

NIPISSING UNIVERSITY STUDENT UNION



**Director/Senator By-Election Information Package  
(2023)**

**This election will be entirely online.**

## **Information Package**

*This package will provide you with the necessary information to run in the NUSU Director/Senator Election for the 2023-2024 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 currently enrolled at Nipissing University in good standing, you can run in the NUSU Director/Senator Election. 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:

Riley McEntee	Chief Returning Officer (CRO)	<a href="mailto:president@nusu.com">president@nusu.com</a>
Em Cooke	Deputy Chief Returning Officer (DRO)	<a href="mailto:vpfinance@nusu.com">vpfinance@nusu.com</a>
Kaia Quan-Heffron	Director-at-Large	kequanheffron234@my.nipissingu.ca
Anna Brownlee	Director-at-Large	aebrownlee866@my.nipissingu.ca
Jorja Watson	Staff Member	jjwatson872@my.nipissingu.ca
Sarah McGowan	Director of Communications	communications@nusu.com
Nicole Seeley	Office Administrator	info@nusu.com

September 21st	11 am	Nomination Period Ends  Election Nomination Form and materials* are to be sent to <a href="mailto:elections@nusu.com">elections@nusu.com</a> . No form and materials will be accepted after this time. You will receive a confirmation email once your form and materials have been successfully received.
September 22nd	8:30am or 1pm	All-Candidates Meeting - Zoom links will be sent to candidates after receiving their form and materials. This is mandatory to attend *

September 25th	9 am	Campaign Period Begins
September 28th	9 am	Voting Begins
September 29th	11:59 pm	Campaign Period Ends   Voting Ends
October 3rd	-	Results will be announced

### **Checklist**

- Nomination Form (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 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 **September 21st** 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** on **Friday, September 22nd**. Any candidate who does not attend one of the provided times, and has not contacted the CRO for alternative arrangements by **Wednesday, September 20th**, will be automatically disqualified from the election.

### **The Campaign Period**

The campaign period begins at 9 am on **Monday, September 25th**. All campaigning must stop at 11:59 pm on the last day of voting on **Friday, September 29th**.

### **Contact Information**

Each candidate must provide a valid @my.nipissingu.ca email address in their nomination form. 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 under NUSU's confidentiality agreement.

### ***Demerits and Appeals***

The policies and procedures 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 ([appeals@nusu.com](mailto:appeals@nusu.com)) by 4 pm 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 the 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 on 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 **11 am on September 21st.**

Information about candidates will be shared on the NUSU website, NUSU social media accounts, as well as the Student Centre televisions throughout the campaign period by NUSU.

### **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: 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 funds on their campaigns. 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 **October 3rd**. 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, which is 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 the position of Director-at-Large is an RSD-approved activity.

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

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 year 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 student's 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 these monthly meetings, there are a variety of committees you can participate in and have important discussions about 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 student's 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.**