

NIPISSING UNIVERSITY STUDENT UNION



**Elections 2020: Director/Senator Information Package**  
**Effective: August 2020**

*The entirety of this election will be online. There will be no campaigning in-person on campus including residence and the athletics centre.*

## Information Package

*This package will provide you with the necessary information to run in the NUSU Director/Senator Elections for the 2020-2021 term. If you have any questions please contact [elections@nusu.com](mailto:elections@nusu.com).*

### **Understanding The Role**

As long as you are a student enrolled at Nipissing University you can run in the NUSU Director/Senator Elections. You do not have to have previous experience with NUSU in order to run; however, you may meet with any of the members of the Elections team ahead of time to find out more information. They are:

#### **Ward Loveday, Acting CRO**

VP Finance & Administration | [vpfinance@nusu.com](mailto:vpfinance@nusu.com)

#### **Hannah Mackie, Acting DRO**

President | [president@nusu.com](mailto:president@nusu.com)

#### **Charlotte Foster, Elections Committee Member**

Director-at-Large | [cmfoster355@my.nipissingu.ca](mailto:cmfoster355@my.nipissingu.ca)

#### **Patrick Bethune, Elections Committee Member**

Director-at-Large | [pcbethune974@my.nipissingu.ca](mailto:pcbethune974@my.nipissingu.ca)

#### **Rebecca Dubeau**

Office Administrator | [info@nusu.com](mailto:info@nusu.com)

September 3rd	After 9 am	Election Information goes out
September 17th	10am	Election Nomination Package* is to be sent to <a href="mailto:elections@nusu.com">elections@nusu.com</a> .
September 18th	10am or 3pm	Zoom links will be sent to candidates after receiving their package. If you are unable to make these times please contact the CRO to make accommodations.
September 21st-25th	All day	Campaign period
September 24th + 25th	9 am - 11:59 pm	Voting period
September 28th	After 9 am	Election results

*\*Nomination package includes campaign materials: graphics, platform and headshot. This will be due at 10 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 (completed with the information of 10 supporters)
- Platform
- Headshot (a photo which clearly shows your face)
- 1-2 square graphics (1080px x 1080px)\*
- 1-2 Instagram story graphics (1080px x 1920px)\*

*\*It is up to your discretion to create your own graphics; however, this is not mandatory. Any graphics created after September 17th will not be recognized by the committee.*

### **All-Candidates Meeting**

This meeting will outline the general procedures of the election and provide 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 A MEETING**. Any candidate who does not attend one of the provided times , and has not contacted the CRO for alternative arrangements by **September 17th at 1pm**, will be automatically disqualified from the election.

### **The Campaign Period**

The campaign period begins at 9am on Monday, September 21st. All campaigning must stop at 11:59pm on the last day of voting on Friday, September 25th.

### **Contact Information**

Each candidate must provide a valid @my.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 ([vpadvocacy@nusu.com](mailto:vpadvocacy@nusu.com)) by 4pm the following day. Further information regarding the Appeals Committee will be provided at the All-Candidates meeting.

### ***Promotional Materials***

Information regarding promotional materials is outlined in the Elections Policy. If you have any doubts about placement or content, please consult an Elections Official.

All promotional materials are to be online only. There will be no in-person campaigning on campus including residence and the athletics centre.

### ***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” created for university or NUSU student related activities, club pages or groups social media, sports pages, 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. All promotional materials sent in by the due date will be the only material printed and allowed by NUSU.

Due to this election being completely online, all online graphics and materials are included in the campaign materials package and will be held to the same standard as physical materials. Anything after that date will not be allowed unless there is an extenuating circumstance. All campaign materials must be handed in by 10am on September 17th.

## **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 and how they will go about achieving them

Font: Montserrat or Arial: 12 Point

You may use graphic creation websites or apps when creating your platform (e.g. Canva, PosterMyWall etc.)

## **Spending Limits**

Candidates are not permitted to spend any personal funds, or funds of others, on their campaign. 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**

The following Code of Conduct is implemented as a part of the Election Process and shall be considered an official part of the 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:

- 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;

- Not purposefully engage in behaviour that would result in a demerit being issues as outlined in Policy

### **Results**

Results will be released on Monday, September 28th. 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 Director Elections**

### ***1. What is the time commitment of being a Director?***

This position is whatever you want to make it. It is expected that directors attend the monthly Board of Directors meeting, that are about two to three hours long. On top of that there are a variety of committees that are open for directors to sit on if they wish to participate depending on their interests. The committees are a great way to build your resume and branch out to different experiences in the university.

### ***2. Is being a Director RSD approved?***

Holding a position of a Director-at-Large is an RSD approved activity.

### ***3. What if I am living outside of North Bay for the semester?***

As a director, you have the ability to call into meetings through Zoom, Google Hangouts or other determined means of video conferencing. Being in a different city for the semester should not prove to be an issue.

## **A Brief Overview of the Director Position.**

Being a director is a great way to develop professional skills and begin to build connections through the university. This position also provides the opportunity to work on meaningful projects and explore the student movement. In this position you would be responsible for ensuring that the students interests are being reflected in the actions of the student union in an objective way. This can happen through a variety of channels, and it is up to you to utilize this position to build

your skills and advocate for students in your own way.

## **Frequently Asked Questions - NUSU Senator Elections**

### ***1. What is the time commitment of being a Senator?***

During the school year, the Senate meets once a month and is typically two hours. Outside of these monthly meetings, there are a variety of committees you can participate in and have important discussions around program changes, and the academia of the university.

### ***2. Is being a Senator RSD approved?***

Holding a position of a Student senator is an RSD approved activity.

### **A Brief Overview of the Senator Position.**

Being a senator is a great way to develop professional skills and begin to build connections through the university. This position also provides the opportunity to work on meaningful projects and explore the student movement. In this position you would be responsible for ensuring that the students interests are being advocated for and heard in regard to the academic processes and environment of the university. This can happen through a variety of channels, and it is up to you to utilize this position to build your skills and advocate for students in your own way.

If there are any questions on what the position entails more specifically, do not hesitate to reach out to the Elections Committee at [elections@nusu.com](mailto:elections@nusu.com).

**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.**