



## CANDIDATE NOMINATION PACKAGE • GENERAL ELECTION 2018

Please read this package in its entirety. It contains important information that candidates are required to know. Candidates must return their nomination form and consent form to the desk in the CSU Members Centre (LB195) by March 8, at 12:00pm (noon).

**Pre-check deadline:**

If you would like to have your signature form pre-checked to prevent accidental disqualification, submit your form no later than March 5, at 12:00pm (noon).

**Important dates/times if successfully elected:**

If your election is successful, you must attend CSU board meetings for the 2018-2019 term. Please make sure that you would be available **between 2:00 p.m. and 5:00 p.m. on Fridays**. The CSU's board orientation and retreat for successfully-elected candidates is a mandatory off-site training conference for all incoming board members **on May 14, 15, and 16, 2018**.



## POSITIONS UP FOR ELECTION

### EXECUTIVE COMMITTEE:

- vice-president external
- vice-president finance and services
- vice-president student life
- vice-president academic
- vice-president equity and sustainability

### COLLECTIVE LIAISONS:

- accessibility justice coordinator
- First Nations students liaison
- international students liaison
- queer students liaison
- students of colour liaison
- women students liaison

### FACULTY REPRESENTATIVES:

- arts and sciences faculty representatives (x2)
- business and professional studies faculty representative (x2)
- global and community studies faculty representatives (x2)
- education, health, and human development faculty representatives (x1)
- fine and applied arts faculty representatives (x2)

### CAMPUS REPRESENTATIVES:

- Sunshine Coast campus representative

## TIMELINE

### NOMINATION PERIOD

NOMINATIONS OPEN – MONDAY, FEBRUARY 26 AT NOON

Nomination packages are available at the end of this document.

NOMINATIONS CLOSE – THURSDAY, MARCH 8 AT NOON

Nominees must submit completed nomination packages to [cro@csu.bc.ca](mailto:cro@csu.bc.ca) or drop off completed nomination packages and candidate information pages to the desk in the CSU Members Centre (Library 195) by the closing date. Nominations received after this time will not be accepted.

### ELECTION INFO DESK

ELECTION INFO SESSION 1 — TUESDAY, FEBRUARY 27, 11:30AM

ELECTION INFO SESSION 2 — TUESDAY, MARCH 6, 11:30AM

LOCATION: Library Hallway

Need more information about the CSU and the role and responsibilities of being a board member before submitting your nomination package? Come to this information desk to learn more about the CSU and to



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have all your questions answered!

### CANDIDATE ORIENTATION

CANDIDATE ORIENTATION — THURSDAY, MARCH 8, 3:00PM

LOCATION: Library 186

All candidates are **required** to attend this candidate orientation meeting prior to campaigning. The chief returning officer (CRO) will provide an overview concerning the electoral procedures as well as other relevant rules and important information you need to know before you begin campaigning. If you are not able to attend this meeting, you must contact the CRO directly to arrange an alternate meeting time.

### CAMPAIGN PERIOD

CAMPAIGN PERIOD BEGINS —THURSDAY, MARCH 8

Before campaigning, you must attend the mandatory candidate orientation meeting, at which time you will receive a copy of the candidate's handbook, which will provide detailed information regarding campaign rules.

### ALL CANDIDATES FORUMS

CANDIDATE FORUM 1 – TUESDAY, MARCH 13, 11:30PM - 1:00PM

CANDIDATE FORUM 2 – THURSDAY, MARCH 15, 11:30PM - 1:00PM

LOCATION: CAPILANO STUDENTS' UNION MEMBERS CENTRE (LB 195)

All candidates forums offer an opportunity for candidates to speak to students about their goals and visions for their work at the CSU. Audience members may also ask candidates questions. In order to accommodate the large number of positions and candidates running in the election, there will be two separate forums, scheduled on two different days. While attendance at the forum is not mandatory, candidates are strongly encouraged to attend. If you wish to attend, please ensure that you attend the forum organized for your position category; unfortunately we will be unable to accommodate exceptions.

### POLLING

POLLS WILL OPEN AT 8AM ON MARCH 20TH AND CLOSE AT 5PM ON MARCH 22

This year, elections will be held using an online election process, which will be able to be accessed via [csu.bc.ca/vote](http://csu.bc.ca/vote)

### ELECTION RESULTS

#### PRELIMINARY RESULTS

Ballot tabulating will take place immediately after the polls have closed. Notice of the results will be posted once the results have been tabulated.

#### OFFICIAL RESULTS

Subject to any recounts or other appeals required or requested, results will become official as soon as the chief returning officer's report is presented to the CSU's board of directors; the results shall be official and binding upon the society.



## GENERAL INFORMATION

### WHAT IS THE CAPILANO STUDENTS' UNION?

The Capilano Students' Union (CSU) is the student society at Capilano University that represents over 7,500 students at the North Vancouver and Sunshine Coast campuses, and abroad. The CSU provides services, including the U-Pass BC program and CSU health and dental plan; supplies resources to clubs and organizations on campus; and hosts a variety of events throughout each year.

In addition to offering services to students, the CSU is an advocate of students' interests and ensures the needs of students are presented to the university administration and the federal, provincial, and municipal governments.

The Capilano Students' Union is incorporated under the *Societies Act* of British Columbia and is an entirely separate legal entity from Capilano University. Because the CSU receives its funding through student fees that are protected by law, it is a truly autonomous organization that is accountable only to its members: the students of Capilano University. The activities of the student society are determined by students through its constitution, bylaws, procedures, and the decisions of the CSU's board of directors — the students elected to provide high-level strategic leadership and direction — in accordance with the framework established by students through the bylaws.

The constitution and bylaws of the Capilano Students' Union are the documents that set out the purposes for which the CSU exists, and the parameters within which the CSU and its board operate. The provisions of the bylaws are enforceable under the *Societies Act* and outline some of the rights of members, and the powers and limitations of the CSU's board of directors.

### CSU CONSTITUTION:

The purposes of the Capilano Students' Union are

- a) to represent and advance the rights and interests of its members;
- b) to advocate for a more accessible, high-quality post-secondary education;
- c) to influence the development of sound educational policy;
- d) to create opportunities and foundations for its members to be successful;
- e) to provide experiences that complement its members' academic pursuits;
- f) to support its members through the delivery of student services;
- g) to enhance the student experience; and
- h) to build and strengthen our community relationships.

## STRUCTURE OF THE CSU

Each of the positions available for election will take a seat at the CSU's board of directors, which oversee and manage the student society.

### BYLAW X – DUTIES OF THE BOARD

1. Subject to the *Society Act* and these bylaws, the Board shall have vested in them the management, administration, and control of the property, revenue, business, and all other affairs of the Society, and the members thereof shall be familiar and comply with the *Society Act* and these bylaws.
2. The Board shall receive, budget, administer, and have audited, all monies, properties, and securities of whatever nature may be placed in the custody of, or that may become, the property of the Society.
3. The Board shall approve a budget by two-thirds (2/3) resolution, and the budget shall be presented at the next



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- general meeting of the Members thereafter. The budget may be amended by two-thirds (2/3) resolution of the Board.
4. Except as expressly stated otherwise in these bylaws, the Board may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the business of the Society.
  5. Members of the Board shall act honestly and in good faith, and in the best interests of the Society as a whole, and exercise the care, diligence, and skill of a reasonably prudent person in carrying out their duties.
  6. Members of the Board shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, members of the Board shall not disclose any information discussed in an in camera meeting of the Board without the authorisation of the Board by resolution.
  7. Members of the Board are expected to declare any real or apparent conflict of interest relating to any issue being deliberated by the Board, and must recuse themselves from participating in a decision, exercising an official power, or performing an official function when they are in a real or apparent conflict of interest with respect to any such issue.
  8. Each member of the Board shall
    - a. perform the duties of a Director pursuant to the *Society Act*;
    - b. uphold these bylaws, and the policies and procedures of the Society;
    - c. attend all general meetings of the Members;
    - d. attend all meetings of the Board;
    - e. serve as a voting member of at least one (1) Standing Committees;
    - f. perform such other duties as may be assigned by the Board.

### BYLAW XII - DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE

1. The duties of the Executive Committee shall be:
  - a. implementing the policies and procedures established by the Board;
  - b. pursuing the strategic plan approved by the Board;
  - c. Board development;
  - d. reporting to the board in a succinct and timely way on its activities; and
  - e. presenting options and recommendations to the Board on matters of concern and interest to the CSU membership.
2. The Vice-President External shall
  - a. be responsible for lobbying all levels of government for a more accessible post-secondary education, and on other issues as directed by the Board;
  - b. communicate and liaise with other post-secondary student organizations;
  - c. coordinate the external marketing and communication of the Society;
  - d. responsible for issues-based policy development;
  - e. communicate and liaise with Members on-campus regarding post-secondary education issues; and
  - f. be responsible for reviewing external contracts in partnership with the appropriate members of the Board.
3. The Vice-President Finance and Services shall
  - a. be responsible for reviewing all contracts on behalf of the Society;
  - b. be responsible for coordinating and presenting the annual budget;
  - c. be responsible for coordinating the investments of the Society;
  - d. be responsible for policy related to finances and operations;
  - e. be responsible for ensuring the financial sustainability of the Society;
  - f. be responsible for the development and delivery of new services;
  - g. liaise with the University on scholarships and bursaries, in partnership with the Vice-President Academic; and
  - h. supervise the General Manager on a day-to-day basis.
3. The Vice-President Student Life shall
  - a. be responsible for “welcome back” events;
  - b. be responsible for clubs;
  - c. communicate and liaise with the Members to encourage engagement;
  - d. be responsible for policy related to events;
  - e. be responsible for coordinating the events of the Society;
  - f. liaise with the Regional Campuses; and

- g. liaise with Faculty Representatives.
4. The Vice-President Academic shall
    - a. be responsible for policy related to Academic;
    - b. communicate and liaise with Faculty Representatives;
    - c. represent the Society at the University Senate, the University Board of Governors, and other decision-making bodies at the University;
    - d. represent the Society to University administrators;
    - e. represent the Society to the Capilano University Alumni Association;
    - f. represent the Society to any other groups internal to the University;
    - g. be responsible for reviewing contracts between the Society and the University, and contracts related to services, in partnership with the Vice-President Internal Development.
  5. The Vice-President Equity and Sustainability shall
    - a. be responsible for policy on issues relating to social justice, environmental sustainability and equity
    - b. communicate and liaise with all collective liaisons
    - c. develop with collectives campaigns on social justice and equity
    - d. organize training and workshops for directors and members on anti-oppression issues;
    - e. represent the society on social justice, equity and sustainability issues
    - f. communicate and liaise with equity and sustainability directors at other post-secondary institutions
    - g. be responsible for keeping the Board informed of issues concerning environmental and ecological awareness; and
    - h. coordinate campaigns and events which promote sustainability and integrate holistic environmentally-responsible practices.
  6. The Board shall, at the first meeting of the Board on or after June 1st and whenever else the Board thinks it appropriate, elect from amongst the members of the Executive Committee, a President the Society.
  7. The President shall
    - a. chair meetings of the Executive Committee;
    - b. be a spokesperson for the Society on general issues;
    - c. initiate and coordinate board orientations and development opportunities;
    - d. initiate and coordinate strategic planning activities; and
    - e. perform such other duties as assigned by the Board or the Executive Committee, from time to time.

**BYLAW XIII - DUTIES AND RESPONSIBILITIES OF COLLECTIVE COORDINATORS, LIAISONS, REGIONAL CAMPUSES AND FACULTY REPRESENTATIVES**

1. The Students of Colour Liaison shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the Board informed of issues concerning members of the Society who self-identify as being of colour;
  - c. coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified People of Colour; and
  - d. perform such other duties as may be assigned by the Board.
2. The Accessibility Justice Coordinator shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the Board informed of issues concerning accessibility and members of the Society who self-identify with disabilities;
  - c. coordinate campaigns and events which promote accessibility and support people with disabilities; and
  - d. perform such other duties as may be assigned by the Board.
3. The First Nations Students Liaison shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the Board informed of issues concerning self-identified First Nations members of the Society;
  - c. coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified First Nations people; and

- d. perform such other duties as may be assigned by the Board.
4. The International Students Liaison shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the informed of issues concerning international student members of the Society;
  - c. coordinate campaigns and events which promote the equality and the elimination of oppression of international students;
  - d. perform such other duties as may be assigned by the Board.
5. The Queer Students Liaison shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the Board informed of issues concerning self-identified queer members of the Society;
  - c. coordinate campaigns and events which promote the equality and the elimination of oppression of self-identified queer people;
  - d. perform such other duties as may be assigned by the Board.
6. The Women Students Liaison shall
  - a. chair and coordinate the meetings and activities of their collective;
  - b. be responsible for keeping the Board of Directors informed of issues concerning self-identified women members of the Society;
  - c. co-ordinate campaigns and events which promote the equality and the elimination of oppression of self-identified women; and
  - d. shall perform such other duties as may be assigned by the Board.
7. The Campus Representatives – Squamish shall
  - a. be responsible for keeping the Board informed of the activities and concerns of Members at the Squamish campus of the University; and
  - b. perform such other duties as assigned by the Board.
8. The Campus Representative – Sunshine Coast shall
  - a. be responsible for keeping the Board informed of the activities and concerns of Members at the Sunshine Coast campus of the University; and
  - b. perform such other duties as assigned by the Board.
9. The representatives for each faculty established by the University shall
  - a. be responsible for keeping the Board informed of the activities and concerns of the Members belonging to their respective faculties; and
  - b. perform such other duties as assigned by the Board.
10. The student representatives on the University Board of Governors who hold office as student representatives, pursuant to the *University Act*, shall
  - a. be responsible for keeping the Board informed of the activities of the University Board of Governors, and issues that concern the Society; and
  - b. perform such other duties as assigned by the Board.
11. The student representatives on the University Senate who hold office as student representatives, pursuant to the *University Act*, shall
  - a. be responsible for keeping the Board informed of the activities of the University Senate, and issues that concern the Society; and
  - b. perform such other duties as assigned by the Board.



## ELECTIONS INFORMATION

### ELECTIONS

Students who make up the CSU's board of directors are elected by the general membership. General elections (i.e., for all seats on the board) are held each spring, and the board can order by-elections to fill vacancies that arise during the rest of the year. The chief returning officer administers the elections.

### ELIGIBILITY

Nominees for any position on the board of directors must be members of the Capilano Students' Union (that means that an individual must have been registered in at least one credit course at Capilano University, and have paid student society fees, during the current or previous semester).

In order to seek election, members must be nominated by no fewer than twenty-five (25) nominators, or no fewer than five (5) nominators for campus representatives, each of whom shall be a member of the society entitled to vote in that election.

Nominees shall not seek election to more than one on the board of directors at any one time. Nominees to the positions of accessibility justice coordinator, First Nations students liaison, queer students liaison, students of colour liaison, and women students liaison must self-identify as a member of the constituent group they seek to represent; nominees to the international students liaison position must be an international student; nominees to the campus representative positions must be registered in at least one class at the campus they seek to represent; nominees to the faculty representative positions must be declared in the faculty they seek to represent.

### ELECTION BYLAWS

Bylaws relevant to elections are referenced below for convenience; **please see <http://csu.bc.ca/governance/> for the complete bylaws.**

#### BYLAW VII – ELECTIONS TO THE BOARD

1. A General Election shall be held between February 1<sup>st</sup> and March 31<sup>st</sup> of each calendar year, and the candidates elected therein shall become members of the Board, and take up seats on the Board, on June 1<sup>st</sup> of the same calendar year, and shall hold office until the sooner of
  - a. when they cease to be a Member, or
  - b. on May 31<sup>st</sup> of the next calendar year.
2. Directors elected into positions that are vacant during the time of the General Election shall become members of the Board upon ratification at the next board meeting following the General elections, and shall hold office until whenever the position would become vacant as per Bylaw VII(1)
3. Directors elected into positions that become vacant following the General elections but before June 1<sup>st</sup> of the same calendar year, may become members of the Board upon ratification at the next board meeting following the position becoming vacant, and shall hold office until whenever the position would become vacant as per Bylaw VII(1).
4. By-elections for vacant seats on the Board, other than student representatives on the University Board of Governors and the University Senate, shall be held at such times as the Board may direct by two-thirds (2/3) resolution, and a candidate elected at such a by-election shall become a member of the Board upon the next meeting of the Board, and shall hold office until they cease to be a member, or the following May 31<sup>st</sup>, whichever comes first.



5. The schedule for elections to the Board shall be as the Board may direct by two-thirds (2/3) resolution, provided that any such schedule must be set such that there are periods of time scheduled non-concurrently as follows:
  - a. at least five (5) business days provided for the submission by Members of nominations to the Chief Returning Officer; and then
  - b. at least five (5) business days designated as campaign days, during which the Members who are approved candidates may campaign; and then
  - c. there are at least three (3) business days designated as polling days, during which polling must be open for at least twenty-one (21) hours.
  
6. There shall be at least one all-candidates forum, which must take place on a business day during the campaign period that is at least two (2) business days prior to the commencement of polling
  
7. Notice of elections to the Board shall be provided no less than five (5) business days prior to the opening of nominations, and shall be provided as follows:
  - a. displaying posters in prominent locations on each campus of the University, each poster measuring at least 20.3 cm by 25.4 cm, distributed in at least the following numbers:
    - i. fifty (50) posters on the North Vancouver campus;
    - ii. three (3) posters on the Squamish campus; and
    - iii. three (3) posters on the Sunshine Coast campus; and
  - b. displaying a prominent notice on the website of the Society.
  
8. Notice of elections to the Board shall include, at least,
  - a. the seats on the Board that are, or are expected to be, up for election;
  - b. the dates and times at which nominations open and close;
  - c. the locations at which nomination packages may be obtained;
  - d. the locations at which nomination packages may be submitted;
  - e. the dates designated as campaign days;
  - f. the dates, times, and locations at which polling is to take place;
  - g. the dates, times, and locations at which ballots shall be counted; and
  - h. contact information for the Chief Returning Officer.
  
9. The Chief Returning Officer shall conduct and oversee the counting of ballots, not sooner than the conclusion of the last scheduled polling day, and the count shall be conducted in accordance with the following:
  - a. no candidate in an election to the Board shall observe the counting of the ballots, but each candidate shall be entitled to send one (1) scrutineer to observe the counting of ballots, and each such scrutineer must adhere to any rules for scrutineers developed by the Chief Returning Officer; and
  - b. a recount must be conducted wherever the vote spread between candidates is less than the greater of (a) ten (10) votes, or (b) two percent (2%) of the ballots cast on that question, or on the direction of the Chief Returning Officer to yield a more accurate result.
  
10. (1) In the event that only as many nominations are received as there are vacancies for a seat up for election, then the Members shall vote by way of a "YES" or "NO" ballot to approve or reject each candidate, and a candidate shall be declared elected where a majority of valid votes cast approve of them.  
(2) In the event that more nominations are received than there are vacancies for a seat up for election, then the Members shall vote for up to as many candidates as there are vacancies, and as many candidates shall be declared elected as there are vacancies based on which candidate received the most valid votes.
  
11. Candidates shall conduct themselves in a manner consistent with these bylaws, all policies, and any regulations established by the Chief Returning Officer.
  
12. Notwithstanding anything to the contrary in these bylaws, no person shall be eligible to be nominated for, or to



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become a candidate in, an election to the board of directors where that person has already been a member of the board of directors for four (4) or more years.

13. Slates shall not be allowed in any elections to the Board.
14. No member of the Society may stand as a candidate for more than one (1) elected position in any General Election or by-election. Student representatives on the University Senate and the University Board of Governors, who hold office as student representatives pursuant to the *University Act*, may not stand as a candidate for election to any seat on the Executive Committee.

### BYLAW VIII – CHIEF RETURNING OFFICER

1. There shall be a Chief Returning Officer appointed by a two-thirds resolution of the Board, who shall be responsible for overseeing all referenda and elections to the Board. No Chief Returning Officer may have served as a member of the Board or an employee of the Society during the previous twelve (12) months.
2. The Chief Returning Officer shall have complete discretion and authority to conduct referenda and elections to the Board in a manner consistent with these bylaws and the policies of the Society. The Chief Returning Officer shall not be directed in the course of their duties by any member of Board or employee of the Society, and any such interference shall be promptly reported to the Board.
3. Any amendment by the Board to the policies of the Society that have any bearing on elections to the Board, if made between January 1<sup>st</sup> and the General Election, shall not have force or effect until the conclusion of the General Election.

### BYLAW IX – APPEALS COMMITTEE AND COMPLAINTS

1. There shall be an Appeals Committee, to consist of three (3) Members, who are not members of the Board, appointed by a two-thirds resolution of the Board, who shall be responsible for determining the result of any appeal that arises from a decision of the Chief Returning Officer in response to a complaint made by a candidate with respect to the conduct of another candidate, or the application of the election rules.
2. (1) Any candidate in an election to the Board may make a complaint with respect to the conduct of another candidate, or the application of the election rules, and any such complaint must be submitted in writing to the Chief Returning Officer within forty-eight (48) hours of the issue, or issues, giving rise to the complaint.  
(2) The Chief Returning Officer, within forty-eight (48) hours of the receipt of a complaint under paragraph (1) of this clause, shall issue a written response to the complainant that sets out whether (a) the complaint is allowed and, if so, the reasons and any remedies ordered by the Chief Returning Officer, or (b) the complaint is dismissed and, if so, the reasons.  
(3) A decision of the Chief Returning Officer made under paragraph (2) of this clause may be appealed, within forty-eight (48) hours of the written decision, by written application to the Appeals Committee, which shall decide the matter by majority vote within seventy-two (72) hours of the said appeal, and the Appeals Committee shall issue a written response that sets out whether (a) the appeal is allowed and, if so, the reasons and any remedies ordered by the Appeals Committee, or (b) the appeal is dismissed and, if so, the reasons.  
(4) The Appeals Committee shall disallow any appeal that does not establish (a) previously unknown or undisclosed information relevant to the complaint that was not known to the Chief Returning Officer when a decision was made under Bylaw IX(2)(b); or (b) that there was a procedural error in the complaints process that could have prejudiced a decision of the Chief Returning Officer.

### DEMOCRATIC EVENTS PROCEDURES

Articles relevant to the CRO's role, nominations, and by-elections are referenced below for convenience; **please see <http://csu.bc.ca/governance/> for the complete procedures.**

### SECTION XV: DEMOCRATIC EVENTS

1. The Chief Returning Officer shall:



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- a. conduct elections and referenda in a fair and impartial manner;
  - b. not sign the nomination form of any candidate in an election;
  - c. encourage as many candidates as possible to run in elections;
  - d. encourage high voter turnout in elections and referenda;
  - e. be the official liaison with other organizations whose elections or referenda are being conducted by the Capilano Students' Union;
  - f. cause all necessary election forms to be prepared;
  - g. verify candidates' nomination packages as they are received, and be empowered to alert candidates to incomplete or missing information and to allow reasonable corrections to be made up until the close of nominations;
  - h. review and approve all campaign material prior to its use, posting, or distribution;
  - i. have the power to interpret these Electoral Procedures;
  - j. have the power to set procedures for the monitoring of campaigning, to rule on the validity of an election or referendum irregularities, and to make any determinations necessary in response thereto, including penalties, disqualifications, or the invalidation of elections or referenda, as the Chief Returning Officer may determine to be appropriate at the time;
  - k. coordinate the work of any elections staff that may be appointed by the General Manager to resource or assist the Chief Returning Officer, and that are provided for in the Budget and in the contract between the Society and the Chief Returning Officer;
  - l. ensure that candidates are informed about the Electoral Procedures contained in this section of the Procedures;
  - m. regulate all operations of the polling stations;
  - n. regulate all aspects of the design, security, printing, and counting of ballots, including rulings on questionable and spoiled ballots, and the conduct of scrutineers;
  - o. be responsible for the official release of results, including the number of votes for each candidate (and against each candidate, where applicable) and the number of votes for and against each referendum question, and the number of spoiled ballots, if any;
  - p. prepare an election or referendum report for the Board to report the results, a report on the ballot counting and the results of each election or referendum, complaints against and any irregularities of elections and referenda;
  - q. once any appeals periods have expired, transfer to the Organizer the results of elections and referenda, including all relevant files, records, and memoranda that the Chief Returning Officer determines are relevant for archiving, such records to be kept and maintained by the Organizer for a period not less than two (2) years, except that electronic records held by a third party related to the administration of an electronic voting platform may be kept by that third party if the CRO satisfies themselves that those records are to be stored by that third party securely;
  - r. be responsible for reporting to the Board, at least two (2) weeks before the opening of polls, that the CRO has satisfied themselves that the electronic voting platform(s) to be used, if any, shall be administered with appropriate fairness and security and, if not, what steps shall be taken to ensure that the respective election or referendum is able to proceed as scheduled;
  - s. be responsible for the orientation of their replacement;
  - t. be responsible for maintaining and updating a Chief Returning Officer manual;
  - u. recommend various options to the Board for amendments to this section of the Procedures, if deemed necessary; and
  - v. have such other powers and duties as are outlined in the Bylaws or the Procedures or assigned by the Board from time to time.
2. The Chief Returning Officer may delegate any of the above duties to other election staff, except (e), (h), (i), (j), (n), (o), (p), and (r), but shall ultimately retain responsibility for any delegated duties.
  3. Subject to the provisions of Article 13 below, the Chief Returning Officer shall have the power to conduct elections and referenda for other organizations, including the election of students to the University Senate and the Board of Governors. In conducting such elections and referenda, the Chief Returning Officer shall have the same powers and duties as specified in clause 1 above, subject to the provisions of Article 13 and subject to agreements made with the other organizations for conducting the said elections and referenda.

### ARTICLE 3: NOMINATION AND CAMPAIGN RULES

1. Pursuant to Bylaw 8, the Chief Returning Officer shall conduct the election of members of the Board of Directors according to these Procedures.

- a. At each general election, all seats for the Board shall be contested.
  - b. Nominations shall be administered as follows:
    - i. Each candidate shall be a Member of the Society, and shall submit a nomination form duly signed by the candidate and no less than twenty-five (25) nominators, or no less than five (5) nominators for campus representatives, each of whom shall be a Member of the Society entitled to vote in that election. Forms shall be available in the Society's offices and on the official website of the Society.
    - ii. Even if nominated for more than one position, a candidate may run for only one position in a given election.
  - c. Pursuant to Bylaw 7(12), candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials. A slate shall mean a group of candidates who run for elected office for mutual advantage.
2. The Chief Returning Officer shall ensure the eligibility of candidates and nominators through the Registrar's office, and in any such other manner as required.
- a. The names of the candidates in an election shall not be made public until the close of nominations, and then only once the eligibility of the candidates has been confirmed through the Registrar's office, at which time they shall be released by the Chief Returning Officer.
  - b. Nomination packages outlining the requirements of this section shall be available at all Capilano Students' Union offices during the nomination period. The Chief Returning Officer shall also ensure that the packages include details of the various positions that are open for election, including but not limited to duties, the dates for any upcoming orientation(s), office hours and required attendance at meetings.
  - c. The Chief Returning Officer shall rule on the validity of all nominations packages received during the nominations period. The Chief Returning Officer shall make a reasonable effort to alert potential nominees to any errors, inaccuracies, or omissions in their nominations packages, and shall accept corrections to any such nominations packages up to and until the close of nominations. The Chief Returning Officer may, at their discretion, establish a "pre-check deadline" for the purposes of early verification and corrections. No corrections shall be allowed once nominations have closed.
  - d. Submitting a false or deceptive nomination form to the CRO is a serious offence. Notwithstanding any other Procedure herein, in the event that a candidate's false or deceptive nomination form is discovered by the CRO, even after the official results of the election have been submitted by the CRO, the CRO may amend those results by disqualifying the candidate in question and their seat shall thereby become vacant.
3. Candidates shall be oriented on the electoral process as follows:
- a. The Chief Returning Officer shall organize an All-Candidates Orientation Meeting to take place following the close of nominations, preferably on the same day as the close of nominations. At this meeting, the Chief Returning Officer shall provide an overview concerning the Electoral Procedures, other relevant rules and any other information they deem important to candidates. The Chief Returning Officer shall distribute a copy of a candidates' handbook to all candidates who attend the meeting.
  - b. All candidates must either attend the All-Candidates Orientation Meeting or meet privately with the Chief Returning Officer following the close of nominations to receive the overview discussed above and to receive a copy of the candidates' handbook. Candidates may not begin campaigning until they have satisfied the requirements of this article.
  - c. A candidates' handbook shall be distributed to candidates, which shall include relevant election articles of the bylaws and procedures, and any other sections of the bylaws and the procedures that the Chief Returning Officer deems relevant to candidates. The Chief Returning Officer shall be empowered to create additional rules, insofar as they do not conflict with the bylaws, or the procedures, and these rules shall be included in the candidate's handbook and may be enforced, as would any other electoral rules. The Chief Returning Officer may include any additional information that they consider to be useful for candidates.
5. Qualifications for Office and Limits on Use of Society Resources
- a. The following persons are ineligible from being nominated for or being elected to any office within the Society:
    - i. full-time employees of Capilano University;
    - ii. full-time employees of the Capilano Students' Union, any other student association, or a provincial or national student organisation;
    - iii. elected or appointed officers or Directors of any other student association; or
    - iv. elected or appointed officers or Directors of any Capilano campus publication, including



- the Capilano Courier Publishing Society.
- v. any Member who is ineligible to be nominated for, or to become a candidate in, an election to the Board of Directors pursuant to Article 7(11) of the Bylaws,
  - b. In order for those persons referenced in sub-clauses (a) (i), (ii), (iii), and (iv) above to again be eligible to be nominated for, elected to or to hold office within the Society, such an individual must have resigned (or otherwise vacated) the relevant position no less than six (6) months prior to the date of nomination, election or appointment.



## CANDIDATE STATEMENT

All candidates are encouraged to submit a candidate statement. If you are submitting a candidate statement, you must submit it by the time of the nominations deadline; late submissions will not be accepted.

If you choose to submit a candidate statement it must be no more than one hundred (100) words and must be submitted **electronically** to the chief returning officer (via email to [cro@csu.bc.ca](mailto:cro@csu.bc.ca)). This statement will be posted at polling stations and on the Capilano Students' Union website as well as submitted to campus publications. This statement serves as an opportunity to inform voters about you and why you're seeking a position on the CSU board of directors.

Your candidate statement must include your name and the position you are running for. Other information you can incorporate into your statement may include an explanation of what makes you a good candidate; why you are running for this position on the Capilano Students' Union board of directors; a description of your goals; and some of the issues you would like to address while in office. In order to be approved for distribution, the candidate statement must be text only and must comply with the requirements for campaign materials.

The candidate statement is optional.



## ACCEPTANCE OF NOMINATION

|  |  |
|--|--|
| Name as it appears on your student card:   |  |
| Name to appear on ballot if different from above:  |  |
| Student ID number:   |  |
| Position you are running for:  |  |
| Complete mailing address:  |  |
| Telephone number:  |  |
| Email address:   |  |
| <p>By signing this form, I accept my nomination as a candidate for the board of directors of the Capilano Students' Union for the position described above. Should I be elected to the CSU board of directors, I authorize the release of my personal information to BC Registry Services as required by the <i>Societies Act</i>.</p> |  |
| Signature:   |  |
| Date:  |  |

## NOMINEE'S DECLARATION

I, the undersigned candidate, hereby agree that:

1. I will abide by the election rules and regulations
2. I am eligible to be a candidate for the position I seek and am prepared to accept the duties and responsibilities of a member of the board of directors
3. I understand that all election-related materials are my responsibility and that all publicity materials used by my campaign must be approved and authorized in advance by the CSU's chief returning officer (CRO); and
4. I have received a list of all deadlines associated with the campaign period.

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |



## PERSONAL INFORMATION RELEASE FORM

Members of the CSU or the campus media may wish to contact you to ask questions about your candidacy and/or for an interview to be published in the campus newspaper. In order to accommodate such inquiries, the CSU publishes contact information for candidates running in the elections on our elections page of the website. The CSU requires your consent in order to publish your contact information. Please read carefully the following declaration and indicate, with a checkmark, which forms of contact information you consent to being made public during the election.

| Information type   | Please fill in here | Check mark here to approve release |
|--------------------|---------------------|------------------------------------|
| Name of candidate: |                     |                                    |
| Phone Number:      |                     |                                    |
| Email Address:     |                     |                                    |
| Signature:         |                     |                                    |
| Date:              |                     |                                    |

| Internal Use Only |  |
|-------------------|--|
| CRO Signature:    |  |
| Date:             |  |



## ELECTION NOMINATION FORM

(Minimum 25 signatures; for Sunshine Coast campus representative only, minimum 5 signatures instead)

We, the undersigned, nominate (your name) \_\_\_\_\_

as candidate for the position of \_\_\_\_\_

|    | Name (as it appears on student ID) | Student number | Signature |
|----|------------------------------------|----------------|-----------|
| 1  |                                    |                |           |
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Capilano Students' Union

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## ELECTION NOMINATION FORM

We, the undersigned, nominate(your name) \_\_\_\_\_

as candidate for the position of \_\_\_\_\_

|    | Name (as it appears on student ID) | Student number | Signature |
|----|------------------------------------|----------------|-----------|
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