

WILFRID LAURIER UNIVERSITY

STUDENTS' UNION

A stylized, dark blue falcon logo is positioned to the right of the word 'UNION'. The falcon is depicted in profile, facing right, with its wings swept back and its tail feathers trailing behind it. The logo is composed of solid dark blue shapes.

Nomination Package

Students 'Union
Board of Directors

All Candidates Meeting January 17th, 2022

Table of Contents

Nomination Package..... 0
Table of Contents..... 1
General Information & Instructions2
Close of Nominations 3
All Candidates Meeting..... 3
Platforms..... 3
The Campaign Period..... 4
Open Forum..... 4
Contact Information..... 4
Promotional Materials.....4/5
Official Agents and Scrutineers..... 5
Ballot Tallying..... 5
Overview of Positions Open for Election.....6/7
Frequently Asked Questions (FAQ) 7/8
Nomination Form..... 9
Proof of Registration 10
Proof of Age..... 11
Signature Page12
Choice of Agent13
Proof of Registration - Agent..... 14
Scrutineer Registration Form (Page One)..... 15

The Nomination Package

Within this package you will find important information regarding your candidacy and the Annual General Meeting (AGM) campaign period. The official elections All Candidates Meeting will be held on Monday, January 17th, 2022 at 6:00pm. It is **your** responsibility as a candidate to know and understand all policies and procedures governing the elections process.

If you have any questions, comments, or concerns please contact Karneet Chahal, Chief Returning Officer, at sucro@wlu.ca.

NOTE: Please refrain from holding large gatherings or from being on campus. Ensure that you follow your local community COVID-19 guidelines.

NOTE: A supplemental package containing the current election policies is available online. All Candidates must be familiar with these policies before the elections period commences.

General Information & Instructions

Close of Nominations

The entire Nomination Package must be completed in full and returned to the Students' Union offices by **Friday, January 14th, 2022 by 11:59 PM**. If the forms have not been submitted by that time then your nomination will be considered **invalid**.

NOTE: Forms may be submitted digitally to the Chief Returning Officer Karneet Chahal at sucro@wlu.ca.

All Candidates Meeting

This meeting will outline specific elections policies and procedures for declared candidates and their campaign teams. The Chief Governance Officer, Chief Returning Officer, and Deputy Returning Officer will be present to answer any questions you may have and clear up any questions about elections policy.

All **candidates and their external teams** must attend this meeting. Any candidate who is not present at this meeting and has not provided written (or email) notification of their absence to the Chief Returning Officer/ Deputy Returning Officer at least 24 hours prior to the meeting will be **automatically disqualified from the election**.

The All-Candidates meeting will take place Monday, January 17th, 2022 AT 6:00 P.M. It will be held on a hybrid platform (via Zoom).

Platforms

A summary of your platform (150 words) must be submitted via email to the Chief Returning Officer at sucro@wlu.ca by **11:59 PM on Saturday, January 15th, 2022**. Platform summaries that exceed the maximum length will be cut off with a slash.

A complete platform (no length limit), conforming to your summary, must be submitted to the Chief Returning Officer via email (sucro@wlu.ca) by 11:59 pm on Sunday, January 16th, 2022. If your complete platform is not submitted on time, you will not be allowed to submit a platform at a later time.

More details regarding publicizing and posting your platform will be provided at the All Candidates Meeting.

The Campaign Period

The campaign period begins one hour after the adjournment of the All Candidates Meeting. All campaigning must stop one hour before the online polls open on Tuesday, January 25th, 2022. Campaigning before this period as well as failing to remove all campaign related materials within 48 hours after the polls close may result in **no reimbursement of campaign expenditures**.

Promotional materials must be submitted with a detailed description and the graphic used to the Chief Returning Officer/Deputy Returning Officer or an Elections Official within 24 hours of posting said promotion. You must do this via email (sucro@wlu.ca).

Open Forum

All candidates will get a chance to voice their platforms and answer students' questions at an open forum. An open forum for all candidates will take place online (via Zoom) on January 12th, 2022 at 12pm (noon) and January 19th, 2022 at 3pm.

Contact Information

Each candidate must provide a valid e-mail address in his or her nomination package. Notices of meetings, demerits, appeals, and other election related information will be sent via email. It is strongly advised that Candidates check their emails very regularly. If you fail to do so, you may not receive a demerit notification within 24 hours of the allotted time for appeals and will not have any avenue for redress.

If you have any questions regarding this, please contact the Chief Returning Officer Karneet Chahal at sucro@wlu.ca and Chief Governance Officer Andrew Dang at subboardchair@wlu.ca.

Promotional Materials

Restrictions on promotional materials are as follows:

Promotional materials will only be permitted online as there will be no physical campaigning on any campus.

Promotional materials must be placed online in accordance with the WLU poster policy and guidelines outlined in the Election Policies. You are required to submit a detailed description of all promotional material platforms to the Chief Returning Officer/ Deputy Returning Officer or an Elections Official within 24 hours of placing said promotional material. You may do this via email (sucro@wlu.ca).

The position for which you are applying for and the organization it is a part of must be clearly visible on all promotional materials. Please notify the Chief Returning Officer if you wish to use the WLU logo or coat of arms, the Students' Union logo or coat of arms, and any other trademark or copyrighted material, subject to **Election Policy Section 14**.

Approval of Promotional Materials

The CRO must authorize all campaign and promotional materials. Please ensure that all campaign material has a clear space to be stamped. Any material that cannot be stamped will not be approved by the Elections Team.

To approve campaign materials, contact the CRO, Kameet Chahal at sucro@wlu.ca, or the Deputy Returning Officer at sudro@wlu.ca, to arrange a meeting time.

Official Agents and Scrutineers

Each candidate has the option of having an Agent, who will be the official representative of the candidate. The Agent is seen as one and the same as the candidate. As such, the candidate is responsible for any punitive actions as a result of any infractions committed by the candidate's Agent. Candidates must register their agent by Friday, January 14th, 2022 at 11:59pm using the Official Agent Form. The Proof of Registration form must also be completed by the prospective Agent.

Each candidate is entitled to have up to 10 Scrutineers. Scrutineers must be registered by **Monday, January 24th, 2022 at 12:00pm (NOON)** using the Scrutineer Registration Form. Note that you are entitled to have a Scrutineer present during ballot reporting.

Please refer to the Elections Policies for more detailed information regarding the role of Agents and Scrutineers.

Ballot Tallying

Ballot tallying will take place after the close of polls. The successful candidates will win based on either Optional Instant Runoff Voting for positions with one winner, or Single Transferrable Vote for multiple-winner positions. Results will be announced as soon as the ballots have been tallied and shown to present Scrutineers, unless outstanding appeals must be settled.

Remember that your campaign is a reflection of you as a person and your suitability as a student representative. Please exercise common sense and good judgment in making this Election fair for all Candidates.

A Brief Overview of Positions Open for Election

The following is a brief description of the positions within the Students' Union available for election during this Annual General Meeting. The Elections Team would like to remind candidates that this is by no means a complete list of responsibilities or a full description of the positions listed below. You are encouraged to do your own research before running for election.

Director of the Board

The Board of Directors is composed of twelve (12) elected Directors. Their responsibilities include, but are not limited to:

- Leading the long-term strategic direction of the Students' Union;
- Analyzing and developing high-level policy for organizational growth and maturation;
- Monitoring the performance of the President/CEO based on a set of Board-mandated policies
- Engaging and connecting with the students on a regular basis;
- Facilitating and participate in outreach events;
- Fostering a multi-campus mentality that aims to benefit the needs of students on both the Brantford and Waterloo campuses;
- The average time commitment is **5-7 hour bi-weekly**.

In total, there is **(2) vacancies** for elected undergraduate students from the **Waterloo or Brantford campus** and **(1) vacancy** for elected undergraduate students from the **Brantford campus** on the SU Board of Directors.

Frequently Asked Questions (FAQ)

1. What is a CRO and DRO?

The CRO, Chief Returning Officer is responsible for ensuring a fair election process occurs. The 2022 CRO is Karneet Chahal and she is available to talk to you about any questions you may have. Please email her at sucro@wlu.ca. The DRO is the Deputy Returning Officer and is responsible for the Brantford campus' election process. They work very closely with the CRO to ensure a fair election process is had. The 2022 DRO can be reached at sudro@wlu.ca.

2. What is an Open Forum?

Open Forum is an opportunity for candidates to interact with students. Also, it is the opportunity for students to see and engage with the candidates. There will be pre-determined questions but the students will be given the opportunity to ask anything that they specifically want to hear about. This is the perfect way for students and candidates to engage in a dialogue with each other.

3. What is a Platform?

A platform is an outline of what you would like to accomplish if you are successfully elected. It is a way to show the students of Laurier why they should vote for you and what your intentions are in the role. Keep in mind that students will read platforms in order to be informed during elections, and as a result, they will hold you to what you write in your platform.

4. How does the reimbursement process work?

In order to receive any reimbursements you MUST keep possession of the receipts from any purchases you made until the day after results. Following the results, we ask that you email the receipts to Karneet Chahal at sucro@wlu.ca. All candidates should limit election spending to one or two individuals on the team in order to make it easy for reimbursement. Please note: reimbursements will not happen unless there is a physical receipt. However, lack of receipts does not mean that the money was not spent, and as a result, that money should still be counted in the budget set out in the Election Policies.

5. What are the budgets for each candidate?

The budget allocation for each candidate is as follows:

- President & CEO: \$500
- Referendum Chair: \$300
- Board of Directors: \$100
- Board of Governors & Senators: \$30

If you are seeking candidacy for multiple positions, you are allocated the larger of the two budgets.

6. Who are the Board of Directors representing?

The Board of Directors represents the students of BOTH campuses. Regardless of which campus they attend they will be responsible, as a collective, for the students of Wilfrid Laurier University as a whole.

7. Can I use materials from last year that were already paid for? Such as pins, posters, stickers etc.

If you would like to use election materials used in previous years, you may do so upon the approval of the CRO. In addition, the value of these materials will need to be included in your budget however, they will not be eligible for reimbursement. To reiterate, the value of any gifted or reused items will be deducted from your total budget.



Nomination Form

Candidate Name: _____

Seeking Election for: (circle position that applies)

Students 'Union President

Students 'Union Board of Directors

WLU Student #: _____

E-mail Address: _____

Local Phone Number: _____

I, _____, hereby declare my candidacy for the position circled above. I understand and will comply with Election Policies, Procedures, Regulations and Resolutions of the Students 'Union Board of Directors (and it's designates) that govern Elections. In support of my candidacy I have completed and submitted the required documents contained in this nomination package.

Signature of Candidate: _____

Date: _____

All Board of Director Nominations must be accompanied by 25 signatures.

THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY, JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca.



Proof of Registration

Candidate Name: _____

WLU Student ID: _____

I, _____, understand and will comply with Election Policies, Procedures, Regulations and Resolutions of the Students 'Union (and it's designates) that govern Elections. **By signing this document, I allow the Students 'Union to confirm with Wilfrid Laurier University that I am currently a registered undergraduate student at Wilfrid Laurier University, and that I am a registered student during the Fall 2021 and/or Winter 2022 academic term(s).**

Candidate Signature: _____

Date: _____

THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY, JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca.



Proof of Age

I, _____, will be the age of 18 on or before
January 25th 2022.

Signature of Candidate: _____

Date: _____

**This form must be submitted with a copy of government identification bearing the Candidate's name and date of birth.*

**THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY,
JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca**



Signature Page

This form must be endorsed by at least 25 members of the Students' Union for those running for Students' Union Board of Directors. It is recommended that you get more signatures than required, as some students may not qualify (i.e. Grad Students).

You are required to email the Chief Returning Officer (sucro@wlu.ca) for your digital signature page. Any signatures provided on, or after, January 14th 2022 at 11:50pm (NOON) will not be accepted.

**THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY,
JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca.**



Choice of Agent

I, _____ choose

_____ to represent me as my official Agent in the 2022 Students' Union Annual General Meeting. As official Agent, the above person has my permission to act on my behalf if need be. I understand that I am responsible as a Candidate for the actions of my Agent, and will be accountable for their behaviour on my behalf during the campaign period.

Signature of Candidate: _____

Date: _____

I, _____, accept the position of

Official Agent for the campaign of _____.

As official Agent, I understand that I am bound by the same rules, regulations, policies and procedures as the above-named Candidate.

Signature of Official Agent: _____

WLU Student ID Number: _____

Date: _____

Proof of Registration for the official Agent must be submitted with this form. Any incomplete submissions will not be honoured.

THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY, JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca.



Proof of Registration - Agent

Agent Name: _____

Candidate Name: _____

Agent's WLU Student #: _____

I, _____, understand and will comply with Election Policies, Procedures, Regulations and Resolutions of the Students 'Union (and it's designates) that govern Elections. **By signing this document, I allow the Students 'Union to confirm with Wilfrid Laurier University that I am currently a registered undergraduate student at Wilfrid Laurier University, and that I am a registered student during the Fall 2021 and/or Winter 2022 academic term(s).**

Agent Signature _____

Date _____

THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 11:59PM ON FRIDAY, JANUARY 14TH, 2022 BY E-MAIL TO sucro@wlu.ca.



Scrutineer Registration Form

Candidates may choose to select up to 10 Scrutineers who are students attending Wilfrid Laurier University. All Scrutineers must be registered with the Chief Returning Officer by **January 24th, 2022 AT 12PM (Noon)**.

Please be reminded that a Party is responsible for the actions of his or her Scrutineers, and any violation of election policies that is done by a Scrutineer will be assumed as on the Party's behalf, and result in a demerit for that particular Party. The portion below is to be filled out by the prospective Election Day Scrutineers.

You are required to email the Chief Returning Officer (sucro@wlu.ca) for your digital signature page. Any signatures provided on, or after, January 24th, 2022 at 12:00pm (NOON) will not be accepted.

The portion below is to be filled out by the candidate.

I, _____, hereby submit for approval the application of the above members of the Corporation as **Scrutineers** for my campaign.

Signature of Party Chair: _____

Date: _____

THIS FORM MUST BE RETURNED TO THE CHIEF RETURNING OFFICER BY 12PM (Noon) ON MONDAY, JANUARY 24TH, 2022 BY E-MAIL TO sucro@wlu.ca.