

**University of Winnipeg Students' Association (UWSA)
2016 BY- ELECTION NOMINATION FORM**

Print legibly, in ink, and state given, legal names in full: photocopy forms for future reference

PART 1--- NOMINATORS

We the undersigned, Members of the University of Winnipeg Students' Association (UWSA), hereby nominate _____, a student/group in good standing at the University of Winnipeg, as a candidate/referendum committee for _____ in the 2016 UWSA By-Election. None of us has nominated another candidate/committee for the same position/referendum question in the By-Election.

	Full Name	Signature	Student #
1.			
2.			
3.			
4.			
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Scrutineers

- Each candidate must name **TWO (2)** current University of Winnipeg students to act as scrutineers
- A scrutineer acts as a candidate’s representative in here or his absence, and usually assists the candidate with campaigning during the designated campaign period.
- No scrutineer and no candidate may campaign outside this period. Candidates should select scrutineers who are reliable and who have flexible (and different) timetables.
- Understandably, a scrutineer may not also be a candidate.
- Scrutineers are encouraged, but not required, to attend All Candidates meetings **(including 12:30 p.m., October 7, 2016)** either with or on behalf of their candidate.
- At least one scrutineer is strongly encouraged to oversee the tabulation of votes, which will begin at **7:00 p.m. on October 26, 2016**
- **NOTE:** If, for whatever reason, a candidate fails to ensure a scrutineer is present during tabulation, the candidate automatically forfeits the right to request a recount.
- **NOTE:** Nomination forms which lack two scrutineers will be considered invalid and rejected

Scrutineer 1

Full Name: _____ Student #: _____
_____ Telephone # (Home/Work/Cell): _____ Email: _____

Scrutineer 2

Full Name: _____ Student #: _____
_____ Telephone # (Home/Work/Cell): _____
Email: _____

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PART II – NOMINEE

Nature of Positions:

- Election to a position within the UWSA results in tremendous responsibility to students, to other officers, and to the university community in general
- Duties and responsibilities of directors can be found in the UWSA By-Laws, and may be obtained from the UWSA General Office (Bulman Student Centre, Room 0RM30), or can be found online at theuwsa.ca/bylawsandpolicy/
- Some positions carry requirements outlined in By-Law 4.06 (Education Director, etc)
- All candidates must be “students in good standing” of the University of Winnipeg. Directors receive an honorarium as per UWSA By-Laws
- Term of office is from May 1, 2016 until April 30, 2017

Polling Officers

- More information on the polling officers and the polling stations will be provided at the first All-Candidates Meeting

All-Candidates Meetings

- There will be one (1) All-Candidates Meeting with the possibility of a second meeting should the need arise.
- The first meeting is on **Friday, October 7 at 12:30 p.m. (location UWSA BOARDROOM, email cec@theuwsa.ca for details).**
- **NOTE:** All-Candidates Meetings are important information sessions. Although they are not required, and candidates will not be penalized if they choose not to attend, attendance is strongly encouraged. Candidates unavailable to attend those meetings may choose to send a scrutineer on their behalf in order to collect information. Candidates are responsible for any information disseminated at these meetings.

Transcripts

- To confirm the status and standing of candidates, a current University of Winnipeg transcript (including name, student number, courses and marks) must accompany the nomination form.
- A computer print-out “Mark Statement”, available online via Webadvisor, is acceptable.

Campaign Expenditures

- Each candidate running for and Executive Directorship may spend **no more than \$200.00** on materials and professional services, whether purchase or donated.
- Candidates running for a contested non-Executive Directorship may spend **no more than \$100.00** on materials and professional services, whether purchased or donated.
- Candidates running for an uncontested non-Executive position may spend **no more than \$50.00** worth of materials and professional services, whether purchased or donated.
- **Under no circumstances may these limits be exceeded!**
- All such materials and services (again, whether purchased or donated) must be itemized on the ***Expenditure Claim Form***, which must be submitted to the Chief Elections Commissioner, Elections Office, before **4:00 p.m. on October 28, 2016**.
- Each eligible candidate will be reimbursed by the UWSA for the amount claimed minus the value of any donations of cash, materials, or professional services.
- **NOTE:** Any candidate who makes a late claim will not be reimbursed.
- **NOTE:** Any candidate who makes a fraudulent claim will be disqualified.
- Any questions about Campaign Expenditures should be directed to the Chief Elections Commissioner

Campaigning Regulations in Brief

- **ALL CAMPAIGN MATERIAL MUST BE APPROVED BY CEC**

- Campaigning may take place only during the designated period. (See UWSA By-Laws and relevant policies for more information.)
- It is expected that candidates will compete honestly on the basis of merit, and will not violate the rules of courtesy or common sense.
- Candidates **will not** be permitted to use *The Uniter*, *Stylus*, CKUW radio, or any other on---campus media to publicize their campaigns or to promote themselves as a candidate.
- This does not include media opportunities, arranged by the Chief Elections Commissioner in conjunction with the media outlet, provided to all candidates; these opportunities will be outlined at All-Candidates meetings.
- Candidates must avoid collusion as per the By-Laws.
- Each candidate may post up to thirty (30) posters not exceeding 14" x 17" (inches) in size. Posters must be printed on either **unbleached recycled** paper or **reclaimed** paper, as per the UWSA's commitment to environmental sustainability.
- Posters must be stamped at the Info Booth (first floor Centennial Hall) before being posted.
- Banners, like posters, must be stamped; and they may not exceed 15 square meters.
- It is recommended that all posters be sequentially numbered.
- Candidates must record, for their own protection and for the information of the Chief Elections Commissioner, where each numbered poster is located.
- Candidates must submit this list to the Chief Elections Commissioner, as per UWSA policy, within 24 hours of the poster being put up.
- **No** campaign material, posters included, may be affixed before **8:00 a.m on Monday, October 17, 2016** when the campaigning period (Week Three of the election cycle) officially opens.
- Additionally, no material may be affixed until candidate status has been confirmed by the Chief Elections Commissioner to the candidate or their designated representative. This confirmation will occur at the All Candidates Meeting on **Friday, October 7, 2016 at 12:30 p.m. in the UWSA Boardroom.**

- As per the UWSA postering policy, posters may be affixed to designated cork message boards. Posters may not be affixed to bare cement walls or the black painted pipes above the escalators in Centennial Hall.
- **NO OTHER PAINTED, VARNISHED, WALLPAPERED, OR GLASS SURFACES MAY BE USED.**
- The cork "class change" strips outside classrooms are also off limits. When posters and banners are removed, all tape, tacks, staples, or other materials used to keep them in place must be removed.
- **One (1)** banner per candidate may be hung in the escalator area of Centennial Hall.
- The Chief Elections Commissioner will conduct a draw amongst all candidates (at the first All---Candidates Meeting) for specific banner spots.
- Any poster or banner posted before the campaign period or not removed at its end, any other form of campaigning done outside the designated period, or any purposeful infringement of the rights of another candidate, may result in disqualification from the Election Cycle.
- **All campaign material must be removed by 4:00 p.m. on October 28, 2016.**
- Any poster or banner that is in violation of any of the regulations set forth in UWSA By-Laws and policy will be taken down and retained by the Chief Elections Commissioner. Candidates who contravene such regulations will be subject to penalties up to and including disqualification.
- **PLEASE NOTE: This outline does not replace any current UWSA By-Laws or Policy. It is strongly recommended candidates also consult the UWSA Elections and Referenda By-Laws and Policy for complete information on material and campaigning regulations.**

Candidate Write-up:

- Candidates will be expected to complete a 100-250 word paragraph including basic biographical and platform information.
- Candidates must submit an appropriate photograph of themselves, which will be published on the UWSA Website.
- Candidate write-ups and photos must be submitted to the CEC via e-mail by **9:00 a.m., Monday, October 10, 2016.**

2016 Election Speeches/Debates

- Provisions will be made for at least one speech or debate opportunity for each candidate during the campaigning period.
- The Speeches will take place at 12:30 during the Week Three of the campaign. The speeches should be no more than 4 minutes total in length. **–THE SPEECH LENGTH GUIDELINES ARE TENTATIVE---** More information will be posted on the CEC office window and on the UWSA website once the location of the All-Candidates speeches is determined.

Co-Directorships

- Any student who wants to share the responsibilities and voting privileges of a directorship with a fellow student may run as a "co--director" with that student.
- The two students should submit one nomination form together containing both of their names.
- The two students will be treated as a single candidate, and their names will appear together as a single choice on the ballot for their desired position.
- **NOTE:** Each of the two students must fulfill all requirements of the position, and each must submit a transcript with their nomination. It should be attached to this form

Complaints and Appeals

- Complaints may be made during the Election and Referenda Cycle, as per the By-Laws, to the CEC who will make a ruling based on evidence, investigations, and hearings.
- Complaints shall be written and the CEC's ruling will be publicly posted on campus and on theuwsa.ca
- Complaints that are found to be invalid will have an explanation for this ruling included, and the complainant may revise and resubmit or appeal to the REBLITE Board.

Board

- Shall make final ruling on Appeals. These ruling will be posted on campus and on theuwsa.ca.
- Perceived Conflicts of Interested may be noted at any point during the campaign, and up to the point of the beginning of an Appeal hearing.

Updates

- Any important changes to or elaborations on the Election process will be posted on the window outside the elections commission room as soon as they are known.
- Candidates are thus strongly encouraged to/should check this area regularly.
- The Chief Elections Commissioner will also provide this information to candidates by e---mail and/or telephone.

Withdrawals

- A candidate who wishes to withdraw from the elections must inform the Chief Elections Commissioner in writing.
- The withdrawal letter must be written and signed by the candidate, and must be submitted by the candidate to the Chief Elections Commissioner in person.
- Once a candidate's withdrawal has been confirmed, she or he will be responsible for removing all campaign material immediately

The Chief Elections Commissioner and the Elections/Referendum Commission

- The **Chief Elections Commissioner is Hollie Swart**
- Any questions or other communications are to be directed to the Chief Elections Commissioner by:
- **email: (cec@theuwsa.ca)**
- **Or in person: at room (0R03) during office hours (listed on UWSA website) – Chief Elections Commissioner's Office**
- The Chief Elections Commissioner is impartial and responsible for the integrity of the Election process. He is to be informed of any discrepancies (missing posters, for example) or any breach of regulations.

- Major decisions, including the consideration of grievances, will be made jointly among the Chief Elections Commissioner. The decisions of the Chief Elections Commissioner, unless formally appealed to the REBLITE Board, are final.
- The Ruling of the REBLITE Board are final.
- Please feel free to contact the Chief Elections Commissioner at any time. For candidates' convenience, the Chief Elections Commissioner will also hold formal office hours in room **0R03 (listed on UWSA Website).**

I, _____, have considered the text of this form in full, and consent to this nomination. I certify that I am aware of the eligibility requirements for nomination, of the regulations regarding elections, and of the duties of the office to which I seek election. I agree to respect the requirements and regulations and, should I be elected, pledge to accept the responsibility of the office.

Signature of Candidate (Required)

Date(Required)

Email address (Required)

Phone Number (Required)