



2022 General Election Unofficial Nomination Package

(December 10, 2021)

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Introduction

This manual is intended to assist you in your preparations to become a Candidate or create a Campaign Group for the upcoming SU Election. It will also walk you through the Elections process, rules and procedures that all Candidates and Campaign Groups must follow in order to ensure a fair and equitable Election. Candidates, Campaign Groups and their volunteer teams are responsible for understanding all the material in the Nomination Package, including the Election Policy that appears at the end of the package.

What is the SU?

The Students' Union (SU) is a student-governed and student-led organization. We are a registered lobby organization under the Alberta Lobbyists Act and our existence is mandated in the Post-Secondary Learning Act. Our mission 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 Student Legislative Council (SLC) is an essential component of student life here at the University of Calgary. These student members are part of the highest governing body of the Students' Union (SU) and their focus is to enrich the undergraduate experience for over 25,000 students at UCalgary.

SLC is made up of the Executive (President and four Vice-Presidents) and 20 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.

Getting involved in SU Elections

Every March, the SU holds a General Election to fill the positions on SLC. If any positions remain vacant or are vacated prior to September, a By-Election is held the following October.

The positions are as follows:

Students' Union Executives

President (1)
Vice-President Academic (1)
Vice-President External (1)
Vice-President Student Life (1)
Vice-President Operations and Finance (1)

Faculty Representatives

Cumming School of Medicine (2)	Faculty of Social Work (1)
Faculty of Arts (5)	Faculty of Veterinary Medicine (1)
Faculty of Kinesiology (1)	Haskayne School of Business (2)
Faculty of Law (1)	Schulich School of Engineering (2)
Faculty of Nursing (1)	Werklund School of Education (1)
Faculty of Science (3)	

Other Elected Officials

Board of Governors (1)	Senate (2)
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SU Executives work full-time and must reduce their course-load during their term. Faculty Representatives receive a monthly honorarium and complete their work alongside their regular class schedule.

Students also have the opportunity to elect additional students who will represent undergraduates specifically at the University of Calgary Board of Governors (1) and Senate (2). These Elected Officials 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.

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 is like. You can also watch SLC meetings on **Tuesdays at 6:30 PM through Zoom Video Conferencing** to see the team in action as they discuss important undergraduate issues and make policy decisions for the SU. Please email reception@su.ucalgary.ca for the link.

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 Election policy and Elections manual 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.

The Chief Returning Officer is available by appointment for questions leading up to the Elections.

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.

Additional information on eligibility is outlined in the Election Policy (articles 5 through 7).

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.** 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.** Election staff will provide written confirmation of the appointment date and time, along with a Zoom video-conferencing link for the meeting.

Please note that appointments are given on a first-come, first-served basis and may not always occur on the same day as requested. 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.

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 given outside of SU business hours.** Please note that all appointments will be conducted through Zoom Video Conferencing or telephone until further notice.

Drop-Ins

Due to the COVID-19 pandemic, all appointments with Election staff will be conducted through Zoom Video Conferencing or telephone until further notice. As a result, it will not be possible to have a drop-in appointment at the SU Main Office.

Staying Connected

The Chief Returning Officer for the 2022 General Election is **Vishanth Somasundaram**. Contact him at elections@su.ucalgary.ca. Office hours are posted online during the Election Period.

We're always adding new information to keep University of Calgary students updated on the SU Elections. Find us online: www.su.ucalgary.ca/elections

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

Pre-Orientation Workshops

Election Pre-orientation workshops are generally held two weeks prior to Nomination days. The CRO conducts these workshops for potential candidates to provide them an idea 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. For the 2022 General Election the Pre-Orientation Workshops will be held virtually at the following times and Zoom links will be available on the SU website and social media closer in January:

January 26: 12 to 1 pm

January 27: 4 pm to 5 pm

January 28: 2 to 3 pm

Nominations Procedures

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 kicks off what is known as the “Election Period.” It 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.

Nomination Days

Nomination Days are generally held two to four weeks prior to Voting Days. The CRO and other designated staff accept Nomination Packages over the span of three days, for several hours each day. Eligible active members may submit their forms between the times indicated on the Notice.

For the 2022 General Election, Nomination Packages will be accepted by Election staff through Zoom Video Conferencing and in-person during established timeframes.

1. One in-person station will be set up at Council Chambers (MacEwan building, behind the Information Centre/Lost and Found). Students will need to respect distancing requirements and sanitize their hands before entering the station. If you are making your submission at this location, please print all your completed forms and bring a USB stick with your platform and photo. The USB will be returned to you after the election.
2. A link for the Nomination Zoom Room will be shared publicly in advance of Nomination Days on the SU website. The online submission method will mirror that of the in-person system, where you will be added to an online waiting room and admitted in the order you have entered. During the Nomination meeting, Candidates will be asked to answer a few questions to ensure their eligibility and then directed to email in their Nomination forms, platform, and photo. The documents will then be reviewed while the Candidate is still present on the call.

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 page 44 of the Nomination Package for more information about registering a Campaign Manager to represent you during the Election Period.

For the 2022 General Election, Nomination Days will be held February 7 to 9, 2022. Completed Nomination Packages will be accepted at the following times:

February 7: 10 am to 3 pm

February 8: 10 am to 3 pm

February 9: 10 am to 3 pm

This means no forms are accepted by the Election team before 10:00 am or after 3:00 pm but will be accepted any time in between.

Students are served on a first-come, first-served basis.

TIP! There are often several students waiting to submit their Nomination Forms. Please give yourself plenty of time and join the Zoom in advance of the deadline or 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.

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 CRO sends a notice of confirmation to the Candidate by email.

Nomination Package Mandatory Items:	Nomination Package Discretionary Items:
<ul style="list-style-type: none"><input type="checkbox"/> Election Registration Form<input type="checkbox"/> UCalgary Proof of Enrollment (see instructions below.)<input type="checkbox"/> Nomination Support Signatures<input type="checkbox"/> Platform Statement (Max. 350 words)<input type="checkbox"/> Hi-resolution photo of candidate	<ul style="list-style-type: none"><input type="checkbox"/> Incumbent Acknowledgement Form (current SLC or SU staff members only)

TIP! You can obtain your UCalgary Proof of Enrollment by following these steps: Log on to MyUofC-> Under Exams and Grades, click confirmation of enrollment-> From the drop-down menu, select Letter type: General Letter with the designated term->Print and submit along with Nomination Package

The Fine Print

Photos

- ✓ If you are a Candidate, you should be the only person in the picture and the image must be of you. The image will be cropped if necessary. 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.

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, italics, bolded text, etc. as much as possible).
- ✓ 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.).

Withdrawing your Nomination

Students who decide to withdraw their nomination as a Candidate or Campaign Group must do so in writing within 24 hours of submitting their documents, or before the end of Nomination Days, whichever date/time is earlier. 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.**

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.

Votes of Confidence

In March 2021, SLC amended the SU Elections Policy to end the practice of acclamations and enact a *vote of confidence* or *yes/no ballot question*. 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 or not 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 into the position. However, if more votes are cast against their election than in favour of their election, the position shall be declared as a Vacancy and the uncontested Candidate will not be elected to the role. The practice of votes of confidence began during the 2021 SU By-Election.

The introduction of votes of confidence means that uncontested Candidates must now participate in 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.

Vacancies

When the number of Candidates submitting a Nomination Package is less than the number of positions available, or if an uncontested Candidate's vote of confidence ballot question receives more no votes than yes votes, the CRO will declare a Vacancy¹ 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 is again considered vacant, and the vacancy is 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.

Referenda and Plebiscites

In some 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.

¹ 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 five 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.

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

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.*

All-Candidates Meeting

All Candidates and Campaign Groups must attend the All-Candidates Meeting before being eligible to run in an SU Election. During the 2022 General Election, three meetings will be held, and Candidates must attend at least one meeting. The meetings are scheduled at the following times:

February 10, 2022: 2 pm (In person)

February 10, 2022: 5 pm (In person)

February 11, 2022: 12 pm (Virtual)

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 the Candidate or Campaign Group will subsequently be disqualified. Candidates or Campaign Groups who do not attend 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 Manual 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 a phone or virtual appointment during posted office hours.

For the 2022 General Election, the All-Candidates Meetings held on February 10th (2 separate times) will both be in person. The location of the in-person meetings will be confirmed with candidates upon completing the nomination process. On February 11, 2022 at 12 pm the meeting will occur over Zoom Video Conferencing. A secure link will be provided to all registered Candidates in advance of the meeting. Attendees must use their full name, as written for the purpose of their candidacy for their display name on Zoom and have their video on in order to be marked present and admitted to the meeting.

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 (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.

No campaigning of any kind can take place before 8 AM on February 28, 2022 (the start of Campaign Period) AND all campaign activities must receive the proper approval.

Your Campaign

SPECIAL NOTE REGARDING COVID-19 AND CAMPAIGNING

The SU requires that all candidates abide by the public safety recommendations and requirements of the University of Calgary and the City of Calgary while campaigning. At the time of publication, the University of Calgary is enforcing its COVIDSafe Campus program. It has put public health guidelines in place, mandating that non-medical face masks must be worn in all indoor areas on University of Calgary campuses and maintain adequate social distancing during in-person gatherings. For Winter 2022 the University of Calgary has mandated that students must be fully vaccinated and have uploaded proof of vaccination to the Thrive Health portal by Jan. 1, 2022, in order to access university facilities. For more information about the university's guidelines, please visit: <https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus>.

Candidates should be aware that at any time during the General Election, the Election staff may need to adjust the rules of campaigning without notice, due to the unpredictability of the COVID-19 pandemic. We are required to adhere to all AHS guidelines and restrictions, as well as any additional policies and procedures the University, the SU and the City of Calgary puts into place to ensure the safety of our community. 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. We appreciate your cooperation, patience and understanding during these unprecedented times. Candidates who are found to be in violation of public health guidelines or related university, municipal, provincial, or federal requirements may face sanctions.

Please Note: While some members of our campus community are relieved to see restrictions on in-person gatherings lifted, others are experiencing anxiety and concern. The SU asks that all Candidates act with compassion and kindness as our community adjusts to this transition. Be mindful of these considerations and respect individual boundaries when you are campaigning and especially if you plan to hand out materials such as handbills, swag or pre-packaged food items.

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.

Please Note: The designated Campaign Period for the 2022 SU General Election is

February 28 to March 10, 2022.

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:

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

- An email to a couple of friends
- Talking to an individual face-to-face
- A private message or private/unshared group/page on social media

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.*

Collecting Signatures for Nomination

For the 2022 General Election, signatures will be collected through an online form that is administered by the SU. This is to ensure the safety of candidates and all students during the COVID-19 pandemic to prevent unnecessary exchange of personal items and in-person interactions.

Potential Candidates will need to Declare Intent to collect signatures for their nomination. Candidates shall **neither** campaign for multiple offices, **nor** collect signatures without specifying the office for which they are campaigning. 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 Nomination Form.** The link to the 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**.

Candidates who wish to check how many signatures they have received during the Nomination period may contact Michael Hedgecock at michael.hedgecock@ucalgary.ca to request an update. Updates will be provided a maximum of once per day to each candidate, upon request.

Campaign Period

Each Candidate and Campaign Group must have their campaign materials approved before beginning **any** form of campaigning. Please ensure you understand the section on the Campaign Approval Process below before preparing your campaign strategy. **There is only ONE campaign period for the 2022 General Election, and all approved campaign activities can be conducted throughout the entire period.**

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

During the Campaign Period, Candidates and Campaign Groups can begin reaching out to students if they have received approval of their campaign materials. 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

In the event that a Referendum or Plebiscite question is being asked during the 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. Each Campaign platform must be original and created by the Candidate running in the election. Candidates **cannot** be the Official Agent or secondary contact for any 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. For the 2022 General Election, Campaign Approval forms may be submitted from 9:00 am on February 16 to 11:59 pm on February 28, 2022.

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:

- a. You have no more than ten files to upload. DO NOT upload profile photos. DO stick to “designs” for banners, posters, and virtual handbills.
- b. All files must be in jpg or png. format.
- c. 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)
- d. Files may be no larger than 2 MB.
- e. You have all your social media links ready to go.
- f. For class visits you are confirmed to do, you must have the Class Name, Number, Instructor’s name, Date and Time of visit, and Screenshot of the professor(s) confirmation email.

Once you are ready to submit a Campaign Approval Form:

1. Visit the "Election Docs" page on the SU website: <https://www.su.ucalgary.ca/about/elections/election-docs/> 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 February 28, 2022 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.
 - a. If Election Staff receive your form by the cut-off time and your form is approved, a **Campaign Approval Notice** will be sent to you by email by 12 pm, the next business day.
 - b. If your form is received after 12 pm on a business day, your Campaign Approval Notice will come by 12 pm, two days after your submission. E.g. – Form is received at 3 pm on Tuesday, Campaign Approval Notice will be sent no later than 12 pm on Thursday.
 - c. Campaign Approval Notices are only sent on business days. If you submit your form on Friday, you will receive your response on Monday by 12 pm.
 - d. 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. NO campaigning of any kind may happen before that date.

9. Check your email! Election staff may contact you to ask questions about your submission at any time during or after the approval process.
10. Candidates who do not submit a Campaign Approval Form during the designated time will NOT be allowed to campaign.

TIPS! 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.

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 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 above).**

Disclaimer: *Please be mindful of the personal space and comfort levels of those you engage with, especially during in-person campaign activities, such as speaking directly to others or providing handbills or swag items. Candidates must wear masks indoors and maintain adequate social distancing while approaching members of the campus community. Wearing a mask while campaigning outdoors is also recommended, to ensure the comfort and safety of community members. Please be mindful and refrain from creating large gatherings in busier public areas such as in food courts, hallways and entrances/exits to classrooms and buildings.*

Printed Materials

All printed materials for Candidates and Campaign Groups must include:

1. First and Last Name of Candidate (or for Campaign Groups, a reference to the Referendum or Plebiscite question they are campaigning for or against)
2. The title of the Position sought (Or for Campaign Groups, which position they are representing)
3. Voting Dates

Printed materials are classified into three main categories:

<p>Banners Any material over 11x17 inches. Maximum of 3 banners per candidate or group. 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.</p>	<p>Posters 11x17 inches or smaller. Max. of 50 posters per candidate (expenses must reflect this). 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.</p>	<p>Handbills Handbills are only allowed if posted (i.e., on walls or boards) and will count towards poster count. Materials may not be left on tables or around campus.</p>
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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 without reason 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), any 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 items which have been removed from their original packaging, or items from a larger shared package, are permitted. As with any direct handout to another individual, Candidates must maintain adequate social distancing at all times and respect the comfort levels of others in initiating these interactions. Candidates are also requested to submit a COVID safety plan detailing how they intend to handout food items safely.

Swag (Giveaways)

Swag items that comply with the Community Standards are permitted in the 2022 General Election. As with any direct handout to another individual, Candidates must maintain adequate social distancing and respect the comfort levels of others in initiating these interactions. Candidates are also requested to submit a COVID safety plan detailing how they intend to handout Swag items safely.

Please note any form of transaction that influences voter support in an unfair way (i.e., rewarding individuals who engage with your campaign via prizes), is not permitted.

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 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 will contact any Candidate who posts clips that are in violation of any Community Standards or other Election rules.

Classroom Visits

Candidates and Campaign Groups may wish to reach students through announcements in classes. Candidates must request to do these visits in advance. Written permission from the instructor of that particular 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.

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:

- a. Name of Course
- b. Number of Course
- c. Name of instructor
- d. Date and time of scheduled visit

Election staff will be conducting spot checks for classroom visit permissions. If a CRO requests proof that a visit was permitted by the instructor, the Candidate must forward the CRO 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 very popular methods of campaigning. You may use various online platforms to campaign. However, when using social media to campaign, you must create a new page/account specifically for your campaign. This means when you submit your account username and information to the CRO for Campaign Approval, the CRO must be able to see your pages (it cannot be set to private) and the CRO must be able to see that the accounts are new - meaning the account should have no followers, no posts, and no likes.

Platforms *not* allowed for campaigning

- Dating apps (e.g. Tinder, Bumble, Grindr)
- Platforms where posts are only available temporarily or requires user permission (e.g. Snapchat, private subreddits or Discord rooms)

Platforms allowed for campaigning

The following social media platforms might be useful for sharing your campaign materials, such as virtual posters or virtual handbills, campaign platforms, pictures, and videos. They might also be useful for interacting with the student body through comments, polls and surveys, games, videos, and/or having conversations with students about the election and your campaign.

- | | | | |
|---|-----------|---|---------|
| ✓ | Facebook* | ✓ | Reddit |
| ✓ | Instagram | ✓ | Discord |
| ✓ | Twitter | ✓ | Twitch |
| ✓ | TikTok | ✓ | YouTube |
| ✓ | LinkedIn | | |

* Candidates planning to use Facebook as a platform for campaigning need to create a page and not an account.

Candidates are expected to clearly explain on their Campaign Approval form how they intend to use social media to promote themselves and their campaign.

Election staff conduct spot checks on social media to ensure Community Standards are being upheld by candidates. Please ensure all social media posts and interactions are directly related to the SU Election and your campaign.

Candidates may not:

- Use pre-existing personal social media pages, accounts, channels, etc. (**Candidates may use their personal pre-existing social media a maximum of two times to redirect their followers to the campaign account to inform them of their candidacy**).
- Have followers or be following others prior to the campaign week.
- Use a private page, account, channel, or create a private post (i.e. User needs permission to view content).
- Harass or discriminate other candidates/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).
- Follow an account that violates the Community Standards.
- Use social media created for election purposes for other unintended uses.

REMEMBER: All candidates must create new **campaign-specific** social media pages when submitting the Campaign Approval form. When filling out your form:

- ✓ **Do:** Include the active link with little or no content (no likes, followers, posts, profile/cover photos, etc.)
- ✗ **Do not:** Invite people to join groups, solicit likes / followers, make campaign-related posts, or update your profile or cover photo before your Campaign Approval request is approved and the Campaign Period has begun.
- ✗ **Do not:** Rename an existing social media account regardless of how it was previously used.

Social media will be reviewed by SU Elections Staff throughout the campaign period. As per community standards, we do not need to approve every single post on social media; however, unique campaign materials (virtual posters, fully produced campaign videos, etc.) **must** have approval before being posted online.

TIP! Do not film your videos or take your Candidate photos in Campaign Free Zones (e.g. – Library, SU office, Clubs Area, etc.). Also, remember to give credit where it's due if you've used photographs, music, video clips, etc.!

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

The most effective method of campaigning is to speak with voters directly. During the Campaign Period for the General Election, the SU hosts a series of forums for the Executive positions to give you the opportunity to meet more of your constituents. For the 2022 General Election, forums are expected to be held in-person. The forums are normally facilitated by outgoing Elected Officials, who come prepared with a list of both open and closed ended questions to allow voters to get to know your personality and more about your Election promises. If time permits, questions from the audience are also taken. Forums may not be held for every position and are not normally organized by the SU for By-Elections.

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 in order to participate.

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 for \$10.00.

- ✓ 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 of your expenses in the expense form for full reimbursement

Campaigning, 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 Candidates who violate the UCalgary 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 and Zones

Candidates and Campaign Groups must document all resources used and **keep all original receipts**. As expense forms will be submitted by email for the 2022 General Election, Candidates must scan 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 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 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 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 a committee member 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 as a means 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 a website or social media. Only current elected officials may 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 it’s time I was re-elected to be SU President.”*

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.

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.

These spaces 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. – Arts Networking Event, Volunteer Tax Program, etc.)

It is expected that Candidates will respect any building or campus area closures due to construction or deep cleaning required due to COVID-19.

Respect the rules set by this manual 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.

TIP! *Stick to the following general rules when deciding where to campaign:*

 <p>Where TO Campaign:</p> <ul style="list-style-type: none"> Online Poster boards Unpainted surfaces: Walls, railings, brick, concrete Organized forums Classrooms (with written permission) The Rocks 	 <p>Where NOT to Campaign:</p> <ul style="list-style-type: none"> Libraries SU office, satellite offices, or businesses Food court vendors Any area off university property (including the train station) Parking lots / at cars Painted surfaces: walls, concrete, railings Bathrooms Windows or glass surfaces Over other candidate materials Trees, fences, lamp posts, lawn signs, etc. Residence buildings
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**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. **

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.

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

TIP! Review all important information in the Election Policy and Manual 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.

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 Candidate Registration form during Nomination Days.

Endorsements

Candidates or Campaign Groups often request groups or clubs on campus to endorse their campaign in order 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 an SU Club or other 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.

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, stationary, props, table rentals, etc.

Plan ahead and purchase new items from reputable suppliers 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. For the 2022 General Election, tape will be available for pick-up at the MacEwan Hall Info Centre and Lost and Found during its open hours, on business days (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 have not submitted their expense form 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/Senate Student-at-Large positions: \$150.00**

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 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). Scan all receipts. Submit your form and receipts by email to the CRO at elections@su.ucalgary.ca before the deadline. **The deadline is 4:00 p.m. on the last day of voting.**

5. The week following the 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. **Please do not come to the SU office to return your funds.** You will have 10 business days from the date of the email to return your unused funds.
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 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). Scan all receipts. Submit your form and receipts by email to the CRO at elections@su.ucalgary.ca before the deadline. **The deadline is 4:00 p.m. on the last day of voting.**

The week following the Election you will receive an email confirming the amount that has been approved for reimbursement. You will be asked to confirm your mailing address and a cheque will be sent to you.

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. In the event that 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 used previously purchased markers from home and estimated 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.

Complaints

As per the SU 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)

Upon receipt of a complaint, the Election staff shall provide an initial response to the Complainant within 24 hours. The staff will investigate further if necessary and provide a written notice to both parties involved 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 University's Non-Academic Misconduct Policy towards Candidates and or Campaign Groups should be reported to the CRO and will 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 make choices that go against the Rules of Fair Play or the Community Standards outlined in the Election Policy, or ignore procedures laid out in this Elections Manual, these principles are violated. If this happens, the Election staff will investigate to determine if the Candidate's or Campaign Group member's behavior was a minor or major violation.

For minor violations, depending on the circumstances, the CRO will provide a warning or sanction to the Candidate using a three-strike system. At each stage candidates will receive a written notice (by email) explaining what rule has been violated, the expectations for the candidate moving forward and what the consequences are for any subsequent violations. Candidates may also be asked to attend a meeting to discuss the violation and consequences. As always it is expected that candidates will promptly respond to emails and be punctual for any scheduled meetings.

Three strike procedure:

Strike One: Candidate makes a minor violation for the first time. They receive a **Notice of Formal Warning**.

Strike Two: Candidate makes a minor violation for a second time. They receive an **Official Notice of Sanction**. This notice will most likely include a fine and/or a temporary ban on campaigning of some kind.

Strike Three: Candidate makes a minor violation for the third time. This is now considered a major violation (repeated violations and/or failing to comply with CRO decisions) They receive a **Notice of Disqualification** and campaigning is permanently ceased.

As per the Sanction Schedule, major violations will lead to immediate disqualification.

TIP! *In addition to the Sanction Schedule laid out by the CRO, all students are subject to the University of Calgary's Non-Academic Misconduct Policy (<http://www.ucalgary.ca/conduct/>) for their conduct in Union Elections. Make sure you and your Campaign team read and understand the SU Election Policy and Manual carefully. It is important that your whole team understands that if you exceed three violations, then you may be disqualified.*

Overview of Violations

Type of Violation:	May include, but not limited to:	Possible Sanctions may include one or all of the following:
Minor	<ul style="list-style-type: none"> a. Failing to adhere to the policies and procedures related to Campaigning, Rules of Fair Play, Community Standards, endorsements, campaign funding or conduct b. Making frivolous or vexatious Complaints c. Failing to comply with rules and procedures established by the CRO 	<ul style="list-style-type: none"> a. Issuing of a warning b. A fine of up to \$50.00 c. A ban on online campaigning for up to 24 hours d. A ban on distributing handbills or other giveaways e. Removal of campaign posters and banners f. Postponing the review of new Campaign Approval forms
Major	<ul style="list-style-type: none"> a. Compromising the integrity of the democratic process or integrity of the election b. Failing or ceasing to meet Candidate or Campaign Group eligibility requirements c. Failing to comply with a CRO decision d. Interfering with voters, ballots, voting procedures, or ballot counting e. Repeated and/or willful violation of Election rules and procedures 	<ul style="list-style-type: none"> a. Disqualify a Candidate or Campaign Group b. Invalidate an Election or referendum.

Note! Sanctions for minor violations may not necessarily be considered cumulative. Under normal circumstances each violation will be investigated individually, and sanctions issued separately.

A [Sanction Schedule](#) is included in the Nomination Package for your reference. Any updates to the Sanction Schedule for the next SU Election will be communicated at the All Candidates Meetings.

Voting

The SU uses an online voting system through the University of Calgary Student Centre Portal. All eligible voters (Active SU Members³ 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. Voting dates for the 2022 General Election are:

March 8 - 10, 2022

³ 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.

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.

Three polling stations will be set up during the 2022 General Election. These stations will be open from 10 am to 4 pm on each day of voting and locations will be confirmed when the Official Nomination Package 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 at the closing time of the Information Centre/Lost and Found will be permitted to vote, except on the final day of voting.

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, COVID-19 safety protocols will be strictly enforced for anyone voting or observing the vote.

Results

SU Election results are announced in two parts:

Unofficial

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. For the 2022 General Election, this announcement will be made at a socially-distanced event in the South Courtyard of the MacEwan Student Centre. This announcement is made about one to two hours after the closing of polls. The SU will post exact information about the time to 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.

In accordance with Students' 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 SU business days of the last day of voting. An appeal is written in the form of a letter to the Review board, outlining the issue in detail, what specific Elections Policy or other policies have been violated and include direct evidence of wrongdoing. Appeals can be submitted in a sealed envelope to the Information Centre/Lost and Found during open hours, or emailed directly to the SU Policy Analyst at colson.buchanan@ucalgary.ca, who will then forward it on to the Chair of the Review Board. The Candidate will be contacted directly to address the appeal. Please see the Election Calendar for exact dates and deadlines for both Recounts and Appeals.

SU Elected Officials Position Descriptions

All Candidates shall refer to the Union Bylaw (found on the SU website) for a full and updated description of the position they are seeking in the Election. It is important to fully understand the responsibilities of the role prior to running in the Election. Candidates are welcome to ask SU staff, current Executives or Faculty Representatives questions about the role by email, or by requesting an appointment.

Executives

SU Executives are required to work a minimum of 35 hours a week and therefore only take one class per semester. Most meetings occur during regular business hours (8:30 am to 4:30 pm), however there are various events, programs and other activities that may require attendance in the evenings or on the weekend, depending on the position. 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 ultimately oversees all the work of the SU and supports the other SU Executives and 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.

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 Cabinet,
- Sitting as a member of the Operations and Finance Committee, and
- Calling Executive meetings.

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,
- 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 GFC Executive Committee, Academic Planning and Priorities Committee, and the Campus Facilities Development Subcommittee.

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 Union to the

university on 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, and
- Sitting on the Operations and Finance Committee, Quality Money Committee, University and Government Relations Committee, and the Cabinet.

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

- Teaching and learning;
- Open Educational Resources;
- Academic curriculum and program quality;
- 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: 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 Union 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.

Responsibilities include:

- chairing the Refugee Student Board and Committee of 10,000,
- vice-chairing the Policy Development and Review Committee,
- sitting as a member of Operations and Finance Committee, Quality Money Committee, University and Government Relations Committee, and the Cabinet,
- representing the SU as a voting member of lobby groups that the SU is a member of, 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,
- university community initiatives,
- alumni relations,
- Dino Athletics, 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 Student Life

The VP Student Life focuses on student engagement initiatives and events and ensures they are accessible and affordable for all undergraduate students. The VP Student Life also works closely with SU Clubs, SU Volunteer Services, and the Residence Student Association to assist in improving the overall quality of student life on campus.

Responsibilities include:

- chairing Clubs Committee,
- sitting as a member on the University and Government Relations Committee, the Quality Money Committee, the Operations and Finance Committee, and the Cabinet, and
- representing students on the University of Calgary Senate and its committees.

The VP Student Life represents students by working with university officials, like the Vice-Provost (Student Experience) and other members of Student Enrolment Services, to address issues related to:

- Diversity, equity, and accessibility;
- Mental health and emotional wellness;
- Physical health and wellness;
- Spiritual wellness;
- Students' leadership development and community service learning;
- Occupational wellness, including career and volunteer resources;
- Campus recreation;
- Student life and engagement;
- Residence; and
- Non-academic misconduct.

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

VP Operations and Finance

The VP Operations and Finance is responsible for overseeing the SU budget and provides leadership on governance matters. They also work on issues related to the operations of the SU, including facilities management and sustainability.

Responsibilities include:

- Chairing the Operations and Finance Committee, Nomination Committee, and the Policy Development and Review Committee,
- Vice-chairing the Refugee Student Board,
- Sitting as a member of the Quality Money Committee, University and Government Relations Committee, and the Cabinet,
- Overseeing the negotiation and interpretation of agreements with other organizations,
- Overseeing the negotiation and interpretation of agreements pertaining to SU owned and managed spaces,
- Overseeing SU governance processes, and
- Overseeing the SU's Student Health and Dental Plan.

The VP Operations and Finance represents students by working with university officials, like the Vice-President (Finance) and the Vice-President (Facilities) units, on issues related to:

- Sustainability,
- Parking and transportation,
- University ancillary services (excluding residence services),
- Campus planning, and
- Facilities management and development.

The VP Operations and Finance engages with Elected Officials about ongoing and emerging advocacy issues within the VP Operations and Finance portfolio. The VP Operations and Finance 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

The Faculty Representative is responsible for the representation of the best interests of the students within their faculty. It is recommended that Faculty Representatives reduce their course-load during the fall and winter terms in order to take part fully in this role, while maintaining work-life balance.

Positions:

- *Arts Faculty Representative (5)*
- *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)*
- *Schulich School of Engineering Faculty Representative (2)*
- *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 Students' Union.
- Representing student constituents of their faculty to SLC.

- 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 all Student Union (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.

Student-At-Large Positions

Board of Governors

(SU appointed Undergraduate Student-at-Large Representative - 1 position)

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.

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

(SU appointed Undergraduate Student-at-Large Representative - 2 positions)

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 Student Life, 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 Student Life 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.

SU Winter 2022 Elections Calendar

Dec 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JAN 2022

Feb 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 New Year's Day
2	3	4	5	6	7	8
9	10	11 Pre-Election report to SLC	12	13	14	15
16	17	18	19	20	21	22
23	24 Notice of Nomination and official package posted	25	26 Election Pre- orientation workshops	27 Election Pre- orientation workshops	28 Election Pre- orientation workshops	29
30	31	1	2	3	4	5

Jan 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEB 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4 Deadline for Election Grant – 4 pm	5
6	7 General Election Nomination Days (10 to 3 pm)	8 General Election Nomination Days (10 to 3 pm)	9 General Election Nomination Days (10 to 3 pm)	10 All-Candidate's Meeting (2 pm and 5 pm)	11 All Candidate's Meeting (12 pm)	12
13	14	15	16 Campaign Approval forms accepted Feb 16 to Feb 28	17	18	19
20	21 Family Day – SU Closed	22 Reading Break Feb 22 to Feb 25	23	24	25	26
27	28 Campaigning Begins at 8 am	1	2	3	4	5

Feb 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Apr 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAR 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1 Election Forums	2 Election Forums	3 Election Forums	4 Election Forums	5
6	7 Election Forums	8 General Election Voting Day	9 General Election Voting Day	10 General Election Voting Day Unofficial Results at 5:30 pm	11	12
13	14 Deadline for recount request to CRO at 4 pm	15	16	17 Review Board deadline	18 Official results posted	19
20	21	22	23	24	25	26
27	28	29 Post-Election report to SLC	30	31	1	2

Sanction Schedule

The following schedule outlines how the Election staff (CRO and GM designate) will handle violations made by Candidates and Campaign Groups in the 2022 SU General Election.

- The three-strike rule applies. The first minor violation 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.
- Sanctions for violations not listed are subject to the discretion of the Election staff.
- 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.

Violation Type A: Minor	Minimum Sanction
Unapproved campaign materials, including but not limited to: <ul style="list-style-type: none"> ✓ 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.) 	<ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> ✓ Campus libraries ✓ Residence facilities ✓ Campus food vendors ✓ Obstruction of corridors, fire exits, stairways, etc. ✓ SU offices or businesses ✓ Within 20m radius of voting stations 	<ul style="list-style-type: none"> ➤ Campaign material removal and \$5 fine per item, if applicable; or ➤ Minimum \$25.00 fine
Submission of forms: <ul style="list-style-type: none"> ✓ Failure to submit an Expense Form by the deadline (late) ✓ Nomination Forms contain dishonest or inaccurate information 	<ul style="list-style-type: none"> ➤ Minimum \$25.00 fine
Misuse of SU resources	<ul style="list-style-type: none"> ➤ Maximum fine of \$50.00 and one of the following: <ul style="list-style-type: none"> ○ A ban on online campaigning for up to 48 hours ○ Removal of all campaign posters and banners for up to 24 hours

<p>Inappropriate conduct, including but not limited to:</p> <ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ➤ Minimum fine of \$25.00 and one of: <ul style="list-style-type: none"> ○ A ban on online campaigning for up to 24 hours ○ A formal written apology to the parties involved ○ Removal of all campaign posters and banners for up to 24 hours
<p>Unauthorized campaign activities, including but not limited to:</p> <ul style="list-style-type: none"> ✓ 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, in person, or using materials) 	<ul style="list-style-type: none"> ➤ 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
<p>Violation Type B: Major</p>	<p>Sanction</p>
<ul style="list-style-type: none"> ✓ 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 ✓ Repeated frivolous and vexatious complaints ✓ Failing to attend the All-Candidates Meeting ✓ Failure to submit an Expense Form (late by more than 24 hours) 	<ul style="list-style-type: none"> ➤ Disqualification; or ➤ Invalidate an Election or Referendum

Definitions

Active Member means a student at the University of Calgary who meets the qualifications for membership established in section 1 of the Union Bylaw.

All-Candidates Meeting means a meeting scheduled by the CRO that is mandatory for all Candidates or Official Agents (for Candidates and Campaign Groups) to attend.

Campaign Group means an Active Member or group of Active Members registered as the official “yes” or “no” side for a Referendum or Plebiscite question.

Campaigning means all activities related to the promotion of a Candidate and/or the “Yes” or “No” side of a Referendum or Plebiscite.

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.

Candidate means an Active Member who is seeking election for the office of President, Vice President Academic, Vice President External, Vice President Student Life, Vice President Operations and Finance, Faculty Representative, Board of Governors or Senate Student-at-Large Representative in a Union Election.

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

Elected Officials means 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.

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.

Frivolous Complaint means a complaint that has no merit.

Nomination Days refer to 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.

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.

Nomination Period means the days from when the Notice of Nomination is posted up to and including the Nomination Days.

Notice of Election refers to 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.

Notice of Nomination refers to the day the CRO announces the positions that are up for election and Referendum or Plebiscite questions that will appear on the ballot.

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.

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 Union, including a proposed Referendum or Plebiscite question.

Plebiscite means a general vote of Active Members 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.

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 Union or to amend the Constitution.

Registered Student Organization means a formal third-party student group such as a club, association, or society that is registered with the SU.

Slate means two or more candidates acting cooperatively in any manner where candidates seek to promote each other's campaign. A slate may include, but is not limited to, the use of a unifying name, symbol, slogan, and/or visual identity (e.g. colour scheme, design of campaign materials); explicit verbal or written endorsements between candidates; and/or substantively aligned platforms. Slates, real or apparent, are not permitted. Note that campaigning in the same area or keeping company with other candidates do not constitute a slate.

SU Business means work related to the roles and responsibilities of current Elected Officials.

Third Parties means individuals and organizations, including, but not limited to, Registered Student Organizations, other campus-based groups, or external organizations and businesses.

Union Policy means any official statement of values, beliefs, principles or processes of the Union as outlined in the Constitution, Union Bylaw, Policies, Procedures, Resolutions or Terms of Reference which are amenable in the proper form dictated by either the Constitution or Union Bylaw.

Union Elections means 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.

Vexatious Complaint means a complaint which is brought, regardless of its merits, solely to harass or subdue another person.

Authority

- 1 (1) Section 93(3) of the Post-Secondary Learning Act (PSLA) 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 PSLA 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 PSLA 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 PSLA, 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.

Purpose

- 2 (1) The purpose of this policy is to:
 - (a) Fulfil requirements established in the Post-Secondary Learning 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 Chief Returning Officer (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.

Principles

- 3 (1) The Students' Union (SU) shall ensure that Union Elections are administered in accordance with the SU's mission, vision, and values. 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.

Statement of Independence

- 4 (1) The SU shall not endorse or support the views of any Candidate in any Union Election. Further, the views of any Candidate during campaigning shall not necessarily represent the views of the SU or current Elected Officials.

Eligibility

- 5 (1) In accordance with the Union Bylaw, all current Active Members shall be eligible to run in Union Elections.
- (2) An Active Member who wishes to be nominated for an executive position must have completed at least one half-course at the University of Calgary in each of the preceding fall and winter semesters

to be eligible for nomination.

- (3) An Active Member who wishes to be nominated for a Faculty Representative position may only be nominated for the faculty in which they are currently registered in a program leading to a degree.⁴
 - (4) A current Elected Official may be nominated in an upcoming Union Election if their office will be up for election.
- 6 (1) 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 Tribunal;
 - (c) Disqualified from eligibility to run in Union Elections by SLC, 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.
- 7 (1) To be nominated, all eligible Active Members shall complete and submit an Election Nomination Package during Nomination Days:
- (a) Executive Candidates shall collect 150 signatures of Active Members;
 - (b) Faculty Representative Candidates shall collect 50 signatures of Active Members registered in their faculty;
 - (i) Faculty Representative Candidates in faculties with fewer than 750 undergraduate students⁵ shall collect 25 signatures of Active Members registered in that faculty;
 - (c) Senate and Board of Governors Student-at-Large Representative Candidates shall collect 50 signatures of Active Members; and
 - (d) Campaign Groups shall collect 150 signatures of Active Members.
- (2) All Candidates (including Campaign Managers, if applicable) must attend at least one All-Candidates Meeting before being eligible to participate in the given Union Election.

Chief Returning Officer

- 8 (1) An individual shall not be eligible to serve as the CRO if they are:
- (a) A current SU Elected Official;
 - (b) A member of the Review Board or 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 shall be eligible to become the CRO within three years of the Executive's term in office.
- 9 (1) The CRO shall be governed by Conflict of Interest provisions established in the Union Bylaw.

⁴ The University of Calgary Calendar defines this as a "Regular Student" – a student who has been formally admitted and is registered in a program leading to a degree. Open Studies Students, Visiting Students, and Exchange Students are not eligible for Faculty Representative positions.

⁵ Faculty enrolment data may be obtained from the university's Fact Book published by the Office of Institutional Analysis. Section 7(1)(b)(i) refers to the whole number of Active Members in a faculty, regardless of location (campus, practicum placement, etc.).

Delegation of Authority

- 10 (1) The CRO and General Manager or designate shall be delegated authority for the administration and conduct of Union Elections.
 - (2) The CRO and General Manager or designate shall establish operational rules and procedures regarding Nominations, Campaigning, Expenses, Candidate and Campaign Group conduct in accordance with:
 - (a) All relevant Union Policy, including, but not limited to, the Union Bylaw and this Elections Policy;
 - (b) University policies and procedures; and
 - (c) Municipal, provincial, and federal legislation.
 - (3) 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 mission, vision, and values;
 - (c) Input from the General Manager or designate;
 - (d) Student feedback;
 - (e) University policies and procedures; and
 - (f) Best practices for the administration of elections.
-
- 11 (1) The General Manager or designate shall have the authority to make decisions regarding staff involvement in Union Elections.

Votes of Confidence

- 12 (1) To ensure accountability and student engagement, no candidate shall be provisionally acclaimed to a position. All candidates shall be elected through a successful ballot question being posed to Active Members.
- (2) For any position in which there are an equal number or fewer candidates nominated than there are positions available, candidates will be elected through a vote of confidence ballot question.
- (3) The ballot question asked in a vote of confidence shall be written in the form of a polar question.
- (4) The majority of votes cast on a vote of confidence shall determine the outcome of the election:
 - (a) If a majority of votes cast on a vote of confidence are yes, the candidate shall be elected to the sought position;
 - (b) If a majority of votes cast on a vote of confidence are no, the candidate shall not be elected to the sought position, which shall remain vacant and be filled in accordance with the process identified in the Union Bylaw.

Referenda and Plebiscites

- 13 (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 PSLA;
- (b) Align with the SU's mission, vision, and values; and
- (c) Permit the General Manager or designate to exercise professional judgment in discharging responsibility for the administration and operations of the SU.

14 (1) A Petition of Active Members shall be 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.

15 (1) In accordance with the Union Bylaw, 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 question⁶;
- (b) Plebiscite questions shall either solicit preference or ask a polar question;
- (c) All proposed Referendum and Plebiscite questions shall 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 shall 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 shall 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.

(2) 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.

16 (1) The SU shall remain neutral regarding all Referendum and Plebiscite questions.

(2) SU Marketing and Communications staff may publicize any Referendum or Plebiscite question as they see fit, within the bounds of section 16 (1).

(3) Notwithstanding section 16 (1), SLC may vote by Special Super Majority Resolution to support a

⁶ A polar question has only two possible responses: yes or no.

side if a Referendum question concerns a fee levied for the maintenance of the association, as established in section 95(2)(e) of the PSLA.

- 17 (1) There may be one Campaign Group registered for each side of a Referendum and Plebiscite question appearing on the ballot during a Union Election.
- (a) An Active Member or group of Active Members, represented by an Official Agent, may register as the official “yes” or “no” 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.

Election Calendar

- 18 (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 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.
- 19 (1) Regular voting days for the annual General Election shall be held no later than two weeks after Reading Week for at least three consecutive business days.
- (2) Regular voting days for the annual By-Election shall be held during the second full week of October for at least three consecutive business days.

Nominations

- 20 (1) The CRO and General Manager or designate shall establish procedures for:
- (a) Submitting valid nominations;
(b) Registering a Campaign Group;
(c) Platform submission;
(d) Withdrawing nominations; and
(e) Registering Campaign Managers and Official Agents.

Campaign Managers, Official Agents and Campaign Volunteers

- 21 (1) Active Members may serve as Campaign Managers for Candidates subject to the same criteria outlined in section 6.
- (a) 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.
- 22 (1) Campaign volunteers may work for any Candidate or Campaign Group in a non-official capacity.

- (a) Campaign volunteers may not receive compensation or in-kind gifts.

Campaigning

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

- (a) The rules of fair play outlined in section 27; and
- (b) The community standards established in section 28.

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

25 (1) The following activities are strictly prohibited during Campaigning:

- (a) Any and all campaigning activities in any campus library or residence facility;
- (b) Any and all campaigning activities at all campus food vendors; and
 - a. Food vendors shall not be permitted to display or distribute campaign materials on behalf of Candidates or Campaign Groups;
- (c) Participation in a slate, whether real or apparent, as a Candidate or Campaign Group;
 - a. To prevent the formation or appearance of slates, Candidates and Campaign Groups shall not:
 - i. Share expenses for campaign materials;
 - ii. Appear on another Candidate or Campaign Group's campaign materials;
 - iii. Produce campaign materials that resemble those of another Candidate or Campaign Group in colour, branding or design; or
 - iv. Use the same slogan or slogans as another Candidate or Campaign Group.
- (d) 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;
- (e) Using or superimposing logos (including SU, University of Calgary, Dinos, and/or faculty logos) on any campaign materials; and
 - a. Logos that appear in the existing environment and do not require special permissions for use may be permitted at the discretion of the CRO and General Manager or designate;
- (f) Campaign activities that involve posting materials or writing on whiteboards, chalkboards, or any other surfaces in classrooms for the purpose of campaigning;
- (g) Campaign presentations in classrooms by Candidates and/or Campaign Groups unless advance written permission from the instructor assigned to a given course section has been attained;
- (h) During Voting Days, all Campaigning shall be strictly prohibited within a 20m radius sightline of all SU voting stations.

26 (1) The Students' Union is committed to fair and independent elections. No SU resources shall be used for the purposes of any Campaigning activities, and Current Elected Officials who participate in a Union Election as Candidates, Campaign Managers, Campaign Groups, or Official Agents shall be required to forgo privileged access to any and all SU offices for the duration of the campaign periods.

- (a) Notwithstanding section 25 (1), current Elected Officials may be permitted to access SU offices for the purpose of SU business, at the discretion of the CRO.
- (b) The storage of campaign materials is considered to be a Campaigning activity, and as such is strictly prohibited in any Students' Union operated offices or businesses.

27 (1) In consultation with campus stakeholders and in accordance with the principles established in this

policy, the CRO and General Manager or designate shall establish and enforce additional rules and procedures regarding:

- (a) What campaign materials shall be permitted during a Union Election;
- (b) The content of campaign materials; and
- (c) The display and distribution of permitted campaign materials.

Rules of Fair Play in Union Elections

28 (1) In accordance with the principles established in section 3(1), Active Members who choose to participate in Union Elections shall be required to conduct themselves in accordance with the following rules of fair play:

- (a) Participants in Union Elections shall demonstrate respect for others. Respect refers to having due regard for the feelings and the rights of others; further, respect may include admiration or acknowledgement of another's abilities, qualities, or achievements;
- (b) Participants in Union Elections shall 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;
- (c) Candidates shall compete on equal terms, especially in regard to status, rights, and opportunities, in order for voters to make a fair decision;
- (d) Candidates shall demonstrate integrity by adhering to a code of moral values, particularly honesty, during Union Elections;
- (e) All platforms presented by Candidates shall be written by the individual Candidate in their own words;
- (f) Participants in Union Elections shall 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;
- (g) Participants in Union Elections shall demonstrate an ability and willingness to tolerate opinions, behaviours, and decisions with which they may not necessarily agree; and
- (h) Candidates shall demonstrate concern for, and attach importance to the interests of Active Members and the Students' Union.

Community Standards in Union Elections

29 (1) In accordance with the principles established in section 3(1), Active Members who choose to participate in Union Elections shall be required to conduct themselves in accordance with the following community standards.

- (a) As students at the University of Calgary and members of the SU, all participants in Union Elections, including Candidates, Campaign Groups, volunteers, and voters, shall be required to 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 shall not harm the reputation of any individual, the SU, or the university.
- (c) Campaign activities shall 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 shall not insult, attack, harass, bully, threaten, demean, or impersonate others.
- (e) Campaign activities shall 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 shall 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 shall not promote the excessive consumption of alcohol or drinking games.
- (h) Participants in Union Elections shall comply with municipal, provincial, and federal laws. Campaign activities

shall not promote or depict illegal activities.

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

Endorsements

- 30 (1) Only verbal or written endorsements shall be permitted during Union Elections.
 - (2) Candidates and Campaign Groups shall not be permitted to receive any monetary, in-kind, or material endorsements or donations from Third Parties during Union Elections.
 - (3) In accordance with section 24 (1) (c) (a), 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; if a Candidate or Campaign Group member is a member of a Registered Student Organization, they shall abstain from participating in such decisions.
- 31 (1) Currently elected Executives shall not endorse Candidates or Campaign Groups.
 - (2) 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.
- 32 (1) Candidates and Campaign Groups shall not be 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 shall be required to obtain explicit or implied consent to collect and use students' personal contact information for the purposes of Campaigning.
 - (3) Candidates and Campaign Groups shall not be permitted to send emails or other mass communications to Third Party lists for the purposes of Campaigning. Third Parties may send written endorsements to their own managed lists; however, these messages may not be sent by or on behalf of a Candidate or Campaign Group.

Voting

- 33 (1) Voting for Union Elections shall be administered through an online system established by the CRO and General Manager or designate. Where possible, paper ballots shall be made available at polling stations in case the online system is unavailable.
- 34 (1) Candidates and Campaign Managers shall have the right to observe voting at any polling station during a Union Election.
 - (a) The CRO or General Manager or designate may impose rules regarding where Candidates or Campaign Managers may observe voting.
 - (b) Candidates and Campaign Managers shall not interfere with voters before or after a vote is cast.

Campaign Funding

- 35 (1) All Candidates and Campaign Groups shall be 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.
 - (a) Discounts must be available to all Candidates and Campaign Groups to be considered an eligible expense.
- 36 (1) The General Manager or designate shall have authority over the administration of all Campaign funding and accounting, including the final authority in determining the validity of expenses and accompanying receipts.

Conduct

- 37 (1) All Candidates and Campaign Groups shall act reasonably, in good faith, and in accordance with the rules of fair play during the course of Union Elections.
- (2) Candidates and Campaign Groups shall be responsible for the actions, and violations stemming from such actions, of any volunteer or individual acting on their behalf.
- 38 (1) Elected executives who run for election or re-election during their current term must use personal leave time (known as wellness days or half-days) if they wish to participate in any campaigning activities during established office hours.
- 39 (1) In accordance with section 10 (3) and in consideration of the principles established in section 3, the CRO may make decisions regarding the conduct of any Candidate or Campaign Group in a Union Election.
- (2) Candidates and Campaign Groups who fail to abide by policies and procedures during a Union Election may be subject to sanctions on the following grounds:
 - (a) Minor violations shall include, but are not limited to:
 - (i) Failing to adhere to the policies and procedures related to Campaigning, rules of fair play, community standards, endorsements, campaign funding or conduct established in this policy;
 - (ii) Making Frivolous or Vexatious Complaints; and
 - (iii) Failing to comply with policies and procedures established by the CRO and the General Manager or designate.
 - (b) Major violations shall include, but are not limited to:⁷
 - (i) Failing or ceasing to meet Candidate or Campaign Group eligibility requirements;
 - (ii) Failing to comply with a CRO decision;
 - (iii) Interfering with voters, ballots, voting procedures or ballot counting; and
 - (iv) Repeated and/or willful violation(s) of election policies and procedures.
- (3) The CRO, in consultation with the General Manager or designate, shall investigate the nature of

⁷ As per the Review Board decision issued November 16, 2017, and upheld by the Tribunal on February 23, 2018, a discretionary major violation “should be something unlisted among the major violations that would compromise the integrity of the democratic process.”

violations and may impose any combination of the following sanctions:

- (a) For minor violations the CRO may:
 - (i) Issue a warning;
 - (ii) Levy a fine;
 - (iii) Confiscate or destroy campaign materials; or
 - (iv) Impose limits, restrictions or prohibitions on any Campaign activities for any period of time.
- (b) For major violations the CRO may:
 - (i) Disqualify a Candidate or Campaign Group; or
 - (ii) Invalidate an election or referendum.

(4) Sanctions for minor violations shall not necessarily be considered cumulative.

(5) The CRO and General Manager or designate may establish a schedule outlining how fines and penalties may be levied for specific violations at the discretion of the CRO.

40 (1) All Active Members may be subject to the University of Calgary's Non-Academic Misconduct Policy for their conduct in Union Elections.

Complaints

41 (1) Any member of the university community may submit a written complaint to the CRO in accordance with procedures established by the CRO and General Manager or designate. Complaints may be made in regard to any perceived violation of this Elections Policy that may impact the validity and fairness of a Union Election.

(2) Upon receipt of a complaint, the CRO shall provide an initial response to the complainant within 24 hours. The CRO may investigate a complaint and make any decision regarding the conduct of candidates or Campaign Groups in elections in accordance with sections 10(c) and 38 of this policy.

Appeals

42 (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 SU business days of the last day of voting, in accordance with procedures established by the Review Board.

Reporting

43 (1) The CRO shall provide a written report to 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 SLC no later than three SLC meetings subsequent to 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) Recommendations for amendments to the Union Bylaw or Election Policy, if necessary.

Accountability

44 (1) The CRO and the General Manager or designate are responsible for the implementation, administration, and review of this policy in advance of each General Election and By-Election, as scheduled in the Elections Calendar.

Authority to Approve Procedures

45 (1) The CRO and the General Manager or designate have the authority to approve secondary procedures that comply with the Elections Policy.

Review

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

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

Amendment History: June 7, 2016 (74.04); April 4, 2017 (74.54); June 13, 2017 (75.05); December 5, 2017 (75.23); July 3, 2018 (76.09); December 4, 2018 (76.30); December 3, 2019 (77.23); August 11, 2020 (78.10); March 30, 2021.