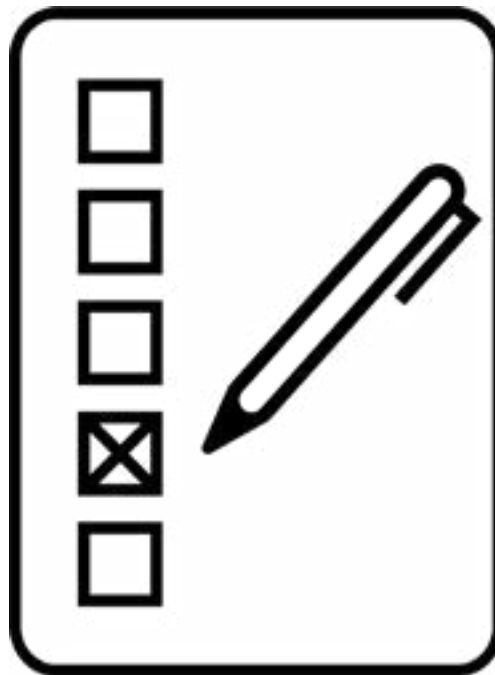


# UWSA BY-ELECTION CANDIDATE GUIDE

2021-2022



A guide to the UWSA By-Election process,  
available positions, and key dates.

[theuwsa.ca/elections](https://theuwsa.ca/elections) | [cec@theuwsa.ca](mailto:cec@theuwsa.ca)

# MAKE A DIFFERENCE

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**Indigenous Credit Requirement.  
Affordable healthcare. UWSA Daycare.  
Microwaves. U-Pass.**

**Did you know that big campus  
developments were started by  
students like you?**

**As a UWSA Director, you can  
create a positive change for  
students at UWinnipeg.**

# NOMINATE YOURSELF

# UWSA ELECTIONS CANDIDATE CALENDAR

**UWSA Elections, as per Section 5 of our By-laws, run on a five-week cycle.**

**Weeks 1 and 2:** Candidate Nominations

**Week 3:** All Candidates Training and Campaign Preparation Week

**Week 4:** Campaign Week

**Week 5:** Voting + Campaign Week

Mon, Sept. 27	Tue, Sept. 28	Wed, Sept. 29	Thu, Sept. 30	Fri, Oct. 1
8 AM: Nominations open. Download Nomination form at <a href="http://theuwsa.ca/elections">theuwsa.ca/elections</a>	<b>NOMINATIONS OPEN</b> Nomination forms must be submitted to the CEC directly, via email to the CEC's UWSA email, <a href="mailto:cec@theuwsa.ca">cec@theuwsa.ca</a> , or in a drop-off location designated by the CEC			
Mon, Oct. 4	Tue, Oct. 5	Wed, Oct. 6	Thu, Oct. 7	Fri, Oct. 8
<b>NOMINATIONS OPEN</b>				12.30 PM: All-Candidates meeting ECF's announce Training and Prep Week Schedule
			6 PM: Nominations Close	
Mon, Oct. 11	Tue, Oct. 12	Wed, Oct. 13	Thu, Oct. 14	Fri, Oct. 15
<b>All Candidates Training and Campaign Preparation Week</b> Campaigning is prohibited.				
			5 PM: Candidate bios and photos due	
Mon, Oct. 18	Tue, Oct. 19	Wed, Oct. 20	Thu, Oct. 21	Fri, Oct. 22
8 AM: Campaigning begins				
Mon, Oct. 25	Tue, Oct. 26	Wed, Oct. 27	Thu, Oct. 28	Fri, Oct. 29
Voting Open	Voting Open	9 AM - 6 PM: Voting Open	9 AM: Preliminary Election results are announced. 12 PM: Deadline to request a ballot recount.	

# UNDERSTANDING UWSA ELECTIONS

## An Intro

The UWSA By-Election is where students can run for vacant positions that were not filled during the General Election or otherwise vacated. The By-Election takes place over a five-week period from September-October in the Fall Semester every year.

UWSA Elections may be a bit different than elections you're used to. As a students' union, the UWSA is invested in helping students reach their individual and collective potential. This means providing an electoral experience that fosters collaboration and meets the UWSA's values of accessibility, anti-oppressive leadership, authentic representation, outreach & engagement, organizational integrity, empathy, and continual reflection.

It is the goal of the UWSA Election Management Team to support all candidates. Even if you've never run a campaign before, you can participate in the UWSA Elections and get the help you need to thrive!

## Election Periods

Elections are divided into four periods: nominations, campaign preparation, campaigning, and voting. Nomination Period is when students can nominate themselves as a candidate. Campaign Preparation Period is when candidates learn about how to campaign and are trained by the Election Campaign Facilitator. Campaign period is when candidates campaign and encourage students to vote for them. Voting period is when students vote for their preferred candidates. Candidates can continue to campaign until the end of the voting period. Preliminary results are announced the day after the voting period and the elected leaders start their term on November 1, 2021.

## Your Elections, Your Leaders

Student Unions and Associations represent students' voices on campus. To ensure that your student leaders represent your interests, Executives and board members are elected democratically through annual elections.

## How to Run in Elections

To run, candidates need to fill out a nomination form and submit it to the Chief Elections Commissioner before the end of the nomination period. Once your nomination is verified, you will be invited to the All-Candidates meeting where you will get information about campaigning and voting! Visit [theuwsa.ca/elections](http://theuwsa.ca/elections) or e-mail us at [cec@theuwsa.ca](mailto:cec@theuwsa.ca).

## **Fairness**

In UWSA Elections, every candidate stands on their own merit. Candidates cannot run as teams or “slates”. This prevents combative politics, cliques forming within the election or on the board, and helps all students have a fair shot at their platforms being heard.

## **Sharing Power**

Candidates can choose to change their position prior to the commencement of the campaign period. This means that once you’ve learned more about how the board works, you can choose to run for a position more aligned with your goals. Or, if you’d prefer to run for an uncontested position, you can do so.

Prior to the commencement of the campaign period, candidates can also choose to collaborate with the competition and run together as co-directors. Co-directors share a single seat and vote on the UWSA Board.

## **Campaign Training**

Candidates are provided campaign training. You will be taught what it means to be a director on a non-profit board, how internal governance works at the UWSA, conflict mediation and resolution, and collaborative governance. You’ll additionally be instructed on UWinnipeg campus campaign strategies and best practices.

## **Collaboration**

All campaign planning (even between contesting candidates) is done collaboratively. Election candidates share collective goals alongside their individual goal of being elected.

## **Collective goals for all candidates include:**

- Building meaningful engagement with students,
- Nurturing broad understanding of the key electoral issues among the membership, and
- Achieving a high voter turnout.

## **Key Issues**

Candidates work together to establish the key electoral issues. Key electoral issues are the important issues facing students that each candidate will have their own perspective on. Once the key issues are established collaboratively, each candidate articulates their personal position on the issues.

## **Campaign Materials**

Campaign materials are centrally designed and created. Once key issues and personal positions are established, the UWSA Communications Team works with the candidates to choose the campaign’s branding. All campaign materials are created and printed centrally and then made available to candidates for distribution. Materials feature all candidates equally. Creating campaign materials centrally ensures that candidates cannot use private wealth to their electoral advantage.

## Campaign Opportunities

During training week, all candidates plan outreach strategies together, including scheduling meetings with student groups, classroom presentations, and any appearance targeting ten (10) or more students. These engagements are known as “campaign opportunities”. Planning campaign opportunities collectively allows for a strategic campus outreach that boosts student engagement and voter turn-out. Once campaigning begins, candidates only need to share any additional campaign opportunities they schedule with contesting candidates. Sharing campaign opportunities evens the playing field between experienced campaigners and those who are newer to campaigning. Evening the playing field means students are voting for candidates that represent their interests rather than just voting for the candidate they’ve heard of.

## On-going Support

Candidates can request additional support from the Election Campaign Facilitators (ECFs) to build their campaigning skills. ECFs can teach you how to schedule class talks, standard practices for promoting an electoral campaign, and help you brainstorm ideas.

## Conflict Resolution

In UWSA Elections, candidates are empowered to take leadership in resolving conflicts they may have with other candidates. The complaints and anti-harassment policies allow for independent and/or supported mediation. If conflict cannot be resolved through mediation, it then moves to an independent board for review and resolution.

# UWSA ELECTIONS

## AVAILABLE ROLES

### **FACULTY DIRECTORS**

Faculty Directors represent interest particular to students of their faculty to the UWSA Board of Directors, and work with the UWSA Executive to represent these interest to the community, university, and government. They act as liaison with relevant student groups and associations.

#### **Education Director:**

The Education Director represents interest particular to Education students, and works with the UWSA Executive to represent these interest to the community, university, and government. The Education Director acts as liaison with student groups and associations relevant to Education students.

#### **Graduate Students' Director:**

The Graduate Student Director represents interests particular to Graduate students to the UWSA Board of Directors, and works with the UWSA Executive to represent these interests to the community, university and government. The Graduate Student Director acts as liaison with student groups and associations relevant to Graduate students.

#### **Professional, Applied, and Continuing Education (PACE) Director:**

The Professional, Applied, and Continuing Education (PACE) Director represents interests particular to PACE students to the UWSA Board of Directors, and works with the UWSA Executive to represent these interest to the community, university, and government.

### **COMMUNITY DIRECTORS**

Community Directors represent interests particular to students from their community to the UWSA Board of Directors, and work with the UWSA Executive to represent these interests to the community, university, and government. They act as a liaison between students, service centres and community groups.

#### **Racialized Students' Director**

The Racialized Students' Director represents interests particular to Black, Indigenous, and People of Colour to the UWSA Board of Directors, and works with the UWSA Executive to represent these interests to the community, university, and government. The Racialized Students' Director acts as liaison between students and the BIPoC Lounge and community groups that challenge racism.

#### **Two-Spirit, Lesbian, Gay, Bisexual, Transgender, and \* Students' Director:**

The Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, and \* Students' (2SLGBTQ\*) Director represents interests particular to 2SLGBTQ\* students to the UWSA Board of Directors, and works with the UWSA Executive to represent these interests to the community, university, and government. The 2SLGBTQ\* Director acts as a liaison between students and the Rainbow Lounge and community groups that challenge sexuality and gender oppression.

#### **Emerging Leader Directors:**

UWSA Emerging Leader Directors duties include general membership engagement; promotion of UWSA events, board meetings, and general meetings; and assisting the Vice-Presidents in board mentorship and transition year-to-year. One of the Emerging Leaders will be a 2 year term and the other one will be a 1 year term.

#### **Questions?**

The Chief Elections Commissioner acts on the students' behalf, ensuring that UWSA Elections and Referenda are conducted with integrity, honesty, and transparency. Contact them by e-mail at [cec@theuwsa.ca](mailto:cec@theuwsa.ca).

## FAQS

### **What are the duties of a director? How much time am I expected to commit to?**

UWSA directors attend monthly board meetings and are expected to sit on at least one committee of the board. Directors represent their constituencies and the student body by bringing forward new ideas, offering feedback on UWSA operations, holding staff and the executive accountable, and voting on business

### **Is it a paid position?**

Directors elected in the By-Election receive a \$250 honourarium at the end of their term.

### **What are the benefits of being a director?**

Directors gain experience as a member of a non-profit board; have the opportunity to connect with student communities and voice their needs; make decisions that impact students and the university; and learn more about the student union, university governance, and lobbying government.

### **How long is a term?**

The term begins once you are elected and expires on April 30. Candidates can run for the same or a different position in the General Election.

### **Can I run with a partner?**

Two or more people holding one position is called a co-directorship. Students may choose to run with another election campaign participant during the All-Candidates Training and Campaign Preparation Week (October 11 - 15). Co-directors split a single vote and share one honourarium.

### **Do I need any experience to run?**

Any student enrolled in at least three credit hours during the current academic year is a member of the UWSA and is qualified to run as a director of the board. Candidates for election:

- Must be at least 18 years old.
- Must be a student of the University of Winnipeg.
- Cannot hold the status of bankrupt.

### **How do I run?**

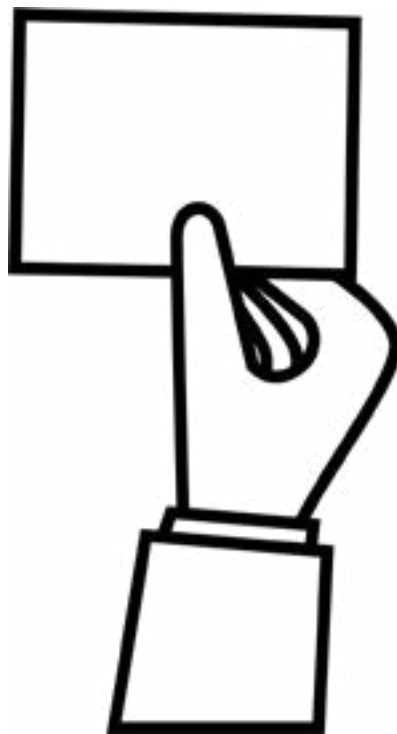
To run, you can fill a nomination form Online ([theuwsa.ca/elections](http://theuwsa.ca/elections)) and submit it to [cec@theuwsa.ca](mailto:cec@theuwsa.ca).

### **I have more questions. Who can I talk to?**

You can check out our website at [theuwsa.ca/elections](http://theuwsa.ca/elections), talk to a current Board of Director ([theuwsa.ca/board-of-directors](http://theuwsa.ca/board-of-directors)), attend a Board meeting, or e-mail the CEC at [cec@theuwsa.ca](mailto:cec@theuwsa.ca).



# UWSA ELECTIONS NOMINATIONS



Nominations Open: 9 AM | Monday, September 27  
Nominations Close: 6 PM | Thursday, Oct 7

**NOMINATE**  
**YOURSELF**

## Do I qualify?

Any student enrolled in at least three credit hours during the current academic year is a member of the UWSA and can run as a director of the board.

Candidates for election:

- Must be at least 18 years old.
- Must be a student of the University of Winnipeg.
- Cannot hold the status of bankrupt.

## Why should I run?

Joining the UWSA Board is a great way to get involved in the university!

As a UWSA Director, you will:

- Create change on campus and in your community.
- Receive an honourarium.
- Experience what it's like to work on a non-profit board.
- Represent your community or faculty at monthly board and committee meetings.
- Receive a recommendation for future jobs.
- Plan events and campaigns you care about.

## How do I nominate myself?

Download a nomination package online at [theuwsa.ca/elections](http://theuwsa.ca/elections).

## How do I know that my nomination is valid?

At 12:30 p.m. on October 8, for the All Candidates Meeting all verified nominations will be announced. All nominees must attend this meeting. You'll meet other candidates and get important information about campaigning, budgeting, and voting!

# UWSA ELECTIONS

## All Candidates Training & Campaign Preparation

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October 11 - 15



**All Candidates' Meeting**

Friday, October 8 | 12.30 PM | Virtual Meeting

### **What is the All Candidates Training and Campaign Preparation Week?**

During week 3, all qualified candidates must attend the training sessions conducted by the Election Campaign Facilitator following by-law section 5.32. The schedule for the training sessions is available at the All Candidates' Meeting. Some sessions will include but not be limited to:

1. Collaborative governance;
2. The UWSA mission and vision, internal structure and operations, UWSA Ambassadorship, Policies, and election rules;
3. Non-profit board regulations, duties and privileges;
4. How to campaign and;
5. Conflict mediation and resolution.

### **All Candidates' Meeting**

The All Candidates' Meeting will take place at 12:30 p.m. on October 8, 2021. Candidates must attend the meeting as it is a chance to meet the ECF and the other candidates while also learning about important dates for the training sessions.

### **Confirmation of Position**

Candidates can announce the position for which they are running at the beginning of the All Candidates Training and Campaign Preparation Week. Before 9:00 a.m. on October 15 candidates may: 1. Choose to run for a different position (contingent on eligibility); 2. Join in a co-directorship campaign with another candidate; 3. Withdraw from candidacy.

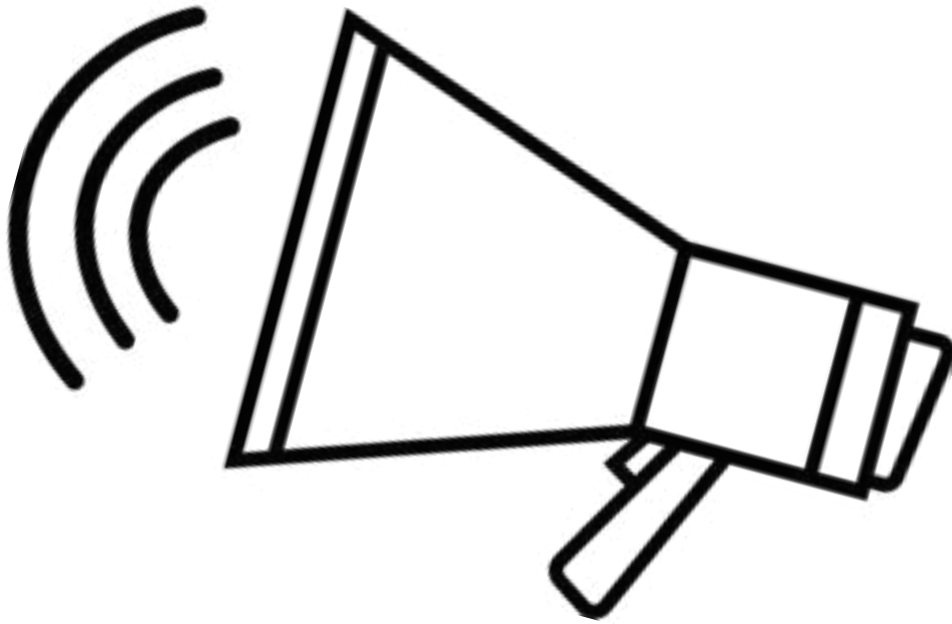
### **Who is the Election Campaign Facilitator (ECF)?**

The ECF creates and delivers training sessions during the All Candidates' Meeting, Training, and Campaign Preparation Week. The training sessions may include campaign building, collaborative governance, and conflict resolution. The ECF oversees the UWSA Election Campaign week and ensures fair and transparent election processes. If you have any concerns during weeks 3 and 4, you can contact the ECF, Ursella Khan for assistance at [u.khan@theuwsa.ca](mailto:u.khan@theuwsa.ca).

# UWSA ELECTIONS CAMPAIGNING

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October 18 - onward



**Candidate Speeches**  
(To be confirmed)

## **What is a campaign?**

A campaign is a series of actions done by or on behalf of a candidate to gain support for the vote. **You can campaign during campaign week and voting week from October 18 - 27.** The ECF will inform candidates of the guidelines and rules of campaigning during the All-Candidates Training and Campaign Preparation Week.

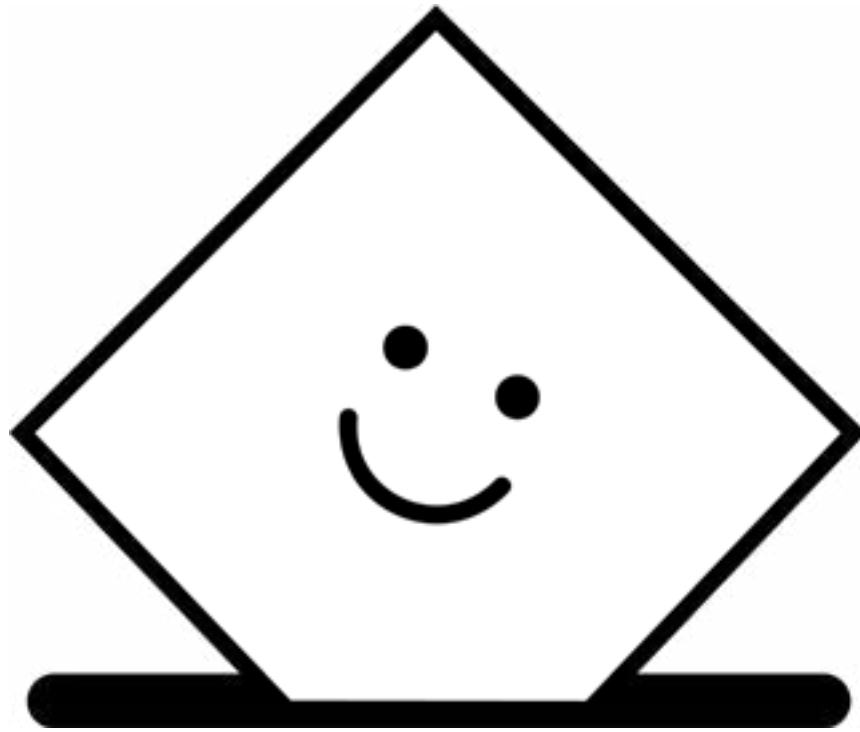
## **How to build a campaign**

- 1.** Identify your audience. Each position has a slightly different audience (arts students, 2SLGBTQ\* students, the whole student body, etc). Keep in mind that although many positions represent specific communities, all voters are able to cast votes for all positions.
- 2.** Identify the priorities of your audience and build a platform that meets those priorities. For example, arts students might have different priorities than science students. 2SLGBTQ\* students might have a set of priorities that are consistent regardless of faculty, or might have priorities based on where they spend time on campus.
- 3.** Think critically about the issues and how you'll engage with them — this will become your platform!
- 4.** Talk to students, distribute your campaign materials, and remind people to vote! Some candidates choose to do classroom speeches — if you do, speak to the Election Campaign Facilitator!

All candidates will have the opportunity to give a speech during the virtual Candidate Speeches.

# **UWSA ELECTIONS VOTING**

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**October 25 - October 27 at 6PM**

Preliminary Results on October 28 at [theuwsa.ca](http://theuwsa.ca)

### Who can vote?

Anyone enrolled as a student (full-time or part-time) can vote in the elections. For possible in-person polling remember to bring your student card with you! (A government issued photo ID, along with your student number, works too).

### Where and when do I vote?

2021 UWSA By-Elections will be conducted by online voting on October 25, 26, and 27 with possible limited in-person polling stations.

Check [theuwsa.ca/elections](https://theuwsa.ca/elections) for details about the online voting process.

### What happens next?

The ballot count begins immediately after voting ends at 6 PM on October 27. Preliminary results are announced via e-mail to the candidates and the UWSA Board, and at [theuwsa.ca](https://theuwsa.ca) on October 28.

The results are ratified and declared official during the next UWSA Board meeting.

Newly elected Board members start their term on November 1, 2021.

### How to vote

1. Check your Webmail to receive your unique Elector ID, password, and voting link
2. Click on the voting link and enter your Elector ID and password to log in and go to the voting page.
3. For uncontested candidates, select "Yes" or "No" or leave it blank to abstain. For contested candidates, select the name of the candidate you would like to elect or leave it blank to abstain.
4. Click "continue" when you reach the bottom of the voting page.
5. Review your ballot. If you need to change a vote, click "change".
6. Click confirm when you are satisfied with your answers. Your ballot will be submitted. You can view your voting receipt on the page.



# UWSA ELECTIONS COMPLAINTS

The Chief Elections Commissioner and Election Campaign Facilitator are responsible for ensuring a fair and unbiased election, and managing all complaints, disputes, and violations of the By-Laws. Any member of the association can file a complaint against a campaign. Complaints must be submitted and resolved in accordance with the Elections Complaints Policy to the CEC at [cec@theuwsa.ca](mailto:cec@theuwsa.ca) and ECF at [u.khan@theuwsa.ca](mailto:u.khan@theuwsa.ca).

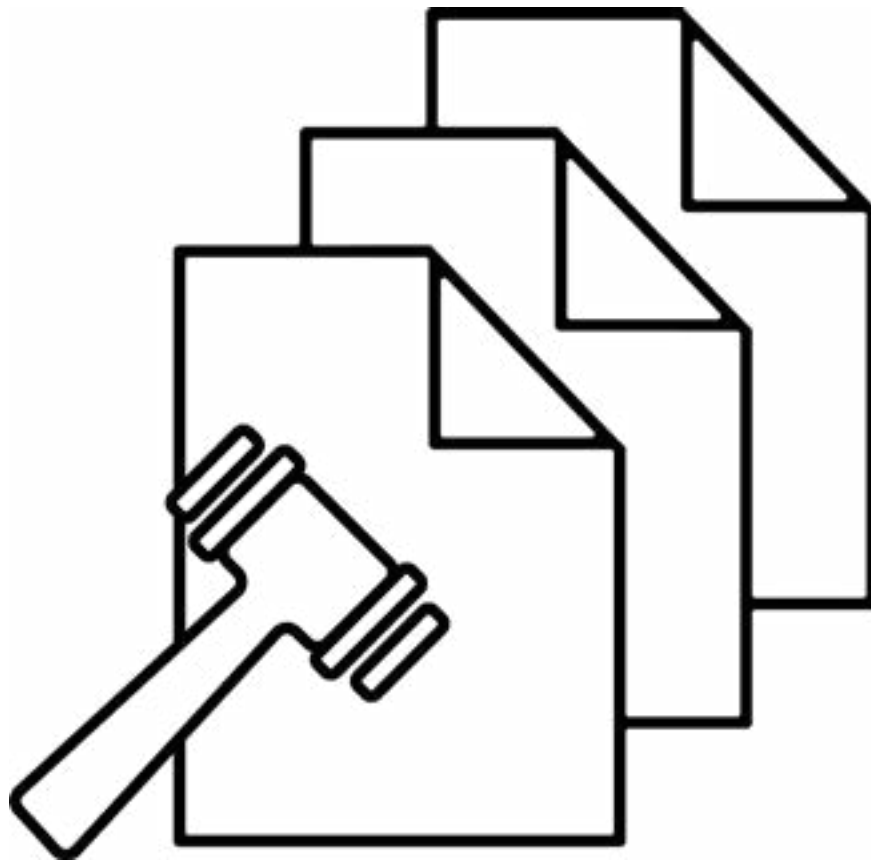
This document is not a stand in for the UWSA By-laws. All Candidates for Election are expected to familiarize themselves with the By-laws. This guide is not a governing document of the UWSA and may not be referenced in any election complaint or appeal.

# UWSA ELECTIONS APPEALS

The Election Accountability Board (EAB) is the check and balance for the CEC and ECF. Complaints against an action or decision of the CEC or ECF can be submitted to the Chair of the EAB at [chair@theuwsa.ca](mailto:chair@theuwsa.ca). Any member of the association can file a complaint against the CEC and ECF.

# UWSA ELECTIONS BY-LAWS + POLICY

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This document is not a stand in for the UWSA By-laws. All Candidates for Election are expected to familiarize themselves with the By-laws. This guide is not a governing document of the UWSA and may not be referenced in any election complaint or appeal.

# Election By-Law Section Summary

Before deciding to run for election, potential candidates should review By-law 4.2 Term of Office; By-law 4.6 Qualification of Directors for Election and Holding Office; and By-law 6 Board of Directors and the Duties of Directors.

Once you are declared an election candidate, you are required to read and understand By-law 5 Elections and Referenda. By-law 5 is broken down as follows:

## Section A – Definitions

This section provides definitions for key concepts covered in the election by-laws. If you're uncertain who or what a particular word or acronym refers to, check back to the definitions section to see if it is covered. For more general terms that apply outside of the election cycle, such as "Board of Directors", check the general by-law definitions section found under By-law 2.

## Section B – Election Management Team

This section covers the selection, training, powers, and duties of the Chief Elections Commissioner and the Election Campaign Facilitators. Reviewing this section of the by-laws will give you an understanding of the different duties of each election manager and give you a sense of the overall structure of the elections; however, reading this section is not mandatory for candidates.

## Section C – Election and Referenda Guidelines and Procedures

This section covers the vast majority of the rules you'll encounter as a candidate. It includes rules on:

- When the election happens, and which positions are open for election in each cycle.
- What happens during each week of the 5-week election cycle.
- How and when a petition for referendum may be submitted.
- Eligibility for nomination and how a candidate can be nominated.
- All Candidates Training and Campaign Preparation Week (ACT Week).
- Campaigning, campaign guidelines, campaign materials, social media campaigning, and campaign opportunities.
- Voting, the ballot, the ballot count and recounts, polling, polling officers.
- Procedures the ECFs/CEC must follow to implement supplementary rules.

## Section D – Election Violations, Complaints, and Accountability

This section covers the process to follow when someone violates the election rules. This section must be cross referenced with the policy manual.

## Section E – Final Election Report

This section covers the details of the final election report, which is compiled by the CEC, the ECFs, and the Chair of the Election Accountability Board. You can review this section to understand more about UWSA processes; however, reading this section is not mandatory for candidates.

As an election candidate, you are responsible to read and abide by all UWSA Ambassadorship policies found in the UWSA Policy Manual, including:

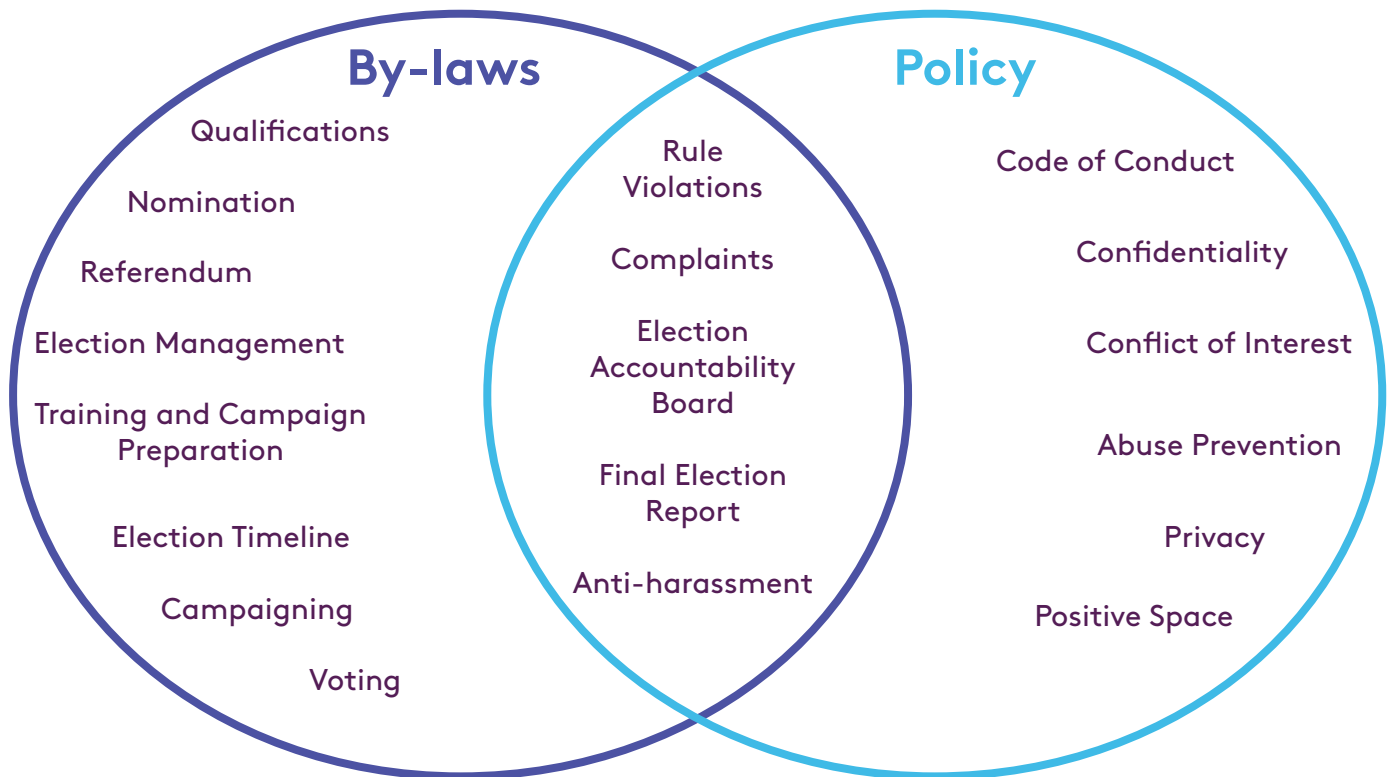
- Section 6.01 Code of Conduct
- Section 6.02 Confidentiality Policy
- Section 6.04 Conflict of Interest Policy
- Section 6.05 Abuse Prevention Policy
- Section 9.01 Positive Space Policy
- Section 10.01 Privacy Policy

Additionally, election candidates are required to read and abide by Article 14 Elections and Referenda, including:

- Section 14.01 Election Complaint Policy
- Section 14.02 Election Anti-Harassment Policy
- Section 14.03 Election Evaluation and Feedback Policy

### Election Rules Overview:

The UWSA Election Rules are found in the UWSA By-laws and the UWSA Policy Manual. By-laws are organizational in nature, while policies are operational. Both by-laws and policy are mandatory rules. There is occasionally overlap between by-laws and policies, where the organizational rules outlined in the by-laws are expanded upon in the policies. The diagram below summarizes where certain election rules can be found, and where they'll need to be cross-referenced:



When reviewing by-laws and policies in tandem, it's helpful to read the by-laws first and then cross-reference with applicable policies. By-laws give the base rule while policies give the details.

# **CONTACT**

**Chief Elections Commissioner  
Meagan Nenka  
cec@theuwsa.ca**

**Election Campaign Facilitator  
Ursella Khan  
u.khan@theuwsa.ca**