

Election Appeal



If you are a party to a decision of the elections administrator (for example, you made a complaint or a complaint was made against you and the elections administrator has made a decision), you can appeal within 48 hours of the decision. If you submit an appeal, the onus is on you as the appellant to demonstrate that:

- the elections administrator’s decision includes material errors
- the elections administrator’s decision was clearly unreasonable
- the elections administrator’s decision materially contradicts the bylaws, the [elections policy \(BD-06\)](#), or the [election procedures \(BD-06.1\)](#)

If you submit an appeal:

- your appeal may be shared with relevant parties
- your appeal will be published at csu.bc.ca/elections

An appeal must be received **within 48 hours** of the decision you are appealing.

Once completed, send your appeal and any clearly-labelled evidence attachments to:

Arbitration Panel
Email: arbitrationpanel@csu.bc.ca

Section 1: Your Information

FULL NAME
CAPILANO UNIVERSITY EMAIL ADDRESS
PREFERRED EMAIL ADDRESS (if different)
STUDENT NUMBER (if a student)

Are you:

- the complainant (you’re appealing a decision on a complaint you filed)
- the respondent (you’re appealing a decision on a complaint made against you)
- other: _____

Document is **RESTRICTED** when completed (see [Information Classification Policy](#))

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Section 2: Appeal Details

DECISION BEING APPEALED

GROUNDS OF APPEAL

Please identify the reason(s) for your appeal:

- The decision above contains material errors
- The decision above was clearly unreasonable
- The decision above contradicts relevant bylaws, policies, or procedures

Please provide detailed reasons for your appeal of the original decision. If you need more space, attach a separate document clearly labelled alongside your appeal form.

DETAILED REASONS FOR APPEAL

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DETAILED REASONS FOR APPEAL (continued)

REQUESTED RESOLUTION/OUTCOME

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If you have evidence to support your appeal (such as screenshots, videos, photographs, audio or video recordings, text messages, or other physical or electronic evidence), please describe the evidence here and include them as attachments when you email this completed form to the arbitration panel at arbitrationpanel@csu.bc.ca. If any evidence is in languages other than English, include a description of the material.

DESCRIPTION OF EVIDENCE

Section 3: Publication of Appeal

Appeals are posted at csu.bc.ca/elections and are publicly accessible records. If you were granted anonymity by the elections administrator in the original decision, your anonymity will be maintained when the arbitration panel publishes its decision.

Section 4: Certification

I certify that the information I have included in this election appeal is true to the best of my knowledge. I acknowledge and understand that making intentionally false statements to the arbitration panel is a serious offence.

SIGNATURE
DATE

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