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Nipissing University Student Union

Director-at-Large/Student Senator Nomination Package 2017/2018

Nominations Open: September 11th, 2017 at 9:00am

Nominations Close: September 15th, 2017 at 4:00pm

Packages must be handed in by 4:00pm to the NUSU Reception Desk at the NUSU Office. No late submissions will be permitted.

All-Candidates Meeting: September 15th, 2017
Location: NUSU Office (F204), at 5:00pm

Attendance at the All-Candidates Meeting is mandatory!

Positions Available:

Three (3) Director-At-Large Positions
Applied & Professional Studies Student Senator
Education Student Senator
Graduate Studies Student Senator

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 **September 15th, 2017 at 5:00pm** for the All-Candidates Meeting!

Best of luck,
The Elections Committee

Cooper Allen, Chief Returning Officer (CRO)
vpgovernance@nusu.com

Tyrel Somerville, Deputy Returning Officer (DRO)
vpcommunications@nusu.com

Daniel Goulard, Election Official
dgoulard758@community.nipissingu.ca



Melissa Richardson, Election Official
mhrichardson594@community.nipissingu.ca

The Elections Committee can also be contacted via email at elections@nusu.com.

Important Dates

Nominations Open:	September 11th, 2017	at 9:00am
Nominations Close:	September 15th, 2017	at 4:00pm
All Candidates Meeting:	September 15th, 2017	at 5:00pm
Campaign Period Open:	September 18th, 2017	at 9:00am
Campaign Period Close:	September 27th, 2017	at 11:59pm
Online Voting Dates:	September 25th, 2017	at 9:00am
	September 27th, 2017	at 11:59pm

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. Any eligible member can run for both a Director-At-Large position and a Student Senator position. A student who wants to submit their candidacy for a Student Senator position must run for the position of their own faculty.
3. During the nomination process, potential candidates may communicate their platform, on a one-on-one verbal basis with potential nominators.
4. 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 September 15th, 2017; 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.
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 September 15th, 2017 at 4:00pm

1. Acknowledgement and Authorization
2. Contact Form
3. All-Candidates Meeting Attendance Exemption Form (if necessary)
4. All Student Signature pages – 10 signatures

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. These documents can be found at nusu.com and will be emailed out following 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 / concerns can be directed to the Elections Committee at elections@nusu.com.

General Rules:

1. No candidate shall slander another candidate or produce campaign materials that are libelous towards any other candidates.
2. No candidate shall show support towards other candidates for ANY position.
3. No candidate may use NUSU resources during the course of their campaigning.
4. Candidates may not use the NUSU logo 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 Elections 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 (included below). Tables will be permitted in hallway outside The Campus Bookstore for the duration of the campaign period.
8. Expenses of all campaign materials for each candidate must be recorded on the attached budget form, which is to be handed in to the NUSU Reception Desk by no later than **12:00pm (noon) on September 27th, 2017.**
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, director or executive 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 on September 18th, 2017 at 9:00am and all campaigning will cease on September 27th, 2017 at 11:59pm.

Poster Rules:

1. Candidates must submit all campaign poster designs to the Elections Committee for approval at elections@nusu.com. 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 elections@nusu.com no later than September 15th, 2017 at 4:00pm. 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 fifty (50) 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.
- d. 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.
- e. Candidates must remove their posters NO LATER than September 27th, 2017 at 5:00pm.

Handbill Rules:

1. Candidates must submit electronic copies of all handbill designs to elections@nusu.com for approval before September 15th, 2017 at 4:00pm. After this point, handbills will be accepted; however, they will not be cleared for distribution until approved.
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.

Facebook Rules:

1. Candidates will be permitted one (1) Facebook event page and one (1) group page, if they so choose, and are permitted to send an unlimited number of messages / posts to the page.
2. Candidates are permitted to use their personal Facebook pages to campaign.
3. Candidates must provide a link to the election information on www.nusu.com on all Facebook pages in which they will advertising.
4. Facebook event pages must cease to exist seven (7) days after the election has been completed.
5. Candidates may not "like", "follow", or "join" any other candidate's pages, so to not endorse other candidates.
6. Candidates are permitted to use the "boosting" function of Facebook pages and posts if they chose to do so, however they must include the dollar amount to use this function in their overall campaign budget.

Twitter Rules:



1. Candidates 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. If a candidate chooses to create a Twitter account for the sole purpose of campaigning, that account must cease to exist within seven (7) days after the completion of the election.
4. 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 Elections Committee for approval. The committee will review the video and either approve or deny 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 verbal, physical and digital actions of their campaign team.
2. Candidates must submit the names, if any, of all campaign team members no later than 4:00pm on September 15th, 2017.
3. Changes, if any, to a candidate’s campaign team must be submitted immediately in writing (email) 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. Any money spent on a campaign will not be reimbursed by NUSU.
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 CRO and DRO no later than **12:00pm (noon) on September 27th, 2017**. These accounts must include a written receipt or bill for each separate item of campaign material. A strike will be given if no receipts are provided.

Violation of Campaign Rules:

1. Charges of violations shall be submitted in writing to the Elections Committee who shall rule on the charge. The Elections Committee may also lay charges of violations of campaign rules on its own initiative.
2. Charges of violation must be laid in writing by the close of voting period to the Chief Returning Officer (CRO). If charges are laid after the voting period is closed, the Elections Committee shall make inquiries and/or disciplinary action where necessary.
3. The Elections Committee shall meet accordingly to discuss any charges of violations, and to decide on the appropriate actions to be taken.
4. 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.
5. 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 six (6) hours after the email is sent. The email must inform the candidate of their right to appeal.
6. 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.
7. 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 campaign spending over the maximum limit of \$200.00.
 - 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.
8. 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. 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 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 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.

Residence Rules for Campaigning:

The following information is the rules that have been established and enforced by the representatives from the Nipissing University Residences in regards to any candidate who wishes to campaign in any of the residence complexes while in a NUSU election. The rules are as follows:

In order to campaign or promote a candidate, all NUSU candidates are allowed to book a table to sit at in each residence complex. This can be completed by either emailing Martin Holmes, martinh@nipissingu.ca who is the *Supervisor, Residence Services* or by filling out a Residence Room Booking Form which will then automatically be sent to the Front Desk Clerk of the complex where the candidate would like to book a table. The Front Desk Clerk will then contact the candidate wanting to book to confirm that it is possible.

All NUSU candidates are allowed to have a poster posted in the lobby of each residence complex if approved by a member of the Residence Life Management Team. This can be done by dropping the poster off at any residence complex and asking for it to be reviewed and approved. All posters will be placed in a designated area of the lobby - which is up to the discretion of residence staff. No posters can be posted on student doors or outside of the designated lobby area. No soliciting can happen in residence (i.e. going door to door to solicit votes). We have secure buildings and houses and soliciting is against the Residence Community Living Standards. The posters cannot be larger than 8_{1/2} x 11 because of the limited space that we have in our lobbies to hang paper advertisements based on fire regulations.

Social Media: residence has complex Facebook groups that are meant for community members only. No NUSU candidate is permitted to individually post in those groups. Should NUSU want to send us a general 'here are all the candidates' post just to let students know there are elections, the group administrators could post that with approval.

Any candidate who is in violation of such rules stated above will face disciplinary action that will be determined by the Elections Committee.



Acknowledgement and Authorization

I, _____, being a nominee for the position of (circle all that apply):

- Director-At-Large
- Applied & Professional Studies Student Senator
- Education Student Senator
- Graduate Studies Student Senator

of the Nipissing University Student Union (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 2017/2018 academic year, in accordance with the NUSU By-Laws Article 5.1;
- iii. That I authorize the Nipissing University Student Union (NUSU) to verify statements (i) and (ii) above;
- iv. 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 in North Bay, this _____ day of _____, 2017.

(Nominee)

(Witness)

(Chief Returning Officer)



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Nipissing University Student Union

Director-At-Large/Student Senator Elections 2017/2018 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 Nipissing Email: _____

Nominee Phone/Cell Phone #: _____

Campaign Team Information *(if applicable):*

Name:	Email (@community.nipissingu.ca):	Phone Number:

(Nominee)

(Chief Returning Officer)



All-Candidates Meeting Attendance Exemption Form

**Must be submitted, no later, than 12:00pm (noon) on September 15th, 2017*

Candidate's Name: _____

Reason for Not Attending (circle one):

- 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)



Director-At-Large/Student Senator Election 2017/2018 - Student Signatures for Nomination

Candidates *must* have a minimum of ten (10) signatures from students currently attending Nipissing University with a valid student number and Nipissing student email address to be nominated. Signatures will not be counted for ANY students who use an address other than their Nipissing student email.

	Student Name:	Student #:	Nipissing Email: @community.nipissingu.ca	Student Signature:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Director-At-Large/Student Senator Election 2017/2018 Budget Form

Please keep track of all expenditures and hand this form in to the NUSU Reception Desk no later than *12:00pm on September 27th, 2017*. Candidates will not be reimbursed for this spending.

Item/Description	Sub-Total	HST	TOTAL
		Total Initial Costs:	
		Total HST:	
Note: \$200.00 Budget		Total Financing:	

I, the below signee, acknowledge that this budget form is, to the best of my knowledge and ability, a proper representation of the expenses incurred during my campaign.

 (Candidate Signature)