



## Elections Policy

Approved by the Board of Directors – August 23<sup>rd</sup>, 2016

### Definitions

For the purposes of this policy, definitions are as follows:

1. “All Candidates Meeting” means *the mandatory and initial meeting after the nomination period for candidates of the specified election is completed;*
2. “Board” means *the NUSU Board of Directors;*
3. “By-elections” means *any election of Directors, Executives, and Student Senator representatives that is not a general election and is completed in order to fill positions that are vacant;*
4. “By-laws” means *the NUSU By-laws;*
5. “College” means *Canadore College;*
6. “CRO” means *Chief Returning Officer;*
7. “CSC” means *Canadore Student Council;*
8. “DRO” means *Deputy Returning Officer;*
9. “Elections” means *any election for a NUSU position including Executives, and Directors, and other positions such as Student Senators and Valedictorians;*
10. “Elections Committee” means *the committee that is responsible for the administration and facilitation of all NUSU elections;*
11. “Election Official” means *one of the five members of the Elections Committee;*
12. “Elections Policy” means *the policy that is outlined herein;*
13. “Executive Committee” means *the Executives of NUSU;*
14. “Members” means *any registered Nipissing University student, outlined by the NUSU By-laws;*
15. “NUSU” means *Nipissing University Student Union;*
16. “University” means *Nipissing University.*

### 1. Introduction

#### **1.1 Purpose**

The purpose of this policy is to outline the proper procedures that are applicable to all Elections and By-elections in order to ensure fair and nonpartisan administration of these elections, which shall be facilitated by the Elections Committee. This policy acts as supplementary material to the NUSU By-laws, specifically Article 9.0. In the case of any disagreement between the By-laws and this policy, the By-laws shall prevail.



## **1.2 Policy Amendment**

1.2a. The Elections Committee has the ability to make and propose amendments to the Board on all relevant elections' policies, including this one stated herein, as long as they are in accordance with the NUSU By-laws.

1.2b. The Elections Committee, in conjunction with the Board, shall conduct an annual review of this particular policy.

## **2. Elections Schedule**

### **2.1 Schedule Approval**

2.1a. The Elections Schedule must be presented to the Board at least fourteen (14) days before the first day of nominations.

2.1b. In the event that a By-election must occur in the fall, the Elections Committee must present an amended schedule as soon as practicable.

### **2.2 Call of an Election**

2.2a. NUSU shall advertise the start of the nomination period for an election at least fourteen (14) days in advance.

2.2b. The information provided by NUSU shall contain, but not necessarily limited to, the Elections' schedule, the list of available positions, nomination packages, and this particular Elections Policy.

2.2c. NUSU shall use their website, all relevant social media outlets, and any appropriate channels to advertise the elections.

### **2.3 Nomination Period**

2.3a. Nomination periods for elections shall be in accordance with the NUSU By-laws, article 9.0.

2.3b. Student Senator positions shall adhere to the same NUSU By-laws as both the Executive and Director-at-Large positions, according to article 9.0.

### **2.4 Campaign Period**

2.4a. The campaign period must not start before the All Candidates Meeting, and shall commence no sooner than 9:00 am on the following business day after the All Candidates Meeting for the election is complete.

2.4b. Campaign periods shall not last longer than ten (10) days after the All Candidates Meeting, and must last for a minimum of five (5) days after the All Candidates Meeting.

2.4c. The campaign period shall still continue through the voting period.



## **2.5 Voting Period**

2.5a. The voting period shall run over a minimum of two (2) days.

2.5b. The CRO is responsible for arranging the online ballot system via Blackboard to notify the Members of the corporation that the voting period has commenced, and the link to vote for their respective candidates.

## **3.0 Election Officials**

The NUSU Elections Committee shall consist solely of the Election Officials.

### **3.1 NUSU Elections Committee**

The Elections Committee shall comprise of five (5) NUSU Ex Officio members as follows:

1. The Vice-President Governance & Legal Affairs, or a designate (Chief Returning Officer – CRO);
2. The Vice-President Communications, or a designate (Deputy Returning Officer – DRO);
3. Three (3) Directors elected by the Board.

### **3.2 Chief Returning Officer (CRO)**

3.2a The CRO shall be the head administrator for all NUSU elections, and shall be the Chair of this committee. Any concerns or questions about elections may be sent to the Elections Committee at [election@nusu.com](mailto:election@nusu.com).

3.2b. The CRO shall be responsible for:

1. Administering the nomination packages for the respective election;
2. Reporting to the Executive Committee with updates from the Elections Committee;
3. Ensuring all By-laws and policies pertaining to elections stated herein are enforced;
4. Authorizing public and media notices via the Communications department that pertains to the elections to notify the membership of the corporation;
5. Organize and conduct the All Candidates Meeting for the various elections; and
6. Any other tasks assigned by the Board.

3.2c. Meeting minutes must be recorded for all Elections Committee meetings and provided to the Board.

### **3.3 Deputy Returning Officer**

3.3a. The DRO shall assist the CRO on all pertinent election matters as assigned by the CRO and/or Elections Committee.

3.3b. The DRO shall be responsible for:

1. Ensuring all By-laws and policies pertaining to elections stated herein are enforced;
2. Assuming the duties of the CRO if the CRO is absent or unable to continue and facilitate their duties that are stipulated within this Policy; and
3. Any other tasks assigned by the Board.



### **3.4 Qualifications**

3.4a. Election Officials shall:

1. Act impartial in fulfilling their duties; and
2. Not be a candidate or involved on a campaign team in any of the elections that they facilitate.

3.4b. If an Election Official intends to run in any of the elections or as part of a campaign team that said individual must supply written notice of conflict for that respective election to both the Executive Committee, and the Elections Committee. A new member must be elected by the Board to fill the temporary vacancy on the Elections Committee in order to meet quorum.

3.4c. Quorum for all Elections Committee decisions is a simple majority.

### **4.0 Eligibility of Candidates**

Any Member of NUSU, in accordance to the NUSU By-laws, shall be eligible to be a candidate in a NUSU election.

### **5.0 Nominations**

#### **5.1 Nomination Packages**

5.1a. The CRO, along with the Elections Committee, will create nomination packages that pertain to the particular election that will be available at the NUSU office, and on the NUSU website at the start of the nomination period.

5.1b. The nomination package for all elections shall include (see appendix):

1. Acknowledgment and Authorization Form;
2. Contact Information Form;
3. Campaign Team Members Form;
4. All-Candidates Meeting Attendance Exemption Form;
5. Student Signatures for Nomination Form;
6. Candidate Budget Form;
7. Campaign Rules;
8. Link to both the Elections Policy, and NUSU By-laws; and
9. Elections Calendar or Schedule;
10. Elections Committee Contact Information.

#### **5.2 Nomination Protocol**

Members involved in running for a position must:

1. Obtain the nomination package;
2. Fully review and understand all contents within the package;
3. Return their completed packages to the NUSU office prior to the All Candidates Meeting;



4. The NUSU employee who receives that package shall sign, and mark the time and date that the packages was received, and pass the package along to the CRO;
5. The CRO shall store the signed forms of the nomination packages in a secured area, along with any other confidential information.

### **5.3 Nomination Signatures**

In order to be nominated for any of the positions as stipulated below, the potential candidates must acquire a certain number of signatures from the Members, along with their printed name, student number, and their University student email.

1. Executive position (President, Vice-President Governance & Legal Affairs, Vice-President Finance, Vice-President Services, and Vice-President Communications) - 25 Member signatures;
2. A Director-At-Large position – 10 Member signatures;
3. A Student Senator position (Arts & Science, Applied & Professional Studies, Education, and Graduate) – 10 Member signatures;
4. Signature requirements for other positions (i.e. Valedictorian) shall require 10 Member signatures.

### **5.4 Approval of Candidacy Eligibility**

5.4a. The CRO shall complete all verification of the nomination packages within forty-eight (48) hours of the close of the nomination period. Upon the completion of the verification process, the CRO shall determine the eligible candidates.

5.4b. A Member who returns their nomination package after the completion of the nomination period will not be considered and will be ineligible for candidacy.

5.4c. In the event that a nomination form contains an error or an omission or is determined to be invalid, the CRO shall provide the Member with a twenty-four (24) hour period to correct and submit their nomination package.

## **6.0 All Candidates Meeting**

### **6.1 Meeting Time**

The CRO will facilitate and organize the All Candidates Meeting for all NUSU elections at the end of the nomination period and before the start of the campaign period.

### **6.2 Candidate Attendees**

6.2a. The approved candidates must attend the All Candidates Meeting.

6.2b. In the event that the candidate cannot attend the All Candidates Meeting, the All-Candidates Meeting Attendance Exemption Form from the nomination package must be filled in and approved by the CRO.

6.2c. If either the candidate or a representative for a candidate fails to attend the All Candidates Meeting, that candidate will automatically be disqualified from the Election.



### **6.3 Agenda for the All Candidates Meeting**

The All Candidates Meeting shall contain the following agenda items:

1. The introduction of Elections Committee members;
2. The introduction of the candidates;
3. A review all pertinent policies and rules;
4. The provision of contact information for Elections Committee members;
5. A review of the election appeals process; and
6. An opportunity for candidates to ask questions or address concerns.

## **7.0 Campaign Period**

### **7.1 Candidate List**

The Elections Committee, in conjunction with the NUSU Communications department, shall advertise a list of all the election candidates and the positions they are running for through the NUSU website, and on NUSU social media platforms.

### **7.2 Campaign Rules**

The following guidelines outline how a campaign shall be ran fairly, and legitimately by a candidate:

1. Campaigning is any message or activity that promotes or highlights a candidate;
2. All candidates shall act with integrity and professionalism during their respective campaign;
3. A candidate under no circumstances shall slander another candidate, or produce libelous content towards any other candidates;
4. Only the candidates and the verified campaign team members are permitted to engage in campaigning;
5. Campaigning shall not take place in either the NUSU office or any shared spaces between the University, and the College;
6. No candidate is permitted to use or wear any clothing materials that contain any University logo, any NUSU logo, or any of the University or NUSU slogans in the course of their campaign;
7. No candidate shall use any of the University or NUSU resources for the purpose of their campaign. This includes, but not necessarily limited to, any University or NUSU social media channels, office materials, etc.;
8. Current NUSU employees who decide to run for candidacy must take an unpaid leave of absence for the duration of the campaign/voting period.
9. Any current NUSU employee or director is prohibited from endorsing any of the candidates, and shall not help in a candidate's campaign in any way;
10. NUSU volunteers cannot campaign on behalf of any candidate while acting in the capacity of a NUSU volunteer; and



11. For campaigning in Residence complexes (Governors House, Chancellors House, Founders House, and Townhouse Residence Complexes), the CRO shall contact the residence officials to establish the guidelines in these complexes, and notify all candidates of such guidelines.

### **7.3 Campaign Teams**

- 7.3a. A campaign team member is any current University student who assists the candidate in any aspect of their campaign.
- 7.3b. The candidate is responsible for the actions of each of their campaign team members during the course of the election.
- 7.3c. All campaign team members must fill out the necessary information on the Campaign Team Members Form that is provided in the candidate's nomination package before the start of the campaign period.
- 7.3d. Candidates shall notify the CRO if they are adding or removing a campaign team member. The CRO must approve in writing the decision of the candidate's request.
- 7.3e. No candidate shall affiliate with each other in the form of a party, coalition, team, or slate.

### **7.4 Campaign Materials**

- 7.4a. Campaign materials refer to any item or message that promotes a candidate. This includes, but is not necessarily limited to, posters, stickers, buttons, banners, distributed flyers, and communications through websites and social media platforms.
- 7.4b. All physical campaign materials (i.e. posters) must be approved by the Elections Committee and initialed by both the CRO and DRO before usage.
- 7.4c. All campaign materials shall be removed from around campus within twenty-four (24) hours after the end of the voting period.

### **7.5 Guidelines for Campaign Materials**

- 7.5a. Campaign posters shall be submitted electronically to the CRO and DRO for approval in a PDF format or brought to the NUSU office prior to the start of the campaign period. A candidate at any point during the campaign period can add a new poster as long as it has been approved and initialed by both the CRO and DRO. Candidates may not exceed seventy-five (75) 8.5" x 11" posters, and must only use white sticky tack for placing posters and other authorized campaign materials on campus surfaces (i.e. an authorized wall).
- 7.5b. Campaign handouts must be submitted electronically to the CRO and DRO for approval in a PDF format or brought to the NUSU office prior to the start of the campaign period. A candidate at any point during the campaign period can add a new handout as long as it has been approved and initialed by both the CRO and DRO. Candidates are entitled to unlimited amount of handbills, as long as they do not exceed 4.25" x 5.5" in size.



7.5c. Candidates are permitted to send their platforms electronically in a PDF format to CRO for approval. Once approved, in conjunction with the Communications department, the CRO shall place the platforms on the NUSU website, and social media channels.

7.5d. Candidates are permitted to use social media channels as a form of campaigning. They are entitled to use one Facebook event page, and may actively send unlimited messages and posts to this Facebook page. The candidate must provide NUSU with the link of their Facebook event page to be posted on the NUSU website and NUSU social media platforms. The candidates may also use their personal Facebook page for the duration of the campaign period. The Facebook events page must cease to exist seven (7) days after the election has been completed.

7.5e. In continuation of section 7.5d., candidates may also use Twitter for campaigning purposes. Candidates are entitled to either use a current Twitter account, or create one (1) new Twitter account for campaigning. However, they are prohibited to use both simultaneously. In the event that a new Twitter account was created for the sole intended use of campaigning by the candidate, that account must cease to exist within seven (7) days after the election has been completed.

7.5f. Candidates are permitted to use videos, if they choose to do so, during the campaign period. The video(s) must be sent to the CRO and DRO for approval, which must be completed within twenty-four (24) hours of the submission. Videos are prohibited to use coarse language, contain alcohol or the promotion of alcohol consumption, the use or promotion of drug use, and/or display any logos affiliated with the University, the College, NUSU, and/or CSC.

7.5g. The use of campaign materials in classrooms is strictly forbidden. This includes, but is not necessarily limited to, posters, handouts, and videos. Verbal campaigning, with the permission of the instructor, in a classroom is, however, permitted.

## **7.6 Campaign Budget**

7.6a. Each candidate is entitled to a maximum of two-hundred (200) dollars to use for their campaign.

7.6b. The candidate must submit the complete Candidate Budget Form, accompanied with all itemized receipts of the expenditures to the CRO or DRO within twenty-four (24) hours of the end of the voting period.

7.6c. Any in-kind good(s) or service(s) given to a campaign/candidate will be assigned a "market-value" price as determined by the Elections Committee and will be included as part of the total campaign spending limit. The candidate must provide written proof of the potential "market-value" to act as an itemized receipt, and also fill out that "in-kind" good(s) or service(s) on the Candidate Budget Form.





## 8.0 Voting Period

### 8.1 Eligible Voters

Eligible voters are members who are outlined in the By-laws.

### 8.2 Voting Process

8.2a. The CRO is responsible to send in all candidate information such as the name and position of the candidate to the respective individuals at the University who control Blackboard for voting.

8.2b. The Member shall receive an email through their student email addresses on voting instructions and the link to Blackboard to vote. Each Member is entitled to one (1) vote per position. For Student Senator positions, only the Membership of each faculty shall vote for the candidate running for their respective faculty's Student Senator representative.

8.2c. In the event that the online voting system fails to function properly, the Elections Committee, in conjunction with the Executive Committee, shall decide an alternative for voting. Refer to s.8.3-8.6 for voting by ballot system.

### 8.3 Polling Stations

8.3a. Polling stations, if used, shall be opened no later than 9:00am, and closed no earlier than 6:30pm.

8.3b. The polling station(s) shall be constructed in way that allows privacy for all voters.

8.3c. The polling station(s) shall be staffed by at least one (1) election official from the Elections Committee.

8.3d. The polling station(s) shall be located in prominent and approved areas of the University.

### 8.4 Polling Restrictions

8.4a. Candidates shall remain a fair distance away from all designated polling station(s) except to vote.

8.4b. Candidates shall remove any campaign materials that are within a fair distance from all designated polling station(s). That distance shall be determined and monitored by the CRO.

### 8.5 Ballots

8.5a. Members will vote by completing ballots.

8.5b. Each ballot, created by the Elections Committee, shall identify each of the positions contested in the election, list the candidates' names in alphabetical order for each position, and a check box beside their name, along with a checkbox with "Spoil" for each position as well. For an uncontested position the checkboxes shall be "Yes" and "Spoil".

8.5c. When a Member completes their ballot vote, they shall seal their ballot and place the ballot in the ballot box supervised by the elections official at the polling station(s).



## **8.6 Counting Ballots**

8.6a. At the end of each voting day, the Election Officials shall drop off the ballot box to the CRO. The Elections Committee shall collectively count the ballots at the end of each day, and the CRO shall handle and properly secure all ballots. The CRO shall keep records of the ballot counts.

8.6b. The CRO shall keep all ballots for at least seven (7) days in case of a re-count appeal. A re-count, if called, is a one-time only procedure.

8.6c. Each candidate can send a scrutineer to the ballot count at the end of each day in order to ensure proper counting.

## **8.7 Results**

Election results of the ballot count, whether online or by ballot, must be released within twenty-four (24) hours of the close of the voting period.

## **8.8 Ties**

8.8a. In the event of a tie between candidates for a position, a by-election shall occur within seven (7) days of the close of the voting period. This by-election shall consist of one (1) voting day. The voting system for the one (1) voting day shall be administered online via Blackboard, however in the event the Blackboard system is not functional, the voting system shall be by ballot, and follow the procedures outlined by s.8.3 – s.8.6.

8.8b. The tied candidates will be able to campaign after the CRO announces the one (1) voting day, and are entitled to campaign until the end of that voting day.

## **8.9 Election Outcomes**

8.9a. The candidates for Executive positions with the most votes by the members shall be declared the winner of their respective position.

8.9b. The candidates for the Director-At-Large positions with the most votes by the members shall be declared the winner(s).

8.9c. The candidates for the Student Senator positions with the most votes by the members of their respective faculty shall be declared the winner of their respective position.

## **8.10 Disqualification of Winning Candidate**

8.10a. For the seven (7) day period following the close of the voting period, in the event that a successful candidate in an election is disqualified, the runner-up of that respective position shall be the new successful candidate. After the 7 day period, vacancies will be dealt with in accordance with the By-laws.

8.10b. If the respective position is a single candidate position, a By-election shall be held at a later date in order to fill that position.

8.10c. Refer to s.9.6 to see how a candidate can be disqualified.



## 9.0 Complaints and Penalties

### 9.1 Authority

9.1a. The CRO, in conjunction with the Elections Committee, shall have the authority to issue penalties to candidates as stated in section 9.5 of this policy.

### 9.2 Submission of Complaints

9.2a. A member may issue a complaint to the Elections Committee in accordance to matters relating to this Elections Policy.

9.2b. The complaint shall be submitted in writing to the CRO via email which must include the member's contact information, their student number, the full details of their complaint(s), and must be sent from their student email address.

### 9.3 Investigation of Complaints

9.3a. The CRO, in conjunction with the Elections Committee, shall investigate submitted complaints and decide whether or not action is required.

9.3b. The CRO shall notify the individual who sent in the complaint within forty-eight (48) hours of the receipt of such complaint and inform the complainant if action was deemed necessary.

9.3c. If action is deemed necessary, the CRO shall send the full summary of the complaint to the accused candidate within forty-eight (48) hours of the complaint submission. The accused candidate shall be given reasonable opportunity to be heard by the CRO, in conjunction with the Elections Committee, before a final decision is made.

9.3d. There shall be no public acknowledgment of a submitted complaint to anyone other than the complainant, the subject of the complaint, and the Elections Committee.

9.3e. In the event that the CRO, in conjunction with the Elections Committee, rules that a candidate has failed to comply with this policy, the By-laws, or any other governing documents, then a final, written decision via email shall be sent to the accused candidate with a rationale.

### 9.4 Cause for Penalty

Causes for penalties issued to a candidate shall include, but are not necessarily limited to:

1. Failure to follow this Elections policy, the By-laws, and any other governing documents;
2. Improper campaign materials and/or improper use of campaign materials;
3. Bullying or coercion of other candidates and/or Members;
4. Any sabotage of other candidates' campaigns;
5. Failure to submit a campaign budget with proper requirements;
6. Campaigning in unauthorized areas and;
7. Campaigning before the start of the campaign period.



### **9.5 Types of Penalties**

The CRO, in conjunction with the Elections Committee, may issue the following types of penalties to candidates:

1. Restrictions on future campaigning, and future campaign expenditures;
2. Disqualification from the Election;
3. Monetary fines;
4. Any combination of these penalties.

### **9.6 Disqualification**

Violations of the following nature will result in an automatic disqualification of the candidate:

1. Non-attendance by the candidate or pre-designated representative at the mandatory All-Candidates Meeting;
2. Where the candidate is not a member of the corporation, as defined in the NUSU By-laws;
3. Any candidate spending over the maximum spending limit of \$200.00 during campaign;
4. A candidate accruing the amount of \$150.00 in fines, or greater;
5. A candidate receives three (3) written strikes from the Elections Committee;
6. Any attempted interference in the process of voting in an election;
7. Entry beyond the front desk of the NUSU office during the campaign period *without express* permission from the Elections Committee; and/or
8. Any criminal activity that a candidate performs during campaigning.

## **10.0 Appeals**

### **10.1 Appeals Body**

10.1a. All appeals shall be heard collectively by the Elections Committee.

10.1b. All appealed decisions made by the Elections Committee are final and non-appealable.

### **10.2 Appeals of Election Results**

10.2a. Any candidate has the right to challenge the validity of the elections results through a written submission via email within forty-eight (48) hours of the release of the unofficial elections results.

10.2b. All written submissions for an appeal must contain the appellant's name, student number, contact information, and a detailed explanation of the reason for challenging the results. This must be sent via their student email.

10.2c. The Elections Committee shall investigate the appeal, and provide a decision with rationale within forty-eight (48) hours of the receipt of the written appeal.



### **10.3 Appeals of CRO Decisions**

10.3a. Any candidate reserves the right to challenge the CRO's decision under this Elections policy within twenty-four (24) hours of such decision being made.

10.3b. All written submissions for an appeal must contain the appellant's name, student number, contact information, and a detailed explanation of the reason for challenging the results. This must be sent via their student email.

10.3c. The Elections Committee shall investigate the appeal, and provide a decision with rationale within forty-eight (48) hours of the receipt of the written appeal.

### **10.4 Retraction**

An appellant who has submitted a written appeal of any nature may retract their appeal at any time by submitting a written request via their student email, addressed to the Elections Committee.



## 11.0 Appendix

### **NUSU [POSITION] Nomination Package [TERM OF POSITION (IE 2015/2016)]**

**Nominations Open:** [FULL DATE]

**Nominations Close:** [FULL DATE]

*Packages must be handed in by 4:30pm to the NUSU Reception Desk at the NUSU Office. No late submissions will be permitted.*

**All-Candidates Meeting:** [FULL DATE]  
[EXACT LOCATION], @ [EXACT TIME]

*Attendance at the All-Candidates Meeting is mandatory!*

#### **Positions Available:**

- [POSITION 1]
- [POSITION 2]
- ...

#### **By-Law Information:**

The governing legislature of the elections process for the Nipissing University Student union is available online at: <http://nusu.com/page/governing-documents>

The Elections Committee will discuss and review relevant By-law articles and operational policies at the mandatory All-Candidates Meeting.

Good luck on your nomination process. We will see you ALL, on [FULL DATE AND TIME] for the All-Candidates Meeting!

Best of luck,  
The Elections Committee

[NAME] (CRO)  
[EMAIL]

[NAME] (DRO)  
[EMAIL]

[NAME]  
[EMAIL]

[NAME]  
[EMAIL]

[NAME]  
[EMAIL]

#### **Important Dates**

**Nominations Open:** [FULL DATE] at [EXACT TIME]



<b>Nominations Close:</b>	[FULL DATE]	at [EXACT TIME]
<b>All Candidates Meeting:</b>	[FULL DATE]	at [EXACT TIME]
<b>Campaign Period Open:</b>	[FULL DATE]	at [EXACT TIME]
<b>Campaign Period Close:</b>	[FULL DATE]	at [EXACT TIME]
<b>Debate [IF APPLICABLE]:</b>	[FULL DATE]	at [EXACT TIME]
<b>Online Voting Dates:</b>	[FULL DATE]	at [START TIME]
	[FULL DATE]	at [END TIME]

**Nomination Process Rules**

1. Nominators must be a student currently attending Nipissing University with a valid student number and student e-mail address. PLEASE NOTE: In order for students to receive an email, deeming them eligible to vote, their preferred email in WebAdvisor MUST BE their Nipissing University e-mail.
2. During the nomination process, potential candidates may communicate their platform, on a one-on-one verbal basis with potential nominators.
3. Attendance at the All-Candidates Meeting is mandatory for all those seeking election. If the candidate themselves cannot attend the meeting, they must submit the appropriate form attached to the nomination package by 12:00pm (noon) on [EXACT DATE]; the day of the All-Candidates Meeting to be reviewed and approved at the direction of the Elections Committee, and send a Campaign Team member replacement in their absence, if approved.
4. Students may only seek nomination for one of the advertised positions.
5. All candidates in the election must sign a waiver, stating that they meet all qualifications, and allowing the Chief Returning Officer to access the information necessary to verify that they meet the required qualifications as set out in the By-laws governing the position they seek.

**Please hand in the following pages from this package before the close of nominations on [FULL DATE AND TIME]:**

1. Acknowledgement and Authorization
2. Contact Form
3. All-Candidates Meeting Attendance Exemption Form (if necessary)
4. All Student Signature pages (however many)

**Campaign Rules**

Candidates should refer to Article 9.1 through 9.10 (Elections and Referenda of the NUSU By-Laws) for basic campaigning and election rules, as well as the NUSU Elections Policy. Enforcing reasonable sanctions on any such candidate may be determined as per the rules set out in this document or discussed at the All-Candidates Meeting.



Strikes will be given to candidates who offend, break or violate the rules outlined below. Three strikes will result in immediate disqualification, via the Elections Committee.

Questions and concerns can be directed to the Elections Committee at [CRO EMAIL] and/or [DRO EMAIL].

**General Rules:**

1. No candidate shall slander another candidate or produce campaign materials which are libelous towards any other candidates.
2. No candidate shall show support towards individual candidates for ANY position.
3. No candidate may use NUSU resources during the course of their campaigning.
4. Candidates may not use the Nipissing University or NUSU logos, or Nipissing University or NUSU slogans in the course of their campaigning.
5. Candidates must be as diligent as possible about eliminating litter caused by their campaign materials in all buildings, and on university/campus grounds. An excessive amount of litter (as judged by the Election committee) that is caused by campaign materials will result in a fine.
6. Candidates may not use stickers.
7. Candidates may not actively campaign inside any space shared with Canadore College, such as the library, the Education Centre, or the large cafeteria. Candidates may not solicit students while in these areas; however, candidates will be permitted to wear campaign materials in these areas (to a reasonable extent, outlined by the Elections Committee during the All-Candidates Meeting) while entering these spaces as a student. In regards to Residence, Candidates must follow Residence rules for campaigning. Tables will be permitted in hallway outside The Campus Bookstore for the duration of the campaign period (February 1<sup>st</sup>-10<sup>th</sup>).
8. Expenses of all campaign materials for each candidate must be recorded on the attached budget form, and is to be handed in to the NUSU Reception Desk by [FULL DATE AND TIME]; NO LATER.
9. Current NUSU employees running for any NUSU position will take an unpaid leave of absence during the campaign period and will not be allowed in the NUSU Office.
10. No NUSU affiliated staff/directors/senators/working volunteers shall endorse or support any candidate during the campaign. This includes:
  - a. Putting up posters
  - b. Handing out handbills
  - c. Social Media promotion or support
  - d. Campaign Team support and promotion

*All campaigning will begin at [FULL DATE AND TIME] and all campaigning will cease on [FULL DATE AND TIME].*

**Poster Rules:**

1. Candidates must submit all campaign poster designs to the Elections Committee for approval (submit to [EMAIL]). Please submit files in a PDF format. Handmade posters (Bristol boards, banners, etc.) *MUST* be signed in pen by the CRO and DRO.





2. Candidates are asked to submit electronic copies of their posters to the Elections Committee at [EMAIL] no later than [FULL DATE AND TIME]. Posters submitted after this time will be accepted, but must not be placed around the university until approved by the Elections Committee.
3. Candidates may not exceed seventy-five 8.5" x 11" (or equivalent) posters.
  - a. Posters will be inspected each day of the campaign period.
  - b. Poster locations will be made public at the All-Candidates Meeting to the election candidates.
  - c. White sticky tack is to be used for placing posters and campaign materials, and nothing else.
4. Candidates are responsible for all posters displayed around campus after the campaigning period has ended. Candidates may not place posters once the campaign period has ended.
5. Candidates must remove their posters NO LATER than [FULL DATE AND TIME].

**Handbill Rules:**

1. Candidates must submit electronic copies of all handbill designs to [EMAIL] for approval before [FULL DATE AND TIME]. After this point, handbills will be accepted; however, they will not be cleared for distribution until approval.
2. Handbills must not exceed 4.25" x 5.5" (or equivalent) in size.
3. Candidates are responsible for printing and distributing their own handbills.
4. Candidates may not distribute handbills in classrooms, in the large cafeteria, or in the Harris Learning Library.
5. Candidates are responsible for all handbills displayed around campus after the campaigning period has ended. Candidates may not distribute handbills once the campaign period has ended.

**Website Rules:**

1. Each candidate will be allowed one campaign website, if they so choose; on which, they must post a link to the election information found on [www.nusu.com](http://www.nusu.com)
2. Candidates shall not tease, or launch their website until the campaign period has officially begun.
3. Candidates may leave their websites live after campaigning has ceased, if they so choose.

**Facebook Rules:**

1. Candidates will be permitted one Facebook event page and one public Facebook group page, if they so choose.
  - a. Candidates are permitted to send unlimited numbers of messages and posts to event and group page members.
2. Candidates are permitted to use their personal Facebook pages to campaign
  - a. Candidates must provide a link to the election information on [www.nusu.com](http://www.nusu.com) from their Facebook event page and Facebook group page.
3. Facebook event pages and group pages may remain live after the close of campaigning and voting.
4. Candidates are permitted to use personal Facebook pages to promote voting during the voting period.
5. Candidates may not "like", "follow", or "join" any other candidate's pages, so to not



endorse other candidates.

**Twitter Rules:**

1. Each candidate may either create a new Twitter account to use for the duration of their campaigns, or they may continue using a current Twitter account, if they so choose. Candidates will not be permitted to use both for campaigning purposes.
2. There is no limit to the number of Tweets candidates can make during the campaign period.
3. Candidates' Twitter accounts may stay open after the end of campaigning and voting.
4. Candidates are permitted to use campaign Twitter accounts to promote voting during the voting period.
5. Candidates may not interact with other candidates via Twitter, so not to endorse them.

**Video Rules:**

1. Videos that candidates wish to use for the campaign period must be sent to the Election Committee for approval. The committee will review the video and approve it within 24 hours of submission.
2. Videos may not: use coarse language, use or showcase the use of alcohol or alcohol-like substances, use or showcase the use of drugs or drug-like substances, use or showcase any sexual themes or sexualized content.
3. Candidates may not endorse other candidates through video footage. This includes production, editing, filming, acting, and "sharing" of the video footage.

**Classroom Rules:**

1. The use of posters or campaign materials within classrooms is strictly forbidden; however, supporters of candidates and candidates themselves will be permitted to have buttons visible in classrooms, and nothing else.
2. Verbal campaigning within the classrooms requires permission of the presiding faculty member.

**Campaign Team Rules:**

1. Candidates are responsible for the actions, verbal, physical or digital, of their campaign team.
2. Candidates must submit the names, if any, of all campaign team members no later than [FULL DATE AND TIME].
3. Any changes, if any, to a candidate's campaign team must be submitted immediately in writing, email is permitted, to the Chief Returning Officer (CRO) and is subject to the approval or denial of the Elections Committee.

**Budget Rules:**

1. The total cost of a candidate's campaign shall have a value of no greater than \$200.00 Canadian dollars.
2. Any in-kind good(s) or service(s) given to a campaign/candidate will be assigned a "market-value" price as determined by the Elections Committee and will be included as part of the total campaign spending limit.
3. An itemized account of all expenditures must be submitted to the Chief Returning Office (CRO) and the Deputy-Returning Officer (DRO) within twenty-four (24) hours after the



closing of the polls, and these accounts must include a written receipt or bill for each separate item of campaign material.

**Violation of Campaign Rules:**

1. Charges of violations shall be submitted in writing to the Elections Committee who shall rule on the charge.
2. The Elections Committee may also lay charges of violations of campaign rules on its own initiative.
3. Charges of violation must be laid in writing within twenty-four (24) hours of the close of voting to the Chief Returning Officer (CRO). If charges are laid after the twenty-four (24) hour period, the Elections Committee shall make inquiries and/or disciplinary action where necessary.
4. The Elections Committee shall meet accordingly to discuss any charges of violations, and to decide on the appropriate actions to be taken.
5. For a decision of the Elections Committee to be valid, two (2) of the Elections Committee members and the Chief Returning Officer (CRO) must be present at a meeting and the decision must have simple majority.
6. A written report of any Elections Committee minutes will be made available to members on written request within a forty-eight (48) hour period. Any discussion that may lead to a candidate being disqualified from the election shall be done in camera.
7. The Chief Returning Officer (CRO) must inform a candidate of any fines received via email within twenty-four (24) hours of the Committee's decision. The candidate will be considered to have been informed 6 hours after the email is sent. The email must inform the candidate of their right to appeal.
8. Fines shall be assessed on the following basis:
  - a. A poster outside the regulated Elections Committee display area: \$5.00 per poster collected/reported.
  - b. Pre-campaigning: \$20.00 per incident.
  - c. Any other fine related decision of the Elections Committee made by a unanimous vote.
9. Violations of the following nature will result in **AUTOMATIC DISQUALIFICATION** of the candidate(s):
  - a. Non-attendance by the candidate or pre-designated representative at the mandatory All-Candidates Meeting
  - b. Where the candidate is not member of the corporation, as defined in the NUSU Governing Documents/By-laws.
  - c. Any candidate spending over the maximum spending limit of \$200.00 during campaign.
  - d. A candidate accruing \$150.00 in fines or greater.
  - e. A candidate receives three (3) written strikes from the Elections Committee.
  - f. Any attempted interference in the process of voting in an election.
  - g. Entry beyond the front desk of the NUSU office during the campaign period *without express* permission from the Elections Committee.
  - h. Any criminal activity that candidates perform during the campaign period.
10. For the 7-day period following the close of the voting period, in the event that any candidate in the election is disqualified, the runner-up will take the place of the



disqualified candidate.

- a. If there was no runner-up in the election for the disqualified candidate, a by-election will take place at a later specified date.

**Appeals of the Elections Committee Decisions:**

1. A candidate is deemed to have been informed of an Elections Committee decision six (6) hours after the decision is emailed.
2. Appeals regarding decisions made and/or sanctions levied by the Elections Committee shall be made in writing to the Chief Returning Officer (CRO) within forty-eight (48) hours of the candidate being informed of the decision.
3. Appeals from an Election Committee decision shall be made in writing to the Board of Directors (BOD) only after an appeal to the Executive Elections Committee has been made. Appeals to the BOD shall be made in writing within three (3) days of being informed of the results of their appeal to the Executive Elections Committee. The Board shall investigate in reference to the rules outlined in this document.

**Appeals of Election or Referendum Results:**

1. Any student may challenge the validity of an election result in a written submission to the Elections Committee within two (2) days after the close of voting.
2. Written submissions appealing election or recount results shall contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the result(s).
3. The Elections Committee shall investigate the appeal and decide on the appropriate action.
4. No record of vote shall be destroyed until thirty (30) days, after the close of voting.



**Acknowledgement and Authorization**

I, \_\_\_\_\_, being a nominee for the position of:

- [POSITION 1]
- [POSITION 2]
- ...

of the [ENTITY POSITION BELONGS TO (IE NUSU)], do acknowledge:

- i. That I am a member of the corporation, as defined in the NUSU Governing Documents/By-laws;
- ii. That I am currently enrolled in at least one course, and therefore a member of the Nipissing University Student Union, in the [CURRENT YEARS] academic year, in accordance with the NUSU By-Laws Article 5.1;
- iii. That I will be enrolled in at least one course, and therefore a member of the Nipissing University Student Union, in the [UPCOMING YEARS] academic year, in accordance with the NUSU By-Laws Article 5.1;
- iv. That I authorize the Nipissing University Student Union (NUSU) to verify statements i. ii. and iii. above;
- v. Further, I agree to be bound by the rules of the Governing Documents of the Nipissing University Student Union (NUSU) and to abide by all the decisions of the Elections Committee.

Dated at North Bay, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
(Nominee)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Chief Returning Officer)



**[TYPE OF ELECTION] Elections [YEAR] Contact Form**

Please ensure this form is filled out in its entirety, as this will be the means for contact during the electoral process for information and questions.

**Nominee Name:** \_\_\_\_\_

**Nominee Email:** \_\_\_\_\_

**Nominee Phone/Cell Phone #:** \_\_\_\_\_

**Campaign Team Information***(if applicable):*

Name:	Email:	Phone Number:

---

(Nominee)

---

(Chief Returning Officer)



**All-Candidates Meeting Attendance Exemption Form**

*\*Must be submitted, no later, by [FULL DATE AND TIME]*

**Candidate's Name:** \_\_\_\_\_

**Reason for Not Attending:**

- Academic Engagement
- Family Event
- Employment
- Other: \_\_\_\_\_

**Campaign Team Member Replacement:**

\_\_\_\_\_

**Campaign Team Member Replacement Phone #:**

\_\_\_\_\_

We, the undersigned, acknowledge that the candidate is unable to make the scheduled "All-Candidates Meeting", and that the Campaign Team Member Replacement will be responsible for relaying all information to the candidate and their campaign team. Furthermore, the candidate acknowledges that any information missed as a result of lack of candidate's presence is not considered to be a valid excuse for the ignorance of the infractions.

---

(Candidate's Signature)

---

(Campaign Team Member Replacement's Signature)

**Election Committee Approval:**

- APPROVED
- DENIED

---

(Chief Returning Officer's Signature)

---

(Deputy Returning Officer's Signature)



**[TYPE OF ELECTION] Election [YEAR] - Student Signatures for Nomination**

Candidates *must* have, a minimum of [MINIMUM] signatures from students currently attending Nipissing University with a valid student number and student email address to be nominated.

	<b>Student Name:</b>	<b>Student #:</b>	<b>Student Email:</b>	<b>Student Signature:</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



