of Active Members, represented by an Official Agent, may register as the official “yes” or “no” Campaign Group on a first come, first served basis for a given question in accordance with procedures established by the CRO and the General Manager or designate.

## **Election Calendar**

17 (1) The CRO and General Manager or designate shall create and make available an annual calendar for the administration of Union Elections, establishing dates for:

- (a) Notice of Nominations;
- (b) Referendum and Plebiscite question submission and approval by SLC;
- (c) Nomination Days;
- (d) Notice of Elections, acclamations, and vacancies;
- (e) All-Candidates Meetings;
- (f) Campaign funding procedure deadlines;
- (g) Campaign periods;
- (h) Voting days; and
- (i) Appeal deadlines.

18 (1) Regular voting days for the annual General Election shall be held no later than two weeks after Reading Week for at least three consecutive business days.

(2) Regular voting days for the annual By-Election shall be held during the second full week of October for at least three consecutive business days.

## **Nominations**

19 (1) The CRO and General Manager or designate shall establish procedures for:

- (a) Submitting valid nominations;
- (b) Registering a Campaign Group;
- (c) Platform submission;
- (d) Withdrawing nominations; and
- (e) Registering Official Agents.

## **Campaign Managers, Official Agents and Campaign Volunteers**

20 (1) Active Members may serve as Official Agents for Candidates subject to the same criteria outlined in section 6.

- (a) Candidates or Campaign Groups must register the name of their Official Agent in accordance with procedures established by the CRO and the General Manager or designate.

21 (1) Campaign volunteers may work for any Candidate or Campaign Group in a non-official capacity.

- (a) Campaign volunteers may not receive compensation or in-kind gifts.

## **Campaigning**

22 (1) All Campaigning shall be positive in nature and in accordance with:

- (a) The rules of fair play outlined in section 27; and
- (b) The community standards established in section 28.

23 (1) Campaigning shall be strictly prohibited in any campus library or residence facility.

(2) Campaigning shall be strictly prohibited at all campus food vendors; food vendors shall not be permitted to display or distribute campaign materials on behalf of Candidates or Campaign Groups.

(3) Candidates and Campaign Groups shall not be permitted to campaign in classrooms without advance written permission from the instructor assigned to a given course section.

- (a) Candidates and Campaign Groups may not post campaign materials or write on whiteboards, chalkboards, or other surfaces in classrooms for the purpose of campaigning.

(4) It shall be strictly prohibited to use SU resources for the purposes of Campaigning. Campaigning, including the storage of campaign materials, is strictly prohibited in any Students' Union operated offices or business.

- (a) Current Elected Officials participating in a Union Election as Candidates, Campaign Groups, or Official agents shall be required to forgo privileged access to the SU offices for the duration of the campaign periods.
- (b) Notwithstanding section 23(4)(a), current Elected Officials may be permitted to access SU offices for the purpose of SU Business, at the discretion of the CRO.

(5) No person may at any time block or obstruct a means of egress including secondary corridors, fire exits, stairways, stairway landings, aisles, or fire escapes.

(6) It shall be prohibited to use or superimpose logos (including SU, university, Dinos, and faculty logos) on any campaign materials. Logos that appear in the existing environment and do not require special permissions for use may be permitted at the discretion of the CRO and General Manager or designate.

24 (1) Slates, real or apparent, shall not be permitted.

(2) Candidates shall not:

- (a) Share expenses for campaign materials;
- (b) Appear on another Candidate's campaign materials;
- (c) Produce campaign materials that resemble those of another Candidate in colour, branding or design; or
- (d) Use the same slogan or slogans as another Candidate.

25 (1) In consultation with campus stakeholders and in accordance with the principles established in this policy, the CRO and General Manager or designate shall establish and enforce additional rules and procedures regarding:

- (a) What campaign materials shall be permitted during a Union Election;
- (b) The content of campaign materials; and
- (c) The display and distribution of permitted campaign materials.

(2) Candidates and Campaign Groups shall be responsible for understanding what campaign materials are permitted and how those campaign materials may be displayed or distributed during Union Elections.

26 (1) During Voting Days all Campaigning shall be prohibited within a 20m radius sightline of all SU voting stations.

### **Rules of Fair Play in Union Elections**

27 (1) In accordance with the principles established in section 3(1), Active Members who choose to participate in Union Elections shall be required to conduct themselves in accordance with the following rules of fair play:

- (a) Participants in Union Elections shall demonstrate respect for others. Respect refers to having due regard for the feelings and the rights of others; further, respect may include admiration or acknowledgement of another's abilities, qualities, or achievements;
- (b) Participants in Union Elections shall engage in fair competition, understanding that legitimate success is earned in accordance with the rules and without cheating or trying to achieve an unjust advantage;
- (c) Candidates shall compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;
- (d) Candidates shall demonstrate integrity by adhering to a code of moral values, particularly honesty, during Union Elections;
- (e) Participants in Union Elections shall regard Union Elections with a sense of unity in pursuit of democratic elections and with an ultimate goal of enhancing the welfare of students at the University of Calgary;
- (f) Participants in Union Elections shall demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and
- (g) Candidates shall demonstrate concern for, and attach importance to the interests of Active Members and the Students' Union.

## Community Standards in Union Elections

28 (1) In accordance with the principles established in section 3(1), Active Members who choose to participate in Union Elections shall be required to conduct themselves in accordance with the following community standards.

- (a) As students at the University of Calgary and members of the SU, all participants in Union Elections, including Candidates, Campaign Groups, volunteers, and voters, shall be required to comply with university and SU policies and procedures, including rules related to harassment, discrimination, and other types of non-academic misconduct.
- (b) The SU welcomes debate and dissent; however, campaign activities shall not harm the reputation of any individual, the SU, or the university.
- (c) Campaign activities shall not interfere with or cause unwelcome disruption to any person or group including faculty, staff or students who continue to study, attend class, and work during Union Elections.
- (d) Campaign activities shall not insult, attack, harass, bully, threaten, demean, or impersonate others.
- (e) Campaign activities shall not advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, sex, gender identity, personal expression, or ability.
- (f) Campaign activities shall not contain content that is graphic, violent, or obscene. This includes content that is construed to be explicit, overly suggestive, or intentionally shocking.
- (g) Campaign activities shall not promote the excessive consumption of alcohol or drinking games.
- (h) Participants in Union Elections shall comply with municipal, provincial, and federal laws. Campaign activities shall not promote or depict illegal activities.
- (i) Participants in Union Elections have a right to privacy. Campaign activities shall not reveal the personal information of others without their consent.

## Endorsements

29 (1) Only verbal or written endorsements shall be permitted during Union Elections.

(2) Candidates and Campaign Groups shall not be permitted to receive any monetary, in-kind, or material endorsements or donations from Third Parties during Union Elections.

(3) In accordance with section 24, endorsements made by Candidates or Campaign Groups shall not appear on Campaign Materials.

(4) Any endorsement from a Registered Student Organization shall be authorized by the Registered Student Organization's governing body in accordance with the organization's own policies and procedures; if a Candidate or Campaign Group member is a member of a Registered Student Organization, they shall abstain from participating in such decisions.

30 (1) Executives shall not endorse Candidates or Campaign Groups.

(2) Elected Officials shall not utilize SU resources, including their title and any established modes of communicating to students on behalf of the SU, to endorse Candidates or Campaign Groups.

31 (1) Candidates and Campaign Groups shall not be permitted to use the university's electronic communications system (e.g. D2L, the UCalgary global address book, etc.) for Campaigning.

(2) Candidates and Campaign Groups shall be required to obtain explicit or implied consent to collect and use students' personal contact information for the purposes of Campaigning.

(3) Candidates and Campaign Groups shall not be permitted to send emails or other mass communications to Third Party lists for the purposes of Campaigning. Third Parties may send written endorsements to their own managed lists; however, these messages may not be sent by or on behalf of a Candidate or Campaign Group.

## **Voting**

32 (1) Voting for Union Elections shall be administered through an online system established by the CRO and General Manager or designate. Paper ballots shall be made available at polling stations in case the online system is unavailable.

33 (1) Candidates and Official Agents shall have the right to observe voting at any polling station during a Union Election.

(a) The CRO or General Manager or designate may impose rules regarding where Candidates or Official Agents may observe voting.

(b) Candidates and Official Agents shall not interfere with voters before or after a vote is cast.

## **Campaign Funding**

34 (1) All Candidates and Campaign Groups shall be eligible to receive funding from the SU to cover campaign expenses equal to a maximum allowable expenditure for the office/position sought, as established by the CRO and General Manager or designate in accordance with the Annual Budget.

(2) Campaign donations are not permitted.

(a) Discounts must be available to all Candidates and Campaign Groups to be considered an eligible expense.

35 (1) The General Manager or designate shall have authority over the administration of all Campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

## **Conduct**

36 (1) All Candidates and Campaign Groups shall act reasonably, in good faith, and in accordance with the rules of fair play during the course of Union Elections.

(2) Candidates and Campaign Groups shall be responsible for the actions, and violations stemming from such actions, of any volunteer or individual acting on their behalf.

37 (1) In accordance with section 10(3) and in consideration of the principles established in section 3, the CRO may make decisions regarding the conduct of any Candidate or Campaign Group in a Union Election.

(2) Candidates and Campaign Groups who fail to abide by policies and procedures during a Union Election may be subject to sanctions on the following grounds:

(a) Minor violations shall include, but are not limited to:

(i) Failing to adhere to the policies and procedures related to Campaigning, rules of fair play, community standards, endorsements, campaign funding or conduct established in this policy;

(ii) Making Frivolous or Vexatious Complaints; and

(iii) Failing to comply with policies and procedures established by the CRO and the General Manager or designate.

- (b) Major violations shall include, but are not limited to:<sup>4</sup>
- (i) Failing or ceasing to meet Candidate or Campaign Group eligibility requirements;
  - (ii) Failing to comply with a CRO decision;
  - (iii) Interfering with voters, ballots, voting procedures or ballot counting; and
  - (iv) Repeated and willful violation of election policies and procedures.

(3) The CRO, in consultation with the General Manager or designate, shall investigate the nature of violations and may impose any combination of the following sanctions:

- (a) For minor violations the CRO may:
- (i) Issue a warning;
  - (ii) Levy a Fine;
  - (iii) Confiscate or destroy campaign materials; or
  - (iv) Impose limits, restrictions or prohibitions on any Campaign activities for any period of time.
- (b) For major violations the CRO may:
- (i) Disqualify a Candidate or Campaign Group; or
  - (ii) Invalidate an election or referendum.

(4) Sanctions for minor violations shall not necessarily be considered cumulative.

(5) The CRO and General Manager or designate may establish a schedule outlining how fines and penalties may be levied for specific violations at the discretion of the CRO.

38 (1) All Active Members may be subject to the University of Calgary's Non-Academic Misconduct Policy for their conduct in Union Elections.

## Complaints

39 (1) Any member of the university community may submit a written complaint to the CRO in accordance with procedures established by the CRO and General Manager or designate. Complaints may be made in regard to any perceived violation of this Elections Policy that may impact the validity and fairness of a Union Election.

(2) Upon receipt of a complaint, the CRO shall provide an initial response to the complainant within 24 hours. The CRO may investigate a complaint and make any decision regarding the conduct of candidates or Campaign Groups in elections in accordance with sections 10(c) and 37 of this policy.

## Appeals

40 (1) In accordance with the Union Bylaw, any Active Member may appeal a CRO decision or contest the validity of a Union Election by application to the Review Board, within five SU business days of the last day of voting, in accordance with procedures established by the Review Board.

## Reporting

41 (1) The CRO shall provide a written report to SLC at least three SLC meetings prior to the first day of the Nomination Days for each Union Election. This report shall include:

---

<sup>4</sup> As per the Review Board decision issued November 16, 2017, and upheld by the Tribunal on February 23, 2018, a discretionary major violation "should be something unlisted among the major violations that would compromise the integrity of the democratic process."

- (a) The elections calendar for the given Union Election; and
- (b) A summary of any changes to election policies or procedures made since the previous Union Election.

(2) The CRO shall provide a written report to SLC no later than three SLC meetings subsequent to the completion of a Union Election. This report shall include:

- (a) A summary of the results;
- (b) A summary of complaints, concerns, and issues that arose before, during, and after the election; and
- (c) Recommendations for amendments to the Union Bylaw or Election Policy, if necessary.

## Introduction

This manual is intended to assist you in your preparations to become a Candidate or create a Campaign Group for the upcoming SU Election. It will also walk you through the Elections process and the rules and procedures that all Candidates and Campaign Groups must follow in order to ensure a fair and equitable Election. Candidates, Campaign Groups and their volunteer teams are responsible for understanding all the material in the Nomination Package, including the Election Policy that appears at the start of the package.

## What is the SU?

The Students' Union (SU) is a student-governed and student-led organization. We are a registered lobby organization under the Alberta Lobbyists Act and our existence is mandated in the Post-Secondary Learning Act. Our mission is to **advance** and **support** the needs of all University of Calgary undergraduates.

Whether it's an affordability concern, an accessibility issue or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services and businesses to support you and enhance your quality of life on campus. You are the reason we exist.

## What is SLC?

The Student Legislative Council (SLC) is an essential component of student life here at the University of Calgary. These student members are part of the highest governing body of the Students' Union (SU) and their focus is to enrich the undergraduate experience for over 25,000 students at the U of C.

SLC is made up of the Executive (President and four Vice-Presidents) and 19 Faculty Representatives. The Executive set the strategic direction for the SU each year, and together SLC approves this direction and keeps the organization accountable to it.

## Getting involved in SU Elections

Every March the SU holds a General Election to fill the positions on SLC. If any positions are vacant or are vacated prior to September, a By-Election is held the following October.

## The positions are as follows:

### Students' Union Executives

President (1)  
Vice-President Academic (1)  
Vice-President External (1)  
Vice-President Student Life (1)  
Vice-President Operations and Finance (1)

### Faculty Representatives

Cumming School of Medicine (2)	Faculty of Social Work (1)
Faculty of Arts (4)	Faculty of Veterinary Medicine (1)
Faculty of Kinesiology (1)	Haskayne School of Business (2)
Faculty of Law (1)	Schulich School of Engineering (2)
Faculty of Nursing (1)	Werklund School of Education (1)
Faculty of Science (3)	

### Other Elected Officials

Board of Governors (1)	Senate (2)
------------------------	------------

SU Executives work full-time and must reduce their course-load during their term. Faculty Representatives receive a monthly honorarium and complete their work alongside their regular class schedule.

Students also have the opportunity to elect additional students who will represent undergraduates specifically at the University of Calgary Board of Governors (1) and Senate (2). These Elected Officials work with the SU Executives to prepare for Board of Governor and Senate meetings and present a united student perspective on issues dealt with at this level.

If you are interested in becoming a student representative, it is a good idea to get in touch with one of the current Executive members or your Faculty Rep to learn more about what the position entails. You can also attend SLC meetings on **Tuesdays at 6:30 pm in Council Chambers** to see the team in action as they discuss important undergraduate issues and make policy decisions for the SU.

### **Campaign Groups**

When the SU holds a Referendum or Plebiscite during the Election Period, students may wish to support the “yes” or “no” side of the question. A Campaign Group may be registered, using the same procedures that apply to Candidates. The group must declare which side of the question they are supporting when they submit their Nomination papers and follow all the rules in the Election policy and Elections manual that apply to Candidates.

Each Campaign Group is required to have an Official Agent. This person will be considered the leader and main contact for the group.

Please note that Campaign Groups can only be registered in an SU Election if a Referendum or Plebiscite is taking place in that Election.

Chief Returning Officers are available by appointment for questions leading up to the Elections.

### **Eligibility**

To be eligible to run for a position during the SU Elections or lead a Campaign Group, students must be registered in an undergraduate program at the University of Calgary. You must be a student both during the Election Period and, if elected, for the duration of your term. Conditional acceptance into a Faculty does not fulfill the eligibility requirement.

Additional information on eligibility is outlined in the Election Policy (articles 5 through 7).

### **SU Elections Staff**

The SU designates a team of people who work together to ensure undergraduate students can participate in a fair Election process. The Chief Returning Officers (CROs) and a full-time SU staff member head up the team, which includes individuals who assist with Election promotion, administrative work, and running the polling stations.

The best way to contact the Elections staff is by email: [elections@su.ucalgary.ca](mailto:elections@su.ucalgary.ca) or leave a voicemail at: 403.220.2961. Email and voicemail are monitored by Election staff during business hours (Monday to Friday, 8:30 am to 4:30 pm). Your inquiry will be handled by the first available Election staff member, or the designated individual depending on the issue.

**Note!** *Emails or phone calls received outside of these times may not be returned until the next business day. Any communication sent to Election staff via personal numbers or social media accounts will not receive a response.*

Election staff will have regular office hours which will be posted on the SU front door and SU website at the beginning of each Election Period. Refer to the section below regarding scheduling of appointments.

### **Appointments**

Election staff members hold office hours and are available during this time for appointments to assist you with any questions or concerns. These hours are posted on the SU Office door and are subject to change each semester.

Appointments are given in 30-minute intervals and can be made by contacting Election staff via email, by voicemail, or by speaking to the SU front desk staff. **Candidates and Campaign Groups must make appointments at least two hours in advance.** For example, a Candidate may email the staff on Monday evening and request an appointment for noon the next day. However, **an individual may not email the staff at 9:00 am and expect an appointment for any earlier than 11:00 am.** Election staff will provide a written confirmation of the appointment date and time if the request was made by email.

Please note that appointments are given on a first-come, first-served basis and may not always occur on the same day as requested. To allow the Election staff to support all Candidates and Campaign Groups equally, appointments cannot go over 30 minutes in length. If the appointment time has ended and you have further questions you will be asked to contact us by email or make another appointment. To ensure a productive appointment, please come prepared with your questions, or email them in advance so that the team can give you the most accurate response possible.

If you are unable to meet during the designated office hours, the Election staff may be able to accommodate you in other ways, such as scheduling a phone meeting. However, please note that **no appointments will be given outside of SU business hours.**

### **Drop-Ins**

Candidates and Campaign Groups are encouraged to make an appointment in advance if they need to speak with Election staff in person. Most questions can be answered through email or over the phone.

Drop-in appointments may be given at the discretion and availability of the staff during posted office hours. During a drop-in appointment, candidates will be limited to one issue or question.

### **Staying Connected**

Chief Returning Officers for the 2019 General Election are **Hamnah Altaf** and **Leah Mordo**. Contact them both at [elections@su.ucalgary.ca](mailto:elections@su.ucalgary.ca) or by phone at 403-220-2961 during their office hours. Office hours are posted online and on the door of the main SU office during the Election Period.

We're always adding new information to keep University of Calgary students updated on the SU Elections. Find us online: [www.su.ucalgary.ca/elections](http://www.su.ucalgary.ca/elections)

Also, connect to us on Facebook, Twitter and Instagram for the most recent news using: @SUUofC.

## Nominations Procedures

If you've decided to run in an upcoming SU Election, it's important that you understand the process of becoming an official Candidate or Campaign Group – otherwise known as the “Nomination Period.” The Nomination Period kicks off what is known as the “Election Period.” It begins with the Notice of Nomination.

### Notice of Nomination

A Notice of Nomination is posted on the SU door and SU website when an SU Election is imminent, generally in January and again in September for the By-Election. This Notice indicates what positions are open for contest, as well as when and where the Nomination Days will occur.

### Nomination Days

Nomination Days are generally held in the SU main office (MSC 251) two to three weeks prior to Voting Days. The CROs and other designated staff accept Nomination Packages over the span of three days, for several hours each day. Eligible active members may submit their forms between the times indicated on the Notice. Under certain circumstances the CROs may designate additional locations and times where nomination packages will be accepted to accommodate students on other University of Calgary campuses. These accommodations will be made at the discretion of the CROs.

For the 2019 SU -General Election, Nomination Days will be held February 11-13. Completed Nomination Packages will be accepted in the CRO Office (SU office in MSC 251) at the following times:

*February 11: 10 am to 3 pm*

*February 12: 10 am to 3 pm*

*February 13: 10 am to 3 pm*

This means no forms are accepted before 10:00 am or after 3:00 pm at the CRO office, but will be accepted any time in between.

Students are served on a first-come, first-served basis. If you are unable to attend in person at the times available, you may designate an “Official Agent” to submit the forms on your behalf. Please see page 31 of the Nomination Package for more information about registering an Agent to represent you during the Election Period.

**TIP!** *There are often several students waiting to submit their Nomination Forms. Please give yourself plenty of time and ensure your name is on the waiting list when you arrive so you are seen in the appropriate order. Any student not on the list before the cut-off time will not be permitted to submit their Nomination Package.*

To become an official Candidate or Campaign Group for an upcoming SU Election, students must submit all the mandatory items in hard copy during Nomination Days. Digital copies of anything **other than** platform statements, photos, or web links (which must be on a CD or USB stick) will not be accepted. Election staff will **not** accept incomplete or late packages. All packages must be stamped and dated by Election staff to be considered official.

Nomination Package <b>Mandatory</b> Items:	Nomination Package <b>Optional</b> Items:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate or Campaign Group Registration Form</li> <li><input type="checkbox"/> U of C Proof of Enrollment (e.g. – transcript, class schedule, etc.) printed and stamped</li> <li><input type="checkbox"/> Deposit of \$25.00 (cash or cheque)</li> <li><input type="checkbox"/> Nomination Support Form(s)</li> <li><input type="checkbox"/> CD or USB stick with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Platform Statement (Max. 350 words)</li> <li><input type="checkbox"/> Hi-resolution photo of candidate</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Extended Platform Statement (Max 750 words)</li> <li><input type="checkbox"/> Statement of Agent Form</li> <li><input type="checkbox"/> Link to campaign website</li> <li><input type="checkbox"/> Links to social media</li> <li><input type="checkbox"/> Link to YouTube video</li> </ul>

**TIP!** You can obtain your U of C Proof of Enrollment by following these steps: Log on to MyUofC-> Under the Academics drop down menu: Enrollment Verification-> Letter type: General Letter with the designated term->Print and submit along with Nomination Package

### The Fine Print

#### Deposits

- ✓ Deposits will be returned at the end of the Election Period, after all expense forms have been approved.
- ✓ If you have received an Election Grant, the Election staff will contact you when your deposit is ready for pick-up.
- ✓ Deposits are not returned to any Candidate or Campaign Group who has failed to provide an Election Expense form or who has not already cleared all sanction-related fines.

#### Photos

- ✓ If you are a Candidate, you should be the only person in the picture and the image must be of you. The image will be cropped if necessary. If you are registering a Campaign Group, your photo may be a logo, or a picture of your Official Agent.
- ✓ Maximum dimensions 3 x 5 inches, Minimum 1.5 x 2 inches.
- ✓ Minimum 400 pixels wide.
- ✓ Acceptable formats: JPEG (not compressed) and TIFF.
- ✓ Please ensure all digital filenames include your surname. E.g. – CampaignPhoto2019\_JSmith.jpg.

#### Platform Statements

- ✓ The platform statement will appear in the SU-produced Election Supplement on the SU website. The SU will not edit platform statements, nor update the website with formatting changes. Submit your platform with minimal formatting to ensure it appears online as you intend it to. I.e. – Try to avoid bullets, italics, bolded text, etc.
- ✓ Please ensure all digital filenames include your surname. E.g. – CampaignPlatform2019\_JSmith.doc.

#### Videos

- ✓ Maximum length of 3 minutes.
- ✓ Campaign video is posted on social media after receiving approval and the start of the Campaign Period.
- ✓ The video adheres to the Community Standards established in the SU Elections Rules.

For more information on YouTube and posting videos please visit <http://www.google.com/support/youtube>.

## Withdrawing your Nomination

Students who decide to withdraw their nomination as a Candidate or Campaign Group must do so in writing within 24 hours of submitting their documents, or before the end of Nomination Days, whichever date/time is earlier. For Candidates, the request will only be approved if the position will still be contested amongst the remaining nominees running for that position. **If your withdrawal will result in either an acclamation for the remaining Candidate(s) or in a vacancy, your request will not be approved.**

## Notice of Election

The day after the Nomination Period ends, the Election staff will post a Notice of Election on the SU office front door and the SU website. This notice confirms the dates and locations of voting, states which positions are being contested and the number of Campaign Groups that have been registered. All undergraduate students will be able to cast ballots for all the Executive, Board of Governors and Senate positions that are being contested, as well as any Referendum or Plebiscite questions. Faculty positions can only be voted on by students currently enrolled in that faculty.

The Notice of Election will also note any acclamations and vacancies. Acclamations and vacancies do not appear on the ballot.

Once the Notice of Election is posted, Candidates and Campaign Groups will receive an email confirming that they are officially campaigning in the upcoming Election. The email also contains information about the mandatory All Candidates Meeting and any other important announcements.

## Acclamations

When the number of Candidates submitting a Nomination Package for a position is equal to or less than the number of positions available, the CROs will declare an Acclamation on the Notice of Election. For example, if there is one position for the Faculty of Nursing and only one Candidate comes forward, that individual is acclaimed. There is no ballot created for that position and no voting occurs – instead the individual will automatically receive the title of Faculty Representative once the Election is over. The individual will receive an email confirming their acclamation and any information on what happens next.

## Vacancies

When the number of Candidates submitting a Nomination Package is less than the number of positions available, the CROs will declare a Vacancy<sup>5</sup> on the Notice of Election. When this occurs, the SU will advertise the position after the Election ends within the appropriate faculty and go through an appointment process – similar to hiring for a job. The appointed individual will complete the duties as required, including attending SLC and voting on resolutions.

In the fall semester the appointed position is again considered vacant and the vacancy is filled during the By-Election held in October. The appointed individual continues to fulfill the responsibilities of the position until the By-Election results are announced, after which the role is passed on to the elected individual.

## Referenda and Plebiscites

In some Elections, a Referendum or Plebiscite question may be included on the ballot. These questions help the SU to determine which direction to take on important issues based on what students vote. The questions are framed to have an answer of “yes” or “no”.

An Active Member or group of Active Members may come together to create a Campaign Group in support of either the “yes” or “no” side of a Referendum or Plebiscite question. Campaign Groups will be registered during Nomination Days

---

<sup>5</sup> If multiple seats are available for a position, and the number of applicants is less than the number of seats, then there will be a combination of vacancies and acclamations. For example, if there are four seats for the Faculty of Arts and only two Candidates come forward, both candidates will be acclaimed, and the remaining two seats shall be declared vacant.

on a first come, first served basis for a given question and only one “yes” and one “no” Campaign Group will be registered per question.<sup>6</sup>

A Campaign Group can register during Nomination Days by submitting their Campaign Group Registration Form and clearly indicating which side of the Referendum or Plebiscite question they are choosing to represent. They must also fill out the Statement of Agent form and declare an Official Agent. This person will be considered the leader of the group and will be required to attend the All-Candidates meeting. Campaign Groups will be able to provide a second point of contact on their Registration Form.

The Official Agent for the group will be the person invited to represent the group at any forums that are organized. The Official Agent may use their photo to go with the platform, or a logo for the group may be used.

***Remember!*** Campaign Groups are required to follow the same procedures and rules as Candidates running in the Election.

## All Candidates Meeting

All Candidates and Campaign Groups must attend one All Candidates Meeting before being eligible to run in an SU Election. During the By-Election, one All Candidates Meeting will be held following Nomination Days. During the General Election, two meetings will be held, and Candidates may attend either one. See the [Election Calendar](#) for dates and times.

If a Candidate is unable to attend the meeting and has registered an Official Agent during Nomination Days, that individual may attend the All Candidates Meeting in their place. For a Campaign Group, only the Official Agent or secondary contact is required to attend (not the whole group).

Anyone who is more than five minutes late to an All Candidates Meeting will be marked absent and the Candidate or Campaign Group will subsequently be disqualified. Candidates or Campaign Groups who do not attend one meeting will automatically be disqualified.

Candidates and Campaign Groups are responsible for ensuring they have read the entire Nomination Package, including the SU Election Policy and Election Manual completely before attending the All Candidates Meeting. At the meeting, the CROs will provide a review of the major rules, a reminder of deadlines, any updated information on the sanction procedures and a place to ask general questions about campaigning. Specific questions about your campaign should be directed to the Election staff by requesting a phone or in-person appointment during posted office hours.

**No campaigning of any kind can take place before the end of the All Candidates Meeting for the General Election.**

---

<sup>6</sup> For example, if there is one Referendum question for the upcoming Election, there may be a total of two groups registered: one for the “yes” side and one for the “no” side. If there are two Referendum questions, there may be a total of four Campaign Groups registered (one “yes” and “no” for each question).

## Your Campaign

### Declaring Intent and Pre-Campaigning

Many students begin thinking about running in an SU Election long before the Notice of Nomination goes up. It's natural to want to share your thoughts on a possible campaign platform with others or try to garner support early so you can get enough signatures when the time comes. However, Pre-Campaigning is **strictly forbidden** in any SU Election. Campaigning can only occur during the designated Campaign Periods.

Pre-Campaigning is any type of activity that is done **publicly** and indicates your desire or intention to run in an upcoming Election before the designated Campaign Period has begun, such as:

- Making an announcement in a class
- Posting a public message or status update, or creating a public group/page on social media
- Posting a video

We recognize that you may want to gather a few friends to help you write your platform or come up with your strategy ahead of time. In that case, you are allowed to do something called "Declaring Intent".

Declaring Intent is any type of activity that occurs in **private** prior to the start of the Campaign Period and is not intended to reach a large group of people. This could include:

- An email to a couple of friends
- Talking to an individual face-to-face
- A private message or private/unshared group/page on social media

Potential Candidates or Campaign Groups will need to Declare Intent to collect signatures for their nomination. Candidates shall **neither** campaign for multiple offices **nor** collect signatures without specifying the office for which they are campaigning. The position you are seeking nomination for **must** be clearly written on the signature page **before** signatures are collected. Any pages with white-out or other alterations on them will not be accepted. Students seeking nomination signatures for a vacant position may not collect signatures for a Campaign Group.

**Note!** *The CROs will contact any student engaging in Pre-Campaign activities with a warning. These students may be subject to sanctions immediately upon registering on Nomination Days.*

### Campaign Period

Each Candidate and Campaign Group must have their campaign materials approved before beginning any form of campaigning. Please ensure you understand the section on the Campaign Approval Process below before preparing your campaign strategy.

Once you have received approval, you can begin campaigning based on what part of the Campaign Period is active. The Campaign Period is split into two parts:

#### *Part One*

During the first part of the Campaign Period, Candidates and Campaign Groups can begin reaching out to students online and face-to-face. This is the time where many Candidates choose to launch a website, post videos online, start using their social media accounts and approach students individually around campus. Candidates **may not** put up posters or banners during this period, conduct class visits, or hand out any materials, including swag, food or handbills.

Generally, Part One of the Campaign Period begins immediately after the All Candidates Meeting. Please refer to the Election Calendar for specific dates and times.

#### *Part Two*

During Part Two of the Campaign Period, Candidates and Campaign Groups may begin to post their paper materials and use their other campaign tools to engage students, such as handbills or campaign swag. They may also continue any of

the online campaigning that started during Part One. The second part generally begins at 8:00 a.m. on a Monday. Please refer to the Election Calendar for specific dates and times.

### **Candidates and Campaign Groups**

In the event that a Referendum or Plebiscite question is being asked during the Election, Candidates may express support for one side of the question, or for a Campaign Group, through their own individual campaigns, forums and or by signing Nomination Support forms. Candidates **cannot** base their entire Campaign around the question or their stance on the question. Each Campaign platform must be original and created by the Candidate running in the election. Candidates **cannot** be the Official Agent or secondary contact for any Campaign Groups.

### **Campaign Approval Process**

All Candidates and Campaign Groups must have their campaign materials approved before they can be used in any campaigning. The SU has a rolling approval process and will accept Campaign Approval Forms from the start of Nomination Days until the start of Voting. To receive approval:

1. Visit the "Election Docs" page on the SU website: <https://www.su.ucalgary.ca/about/elections/election-docs/>
2. Click on "Campaign Approval" and log in to the online system using your IT Username and password (the same one you use to log in to myUofC).
3. Fill in all the required fields, provide as much information as possible and upload any designs (posters, banners, handbills etc.) in either .jpg or .png format. Candidates or Campaign Groups may submit a maximum of **ten files** in total over the course of the Election. Please name the files with the correct description include first and last name AND what the image is used for. For example, JohnSmith Banner.jpeg
4. If you are using the same photo/design for multiple materials, please indicate this information on your form and submit only one file. E.g.- if you poster design will also be the exact same design for your handbill, you only need to submit one file and indicate that you are using the same design twice on your form.
5. The cut-off to receive approval requests is 12:00 pm on each business day (Monday to Friday). All submissions will be time-stamped. You will receive an email confirmation by 4:00 pm the same day if we have received your request by the cutoff time and your submission is approved. Requests received on the weekend will be processed the following Monday. If there's a concern with your request or materials, we may temporarily deny your approval until we've had a chance to speak to you in person.
6. If you change your strategy in the middle of your campaign or add items that were not previously included in the approved request, you **MUST** submit a new request, so we can update your approval. For example, if you want to create a new poster design or decide to hand out chocolate bars half way through campaign week. The cutoff time for updated approval is the same: 12:00 pm each business day.
7. Any campaign materials that are not specifically listed on the online form should be listed in the "Other" section.

**TIPS!** Use an email address on the form that you check regularly. Election staff will contact you at this address to confirm your materials are approved, or to request additional information. A delay in a response from you, means a delay in your approval!

### **Campaign Materials**

Candidates and Campaign Groups may use a variety of materials to assist in the promotion of their personality and platform. Be creative and ensure that you submit your form early, so you can start campaigning at the start of the designated Campaign Period. Take note of the specific guidelines below and ask Election staff if you are unsure because sanctions will be imposed as needed. **Do not print any materials before you receive approval (see above).**

## Printed materials

All printed materials for Candidates and Campaign Groups must include:

1. First and Last Name of Candidate. (Or for Campaign Groups, a reference to the Referendum or Plebiscite question they are campaigning for or against)
2. Position sought (Or for Campaign Groups, if they are on the “Yes” or “No” side)
3. Voting Dates

Printed materials are classified into three main categories:



**Remember!** Participation in an SU Election does not give you permission to violate laws or university policies. The SU will not intervene with the police or university if they conduct an investigation of a Candidate or a Campaign Group.

Election staff may remove posters or banners without reason if asked to do so by Operations Management/Facilities. This includes but is not limited to any items obstructing fire lanes or sprinklers, any lawn signs or cable ties on university property (green spaces), any items affixed to a window or glass surface, or any other safety or security concerns. Any cost of damage or cleaning, such as peeling of paint, tape residue, etc., will be charged to the Candidate or the Official Agent for Campaign Groups.

Please see the “Campaign Zone” section for (page 29) additional information about where printed materials may be posted or handed out.

## Food

For health and safety reasons, only **pre-packaged** food and drink will be permitted to be used as campaign material. Buying in bulk from a store and then using your own packaging (such as Ziploc bags) is **not** considered pre-packaged. In addition, Candidates or Campaign Groups may not hand out any food or drink that is homemade.

### Examples:

Permitted – juice boxes, pop cans, chocolate bars, vacuum sealed cookie packages, etc.

Not permitted – coffee, hot chocolate, pancakes, pizza, baked goods made at home or from a larger package, etc.

## Swag (Giveaways)

Some Candidates and Campaign Groups choose to purchase branded materials, such as pens, t-shirts, pins or plastic bracelets. Stickers and magnets are **not** permitted due to rules laid out by Facilities<sup>7</sup>, however most other swag will be approved as long as it follows all Community Standards outlined in the Election Policy.

<sup>7</sup> See: [http://www.ucalgary.ca/policies/files/policies/use-of-university-facilities-for-non-academic-purposes-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/use-of-university-facilities-for-non-academic-purposes-policy_0.pdf)

Please note any form of transaction that influences voter support in an unfair way (i.e. rewarding individuals who engage with your campaign via trivia wheel prizes, Level Up codes, etc.), is not permitted.

### **Classroom Visits**

Candidates and Campaign Groups may request to make an announcement in a classroom in advance. Classroom visits are considered part of Campaign Period 2. Written permission from the instructor of that particular class must be received prior to entering the classroom. Sufficient notice must be given to instructors whose classes you wish to visit (at least 24 hours). Approaching an instructor as they are setting up for a lecture is **not** considered sufficient notice. Please ensure you respect instructor's time and classroom. Keep a record of all permission slips and communications with instructors as Election staff may ask for them at any time. For the sake of courtesy, campaign notes on the board must be erased prior to the beginning of the next class.

### **Online and Multimedia**

Facebook, Twitter, YouTube, Instagram, SnapChat, and personal websites or other social media are very popular methods of campaigning. You may include your social media account names, websites and video links into the campaign platform you submit for the SU website Election Supplement. However, ensure your links, videos and posts are **not live** until the beginning of the designated Campaign Period. What counts as "live" depends on the type of page you choose to use:

If you are using an **existing personal** Facebook, Twitter, etc.:

- ✓ **Do:** Include the active link to an existing page in your Campaign Approval request.
- ✗ **Do not:** Change your profile picture, status, cover photo, etc. before your Campaign Approval request is approved.

If you are creating a **campaign-specific** Facebook, Twitter, etc.:

- ✓ **Do:** Include the inactive (page not publicly available yet) link in your Campaign Approval request.
- OR**
- ✓ **Do:** Include the active link with little or no content (no likes, followers, posts, profile/cover photos, etc.) in your Campaign Approval request.
- ✗ **Do not:** Invite people to join groups, solicit likes / followers, make campaign-related posts, or update your profile or cover photo before your Campaign Approval request is approved.

Additionally, if you have submitted links with your platform, ensure you have submitted a campaign approval form before the deadline on the day Campaign Period 1 begins, otherwise you will be considered to be campaigning without approval.

Social Media spot-checks will be done by SU Elections Staff throughout the campaign periods. As per community standards, we do not need to approve every single post on social media; however, unique campaign materials (photographs, promotions, videos, etc.) **must** have approval before being posted online.

**TIP!** *Do not film your videos or take your Candidate photos in Campaign Free Zones (e.g. – Library, SU office, Clubs Area, etc.). Also, remember to give credit where it's due if you've used photographs, music, video clips, etc.!*

### **Logos**

Candidates may not use or superimpose the SU logo, any U of C logos (including those of individual faculties or the Dinos), or that of any organization on any of their Campaign Materials. Logos that appear in the existing environment and do not require special permissions for use may be permitted at the discretion of the CROs.

## Additional Campaigning Opportunities

### Forums

The most effective method of campaigning is to meet with voters face-to-face and make personal connections. During the Campaign Period, the SU hosts a series of forums to give you the opportunity to meet more of your constituents. The forums are normally facilitated by outgoing Elected Officials, who come prepared with a list of both open and closed ended questions to allow voters to get to know your personality and more about your Election promises. If time permits, questions from the audience are also taken. Forums may not be held for every position.

Often other groups on campus, such as clubs, also organize forums that are open for all Candidates to attend. A list of scheduled forums, including time, location and what you must do to confirm your attendance will be available during Nomination Days.

### The Rock

Painting any of the three 'rocks' is permitted. You may paint over the last message only after a reasonable amount of time (at least 24 hours) has passed.

### NUTV Graphic Campaign Advertisement

NUTV offers Candidates a 60 second graphic advertisement on their TV screens in MacEwan Student Centre for \$10.00.

- ✓ Submit a jpeg of your advertisement to the Executive Director, Cameron Macgowan at [ed@nutv.ca](mailto:ed@nutv.ca).
- ✓ The advertisement will be aired on a rotating basis throughout the day. It is your responsibility to ensure the ad only appears during designated periods.
- ✓ This visual graphic must be designed by the Candidate and may be a digital copy of your Election poster.
- ✓ NUTV ads are an eligible campaign expense and you must obtain a receipt at the NUTV office. Please ensure that you record all your expenses in the expense form for full reimbursement

## Campaigning, Rules of Fair Play, and Community Standards

Candidates and Campaign Groups must conduct all campaigning in accordance with both the Rules of Fair Play and Community Standards as outlined in the Elections Policy.

All campaigning must be positive in nature and show respect for other candidates. This means that campaign tactics, actions, or materials that attack, demean, or unfairly target other candidates or Campaign Groups will not be allowed. A fundamental component of the democratic process is the ability and willingness to tolerate opinions that you may not agree with. By focusing on positive campaigning and respecting the diversity of opinions from all candidates, you help to ensure the election is both fair and equitable for all those involved.

Candidates and Campaign Groups must also demonstrate respect for all members of the University community when campaigning. This includes respecting the opinions and actions of University staff and administration, as well as the right of all students, staff, and faculty to continue to study and work during the Election. When campaigning, please keep this respect in mind in terms of noise, use of space, and interactions with other community members.

As a candidate, your respect for all active members of the Students' Union, and the university at large demonstrates a commitment to the importance of their interests. This commitment will ultimately help you if you are elected to SLC.

**REMEMBER!** *Positive campaigning does not mean that you are restricted from offering constructive criticism. As a candidate you are encouraged to debate important issues and share your opinions – just remember to do so in a professional manner. Personal attacks will not be tolerated.*

## Campaign Resources and Zones

Candidates and Campaign Groups must document all resources used and **keep all original receipts** to submit with their expense form.

Candidates and Campaign Groups are permitted to take advantage of store or company promotions and discounts only if they are advertised and readily available to any other Candidate. E.g. – In store and flyer promotions are acceptable. Discounts received due to a Candidate knowing an employee or the owners are not permitted.

Using any SU resources is strictly prohibited. Current Elected Officials, including SU Executives, may not use their SU privileges to assist candidates or Campaign Groups. This includes the use of technology, supplies, physical space and SU branded attire or materials (i.e. Clubs Space lockers and Executive and/or Elected Officials' Office). If a Candidate or Campaign Group holds a title/position with the SU at the time of the Election, they are not permitted to use that position for an unfair advantage. Candidates or Campaign Groups who hold a position within the SU must give up their access to the SU office(s) for the duration of the campaign. They may only use the SU office(s) for official SU business and the CROs must be informed of such instances. Current Elected Officials may not use social media pages or email lists used for their position for any campaigning purposes. They must also remove any posters or other advertising used to promote themselves as a current representative during the election period.

Candidates and Campaign Groups may not use their current position with the SU on campaign materials or as a means to gather information that is not available to other Candidates. The only permitted use of a position or title is to refer to it during verbal campaigning (i.e. – forums and face to face) as “prior personal experience” or in one’s platform on a website or social media. Current elected officials may also not use the term ‘re-elect’ on their printed or digital materials.

*For example, you may NOT email a note to students via D2L saying: “I am your Arts Rep and it’s time I was promoted to SU President.”*

*You MAY say at a forum or in a face-to-face conversation with a student: “I have gained a lot of communication and administrative skills as an Arts Rep and would like to continue working for students as SU President.”*

Current Elected Officials shall refer to the Union Bylaw, Elections Policy and SLC Code of Conduct for information regarding their involvement in Elections.

**All SU offices and businesses are declared Campaign Free Zones** at the beginning of each Election period. Candidates, Campaign Groups and their volunteers cannot use these spaces when collecting signatures and they shall not bring their materials into these spaces, nor do any kind of promotion.

These spaces include the following:

- SU Main Office
- Volunteer Services
- Q Centre
- Clubs Spaces (East and West)
- The Den/Black Lounge
- That Empty Space
- Council Chambers
- The Stör
- Bound and Copied (can only be used for the purpose of printing)
- Vendors in MSC Food Court
- Information Centre/Lost and Found
- MacEwan Conference and Events Centre Office (Conference rooms or Tables may be booked at the regular rate)
- Any SU event, program or service that is operating during the time of the Election Period (E.g. – Arts Networking Event, Volunteer Tax Program, etc.)

Respect the rules set by this manual and university facilities. Everyone’s ability to campaign depends on candidates abiding by these standards. Repeated and willful violations will result in warnings or increased levels of sanctions.

Unattended campaign materials (costumes, photo booths, etc.), if found by and at the discretion of Election staff or university facilities, will be confiscated and subject to warnings or increased levels of sanctions.

**TIP!** *Stick to the following general rules when deciding where to campaign:*

Where <b>TO</b> Campaign:	Where <b>NOT</b> to Campaign:
Face-to-face in common areas such as MacEwan Student Centre or hallways	Libraries
Online	SU office, satellite offices, or businesses
Poster boards	Food court vendors
<b>Unpainted</b> surfaces: Walls, railings, brick, concrete	Any area off university property (including the train station)
Organized forums	Parking lots / at cars
Classrooms (with written permission)	<b>Painted</b> surfaces: walls, concrete, railings
The Rocks	Bathrooms
	Windows or glass surfaces
	Over other candidate materials
	Trees, fences, lamp posts, lawn signs, etc.
	Residence buildings

*\*University of Calgary Facilities/Operations may designate any area on any campus “Campaign Free” at any time. You may be asked to remove your materials if this occurs. \**

### **Campaign Team/Volunteers**

Running a campaign is hard work. Many Candidates or Campaign Groups enlist the help of classmates or friends to develop a strategy, post and hand out campaign materials, and reach out to voters. There is no limit on how many people can volunteer with your campaign but remember to recruit your team privately if you are doing so during any Pre-Campaign periods.

Campaign team members, including Official Agents, are volunteers and **may not** receive any type of compensation such as a gift card or cash. Election expenses do not cover volunteer appreciation. Candidates and Campaign Groups choosing to provide any form of appreciation to their volunteers must do so after the conclusion of the Election (after Official Results are announced) and at their own expense.

Campaign teams should not include other candidates, as this can be perceived as an apparent slate. While the SU recognizes you may wish to campaign with your friends, avoid the appearance of a slate by campaigning independently whenever possible.

**TIP!** Review all important information in the Election Policy and Manual with your Campaign Team prior to the start of the Election Period. Candidates are responsible for the actions of, and any subsequent violations made by, their Campaign Team members.

### **Official Agents**

An Official Agent (also known as a “Campaign Manager”) is the only person who can represent you as a Candidate when you are unable to attend a meeting (such as the All Candidates Meeting) or respond on your behalf when the Election staff need to speak to you. It is highly recommended that your Official Agent is **not** planning to run as a candidate in the same Election as you, as this will be perceived as a slate.

Candidates are **not** required to have an Official Agent (Campaign Groups must have one). However, if a Candidate chooses to have an Official Agent, they must also be an undergraduate student at the U of C and currently be registered in classes. An Official Agent is recognized once the Candidate or Campaign Group submits the “Statement of Agent” form during Nomination Days.

### **Endorsements**

Candidates or Campaign Groups often request groups or clubs on campus to endorse their campaign in order to reach a larger number of voters. **All endorsements must be verbal or written only.**

Candidates or Campaign Groups may not receive any monetary, in-kind, or material endorsements from any third parties (individuals or groups) of any kind (including covering the cost of campaign materials, room/table rentals, or other benefits). Any written or verbal endorsement must be authorized by the Executive or leadership of the group or club. If a Candidate or Campaign Group members are part of the club Executive or one of the group’s leaders, they may not influence such decisions.

Candidates may choose a side of a Referendum or Plebiscite to support, however they **cannot** base their entire Campaign around the question or their stance on the issue.

If an SU Club or other group decides to endorse a Candidate or a Campaign Group through an online platform, the group administrator must send the message on behalf of the Candidate. Candidates are not permitted to directly send messages to a group, either through email lists or social media group pages, or use club benefits or discounts for their campaign.

SU Elected Officials and SU staff may not utilize SU resources, including their title and any established modes of communicating to students on behalf of the SU, to endorse Candidates or Campaign Groups.

### **Funding your Campaign (Expenses)**

One way that we ensure fairness amongst Candidates and Campaign Groups is to place a maximum spending limit on campaign related expenses. Expenses include anything that is used to assist you to market yourself and your ideas during the Election Period, such as: poster printing, stationary, giveaways, costumes (rented or purchased), props, table rentals, etc.

All Candidates and Campaign Groups must submit a Campaign Expense form, including those Candidates and Campaign Groups who do not spend any funds or who do not want to be reimbursed. No exceptions will be made.

Candidates or Campaign Groups who do not submit their forms on time may be subject to a fine. Candidates who are successfully elected and have not submitted their expense form may be disqualified.

Candidates must stay within the following spending limits, based on the position they are running for:

- **Executive positions: \$300.00**
- **Faculty Representatives: \$150.00**
- **Campaign Groups: \$150.00**
- **Board of Governors/Senate Student-at-Large positions: \$150.00**

There are two ways for you to fund your campaign: Grants or Reimbursements. The spending limits established above may not be exceeded regardless of whether you choose to receive a grant or reimbursement. No personal funds or donations may be used towards your campaign. Candidates and Campaign Groups who willfully disregard these limits may be disqualified.

### Grants

Please follow the following steps if you choose to fund your campaign through an SU Election Grant.

1. Fill out the Grant Request Form (found in the Nomination Package) and return it to the Election staff by the deadline. The deadline is the Friday prior to Nomination Days.
2. You will receive an email stating that your request has been approved and information about when your cheque will be available for pick up.
3. Keep track of all your spending and hang on to ALL receipts.
4. Fill out the Campaign Expense Form fully (found in the Nomination Package). Staple all receipts to the form. Submit your form and receipts in a sealed envelope, with your name on the front, to the SU office prior to the deadline. **The deadline is 4:00 p.m. on the last day of voting.**
5. The week following the Election you will receive an email confirming the amount approved from your expenses. You will also be informed of any money you owe back to the SU. You will have 10 business days from the date of the email to return your unused funds.
6. Candidates or Campaign Groups who do not return unused funding to the SU may be declared “members in bad standing” and may not have the ability to participate in certain SU programs or events, including future Elections.

### Reimbursements

Please follow the following steps if you choose to fund your campaign through an SU Election Reimbursement.

1. Keep track of all your spending and hang on to ALL receipts.
2. Fill out the Campaign Expense Form fully (found in the Nomination Package). Staple all receipts to the form. Submit your form and receipts in a sealed envelope, with your name on the front, to the SU office prior to the deadline. **The deadline is 4:00 p.m. on the last day of voting.**
3. The week following the Election you will receive an email confirming the amount that has been approved for reimbursement and when you may pick up your cheque from the SU office. If you do not pick up your cheque within 20 business days, it will be mailed out to the address we have on file.

***Note! Cheques must be deposited within six months of issue. Stale cheques will not be reissued.***

## Un-receipted Expenses

Un-receipted expenses should be kept to a minimum. These are expenses for which a receipt/invoice is not available, or for a new purchase where the receipt was lost. We recommend buying new, or from reputable suppliers as much as possible to avoid confusion and exceeding expense limits. **One item only with a maximum value of \$5.00 will be considered for approval.** The approval of un-receipted expenses is at the discretion of the Elections staff.

An example of an un-receipted expense would be if you used a previously purchased roll of tape from home and estimated the cost to be \$3.50. This amount would be considered a part of your expenses and would be counted towards your budget. This would mean that your other expenses (with receipts) could not total more than the budget minus \$3.50 (either \$146.50 for Faculty, Board, and Senate Candidates, or \$296.50 for Executive Candidates).

If you have any questions about un-receipted expenses or campaign spending limits, please contact the Elections staff.

## Complaints

As per the SU Elections Policy, Election staff will accept complaints from any member of the university community regarding violations that may impact the validity and fairness of a Union Election. Complaints may be made using the Election Complaint Form, found on the SU website. A hard copy of the form will be accepted at the main SU office and will be date-stamped by SU staff to ensure complaints are addressed on a first-come, first-served basis. Complaints will not be accepted through email or over the phone.

All complaints must include:

1. Full Name of the Complainant
2. Full Name of the Candidate or Campaign Group member(s) in question
3. A description of the perceived violation (including a reference to the section of the SU Election Rules that has been violated)
4. Any additional evidence (such as emails, photos, screen shots, etc. may be dropped off in person or emailed to the CROs)

Upon receipt of a complaint, the Election staff shall provide an initial response to the Complainant within 24 hours. The staff will investigate further if necessary and provide a written notice to both parties involved indicating the final decision, which may include a warning or sanction.

Harassment of Candidates or Campaign Groups will not be tolerated. Any perceived violations of the University's Non-Academic Misconduct Policy towards Candidates and or Campaign Groups should be reported to the CROs and will be forwarded to U of C [Student Conduct Office](#) for their review.

**TIP!** Making frivolous or vexatious complaints about other Candidates or Campaign Groups can also lead to sanctions for you! Stay focused on your campaign and stick to the Rules of Fair Play outlined in the Election Policy.

For other Election-related questions or concerns, please contact Election staff by email: [elections@su.ucalgary.ca](mailto:elections@su.ucalgary.ca).

## Sanctions

The main job of SU Election staff is to uphold the principles of the SU Elections, as per the Election Policy. We want to ensure that all SU Elections are:

- a) Fair and equitable for all participants;
- b) Administered in a manner that is independent and impartial;
- c) Transparent and accountable;
- d) Democratic;
- e) Environmentally and financially sustainable; and
- f) Grounded in professionalism and respect for all parties.

When Candidates or Campaign Groups make choices that go against the Rules of Fair Play or the Community Standards outlined in the Election Policy, or ignore procedures laid out in this Elections Manual, these principles are violated. If this happens, the Election staff will investigate to determine if the Candidate’s or Campaign Group member’s behavior was a minor or major violation. Depending on the circumstances the CROs will then provide a warning or sanction to the Candidate. All decisions are provided in writing, usually through email. Sanctions also apply to Campaign Groups.

**TIP!** In addition to the Sanction Schedule laid out by the CROs, all students are subject to the University of Calgary’s Non-Academic Misconduct Policy (<http://www.ucalgary.ca/conduct/>) for their conduct in Union Elections. Make sure you and your Campaign team read and understand the SU Election Policy and Manual carefully.

### Overview of violations

Type of Violation:	May include, but not limited to:	Possible Sanctions may include one or all of the following:
<b>Minor</b>	<ul style="list-style-type: none"> <li>a. Failing to adhere to the policies and procedures related to Campaigning, Rules of Fair Play, Community Standards, endorsements, campaign funding or conduct</li> <li>b. Making frivolous or vexatious Complaints</li> <li>c. Failing to comply with rules and procedures established by the CROs</li> </ul>	<ul style="list-style-type: none"> <li>a. Issuing of a warning</li> <li>b. A fine of up to \$50.00</li> <li>c. A ban on online campaigning for up to 24 hours</li> <li>d. A ban on face-to-face campaigning for up to 24 hours</li> <li>e. Removal of campaign posters and banners</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>a. Compromising the integrity of the democratic process or integrity of the election</li> <li>b. Failing or ceasing to meet Candidate or Campaign Group eligibility requirements</li> <li>c. Failing to comply with a CRO decision</li> <li>d. Interfering with voters, ballots, voting procedures, or ballot counting</li> <li>e. Repeated and willful violation of Election rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>a. Disqualify a Candidate or Campaign Group</li> <li>b. Invalidate an Election or referendum.</li> </ul>

**Note!** Sanctions for minor violations may not necessarily be considered cumulative. Under normal circumstances each violation will be investigated individually and sanctions issued separately.

A [Sanction Schedule](#) is included in the Nomination Package for your reference. Any updates to the Sanction Schedule for the next SU Election will be communicated at the All Candidates Meeting.

## Voting

The SU uses an online voting system through the University of Calgary Student Centre Portal. All eligible voters (Active SU Members<sup>8</sup> in good standing) will be able to enter through the U of C Student Centre using their valid eID and password. This method allows students the opportunity to vote securely at their convenience and from any device connected to the internet. The online ballot is available from 9:00 am on the first day of voting until 4:00 pm on the last day of voting.

Polling stations will also be set up on campus during voting days and are generally open from 10:00 a.m. to 4:00 p.m. Voting is encouraged at the computer terminals that are available at the stations. Paper ballots are only used in cases of technical failure. Voters using a paper ballot must first take an oath indicating they are eligible to vote in the Election. Any eligible voters wishing to vote at a polling station at closing time will be permitted to vote, except on the final day of voting. Deputy Returning Officers are available at Polling Stations to inform voters of proper voting procedures if the voter asks for the information.

A person who is found using another student's eID or gives away the use of their student eID and password will be asked to appear in front of the Review Board and may lose their SU privileges for the rest of their university career. Voter fraud will **not** be tolerated.

## Observing the Voting

Candidates, Official Agents and members of Campaign Groups have the right to observe voting at any Polling Station. You may be asked to identify yourself by Election staff, who have the right to designate an area where you can observe the voting from. Candidates may not campaign anywhere near a voting station (within 20m) and cannot interfere with voters when they are voting, especially to ask who they will or have voted for. Candidates and Campaign Groups are not permitted to provide a device for voters to use for voting purposes (e.g. - a laptop, cell phone, etc.).

## Results

SU Election results are announced in two parts:

### Unofficial

Shortly after the close of voting, the CROs will announce the unofficial list of Elected Officials, as well as the result of any Referendum or Plebiscite questions in a public venue. This announcement is made about one to two hours after the closing of polls, usually at the Den for the General Election and in front of the SU office for By-Elections, unless otherwise specified by the CROs. The SU will post exact information about the time and location of the announcement in the days closer to the Election. The unofficial results will be available on the SU website shortly after the announcement.

### Official

Five business days after the close of voting, once the deadline for appeals has passed, the CROs will post the official results on the SU office door and on the SU website, and provide a list for publication in the Gauntlet.

## Recounts and Appeals

Recounts may be requested of the CROs on the basis of a close race. The deadline for requesting a recount is generally two days after the announcement of the unofficial results. Requests must be made in writing.

In accordance with Students' Union Bylaw any Active Member may appeal a CROs decision or contest the validity of a Union Election by application to the Review Board within five SU business days of the last day of voting. An appeal form is available at the SU main office and must be filled out completely, including evidence of wrong-doing. Appeals must be submitted in a sealed envelope and will be time-stamped. The Chair of the Review Board will contact you directly to address the appeal. Please see the Election Calendar for exact dates and deadlines for both Recounts and Appeals.

---

<sup>8</sup> Open studies and Cumming School of Medicine students may vote if they are enrolled in an undergraduate course and are in good standing with the Students' Union. Active Members are eligible to vote for Executives, Students-at-Large, and the Faculty Representative for the faculty (or faculties) in which they are currently enrolled.

All Candidates shall refer to the Union Bylaw (found on the SU website) for a full and updated description of the position they are seeking in the Election. It is important to fully understand the responsibilities of the role prior to running in the Election. Candidates are welcome to ask SU staff, current Executives or Faculty Representatives questions about the role by email, or by requesting an appointment.

### Executives

#### President

The President is the chief elected official of the Students' Union and one of the main representatives both on and off campus. The President ultimately oversees all the work of the SU and supports the other SU Executives and SLC to achieve their goals. They are responsible for a variety of tasks as outlined below. Overall, the position requires tact, diplomacy, a keen sense of purpose and a willingness to learn and work as a team.

#### Responsibilities include:

- To maintain an awareness of current issues and developments relevant to the Union.
- To coordinate Union efforts to communicate with students and the public.
- To be the primary spokesperson for the SU.
- To call and organize Special SLC Meetings, Town Halls, or Executive Meetings.
- To represent the Union at social, formal, official, or ceremonial functions.
- To issue Presidential Citations for outstanding services rendered to the Union.
- To carry out other duties as may be assigned to the President by SLC.
- Present an Executive report at each SLC Meeting and three Trimester reports each year, documenting all significant information that may affect the Union or the Active Membership as a whole that the President possesses unless required not to divulge the information by reason of law or confidentiality.
- To chair SLC committees such as Quality Money, University Relations, and the Cabinet.
- To chair SLC meetings in the absence of the SLC Speaker.
- To maintain regular office hours, normally a minimum of 35 hours a week.
- To be an ex-officio member of all SLC committees.
- Represent the SU at the University of Calgary through:
  - The Board of Governors and relevant Board of Governors Committees, including the Finance and Property Committee; and
  - General Faculties Council and relevant General Faculties Council Committees including the Academic Planning and Priorities Committee and the Campus and Facilities Development Subcommittee.
- Liaise with university officials and serve on university committees as appropriate for issues related to:
  - The Board of Governors and relevant Board of Governors Committees, including the Finance and Property Committee; and
  - The cost of education, including the Tuition and Fees Consultation Committee;
  - Student awards and financial aid;
  - University space, facilities and infrastructure;
  - The reputation of the Union or university; and
  - University senior leader searches and performance reviews.

## VP Academic

The VP Academic is generally tasked with maintaining an awareness of current issues in academic matters relevant to the undergraduate student population and the Students' Union. The VP Academic must also represent the Union to the university on various committees, and on any other matter that falls within the purview of the position. They also oversee the Teaching Excellence Awards program, as well as the annual Undergraduate Research Symposium.

### Responsibilities include:

- To liaise with each faculty representative on SLC in regards to all faculty related academic matters.
- To maintain an awareness of current issues and developments regarding academic matters relevant to the Union.
- To understand and communicate all academic policies and positions of the Union.
- To promote undergraduate research in all fields at the University of Calgary.
- To select and appoint student representatives to all academic related university, community, and government committees.
- To chair the Teaching Excellence Awards Committee.
- To sit as a member on SLC Committees including University Relations, the Cabinet, Quality Money, and Events and Communications.
- To facilitate discussions during General Faculties Council Caucus at SLC meetings.
- Present an Executive report at each SLC Meeting and three Trimester reports each year, documenting all significant information that may affect the Union or the Active Membership as a whole, unless required not to divulge the information by reason of law or confidentiality.
- To maintain regular office hours, normally a minimum of 35 hours a week.
- To assist in any possible academic issues that may arise with students.
- To represent the SU at the University of Calgary through:
  - The General Faculties Council and all relevant General Faculties Council Committees; and
  - The Ombudsperson Advisory Committee.
- To represent the SU at any academic initiatives including but not limited to:
  - Undergraduate Research Symposium;
  - Dean's Dinner; and
  - Teaching Excellence Awards.
- Liaise with university officials and serve on university committees as appropriate for issues related to:
  - Teaching and learning;
  - Academic curriculum and program quality;
  - Admissions, enrolment, and registration;
  - Library resources;
  - Academic misconduct and appeals processes;
  - Undergraduate research; and
  - University senior leader searches and performance reviews.

## VP External

The VP External represents the interests of the Union beyond the university to all levels of government. Further, the VP External liaises with other organizations and lobby groups to further the interests of U of C undergraduates.

### Responsibilities include:

- To maintain an awareness of current issues and developments regarding external advocacy relevant to the Union.
- To sit as a member on SLC committees including the Cabinet, Quality Money and University Relations.
- To represent the SU as a voting member at all municipal, provincial, and federal lobby groups including the Calgary Student Caucus (CSC), Council of Alberta University Students (CAUS) and the Canadian Alliance of Student Associations (CASA).
- To maintain regular office hours, normally a minimum of 35 hours a week.
- To represent the SU at the University of Calgary on The University of Calgary Senate.
- To liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - The cost of education, including the Tuition and Fees Consultation Committee;

- Government issues;
- University community initiatives; and
- Alumni relations.
- To represent the SU at advocacy initiatives such as the Calgary Leaders Dinner and municipal, provincial, and federal election forums.
- Present an Executive report at each SLC Meeting and three Trimester reports each year, documenting all significant information that may affect the Union or the Active Membership as a whole, unless required not to divulge the information by reason of law or confidentiality.

### **VP Student Life**

The VP Student Life focuses on student engagement initiatives and events and ensures they are accessible and affordable for all undergraduate students. The VP Student Life also works closely with SU Clubs, Volunteer Services offices, and the Residence Student Association to assist in improving the overall quality of student life on campus.

#### **Responsibilities include:**

- To Chair the Clubs Committee and Committee of 10,000
- To sit as a member on SLC committees, including Quality Money, the Cabinet and University Relations.
- To represent the SU at the University of Calgary on The University of Calgary Senate.
- Liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - Orientation Week;
  - Diversity, equity, and accessibility;
  - Mental health;
  - Physical health and wellness;
  - Student life and engagement;
  - Non-academic misconduct; and,
  - Dinos athletics.
- To maintain relationships with Student and Enrolment Services.
- Present an Executive report at each SLC Meeting and three Trimester reports each year, documenting all significant information that may affect the Union or the Active Membership as a whole, unless required not to divulge the information by reason of law or confidentiality.
- To maintain regular office hours, normally a minimum of 35 hours a week.

### **VP Operations and Finance**

The VP Operations and Finance is responsible for overseeing the SU budget and provides leadership on governance matters. They also do any work related to the operations of the SU, including facilities management and sustainability.

#### **Responsibilities include:**

- To chair SLC committees including Operations and Finance, Nominations, the Refugee Student Board, and the Policy Development and Review Committee.
- To update the Operations and Finance Committee and the SLC on the Students Union's financial position.
- To oversee the interpretation and negotiation of agreements pertaining to SU owned and managed spaces.
- To oversee the Students Union's Health and Dental Plan.
- To maintain regular office hours, normally a minimum of 35 hours a week.
- To sit as a member on SLC committees including Quality Money, University Relations, and the Cabinet.
- To represent the Union on the boards for the Gauntlet, NUTV, CJSW, and Student Legal Assistance.
- To represent the Union on the Haskayne Student Levy Committee.
- Oversee Union governance processes.
- Liaise with university officials and serve on university committees as appropriate for issues pertaining to:
  - Sustainability;
  - Campus planning;
  - Facilities management and development; and

- Ancillary services, including parking.
- Present an Executive report at each SLC Meeting and three Trimester reports each year, documenting all significant information that may affect the Union or the Active Membership as a whole, unless required not to divulge the information by reason of law or confidentiality.

## SU Executive Committee Responsibilities

### Committee Chair

Where an Executive Member is listed as the chair of a committee, the responsibilities for that committee include working with the appropriate staff member to call meetings, set the agenda, deliver agendas and background materials to all participants, ensure minutes from meetings are taken and maintained with care, make the committee aware of when a member is not fulfilling their duties, and promptly filling any vacancies. The Executive Member works closely with a designated staff lead for each committee.

### Committee Member

As a member of any committee, an Executive Member is responsible for attending meetings, reading agenda packages, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with the university and other committees), and where appropriate, keep SLC, other executives, staff, and other SU committees and staff up-to-date on committee work.

## Faculty Representatives

The Faculty Representative is responsible for the representation of the best interests of the students within their faculty.

### Positions:

- *Arts Faculty Representative (4)*
- *Education Faculty Representative (1)*
- *Business Faculty Representative (2)*
- *Kinesiology Faculty Representative (1)*
- *Law Faculty Representative (1)*
- *Medicine Faculty Representative (2)*
- *Nursing Faculty Representative (1)*
- *Engineering Faculty Representative (2)*
- *Science Faculty Representative (3)*
- *Social Work Faculty Representative (1)*
- *Veterinary Medicine Representative (1)*

### Responsibilities include:

- Reporting to the faculty administration and students of their faculty on the policies, positions and programs of the Students' Union.
- Representing student constituents of their faculty to SLC.
- Representing student constituents of their faculty on University committees, including GFC, Faculty Councils or other bodies.
  - *GFC is a mandatory aspect of the Faculty Representative position. Meetings are held monthly on a Thursday from 1:30 PM – 4:30 PM. It is expected that faculty representatives make every effort to regularly attend these meetings.*
- Reporting to the VP Academic on matters of academic importance within their faculty.
- Express and support all Student Union (SU) policy and interests when representing the SU in an official capacity.
- Attend and participate in SLC meetings, SLC committee meetings, and meetings of other bodies to which they are appointed by the SLC, including SU committees.

## Committees

A member of any committee is responsible for attending meetings, reading agenda packages in advance, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with University and other committees), and where appropriate keep the SLC, Executive Cabinet, SU staff and other SU committees and branches current on committee work.

## Student-At-Large Positions

### Board of Governors

*(SU appointed Undergraduate Student-at-Large Representative - 1 position)*

The Board of Governors (BoG) is a policy-making body with responsibilities for ensuring that the activities of the University of Calgary are consistent with its purposes. BoG is responsible for setting goals and for developing policies that contribute to the achievement of those goals. Under the *Post-Secondary Learning Act (PSLA)*, the SU receives two seats to appoint to undergraduate students, one of which is given to the SU President and the other is decided through election of a student-at-large.

Responsibilities include:

- Attending all general and special Board meetings.
- Sitting on committees and attending committee meetings as required.
- Acting in an ethical manner and complying with the Board's and the Students' Union's bylaws and policies.
- Keeping informed and abreast of relevant provincial, national and international issues, as well as developments within the institution.
- Participating in assessing the Board's performance and contribution to the institution and assessing ways in which the Board could improve in fulfilling its responsibilities.
- Participating in campus activities and providing input where appropriate.
- Completing an annual questionnaire to measure the effectiveness of Board procedures and to ensure that the level of engagement of the Board is meeting the expectations of the institution.

Additional information:

The first responsibility of a BoG member is to be informed enough to make responsible decisions on fiscal and academic matters. Members are encouraged to keep abreast of provincial and national educational issues, as well as developments within their institution.

Membership on BoG involves a time commitment of one meeting per month. Regular attendance at meetings is essential. Board members may also be asked to serve on committees on the Board. As well, the Student-at-Large representative is required to present a written or oral report to the Students' Legislative Council before and after each BoG meeting.

Along with the Student-at-Large representative, the President of The Students' Union is the only other undergraduate student representative. The function of these two positions is to work together to express opinions that reflect the opinion of the Students' Union and students attending the University of Calgary when attending Board meetings.

### Senate

*(SU appointed Undergraduate Student-at-Large Representative - 2 positions)*

Chaired by The Chancellor of the University of Calgary, the Senate is comprised of several committees that carry out specific roles. The Senate has an Executive Committee consisting of the Chancellor and six to 12 other members of the Senate selected annually by the Senate. The Senate's main goal is to inquire into any matter that might benefit the university and enhance its position in the community. The Senate also confers honorary degrees. Under the *Post Secondary Learning Act (PSLA)*, the SU receives four seats to appoint to undergraduate students: one is given to the SU VP Student Life, one to the SU VP External, and the other two are decided through the election of students-at-large.

#### Responsibilities include:

- Attending Senate and assigned committee meetings.
- Acting in an ethical manner and complying with university and Students' Union's bylaws and policies.
- Reporting to the Students' Union on Senate initiatives and activities.
- Report any recommendations that it considers advisable to the Students' Union.
- Supporting the Chancellor by attending at least one convocation exercise and other ceremonial exercises.
- Contributing to the nomination process for honorary degrees.
- Participating in campus activities, particularly those related to students.
- Promoting the university and facilitating opportunities for university personnel to speak to community groups.
- Becoming well acquainted with the university's mission, academic plan, senior personnel, procedures, programs, and services.
- Enhancing the university's and Students' Union's position in the community by promoting initiatives and activities, fostering student interests, recognizing excellence, and representing public interest.

#### Additional information:

Membership on Senate involves a time commitment of approximately one meeting per month. Regular attendance at meetings is essential. Senate members may also be asked to serve on sub-committees which also meet approximately once per month. As well, the Student-at-Large representatives are required to submit to a written or oral report to the SU Students' Legislative Council after each meeting.

Along with the SU Student-at-Large representatives, the VP Student Life and the VP External are the only other undergraduate student representatives. The function of these student positions is to work together to express opinions that reflect the opinion of the Students' Union and students attending The University of Calgary when attending Senate meetings.

# 2019 SU General Election Calendar



## SU Elections Calendar

**January  
2019**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> New Year's Day (Stat)	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> Pre-Election Report to SLC	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> Ref/Pleb 1 <sup>st</sup> SLC Reading Drop Dead Date	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> Ref/Pleb 2 <sup>nd</sup> SLC Reading Drop Dead Date	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Notice of Nomination & Official Election Manual Posted <b>with forms</b>	<b>29</b>	<b>30</b>	<b>31</b>		

## February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> Forum requests Due @ 4pm	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Grant Applications Due @ 4pm	<b>9</b>
<b>10</b>	<b>11</b> Nomination Day 1	<b>12</b> Nomination Day 2	<b>13</b> Nomination Day 3	<b>14</b> Notice of Election posted @9am  <b>All-Candidate Mtg @5pm</b>	<b>15</b> <b>All-Candidate Mtg @5pm</b>  Campaign Period 1 Starts @6pm	<b>16</b>
<b>17</b>	<b>18</b> Family Day (Stat)  Reading Week Feb 18-22	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> Campaign Period 2 Starts @8am	<b>26</b> VP OpFi Forum @12	<b>27</b> VP External Forum @12	<b>28</b> VP Student Life Forum @12		

## March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> VP Academic Forum @12	<b>2</b>
<b>3</b>	<b>4</b> President Forum @12	<b>5</b> <b>Voting Day 1</b>	<b>6</b> <b>Voting Day 2</b>	<b>7</b> <b>Voting Day 3</b> Expense forms due @4pm Posters down by 4pm Tentative Results @5:30pm in the Den	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> Recount Request Deadline @4pm	<b>12</b>	<b>13</b>	<b>14</b> Review Board Appeal Deadline @4pm	<b>15</b> <b>Official Results Posted</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> Post-Election Report to SLC	<b>27</b>	<b>28</b> Deadline to return unused grant \$\$ @4pm	<b>29</b>	<b>30</b>
<b>31</b>						

# Sanction Schedule

The following schedule outlines how the Election staff (CROs and GM designate) will handle violations made by Candidates and Campaign Groups in the 2019 SU General Election.

- For all listed minor violations, Candidates and Campaign Groups may receive a maximum of ONE warning in conjunction with the minimum sanction applied. Subsequent violations may be subject to immediate disqualification.
- Sanctions for violations not listed are subject to the discretion of the Election staff.
- To remain eligible as a Candidate, Campaign Group or Elected Official within the Union, you must remain a member in good standing. Active Members who owe more than \$75 to the Union for more than 60 days, who haven't entered into an agreement to repay their debt, or who are behind in payments under such an agreement, are disqualified from remaining on the body to which they were elected.

Violation Type A: Minor	Minimum Sanction
Unapproved campaign materials, including but not limited to: <ul style="list-style-type: none"> <li>✓ Campaign materials not submitted for approval to Election staff in advance; and</li> <li>✓ Campaign materials that were not approved during the approval process; or</li> <li>✓ Campaign materials that differ from those approved (e.g. in size, content, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Campaign material removal and \$5.00 fine per item (up to a maximum of \$50.00); or</li> <li>➤ Campaign material removal, a ban on online campaigning for a minimum of 24 hours and a fine of \$25.00; or</li> <li>➤ Ban on face-to face campaigning for up to 24 hours and a fine of \$25.00</li> </ul>
Campaigning in an unauthorized area (Campaign Free Zones), including but not limited to: <ul style="list-style-type: none"> <li>✓ Campus libraries</li> <li>✓ Residence facilities</li> <li>✓ Campus food vendors</li> <li>✓ Obstruction of corridors, fire exits, stairways, etc.</li> <li>✓ SU offices or businesses</li> <li>✓ Within 20m radius of voting stations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Campaign material removal and \$5 fine per item, if applicable; or</li> <li>➤ Minimum \$25.00 fine</li> </ul>
Submission of forms: <ul style="list-style-type: none"> <li>✓ Failure to submit an Expense Form by the deadline (late)</li> <li>✓ Nomination Forms contain dishonest or inaccurate information</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum \$25.00 fine</li> </ul>
Misuse of SU resources	<ul style="list-style-type: none"> <li>➤ Maximum fine of \$50.00 and one of the following:             <ul style="list-style-type: none"> <li>○ A ban on online campaigning for up to 48 hours</li> <li>○ Removal of all campaign posters and banners for up to 24 hours</li> </ul> </li> </ul>

<p>Inappropriate conduct, including but not limited to:</p> <ul style="list-style-type: none"> <li>✓ Making frivolous or vexatious complaints</li> <li>✓ Failing to respect Rules of Fair Play</li> <li>✓ Failing to respect Community Standards</li> <li>✓ Interfering with SU staff or U of C staff/faculty</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum fine of \$25.00 and one of: <ul style="list-style-type: none"> <li>○ A ban on online campaigning for up to 24 hours</li> <li>○ Removal of all campaign posters and banners for up to 24 hours</li> </ul> </li> </ul>
<p>Unauthorized campaign activities, including but not limited to:</p> <ul style="list-style-type: none"> <li>✓ Campaigning in a classroom without the instructor’s written permission</li> <li>✓ Campaigning as a real or apparent slate</li> <li>✓ Unauthorized email or mass communication to a managed list</li> <li>✓ Pre-campaigning (online, in person, or using materials)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Campaign material removal and \$5.00 fine per item (up to a maximum of \$50.00); or</li> <li>➤ Campaign material removal, a ban on online campaigning for a minimum of 24 hours after the designated Campaign Period begins and a fine of \$25.00; or</li> <li>➤ Ban on face-to face campaigning for up to 24 hours after the designated Campaign Period begins and a fine of \$25.00</li> </ul>
<p><b>Violation Type B: Major</b></p>	<p><b>Sanction</b></p>
<ul style="list-style-type: none"> <li>✓ Compromising the integrity of the democratic process or integrity of the election</li> <li>✓ Failing or ceasing to meet Eligibility requirements</li> <li>✓ Failing to comply with CRO decisions</li> <li>✓ Interfering with voters</li> <li>✓ Repeated and willful minor violations</li> <li>✓ Repeated frivolous and vexatious complaints</li> <li>✓ Failing to attend the All Candidates Meeting</li> <li>✓ Failure to submit an Expense Form (late by more than 24 hours)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disqualification; or</li> <li>➤ Invalidate an Election or Referendum</li> </ul>

# Candidate Registration Form

I, \_\_\_\_\_ do hereby declare my Nomination for the position of  
*Name of Candidate*

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

<b>Name (last name, first name):</b>		
(Please print clearly. This is the name that will appear on the ballot and <b>cannot</b> be changed at a later date)		
<i>Student ID Number</i>		
<i>Faculty</i>		
<i>Address</i>		<i>Postal Code</i>
<i>Home Phone</i>		
<i>Cell Phone</i>		
<i>Email</i>		
<i>Position Sought</i>		

*By affixing my signature below, I hereby affirm that I, as well as my campaign team, have fully read and intend to follow the rules, procedures and guidelines outlined in the Students' Union Nomination Package. I recognize that failure to abide by the SU Bylaws, the Election Policy and Elections Manual may lead to my disqualification as a candidate and the suspension of some or all of my Students' Union privileges. I further affirm my intent and ability<sup>9</sup> to accept office if elected in the 2019 Students' Union General Election for the above stated position.*

<i>Signature of Candidate</i>	
<i>Signature of Witness</i>	
<i>Signature of SU Election Staff</i>	
<i>Submission Date</i>	

**For Office Use Only (stamp here):**

<sup>9</sup> Please note that SU Executive positions are designated as a full-time role and includes working at least 35 hours per week while enrolled in one course. Faculty Representative positions are part-time roles and may be required to work up to 20 hours per week. It is your responsibility to ensure that you are legally authorized to work in Canada in this capacity if elected.

# Campaign Group Registration Form

Note: The leader for a Campaign Group is considered the group's Official Agent and must also fill out a Statement of Agent form.

I, \_\_\_\_\_ do hereby declare myself as a leader of  
*(Name of Official Agent)*

the \_\_\_\_\_ Campaign for the following Referendum  
*(Position of Group: Yes or No)*

or Plebiscite question: \_\_\_\_\_  
*(Subject of Referendum or Plebiscite)*

Details for Main Contact (also known as the Official Agent of the Campaign Group)	
<i>Student ID Number</i>	
<i>Faculty</i>	
<i>Cell Phone</i>	
<i>Email</i>	

Details for Secondary Contact	
<i>Name</i>	
<i>Student ID Number</i>	
<i>Faculty</i>	
<i>Cell Phone</i>	
<i>Email</i>	

By affixing our signatures below, we hereby affirm that we, as well as our campaign team, have fully read and intend to follow the rules, procedures and guidelines outlined in the Students' Union Nomination Package. We recognize that failure to abide by the SU Bylaws, the Election Policy and Elections Manual may lead to disqualification as a Campaign Group and the suspension of some or all of our Students' Union privileges. We consent that our names and contact information may be shared with other students.

<i>Signature of Main Contact</i>	
<i>Signature of Secondary Contact</i>	
<i>Signature of SU Election Staff</i>	
<i>Submission Date</i>	

For Office Use Only (stamp here):

# Statement of Agent Form

I, \_\_\_\_\_ declare my intent to serve as the Official Agent  
*(Print full name of Official Agent)*

**in the upcoming Election for:**

*(Please choose one option only. A student can only be an Official Agent for one Candidate or Campaign Group.)*

OPTION A: CANDIDATE	
<i>Candidate's Full Name:</i>	
<i>Position being sought:</i>	

OPTION B: CAMPAIGN GROUP	
<i>Campaign Group Position:</i>	
<i>Referendum/Plebiscite Subject:</i>	

Agent's Name (last name, first name):		
<i>Student ID Number</i>		
<i>Address</i>		<i>Postal Code</i>
<i>Home Phone</i>		
<i>Cell Phone</i>		
<i>Email</i>		

*By affixing my signature below, I hereby affirm that I am currently attending classes at the University of Calgary and am an Active Member of the Students' Union in good standing, making me eligible to act as an Official Agent in the upcoming SU Election. I have read and understood the complete Students' Union Nomination Package.*

<i>Signature of Official Agent</i>	
<i>Signature of Candidate or Campaign Group's Agent</i>	
<i>Signature of SU Election Staff</i>	
<i>Submission Date</i>	

**For Office Use Only (stamp here):**

# Nomination Support Forms

We, the undersigned Active Members of the Students' Union, support the nomination of the following student or Campaign Group for the position indicated in the 2019 SU General Election.

Candidate's Full Name: \_\_\_\_\_ For Position: \_\_\_\_\_

OR

Position of Campaign Group: \_\_\_\_\_ For Referendum Question: \_\_\_\_\_

*All fields below must be completed by nominator in their handwriting, not by the nominee.  
Nominators should not sign if either the nominee's name or position sought (above) is blank.*

SIGNATURES OF ELIGIBLE ELECTORS TO VOTE IN THIS ELECTION				
	Printed Name of Elector	ID Number	Faculty	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

For Office Use Only (stamp here):

## Nomination Support Forms

We, the undersigned Active Members of the Students' Union, support the nomination of the following student or Campaign Group for the position indicated in the 2019 SU General Election.

Candidate's Full Name: \_\_\_\_\_ For Position: \_\_\_\_\_

OR

Position of Campaign Group: \_\_\_\_\_ For Referendum Question: \_\_\_\_\_

*All fields below must be completed by nominator in their handwriting, not by the nominee.  
Nominators should not sign if either the nominee's name or position sought (above) is blank.*

### SIGNATURES OF ELIGIBLE ELECTORS TO VOTE IN THIS ELECTION

	Printed Name of Elector	ID Number	Faculty	Signature
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				

For Office Use Only (stamp here):

# Nomination Support Forms

We, the undersigned Active Members of the Students' Union, support the nomination of the following student or Campaign Group for the position indicated in the 2019 SU General Election.

Candidate's Full Name: \_\_\_\_\_ For Position: \_\_\_\_\_

OR

Position of Campaign Group: \_\_\_\_\_ For Referendum Question: \_\_\_\_\_

*All fields below must be completed by nominator in their handwriting, not by the nominee.  
Nominators should not sign if either the nominee's name or position sought (above) is blank.*

SIGNATURES OF ELIGIBLE ELECTORS TO VOTE IN THIS ELECTION				
	Printed Name of Elector	ID Number	Faculty	Signature
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				

For Office Use Only (stamp here):

## Nomination Support Forms

We, the undersigned Active Members of the Students' Union, support the nomination of the following student or Campaign Group for the position indicated in the 2019 SU General Election.

Candidate's Full Name: \_\_\_\_\_ For Position: \_\_\_\_\_

OR

Position of Campaign Group: \_\_\_\_\_ For Referendum Question: \_\_\_\_\_

*All fields below must be completed by nominator in their handwriting, not by the nominee.  
Nominators should not sign if either the nominee's name or position sought (above) is blank.*

### SIGNATURES OF ELIGIBLE ELECTORS TO VOTE IN THIS ELECTION

	Printed Name of Elector	ID Number	Faculty	Signature
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				
106				
107				
108				
109				
110				
111				
112				
113				
114				
115				
116				
117				
118				
119				
120				

For Office Use Only (stamp here):

## Nomination Support Forms

We, the undersigned Active Members of the Students' Union, support the nomination of the following student or Campaign Group for the position indicated in the 2019 SU General Election.

Candidate's Full Name: \_\_\_\_\_ For Position: \_\_\_\_\_

OR

Position of Campaign Group: \_\_\_\_\_ For Referendum Question: \_\_\_\_\_

*All fields below must be completed by nominator in their handwriting, not by the nominee.  
Nominators should not sign if either the nominee's name or position sought (above) is blank.*

### SIGNATURES OF ELIGIBLE ELECTORS TO VOTE IN THIS ELECTION

	Printed Name of Elector	ID Number	Faculty	Signature
121				
122				
123				
124				
125				
126				
127				
128				
129				
130				
131				
132				
133				
134				
135				
136				
137				
138				
139				
140				
141				
142				
143				
144				
145				
146				
147				
148				
149				
150				

For Office Use Only (stamp here):

# General Election Grant Application

Due February 8, 2019 at 4:00 pm to the SU Office

CONTACT INFORMATION	
Name	
Student ID Number	
Faculty	
Address	Postal Code
Home Phone	
Cell Phone	
Email	
Position Sought	

I, \_\_\_\_\_ do hereby affirm the following in order to  
(Candidate's Name or Campaign Group's Official Agent)

receive an Election Grant for the upcoming SU General Election.

- That I will use my Election Grant only for expenses related to my Students' Union General Election campaign.
- That I will truthfully complete the Campaign Expense Form and provide receipts by 4:00 pm on the last day of voting.
- That my Expense Form and receipts will be reviewed, and I will be given notice by SU Election staff if my expenses have been approved. I will remit any left-over money or fines, as per this notice, to The Students' Union **within 10 business days of the close of voting.**
- That failure to remit any remaining funds or fines may result in the suspension of my Students' Union privileges.
- That my total campaign expenses may not exceed the spending limit for the position I am seeking (see page 31 in the Elections Manual) regardless of whether I receive a grant or reimbursement for these expenses.
- That I have read and understood the Students' Union Nomination Package.

<i>Signature of Candidate or Campaign Group's Official Agent</i>	
<i>Signature of Witness</i>	
<i>Signature of SU Election Staff</i>	
<i>Submission Date</i>	

# General Election Expense Form

CONTACT INFORMATION			
Name			
Address		Postal Code	
Phone			
Position Sought/Campaign Group			
<input type="checkbox"/> Check this box if you received an Election Grant		<input type="checkbox"/> Check this box if you received a Sanction in the form of a fine. Amount owed:	
NOTE: ONLY EXPENSES ACCOMPANIED BY A RECEIPT ARE ELIGIBLE FOR REIMBURSEMENT. ONE ITEM, TO A MAXIMUM OF \$5.00 MAY BE CLAIMED AS A NON-RECEIPTED EXPENSE AT THE DISCRETION OF THE STUDENTS' UNION ELECTION STAFF. FACULTY REPRESENTATIVE AND STUDENT-AT-LARGE CANDIDATES MAY SPEND A MAXIMUM OF \$150. EXECUTIVE CANDIDATES MAY SPEND A MAXIMUM OF \$300. EXCEEDING THESE MAXIMUMS MAY RESULT IN SANCTIONS OR DISQUALIFICATION.			

Received Expenses			
Item Description	Cost	GST	Total
<b>TOTAL (each column)</b>			

Non-Receipted Expenses			
**One item only with a maximum value of \$5.00 will be considered for approval.			
Item Description	Cost	GST	Total
<b>TOTAL (each column)</b>			

For Office Use Only			
Total Requested Expenses:		Fines Due:	
Total Approved Expenses:		Fines Paid:	
Total Owed or Debt:		Deposit Return:	