

NIPISSING UNIVERSITY STUDENT UNION



**Nominations Package  
for  
Director/Senator Positions**

**Effective: February 15<sup>th</sup>, 2019**

**The Nomination Package**

Within this package you will find important information regarding candidacy and campaigning in the 2019-2020 election. The **MANDATORY** All-Candidates meeting is to be held on Friday, March 8<sup>th</sup>, 2019 at 4:30pm. It is **your** responsibility as a candidate to know and understand the information within this document, as well as policies and procedures governing elections and any supplemental policies that may be introduced by the Student Union regarding elections.

If you have any questions, comments, or concerns please contact the Elections Committee at **[elections@nusu.com](mailto:elections@nusu.com)**

*NOTE: A supplemental package containing the current election policies and bylaws are available on our website at [www.NUSU.com/elections2019](http://www.NUSU.com/elections2019)*

### **Important Dates**

Package Released: Friday, February 15<sup>th</sup>, 2019

Nomination Period: Monday, February 25<sup>th</sup>, 2019 - Friday, March 8<sup>th</sup>, 2019

Nomination Package, Campaign Materials, Posters, Platform & Photo Due:  
Friday, March 8<sup>th</sup>, 2019 at 3:00pm (NUSU Office - F205)

Campaigning Period: Monday, March 11<sup>th</sup>, 2019 - Wednesday, March 20<sup>th</sup>, 2019

Voting: Monday, March 18<sup>th</sup>, 2019 at 9:00am - Wednesday, March 20<sup>th</sup>, 2019 at 11:59pm

Announcement: Thursday, March 21<sup>st</sup>, 2019

## **From the Elections Committee**

Candidates,

Congratulations on taking the first step towards becoming a representative for your fellow students at Nipissing. Nipissing students are known throughout the province as being strong leaders that foster a positive and effective working relationship with the university. It is due to this level of professionalism that we are able to accomplish objectives that truly serve the best interest of students.

The position does come with a great deal of responsibility and can be extremely challenging at times. The responsibility is yours to truly represent students in all that you do. This position offers a tremendous personal opportunity and the ability to make changes at Nipissing that will benefit students for years to come.

As a committee, we are responsible for maintaining the integrity of the Board of Directors' policies. It is our duty to oversee the entire electoral process and facilitate the Appeals Committee. If you are unfamiliar with anything that pertains to the election, policies or appeals feel free to talk to any member of NUSU or email us at [elections@nusu.com](mailto:elections@nusu.com). We are here to make sure that everyone has an equal and fair chance to represent students.

No one can predict exactly how things will turn out, but we are excited to take a lead role in the process. This will be challenging at times, but it is also incredibly rewarding if you put the effort into it. Focus on yourself as a candidate and not your opposition. It is your job to demonstrate to students that you will be a good leader for them. From there, the decision is theirs.

It takes a great deal of courage to step forward and open yourself up to public scrutiny. Having all been candidates in the past, we have nothing but admiration for that. We would like to wish you all the best of luck throughout the entire electoral process. Regardless of the results, be sure to step back and enjoy yourselves!

Sincerely,

Elections Committee  
On Behalf of the Board of Nipissing University Student Union

Dan Goulard (Chief Returning Officer)  
Andrew Wood (Deputy Returning Officer)  
Charlotte Foster (Elections Official)  
Parker Anderson (Elections Official)

## **From the Chief Returning Officer**

Candidates,

On behalf of the Elections Team, I would like to thank you for your interest in running for election to a position in the Nipissing University Student Union Executive Committee.

As the Chief Returning Officer for the election, I am responsible for the general conduct and execution of the election. In cooperation with the Elections Committee, Deputy Returning Officer, and the Executive Committee, a fair and equitable election process can be ensured. I understand the importance of my role in assisting candidates and their teams through the campaign process, but also I recognize the responsibility of the candidates in ensuring a fair playing field.

Candidates, you have the duty of ensuring that a professional approach is taken throughout the election process. It is your responsibility to follow the rules and regulations as outlined by the Student Union Policies on Elections and the Nipissing University Code of Rights and Responsibilities. Respectful campaigning during this election will ensure a positive experience for all who are involved. A deep understanding of the policies that govern your particular election is crucial in order for a smooth campaign period to occur. These elections are a time for a constructive dialogue about how you would give back to the students you will represent.

Your attention to policy and your patience will be greatly appreciated as the Election Team does its best to help you in your pursuit of election. Most of you are reading this right now because you are passionate about the student experience and what students deserve. While I am aware passion can get the most of anyone, it is important to remember that this is a valuable opportunity for learning, growing and giving back. However, it is my hope that you enjoy this process and have fun. Take the issues and your candidacy seriously, but do not shy away from enjoying this unique experience.

Please remember that you **MUST ATTEND THE ALL CANDIDATES MEETING** at **4:30pm** on **FRIDAY, March 8<sup>th</sup>, 2019** in the NUSU office F205 and are encouraged to bring your campaigns team if applicable. Should you have any questions or concerns, please contact me at [president@nusu.com](mailto:president@nusu.com).

I wish you all the best of luck with your campaign efforts over the next few weeks. Please feel free to email or speak to me if you have any questions, concerns or suggestions regarding the election process.

Sincerely,

Dan Goulard, Chief Returning Officer (CRO) - [president@nusu.com](mailto:president@nusu.com)

### **Close of Nominations**

The entire Nomination Package must be completed in full and returned to the NUSU office by **Friday, March 8<sup>th</sup>, 2019** at **3:00pm**. If the forms have not been submitted by that time then your nomination will be considered **invalid**.

### **Platforms, Headshots, Posters & Handbills**

A platform, headshot and any planned promotional material must be submitted via email to the Elections Committee at elections@nusu.com by **3:00pm on Friday, March 8<sup>th</sup>, 2019**.

### **Timetable/Class Schedule**

Each candidate is required to submit their timetable/class schedule for the Winter semester of the 2018-2019 academic year with their other promotional materials via email to the Elections Committee at elections@nusu.com by **3:00pm on Friday, March 8<sup>th</sup>, 2019**.

### **All-Candidates Meeting**

This meeting will outline the general procedures of the election and provides potential candidates with vital information for their campaigns. The Chief Returning Officer/ Deputy 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/ Deputy Returning Officer at least 24 hours prior to the meeting will be **automatically disqualified from the election**.

The All-Candidates meeting will take place **Friday, March 8<sup>th</sup>, 2019 AT 4:30pm in F205 NUSU office**.

### **The Campaign Period**

The campaign period begins at **9:00am on Monday, March 11<sup>th</sup>, 2019**. All campaigning must stop at **11:59pm** the day voting closes on **Wednesday, March 20<sup>th</sup>, 2019**. Campaigning before this period as well as failing to remove all campaign related materials, both hard copies and digital, within 24 hours after the polls close may result in **demerits or disqualification**.

### **Contact Information**

Each candidate must provide a valid @community.nipissingu.ca e-mail address in their nomination package. Notices of meetings, demerits, appeals, and other election related information will be sent via email. It is strongly advised that Candidates check their emails very 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 any 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 Chief Returning Officer/Deputy Returning Officer 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 J'aime Brunet, or an elections official by **4:00pm** the following day. You may email the Chair of the Appeals Committee at **appeals@nusu.com** or leave a typewritten letter at the front desk in the NUSU office in F205.

It is **your** responsibility to ensure that you are following up on any violations, demerits, and appeals.

**NOTE:** A Candidate may be **disqualified** if they receive **3** demerit points.

### **Promotional Materials**

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.

### **Posters/Handbills**

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.

You are allowed no more than a total of 25 single-sided letter paper (8.5x11) at any given time.

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 but you are not allowed to use any NUSU logo/slogan.

### **Websites and Electronic Campaigning**

The Chief Returning Officer (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 as noted elsewhere in this document.

Websites, including links provided to the Candidates by the Student Union, must be authorized by the CRO prior to being available online. Facebook and other social 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**.

### **Approval of Promotional Materials**

The CRO or an Election Official must authorize all campaign and promotional materials. Please ensure that all campaign material has a clear space to be stamped. Any printed material that cannot be stamped will not be approved by the Elections Team.

All promotional materials handed in by the due date will be the only material printed and allowed by NUSU.

To approve campaign materials, contact the CRO at **elections@nusu.com**

### **Spending Limits**

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.

### **Supplementary Code of Conduct**

All candidates running for election and associated campaign teams shall:

- Be courteous, polite and respectful to the electorate, other candidates and their campaign teams, the Elections Committee, the Appeals Committee, executive members and director members currently serving in office, the staff of NUSU and the staff at Nipissing University;

- Refrain from harassment or otherwise “aggressive campaigning” towards any member of the student body or electorate regardless of whether or not they have chosen to exercise their vote;
- Refrain from slander, defamation of character, harassment, verbal or physical abuse, threats, sabotage of other campaigns;
- Refrain at all times from excessive profanity, slander, derogatory statements, or disrespecting the election process;
- Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons;
- Not use NUSU resources for electoral purposes unless explicitly permitted to do so by policy or a mandate from the Elections Committee;
- Not purposefully engage in behaviour that would result in a demerit being issued as outlined in policy;
- Not campaign in the NUSU office at anytime;
- This includes not entering the outlined area of the NUSU office during the campaigning period as determined by the Elections Committee;
- Follow Nipissing University’s Code of Student Rights and Responsibilities at all times.

**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.**



**Acknowledgement and Authorization**

I, \_\_\_\_\_, being a nominee for the position of \_\_\_\_\_ 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;
- ii. That I am currently enrolled in at least one course at Nipissing University in the 2019/2020 academic year and will be enrolled in at least one course per semester for the 2019/2020 academic year, and am therefore a member of the Nipissing University Student Union, in accordance with the NUSU By-Laws Article 5.1;
- iii. That I authorize NUSU to verify statements (i) and (ii) above;
- iv. Further, I agree to be bound by the rules of the Governing Documents of the NUSU and to abide by all the decisions of the Elections Committee.
- v. That I further verify that I am at least 18 years of age at the time of signing this document.

Dated in North Bay, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

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

**Elections 2019/2020 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 Student Email:** \_\_\_\_\_

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

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

<b>Name:</b>	<b>Email (@community.nipissingu.ca)</b>	<b>Phone Number</b>

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

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

**All-Candidates Meeting Attendance Exemption Form**

*\*Must be submitted no later than Friday, March 8<sup>th</sup>, 2019 @ 3:00pm.*

**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 any infractions.

\_\_\_\_\_  
(Candidate's Signature)

\_\_\_\_\_  
(Campaign Team Member Replacement Signature)

**Elections Committee Approval:**

- APPROVED
- DENIED

\_\_\_\_\_  
(Chief Returning Officer's Signature)

\_\_\_\_\_  
(Deputy Returning Officer's Signature)

**Election 2019/2020 - 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. Although you only require ten (10) signatures you are allowed to submit more to ensure that all entries are valid.

	<b>Student Name</b>	<b>Student #</b>	<b>Nipissing Email (@community.nipissingu.ca)</b>	<b>Student Signature</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

***THIS FORM MUST BE RETURNED TO THE STUDENTS UNION OFFICE FRONT DESK BY Friday, March 8<sup>th</sup>, 2019 @ 3:00pm***

**Social Media Campaigning Disclosure Form**

I, \_\_\_\_\_, will be using the following accounts on social media during the campaign period for the 2019/2020 NUSU Position of \_\_\_\_\_.

Personal Facebook Page:	
Facebook Campaign Page:	
Snapchat:	@
Instagram:	@
Twitter:	@
Other:	