

NIPISSING UNIVERSITY STUDENT UNION



**Executive Information Package
Effective: December 2020**

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

Information Package

This package will provide you with the necessary information to run in the NUSU Executive Elections for the 2021-2022 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, you may meet with any of the members of the Elections team ahead of time to find out more information. They are:

Hannah Mackie, Chief Returning Officer (CRO)

President | president@nusu.com

Charlotte Foster, Deputy Returning Officer (DRO)

Director-at-Large | cmfoster355@my.nipissingu.ca

Shannon MacCarthy, Elections Committee Member

Executive | vpstudent@nusu.com

Aamil Mohammed Ferhath, Elections Committee Member

Director-at-Large | amferhath748@my.nipissingu.ca

Sarah McGowan, Staff Member

Director of Communications | communications@nusu.com

December 2nd	After 9 am	Election Information goes out
January 20th	11am	Election Nomination Package* is to be sent to elections@nusu.com .
January 22nd	12:30 p.m. or 3:30pm	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.
January 25th- February 3rd	All day	Campaign period
February 1st - 3rd	9 am - 11:59 pm	Voting period

February 4th or 5th	After 9 am	Election results
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Checklist

- Nomination Form (completed with the information of 25 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 your responsibility to create your own graphics. The above checklist outlines the minimum for submission. Any more graphics than outlined above are acceptable, but must be submitted with the other materials on the deadline. If you need assistance with creation - Canva has the graphic templates outlined above. Any graphics created after January 20th 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 **January 20th at 1pm**, will be automatically disqualified from the election.

The Campaign Period

The campaign period begins at 9am on Monday, January 25th. All campaigning must stop at 11:59pm on the last day of voting on Wednesday, February 3rd.

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 to the Chair of the Appeals Committee (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, the library, 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 materials 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 **11am on January 20th**.

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 a plan to achieve them

Font: Montessarat 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 funds 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 between Thursday, February 4th and Friday, February 5th. 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 completes 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

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 President is expected to work 40 hours/week during the summer months (May-August) and 25 hours/week during the academic school year. The President currently receives \$26,260 per annum worked.

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 \$23,230 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.

- **President:** As the Chief Executive Officer of the Corporation, the President is primarily focused on the general management and supervision of the Corporation and is the overseer of general governance and legal affairs of the organization. Additionally, the President acts as the primary liaison between prominent members of the University, the Canadian Federation of Students (CFS), government officials at the federal, provincial and the municipal level and the North Bay Community to represent and advocate for all the students of Nipissing University. 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.
- **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.

- **Vice-President Advocacy and Awareness:** As the Secretary of the Corporation, the head of the Communications department, the Vice-President of Advocacy and Awareness is primarily focused on the advocacy of academic needs for the student body, Chief Student Senator within the Nipissing University Academic Senate, the creation and overseeing of the NUSU student calendar, the NUSU website, social media platforms, public and media relations, and the implementation of awareness campaigns. 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.
- **Vice-President Student Life:** As head of the department of Services, the Vice-President, Student Life is primarily focused on the planning of Frosh Week, organizing transition and orientation days, directing and facilitating academic and social events, managing the student food bank, overseeing student clubs, and is in charge of supervising elections as the Chief Returning Officer. 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.

For more information about job descriptions please go to nusu.com/elections.

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.

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.