

NIPISSING UNIVERSITY STUDENT UNION



Elections 2020: Executive Information Package
Effective: February 2020

Information Package

This package will provide you with the necessary information to run in the NUSU Executive Elections for the 2020-2021 term. If you have any questions please contact elections@nusu.com.

Understanding The Role

As long as you are a student enrolled at Nipissing University you can run in the NUSU Executive Elections. You do not have to have previous experience with NUSU in order to run; however, if you are looking to meet with some of the executives or staff to find out more about the role you plan to run for, or about the organization itself, you can contact any of the following:

Hannah Mackie

President | president@nusu.com | 705 474 3450 x 4801

Taylor Sullivan

VP Finance & Administration | vpfinance@nusu.com | 705 474 3450 x 4440

Charlotte Foster

VP Advocacy & Awareness | vpadvocacy@nusu.com | 705 474 3450 x 4303

Shannon MacCarthy

VP Student Life | vpstudent@nusu.com | 705 474 3450 x 4884

Warren Lindsay

Director of Services | services@nusu.com | 705 474 3450 x 4884

Sarah McGowan

Director of Communications | communications@nusu.com | 705 474 3450 x 4303

Mira Hotte

Director of Finance | finance@nusu.com | 705 474 3450 x 4129

Rebecca Dubeau

Office Administrator | info@nusu.com | 705 474 3450 x 4801

You are able to contact any of these individuals from now **until March 6th** [when your election package is due].

Elections Committee [contact them throughout the campaign period]

Xander Winter (CRO), Hannah Mackie (DRO), Kirsten Cartwright, Natalie Muylaert and Shannon MacCarthy

elections@nusu.com

Important Dates:

These dates and times will not be changed. Should there be any issues please contact elections@nusu.com.

February 12th	After 9 am	Election Information goes out
March 6th	11 am	Election Nomination Package* is due at the NUSU Office (F205)
March 6th	3 pm	All-Candidates Meeting (mandatory) at the NUSU Office (F205)
March 9th - 18th	All day	Campaign period
March 11th	6:30 pm-9 pm	Executive Election Debate - Nipissing Theatre (F213) - (pending room availability - candidates will be notified of any changes by email, and the correct final information will be posted on our website and social media)
March 16th to 18th	9 am-11:59 pm	Voting period
March 19th	After 9 am	Election results

**Nomination package includes campaign materials, posters, platform and headshot. This will be due at 11 am and not accepted after that time; however, if there is an issue with anything provided the elections committee will contact you to have it fixed before the campaign period begins.*

Checklist

- Nomination Package (complete with 25 supporting signatures minimum)
- Platform
- Headshot (a photo which clearly shows your face)
- Posters and/or handbills
- Timetable/class schedule for the Winter semester of the 2019/2020 academic year

All-Candidates Meeting

This meeting will outline the general procedures of the election and provides candidates with vital information for their campaigns. The Chief Returning Officer will be present to answer any questions you may have and clear up any questions about policy.

All candidates **MUST ATTEND THIS MEETING**. Any candidate who is not present at this meeting, and has not provided written (or email) notification of their absence to the Chief Returning Officer (CRO)/Deputy Returning Officer (DRO) by March 5th at 11 am, will be automatically disqualified from the election. The All-Candidates meeting is on March 6th at 3 pm in F205.

The Campaign Period

The campaign period begins at 9am on Monday, March 9th, 2020. All campaigning must stop at 11:59pm on the last day of voting on Wednesday, 18th, 2020. All posters and handbill must be removed from campus by 10pm on Wednesday, March 18th, 2020. Failure to remove campaign related materials from campus by this time may result in demerits or disqualification.

Contact Information

Each candidate must provide a valid @community.nipissingu.ca email address in their nomination package. Notice of meetings, demerits, appeals and other election related information will be sent via email. It is strongly advised that candidates check their emails regularly. If you fail to check your emails you may not receive a demerit notification within 24 hours of the allotted time for appeals and will not have an opportunity to address it.

NUSU will maintain records of all communication in case of appeals or discrepancies. All communication will be kept confidential and only be shown to those who are required to see it and under NUSU's confidentiality agreement.

Demerits and Appeals

The policies and procedure for demerits are stated in the Elections Policy. If you receive a demerit, you will be notified by the CRO/DRO via email immediately. All information about the demerit will be recorded.

If you wish to appeal the demerit, you must provide your reasons in an email or a typewritten letter to the Chair of the Appeals Committee, or an elections official, by 4pm the following day. Further information regarding the Appeals Committee will be provided at the All-Candidates meeting.

Promotional Materials including Posters/Handbills

Information regarding promotional materials is outlined in the Elections Policy. If you have any doubts about where promotional materials may be placed, please consult an Elections Official.

Restrictions on promotional materials are as follows:

Posters must be placed in accordance with the Nipissing University poster

policy. You are required to submit a description of all poster locations to the Chief Returning Officer/Deputy Returning Officer or an Elections Official within 24 hours of placing said posters. A map will be provided at the All-Candidates meeting. You may do this via email. Locations for posters will be shown at the All-Candidates meeting as well as a tour of the school.

You are not allowed more than a total of 25 single-sided letter papers (8.5 x 11 inches) at any given time. This will be printed for you by the NUSU office.

The position for which you are applying for must be clearly visible on all promotional materials in correlation with the Elections Policy. You are allowed to mention that you are running in the Nipissing University Student Union (NUSU) elections; however, you are not allowed to use any NUSU logo/slogan.

Websites and Electronic Campaigning

The CRO has discretion over what electronic promotional materials constitute campaigning. As such, the CRO must be aware of and approve any electronic campaign materials before being posted online or the Candidate will receive a demerit and/or face possible disqualification. Should the Candidate disagree with the decision of the CRO, they may appeal said decision by contacting the Appeals Committee.

Facebook and other social media networking sites are permitted providing all Elections policies are adhered to and the CRO is provided with real-time ability to monitor content. Candidates must adhere to the policies outlining the use of social media under the Elections Policy. You may not use “group chats”, club pages or groups social media, sports pages or groups social media, or anything else that can be deemed “campaigning” unless approved by the CRO/DRO.

Approval of Promotional Materials

The CRO, or an Election Official, must authorize all campaign and promotional materials. Printed material will be stamped to show it has been approved.

All promotional materials handed in by the due date will be the only material printed and allowed by NUSU. Anything after that date will not be allowed unless there is an extenuating circumstance.

To have campaign materials approved please contact the CRO at elections@nusu.com.

Platform

Candidates are expected to provide a platform that lays out the following:

- Their experience and qualifications
- The reason why they're running
- Three goals they wish to achieve
- How they will improve, introduce or implement programs, campaigns or processes within the student union

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Spending Limits

Candidates are not permitted to spend any personal funds, or funds of others, on their campaign. Candidates do not have to pay for materials printed by NUSU. Candidates are not permitted to use any materials that have not been approved by the CRO or provided to them by the Elections Committee. Details of what will be provided will be discussed at the All-Candidates meeting. Use of any other material that has not been issued with written consent can result in demerit points or disqualification.

Campaign Team

Candidates are allowed to have a campaign team as long as they are:

1. Current Nipissing University students
2. Not on another campaign team
3. Not running for a position with the Executive Elections
4. Not a current NUSU Executive, Director-at-Large or Student Senator

A candidate's campaign team can be anywhere from 1-10 people. Candidates are to keep in mind that their campaign team will be held to the same standards as the candidate. This includes following the Elections Policy, and dress code within that policy (ex: not wearing NUSU items) etc.

Supplementary Code of Conduct

The following Code of Conduct is implemented as part of the Election Process and shall be considered an official Election Policy. Violation of this Code of Conduct is subject to demerits at the discretion of the Chief Returning Officer, the Deputy Returning Officer and/or the Appeals Committee, and these demerits may be cumulative. No element of this Code of Conduct may contravene or supersede the Elections Policies as ratified by the Nipissing University Student Union's Board of Directors but shall instead serve to further define what is considered acceptable conduct by Candidates during the Election Period.

All Candidates running for election, their agents and associated Campaign Teams shall:

- Be courteous, polite and respectful to the Electorate, the Elections Committee, the Appeals Committee, those Members currently in Office,

the staff of Nipissing University and the Nipissing University Student Union and other Candidates;

- Not harass or otherwise “aggressively campaign” towards any member of the Electorate regardless of whether or not they have chosen to exercise their vote;
- Refrain at all times from excessive profanity, slander, derogatory statements, or disrespecting the Election Process;
- Never issue, condone or otherwise endorse offensive statements regarding culture, race or group of persons;
- Not use the Student Union resources other than the provided material for electoral purposes unless explicitly permitted to do so by Policy or a mandate from the Appeals Committee;
- Do not campaign in the Student Union offices;
- Do not go past the tape on the floor inside the NUSU office for any reason;
- Not purposefully engage in behaviour that would result in a demerit being issued as outlined in Policy

Executive Election Debate

The Executive Election Debate will take place on Wednesday March 11th at 7 pm in the Nipissing Theatre (F213). ***pending approval*** The debate will be recorded and available to Nipissing University students and the general public to view during the campaign period.

Please note that the Nipissing University Student Union is a separate organization from the university.

If you are running unopposed you will still be required to answer questions and run your campaign to the best of your ability.

Results

Results will be released on Thursday, March 19th. You will receive an email right before the results are sent out. This will happen whether you are successful or not. The results historically go out before noon but that is not always the case. The results come directly from Nipissing University as NUSU does not have access to the voting platform.

Frequently Asked Questions - NUSU Executive Elections

1. Can I have another job while being an executive?

Part of the executive employment agreement reads: “You acknowledge and agree that during the currency of this agreement, you shall devote your full

working time and skills to your duties and responsibilities of employment and shall not be engaged in any other employment, self-employment, business, enterprise or any other activity that interferes with your duties and responsibilities contemplated herein or that is for the benefit of any person, corporation, or enterprise whose business interests are either competitive or in conflict with those of NUSU.”

So long as the other employment does not conflict with the above, then you are able to hold another job. However, it is not recommended.

2. How many courses do I have to take? How many courses am I allowed to take?

So long as you meet the membership requirements (outlined below), there are no minimum or maximum course load restrictions. If you are in an executive position, it is suggested that you take a reduced course load, however, it is not necessary.

3. If I have a planned vacation already booked for next summer for two weeks what happens?

NUSU executives receive ten (10) paid vacation days throughout their term. Vacation must be approved by the executive team. The employee can also take unpaid time off if approved by the executive team.

4. What happens if I get sick?

NUSU employees receive ten (10) paid sick days per term. Any sick days taken beyond this are unpaid and require medical documentation. Medical documentation is also needed if a part-time employee misses two consecutive shifts (three consecutive days for full-time employees).

5. What rights do I have?

As a member of NUSU, you are entitled to the following rights and privileges:

- a) vote in all elections and referenda associated with NUSU;
- b) hold an office or position of employment within NUSU subject to any restrictions of the office or position, as determined by the Act and/or the NUSU Governing Documents;
- c) to attend, move or second motions, speak for or against any motion and vote at a properly constituted general, special, and annual general meetings, as well as, any forum deemed to be open with speaking rights at the discretion of the Chair of the said meeting, and/or subject to NUSU's Governing Documents;
- d) to review reports that relate to the workstreams of Individual Board Members, and pertain to their defined duties and responsibilities;

e) to have access to view documents in accordance with the Act; and
f) to gain admission to and/or actively participate in any event and/or program sponsored by NUSU or its agents, subject to any restrictions imposed by law or by NUSU on the particular event and/or program.

6. What if I'm on placement and can only do office hours at home during my placement?

All work must be done during the hours of operation unless approved in writing by the executive team. Executives can request to incur time-in-lieu for any work done outside of these hours, such as meetings and conferences. The time-in-lieu policy can be found on the NUSU website.

7. What are benefits of becoming an executive?

Each executive is entitled to one (1) vote on NUSU's Board of Directors, the Executive Committee and any other subcommittees in which they sit. They have the opportunity to serve the student body in its largest capacity, often serving as voting members of the Nipissing University Academic Senate and Board of Governors. Student executives also represent the student's voice on committees within the university such as the alumni advisory board, joint health, and safety committee, ancillary fees committee and various search committees. This role is a great opportunity for personal and professional growth and an opportunity to interact with various other student leaders.

8. What support/training will I receive?

It is recommended that the elected individual complete a minimum of twenty-five (25) hours of shadowing before they commence their term. This includes meeting with individuals within NUSU, Nipissing University, and the North Bay community, as required. Each incoming executive will also receive a transition document from their predecessor outlining important information and contacts for their term.

9. Is there an age limit to be an executive?

There is no maximum age, however each executive and director-at-large must be the age of majority. "Age of Majority" means eighteen (18) years old or such other age as may be designated as the age of majority from time to time under the Age of Majority Act.

10. Can I be a Bachelor of Education/graduate student/Canadore policing student and an executive?

Membership of the Corporation shall consist of any registered student of the University who is enrolled in at least one course, and who has paid the fees prescribed by NUSU from time to time, and who is in good standing with the Corporation. As outlined under the question about what rights you have as a member, so long as you meet the criteria of a member, then you can, indeed, hold a position in office. For policing students (fourth-year criminal justice), so long as you pay NUSU ancillary fees, you are a member of the corporation, and therefore can hold a position in office. If you are exclusively at the Commerce Court campus and do not pay any NUSU fees, then you cannot hold a position in office. If this is the case, you may choose to take an elective at Nipissing in order to be eligible.

11. *What experience do I need for an executive job?*

No formal job experience is required. Each executive must:

- (1) be a current student at Nipissing University (as per NUSU by-laws),
- (2) be in good standing with Nipissing University and NUSU,
- (3) be at least eighteen (18) years of age, and
- (4) not be an undischarged bankrupt nor a mentally incompetent person.

12. *Is there a particular field of study needed for a certain executive job?*

There is no required program for each executive role.

13. *What is the difference between a NUSU executive and a Director?*

Executive positions are paid and are responsible, on behalf of the Board, for the day-to-day operations of the Corporation. The executive team reports to the Board, updating them on the tasks they have completed and to seek final approval on major decisions. Director-at-Large is a volunteer position, however, they are the highest authority in NUSU's organizational structure.

14. *What is the salary of a NUSU executive?*

The Vice-Presidents are expected to work 40 hours/week during the summer months (May-August) and 20 hours/week during the academic school year. The Vice-Presidents currently receive \$23,000 per annum worked.

A Brief Overview of Positions Open for Election

The following is a brief description of the positions within the Student Union available for Election during this Elections Period. The Elections Team would like to remind Candidates that this is by no means a complete list of responsibilities or a full description of the positions listed below. You are encouraged to do your own research before running for election.

- **Vice President Finance and Administration:** As the Treasurer of the Corporation, the head of the Finance and Administration department, and the supervisor of the Student Health Plan, the Vice-President, Finance and Administration is primarily focused on the financial and administrative components of NUSU. This includes the construction of the annual budget, ensuring that proper accounting procedures are in place, addressing student concerns related to the Health Plan, and any other recommendations regarding finances and the Health Plan. The individual, who reports to both the Board of Directors, and the Executive Committee, shall be highly motivated, have the ability to commit to a cooperative work environment, demonstrate organizational skills, have an exemplary work ethic, and demonstrate to not only have interpersonal skills, but to build connections with others while creating a supportive team atmosphere.

Remember that your campaign is a reflection of you as a person and your suitability as a Student Representative. Please exercise common sense and good judgment in making this Election fair for all Candidates.