



## Executive Nomination Package 2018

**Nominations Open:** January 15th, 2018 at 9:00am

**Nominations Close:** January 19th, 2018 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:** January 19th, 2018

Location: NUSU Office (F204), at 5:00pm

*Attendance at the All-Candidates Meeting is mandatory!*

### **Positions Available:**

President

Vice-President Governance and Legal Affairs

Vice-President Finance

Vice-President Services

Vice-President Communications

### **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 **January 19th, 2018 at 5:00pm** for the All-Candidates Meeting!

Best of luck,  
The Elections Committee

*J'aime Brunet*, Chief Returning Officer (CRO)  
vpservices@nusu.com

*Shane Dunstall*, Deputy Returning Officer (DRO)  
vpfinance@nusu.com

*Courtney Ivany*, Election Official  
ceivany487@community.nipissingu.ca



Allison MacNeil, Election Official  
amacneil367@community.nipissingu.ca

The Elections Committee can also be contacted via email at [elections@nusu.com](mailto:elections@nusu.com).

### **Important Dates**

<b>Nominations Open:</b>	January 15th, 2018	at 9:00am
<b>Nominations Close:</b>	January 19th, 2018	at 4:00pm
<b>All Candidates Meeting:</b>	January 19th, 2018	at 5:00pm
<b>Campaign Period Open:</b>	January 22nd, 2018	at 9:00am
<b>Campaign Period Close:</b>	January 31st, 2018	at 11:59pm
<b>Online Voting Dates:</b>	January 29th, 2018	at 9:00am
	January 31st, 2018	at 11:59pm
<b>Debate:</b>	January 24th, 2018	at 6:30pm

### **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. Candidates must be at least 18 years of age as of May 1st, 2018.
3. During the nomination process, potential candidates may only 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 cannot attend the meeting themselves, they must submit the appropriate form attached to the nomination package by 12:00pm (noon) on January 19th, 2018 the day of the All-Candidates Meeting, to be reviewed and approved at the discretion of the Elections Committee, and send a Campaign Team member to replace them in their absence, if approved.
5. All candidates in the election must sign a waiver, stating that they meet all qualifications, and allowing both the Chief and Deputy Returning Officers 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  
January 19th, 2018 at 4:00pm**

1. Acknowledgement and Authorization
2. Contact Form
3. All-Candidates Meeting Attendance Exemption Form (if necessary)
4. All Student Signature pages – 25 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](http://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](mailto: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, unless all candidates are offered, in writing, the same resources free of charge.
4. Candidates may not use the NUSU logo, NUSU slogans or wear NUSU clothing in the course of their campaigning. They are permitted to wear Nipissing University clothing.
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 strike.
6. Candidates may not use any promotional material without written approval from at least two (2) members of the elections committee.



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. 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. Current NUSU employees running for any NUSU position will take a leave of absence during the campaign period and will not be allowed past the front desk in the NUSU Office.
9. No NUSU affiliated staff, director or executive shall endorse or support any candidate during the nomination or campaign period. This includes: putting up posters, handing out handbills, social media promotion or support, campaign team support and promotion, and so forth.

*All campaigning will begin on January 22nd, 2018 at 9:00am and all campaigning will cease on January 31st, 2018 at 11:59pm.*

#### **Poster Rules:**

1. Candidates must submit all campaign poster designs to the Elections Committee for approval at [elections@nusu.com](mailto:elections@nusu.com) no later than January 19th, 2018 at 4:00pm. Please submit files in a PDF format. If posters are made by hand, they *MUST* be signed in pen by the CRO and DRO. Posters submitted after the deadline will be accepted, but must not be placed around the University until approved by the Elections Committee.
2. Candidates may not exceed twenty-five (25) 8.5" x 11" (or equivalent) posters.
  - a. Posters will be counted each day of the campaign period.
  - b. Poster locations will be made public at the All-Candidates Meeting to the election candidates. White sticky tack, supplied by NUSU is to be used for placing posters and campaign materials, and nothing else (no tape).
  - c. Candidates must remove their posters **NO LATER** than January 30th, 2018 at 11:59pm. If posters are still up on January 31st, the candidate will receive a strike, at the discretion of the Elections Committee.

#### **Handbill Rules:**

1. Handbill approval follows the same rules as the poster approval.
2. Handbills must not exceed 4.25" x 5.5" (or equivalent) in size, must be printed at the NUSU office, and not exceed 25 sheets of 8.5" x 11" paper.
3. Candidates may not distribute handbills in classrooms, in the large cafeteria, or in the Harris Learning Library.



4. Candidates are responsible for all handbills after the campaigning period has ended. If handbills are hung up on any walls, they must be removed NO LATER than January 30th, 2018 at 11:59pm. If handbills are still up on January 31st, the candidate will receive a strike, at the discretion of the Elections Committee.

#### **Facebook Rules:**

1. Candidates will be permitted one (1) Facebook page, if they so choose, and are permitted to send an unlimited number of messages / posts to the page. They are not permitted to create a Facebook event.
2. Candidates are also permitted to use their personal Facebook pages to campaign.
3. Candidates must provide a link to the election information on [www.nusu.com](http://www.nusu.com) on all Facebook pages in which they will advertise.
4. Facebook event pages must cease to exist fourteen (14) 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 not permitted to use the “boosting” function or any other paid advertising methods.

#### **Other Social Media Rules:**

1. There is no limit to the number of posts candidates can make during the campaign period.
2. If a candidate chooses to create a social media account for the purpose of campaigning, that account must cease to exist within fourteen (14) days after the completion of the voting period.
3. Candidates may not interact with other candidates via social media, so not to endorse them.
4. Candidates are not permitted to use any paid advertising methods, including “boosting” posts, snapchat filters, et cetera.

#### **Classroom Rules:**

1. The use of posters or campaign materials within classrooms is strictly forbidden.
2. Verbal campaigning within the classrooms requires permission of the presiding faculty member.

#### **Campaign Team Rules:**

1. Candidates are responsible for all actions of their campaign team, including but not limited to verbal, physical and digital conduct.



2. Candidates must submit the names, if any, of all campaign team members no later than 4:00pm on January 19th, 2018.
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 only costs incurred by a candidate's campaign should be for printing materials, subject to the restrictions above, which will be paid for by NUSU.
2. In-kind good(s) or service(s) given to a campaign/candidate are not permitted unless approved unanimously, in writing, by the entire Elections Committee.
3. Incurring unapproved expenses can result in a strike against the candidate.

#### **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 violations 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 proceed with 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 strikes 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. Strikes will be given to candidates who offend, break or violate the rules outlined in this document. For example, a poster outside the regulated Elections Committee display area will result in a strike. Pre-campaigning will also result in a strike. Other violations will be at the discretion of the Elections Committee and must be made by a unanimous vote. Three strikes will result in an immediate disqualification.
7. Violations of the following nature will result in **AUTOMATIC DISQUALIFICATION** of a candidate:



- a. Non-attendance by the candidate or pre-designated representative at the mandatory All-Candidates Meeting.
  - b. Where the candidate is not a member of the corporation, as defined in the NUSU Governing Documents/By-laws.
  - c. A candidate receiving three (3) written strikes from the Elections Committee.
  - d. Any attempted interference in the process of voting in an election.
  - e. 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 to them.
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 twenty-four (24) 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 two (2) 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.

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 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 can be either letter size (8.5 x 11) or legal size (8.5 x 14) but must include information about the candidates platform details. We will not accept candidate advertisements that do not contain information to help our student population make informed decisions.

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.

For any inquiries about the NUSU elections campaigning as they relate to residence can be forwarded to Martin Holmes, Supervisor, Residence Services by email through [martinh@nipissingu.ca](mailto:martinh@nipissingu.ca).





**Acknowledgement and Authorization**

I, \_\_\_\_\_, being a nominee for the position of (circle one):

- President
- Vice-President Governance and Legal Affairs
- Vice-President Finance
- Vice-President Services
- Vice-President Communications

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 2017/2018 academic year and will be enrolled in at least one course for the 2018/2019 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.

Dated in North Bay, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

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

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



**Executive Election 2018/2019 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):*

<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 12:00pm (noon) on January 19th, 2018*

**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's Signature)

**Election Committee Approval:**

- APPROVED
- DENIED

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

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



### **Executive Election 2018/2019 - Student Signatures for Nomination**

Candidates *must* have a minimum of twenty-five (25) 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.

	<b>Student Name:</b>	<b>Student #:</b>	<b>Nipissing Email:</b> @community.nipissingu.ca	<b>Student Signature:</b>
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100 College Drive, PO Box 5001  
North Bay, ON P1B 8K9  
Tel: (705) 474-3450 ext. 4801 Fax: (705) 474-7732  
Web: [www.nusu.com](http://www.nusu.com)

Nipissing University Student Union

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