SU Elections
Unofficial Nomination Package

(Updated: December 5, 2024)

Introduction

The Nomination Package is intended to assist you in your preparations to become a Candidate or create a Campaign Group in an SU Election. This package is made up of five distinct sections:

(a) **SU Election Key Events and Dates**: This section highlights the key dates and deadlines of the upcoming election, and you'll want to make note of all of them, so you don't miss anything important.

(b) **Position Descriptions**: It's crucial to understand what role you are running for and what will be expected of you if you are elected. This section provides an overview of the roles and responsibilities of all SU Elected Officials, so you can choose to run for the role that is the best fit for you.

(c) **Elections Policy:** This policy outlines the high-level requirements of each election, the role of the Chief Returning Officer, and what Candidates can and can't do. Its purpose is to ensure a fair and equitable election for all participants.

(d) **Election Procedure**: This section elaborates on the Elections Policy, providing rules and information to guide your participation in the election. It includes explanations on how to register as a Candidate or Campaign Group, how the election processes work and how to campaign. We also include some tips and tricks along the way to help you to understand the rules, plan ahead, and to save you from potential headaches down the road.

(e) **Election Documents** [*Official Version Only*]: In the Official Nomination Package, you will find all the forms and additional information necessary to submit your Nomination for an SU Election and your expenses at the conclusion of Campaigning. The Unofficial version of this package does not include these documents.

If you'd like to participate in the SU Elections, make sure you understand what role you are running for. If you are elected, you'll be employed by the Students' Union at the University of Calgary (SU) and become part of its Students' Legislative Council (SLC), or a University of Calgary governance body, such as the Senate or the Board of Governors.

What is the SU?

The Students' Union (SU) is a student-governed and student-led organization. The SU is statutorily incorporated under the Alberta *Post-Secondary Learning Act* and is a registered lobby organization under the Alberta *Lobbyists Act*. Our mandate is to **serve, represent and support** all University of Calgary undergraduate students.

Whether it's an affordability concern, an accessibility issue or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services, and businesses to support you and enhance your quality of life on campus. Students are the reason we exist.

What is SLC?

The Students' Legislative Council (SLC) is an essential component of student life here at the University of Calgary. The students who comprise the SLC are part of the highest governing body of the Students' Union (SU),

similar to a Board of Directors. Their focus is to enrich the student experience for over 29,000 undergraduate students at UCalgary.

SLC is made up of the Executive (President and three Vice-Presidents) and 21 Faculty Representatives. The Executive sets the strategic direction for the SU each year, and the SLC provides oversight for this direction and keeps the organization accountable to it.

For more information about the SU and SLC, check out:

    (a) The SU's Strategic Plan
    (b) Students' Legislative Council info, including upcoming and past meeting information

If you're still interested in becoming a candidate or want to know more about how our elections work, read through the rest of the Nomination Package. You may reach out to our Elections Staff at any time with questions: elections@su.ucalgary.ca

Best of luck!

The SU Elections Team

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Section 1: SU Election Key Events and Dates

Students' Union Winter 2025 General Election Schedule		
Key Date(s) and Time(s)	**Event(s)**	**Action Item(s)**
January 27, 2025, at 9:00am	Notice of Nominations & Official Nominations Package Posted	Interested students are encouraged to read the Nomination Package and prep to register as a candidate.
January 29, 2025, at 1:00 pm January 30, 2025, at 1:00 PM	Pre-Election Orientation	Those considering candidacy in the upcoming election should try to attend this virtual orientation to learn more about the election and what to expect if elected. Email the CRO for the Zoom link.
February 7, 2025, at 4:00pm	Election Grant Applications Due Date	Students who require financial support to run their campaign must have turned in their application by this date.
February 10 -12, 2025 9:00 am to 12:00 pm each day: Zoom 12:00 pm to 3:00 pm each day: In person	Nomination Days	Students are required to come to the SU Main Office (MSC 251), or log into the virtual Nomination room with completed Election Documents to officially register as a Candidate.
February 13, 2025, at 4:00 pm February 14, 2025, at 12:00 pm (Executive Council Chambers)	All-Candidates' Meeting(s)	Candidates are required to attend one of these briefing meetings for dissemination of important election-related information.
February 13, 2025, at 9:00am	Campaign Approval Process Opens	Candidates may start submitting their proposed campaign design(s) and plan(s) for screening and approval.
February 24, 2025, at 8:00 am	Campaign Period Begins	Candidates who have received approval may commence their in-person and online campaign activities. Campaigning ends on the third day of voting.
February 24, 2025, at 11:59pm	Campaign Approval Process Closes	Candidates interested in conducting election campaign activities must have turned in their proposed campaign design(s) and plan(s) by this date.
March 4-6, 2025	Voting Days	Undergraduate students may cast their votes through their UofC student page in favor of their preferred candidate(s) from 9:00am on October 8 until 4:00pm on October 10, 2024.
March 6, 2025 at approx.. 5:30 pm	Unofficial Results	Unofficial results are announced at the MSC South Courtyard
March 7, 2025, at 12:00pm	Expense Forms Due Date	All Candidates are required to turn in an expense form detailing the cost(s) incurred for conducting their election campaign
March 10, 2025, at 4:00pm	Recount Request Deadline	Request(s) for recounting votes cast in the SU Election are required by this date
March 13, 2025, at 4:00pm	Review Board Appeal Deadline	Appeal(s) against the conduct of the SU Election are required to be lodged by this date
March 14, 2025, at 9:00am	Official Results	Official results of the SU By-Election are posted in the absence of any appeal(s)

Section 2: Elected Officials Position Descriptions

All Candidates should refer to the [Union Bylaw](#) (found on the SU website) for an overview of the position they are seeking in the Election, including the specific responsibilities assigned in the Union Policy. It is crucial to fully understand the responsibilities of the role prior to running in the Election. Candidates are welcome to ask SU staff or current Elected Officials questions about the role by email, or by requesting an appointment.

Executives

SU Executives are employed full-time at the SU and are required to work a minimum of 35 hours per week. Therefore, Executives are only permitted to take one course during SU business hours (8:30 AM to 4:30 PM, Monday to Friday), and are typically enrolled as part-time students. Full-time enrolment requires taking courses outside of business hours.

Most meetings occur during regular business hours, however there are various events, programs and other activities that may require attendance in the evenings or on the weekend, depending on the position.

Executives can also expect various off-campus or travel-related requirements. In particular, the President and Vice President External often work off-campus throughout the year, attending mandatory conferences, meetings or events in other locations across Canada. All Executives can typically expect to leave the City of Calgary for work at least twice throughout their term, in some cases for up to a week at a time. Please refer to the [eligibility](#) section for further requirements to be an Executive.

Generally, Executives' day-to-day tasks include attending internal and external meetings; corresponding with other Elected Officials, SU staff, University staff and administration, and other stakeholders; communicating with students-at-large to share information and assist with university-related concerns; conducting research to guide advocacy and programming relevant to their portfolio; regularly reading materials such as committee documentation, policies, and other governance material from the SU or the University; and attending a broad range of social and professional events.

If you are looking for more specific information about a "day-in-the-life" of an SU Executive, you are encouraged to reach out to the current Executives to learn more about their work.

The following is a high-level overview of what each position entails.

President

The President is the chief elected official of the Students' Union and one of the main representatives both on and off campus. The President works full-time at the SU, and ultimately oversees all the work of the SU and supports the other Elected Officials to achieve their goals. They are responsible for a variety of tasks as outlined below. Overall, the position requires tact, diplomacy, a keen sense of purpose and a willingness to learn and work as a team. The President works both on- and off-campus, and often must travel to other cities for work-related purposes throughout the year, including during regular academic sessions.

Responsibilities include:

- Coordinating SU efforts to communicate with students and the public,
- Being the primary spokesperson for the SU (including representing the SU in the media and at social, formal, official, or ceremonial functions),

- Awarding Honorary Membership, when appropriate, to persons who have done outstanding work for students or the SU,

- Overseeing the interpretation and negotiation of agreements between the SU and the university,

- Chairing the Quality Money Committee, the University and Government Relations Committee, and the Executive Cabinet,

- Sitting as a member of the Operations and Finance Committee, Governance and Oversight Committee, Programs and Services Committee, Refugee Student Program Committee and Teaching Excellence Awards Committee, and

- Calling Executive meetings.

- Serving on the University of Calgary Board of Governors, General Faculties Council, and various University committees.

- Meeting with University administration and Senior Leadership to represent the SU and student interests.

The President represents students by working with university officials, like the President and the Provost, to address issues related to:

- The cost of education;

- Student awards and financial aid;

- University space, facilities, and infrastructure (including advocacy for physically and culturally accessible infrastructure and facilities);

- The reputation of the university or the SU; and

- University senior leader searches and performance reviews.

The President also represents the SU on the University of Calgary Board of Governors, all relevant Board of Governors committees, the General Faculties Council, and all relevant General Faculties Council committees, including the Academic Planning and Priorities Committee.

The President engages with Elected Officials about ongoing and emerging advocacy issues within the President's portfolio. The President works with SU staff, SLC, and SU committees to identify important issues and develop plans to advocate effectively on behalf of students.

VP Academic

The VP Academic is generally tasked with maintaining an awareness of current issues in academic matters relevant to the undergraduate student population and the Students' Union. The VP Academic must also represent the SU to the university on the General Faculties Council and various committees, and on any other matter that falls within the purview of the position. They also oversee the Teaching Excellence Awards program, as well as the annual Undergraduate Research Symposium.

Responsibilities include:

- Chairing the Teaching Excellence Awards Committee;

- Vice-chairing the Programs and Services Committee;

- Sitting on the Operations and Finance Committee, Quality Money Committee, University and Government Relations Committee, and the Executive Cabinet;
- Sitting on the University of Calgary General Faculties Council and various University committees.

The Vice President Academic represents students by working with university officials, like the Provost, the Registrar, and the Vice Provost (Teaching and Learning), on issues related to:

- Teaching and learning;
- Open Educational Resources;
- Academic curriculum and program quality;
- Academic accommodations and addressing EDIA barriers;
- Admissions, enrolment, and registration;
- Teaching evaluation and assessment;
- Experiential learning;
- Library resources;
- Academic misconduct and appeals processes;
- Undergraduate research;
- The Ombudsperson;
- Student rights; and
- University senior leader searches and performance reviews.

The Vice President Academic represents the SU on General Faculties Council, as well as many of its committees: the GFC Executive Committee, Academic Program Subcommittee (APS), Calendar and Curriculum Subcommittee (CCS), Teaching and Learning Committee (TLC), and Research and Scholarship Committee (RSC). The University may ask the VP Academic to sit on other committees as needed throughout the year.

The VP Academic engages with Elected Officials about ongoing and emerging advocacy issues within the VP Academic's portfolio. The VP Academic works with SU staff, SLC, and SU committees to identify important issues and develop plans to advocate effectively on behalf of students.

VP External

The VP External represents the interests of the SU and its Members beyond the university to all levels of government. Further, the VP External liaises with other organizations and lobby groups to further the interests of UCalgary undergraduates. The Vice President External works both on- and off-campus, and often must travel to other cities for work-related purposes throughout the year, including during regular academic sessions

Responsibilities include:

- chairing the Refugee Student Program Committee;
- sitting as a member of Operations and Finance Committee, Quality Money Committee, University and Government Relations Committee, and the Executive Cabinet;

- representing the SU as a voting member of lobby groups that the SU is a member of, including the Canadian Alliance of Student Associations and the Calgary Student Alliance; and

- representing students on the University of Calgary Senate and its committees.

The VP External represents students by working with university officials, like the Provost and the Vice-President (University Relations), and the Associate Vice President, Government and Community Engagement, to address issues related to:

- government issues;

- the cost of education;

- student EDIA interests in government and other third-party policy development and related advocacy;

- university community initiatives;

- alumni relations; and

- other community issues that align with Union Policy.

The VP External engages with Elected Officials about ongoing and emerging advocacy issues within the VP External's portfolio. The VP External works with SU staff, SLC, and SU committees to identify important issues and develop plans to advocate effectively on behalf of students.

VP Internal

The VP Internal focuses on improving the overall quality of student life on campus, overseeing the SU budget and provides leadership on issues related to the operations of the SU, including facilities management and sustainability.

Responsibilities include:

- Chairing the Operations and Finance Committee, Governance and Oversight Committee, and the Programs and Services Committee;

- Vice-chairing the Refugee Student Program Committee;

- Sitting as a member on the University and Government Relations Committee, the Quality Money Committee and the Executive Cabinet; and

- Representing students on the University of Calgary Senate and its committees;

- Overseeing SU governance processes;

The VP Internal represents students by working with university officials, like the Vice-Provost (Student Experience), the Vice-President (Finance), the Vice-President (Facilities) and their units, to address issues related to:

- Diversity, equity, inclusion and accessibility;

- Mental health, physical health, spiritual and emotional wellness;

- Sustainability, campus planning, facilities management and development;

- Students' leadership development and community service learning;

- Occupational wellness, including career and volunteer resources;
- Campus recreation and University ancillary services (including Dinos Athletics, residence, parking and transportation);
- Student life and engagement; and
- Non-academic misconduct.

The VP Internal engages with Elected Officials about ongoing and emerging advocacy issues within the VP Internal portfolio. The VP Internal works with SU staff, SLC, and SU committees to identify important issues and develop plans to advocate effectively on behalf of students.

SU Executive Committee Responsibilities

Committee Chair

Where an Executive Member is listed as the chair of a committee, the responsibilities for that committee include working with the appropriate staff member to call meetings, set the agenda, deliver agendas, and background materials to all participants, ensure minutes from meetings are taken and maintained with care, make the committee aware of when a member is not fulfilling their duties, and promptly filling any vacancies. The Executive Member works closely with a designated staff lead for each committee.

Committee Member

As a member of any committee, an Executive Member is responsible for attending meetings, reading agenda packages, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with the university and other committees), and where appropriate, keep SLC, other executives, staff, and other SU committees and staff up to date on committee work.

Faculty Representatives

Faculty Representatives are responsible for the representation of the best interests of the students within their faculty. It is recommended that Faculty Representatives reduce their course-load (such as only 3 or 4 courses) during the Fall and Winter terms to take part fully in this role, while maintaining work-life balance. In addition to bringing students within their faculty's concerns to the Students' Legislative Council (SLC) and to their faculty directly, Faculty Representatives work closely with their fellow Elected Officials to further their platform goals and participate in SU programming.

Faculty Representatives attend and actively participate in SLC meetings, as well as other SU committees, meetings with University administration including with the Dean or Associate Deans of their faculty or General Faculties Council. This requires regularly reviewing meeting materials in advance, assessing priorities, and considering how decisions or information might affect the students they are elected to represent. Faculty Representatives also receive significant orientation and training from the SU to help hone their leadership skills, develop ideas on how to enrich the student experience into actionable and measurable goals, and build up their on-campus network.

Positions:

- *Arts Faculty Representative (4)*
- *Cumming School of Medicine Faculty Representative (2)*
- *Haskayne School of Business Faculty Representative (2)*
- *Kinesiology Faculty Representative (1)*
- *Law Faculty Representative (1)*
- *Nursing Faculty Representative (1)*
- *School of Architecture, Planning and Landscape Representative (1)*
- *Schulich School of Engineering Faculty Representative (3)*
- *Science Faculty Representative (3)*
- *Social Work Faculty Representative (1)*
- *Veterinary Medicine Representative (1)*
- *Werklund School of Education Faculty Representative (1)*

Responsibilities include:

- Reporting to the faculty administration and students of their faculty on the policies, positions and programs of the SU.
- Representing student constituents of their faculty to SLC.
- Collaborating with other Elected Officials and SU staff to complete faculty-specific goals and orchestrate events, depending on individual platform goals, student needs, etc.
- Representing student constituents of their faculty on University committees, including General Faculties Council (GFC), Faculty Councils and/or other bodies.
- GFC is a mandatory aspect of the Faculty Representative position. Meetings are held monthly on a Thursday from 1:30 PM – 4:30 PM. It is expected that faculty representatives make every effort to regularly attend these meetings.
- Reporting to the VP Academic on matters of academic importance within their faculty.
- Express and support SU policy and interests when representing the SU in an official capacity.
- Attend and participate in SLC meetings, SLC committee meetings, and meetings of other bodies to which they are appointed by the SLC, including SU committees.

Committees

A member of any committee is responsible for attending meetings, reading agenda packages in advance, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with university and other committees), and where appropriate keep the SLC, SU Executives, SU staff and other SU committees up-to-date on current committee work.

Faculty Representatives are required to sit on at least one SU committee per semester. During the Spring/Summer sessions (May – August), Faculty Representatives may sit on the Operations and Finance

Committee, depending on the number of positions available. In the regular academic year (September – April), a range of other SU committees, including the Governance and Oversight Committee, Refugee Student Program Committee, Teaching Excellence Awards Committee, or Programs and Services Committee are also available.

Faculty Representatives also may sit on General Faculties Council (one Faculty Representative per faculty), Faculty Councils, or other University committees or governance bodies, such as search committees for new Deans or University administrators or issue-specific committees.

SU and University committees have varying meeting schedules, with some meeting weekly or others only meeting once or twice in a given academic term, and the duration of individual meetings varying as well. Faculty Representatives can typically expect to spend 10-30 minutes reviewing meeting materials in advance of meetings and coming up with any questions or issues they may wish to raise at the meeting.

Board of Governors Student-at-Large Representative (1)

The Board of Governors (BoG) is a policy-making body with responsibilities for ensuring that the activities of the University of Calgary are consistent with its purposes. BoG is responsible for setting goals and for developing policies that contribute to the achievement of those goals. Under the *Post-Secondary Learning Act* (PSLA), the SU receives two seats to appoint undergraduate students, one of which is given to the SU President, and the other is decided through election of a student-at-large.

Responsibilities include:

- Attending all general and special Board meetings.

- Sitting on committees and attending committee meetings as required.

- Acting in an ethical manner and complying with the Board's and the Students' Union's bylaws and policies.

- Keeping informed and abreast of relevant municipal, provincial, national and international issues, as well as developments within the institution.

- Participating in assessing the Board's performance and contribution to the institution and assessing ways in which the Board could improve in fulfilling its responsibilities.

- Participating in campus activities and providing input where appropriate.

- Completing an annual questionnaire to measure the effectiveness of Board procedures and to ensure that the level of engagement of the Board is meeting the expectations of the institution.

- Reporting to SLC before and after each Board meeting to gather and share information and student perspective.

Additional information:

The first responsibility of a BoG member is to be informed enough to make responsible decisions on fiscal and academic matters. Members are encouraged to keep abreast of provincial and national educational issues, as well as developments within their institution.

Membership on BoG involves a time commitment of one meeting per month. Regular attendance at meetings is essential. Board members may also be asked to serve on committees on the Board. As well, the Student-at-

Large representative is required to present a written or oral report to the Students' Legislative Council before and after each BoG meeting.

Along with the Student-at-Large representative, the President of The Students' Union is the only other undergraduate student representative. The function of these two positions is to express opinions that reflect the views of the Students' Union and students attending the University of Calgary when attending Board meetings.

Senate Student-at-Large Representatives (2)

Chaired by The Chancellor of the University of Calgary, the Senate comprises several committees that carry out specific roles. The Senate has an Executive Committee consisting of the Chancellor and 6 to 12 other members of the Senate selected annually by the Senate. The Senate's main goal is to inquire into any matter that might benefit the university and enhance its position in the community. The Senate also confers honorary degrees. Under the *Post-Secondary Learning Act* (PSLA), the SU receives four seats to appoint to undergraduate students: one is given to the SU VP Internal, one to the SU VP External, and the other two are decided through the election of students-at-large.

Responsibilities include:

- Attending Senate and assigned committee meetings.

- Acting in an ethical manner and complying with university and Students' Union's bylaws and policies.

- Reporting to the Students' Union on Senate initiatives and activities.

- Report any recommendations that it considers advisable to the Students' Union.

- Supporting the Chancellor by attending at least one convocation exercise and other ceremonial exercises.

- Contributing to the nomination process for honorary degrees.

- Participating in campus activities, particularly those related to students.

- Promoting the university and facilitating opportunities for university personnel to speak to community groups.

- Becoming well acquainted with the university's mission, academic plan, senior personnel, procedures, programs, and services.

- Enhancing the university's and Students' Union's position in the community by promoting initiatives and activities, fostering student interests, recognizing excellence, and representing public interest.

Additional information:

Membership in the Senate involves a time commitment of approximately one meeting per month. Regular attendance at meetings is essential. Senate members may also be asked to serve on sub-committees which also meet approximately once per month. As well, the Student-at-Large representatives are required to submit a written or oral report to the SU Students' Legislative Council after each meeting.

Along with the SU Student-at-Large representatives, the VP Internal and the VP External are the only other undergraduate student representatives. The function of these student positions is to express opinions that reflect the views of the Students' Union and students attending The University of Calgary when attending Senate meetings.

NOTE: The official version of the Elections Policy is available on the Policies webpage of the SU website. Where any discrepancies exist between the official version of this policy and the version contained in this Nominations Package, the official version prevails.

Elections Policy	
Parent Policy: Union Bylaw **Related Policies:** N/A **Approval Authority:** Students' Legislative Council **Passed:** April 7, 2015 **Amended:** August 7, 2024	SU STUDENTS' UNION University of Calgary

Part 1: Preliminary Provisions

1   Purpose

(1)   The purpose of this policy is to

(a)   fulfil requirements established in the **Act** pertaining to the administration of **Union Elections**;

(b)   establish principles for how **Union Elections** shall be administered;

(c)   delegate authority for the management of **Union Elections** to the **CRO** and General Manager or designate as appropriate;

(d)   establish expectations for the conduct of **Union Elections**; and

(e)   outline standards and criteria for the administration of a fair and valid election.

2   Scope

(1)   This policy applies to:

(a)   **Campaign Groups**;

(b)   **Campaign Managers**;

(c)   **Candidates**;

(d)   the **CRO;**

(e)   **Elected Officials**;

(f)   **Official Agents**;

(g)   **SU** staff; and,

(h)   **Third Parties**.

3   Authority

(1)   Section 93(3) of the **Act** legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and enforcement of rules relating to student affairs.

(2)   Section 95(1)(a) of the **Act** legislates that the businesses and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are to be elected by and from the members of the student organization as provided in the Bylaws made by the council.

(3)   Section 95(2)(b) of the **Act** states that the council of a student organization may make bylaws governing the qualifications for election as a member of the council and the time and manner of conducting the elections.

(4)   In accordance with Section 95 of the **Act**, the **Union Bylaw** establishes:

(a)   the general principles of **Union Elections**; and

(b)   the ability for the Students' Legislative Council to create additional policies and procedures pertaining to the administration and conduct of **Union Elections**.

(5)   As per the **Union Bylaw**, all **Union Policy** shall be made in accordance with the **Constitution** and **Union Bylaw**.

Part 2: Definitions

4   Definitions

(1)   In this policy:

(a)   "**Act**" means the Alberta *Post*-Secondary *Learning Act;*

(b)   "**Active Member**" is defined per the **Union Bylaw** as a student at the University of Calgary who meets the qualifications for membership in the **SU**;

(c)   "**All-Candidates Meeting**" means a meeting scheduled by the **CRO** that is mandatory for all **Candidates** or **Campaign Managers,** and **Official Agents**, to attend;

(d)   "**Campaign Group**" means an **Active Member** or group of **Active Members** registered as the official representative of a given side for a **Referendum** or **Plebiscite** question;

(e)   "**Campaigning**" means all activities related to the promotion of a Candidate and/or a given side for a **Referendum** or **Plebiscite** question;

(f)   "**Campaign Manager**" means anyone designated by a **Candidate** who is properly registered with the **CRO** to act as an official representative of that **Candidate** in all matters related to a **Union Election**;

(g)   "**Candidate**" means an Active Member who is vying for an elected position in a **Union Election**;

(h)   "**Chief Returning Officer**" (**CRO**) means the SU staff member responsible for administering Union Elections in accordance with this policy;

(i)   "**Conflict of Interest**" means a set of circumstances in which the Private Interests of an individual, Directly Associated Person or Organization may be reasonably perceived to bias a decision-maker's judgment in the exercise of an official power, duty, or function;

(j) "**Elected Official**" is defined per the <u>**Union Bylaw**</u> as anyone who currently holds an elected position of the Union or who is duly appointed to fill such a position. This includes current **SLC** members, the current Board of Governors and Senate Student-at-Large Representatives;

(k) "**Fee**" means any fee approved by a **Referendum** administered by the **SU** for its maintenance in accordance with the **Act**;

(l) "**Fine**" means a financial penalty levied against a **Candidate** or **Campaign Group** by the **CRO**. A **Fine** is counted as a debt to the Students' Union but is not counted against campaign finance limits;

(m) "**Frivolous Complaint**" means a complaint that has no merit;

(n) "**Nomination Days**" means the days at the end of the **Nomination Period** during which the **CRO** will accept nominations. At the end of **Nomination Days**, the **CRO** declares the **Candidates**, and vacancies for each position;

(o) "**Nomination Package**" means the package provided to potential **Candidates** or **Campaign Groups** for **Union Elections**. It includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork;

(p) "**Nomination Period**" means the days from when the Notice of Nomination is posted up to and including the **Nomination Days**;

(q) "**Notice of Election**" means the **CRO** declaration confirming the **Candidates** for each position up for election and **Referendum** or **Plebiscite** questions that will appear on the ballot, including the dates and times for voting. The **Notice of Election** occurs after the final Nomination Day;

(r) "**Notice of Nomination**" means the day the **CRO** announces the positions that are up for election and **Referendum** or **Plebiscite** questions that will appear on the ballot;

(s) "**Official Agent**" means anyone designated by a **Campaign Group** who is properly registered with the **CRO** to act as an official representative of that **Campaign Group** in all matters related to a **Referendum** or **Plebiscite**;

(t) "**Petition**" means a formal written request, signed by at least ten percent of **Active Members**, requesting **SLC** to conduct a vote on, and implement any resolution pertaining to the affairs of the **SU**, including a proposed **Referendum** or **Plebiscite** question;

(u) "**Plebiscite**" means a general vote of **Active Member**s on a single question that has been referred to them for their opinion on an important proposal. The outcome of a **Plebiscite** is not binding but as an expression of popular will, it can carry considerable weight;

(v) "**Polar Question**" means a question to which there are only two possible responses, "yes" and "no," or an effective equivalent;

(w) "**Referendum**" means a general vote of **Active Members** on a single question that has been referred to them for a direct decision. The outcome of a **Referendum** is binding on the Union. **Referenda** are required to establish or increase **Fees** administered by the **SU**;

(x) "**Registered Student Organization**" means a formal third-party student group such as a club, association, or society that is registered with the **SU**;

(y) "**Review Board**" is established by the [Union Bylaw](#) as the standing committee of the **SLC** which has jurisdiction over justiciable issues of the **SU**;

(z) "**Slate**" means two or more **Candidates** acting cooperatively in any manner where **Candidates** seek to promote each other's campaign.

(aa) "**Students' Legislative Council**" (**SLC**) is defined per the [Union Bylaw](#) as the Students' Legislative Council of the Students' Union, established for the purpose of managing the business and affairs of the **SU**;

(bb) "**Strategic Plan**" is established by the [Union Bylaw](#) as the **SU**'s four-year guidance document that includes the mission statement, vision statement and guiding principles;

(cc) "**SU**" means the Students' Union, the University of Calgary;

(dd) "**SU Business**" means work related to the roles and responsibilities of current **Elected Officials**;

(ee) "**Third Parties**" means individuals and organizations, including, but not limited to, **Registered Student Organizations**, other campus-based groups, or external organizations and businesses;

(ff) "**Tribunal**" is established by the [Union Bylaw](#) as the standing committee of the **SLC** which has jurisdiction of review over decisions of the **Review Board**;

(gg) "**Uncontested Candidate**" means a **Candidate** in a race in which there are an equal number or fewer **Candidates** than available positions;

(hh) "**Union Bylaw**" means [the Students' Union, the University of Calgary **Union Bylaw**](#).

(ii) "**Union Policy**" is defined per the [Union Bylaw](#) as the collection of properly approved policies and procedures enacted by the Students' Legislative Council or its delegate;

(jj) "**Union Election**" is established by the [Union Bylaw](#) as a process by which an **Active Member** is selected to be on **SLC** or as a Board of Governors or Senate Student-at-Large Representative at a General Election or By-Election; and,

(kk) "**Vexatious Complaint**" means a complaint which is brought, regardless of its merits, solely to harass or subdue another **Candidate**.

Part 3: General

5   Principles

(1) The **SU** shall ensure that **Union Elections** are administered in accordance with the **SU**'s **Strategic Plan**. **Union Elections** shall be:

(a) fair and equitable for all participants;

(b) administered in a manner that is independent and impartial;

(c) transparent and accountable;

(d) democratic;

(e) environmentally and financially sustainable; and

(f)   grounded in professionalism and respect for all parties.

6   Statement of Independence

(1)   The **SU** shall not endorse or support the views of any **Candidate** in any **Union Election**.

(2)   The views of any **Candidate** during **Campaigning** do not necessarily represent the views of the **SU** or current **Elected Officials**.

7   SU Resources

(1)   Current **Elected Officials** shall not utilize **SU** resources, including their title and any established modes of communicating to students on behalf of the **SU**, to endorse **Candidates** or **Campaign Groups**.

(2)   No **SU** resources shall be used for the purposes of any **Campaigning** activities.

(3)   **Elected Officials** who participate in a **Union Election** as **Candidates**, **Campaign Managers**, **Campaign Groups**, or **Official Agents** must forgo privileged access to all **SU** offices for the duration of the campaign periods.

(4)   Despite subsection (3), **Elected Officials** may be permitted to access **SU** offices for the purpose of **SU Business**, at the discretion of the **CRO**.

(5)   Storage of any campaign material in any **SU** operated office or business is prohibited.

(6)   Current Executives who run for election or re-election during their term must use Wellness Days if they wish to participate in any campaigning activities during **SU** office hours.

8   Eligibility

(1)   In accordance with the **Union Bylaw**, all current **Active Members** shall be eligible to run in **Union Elections**, subject to additional eligibility criteria within Union Policy.

(2)   An **Active Member** who wishes to be nominated for any Executive position must:

(a)   have completed[1] at least one "3 unit" course at the University of Calgary in in any two of the following academic periods immediately preceding the term in which the current SU Election is occurring:

    a.   the Winter term;

    b.   the Spring or Summer intersession terms; or

    c.   the Fall term.

(b)   be legally authorized to work as a full-time employee in Canada, in the capacity of the Executive position they seek nomination to, for the entire duration of the term of office for which they would be elected.

(3)   An **Active Member** who wishes to be nominated for a Faculty Representative position must be enrolled in a program leading to an undergraduate degree from that respective Faculty at the time of their nomination.

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[1] The term "completed" means a prospective candidate must have been assigned one of the applicable alphabetical letter grades outlined in Section F.1.1. of the University's Academic Calendar as a final grade for their participation in the course.

(4) An **Active Member** is not eligible to be nominated as a **Candidate** or **Campaign Group** for any position being contested in any **Union Election** or to serve as an **Elected Official** if they are:

(a) the **CRO**;

(b) a member of the **Review Board** or the **Tribunal**;

(c) disqualified from eligibility to run in **Union Elections** by **SLC**, the **CRO**, the **Review Board**, or the **Tribunal**;

(d) indebted to the SU for more than $75.00, unless they have entered into a written agreement with the SU to repay the debt;

(e) an **SU** employee who has not taken a leave of absence; or

(f) party to litigation with the **SU**.

9   Nomination

(1) To be nominated, an eligible **Active Member** must complete and submit a **Nomination Package** during **Nomination Days**, including all materials deemed procedurally necessary by the **CRO** or the General Manager or designate.

(2) **Active Members** must obtain signatures of support from other **Active Members** to be nominated, in the amount of:

(a) at least 150 for:

(i) Executive **Candidates**; and

(ii) **Campaign Groups**;

(b) at least 50 for:

(i) Faculty Representative **Candidates** enrolled in a faculty with 750 or more enrolled undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook;

(ii) Senate Student-at-Large Representative **Candidates**; and

(iii) Board of Governors Student-at-Large Representative **Candidate**; or,

(c) at least 25 for Faculty Representative **Candidates** enrolled in a faculty with fewer than 750 undergraduate students according to the most recent data available from the University of Calgary Office of Institutional Analysis Factbook.

(3) Faculty Representative **Candidates** must obtain signatures of support from **Active Members** enrolled in an undergraduate degree program offered by the faculty they seek to represent.

(4) All **Candidates** (including **Campaign Managers**, if applicable) must attend an **All-Candidates Meeting.**

10   Referenda and Plebiscites

(1) All **Referendum** and **Plebiscite** questions shall be initiated and administered in accordance with the **Union Bylaw**.

(2) The Union shall only administer **Referendum** and **Plebiscite** questions that:

    (a) align with the **SU's** mandate established in the **Act**;

    (b) align with the **SU's Strategic Plan**; and

    (c) permit the General Manager or designate to exercise professional judgment in the administration and operations of the **SU**.

(3) In accordance with the **Union Bylaw**, the **SLC** may vote to approve a **Referendum** or **Plebiscite** question to appear on the ballot during the upcoming **Union Election** if the question meets the following criteria:

    (a) **Referendum** questions shall be written in the form of a **Polar Question**;

    (b) **Plebiscite** questions shall either solicit preference or ask a **Polar Question**;

    (c) All proposed **Referendum** and **Plebiscite** questions must include:

        (i) the name of the individual or group sponsoring the question; and

        (ii) reasonable background information enabling voters to make an informed choice;

    (d) All proposed **Referendum** questions must include an explanation of each possible outcome;

    (e) All proposed **Referendum** and **Plebiscite** questions calling for a change in the level of a current **Fee** or for the creation of a new **Fee** must include:

        (i) information on the purpose of the **Fee**;

        (ii) the university sessions during which the **Fee** will be levied;

        (iii) the level of the **Fee** in all faculties, programs and session in which the **Fee** level may be different;

        (iv) the duration of the **Fee**;

        (v) if applicable, the current per student, per session level of the **Fee**; and

        (vi) the future per student, per session level of the **Fee** in the event of an affirmative vote.

    (f) A proposed **Referendum** or **Plebiscite** question may only call for the creation of a new **Fee** if the **Fee** is for the maintenance of the **SU**, per the **Act**.

(4) The **CRO** and General Manager or designate shall verify the grammatical correctness and clarity of all proposed **Referendum** and **Plebiscite** questions and may make non-substantive changes to clarify the intent or correct grammatical errors prior to **SLC** approval.

(5) The **SU** shall remain neutral regarding all **Referendum** and **Plebiscite** questions.

(6) **SU** staff may publicize any **Referendum** or **Plebiscite** question as they see fit, within the bounds of subsection (5).

(7) Despite subsection (5), **SLC** may by two-thirds majority vote, support a side if a **Referendum** question concerns a **Fee** levied for the maintenance of the **SU**, per section 95(2)(e) of the **Act**.

(8) There may be one **Campaign Group** registered for each side of a **Referendum** and **Plebiscite** question appearing on the ballot during a **Union Election**.

(9) An **Active Member** or group of **Active Members**, represented by an **Official Agent**, may register as the official **Campaign Group** on a first come, first served basis for a given question in accordance with procedures established by the **CRO** and the General Manager or designate.

11 Petitions

(1) A **Petition** of **Active Members** is considered valid if:

(a) the **Petition** includes the names, university identification number, phone number, address, and signature of the official representative(s) of the **Petition**;

(b) the proposed **Referendum** or **Plebiscite** questions to appear on the ballot appears identically on each page of the **Petition**;

(c) the **Petition** is signed by at least ten percent of **Active Members**;

(d) each **Active Member** who is a signatory to the **Petition** prints their name and student identification number adjacent to their signature;

(e) each signature to the **Petition** is witnessed by an official representative of the **Petition**; and

(f) the witnesses submit an affidavit with the **Petition** attesting to the eligibility of each signatory to sign the **Petition** as an **Active Member**.

12 Voting

(1) Voting for **Union Elections** shall be administered through an online system established by the **CRO** and General Manager or designate.

(2) Where possible, paper ballots must be made available at polling stations, in case the online system is unavailable.

(3) **Candidates** and **Campaign Managers** may observe voting at any polling station during a **Union Election**.

(4) The **CRO** or General Manager or designate may impose rules regarding where **Candidates** or **Campaign Managers** may observe voting.

(5) **Candidates** and **Campaign Managers** must not interfere with voters before or after a vote is cast.

13 Votes of Confidence

(1) **Uncontested Candidates** are elected through a vote of confidence ballot question.

(2) The ballot question asked in a vote of confidence shall be written in the form of a **Polar Question**.

(3) The majority of votes cast on a vote of confidence shall determine the outcome of the election, in that if a majority of votes cast on a vote of confidence are:

(a) "yes," the **Uncontested Candidate** shall be elected to the position; or,

(b) "no," the **Uncontested Candidate** shall not be elected to the position, which shall remain vacant and be filled in accordance with the process identified in the **Union Bylaw**.

Part 4: Campaigning and Conduct

14   Campaign Managers and Official Agents

(1)   **Active Members** may serve as **Campaign Managers** for **Candidates** subject to the same criteria outlined in section 8(4).

(2)   **Candidates** or **Campaign Groups** must register the name of their **Campaign Manager** or **Official Agent** in accordance with procedures established by the **CRO** and the General Manager or designate.

(3)   **Campaign Managers** are not required to be enrolled in the same faculty as the **Candidate** they are registered to support.

15   Campaign Volunteers

(1)   Campaign volunteers may work for any **Candidate** or **Campaign Group** in a non-official capacity.

(2)   Campaign volunteers must not receive compensation or in-kind gifts.

16   Campaigning

(1)   All **Campaigning** shall be positive in nature and in accordance with:

   (a)   the rules of fair play outlined in section 17; and

   (b)   the community standards established in section 18.

(2)   **Candidates** and **Campaign Groups** are responsible for understanding what campaign materials are permitted and how those campaign materials may be displayed or distributed during **Union Elections**.

(3)   Campaign activities of any kind are prohibited at any

   (a)   campus library;

   (b)   residence facility;

   (c)   **SU** office or business;

   (d)   campus food vendor; and

   (e)   any other designated no-campaign zone.

(4)   Participation in a **Slate**, whether real or apparent, is prohibited, including:

   (a)   the use of a unifying name, symbol, slogan, or visual identity (e.g., colour scheme, design of campaign materials);

   (b)   explicit or verbal written endorsements between **Candidates**;

   (c)   substantively aligned platforms;

   (d)   sharing expenses for campaign materials;

   (e)   associating with another **Candidate** or **Campaign Group's** campaign materials, including campaign social media;

(5)   For the purposes of subsection (4), a **Slate** does not include:

   (a)   **Campaigning** in the same area as other **Candidates** or **Campaign Groups**, provided the frequency of such occurrence(s) between **Candidates** or **Campaign Groups** is minimal or negligible; or,

   (b)   Private or informal interactions with other **Candidates** or members of a **Campaign Groups**.

(6)   Blocking or obstructing a means of egress including secondary corridors, fire exits, stairways, stairway landings, aisles, or fire escapes with your person or any physical object is prohibited.

(7)   Using or superimposing logos (including **SU**, University of Calgary, Dinos, and/or faculty logos) on any campaign materials is prohibited, except those that appear in the existing environment and are permitted by the **CRO** or General Manager or designate; and

(8)   Campaign activities that involve posting materials or writing on whiteboards, chalkboards, or any other surfaces in classrooms for the purpose of **Campaigning** are prohibited.

(9)   Campaign presentations during instructional course hours, including labs, lectures, seminars, and tutorials, are prohibited, unless the **Candidate** or **Campaign Group** has

   (a)   received advance written permission from the course instructor; and,

   (b)   has provided notice of their intent to conduct class visits to the **CRO**;

(10) Any campaign activity is prohibited within a 20-metre radius sightline of all **SU** voting stations.

17   Rules of Fair Play in Union Elections

(1)   In accordance with the principles established in section 5(1), **Active Members** who choose to participate in **Union Elections** must conduct themselves in accordance with the following rules of fair play:

   (a)   Participants in **Union Elections** must act reasonably, and in good faith.

   (b)   Participants in **Union Elections** must demonstrate respect for others, including having due regard for the feelings and the rights of others and may include admiration or acknowledgement of another's abilities, qualities, or achievements;

   (c)   Participants in **Union Elections** must engage in fair competition, understanding that legitimate success is earned in accordance with the rules and without cheating or trying to achieve an unjust advantage;

   (d)   **Candidates** must compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;

   (e)   **Candidates** must demonstrate integrity by adhering to a code of moral values, particularly honesty, during **Union Elections**;

   (f)   Platforms presented by **Candidates** must be written by the individual **Candidate** in their own words;

   (g)   Participants in **Union Elections** must regard **Union Elections** with a sense of unity in pursuit of democratic elections and with an ultimate goal of enhancing the welfare of students at the University of Calgary;

   (h)   Participants in **Union Elections** must demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and

(i)   **Candidates** must demonstrate concern for, and attach importance to, the interests of **Active Members** and the **SU**.

18   Community Standards in Union Elections

(1)   In accordance with the principles established in section 5(1), **Active Members** who choose to participate in **Union Elections** must conduct themselves in accordance with the following community standards:

(a)   As students at the University of Calgary and **Active Members** of the **SU**, all participants in **Union Elections**, including **Candidates**, **Campaign Groups**, volunteers, and voters, must comply with university and **SU** policies and procedures, including rules related to harassment, discrimination, and other types of non-academic misconduct.

(b)   The **SU** welcomes debate and dissent of ideas; however, campaign activities must not harm the reputation of any individual, the **SU**, or the university.

(c)   Campaign activities must not interfere with or cause unwelcome disruption to any person or group including faculty, staff or students who continue to study, attend class, and work during **Union Elections**.

(d)   Campaign activities must not insult, attack, harass, bully, threaten, demean, or impersonate others.

(e)   Campaign activities must not advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, sex, gender identity, personal expression, or ability.

(f)   Campaign activities must not contain content that is graphic, violent, or obscene. This includes content that is construed to be explicit, overly suggestive, or intentionally shocking.

(g)   Campaign activities must not promote the excessive consumption of alcohol or drinking games.

(h)   Participants in **Union Elections** must comply with municipal, provincial, and federal laws.

(i)   Campaign activities must not promote or depict illegal activities.

(j)   Participants in **Union Elections** have a right to privacy. Campaign activities must not reveal the personal information of others without their consent.

19   Endorsements

(1)   Only verbal or written endorsements are permitted during **Union Elections**.

(2)   **Candidates** and **Campaign Groups** are not permitted to receive any monetary, in-kind, or material endorsements or donations from **Third Parties** during **Union Elections**.

(3)   To avoid the appearance of a **Slate**, endorsements made by **Candidates** or **Campaign Groups** shall not appear on campaign materials.

(4)   Any endorsement from a **Registered Student Organization** shall be authorized by the **Registered Student Organization's** governing body in accordance with the organization's own policies and procedures.

(5)   A **Candidate** or **Campaign Group** member who is also a member of a **Registered Student Organization** must abstain from participating in the decision-making process of that **Registered Student Organization** to grant an endorsement to that **Candidate** or **Campaign Group**.

(6) Current **SU** Executives and **SLC** members are not permitted to endorse **Candidates** or **Campaign Groups**.

(7) **Third Parties** may send written endorsements to their own managed contact lists only if these messages are not sent by or on behalf of a **Candidate** or **Campaign Group**.

20   Use of Personal Information and Voter Contacts

(1) **Candidates** and **Campaign Groups** are not permitted to use the university's electronic communications system (e.g. D2L, the UCalgary global address book, etc.) for **Campaigning**.

(2) **Candidates** and **Campaign Groups** must obtain explicit verbal or written consent to collect and use students' personal contact information for the purposes of **Campaigning**.

(3) **Candidates** and **Campaign Groups** are not permitted to send emails or other mass communications to **Third Party** contact lists for the purposes of **Campaigning**.

Part 5: Compliance

21   Violations

(1) A **Candidate** or **Campaign Group** who fails to comply with any provision of this policy, the **Nomination Package**, or other applicable **Union Policy** commits a Violation.

(2) **Candidates** and **Campaign Groups** are responsible for any Violations of **Union Policy** committed by their **Campaign Manager**, volunteer, individual or entity acting on their behalf.

(3) **Active Members** are subject to the University of Calgary's Student Non-Academic Misconduct Policy for their conduct during **Union Elections**.

22   Complaints

(1) Any member of the university community may submit a written complaint to the **CRO** regarding a perceived Violation of this policy, in accordance with procedures established by the **CRO** and General Manager or designate.

(2) Written complaints must include:

(a) the name of the complainant(s);

(b) the name of the respondent(s);

(c) the reason for the complaint;

(d) an explanation of the complaint;

(e) evidence of the basis of the complaint; and,

(f) if applicable, documentation of prior attempts to resolve the complaint informally.

(3) The **CRO** must acknowledge receipt of a written complaint within one business day following receipt of the complaint form from the complainant.

(4) The **CRO** must investigate a written complaint and decide whether a Violation has been committed.

23   Sanctions

(1)   Sanctions are confidential and details of any sanction applied to a **Candidate** will only be disclosed to the **Candidate** and their **Campaign Manager**.

(2)   The **CRO** may apply sanctions to a **Candidate** or **Campaign Group** who has committed a Violation, including:

   (a)   a written warning;

   (b)   a **Fine**;

   (c)   the confiscation or destruction of campaign materials;

   (d)   the imposition of limitations or prohibitions on any or all campaign activities for a specified period of time;

   (e)   disqualification, subject to subsection (5); or,

   (f)   invalidation of a **Plebiscite**, **Referendum**, electoral race, or election, subject to subsections (6) – (7).

(3)   When applying a sanction, the **CRO** must

   (a)   communicate to the **Candidate** or **Campaign Group** the violation they are being sanctioned for in writing;

   (b)   apply a sanction that is reasonable and proportionate to the violation; and

   (c)   provide information to the **Candidate** or **Campaign Group** for how the sanction may be appealed.

(4)   The **CRO** and General Manager or designate must establish and include in the **Nomination Package** a schedule outlining how sanctions are typically applied for common violations.

(5)   The schedule established per subsection (3) shall not limit the ability of the **CRO** to

   (a)   apply sanctions for violations not listed in the schedule; or

   (b)   apply other reasonable and available sanctions under **Union Policy**.

(6)   A **Candidate** or **Campaign Group** may only be disqualified if that **Candidate** or **Campaign Group**:

   (a)   fails or ceases to meet applicable eligibility criteria;

   (b)   fails to attend an **All-Candidates Meeting;**

   (c)   repeatedly or willfully violates **Union Policy;**

   (d)   interferes with voters, ballots, voting procedures, or ballot counting; or

   (e)   fails to comply with a **CRO** decision that has been communicated by the **CRO** to the **Candidate** or **Official Agent** of the **Campaign Group** in writing, such as by email.

(7)   A **Plebiscite**, **Referendum**, electoral race, or election may only be invalidated if the integrity of the democratic process has been compromised, such as if there has been:

(a) a demonstrable and substantive breach of **Union Policy** in the conduct or administration of the **Plebiscite**, **Referendum**, race, or election, including by the **CRO**, a **Candidate**, or a **Campaign Group.**

(b) interference with voters, ballots, voting procedures or ballot counting; or

(c) repeated or willful violations of **Union Policy**, University of Calgary policy, or municipal, provincial, or federal legislation in a way that impacts the integrity of the entirety of the **Plebiscite**, **Referendum**, race, or election.

(8) If a **Plebiscite**, **Referendum**, electoral race, or election is invalidated:

(a) the decision to invalidate must be communicated in writing to:

(i) all **Candidates** and **Campaign Groups** affected by the decision;

(ii) the General Manager or designate; and

(iii) the **SLC,** at the first **SLC** meeting after the decision is made, and;

(b) the written decision must detail:

(i) how the integrity of the democratic process had been compromised; and

(ii) how the decision to invalidate the **Plebiscite**, **Referendum**, electoral race, or election balances the rights and obligations of:

(A) the **SU**;

(B) the **CRO**;

(C) all the **Candidates** and **Campaign Groups** participating in the affected **Plebiscite**, **Referendum**, electoral race, or election; and

(D) **Active Members**.

24 Appeals

(1) In accordance with the **Union Bylaw**, any **Active Member** may appeal a **CRO** decision or contest the validity of a **Union Election** by application to the **Review Board**, within five business days of the last day of voting, in accordance with procedures established by the **Review Board**.

Part 6: Administration

25 Delegation of Authority

(1) The **CRO** and General Manager or designate are delegated authority for the administration and conduct of **Union Elections**.

(2) The **CRO** may make decisions with respect to the administration and conduct of any **Union Election**, taking into consideration:

(a) all relevant **Union Policy**;

(b)   the **SU's Strategic Plan**;

(c)   input from the General Manager or designate;

(d)   student feedback;

(e)   university policies and procedures;

(f)   best practices for the administration of elections; and

(g)   applicable municipal, provincial, and federal legislation.

(3)   The General Manager or designate has the authority to make decisions regarding staff involvement in **Union Elections**.

26   Chief Returning Officer

(1)   An individual is not eligible to serve as the **CRO** if they are:

(a)   a current **Elected Official**;

(b)   a member of the **Review Board** or the **Tribunal**;

(c)   a **Candidate** or **Campaign Manager** in a **Union Election**;

(d)   an **Official Agent** for a **Campaign Group** in a **Referendum** or **Plebiscite**.

(2)   In accordance with the **Union Bylaw**, no **SU** Executive is eligible to become the **CRO** within three years of the Executive's term in office.

(3)   The **CRO** is governed by **Conflict of Interest** provisions established in the **Union Bylaw**.

27   Authority to Approve Procedures

(1)   The **CRO** and the General Manager or designate have the authority to approve procedures for the administration and operations of **Union Elections** in compliance with:

(a)   all relevant **Union Policy**, including the **Union Bylaw** and this Elections Policy;

(b)   University of Calgary policies and procedures; and

(c)   Municipal, provincial, and federal legislation.

(2)   The **CRO** and the General Manager or designate must establish procedures for:

(a)   submitting valid nominations;

(b)   registering a **Campaign Group**;

(c)   platform submission;

(d)   withdrawing nominations;

(e)   registering **Campaign Managers** and **Official Agents**;

(f)   in consultation with campus stakeholders, the use of campaign materials, including:

(i)   what types of materials are permitted in a **Union Election**;

      (ii)   the content of campaign materials; and

      (iii)   the display and distribution of permitted campaign materials;

  (g)   campaign expenses; and

  (h)   **Candidate** and **Campaign Group** conduct.

28   Election Calendar

(1)   The **CRO** and General Manager or designate shall create and make available an annual calendar for the administration of **Union Elections**, establishing dates for:

  (a)   **Notice of Nominations**;

  (b)   **Referendum** and **Plebiscite** question submission and approval by the **SLC**;

  (c)   **Nomination Days**;

  (d)   **Notice of Elections**, and vacancies;

  (e)   **All-Candidates Meetings**;

  (f)   campaign funding procedure deadlines;

  (g)   campaign periods;

  (h)   voting days; and

  (i)   appeal deadlines.

(2)   Regular voting days for the annual General Election must be held:

  (a)   for at least three consecutive business days; and

  (b)   on or before March 15.

(3)   Regular voting days for the annual By-Election shall be held:

  (a)   for at least three consecutive business days; and

  (b)   on or before October 15.

29   Campaign Funding

(1)   **Candidates** and **Campaign Groups** are eligible to receive funding from the **SU** to cover campaign expenses equal to a maximum allowable expenditure for the office/position sought, as established by the **CRO** and General Manager or designate in accordance with the Annual Budget.

(2)   Campaign donations are not permitted.

(3)   Discounts utilized by a **Candidate** or **Campaign Group** must be available to all **Candidates** and **Campaign Groups**.

(4)   The General Manager or designate has authority over the administration of all campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

30 Reporting

(1) The **CRO** shall provide a written report to the **SLC** at least three **SLC** meetings prior to the first day of the **Nomination Days** for each **Union Election**. This report shall include:

    (a) the elections calendar for the given **Union Election**; and

    (b) a summary of any changes to election policies or procedures made since the previous **Union Election**.

(2) The **CRO** shall provide a written report to the **SLC** no later than three **SLC** meetings following the completion of a **Union Election**. This report shall include:

    (a) a summary of the results;

    (b) a summary of complaints, concerns, and issues that arose before, during, and after the election; and

    (c) elections-related recommendations for amendments to **Union Policy**, if necessary.

31 Implementation Authority

(1) The **CRO** and the General Manager or designate are responsible for the implementation and administration of this policy.

32 Review

(1) This policy shall be reviewed at least once per year by the **CRO** and the General Manager or designate.

(2) Upon the request of the **CRO**, the Policy Development and Review Committee may review and make recommendations regarding the Elections Policy to the **CRO**.

33 Editorial Revisions

(1) Subject to restrictions on when amendments to this policy may be made under the **Union Bylaw**, the General Manager or designate may make editorial revisions to this policy to:

    (a) Update hyperlinks;

    (b) Correct or update references to policies or other documents, such as the number of a section in another policy; or

    (c) Correct grammatical or typographical errors.

(2) The General Manager or designate must report any editorial revisions made under this section to the **SLC**.

History:

- April 7, 2015 (Resolution 72.34): Approved and enacted.
- June 7, 2016 (Resolution 74.04): Amended.
- April 4, 2017 (Resolution 74.54): Amended.
- June 13, 2017 (Resolution 75.05): Amended.
- December 5, 2017 (Resolution 75.23): Amended.
- July 3, 2018 (Resolution 76.09): Amended.
- December 4, 2018 (Resolution 76.30): Amended.
- December 3, 2019 (Resolution 77.23): Amended.
- August 11, 2020 (Resolution 78.10): Amended.

- March 30, 2021 (Resolution 78.35): Amended.
- July 26, 2022 (Resolution 80.08): Amended.
- August 7, 2024 (Resolution 82.07): Amended. In force August 7, 2024.

SU Elections Overview

Every March, the SU holds a General Election to fill the positions on SLC. Once elected, these students are referred to as Elected Officials. If any positions remain vacant or are vacated prior to September, a By-Election is held the following October.

Before You Get Started…

There are many things you'll need to do before submitting your Nomination package and becoming a Candidate. These include:

1. Think about issues that matter to students and do some research. Look into past platforms, talk with current Elected Officials and look at SU and University services, programs and events to see what has been done already.

2. Based on what issues you want to address, review the Position Descriptions and decide what role you are interested in (professionally and personally) and which role fits with your personal circumstances. Make sure that the issues you've chosen to focus on fit with the role, too.

3. Write out your goals and create a platform. Talk with your friends or classmates to get some feedback. Remember, you must do this privately and can't campaign or announce your intentions to run publicly: See the Declaring Intent and Pre-Campaigning section of the Nominations Package.

4. Pull together a team to help you and ensure you've read and understood the Nomination Package. You may want a Campaign Manager and some volunteers to support you with campaigning, staying on track with the rules and keeping you motivated!

5. Have fun! Make sure to take time to enjoy this experience. Whether you win your election or not, this is a great leadership experience.

SU Elected Official Positions

Executive Positions

- President (1)
- Vice President Academic (1)
- Vice President External (1)
- Vice President Internal (1)

Faculty Representatives

- Cumming School of Medicine (2)
- Faculty of Arts (4)
- Faculty of Kinesiology (1)
- Faculty of Law (1)
- Faculty of Nursing (1)
- Faculty of Science (3)
- Faculty of Social Work (1)
- Faculty of Veterinary Medicine (1)
- Haskayne School of Business (2)
- School of Architecture, Planning and Landscape (1)
- Schulich School of Engineering (3)

- Werklund School of Education (1)

Other Elected Officials

- Board of Governors (1)
- Senate (2)

Students also elect additional students who will represent undergraduates specifically at the University of Calgary Board of Governors (1) and Senate (2). These Elected Officials are not a part of the Students' Legislative Council, but they do work with the SU Executives to prepare for Board of Governor and Senate meetings and present a united student perspective on issues dealt with at this level. They also regularly report to SLC to share important updates from the University bodies they serve on.

What Does an Elected Official Do?

For more detailed position descriptions, please read Section 2: Position Descriptions. It's important to understand the roles and responsibilities, as well as the reach or limitations of each role, so you can develop clear and accurate campaign goals.

If you are interested in becoming a student representative, it is a good idea to get in touch with one of the current Executive members or your Faculty Rep to learn more about what the position entails. Current Elected Officials cannot critique your campaign or answer election-related questions, but they can share information about issues they are working on and give you a sense of what their work life is like.

You can find contact information for our current Elected Officials on the SU website.

You can also attend SLC meetings on **Tuesdays at 5:30 PM in SU Executive Council Chambers (behind the Information Centre/Lost and Found)** to see the team in action as they discuss important undergraduate issues and make policy decisions for the SU. To view the upcoming agenda, please visit the Students' Legislative Council webpage.

Referenda and Plebiscites

In some SU Elections, a Referendum or Plebiscite question may be included on the ballot. These questions help the SU to determine which direction to take on important issues based on what students vote. Referendum questions are framed to have a clear answer of either "yes" or "no," and are binding. Plebiscite questions may have multiple options designed to solicit a choice or indicate a preference and are used to guide decision-making but are not binding.

An Active Member or group of Active Members may come together to create a Campaign Group in support of a particular stance represented in a Referendum or Plebiscite question. Campaign Groups will be registered during Nomination Days on a first come, first served basis for a given question and only one "yes" and one "no" Campaign Group will be registered per question. [2]

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[2] For example, if there is one Referendum question for the upcoming Election, there may be a total of two groups registered: one for the "yes" side and one for the "no" side. If there are two Referendum questions, there may be a total of four Campaign Groups registered

A Campaign Group can register during Nomination Days by submitting their Campaign Group Registration Form. Each group must clearly indicate in their group's name which side of the Referendum or which voting option of the Plebiscite question they are choosing to represent. Campaign Groups must declare an Official Agent. This person will be considered the leader of the group and will be required to attend the All-Candidates meeting. Campaign Groups must also provide a second point of contact on their Registration Form.

The Official Agent for the group will be the person invited to represent the group at any forums that are organized. The Official Agent may use their photo to go with the platform, or a designed logo for the group may be used (not a UCalgary logo).

Remember! *Campaign Groups are required to follow the same procedures and policy as Candidates running in the Election.*

Campaign Groups

When the SU holds a Referendum or Plebiscite during the Election Period, students may wish to support one side of the question. A Campaign Group may be registered, using the same procedures that apply to Candidates. The group must declare which side of the question they are supporting when they submit their Nomination papers and follow all the rules in the Elections Policy and Nominations Package that apply to Candidates. There may only be one group per side.

Each Campaign Group is required to have an Official Agent. This person will be considered the leader and main contact for the group. A Campaign Group must also have a secondary contact, in case the Official Agent is unavailable at any given time during the Election.

Please note that Campaign Groups can only be registered in an SU Election if a Referendum or Plebiscite is taking place in that Election.

Eligibility

To be eligible to run for a position during the SU Elections or lead a Campaign Group, students must be currently registered in an undergraduate program at the University of Calgary. You must be a student both during the Election Period and, if elected, for the duration of your term. Conditional acceptance into a faculty does not fulfill the eligibility requirement.

Domestic Students' Eligibility for SU Executive Positions

SU Executives are full-time, salaried employment positions for their full, one-year term in office. Some Executive positions require travel and candidates must be able to meet the work and travel demands these roles require. Because they are full-time employees, Executives are restricted to only taking one course during SU business hours (8:30 AM – 4:30 PM, Monday to Friday). This means that most Executives are part-time students during their term in office. If you wish to remain enrolled full-time during your term in office, you will need to balance the full-time course load with a full-time job and enroll predominantly in courses that fall outside of business hours.

(one "yes" and "no" for each question). This structure is also used for Plebiscites, and a Campaign Group may be registered for each voting option available for the Plebiscite question.

Note! *While all Executive positions are full-time and typically involve a mixture of on- and off-campus work, the Vice President External and President roles typically involve a significant amount of off-campus work and multi-day travel to other cities or provinces for mandatory conferences, meetings, or events during the academic year.*

If you are considering running for an Executive position, you should contact the CRO early to discuss any concerns about your eligibility or effects on your course load.

International Students' Eligibility for SU Executive Positions

Note!!! International students who wish to run for an SU Executive position during the SU Elections must ensure they are compliant with the outlined requirements below from Immigration, Refugees and Citizenship Canada (IRCC). Please speak with International Student Services and your program advisor(s), respectively, for advice on complying with these requirements.

SU Executive positions are full-time, salaried employment positions which require students elected to these positions to work 35 hours per week for their full, one-year term in office. SU Executives are only permitted to take one course during SU business hours (8:30 AM to 4:30 PM, Monday to Friday). SU Executive positions typically involve a mixture of on- and off-campus work; particularly the Vice President External and President positions which involve a significant amount of off-campus work and multi-day travel to other cities or provinces for mandatory conferences, meetings, or events during the academic year.

An international student who seeks to run and serve in an SU Executive position must meet all of the following requirements as informed by IRCC and SU Union Policy:

- Your study program is at least 6 months long and leads to a degree, diploma or certificate.
- You are able to maintain a full-time status as a student at the University of Calgary while working 35 hours per week for your full, one-year term in office.
- Your study or work permit is valid at the time of Nomination.
  - If your permit's expiry date lands within the term of office you would be elected for, you must be able to demonstrate that you have applied for an extension of your permit upon future request by the SU, when you are able to apply for an extension.
- Your study or work permit must be authorized to:
  - work full-time throughout the duration of the term of office you would be elected for (expiry date is typically indicated as a condition on your work permit); or
  - work full-time on-campus[3] (s. 186(f) of the Immigration and Refugee Protection Regulation, typically indicated as a condition on your study permit); and
  - work a maximum of 24 hours per week off-campus during regular academic sessions (s. 186(v), also indicated as a condition on your study permit).
- You have a valid social insurance number.

If you are considering running for an Executive position, you should contact International Student Services and your program advisor(s) early to discuss any concerns about your eligibility, required work/study permits or advice on complying with these requirements.

Faculty Representatives are not full-time employees but receive a monthly honorarium and can complete their work alongside their regular class schedule. While not required, it is recommended that Faculty Representatives

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3 "On-campus" means you can work at all the buildings on your school campus. If your school has more than one campus, you may only work at the campus where you're studying in most cases.

reduce their course load (such as only taking 3 or 4 courses) to balance their responsibilities, as Faculty Representatives will typically attend various meetings, events and other obligations related to their role with the SU during SU business hours. Some weekend or evening work is also required, including attending SLC meetings every Tuesday at 5:30 pm.

Before proceeding, make sure you review all eligibility requirements by reviewing the following documents:

(c) The Union Bylaw
(d) The Elections Policy

Pre-Election Period: On the Road to Becoming a Candidate

Before the election begins, you'll need to ensure you have a full understanding of the rules and expectations and make a plan to help you succeed. This includes:

1. **Read the Rules**: in order to succeed, you should carefully review the Elections Policy, this full Nominations Package, and the applicable content of the Union Bylaw, including the sections about the Students' Legislative Council, SLC Member Roles and Responsibilities, Elections, and Executives.

2. **Clarify Your Understanding**: if there's information you don't fully understand or feel comfortable with, arrange an appointment with the CRO to ask questions! The CRO and the Elections staff are available to answer questions and provide clarification about things like eligibility, the nominations process, campaigning, and so on.

3. **Attend a Pre-Election Orientation:** the CRO and Elections staff run Pre-Election Orientation sessions in advance of each General Election, typically in January. The Pre-Election Orientation session for By-Election is typically held in September.

SU Elections Staff

The SU designates a team of people who work together to ensure undergraduate students can participate in a fair Election process. The Chief Returning Officer (CRO) and two full-time SU staff members head up the team, which includes individuals who assist with Election promotion, administrative work, and running the polling stations.

The best way to contact the Elections staff is by email: elections@su.ucalgary.ca. Email is monitored by Election staff during business hours (Monday to Friday, 8:30 am to 4:30 pm). Your inquiry will be handled by the first available Election staff member, or the designated individual depending on the issue.

Note! *Emails received outside of these times may not be returned until the next business day. Any communication sent to Election staff via personal numbers or social media accounts will not receive a response.*

Election staff will have regular office hours during the Election period which will be posted on the SU website. Refer to the section below regarding scheduling of appointments.

Appointments

Election staff members hold office hours and are available during this time for appointments to assist you with any questions or concerns. These hours are subject to change each semester.

Appointments are given in 30-minute intervals and can be made by contacting Election staff via email. **Individuals must make appointments at least two hours in advance.** Please note that appointments are given on a first-come, first-served basis and may not always occur on the same day as requested. For example, an individual may email the staff on Monday evening and request an appointment for noon the next day. However, **they may not email the staff at 9:00 am and expect an appointment for any earlier than 11:00 am**.

To allow the Election staff to support all Candidates and Campaign Groups equally, appointments cannot go over 30 minutes in length. If the appointment time has ended and you have further questions you will be asked to contact us by email or make another appointment. To ensure a productive appointment, please come prepared with your questions, or email them in advance so the team can give you the most accurate response possible.

Election staff will provide written confirmation of the appointment date and time, along with a confirmation if the meeting is being held in person at the SU office or send a Zoom video-conferencing link for the meeting. If you are unable to meet during the designated office hours, the Election staff may be able to accommodate you in other ways. However, please note that **no appointments will be made outside of SU business hours**.

Drop-Ins

Election staff may be able to accommodate drop-ins on a case-by-case basis for urgent matters, such as a follow-up for a complaint or fine. However, drop-ins are generally discouraged and will be accepted entirely at the discretion of the Election Staff. Whenever possible, you should aim to book an appointment.

Staying Connected

The Chief Returning Officer can be reached by email at elections@su.ucalgary.ca. The Chief Returning Officer's office hours are posted online during the Election Period on our website. We are always adding new information to our website to keep University of Calgary students updated on the SU Elections.

Also, connect with us on Facebook, Twitter, TikTok and Instagram for the most recent news using: @SUUofC.

Campaign Managers

A Campaign Manager is the only person who can represent you as a Candidate when you are unable to attend a meeting (such as the All-Candidates Meeting) or respond on your behalf when the Election staff need to speak to you. Your Campaign Manager may **not** run as a candidate in the same Election as you, as this will be perceived as a slate.

Candidates are **not** required to have a Campaign Manager. However, if a Candidate chooses to have one, they must also be an undergraduate student at UCalgary and currently be registered in classes. The Campaign Manager does not have to be in the same faculty as the Candidate. A Campaign Manager is recognized once the Candidate declares one on their Election Registration form during Nomination Days.

Campaign Team/Volunteers

Running a campaign is hard work. Many Candidates or Campaign Groups enlist the help of classmates or friends to develop a strategy, post and hand out campaign materials, and reach out to voters. There is no limit on how many people can volunteer with your campaign but remember to recruit your team privately if you are doing so during any Pre-Campaign periods.

Campaign team members, including Official Agents and Campaign Managers, are volunteers and **may not** receive any type of compensation such as a gift card or cash. Election expenses do not cover volunteer appreciation. Candidates and Campaign Groups choosing to provide any form of appreciation to their volunteers must do so after the conclusion of the Election (after Official Results are announced) and at their own expense.

Slates

Campaign teams cannot include other Candidates, as this can be perceived as an apparent slate. While the SU recognizes you may wish to campaign with your friends, you must avoid the appearance of a slate by campaigning independently.

*Remember! Slates are both about your actions, and how they are **perceived**. If other Elections participants or campus community members perceive your actions as a Slate, they can report it to the CRO. The CRO will review your conduct and if it can be **reasonably perceived as a Slate**, you may be in violation of the rules surrounding slates.*

This means:
- ✗ **DO NOT** sit and create your platform or printed materials together. Avoid similar phrases, designs, and slogans.
- ✗ **DO NOT** appear in another Candidate's videos, stories, or other social media posts.
- ✗ **DO NOT** post comments on another Candidate's social media about working together or collaborating after the election.
- ✗ **DO NOT** walk around campus campaigning with another Candidate and/or their team.

Note! The examples above are a non-exhaustive list of actions that may amount to a slate.
- ✓ **DO** keep up with other campaigns so you understand the issues.
- ✓ **DO** have constructive conversations about the issues, without endorsing a Candidate.
- ✓ **DO** ensure the wording on your campaign is unique and expresses your own ideas.

Tip! Review all important information in the Election Policy and Nomination Package with your Campaign Team prior to the start of the Election Period. Candidates are responsible for the actions of, and any subsequent violations made by, their Campaign Team members.

Funding Your Campaign (Expenses)

One way that we ensure fairness amongst Candidates and Campaign Groups is to place a maximum spending limit on campaign-related expenses. Expenses include anything that is used to assist you to market yourself and your ideas during the Election Period, such as: poster printing, stationery, props, table rentals, etc.

Plan ahead and purchase new items from reputable retailers as much as possible to avoid confusion and exceeding expense limits. **Do not print your posters and handbills at home.**

Note! *Tape will be provided by the SU for all Candidates who choose to put up posters. During SU Elections periods, tape will be available for pick-up at the SU Office during its open hours, on business days (date of availability and hours will be confirmed at the All-Candidates Meeting). Tape will **not** be an eligible expense and should not be purchased by Candidates. Candidates found to use tape that is different from what is provided by the SU will be subject to sanctions.*

All Candidates and Campaign Groups must submit a Campaign Expense Form, including those Candidates and Campaign Groups who do not spend any funds or who do not want to be reimbursed. No exceptions will be made.

Candidates or Campaign Groups who do not submit their forms on time may be subject to a fine. Candidates who are successfully elected and fail to submit their expense form by the indicated deadline may be disqualified!

Candidates must stay within the following spending limits, based on the position they are running for:

- ➢ **Executive positions: $300.00**
- ➢ **Faculty Representatives: $150.00**
- ➢ **Campaign Groups: $150.00**
- ➢ **Board of Governors and Senate Student-at-Large positions: $150.00**

Tip! *The above spending limit totals* **include** *GST. Be mindful of the tax that will be applied to the items you purchase to ensure you stay under the spending limit.*

There are two ways for you to fund your campaign: Grants or Reimbursements. The spending limits established above may not be exceeded regardless of whether you choose to receive a grant in advance or reimbursement after the election. No donations may be used towards your campaign. Candidates and Campaign Groups who disregard these limits may be disqualified.

Candidates must keep their original copies of their receipts and maintain them for either three months after the official election results are announced, or the conclusion of any appeal to the Review Board or the Tribunal that involves them, whichever is longer.

Grants

Please follow the following steps if you choose to fund your campaign through an SU Election Grant.

1. Fill out the Grant Request Form (found in the Official Nomination Package) and email it to the Election staff by the deadline. The deadline is the Friday prior to Nomination Days.

2. You will receive an email stating that your request has been approved and information about when and where your cheque will be available for pick up.

3. Keep track of all your spending and hang on to ALL receipts.

4. Fill out the Campaign Expense Form fully (found in the Nomination Package). **Print, itemize and collate all receipts in the same order your election expenses are listed on the Campaign Expense Form**. Submit your form and printed receipts at reception in the SU Main Office before the deadline. **The deadline is 12:00 p.m. on the day after the last day of voting. The form and receipts must be submitted in person and will not be accepted by email.**

5. The week following the SU Election you will receive an email confirming the amount approved from your expenses. You will also be informed of any money you owe back to the SU and instructions on how to return the unused funds. You will have 10 business days from the date of the email to return your unused funds. Note, funds that you owe to the SU must be paid by cash or cheque only; debit and credit card will not be accepted.

6. Candidates or Campaign Groups who do not return unused funding to the SU may be declared "members in bad standing" and may not have the ability to participate in certain SU programs or events, including future SU Elections.

Reimbursements

Please follow the following steps if you choose to fund your campaign through an SU Election Reimbursement.

1. Keep track of all your spending and hang on to ALL receipts.

2. Fill out the Campaign Expense Form fully (found in the Official Nomination Package). **Print, itemize and collate all receipts in the same order your election expenses are listed on your Campaign Expense Form**. Submit your form and printed receipts at reception in the SU Main Office before the deadline. **The deadline is 12:00 p.m. on the day after the last day of voting**. **The form and receipts must be submitted in person and will not be accepted by email.**

The week following the Election you will receive an email confirming the amount that has been approved for reimbursement. You will be provided with instructions for pick up of your cheque.

Note! Cheques must be deposited within six months of issue. Stale cheques will not be reissued.

Unreceipted Expenses

It is your responsibility to keep your receipts and document your expenses. If you have lost a receipt or are unable to acquire a receipt, you may use the unreceipted expense section of the form. **Only one item with a maximum value of $5.00 will be considered for approval**. The approval of unreceipted expenses is at the discretion of the Elections staff.

An example of an unreceipted expense would be if you purchased markers and lost the receipt but estimate the cost to be $3.50. This amount would be considered a part of your expenses and would be counted towards your budget. This would mean that your other expenses (with receipts) could not total more than the budget minus $3.50 (either $146.50 for Faculty, Board, and Senate Candidates, or $296.50 for Executive Candidates).

If you have any questions about unreceipted expenses or campaign spending limits, please contact the Elections staff in advance of submitting your Expense Form.

Pre-Election Orientation

Pre-Election Orientation sessions are generally held one to two weeks prior to Nomination days in an SU Election. The CRO conducts these workshops for potential candidates to provide them background about the Students' Union (SU), Students' Legislative Council (SLC), expectations as an elected official, various aspects of running in a student election and about what happens if you're elected.

All prospective Candidates and Campaign Groups are **strongly encouraged** to attend at least one Pre-Election Orientation session before running in the Election. If you have missed the session, you may contact the CRO for a recording.

Nomination Period: Registering as a Candidate

If you've decided to run in an upcoming SU Election, it's important that you understand the process of becoming an official Candidate or Campaign Group – otherwise known as the "Nomination Period." The Nomination Period is the first part of the "Election Period." The Nomination Period begins with the Notice of Nomination.

Notice of Nomination

A Notice of Nomination is posted on the SU door and SU website when an SU Election is imminent, generally in January for the General Election and again in September for the By-Election. This Notice indicates what positions are open for contest, as well as when and where the Nomination Days will occur. If a Referendum or Plebiscite question has been approved by SLC for the election, a Notice of Referendum or Notice of Plebiscite will also be posted at this time.

Declaring Intent and Pre-Campaigning

Many students begin thinking about running in an SU Election long before the Notice of Nomination goes up. It's natural to want to share your thoughts on a possible campaign platform with others or try to garner support early so you can get enough signatures when the time comes. However, Pre-Campaigning is **strictly forbidden** in any SU Election. Campaigning can only occur during the designated Campaign Period.

Pre-Campaigning is any type of activity that is done **publicly** and indicates your desire or intention to run in an upcoming Election before the designated Campaign Period has begun, such as:

- o   Making an announcement in a class
- o   Posting a public message or status update, or creating a public group/page on social media
- o   Posting a video

We recognize that you may want to gather a few friends to help you write your platform or come up with your strategy ahead of time. In that case, you are allowed to do something called "Declaring Intent".

Declaring Intent is any type of activity that occurs in **private** prior to the start of the Campaign Period and is not intended to reach a large group of people. This could include:

- o   An email to a couple of friends
- o   Talking to an individual face-to-face

o A private message or private/unshared group/page on social media – a private group/page should not have more than 30 members/followers.

Once the Elections Team has confirmed that you have enough signatures to submit your Nomination Package, you must cease declaring intent. This means that once you reach your signature requirements, you will need to pause talking to students about your intentions to run. If you do not stop collecting signatures after reaching the minimum, the Elections Team may consider your actions as pre-campaigning.

When the SU Elections team communicates to you that your platform has been published on the SU website, you may start campaigning verbally about your candidacy with students.

Note! *The CRO will contact any student engaging in Pre-Campaign activities with a warning. These students may be subject to sanctions immediately upon registering on Nomination Days if they do not cease their activities immediately upon receiving the warning.*

Nomination Days

Nomination Days are generally held two to four weeks prior to Voting Days. The CRO and other designated staff accept Nomination Packages on these days, for several hours at a designated location. Undergraduate students who have confirmed their eligibility for the SU Elections per the Eligibility section of the Nominations Package and collected the required number of signatures, may submit their nomination forms between the times indicated on the Notice of Nomination.

Students will be admitted in the order of their arrival. The Elections staff will review your nomination package for completeness while you wait. Each individual must be prepared to answer questions about their eligibility and provide all mandatory documents. If you are attending Nomination Days **in person**, your documents **must** be provided on a USB stick or emailed to the Elections staff before your arrival. Please do not bring paper copies of your documents. If you are attending Nomination Days **virtually**, you **must email** your documents to the Elections staff (elections@su.ucalgary.ca).

If you are unable to attend at the times available, you may designate a Campaign Manager to submit the forms on your behalf. Please see the Campaign Managers section of the Nomination Package for more information about registering a Campaign Manager to represent you during the Election Period. Please do not bring any other members of your campaign team with you.

Tip! *There are often several students waiting to submit their Nomination Forms. Please give yourself plenty of time and get in line at the Nomination station to ensure your name is on the waiting list so you are seen in the appropriate order. Any student not on the list before the cut-off time will not be permitted to submit their Nomination Package.*

Nomination Requirements

To become an official Candidate or Campaign Group for an upcoming SU Election, students must submit all the mandatory items during Nomination Days. Election staff will **not** accept incomplete or late packages. Packages are not considered officially received until the Elections staff send a notice of confirmation to the Candidate or Group by email.

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Nomination Package **Mandatory** Items
[See instructions for each item below.]

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❑ Election Registration Form

❑ Proof of Enrolment at UCalgary

❑ Nomination Support Signatures

❑ Platform Statement (Max. 350 words)

❑ Candidate Profile Questionnaire (Max. 100 words)

❑ Hi-resolution photo of candidate

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❑ Incumbent Acknowledgement Form **(current SLC or SU staff members only)**

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❑ [Study or work permit] **(international students only)**

    ✓ Must be valid at time of Nomination

    ✓ If your permit's expiry date lands within the term of office you would be elected for, you must be able to demonstrate that you have applied for an extension of your permit upon future request by the SU, when you are able to apply for an extension

    ✓ Permit conditions accommodate work requirements **(Executive positions only)**

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Tip! *Review the following details to ensure you have everything in order prior to your arrival at the Nomination Station. This will ensure smooth submission and quick processing time. If you have questions or have trouble with your requirements, contact the Elections staff before Nomination Days.*

Election Registration Form

✓ Remember to double-check that your contact information is correct so we can send you important information. Please only indicate one email address, preferably your UCalgary email.

✓ If you are not using your legal name to campaign, ensure you've included the name you want to appear on the ballot in clear and legible writing.

✓ Read the acknowledgement carefully before signing the form – when you become a candidate, you are responsible for understanding and complying with the rules of the election. Ignorance of the rules is not an excuse for breaking them.

✓ If you want to have a Campaign Manager, you must declare it on this form. A Campaign Manager can't be added later.

Proof of Enrolment at UCalgary

✓ The CRO or Elections Staff must be able to verify your enrolment as an undergraduate student at UCalgary to accept your Nomination.

✓ To prove your enrolment status, you can rely on your Term Account Summary, Academic Requirements Summary or Unofficial Transcript document, as applicable.

    o To run as an **Executive**, your Unofficial transcript must indicate you are in at least your 2nd year of your program.

- To run as a **Faculty Representative**, your Term Account Summary or Academic Requirements Summary document must indicate that you are currently enrolled in the Faculty that you seek to serve as the Representative for.
- To register a **Campaign Group**, or to run for the **Senate** or **Board of Governors Student-at-Large Representative** positions, your Term Account Summary or Academic Requirements Summary document must indicate that you are a current undergraduate student.

✓ Most students can access these documents to prove their enrolment at UCalgary via the Student Centre (my.ucalgary.ca).

Nomination Signatures

✓ Signatures will be collected only through an online form that is administered by the SU.

✓ You must specify which position you are collecting signatures for, and you can only collect signatures for one position.

✓ Students interested in supporting you as a candidate will need to be able to confirm their identity on the secured e-signature form, as well as identify you by name and the position you are running for. Please ensure any students supporting you as a candidate with their signature are provided with the correct spelling of your name, as it appears on your Election Registration Form.

✓ The link to the Nomination form will be available on the SU website after the Notice of Nomination is posted. Candidates are welcome to share the link with their supporters, as long as they are following the rules for declaring intent privately.

✓ To check your signature count, contact SU Reception at reception@su.ucalgary.ca to request an update. Updates will be provided a maximum **of once per day** to each candidate, upon request.

Platform Statements

✓ The platform statement will appear on the SU website as is. The SU will not edit platform statements, nor update the website with formatting changes requested after submission.

✓ Submit your platform in a **Word document with minimal formatting** to ensure it appears online as you intend it to (i.e. – Avoid bullets or lists, italics, bolded text, etc. as much as possible; stick to plain text and line breaks!). Please do not use Google docs to create your document or do your word count.

✓ The platform statement you submit must be written in your own words.

✓ Please ensure all digital filenames include your surname (e.g. – CampaignPlatform_JSmith.doc.).

Candidate Profile

✓ A candidate profile helps the SU tell students who you are, in a more personable manner. This brief questionnaire will give you a chance to share more about your background, hobbies, talents, personal philosophy etc.

✓ You should aim to respond to the questions in a way that establishes a personal connection between you and your constituents/potential voters. **Do not include any campaign goals or messaging in your profile.**

✓ Your candidate profile will be shared online and in poster form as it is submitted. The SU will not edit statements, nor make any other changes once the questionnaire has been submitted.

Photos

- ✓ If you are a Candidate, you should be the only person in the picture and the image must be of you. Headshots (from the shoulders up) are preferred. The image will be cropped if necessary. Ensure your photo is not taken from too far away and your face is clearly visible.
- ✓ If you are registering a Campaign Group, your photo may be a designed logo/image, or a picture of your Official Agent.
- ✓ Maximum dimensions 3 x 5 inches, Minimum 1.5 x 2 inches.
- ✓ Minimum 400 pixels wide.
- ✓ Acceptable formats: JPEG (not compressed) and TIFF.
- ✓ Please ensure all digital filenames include your surname. E.g. – CampaignPhoto_JSmith.jpg.

Incumbent Acknowledgement Form

- ✓ If you are a current Elected Official or a member of SU staff, you must submit this form with your Nomination.
- ✓ Be prepared to submit your SU office keys to the CRO, along with any information about times you may need to be in the SU office for SLC business, such as for meetings.

Work or Study Permit

- ✓ If you are an international student, the Elections Staff will need to see a copy of your valid study or work permit.
  - ✓ If you are running for an **Executive** position, your permit must:

    - work full-time throughout the duration of the term of office you would be elected for (expiry date is typically indicated as a condition on your work permit).
    - Be authorized to work full-time on campus (s. 186(f) of the Immigration and Refugee Protection Regulation, typically indicated as a condition on your study permit).
    - Be authorized to work a minimum of 24 hours per week off-campus during regular academic sessions (s. 186(v), also indicated as a condition on your study permit).

- ✓ If your permit is due to expire during the term of office you would be elected for, you will be required to provide proof of an application to extend your permit, upon future request by the SU when you are able to apply for an extension.

Withdrawing your Nomination

Students who decide to withdraw their nomination as a Candidate or Campaign Group must request this in writing (by email) before the end of Nomination Days. For Candidates, the request will only be approved if the position will still be contested amongst the remaining nominees running for that position. **If your withdrawal will result in either a vacancy or an uncontested election, your request will not be approved.**

Election Period: Candidacy and Campaigning

Notice of Election

The day after the Nomination Period ends, the Election staff will post a Notice of Election on the SU office front door and the SU website. This notice confirms the dates and locations of voting, states which positions are being contested or have uncontested candidates, and the number of Campaign Groups that have been registered. All undergraduate students will be able to cast ballots for all the Executive, Board of Governors and Senate positions that are being contested, as well as any Referendum or Plebiscite questions. Faculty positions can only be voted on by students currently enrolled in that faculty.

The Notice of Election will also note any vacancies. Vacancies do not appear on the ballot.

Once the Notice of Election is posted, Candidates and Campaign Groups will receive an email confirming that they are officially candidates in the upcoming Election. The email also contains information about the mandatory All Candidates Meeting and any other important announcements.

Vacancies

When the number of Candidates submitting a Nomination Package is less than the number of positions being contested, the CRO will declare a vacancy[4] on the Notice of Election. When this occurs, the SU will advertise the position after the Election ends within the appropriate faculty and go through an appointment process – like hiring for a job. The appointed individual will complete the duties as required, including attending SLC and voting on resolutions.

In the fall semester, the appointed position shall be considered vacant again, and the vacancy shall be filled during the By-Election held in October. The appointed individual continues to fulfill the responsibilities of the position until the By-Election results are announced, after which the role is passed on to the elected individual.

Uncontested Candidates

Even if a Candidate is uncontested in the position they seek, or if the total number of Candidates is less than the number of positions available, a ballot question will be provided to voters to choose whether they support the uncontested election of the Candidate into their sought position. If voters support the election of the unopposed Candidate, they will be elected to the position. However, if more votes are cast against their election than in favor of their election, the position shall be declared as a Vacancy and the uncontested Candidate will not be elected to the role.

Uncontested Candidates must participate in the Election like any other Candidate: their attendance at the All-Candidates Meeting is mandatory, and the SU recommends they campaign and engage with students to improve their chances of a successful yes vote on their ballot question.

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[4] If multiple seats are available for a position, and the number of applicants is less than the number of seats, then there will be a combination of vacancies and votes of confidence. For example, if there are four seats for the Faculty of Arts and only two Candidates come forward, both candidates will be listed on a ballot which calls for a vote of confidence, and the remaining two seats shall be declared vacant.

All-Candidates Meeting

All Candidates and Campaign Groups must attend the All-Candidates Meeting before being eligible to run in an SU Election. During SU Election periods, two meetings will be held, and Candidates or Campaign Group Official Agents **must attend one meeting**.

Meetings are typically held in person. Times and locations are confirmed at the start of the Nomination Period. These details are also confirmed with candidates during Nomination Days. If meetings are changed to a virtual format, candidates will be informed as soon as possible.

If a Candidate is unable to attend the meeting and has registered a Campaign Manager during Nomination Days, that individual may attend the All-Candidates Meeting in their place. For a Campaign Group, only the Official Agent or secondary contact is required to attend (not the whole group).

Anyone who is more than five minutes late to an All-Candidates Meeting will be marked absent and Candidates or Campaign Groups who do not attend at least one meeting will automatically be disqualified.

Candidates and Campaign Groups are responsible for ensuring they have read the entire Nomination Package, including the SU Election Policy and Election Procedure completely before attending the All-Candidates Meeting. At the meeting, the CRO will provide a review of the major rules, a reminder of deadlines, any updated information on the sanction procedures and a place to ask general questions about campaigning. Specific questions about your campaign should be directed to the Election staff by requesting an appointment during office hours.

Remember! Only verbal campaigning can take place before the start of Campaign Period. All other forms of campaign activities must receive prior approval from Election staff.

Disclaimer(s)!

- *Please note that execution of election events and campaign activities during SU Elections are subject to change in line with prevailing provincial and University of Calgary public safety mandate(s) or recommendation(s). If a change is required during the Election, information will immediately be updated on our website, social media and provided to Candidates in the most efficient manner possible.*

- *The SU and University Student Conduct Office have taken collaborative steps to address student conduct during SU Elections. All infraction(s) and misconduct(s) will be decisively dealt with in line with the University of Calgary Code of Conduct and Non-Academic Misconduct Policy, and the SU Election Policy. Candidates, Official Agents of Campaign Groups, Campaign Volunteers, and all Undergraduate Students are reminded that they are bound by the Code of Conduct. We encourage all candidates, their volunteers and students in general to consider their actions and language to ensure we are contributing to conversations in a constructive and compassionate manner and are supporting a welcoming and inclusive environment on our campus.*

Campaigning

Designated Campaign Period

Each Candidate and Campaign Group must have their campaign materials approved on or before the deadline for the Campaign Approval Process. Please ensure you understand the section on the Campaign Approval Process below before preparing your campaign strategy.

The Campaign Period begins roughly one to two weeks after the conclusion of the All-Candidates Meeting. Please refer to the SU Election Key Dates and Events for specific dates and times.

During the Campaign Period, Candidates and Campaign Groups can share their campaign materials to students if they have received approval from Election staff. This is the time where many Candidates choose to launch a website, post videos online, start using their social media accounts and share information about their platforms.

Candidates Interacting with Campaign Groups

If a Referendum or Plebiscite question is being asked during the SU Election, Candidates may express support for one side of the question, or for a Campaign Group, through their own individual campaigns, forums and or by signing Nomination Support forms. Candidates **cannot** base their entire Campaign around the question or their stance on the question. Candidates **cannot** be the Official Agent or secondary contact for any Campaign Groups, nor can they be a Campaign Manager for another Candidate. Official Agents **cannot** be the Campaign Manager for a Candidate.

Campaign Materials

Candidates and Campaign Groups may use a variety of materials to assist in the promotion of their personality and platform. Be creative and ensure that you submit your Campaign Approval Form on time, so you can start campaigning at the start of the Campaign Period. Take note of the specific guidelines below and ask Election staff if you are unsure because sanctions will be imposed as needed. **Do not print, post or pay for any materials before you receive approval (see Campaign Approval Process for more information).**

Printed Materials

All printed materials for Candidates and Campaign Groups must include:

Candidates	Campaign Groups
✓ First and Last Name (matching what was provided on your Election Registration Form) ✓ Title of position sought (e.g., "President," "Faculty of Arts Representative") ✓ Voting Days	✓ Clear indication of which Referendum/Plebiscite question they are campaigning for or against ✓ Clear indication of position (e.g., "Yes" or "No") ✓ Voting Days

Printed materials are classified into three categories:

Banners	Posters	Handbills
✓ Any material over 11x17 inches. ✓ **Maximum of 3 banners per Candidate or Campaign Group.**	✓ 11x17 inches or smaller. ✓ Maximum of **50 posters per Candidate or Campaign Group** (expenses must reflect this).	✓ Handbills must be handed directly to an individual. ✓ **If Handbills are posted on walls or boards, they will count towards poster count.**

✓ **One** banner may be hung in a MacEwan Hall courtyard. ✓ Hung from railings or posted on brick or unpainted walls only. ✓ Must be hung by string or provided tape.	✓ Up to 5 of your posters may be hung in MacEwan Hall. ✓ Post only on public boards, brick walls, unpainted walls, or railings. ✓ Use only provided tape.	✓ Materials must not be left on tables or around campus.

Remember! *Participation in an SU Election does not give you permission to violate laws or university policies. The SU will not intervene with the police or university if they conduct an investigation of a Candidate or a Campaign Group.*

Election staff may remove posters or banners if asked to do so by Operations Management/Facilities. This includes but is not limited to:

✓ Any items obstructing fire lanes or sprinklers.
✓ Any lawn signs or cable ties on university property (green spaces).
✓ Items affixed to a window or glass surface, or any other safety or security concerns.

Any cost of damage or cleaning, such as peeling of paint, tape residue, etc., will be charged to the Candidate or the Official Agent for Campaign Groups.

Food

Candidates may hand out approved snacks or drinks as part of a campaign if the item is **individually wrapped in its original packaging**. No homemade items are permitted. No items which have been removed from their original packaging, or items from a larger shared package, are permitted.

For example, individually and commercially wrapped candies from a box may be handed out.

As with any direct handout to another individual, Candidates should always respect the comfort levels of others in initiating these interactions. Candidates must be prepared to indicate how they intend to hand out food items safely.

Swag (Giveaways)

Swag items that comply with the Community Standards are permitted. As with any direct handout to another individual, Candidates should respect the comfort levels of others in initiating these interactions.

➢ Any swag or giveaway must be equally available (subject to quantity/availability) and cannot be used to influence voter support in an unfair manner.
➢ Swag may not be given as a reward for competitions or as part of any form of transaction.

Videos

Candidates may create videos to share on virtual platforms, including social media. Videos that are "produced" are those that are filmed, staged, and edited together. Generally, these would be longer in length, include multiple locations/shots and generally require more work to create. Produced videos must be approved by Election Staff during the Campaign Approval period.

Video "clips" that are short, spontaneously created, with limited editing, do not need to be pre-approved during Campaign Approval. E.g. – an Instagram story. However, Election Staff conduct spot checks and will contact any Candidate who posts clips that are in violation of any Community Standards or other Election rules.

To help differentiate between a produced video or an "impromptu video," please refer to the table below. The table is provided as a guideline to help Candidates and Campaign Groups identify whether their video idea will require approval prior to posting; but, either way, all Elections Policy and Procedure rules apply, including the Rules of Fair Play and Community Standards.

Produced Videos	Impromptu Videos
✓ **Require approval before posting** ✓ Medium or long videos (typically greater than 2 minutes) ✓ Scripted and planned out ✓ Involve multiple takes or separate clips, edited together A common example is a prepared "campaign launch video," with a Candidate discussing their platform in depth, using one or more locations as a backdrop.	✓ **Do not require approval before posting** ✓ **Must be posted or shared on an approved platform (such as social media)** ✓ **Still must comply with Elections Policy and Procedures** ✓ Short videos (typically less than 2 minutes) ✓ Made without a prepared script ✓ Usually done in one take without significant editing Common examples include short TikToks, Instagram stories or reels.

Classroom Visits

Candidates and Campaign Groups may wish to reach students through announcements in classes. **Candidates must request these visits in advance**. Written permission from the instructor of that class must be received prior to entering the classroom, whether it is online or in person.

For the sake of courtesy, campaign notes on the board must be erased prior to the beginning of the next class. Approval for classroom visits also applies to online courses: unless you have received written permission from the instructor to speak at the beginning or end of an online session, it is a violation to present to that online course, even if you are a member of that class.

Candidates must respect the right of an instructor to decline a classroom visit. Please note that classroom visits are not allowed in Scurfield Hall and Mathison Hall.

Candidates will be asked to include a list of intended classroom visits on their Campaign Approval form at the time of submission. Details that will be required for each visit include:

- ✓ Name of Course
- ✓ Number of Course
- ✓ Name of instructor
- ✓ Date and time of scheduled visit

Election staff will be conducting spot checks for classroom visit permissions. If the CRO requests proof that a visit was permitted by the instructor, the Candidate must forward an email response from the teacher confirming the visit or provide a screenshot of the email.

Online and Social Media

Social media and personal websites are popular methods of campaigning. You may use your personal or new campaign-specific accounts on various online platforms for campaigning. However, **you must make your personal page/account public throughout the Election period**.

This means when you submit your account username and information you intend to use for campaigning to the CRO for monitoring and record keeping purposes, **everyone must be able to see your pages** (it cannot be set to private).

Recommended Social Media/Online Platforms	Prohibited Social Media/Online Platforms

✓ Facebook Account
   ➢ You may also create a new Facebook Page for your Campaign.
✓ Instagram
✓ Twitter
✓ TikTok
✓ LinkedIn
✓ Discord
   ➢ You must create a new Discord Server for your Campaign. (Do not mention your discord account on the campaign approval form, attach a link to your server)
✓ Twitch
✓ YouTube (note the rules around campaign Videos)
 	
✓ Paid social media advertisements (note the rules around Campaign Funding)
   ➢ Some social media platforms require you to register or verify your account prior to running election-related advertisements.
   ➢ The CRO or the SU cannot assist with this process. Candidates may wish to consult the Help or Assistance pages for the respective social media platforms they wish to use, in advance of the Election Period.
	✕ **Any dating apps**
	   ✕ Tinder
	   ✕ Grindr
	   ✕ Bumble
	   ✕ Hinge
	
	✕ **Any platform where posts are only available temporarily**
	   ✕ Snapchat
	
	✕ **Any "private" platform, or platform which requires user permissions to access**
	   ✕ Private subreddits
	   ✕ Private Discord servers
	   ✕ Private Instagram or Twitter accounts
	   ✕ Private/Unlisted YouTube videos
	   ✕ Private groups on any Social Media

Note! *Candidates should carefully consider which Online or Social Media platforms they use to facilitate their election campaign. Candidates' choices regarding their preferred Online or Social Media platforms for election campaigning could have a significant impact on their campaigning activities and perception of the SU Elections. Further, we highly encourage Candidates to limit their campaign engagements and discourse to identifiable students at the University of Calgary to protect their wellbeing and overall experience with the SU Elections.*

Candidates are expected to clearly explain on their Campaign Approval Form how they intend to use social media to promote themselves and their campaign. Any use of Online or Social Media platforms in a Campaign must adhere to the Code of Conduct and all Elections rules, including the Elections Policy and Nominations Package. If the use of an Online or Social Media platform – whether it is listed in this section or not – infringes on the Elections rules, including the Rules of Fair Play or Community Standards, the Election Staff may deny a Campaign Approval request or give a formal warning or sanction, if necessary.

Candidates or Campaign Groups can not:

- ✗ Use a pre-existing Discord account for campaign purposes.
- ✗ The use of third-party (such as Club accounts) counts as an [Endorsement](), and must be expressly authorized by the club or other third-party, and content must be posted by the appropriate authority within that club or other third-party, **not** the Candidate/Official Agent, their Campaign Manager, or a campaign volunteer.
- ✗ Use a private page, account, group, channel, or create a private post (i.e. User needs permission to view content).
- ✗ Harass or discriminate other Candidates or Campaign Groups based on race, ethnicity, religion, sexual orientation, sex, gender identity, disability, personal expression, or ability.
- ✗ Promote excessive consumption of alcohol or drinking games.
- ✗ Use materials (text, photo, video, or game stream) that are graphic, violent, or obscene (e.g. explicit, overly suggestive, or intentionally shocking).
- ✗ Interact with the campaign materials or activities of another Candidate (i.e., participate in another candidate's classroom visits, like or comment on another Candidate's campaign posts or appear in another Candidate's campaign pictures and videos etc.)

Produced Social Media Content	Impromptu Social Media Content
✓ **Require approval before posting.** ✓ [Produced Videos](). ✓ New information not a part of your Platform or directly related to your Platform, or otherwise already approved. ✓ New graphics, themes, or designs not already approved as part of other Campaign Materials.	✓ **Do <u>not</u> require approval before posting.** ✓ **Still must comply with Elections Policy and Procedures.** ✓ Graphics, text, ideas, themes or designs already approved as part of other Campaign Materials. ✓ Account profile pictures ✓ Impromptu Videos, as defined in the [Videos]() section. ✓ Information contained in your Platform or closely relevant to it. ➢ e.g., an "extended platform," or further explanation of your platform points, within the parameters of your platform submitted with your Nomination Package.

Tip! *Do not film your videos or take your Candidate photos in Campaign-Free Zones (e.g. – Libraries, SU office, Clubs Area, etc.). Also, remain aware of any applicable copyright or trademarks, and remember to give credit where it's due if you've used photographs, music, video clips, etc.!*

Election staff conduct spot checks on social media to ensure all Elections rules are being upheld by candidates.

Logos

Candidates may not use or superimpose the SU logo, any UCalgary logos (including those of individual faculties or the Dinos), or that of any organization on any of their Campaign Materials.

Logos that appear in the existing environment (such as wayfinding signs, or Dinos apparel purchased from an authorized retailer) and do not require special permissions for use may be permitted at the discretion of the CRO. SU Hoodies may not be worn by candidates or campaign team members under any circumstances.

Only Campaign Groups may design a group logo for the use of their platform photo if they do not want to use the picture of their Official Agent.

Additional Campaigning Opportunities

Forums and Candidate Fairs

The most effective method of campaigning is to speak with voters directly. During the Campaign Period for the General Election, the SU hosts a candidate fair and a series of forums to give all interested candidates the opportunity to meet their constituents. Forums and candidate fairs are not normally organized by the SU for By-Elections.

The forums are normally facilitated for Executive positions by outgoing Elected Officials, who come prepared with a list of both open and close ended questions to allow voters to get to know your personality and more about your Election promises. Often other groups on campus, such as clubs, also organize forums that are open for all Candidates to attend. A list of scheduled forums, including time, online link and what you must do to confirm your attendance will be given to you during Nomination Days. It is important for Candidates to note the dates and times of the forums that apply for their position, as reminders will not be sent. It will be your responsibility to RSVP and follow the directions provided by the host to participate.

The Candidate Fair is facilitated by the Election Staff for other Elected Official positions. Candidates who RSVP to participate in the candidate fair are allotted a table within Mac Hall for a set time to speak with voters directly. Candidates may distribute their approved campaign materials at their allotted tables, except for food or beverage items. Candidates are also responsible for decorating and recruiting volunteer(s) to staff their allotted tables.

The Rock

Painting any of the three 'rocks' is permitted. You may paint over the last message only after a reasonable amount of time (at least 24 hours) has passed.

NUTV Graphic Campaign Advertisement

NUTV offers Candidates a 60 second graphic advertisement on their TV screens in MacEwan Student Centre at a reduced fee which will be communicated to Candidates during the All-Candidates' Meeting.

- ✓ Submit a jpeg of your advertisement to the Executive Director, Cameron Macgowan at ed@nutv.ca.
- ✓ The advertisement will be aired on a rotating basis throughout the day. It is your responsibility to ensure the ad only appears during designated periods.
- ✓ This visual graphic must be designed by the Candidate and may be a digital copy of your Election poster.
- ✓ NUTV ads are an eligible campaign expense, and you must obtain a receipt at the NUTV office. Please ensure that you record all your expenses in the expense form for full reimbursement.

Rules of Fair Play and Community Standards

Candidates and Campaign Groups must conduct all campaigning in accordance with both the Rules of Fair Play and Community Standards as outlined in the Elections Policy.

All campaigning must be positive in nature and show respect for other candidates. This means that campaign tactics, actions, or materials that attack, demean, or unfairly target other candidates or Campaign Groups will not be allowed. A fundamental component of the democratic process is the ability and willingness to tolerate opinions that you may not agree with. By focusing on positive campaigning and respecting the diversity of opinions from all candidates, you help to ensure the election is both fair and equitable for all those involved.

Candidates and Campaign Groups must also demonstrate respect for all members of the University community when campaigning. This includes respecting the opinions and actions of University staff and administration, as well as the right of all students, staff, and faculty to continue to study and work during the Election. When campaigning, please keep this respect in mind in terms of noise, use of space, and interactions with other community members. Failure to do so may result in a warning and/or sanction.

Any Candidate or undergraduate student who violates the Code of Conduct and Non-Academic Misconduct Policy during the Election will be reported by the CRO to the University's Conduct Office.

As a candidate, your respect for all active members of the Students' Union, and the university at large demonstrates a commitment to the importance of their interests. This commitment will ultimately help you if you are elected.

Remember! *Positive campaigning does not mean that you are restricted from offering constructive criticism. As a candidate you are encouraged to debate important issues and share your opinions – just remember to do so in a professional manner. Personal attacks will not be tolerated.*

Campaign Resources

Candidates and Campaign Groups must document all resources used and **keep all original receipts**. Candidates must collate and provide their receipts for submission with their completed expense form. Candidates must keep their original copies and maintain them for either three months after the official election results are announced, or the conclusion of any appeal to the Review Board or the Tribunal that involves them, whichever is longer.

Candidates and Campaign Groups are permitted to take advantage of store or company promotions and discounts only if they are advertised and readily available to any other Candidate. E.g., In-store and flyer promotions are acceptable. Discounts received due to a Candidate knowing an employee or the owners are not permitted.

Using any SU or University of Calgary resources is strictly prohibited. Current Elected Officials, including SU Executives, may not use their SU privileges to assist Candidates or Campaign Groups. This includes the use of technology, supplies, physical space and SU branded attire or materials (i.e., Clubs Space lockers and Executive and/or Elected Officials' Office). If a Candidate or Campaign Group holds a title/position with the SU or the university (including their faculty) at the time of the Election, they are not permitted to use that position for an unfair advantage. Candidates or Campaign Groups who hold a position within the SU must give up their access to the SU office(s) for the duration of the campaign. They may only use the SU office(s) for official SU business and the CRO must be informed of such instances. Current Elected Officials may not use social media pages or email lists used for their position for any campaigning purposes. They must also remove any posters (including those provided by SU communications at the start of their term) or other advertising used to promote themselves as a current representative during the election period.

Any students currently involved with the SU as Elected Officials, student staff or as committee members also need to sign the Incumbent Agreement when submitting their Nomination Package.

Candidates and Campaign Groups may not use their current position with the SU on campaign materials or to gather information that is not available to other Candidates. The only permitted use of a position or title is to refer to it during verbal campaigning (i.e. – forums, videos, classroom visits) as "prior personal experience" or in one's platform on the SU website or videos on social media. Only current elected officials may verbally use the term "re-elect" if they are running for the same position again.

For example, you may NOT email a note to students via D2L saying: *"I am your Arts Rep and I deserve to be re-elected as SU President."*

You may NOT use the term re-elect on your campaign posters, banners and handbills even if you post them on social media.

You may shoot a video asking students to re-elect you ONLY IF you are contesting for the same position.

You MAY say at a forum or in a conversation with a student: *"I have gained a lot of communication and administrative skills as an Arts Rep and would like to continue working for students as SU President."*

Current Elected Officials shall refer to the Union Bylaw, Elections Policy and SLC Code of Conduct for information regarding their involvement in Elections.

Campaign-Free Zones

All SU offices and businesses are always Campaign-Free Zones. Candidates, Campaign Groups and their volunteers cannot use these spaces when collecting signatures and they shall not bring their materials into these spaces, nor do any kind of promotion or campaigning.

SU offices and businesses that are Campaign-Free Zones include the following:

- ❏ SU Main Office
- ❏ Volunteer Services
- ❏ Q Centre
- ❏ Clubs Spaces (East and West)
- ❏ The Den/Black Lounge
- ❏ That Empty Space
- ❏ Council Chambers
- ❏ The Stör
- ❏ Bound and Copied (can only be used for the purpose of printing)
- ❏ Vendors in MSC Food Court
- ❏ Information Centre/Lost and Found
- ❏ MacEwan Conference and Events Centre Office (Conference rooms or Tables may be booked at the regular rate)
- ❏ Any SU event, program or service that is operating during the time of the Election Period (E.g. – Clubs Week, Arts Networking Event, Volunteer Tax Program, etc.)

The CRO may designate other areas on campus as Campaign-Free Zones such as if there are building or campus area closures, construction, or other reasons.

If a new Campaign Free Zone is declared, the CRO will inform all candidates via email. Candidates and Campaign Groups are responsible for monitoring their email for such notices and complying with any Campaign Free Zone.

Allowed Campaign Zones/Areas	Prohibited Campaign Zones/Areas *(Campaign-Free Zones)*
✓ Online ✓ Poster boards ✓ **Unpainted surfaces** (exposed brick or concrete walls, metal handrails, etc.) ✓ Public areas on-campus ✓ Organized forums ✓ 1st and 3rd Floors of Hunter Student Commons ✓ Classrooms (**with permission**: see Classroom Visits sections) ✓ The Rocks	✗ Libraries ✗ SU offices or businesses ✗ MacHall food court vendors ✗ Any off-campus property (including the train station) ✗ Parking lots or at cars ✗ **Painted surfaces** (painted walls, painted railings ✗ Bathrooms ✗ Windows or glass surfaces ✗ Over other candidates' materials ✗ Trees, fences, lamp posts, lawn signs ✗ Scurfield Hall ✗ Mathison Hall

Note! *University of Calgary Facilities/Operations may designate any area on any campus "Campaign Free" at any time. You may be asked to remove your materials if this occurs.*

Respect the rules set by this Procedure, the CRO, and university facilities. Everyone's ability to campaign depends on Candidates abiding by these standards. Repeated and/or willful violations will result in warnings or increased levels of sanctions.

Unattended campaign materials, if found by and at the discretion of Election staff or university facilities, will be confiscated and subject to warnings or increased levels of sanctions.

Endorsements

Candidates or Campaign Groups often request groups or clubs on campus to endorse their campaign to reach a larger number of voters. Endorsements may be provided verbally or in writing and can be shared on the social media accounts of the groups or clubs providing the endorsement.

Candidates or Campaign Groups may not receive any monetary, in-kind, or material endorsements from any third parties (individuals or groups) of any kind (including covering the cost of campaign materials, room/table rentals, or other benefits). Any written or verbal endorsement must be authorized by the Executive or leadership of the group or club. If a Candidate or Campaign Group members are part of the club Executive or one of the group's leaders, they may not influence such decisions.

Candidates may choose a side of a Referendum or Plebiscite to support, however they **cannot** base their entire Campaign around the question or their stance on the issue.

If a club or group decides to endorse a Candidate or a Campaign Group through an online platform, the group administrator must send the message on behalf of the Candidate. Candidates are not permitted to directly send messages to a group, either through email lists or social media group pages, or use club benefits or discounts for their campaign.

SU Elected Officials and SU staff may not utilize SU resources, including their title and any established modes of communicating to students on behalf of the SU, to endorse Candidates or Campaign Groups.

Campaign Approval Process

All Candidates and Campaign Groups must have their campaign materials approved before they can be used in any campaigning. Campaign approvals will only be accepted during the designated time period.

Note! *Candidates may only submit a maximum of two forms during the Campaign Approval period. It is important to be fully prepared before submission.*

BEFORE you begin filling out the Campaign Approval Form, ensure:

- ✓ **You have no more than ten files to upload**. DO NOT upload profile photos. DO stick to "designs" for banners, posters, and virtual handbills.
- ✓ All files must be in .jpg or .png format.
- ✓ Make sure ALL of your files are named properly with your first and last name and the description of the item. (E.g. – JsinghPoster.jpg or AChoBanner.jpg)
- ✓ **Files may be no larger than 2 MB.**
- ✓ You have all your social media links ready to go.
- ✓ For class visits you intend to do, you must have the Class Name, Number, Instructor's name, Date and Time of visit listed on your form for our records. Include all class visits you intend to do, even if you have not received approval from the instructor yet. Once the form closes, you will not be able to add more class visits.

Once you are ready to submit a Campaign Approval Form:

1. Visit the "Election Docs" page on the SU website and click on "Campaign Approval" or visit the link emailed to you in your **Candidate Registration Confirmation** email.
2. Log in to the online system using your IT Username and password (the same one you use to log in to myUofC).
3. Fill in all the required fields, provide as much information as possible and upload any designs (posters, banners, etc.) in either .jpg or .png format. Candidates or Campaign Groups may submit a maximum of **ten files** in total for the entire Campaign Period.
4. **If you are using the same design for multiple materials, please indicate this information on your form and submit only one file.**
   - E.g.- if your poster design will also be the exact same design as your handbill, you only need to submit one file and indicate that you are using the same design twice on your form.
5. All submissions will be time stamped. You will receive an email confirmation from the system after you submit your form.

6. If you make a mistake on your first form, or forget something, you have **ONE** more chance to submit a form. However, the form closes at 11:59 pm on the Campaign Approval Process Due Date and Candidates will not be able to make any changes or new requests after that time (unless explicitly asked to do so by the CRO).
7. Any campaign materials that are not specifically listed on the online form should be entered in the "Other" section.
8. The cut-off each day for processing forms is 12 pm on each business day.
9. **Check your email! Election staff may contact you to ask questions about your submission at any time during or after the approval process.** Read your Notice carefully. There may be questions or clarifications needed before you can proceed. The notice will clearly state the date when you can begin campaigning with your approved campaign materials.
10. **Candidates who do not submit a Campaign Approval Form during the designated time will NOT be allowed to campaign with unapproved campaign materials.**

Tip! *Use an email address on the form that you check regularly. Election staff will contact you at this address to confirm your materials are approved, or to request additional information. A delay in a response from you, means a delay in your approval!*

Troubleshooting

If you are having challenges submitting your form or receiving your approval, please do the following before contacting the CRO:

- ✓ Check to make sure you have a stable internet connection before you begin. Use a laptop or desktop computer.
- ✓ Have all your files named correctly and ready to go before you begin, so your page doesn't time out.
- ✓ Check to make sure all files you are uploading are in the right format (see above).
- ✓ Check to make sure all files are the right size (see above).
- ✓ Check to make sure you have checked the acknowledgement box and all mandatory sections before hitting submit.
- ✓ Ensure your email address is entered correctly. Use the same address that you gave the Election team during Nomination Days.
- ✓ If you do not receive your approval within the maximum time noted above, check your spam or junk folder.

If you are still running into problems, contact the CRO at elections@su.ucalgary.ca. Provide a detailed description of what happened and include screenshots where possible.

Complaints

As per the Elections Policy, Election staff will accept complaints from any member of the university community regarding violations that may impact the validity and fairness of a Union Election. Complaints may be made using the Election Complaint Form, found on the SU website. The form should be sent by email to the CRO who will ensure complaints are addressed on a first-come, first-served basis. Complaints written in the body of an email will not be accepted; the proper form must be attached.

All complaints must include:

1. Full Name of the Complainant
2. Full Name of the Candidate or Campaign Group member(s) in question
3. A description of the perceived violation (including a reference to the section of the SU Election Rules that has been violated)
4. Any additional evidence (such as emails, photos, screen shots, etc. may be dropped off in person or emailed to the CRO)

The **CRO** must acknowledge receipt of a written complaint within one business day following receipt of the complaint from the complainant. The staff will investigate further if necessary and provide a written notice to:

(a) The respondent and their Campaign Manager, to notify them of the complaint and provide an opportunity for the candidate to share any material information relevant to the complaint or ask questions about the complaint received;

(b) The complainant and their Campaign Manager, to provide confirmation that necessary action is being taken/has been taken to address the complaint; and

(c) The respondent and their Campaign Manager, indicating the final decision, which may include a warning or sanction.

Harassment of Candidates or Campaign Groups will not be tolerated. Any perceived violations of the Code of Conduct, Non-Academic Misconduct Policy towards Candidates and or Campaign Groups should be reported to the CRO and may be forwarded to UCalgary Student Conduct Office for their review.

Tip! Making frivolous or vexatious complaints about other Candidates or Campaign Groups can also lead to sanctions for you! Stay focused on your campaign and stick to the Rules of Fair Play outlined in the Election Policy.

For other Election-related questions or concerns, please contact Election staff by email: elections@su.ucalgary.ca.

Sanctions

The main job of SU Election staff is to uphold the principles of the SU Elections, as per the Election Policy. We want to ensure that all SU Elections are:

a) Fair and equitable for all participants;
b) Administered in a manner that is independent and impartial;
c) Transparent and accountable;
d) Democratic;
e) Environmentally and financially sustainable; and
f) Grounded in professionalism and respect for all parties.

When Candidates or Campaign Groups violate the rules and expectations of an Election, including those in the Elections Policy, Elections Procedure, or breach other applicable rules such as the Code of Conduct, Student Non-Academic Misconduct Policy or the law, the CRO is empowered to apply sanctions to them.

The Elections Policy allows the CRO to apply any of the following sanctions to Candidates or Campaign Groups who commit a violation of the Elections Policy, Procedure, or other Union Policy:

- Written warnings;

- Fines;
- The confiscation or destruction of campaign materials;
- The imposition of limitations or prohibitions on any or all campaign activities for a specified period of time;
- Disqualification; or
- Invalidation of a Plebiscite, Referendum, electoral race, or election.

This list of sanctions is not exhaustive. The CRO must apply a sanction that is **reasonable and proportionate** to the violation. To ensure clear communication of expectations and ensure Candidates or Campaign Groups are given an opportunity to correct their behaviour, the CRO utilizes a **three-strike system for minor violations.**

Three strikes under the three-strike system, or particularly severe violations that impact the integrity of the democratic process or of the election, are considered **major violations**, which can lead to the invalidation of a race, plebiscite or referendum, or even the entire election.

The CRO has established a Sanction Schedule, which provides a general framework of how sanctions are typically applied for common violations of the rules. The Sanction Schedule is a guideline based on prior Elections and is designed to help Candidates and Campaign Groups understand the penalty for common violations.

The CRO may apply other sanctions they are allowed to apply under the Elections Policy than those listed in the Sanction Schedule if doing so is reasonable and the circumstances warrant doing so.

Tip! In addition to the Elections Policy and the Nominations Package laid out by the CRO, all students are subject to the Code of Conduct and Student Non-Academic Misconduct Policy for their conduct in SU Elections. Make sure you and your Campaign team read and understand the SU Elections Policy and Nominations Package carefully. It is important that your whole team understands that if you exceed three violations, then you may be disqualified.

Minor Violations: Three Strike Procedure

1. **Strike One:** Candidate or Campaign Group commits a minor violation for the first time.
   - ➢ The CRO issues a **Notice of Formal Warning** to them, outlining what their violation was and any expectations for future conduct, or possibilities for further violations.
   - ➢ Where the CRO receives multiple reports about a Candidate committing multiple minor violations, the CRO may issue a warning and a Notice of Sanction to such Candidate.

2. **Strike Two:** Candidate or Campaign Group commits a minor violation for a second time.
   - ➢ The CRO issues an **Official Notice of Sanction** to them, outlining what their violation was, what sanction has been applied, and any expectations for future conduct or possibilities for future violations. Typically, this sanction may include a fine and/or a temporary ban on campaigning of some kind.

3. **Strike Three:** Candidate or Campaign Group commits a minor violation for the third time.
   - ➢ This is now considered a **major violation** (repeated violations and/or failing to comply with CRO decisions). The CRO issues a **Notice of Disqualification**, outlining what the violation was, and notifying the Candidate or Campaign Group that they have been disqualified from the Election. The Candidate or Campaign Group must permanently cease campaigning.

Sanction Schedule

The following schedule outlines how the Election staff (CRO and GM designate) typically handle violations made by Candidates and Campaign Groups in any SU Election.

- ➢ The three-strike rule applies. The first minor violation, save in cases involving multiple reports of multiple violations, will lead to a **warning**. Subsequent violations will come with a notice and a sanction. Continued minor violations can lead to disqualification. A major violation leads to an immediate disqualification.

- ➢ Despite the Sanction Schedule, the CRO may apply sanctions for violations not listed.

- ➢ Despite the Sanction Schedule, the CRO may apply other sanctions allowable under the Elections Policy than those listed for violations in the Sanction Schedule, if doing so is warranted by the circumstances and the sanction is reasonable and proportionate.

To remain eligible as a Candidate, Campaign Group or Elected Official within the Union, you must remain a member in good standing. Active Members who owe more than $75 to the Union for more than 60 days, who haven't entered into an agreement to repay their debt, or who are behind in payments under such an agreement, are disqualified from remaining on the body to which they were elected.

Minor Violation Examples (Three Strike System)	Typical Sanction
Unapproved campaign materials, including but not limited to: ✓ Campaign materials not submitted for approval to Election staff in advance; and ✓ Campaign materials that were not approved during the approval process; or ✓ Campaign materials that differ from those approved (e.g. in size, content, etc.)	➢ Campaign material removal and $5.00 fine per item (up to a maximum of $50.00); or ➢ Campaign material removal or a ban on online campaigning for a minimum of 24 hours and a fine of $25.00; or ➢ A minimum one business day postponement in processing new Campaign Approval forms and a fine of $25.00
Campaigning in an unauthorized area (Campaign-Free Zones), including but not limited to: ✓ Campus libraries ✓ Residence facilities ✓ Campus food vendors ✓ Obstruction of corridors, fire exits, stairways, etc. ✓ SU offices or businesses ✓ Within 20m radius of voting stations	➢ Campaign material removal and $5.00 fine per item, if applicable; or a cumulative $25.00 fine
Submission of forms: ✓ Failure to submit an Expense Form by the deadline (late) ✓ Nomination Forms contain dishonest or inaccurate information	➢ Minimum $25.00 fine

Minor Violation Examples (Three Strike System)	Typical Sanction

Misuse of SU resources:
 	
✓ Printing campaign materials in an SU office
✓ Storing campaign materials in an SU office
✓ Incumbent Executives campaigning during SU business hours without taking a Wellness Day
	➤ Maximum fine of $50.00 and one of the following:
	  o A ban on online campaigning for up to 48 hours
	  o Removal of all campaign posters and banners for up to 24 hours

Inappropriate conduct, including but not limited to:
✓ Making frivolous or vexatious complaints
✓ Failing to respect Rules of Fair Play
✓ Failing to respect Community Standards
✓ Interfering with SU staff or UCalgary staff/faculty
	➤ Minimum fine of $25.00 and one of:
	  o A ban on online campaigning for up to 24 hours
	  o A formal written/publicly posted apology to the parties involved (as the case may be)
	  o Removal of all campaign posters and banners for up to 24 hours

Unauthorized campaign activities, including but not limited to: ✓ Campaigning in a classroom without the instructor's written permission ✓ Campaigning as a real or apparent slate ✓ Unauthorized email or mass communication to a managed list ✓ Pre-campaigning (online or using campaign materials)	➤ Campaign material removal and $5.00 fine per item (up to a maximum of $50.00); or ➤ Campaign material removal, a ban on online campaigning for a minimum of 24 hours after the designated Campaign Period begins and a fine of $25.00; or ➤ A minimum one business day postponement in approving new Campaign Approval forms after the designated Campaign Period begins and a fine of $25.00
Major Violation Examples	**Sanction**
✓ **Compromising the integrity of the democratic process or integrity of the election** ✓ **Failing or ceasing to meet Eligibility requirements** ✓ **Failing to comply with CRO decisions** ✓ **Interfering with voters** ✓ **Repeated and/or willful minor violations (in line with the three-strike system)** ✓ **Repeated frivolous and vexatious complaints** ✓ **Failing to attend the All-Candidates Meeting** ✓ **Failure to submit an Expense Form** (late by more than 24 hours)	➤ Disqualification; or ➤ Invalidate an individual race, a Plebiscite, a Referendum, or an Election.

Voting Period

The SU uses an online voting system through the University of Calgary Student Centre Portal. All eligible voters (Active SU Members[5] in good standing) will be able to enter through the UCalgary Student Centre using their valid eID and password. This method allows students the opportunity to vote securely at their convenience and from any device connected to the internet. The online ballot is available from 9:00 am on the first day of voting until 4:00 pm on the last day of voting.

Students are highly encouraged to vote on their own personal electronic devices. A QR code will be available for students to scan and link to the voting portal, or they can log in to: my.ucalgary.ca.

The Elections team will endeavor to set up at least three polling stations during the SU Elections. These stations will be open from 10 am to 4 pm on each day of voting and locations will be confirmed when the Notice of Election is posted.

Paper ballots for emergency situations will be available. Paper ballots are only used in cases of technical failure. Voters using a paper ballot must first take an oath indicating they are eligible to vote in the Election. Any eligible voters wishing to vote by paper ballot before the closing time of the physical polling stations will be permitted to vote, provided the conditions for casting a vote through paper ballot are satisfied.

A person who is found using another student's eID or gives away the use of their student eID and password will be asked to appear in front of the Review Board and may lose their SU privileges for the rest of their university career. Voter fraud will **not** be tolerated.

Observing the Voting

Candidates, Campaign Managers, and members of Campaign Groups have the right to observe voting at the Polling Station. You may be asked to identify yourself by Election staff, who have the right to designate an area where you can observe the voting from. Candidates may not campaign anywhere near a voting station (within 20m) and cannot interfere with voters when they are voting, especially to ask who they will or have voted for. Candidates and Campaign Groups are not permitted to provide a device for voters to use for voting purposes (e.g. – a laptop, cell phone, etc.).

If in place, prevailing provincial and University of Calgary public safety mandate(s) or recommendation(s) will be strictly enforced for anyone voting or observing the vote.

Results

SU Election results are announced in two parts:

Unofficial

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[5] Open studies students may vote for Executives and Students-at-Large if they are enrolled in an undergraduate course and are in good standing with the Students' Union. Active Members are eligible to vote for Executives, Students-at-Large, and the Faculty Representative for the faculty (or faculties) in which they are currently enrolled.

Shortly after the close of voting, the CRO will announce the unofficial list of Elected Officials, as well as the result of any Referendum or Plebiscite questions. This announcement is typically made at an event in the South Courtyard of the MacEwan Student Centre, depending on prevailing provincial and University of Calgary public safety mandate(s) or recommendation(s). This announcement is made about one to two hours after the closing of polls. The SU will post exact information about the time of the announcement in the days closer to the Election. The unofficial results will be available on the SU website and social media shortly after the announcement.

Official

Five business days after the close of voting, once the deadline for appeals has passed, the CRO will post the official results on the SU office door and on the SU website and provide a list for publication in the Gauntlet.

Recounts and Appeals

Recounts may be requested of the CRO on the basis of a close race. The deadline for requesting a recount is two days after the announcement of the unofficial results. Requests must be made in writing and can be submitted by email to the CRO.

Any Active Member may appeal a CRO decision or contest the validity or integrity of a Union Election by application to the Review Board within five SU business days of the last day of voting.

The Review Board Application form, available on the SU website, must be completed to outline the issue in detail, what specific Elections Policy, Elections Procedure, or other policies have been violated, and include direct evidence of wrongdoing. The Application Form also asks what outcome the appellant is seeking from the Review Board.

Completed Review Board Application Forms can be submitted in a sealed envelope to the SU main office during open hours, or emailed directly to the SU Policy Analyst listed on the SU website, who will forward it on to the Chair of the Review Board. The appellant will be contacted directly to address the appeal.

Unsubstantiated appeals (such as frivolous or vexatious appeals, or those unsupported by evidence) may be dismissed. If the Review Board proceeds with hearing an appeal, it will be handled in accordance with the Review Board's procedures.