



UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

**Report of the
By-Law and
Policy
Committee
2022-2023**

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BY-LAW AMENDMENT GUIDE

This by-law amendment proposal is supplemental to the November 2022 Election Reform Proposal.

Black text indicates current wording to be retained.

Eg. Election and Referenda

Red text with strikethrough indicates current wording to be eliminated.

Eg. ~~Election and Referenda~~

Purple text indicates new wording to be introduced.

Eg. Election and Referenda

This proposal is subject to approval by the By-law and Policy Committee and ratification of the Board of Directors.

BY-LAW 5. ELECTIONS AND REFERENDA

Section A – Definitions

ACT

Stands for All-Candidates Training and Campaign Preparation and indicates Weeks 3 and 4 of a given election cycle.

By-Election

Means an election held in the fall-term of the University of Winnipeg's academic year. In a by-election, seats unfilled in the previous General Election are open to nominees.

Campus

Shall include the following buildings: Buhler, Education building at 480 Portage, Menno Simons College, Richardson College, Axworthy RecPlex, Duckworth, Asper Centre for Theatre and Film, Helen Betty Osborne Campus, Lockhart, Centennial, Manitoba, Bulman Student Centre, Ashdown, Wesley, Bryce, Sparling, Graham, McFeetors Hall, Balmoral Houses, Lions Manor, 527

Selkirk Avenue and Merchants Corner, and extend to include the Main Campus front lawn, the Spence Street Promenade, and the quad area.

Campaign

Means any act by, or on behalf of, an election ~~campaign~~ participant that can reasonably be interpreted as calculated to gain support for the vote including, but not limited to:

- a. Talking to individuals or groups of students;
- b. Presenting in front of a classroom;
- c. Handing out campaign materials;
- d. Making posts on social media;
- e. Any other communication about a candidate, platform, the UWSA, or the election campaign.

Campaign Materials

Means posters, handbills, pamphlets, ribbons, buttons, banners, and any other physical or digital material produced to support or oppose a candidate or referendum.

Campaign Opportunities

Means any promotional engagement for candidates targeted at classrooms, student groups, or any group of ten (10) or more students, table bookings or campaign displays (not including posters or banners), debates, forums, and any other publicly promoted engagements.

Candidate

Means any member of the UWSA whose nomination for election is accepted under procedures established by these by-laws.

Chief Elections Commissioner - CEC

The CEC acts on behalf of the UWSA Membership to carry out the electoral logistics of all UWSA elections and referenda.

Election Accountability Board - EAB

The EAB acts on behalf of the UWSA membership to support the CEC ~~and ECFs~~ in the management of a fair and transparent election and referenda process.

Election Cycle

Means the period in which an election and/or referendum takes place, starting at the opening of nominations and ~~closing of the polls~~, upon ratification of the results.

~~Election Campaign Facilitator – ECF~~

~~The ECFs act on behalf of the UWSA Membership to support electoral candidates and volunteers through the elections process, to facilitate the collaborative creation of the UWSA Election Campaign, and to mediate conflicts that arise throughout the electoral process.~~

Election Campaign Participant

Means all ~~accepted~~ approved candidates and referendum volunteers participating in a given election cycle.

Election Rules

Means UWSA By-law 5 Elections and Referenda; UWSA Policy Article 14 Elections and Referenda; and any Supplementary Rules approved for a given election cycle.

Final Election Report

The report issued at the close of each election cycle which includes reports from the CEC, ~~ECFs~~, and EAB.

General Election

Means an election held in the winter-term of the University of Winnipeg's academic year.

Nominee

Means any member of the UWSA who is submitting themselves for nomination for election or referendum volunteer under the procedures established by these by-laws.

Referendum

A question put to a balloted vote of the membership during the course of an election cycle.

Referendum Volunteer

Means any member of the UWSA whose nomination for referendum volunteer is accepted under procedures established by these by-laws.

Scrutineer

Means any member of the UWSA approved to support a candidate campaign and/or oversee the ballot count on behalf of an election campaign participant.

Slate

Means two (2) or more candidates who are members of a single campaign, each running for a different position. Slates are prohibited under the UWSA by-laws.

Spoiled Ballot

Means a ballot where no clear intention can be discerned. Only the CEC may rule a ballot spoiled.

Supplementary Rules

Means additional rules to those in the Elections By-Laws and Policies that are created by the CEC and/or ECF and approved by the EAB to guide election campaign participants through a particular election.

UWSA Election Campaign

Means the campaign under which all election campaign participants run for election or as a referendum volunteer. The UWSA Election Campaign includes all campaign materials approved in a given election cycle.

Section B – Election Management Team

Chief Elections Commissioner (CEC)

- i. The CEC's term shall commence upon appointment ~~of the Board of Directors~~ and shall expire on April 30th of the same academic year. The term shall be renewed annually unless the CEC is otherwise notified by the Chief Operating Officer.
- ii. The CEC ~~works alongside the Election Campaign Facilitators (ECFs) and~~ is accountable to the Election Accountability Board (EAB). Questions, concerns, and complaints arising from any CEC interpretation of the By-Laws may be directed to the chair of the EAB.
- iii. The CEC liaises with UWSA staff to prepare and implement election logistics, candidate training, and the UWSA Election Campaign; ~~however, the CEC reports directly to the EAB and the Board of Directors and does not take instruction or direction from staff.~~
- iv. The CEC shall receive training and orientation from the Chief Operating Officer, the General Manager, and the Events and Communications Department before the beginning of the election cycle for which they have been hired.
- v. The CEC may be dismissed from their position upon a majority vote of the EAB. ~~Upon receiving notice from the EAB that it has voted to remove a CEC for conduct which they~~

~~deem warranted for such dismissal, a CEC may be dismissed from their position with a two-thirds (2/3) vote of the Board of Directors.~~

Chief Elections Commissioner Powers and Duties

- i. The CEC shall run elections safely, fairly, and in accordance with UWSA by-laws and policies.
- ii. The CEC shall work with the Administration Department to manage election logistics, including, but not limited to nominations, polling, and the ballot count.
- ~~iii. The CEC shall oversee election logistics, including, but not limited to:
 - a. ~~Managing the candidate and referendum volunteer nomination processes, including:
 1. Working with the ECFs and the UWSA Communications Department to create nomination forms and approving all forms before circulation;
 2. Ensuring that nomination forms are available by the deadlines ascribed in these by-laws;
 3. Ensuring that the nomination forms are clear, accessible, and collect all information required to assess candidate eligibility as stipulated in these by-laws and The Corporations Act (Manitoba) if applicable;
 4. Arranging and promoting drop-off details for candidates to submit nominations;
 5. Being reasonably available to answer eligibility questions of potential nominees;
 6. Ensuring the availability of nomination forms in accessible formats and assisting students with filling out nomination forms if requested;
 7. Verifying the eligibility credentials of all nominees and announcing all verified election candidates and referendum volunteers to the ECFs and the membership in accordance with these by-laws.~~
 - b. ~~Arranging all poll and voting logistics, including:
 1. Working with the UWSA Communications Department to develop the ballot for paper and/or digital polling and approving all ballots before circulation.
 2. Organizing any physical polls, including:
 - i. Being present at the opening and closing of the polls each day of the voting period;
 - ii. Situating polls on campus in accordance with these by-laws;
 - iii. Ensuring polls have the equipment needed to run a fair and confidential vote;~~~~

- ~~iv. Ensuring polls are properly staffed in accordance with these by-laws;~~
 - ~~v. Ensuring that clear voting instructions are posted at all polls;~~
 - ~~vi. Ensuring poll officers are trained on providing accessibility accommodations to voters, and~~
 - ~~vii. Responding to student issues or concerns with the physical polls.~~
 - ~~3. Organizing any digital polls, including:~~
 - ~~i. Working with the UWSA Administration and Communications Departments to administer the voting software backend,~~
 - ~~ii. Ensuring that the student list is securely and accurately uploaded,~~
 - ~~iii. Ensuring that clear voting instructions are included on the digital ballot,~~
 - ~~iv. Ensuring that online polls open and close at the correct times, in accordance with these by-laws, and~~
 - ~~v. Responding to student issues or concerns with the voting software.~~
 - ~~4. Appointing, training, and supervising all polling officers.~~
 - ~~5. Ensuring the security of all ballots and ballot boxes.~~
 - ~~c. Overseeing all ballot count logistics, and ensuring that a fair, accurate, and cost-effective ballot count occurs.~~
- iv. The CEC shall work with the UWSA Communications Department ~~and the Election Campaign Facilitators~~ to arrange promotion of election information, including **but not limited to:** ~~information on~~ qualifications for election, nominations, referenda registration, deadlines, poll hours and locations, digital polling access, and voting instructions.
- v. The CEC shall work ~~with the ECFs~~ under the guidance of the EAB to ensure that members of the UWSA Board of Directors and UWSA staff do not use their positions or UWSA resources to campaign to an unfair advantage either “for” or “against” a candidate or referendum.
- vi. The CEC shall post and implement supplementary nominations and polling rules, subject to the approval of the EAB.
- vii. The CEC shall work with the UWSA Communications Department to notify the membership of the official results of the election and/or referenda and ensure that notifications are made public within the timelines ascribed by these by-laws.
- viii. The CEC shall organize and facilitate the All-Candidate’s Training and Campaign Preparation Weeks, safely, fairly, and in accordance with these by-laws.
- ix. The CEC shall work with election participants to ensure that the elections process is equally accessible to all participants.
- x. The CEC shall organize campaign opportunities.

- xi. The CEC shall post and implement Supplementary Campaign Rules, subject to the approval of the EAB.
- xii. The CEC shall keep regular office hours and give notification to election participants of these hours no later than the Monday of Week 5 at 8 a.m.
- xiii. The CEC shall ensure fair and equal access to all campaign resources provided by the UWSA Election Campaign.
- xiv. The CEC shall hear concerns and complaints from candidates, volunteers, and the student membership and shall work to resolve issues through mediation before escalating them to the EAB in accordance with relevant UWSA Policy.
- xv. The CEC shall bring any complaint which cannot be resolved through mediation to the EAB for consideration and ruling in accordance with relevant UWSA Policy.
- xvi. The CEC shall submit to the UWSA Board of Directors, at the first board meeting or general meeting ~~where the~~ following the ratification of the election results ~~are ratified~~, a final report of activities and recommendations in accordance with the Final Election Report By-laws.

~~**Election Campaign Facilitators (ECFs)**~~

- ~~i. The ECFs term shall commence upon appointment of the Board of Directors and shall expire upon the delivery of the Final Election Report for the given election cycle.~~
- ~~ii. The ECFs work alongside the CEC and are accountable to the Election Accountability Board (EAB). Questions, concerns, and complaints arising from any ECF interpretation of the By-Laws may be directed to the Chair of the EAB.~~
- ~~iii. The ECFs liaise with UWSA staff to prepare and implement UWSA Election Campaign logistics, however, the ECFs report directly to the EAB and the Board of Directors and do not take instruction or direction from staff.~~
- ~~iv. The ECFs shall receive training and orientation from the Chief Operating Officer, the General Manager, and the Events and Communications Department, before the beginning of the election cycle for which they have been hired.~~
- ~~v. Upon receiving notice from the EAB that it has voted to remove an ECF for conduct which they deem warranted for such dismissal, an ECF may be dismissed from their position with a two-thirds (2/3) vote of the Board of Directors.~~

~~**Election Campaign Facilitators Powers and Duties**~~

- ~~i. The Election Campaign Facilitators shall organize and facilitate the All Candidate's Training and Campaign Preparation Week, safely, fairly, and in accordance with these by-laws, including:

 - ~~a. Arranging sessions including, but not limited to:

 - ~~1. Collaborative governance;~~
 - ~~2. 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.~~
- b. ~~Scheduling UWSA staff and external partners to facilitate sessions relevant to their expertise.~~
- c. ~~Facilitating the creation of the UWSA Election Campaign through the collaboration of all electoral candidates and referendum volunteers.~~
- d. ~~Working in coordination with the Communications Department, the Chief Election Commissioner, and all election candidates and referendum volunteers to arrange promotion of the UWSA Election Campaign.~~
- ii. ~~The ECFs shall work with election participants to ensure that the elections process is equally accessible to all participants.~~
- iii. ~~The ECFs shall organize campaign opportunities for candidates and volunteers including debates, forums, classroom presentations, meetings with student groups, and any other campaign opportunity targeting ten (10) or more voting members.~~
- iv. ~~The ECFs shall post and implement Supplementary Campaign Rules, subject to the approval of the EAB.~~
- v. ~~The ECFs shall keep regular office hours and give notification to candidates and volunteers of these hours no later than the Monday of Week 4 at 8 a.m.~~
- vi. ~~The ECFs shall ensure fair and equal access to all campaign resources provided by the UWSA Election Campaign.~~
- vii. ~~The ECFs shall hear concerns and complaints from candidates, volunteers, and the student membership and shall work to resolve issues through mediation before escalating them to the EAB in accordance with relevant UWSA Policy.~~
- viii. ~~The ECFs shall bring any complaint which cannot be resolved through mediation to the EAB for consideration and ruling in accordance with relevant UWSA Policy.~~
- ix. ~~The ECFs shall work with the CEC under the guidance of the EAB to ensure that members of the UWSA Board of Directors and UWSA staff do not use their positions or UWSA resources to campaign to an unfair advantage either "for" or "against" a candidate or referendum.~~
- x. ~~The ECFs shall submit to the UWSA Board of Directors, at the first board meeting or general meeting where the election results are ratified, a final report of activities and recommendations in accordance with the Final Election Report By-laws.~~

Chief Election Commissioner ~~and Election Campaign Facilitators~~ Selections and Hiring

- i. Selection
 - a. The CEC ~~and ECFs~~ shall be hired in accordance with UWSA hiring policies ~~and ratified by the Election Accountability Board.~~ ~~ratified by the Board of Directors~~

- ~~b. In addition to regular public postings for the ECF positions, the Chief Operating Officer shall actively recruit consulting professionals to apply.~~
- ii. Applications from the following people shall not be considered for ~~either~~ the CEC ~~or ECF~~:
- a. Current Directors and Executive Directors of the UWSA;
 - b. Former Executive Directors of the UWSA whose term ended within the last five (5) years;
 - c. Current Part-Time or Full-Time Employees of the UWSA;
 - d. Current UWSA Service Centre Coordinators;
 - e. Employees of any UWSA partner organization.

Chief Election Commissioner ~~and Election Campaign Facilitators~~ Training, Orientation, and Support

- i. The Chief Operating Officer shall be the UWSA Election Staff Liaison and shall be responsible for coordinating with the EAB and relevant UWSA departments to provide training and orientation for the incoming CEC ~~and ECFs~~.
- ii. CEC ~~and ECF~~ training shall include, but is not limited to:
 - a. By-law and policy review;
 - b. Access to the Election Report archive and review of past practices;
 - c. Communication strategies and practices;
 - d. Orientation with the EAB.
- iii. The CEC ~~and ECFs~~ shall be supported by UWSA staff in the implementation of election processes as determined by these by-laws.
- iv. The CEC ~~and ECFs~~ may request additional support from UWSA staff subject to the review and approval of the EAB.

Section C – Election and Referenda Guidelines and Procedures

Annual General Election and By-Election

- i. In the winter term of each University of Winnipeg academic year there will be a General Election for available UWSA Executive and Director positions, University of Winnipeg Senate seats, and University of Winnipeg Board of Regents seats.
- ii. One (1) seat on the University of Winnipeg Board of Regents will be open for election annually.
- iii. The number of University of Winnipeg Senate seats open for election annually shall be determined in consultation with the University Secretary and in accordance with the University of Winnipeg Act.
 - a. One UWSA Senate seat shall be reserved for each of the following:

1. The UWSA President;
 2. The Vice President External Affairs;
 3. The Vice President Student Affairs;
 4. The PACE Director;
 5. A Graduate Student.
- iv. The Vice President External Affairs and Vice President Student Affairs shall be elected on a two-year schedule such that the Vice President External Affairs is elected in Cycle A and the Vice President Student Affairs is elected in Cycle B.
 - v. The Emerging Leader Directors shall be elected on a two-year schedule where two (2) of the four (4) positions are open for election in each cycle.
 - vi. The two-year schedule shall be as follows:
 - a. Cycle A (which shall be the first year in each two-year General Election schedule) the following directors shall be elected for two-year terms:
 1. Vice President External Affairs
 2. Two (2) Emerging Leader Directors
 - b. Cycle B (which shall be the second year in each two-year General Election schedule) the following directors shall be elected for two-year terms:
 1. Vice President Student Affairs
 2. Two (2) Emerging Leader Directors
 - c. In both Cycle A and Cycle B, all other executive and directors excepting those identified in By-law 4.2.i shall be elected to one-year terms.
 - d. In the pilot year of the two-year General Election schedule, Cycle A candidates shall be elected for one-year terms and Cycle B candidates shall be elected for two-year terms.
 - e. Where a position is unfilled in a General Election or By-Election, or is vacated before the expiration of its term, it shall be open for election in the subsequent General Election or By-Election. The duration of the term of the person elected to fill such a vacancy shall be the balance of the unexpired term such that the filled position's term shall terminate in the standard timeline if the position had not been vacated.
 - vii. By-Elections shall be held in the event of vacancies in the Fall Term.
 - viii. Participation in elections and referenda as committee members, candidates, volunteers, and scrutineers is limited to members of the UWSA as determined by these by-laws. Members must be 18 years of age or older to participate in UWSA elections.

Election Cycle

- i. Unless otherwise determined by the board of directors, the election cycle shall run on a ~~five (5)~~ six (6) week cycle, with Week ~~3~~ 4 coinciding with ~~the~~ reading week ~~-occurring in the winter term.~~
- ii. The election cycle shall commence at 9:00 a.m. on Monday of Week 1 and end at 6:00 p.m. on Wednesday of Week ~~5~~ 6.
 - a. Week 1 and Week 2 shall be Nominations and Referendum Volunteer Registration Weeks.
 - b. Week 3 and 4 shall be the All Candidates' Training and Campaign Preparation Weeks (ACT Weeks).
 - c. Week ~~4~~ 5 shall be the Campaign Week.
 - d. Week ~~5~~ 6 shall be Campaign and Voting Week.
- iii. No day of an election cycle shall fall between April 1 and September 1 of any given year.

Referenda

- i. Referenda can occur during either the General Election or By-Election. All clauses in these by-laws referring to the ~~5~~ 6 Week election cycle shall apply to ~~the~~ referenda.
- ii. Referenda must be triggered prior to the commencement of the election cycle. Referenda may be triggered by either a vote by the Board of Directors or a petition of the membership.
- iii. A referendum question must be a positively worded motion to which voters answer YES or NO.
- iv. Motion for referendum from the UWSA Board of Directors must:
 - a. Clearly state the exact wording of the referendum question;
 - b. Be passed by a two-thirds ($\frac{2}{3}$) majority.
- v. Petition for referendum must:
 - a. Clearly state the exact wording of the referendum question;
 - b. Include the signatory name, signature, and student number of 5% of the UWSA membership;
 - c. Be submitted to the Chair of the Board of Directors by or before 11:59 p.m. the last Friday prior to the commencement of the given election cycle.

Nominations (Week 1 and 2)

- i. Nomination and referendum volunteer forms shall be available in the UWSA Office, ~~the CEC Office,~~ and online at the UWSA website.
- ii. A separate nomination form shall be available for each:
 - a. Executive Director Nominations;

- b. Director Nominations;
 - c. Referendum Volunteer Nominations.
- iii. Election candidate nominations may only be submitted on the official nomination form and must include:
 - a. The nominee's name, UWinnipeg student ID number, date of birth, and contact information as requested;
 - b. The nominee's signed confirmation that they do not currently hold the status of bankruptcy;
 - c. The nominee's signed confirmation of their citizenship, residency, or immigration status;
 - d. A copy of the nominee's academic transcript demonstrating that they meet the eligibility requirements of the position for which they are nominated, as per these By-Laws;
 - e. The nominee's availability for Weeks 3, 4, and 5, and 6 of the Election Cycle.
- iv. Referendum volunteer nominations may only be submitted on the official nomination form and must include:
 - a. The side of the referendum question for which they are registering (YES or NO).
 - b. The nominee's name, UWinnipeg student ID number, date of birth, and contact information as requested;
 - c. A copy of the nominee's academic transcript demonstrating that they are a member of the UWSA.
 - d. The nominee's availability for Weeks 3, 4, and 5, and 6 of the Election Cycle.
- v. Nomination forms which are incorrect, incomplete, or inaccurate will be ruled invalid. Nominees shall have a 48-hour window to correct their nomination information upon receiving notification ~~from the CEC~~ that their nomination has been ruled invalid.
- vi. Nomination forms ~~submission requirements shall be detailed on the nomination form and on the UWSA website. must be submitted to the CEC directly, via email to the CEC's UWSA email address, or in a drop-off location designated by the CEC (notice of which must be posted on the door of the CEC UWSA General Office). Nomination forms shall not be accepted at the UWSA General Office or by any UWSA staff person.~~
- vii. All nomination forms must be submitted according to the submission requirements detailed on the nomination form ~~received by the CEC~~ by 6:00 p.m. on the Thursday of Week 2.
- viii. On Friday of Week 2, the CEC shall send an email to all election participants including:
 - a. Confirmation of their nomination,
 - b. A list of all approved candidates and the position for which they are running,
 - c. A list of all referenda side volunteers and the side which they're representing,

- d. Confirmation of the All-Candidate's Training and Campaign Preparation (ACT) schedule,
- e. Training documents in advance of ACT.

~~All Candidates' Meeting and~~ All Candidates' Training and Campaign Preparation (ACT Weeks) (Weeks 4 & 5) ~~(Week 3)~~

- ~~i. At 12:30 p.m. on Friday of Week 2, there shall be an All Candidates' Meeting where the CEC shall:~~
 - ~~a. Serve notification to the membership of the names of all accepted candidates, whether those candidates are running for Executive or Director positions, the names of all accepted referendum volunteers, and the side which all those volunteers are supporting. The candidates and volunteers announced at the All Candidates' Meeting shall make up the election campaign participants.~~
- ~~ii. At the All Candidates' Meeting, the Election Campaign Facilitators shall be introduced to all election campaign participants and shall announce the All Candidates' Training and Campaign Preparation Week (Week 3) schedule.~~
- iii. All election ~~campaign~~ participants shall be required to attend the ~~Week 3~~ ACT sessions scheduled by the CEC ECFs.
- iv. Training and campaign preparation sessions shall be planned by the CEC ECFs in accordance with these by-laws and with support from UWSA staff.
- ~~v. Week 3 sessions shall include, but are not limited to, sessions on:~~
 - ~~a. Collaborative governance;~~
 - ~~b. UWSA mission and vision, internal structure and operations, UWSA Ambassadorship Policies, and non-profit board regulations, duties and privileges;~~
 - ~~c. Election rules;~~
 - ~~d. How to campaign; and~~
 - ~~e. Conflict mediation and resolution.~~
- vi. During ACT Weeks ~~Week 3~~, the CEC ECFs shall facilitate the collaboration of all election ~~campaign~~ participants in the creation of the UWSA Election Campaign.
- ~~vii. At the commencement of UWSA Election Campaign planning, candidates shall announce the position for which they are running.~~
- viii. Candidates may amend the position for which they are running, subject to confirmation of their eligibility, join in a co-directorship bid with another election ~~campaign~~ participant, or withdraw from candidacy, until 9:00 a.m. on the Friday of Week 3.

Campaign Guidelines

- i. All statements, promotions, materials and any other communication by or on behalf of the UWSA, the UWSA Election Campaign, and election ~~campaign~~ participants must abide by the following guidelines:
 - a. They must be factually correct;
 - b. They must be honest and made in good faith;
 - c. They may not contain libel or slander (based on consultation with legal counsel if necessary);
 - d. They must abide by the UWSA Code of Conduct, the Positive Space Policy, and all other UWSA by-laws and policies;
 - e. They must abide by all federal, provincial, and municipal laws;
 - f. They must abide by all University of Winnipeg policy and procedure, including the *Respectful Work and Learning Environment Policy*.
- ii. Election ~~campaign~~ participants who fail to follow the campaign guidelines are subject to consequences as determined by the Election Accountability Board and in accordance with the Election Complaints ~~Policy and Election~~ and Anti-Harassment Policy.

Campaigning (Weeks 5 and 6 ~~4 and 5~~)

- i. Campaigning is any act by, or on behalf of, an election ~~campaign~~ participant that can reasonably be interpreted as calculated to gain support for the vote including, but not limited to:
 - a. Talking to individuals or groups of students;
 - b. Presenting in front of a classroom;
 - c. Handing out campaign materials;
 - d. Making posts on social media;
 - e. Any other communication about a candidate, platform, the UWSA, or the election campaign.
- ii. Campaigning shall begin at 8:00 a.m. on Monday of Week ~~4~~ 5.
- iii. Campaigning prior to 8:00 a.m. on Monday of Week ~~4~~ 5 is prohibited. ~~shall be considered a violation of these by-laws subject to consequences in accordance with the Election Complaints Policy.~~
- iv. Election ~~campaign~~ participants must at all times abide by the campaign guidelines.
- v. Campaigning (including the posting of signs and other materials) may not occur within 10 meters of a polling station. The CEC will create a visible marker of these boundaries. The perimeter may not be appealed to the EAB.
 - a. When a poll station is in operation outside the Riddell Hall Cafeteria, no campaigning will be permitted on the Lobby level of the Riddell Atrium, except for that done within the cafeteria.

- vi. Campaigning may occur on social media, on campus (see definitions) up to the public sidewalk and on the Selkirk Avenue Campus and Merchants Corner.
 - a. Campaigning may not occur at bus stops, in businesses (not including Diversity Foods), and between campuses on the downtown campus.
 - b. Campaigning may not occur in any classroom without the explicit consent of the instructor.
 - c. Campaigning may not occur in the UWSA General Office or the office of any UWSA staff person; Infobooth; the Muslim Prayer Space; the Chapel; the Bulman MPR during Foodbank operations; and the Bike Lab. ~~any UWSA Service Centre, including the Bike Lab, the BIPOC Lounge, the Rainbow Lounge, the Women-Trans Spectrum Centre, or the Access Lounge.~~
- vii. No election ~~campaign~~ participant may campaign through a medium that could not be reasonably accessed equally by any other candidate including text messages, private phone calls, emails to individual members, or personal/professional websites.
 - a. Participants may respond to voter questions directed to them through private communications in cases where the voter initiated the contact.
- viii. Collusion between candidates for election will not be tolerated, including:
 - a. Promoting one or more candidates as part of an election slate;
 - b. Making statements that a reasonable person could interpret as linking two candidates as members of a joint slate for election;
 - c. Campaigning on behalf of another candidate.
- ix. ~~Candidates for election may endorse referenda sides at their discretion.~~
- x. Harassing (as defined in the University of Winnipeg's *Respectful Working and Learning Environment Policy*) students or creating physical barriers in attempts to garner support will not be tolerated and will be grounds for immediate disciplinary action in accordance with the Election Anti-Harassment Policy.
- xi. Campaigning ~~must shall~~ cease at 6:00 p.m. on Wednesday of Week ~~5~~ 6.

Campaign Opportunities

- i. Campaign opportunities shall be any promotional engagement for candidates targeted at classrooms, student groups, or any group of ten (10) or more students, table bookings or campaign displays (not including posters or banners), debates, forums, and any other publicly promoted engagements.
- ii. Campaign opportunities shall be collaboratively planned by all candidates during ACT. ~~the All-Candidate's Campaign Preparation Week (Week 3).~~
- iii. ~~During Campaigning (Weeks 4 and 5),~~ Candidates may independently arrange campaign opportunities additional to those developed collaboratively during ACT. ~~Week 3. In these instances, candidates shall notify the ECFs and any other candidate contesting for the~~

~~same position of the additionally planned campaign opportunities no less than 24 hours in advance of said opportunity.~~

~~iv. During Campaigning (Weeks 4 and 5), the ECFs shall provide support by request to candidates who require additional guidance arranging campaign opportunities.~~

v. Classroom presentations may only be made with instructor permission and must follow any restrictions imposed by the instructor within their classroom, subject to compliance with these by-laws.

~~vi. The ECFs, in coordination with the UWSA Communications Department, shall arrange for the purchase of ad space in the Uinter to feature UWSA Election Campaign promotions and/or candidate bios.~~

Campaign Materials and the UWSA Election Campaign

i. All campaign materials shall be developed **collaboratively** centrally by the UWSA, through the UWSA Election Campaign.

~~ii. UWSA Election Campaign materials shall feature all candidates equally.~~

iii. The UWSA Election Campaign shall fairly feature all candidate and referendum sides in equal proportion to any contesting campaign.

iv. Co-directorship candidates shall jointly appear on all campaign materials created for their campaign.

v. Candidates are prohibited from creating or distributing any campaign material not approved as UWSA Election Campaign materials.

vi. The **CEC ECFs** shall not approve any materials that **may** damage University of Winnipeg infrastructure or create a physical obstruction.

vii. The **CEC ECFs** shall not approve campaign materials that violate the campaign guidelines established in these by-laws.

viii. UWSA Election Campaign materials must include voting information ~~including the dates and times of the polls, poll locations, and a digital voting summary approved by the CEC.~~

ix. The **CEC ECFs** shall be responsible for coordinating with the UWSA Events and Communications Department for the hanging of all posters and banners. **Participants are prohibited from hanging campaign materials.**

x. All election **campaign** participants shall have equal access to distributable campaign materials **subject to the printing caps listed elsewhere in these by-laws.** ~~Distributable campaign materials shall be stored in a UWSA Election Campaign Office to which all election campaign participants have access for Weeks 3-5 of the given election cycle.~~

xi. Posters

a. UWSA Election Campaign posters must adhere to the UWSA and University of Winnipeg poster policies.

b. Posters may be no larger than 11x17 inches each.

xii. Banners

- a. UWSA Election Campaign Banners shall be general voting promotions and shall not include specific candidate information.
- b. Banner sizes, locations, placement, and removal shall be negotiated with the University of Winnipeg Communications Offices and University of Winnipeg Facilities by the ~~CEC ECFs~~ and the UWSA Events and Communications Department.

xiii. Distributable Campaign Materials

- a. The UWSA Election Campaign should be cognizant of the environmental impact of printing ~~paper campaign materials. large quantities of handbills and shall adhere to the same sustainable printing regulations outlined in the UWSA Poster Policy.~~ Campaigns shall be limited to the following caps on handbills:
 1. Candidates for Director, Senator, or Regent seats are entitled to 200 total handbills for a given election.
 2. Candidates for Executive Director seats and Referenda Sides are entitled to 500 total handbills for a given election.
- b. No handbill may exceed 4.25x5.5 inches.
- c. Handbills may not be affixed to any bulletin board, wall, or other surface.
- d. Font size may be no smaller than 12pt as recommended by the Canadian National Institute for the Blind.

Social Media

- i. Election ~~campaign~~ participants may campaign on their personal social media ~~and/or create new social media accounts specific to their campaign. by sharing the UWSA Election Campaign materials and promoting their candidacy.~~
- ii. Social media posts must abide by the campaign guidelines found under By-law 5.35.
- iii. ~~Social media posts are not considered campaign materials for the purposes of these by-laws.~~
- iv. Election ~~campaign~~ participants may not solicit votes via private messages on social media platforms but may respond to voter questions directed to them through private messages in cases where the voter initiated the contact.
- v. ~~Candidates and volunteers~~ Election participants are responsible for all posts on their social media and are encouraged to change the settings on their social media so that only they can post directly to their ~~personal~~ pages and accounts ~~and to limit tagging and other features that may link outside content to their page.~~
 - a. Content not attributed to an election ~~campaign~~ participant but posted on their social media pages or accounts which violates the campaign guidelines must be

removed immediately upon its discovery, immediately upon notification from the CEC ECFs, or within 24 hours of the posting of the content—whichever comes first. It is the responsibility of election campaign participants to thoroughly monitor their own social media pages and accounts.

- vi. Any campaigning on official UWSA or University of Winnipeg social media shall be coordinated by the CEC ECFs in consultation with the UWSA Communications Department.
- vii. Any campaigning on the social media of a UWSA student group ~~shall be coordinated by the ECFs, with~~ shall only occur with the explicit consent of that group.
- viii. Additional social media guidelines may be collaboratively designed by all election participants during ~~Week 3~~ ACT and set as supplemental rules in accordance with these by-laws.

Voting and the Ballot (Week 5 6)

- i. UWSA Members are entitled to one ballot per election.
- ii. Physical polling stations may use ~~online~~ electronic and/or paper ballots at the discretion of the ~~CEC~~ General Manager.
- iii. ~~Where both paper and electronic ballots are used,~~ paper ballot polling stations shall register voters through the ~~online~~ electronic polling software to ensure that each member receives only one ballot.
- iv. Ballots shall display the legal or preferred name of the candidate and the position for which they are running.
- v. ~~Ballots may include additional information at the discretion of the General Manager.~~
- vi. Where a position is uncontested, a YES/NO ballot shall be used. Referenda shall use the same YES/NO format.
- vii. The UWSA Senate seat ballot shall be a cumulative vote in which voters may select multiple Senator candidates up-to the number of available seats as determined in accordance with these by-laws. Should there be more candidates than available seats, the candidates with the most votes shall win the election.
- viii. The Emerging Leader Director ballot shall be a cumulative vote in which voters may select multiple candidates up-to the number of available seats as determined in accordance with these by-laws. Should there be more candidates than available seats, the candidates with the most votes shall win the election.
- ix. A referendum is approved when 50% + 1 of voters support the question.
- x. A paper ballot's vote shall count when there is a clear indication of candidate preference. This may include, but is not limited to, a marked "X," "check mark," or written statement within the ballot's boundary for a single candidate.

- xi. Where a paper ballot's vote is ruled invalid for a particular candidate or candidates, that shall not necessarily rule its other votes invalid. All votes on a paper ballot where the candidate preference is clear shall be ruled valid.
- xii. Only the CEC may rule a ballot spoiled.

Tie-Breaker Procedure

~~By Monday of Week 5~~ The CEC shall score otherwise blank paper ballots such that contested races have one affirmative ballot per candidate, and uncontested races and referenda have one affirmative and one negative ballot. These ballots shall be stored individually in envelopes separated by position/question. In the event of a tie, the CEC shall select one envelope per tied race ~~shall be selected~~ at random and the vote inside shall be considered the deciding vote.

Paper Ballot Count

- i. The paper ballot count shall commence immediately following the close of the polls. ~~on the Wednesday of Week 5.~~
- ii. The CEC shall arrange for polling officers to count the paper ballots and shall be present for the entire duration of the paper ballot count.
- iii. ~~Online polling results shall be tabulated automatically and shall not be subject to recount.~~
- iv. Results of the paper ballot count shall be added to the online electronic polling results to determine the pending election results.

Ballot Recount

- i. A recount of the paper ballots may only be called where the difference in paper ballot votes between the two top candidates for that position is equal to or less than five percent (5%) of the total ballots cast for that position.
 - a. At their discretion, the CEC may allow for a recount where the difference in votes between the top two candidates is greater than five percent (5%) of the total ballots cast for that position, to accommodate cases where voter turnout or paper ballot usage is low.
 - b. At their discretion, the CEC may allow for a second recount only in the case that the candidate who won the initial ballot count loses the recount. There shall be no more than two recounts per position per election.
 - c. In the case of a recount where the tie-breaker procedure was utilized, the tie-breaker ballot shall be set aside and shall only be added to the recount tabulation if the recount again yields an equivalence of votes.
- ii. A recount of the ballots must be called by 12 p.m. on the Thursday of Week ~~5~~ 6. A second recount must be called immediately following the first recount.

- iii. Paper ballots ~~will~~ shall be confidentially destroyed by the CEC immediately following the closing of the recount period and the completion of any outstanding recounts.
- iv. A copy of the electronic election report shall be downloaded and confidentially retained by the UWSA in accordance with the UWSA Privacy Policy.
- v. Electronic ballots shall not be eligible for recount.

Scrutineers

- i. Candidates for election and referendum volunteers are permitted two scrutineers each.
- ii. Scrutineers must submit their name, the candidate or volunteer they are representing, their contact information, and transcripts demonstrating their eligibility to the CEC by 6:00 p.m. ~~Monday~~ Thursday of Week ~~5~~ 4.
- iii. Approved scrutineers shall be allowed to be present during the tabulation of paper ballots and shall be allowed to see ballots as they are tabulated.
- iv. Scrutineers may contest the approval of votes where they feel the indication of candidate preference is unclear; ~~however, validation of votes is at the discretion of the CEC.~~
- v. Validation of votes remains the sole discretion of the CEC.
- vi. Scrutineers may not handle the ballots, ballot tabulation sheets, or ballot boxes.
- vii. Scrutineers may be removed from the ballot counting room at the discretion of the CEC.
- viii. Scrutineers may be appointed to pick up campaign materials on behalf of the candidate they represent.

Election Results

- i. The pending election results shall be announced to the membership no later than 9:00 a.m. on Thursday of Week ~~5~~ 6, regardless of any active complaints proceedings. If a complaint which may result in a change to the pending election results is still in process, then notice shall be given to the membership that the pending results are subject to a trial of the Election Accountability Board.
- ii. Election results are not official until ratified by motion at a ~~the subsequent~~ UWSA General Meeting or meeting of the UWSA Board of Directors.
- iii. Election results shall not be ratified until all complaints proceedings of the Election Accountability Board are resolved.

Polling Officers

- ~~i.—Selection:~~

- ~~a. Polling officers shall be hired and trained by the CEC in accordance with UWSA Policy and with support from the UWSA Administration Department and Chief Operating Officer.~~
- ~~b. Polling officer terms shall commence upon appointment by the CEC and shall expire at the close of the given election cycle.~~
- ~~c. Polling officers shall be paid an honourarium that compensates hours served at a living wage, as determined by UWSA policy.~~
- ii. Applications from the following people shall not be considered:
 - ~~a. Current Directors and Executive Directors of the UWSA;~~
 - ~~b. Former Executive Directors of the UWSA whose term ended within the last five (5) years;~~
 - ~~c. Current Part-time or Full-time employees of the UWSA;~~
 - ~~d. Employees of any UWSA partner organization.~~

Polling

- i. ~~The CEC shall work in coordination with the Events Department to set up all physical polls. Physical polls shall be managed by the CEC and staffed by approved polling officers.~~ The General Manager shall work in coordination with the Events Department to set up and manage in-person polling stations.
- ii. The General Manager shall work in coordination with the CEC to set up and manage electronic polls.
- iii. ~~In all UWSA elections, a polling station shall be assigned to Riddell Hall, Merchants Corner, and Richardson College on all three days of voting.~~
- iv. ~~There shall be a polling station at Buhler Centre and Wii Chiiwaakanak Station at least one voting day per election.~~
- v. In-person ~~physical~~ polls shall be open between 9:00 a.m. and 6:00 p.m. on the Monday, Tuesday, and Wednesday of Week ~~5~~ 6.
- vi. ~~The CEC shall work in coordination with the Administration Department to set up all online polls. Online polls shall be managed by the CEC.~~
- vii. Online polls shall be open from 9:00 a.m. Monday ~~to~~ of Week 6 until 6:00 p.m. Wednesday of Week ~~5~~ 6 inclusive.

Supplemental Rules

- i. Supplemental rules may not contradict the by-laws and policies of the UWSA.
- ii. Supplemental rules may be created by the CEC ~~and/or the ECFs~~ to address issues that arise during the course of an election. All supplemental rules are subject to review and approval by the EAB.

- iii. Election ~~campaign~~ participants shall not be penalized for violating supplemental rules if the violation occurred before the rule was approved and circulated to participants; however, all election ~~campaign~~ participants are bound by supplemental rules once approved and may be required to change behaviours and campaign strategies upon the circulation of supplemental rules.
- iv. Supplemental rules shall last the duration of the election cycle in which they are approved and expire with the ratification of election results.

Section D – Election Violations, Complaints, and Accountability

Election Violations and Complaints

- i. Election ~~campaign~~ participants are required to act reasonably, respectfully, and in good faith. This includes ensuring that they:
 - a. Are aware of, understand, and comply with all Election Rules;
 - b. Abide by the UWSA Code of Conduct, Acknowledgement of Responsibility, and all UWSA By-laws and Policies;
 - ~~c. Abide by the Campaign Guidelines outlined in these by-laws;~~
 - d. Comply with University of Winnipeg Policies and Procedures;
 - e. Comply with local, provincial, and federal laws.
- ii. Directors or Executives running for election or re-election shall not violate their Acknowledgement of Responsibility waivers, campaign based on Closed Session information, nor use their position with the UWSA or UWSA resources to campaign to an unfair advantage.
- iii. The CEC ~~and ECFs are~~ is empowered to investigate and rule upon any breach of the Election Rules, whether submitted by complaint or by self-initiated investigation in accordance with the Election Complaints ~~and Anti-Harassment~~ Policy.
- ~~iv. Complaints of discriminatory or harassing conduct shall be managed by the ECFs and/or the EAB in accordance with the Elections Anti-Harassment Policy.~~

Violation Consequences and Disqualification

- ~~i. Consequences may only be applied against election campaign participants by the Election Accountability Board in accordance with the Election Complaints Policy and Election Anti-Harassment Policy.~~
- ii. The CEC is empowered to impose consequences on campaigns found to have violated election rules in accordance with the Elections Complaints and Anti-Harassment Policy.

- iii. Candidates for election may be disqualified prior to the commencement of the voting period by removal from the ballot, or after the voting period has commenced or expired by retroactive disqualification.
- iv. If a candidate who is retroactively disqualified received the most votes in a contest race, the candidate with the next highest number of votes shall be declared the winner of that race. If a candidate is retroactively disqualified in an uncontested race, the seat shall remain vacant.
- v. Disqualified candidates shall be barred from participating in the remainder of the given election cycle, where applicable, and shall not qualify for election or appointment to the Board of Directors or its subcommittees until one (1) additional election cycle has elapsed.

Election Accountability Board (EAB)

- i. The Election Accountability Board works alongside the Chief Election Commissioner ~~and the Election Campaign Facilitators~~ to ensure the validity, integrity, and fairness of UWSA Elections and Referenda.
- ii. The Election Accountability Board shall be composed of the following voting members:
 - a. The Chair of the Board of Directors
 - b. The Chief Operating Officer
 - c. One UWSA Staff Person as appointed by the Chief Operating Officer.
- iii. The General Manager shall be the non-voting chair of the Election Accountability Board.
- ~~iv. The Election Accountability Board shall be composed of all executive and directors of the Board of Directors and all students at large appointed to committees of the board that are not election campaign participants during the election cycle in question. The Chair of the Board of Directors shall be the Chair of the EAB.~~
- ~~v. All those who qualify for the EAB shall be interviewed by the Chair prior to attending a hearing of the EAB to ensure they do not have a conflict of interest (as per the Conflict of Interest Policy) with a party involved in the complaint in question.~~
- vi. Quorum for a meeting of the Election Accountability Board shall be **two voting members.** ~~five (5) voting members of the EAB. At least three (3) UWSA Directors must be present at a meeting of the EAB in order for it to meet quorum.~~
- vii. A secretary of the EAB shall be chosen by and from its membership at the commencement of each meeting.
- viii. At their discretion, the EAB may invite non-voting advisories to attend their sessions, including, but not limited to, the CEC, ~~the ECFs, the Chief Operating Officer,~~ Campus or Community Elders, and/or University of Winnipeg Human Rights Officers.
- ix. Sessions of the EAB shall be held in closed session, however, a public report of each session shall be made available in accordance with the policies of the UWSA.

- ~~x. Minutes of the EAB shall be submitted to the Board of Directors for information in closed session at its first meeting following the close of the given election cycle.~~
- xi. The proceedings of the EAB shall be held in accordance with UWSA policies, including the UWSA Rules of Order and the Election Complaints ~~and Policy and Election~~ Anti-Harassment Policy.
- xii. The EAB shall make every reasonable effort to hold a hearing and deliver a ruling within 48-hours of receiving a complaint.
- xiii. In order to ensure the timeliness of its proceedings, the EAB may hold meetings by virtual or teleconference platform, or otherwise arrange for an electronic vote.
- xiv. The EAB shall submit to the UWSA Board of Directors, at the first board meeting or general meeting ~~where the following the ratification of the election results are ratified~~, a final report of activities and recommendations in accordance with the Final Election Report By-laws.

Section E – Final Election Report

Final Election Report

- i. At the first meeting of the UWSA Board of Directors or General Meeting following the ~~ratification of election results close of an election cycle~~, the CEC, ~~ECFs~~ and Chair of the EAB shall release a joint Final Election Report that includes:
 - ~~a. The report of the CEC including: the number of valid votes, the number of spoiled ballots, and the outcome of each race and referenda; any voter demographic information collected at the polls; all procedural complaints and rulings in accordance with the Election Complaints Policy; and any recommendations for procedural changes or rule amendments.~~
 - b. The report of the ~~ECFs~~ CEC including: a summary of the All-Candidate’s Training and Campaign Preparation Week; a summary of the UWSA Election Campaign and campaign opportunities; ~~a summary of participant feedback in accordance with the Election Evaluation and Feedback Policy~~; all ~~conduct~~ complaints and rulings in accordance with the Election Complaints ~~Policy and Election~~ Anti-Harassment Policy; and any recommendations for procedural changes or rule amendments.
 - c. The report of the EAB including: ~~the number of valid votes, the number of spoiled ballots, and the outcome of each race and referenda; any voter demographic information collected at the polls; a summary of participant feedback in accordance with the Election Intake and Feedback Policy; all supplemental rules approved during the course of the election; all Formal Resolution rulings in accordance with the Election Complaints Policy and Election~~ Anti-Harassment

Policy; a list of all EAB members and guests present at each hearing; and any recommendations for procedural changes or rule amendments.

EXECUTIVE SLATES

This is a proposal with the by-laws needed to bring back slates to UWSA Elections. They will have the same rules as they had before, except instead of candidates notifying that they are registering as a slate during the nomination period they have until the end of the first training week to notify the CEC and General Manager. This will encourage collaboration during the training week and gives people the opportunity to work together.

There has been a request for some organizational historical context for slates, and why they have been removed. Included in this proposal is the UWSA Reforms Final Report from March 2021, including election reform recommendations for an external consultant.

BE IT RESOLVED THAT By-laws 5.18, 5.34, and 5.35 are amended to remove the words in red and add the words in purple as below to read:

5.18 Slate

Means two (2) or more candidates who are members of a single campaign, each running for a different position. **Only Executive Slates are allowed** ~~prohibited~~ **under the UWSA by-laws.**

5.34 Campaigning (Week 4 & Week 5)

- ~~viii. ——— Collusion between candidates for election will not be tolerated, including:~~
- ~~a. Promoting one or more candidates as part of an election slate;~~
 - ~~b. Making statements that a reasonable person could interpret as linking two candidates as members of a joint slate for election;~~
 - ~~c. Campaigning on behalf of another candidate.~~

5.35 Election Executive Slates

- i. Each Executive Candidate who wishes to register with an Executive Slate must indicate this to the CEC and General Manager via email or in writing before 4 p.m. on Thursday of Week 3 (All Candidates Training and Preparation Week).
- ii. Candidates for Executive Directorships may only participate on an Executive Slate with other candidates for Executive Directorships.
- iii. Executive Slate names must be approved by the CEC and General Manager.
- iv. Executive Slate names may not reflect those of established political parties.
- v. Executive Candidates may only be on one executive slate.
- vi. Candidates for Board of Regents Student Representative and Senate Student Representative may not form or participate in slates.
- vii. Candidates for non-Executive Director positions may not form or participate in Executive Slates.
- viii. Collusion between Candidates for non-Executive Director positions will not be tolerated, including:
 - a. Promoting one or more candidates as part of a slate;
 - b. Making statements that a reasonable person could interpret as linking two candidates as members of a joint slate;
 - c. Campaigning on behalf of another candidate.

CAMPAIGN MATERIALS

At the December 21, 2022 meeting of the UWSA By-Law and Policy Committee, there was interest in bringing back candidates making their own posters and campaign materials. No decision was made, and these by-law revisions are a proposal of what it could look like. These changes give candidates the option of creating their own campaign materials or using the UWSA Campaign Materials created by the UWSA. There are strict deadlines included for candidates to request creation of materials through the UWSA Communication Department and to submit their posters if they make them. A budget for printing has been added, for up to \$10 for printing at the Info Booth. Poster limit of 15 posters was added so that we are in

BE IT RESOLVED THAT By-law 5.36 is amended to remove the words in red and add the words in purple as below to read:

5.36 Campaign Materials

- i. All campaign materials shall be developed ~~collaboratively~~ by the candidate and/or by the UWSA, through the UWSA Election Campaign
- ii. Candidates who are wanting campaign materials created by the UWSA shall notify the UWSA Communications Department no later than Tuesday of Week 3.
- iii. Candidates who choose to create their own campaign materials must:
 - a. Follow poster guidelines provided by the UWSA Communications Department;
 - b. Hand in their posters to the UWSA Communications Department no later than Thursday of Week 4. Late submissions will result in postering delays.
- ~~UWSA Election Campaign materials shall feature all candidates equally.~~
- iv. Candidates are prohibited from ~~creating or~~ distributing any campaign material not approved by the UWSA Communications Department ~~as UWSA Election Campaign materials.~~
- v. The UWSA Communications Department ~~ECFs~~ shall not approve any materials that ~~may~~ damage University of Winnipeg infrastructure or create a physical obstruction.
- vi. The UWSA Communications Department ~~ECFs~~ shall not approve campaign materials that violate the campaign guidelines established in these by-laws.
- vii. UWSA Election Campaign materials must include voting information. ~~including the dates and times of the polls, poll locations, and a digital voting summary approved by the CEC.~~
- viii. The CEC ~~ECFs~~ shall be responsible for coordinating with the UWSA Events and Communications Department for the hanging of all posters and banners. ~~Participants are prohibited from hanging campaign materials.~~
- ix. All election ~~campaign~~ participants shall have equal access to distributable campaign materials ~~subject to the printing caps listed elsewhere in these by-laws. Distributable campaign materials shall be stored in a UWSA Election Campaign Office to which all election campaign participants have access for Weeks 3-5 of the given election cycle.~~
- x. Posters
 - a. UWSA Election Campaign posters must adhere to the UWSA and University of Winnipeg poster policies.
 - b. Posters may be no larger than 11x17 inches each.
 - c. There is a limit of 15 posters per person/group placed across campus bulletin boards as per [University of Winnipeg Poster Guidelines](#)

xi. **Banners**

- e. UWSA Election Campaign Banners shall be general voting promotions and shall not include specific candidate information.
- f. Banner sizes, locations, placement, and removal shall be negotiated with the University of Winnipeg Communications Offices and University of Winnipeg Facilities by the CEC ECFs and the UWSA Events and Communications Department.
- g. As there is limited banner space available, candidates and slates for Executive Directorships will be prioritized in banner space allocation. There will be a random draw to determine banner locations, the draw shall take place in the following order:
 - 1. Contested Executive Positions
 - 2. Contested Referenda Sides
 - 3. Uncontested Executive Positions
 - 4. Contested Director Positions
 - 5. Contested Senate or Board of Regents Seats
 - 6. Uncontested Referenda Sides
 - 7. Uncontested Directors, Senators, and Board of Regents Position

xii. **Distributable Campaign Materials**

- a. The UWSA Election Campaign should be cognizant of the environmental impact of printing paper campaign materials. ~~large quantities of handbills and shall adhere to the same sustainable printing regulations outlined in the UWSA Poster Policy.~~ Campaigns shall be limited to the following caps on handbills:
 - 1. Candidates for Director, Senator, or Regent seats are entitled to 200 total handbills for a given election.
 - 2. Candidates for Executive Director seats and Referenda Sides are entitled to 500 total handbills for a given election.
- b. No handbill may exceed 4.25x5.5 inches.
- c. Handbills may not be affixed to any bulletin board, wall, or other surface.
- d. Font size may be no smaller than 12pt as recommended by the Canadian National Institute for the Blind.

xiii. **Campaign Expenses**

- i. To avoid candidacy being influenced by financial background, the UWSA shall cap and reimburse campaign expenses. Expenses include donations, in-kind work and support, and materials. Co-directorship will have no increase in allocated expenses. If a contested position becomes uncontested after the All Candidates Meeting, the allocated expenses will remain as though they were contested.

- ii. Approved campaign expenses will be reimbursed only when accompanied by a valid receipt and submitted on time in accordance with these bylaws.
 - a. Uncontested non-executive director positions shall have \$50 per position.
 - b. Contested candidates for non-executive directorship positions shall have \$100 per position.
 - c. Executive directorships shall have \$100.
 - d. Referenda sides shall have \$150.
- iii. Slates will have the total combined resources of each individual candidate. Total sum of resources must be divided equally between the candidate's campaign expenses and the slate's campaign expenses.
- iv. Disqualified or withdrawn candidates and sides will not be reimbursed.

DUTIES OF THE PRESIDENT & COO

Following recommendations from Harris Leadership, this proposal for changing over duties for overseeing the day-to-day management of staff from the president's portfolio to the Chief Operating Officer and refocus the president on strategic organization direction.

~~6.4 Duties of the President~~

~~i. The President is the Chief Executive Officer of the UWSA, and is charged with overseeing the day-to-day management and supervision of the affairs and operations of the UWSA on behalf of the Executive Committee of the Board of Directors.~~

6.4 Duties of the President

i. The President is the Chief Executive Officer of the UWSA, and is charged with setting the strategic direction of the UWSA in consultation with the Executive Committee of the Board of Directors.

TERMS OF OFFICE

When two-year terms for executives were introduced, it was with the intent to maintain organizational knowledge year to year. However, members of the By-law and Policy committee expressed that two-year terms may be difficult for students to commit to. This proposal outlines the by-laws that would need to be removed and changed to remove two-year executive terms. If these are approved, it would not affect those who were elected already for a two-year term.

BE IT RESOLVED THAT By-laws 4.2, and 5.28 are amended to remove the words in red and add the words in purple as below to read:

4.2 Terms of Office

- i. The term of office of all directors shall be a one-year term, from May 1st through to April 30th with the following exceptions:
 - a. ~~The two Vice Presidents shall hold staggered two-year terms. The term of office for the Vice President External Affairs and Vice President Student Affairs shall commence May 1st of the year they are elected through to April 30th of the second calendar year from the commencement date. The Vice Presidents shall be elected on opposite years so that one Vice Presidential seat is open in each General Election.~~
 - b. The term of office for the Indigenous Students Directors shall be determined by the constitution of the Indigenous Students' Association and in accordance with the Corporations Act (Manitoba).
 - c. The term of office for the Menno Simons College Director shall be determined by the constitution of the Menno Simons College Student Association and in accordance with the Corporations Act (Manitoba).
 - d. The term of office for the Urban and Inner-City Campus Director shall be determined by the constitution of the Urban and Inner-City Students Association and in accordance with the Corporations Act (Manitoba).
 - e. The Emerging Leader Directors shall hold staggered two-year terms. The term of office for the Emerging Leader Directors shall commence May 1st of the year they are elected through to April 30th of the second calendar year from the commencement date.

5.28 Annual General Election and By-Election

- i. In the winter term of each University of Winnipeg academic year there will be a General Election for available UWSA Executive and Director positions, University of Winnipeg Senate seats, and University of Winnipeg Board of Regents seats.
- ii. One (1) seat on the University of Winnipeg Board of Regents will be open for election annually.
- iii. The number of University of Winnipeg Senate seats open for election annually shall be determined in consultation with the University Secretary and in accordance with the University of Winnipeg Act.
 - a. One UWSA Senate seat shall be reserved for each of the following:

1. The UWSA President;
 2. The Vice President External Affairs;
 3. The Vice President Student Affairs;
 4. The PACE Director;
 5. A Graduate Student.
- iv. ~~The Vice President External Affairs and Vice President Student Affairs shall be elected on a two-year schedule such that the Vice President External Affairs is elected in Cycle A and the Vice President Student Affairs is elected in Cycle B.~~
- v. The Emerging Leader Directors shall be elected on a two-year schedule where two (2) of the four (4) positions are open for election in each cycle.
- vi. The two-year schedule shall be as follows:
- a. Cycle A (which shall be the first year in each two-year General Election schedule) ~~the following directors~~ Two (2) Emerging Leader Directors shall be elected for two-year terms:
 - ~~1. Vice President External Affairs~~
 - ~~2. Two (2) Emerging Leader Directors~~
 - b. Cycle B (which shall be the second year in each two-year General Election schedule) ~~the following directors~~ Two (2) Emerging Leader Directors shall be elected for two-year terms:
 - ~~1. Vice President Student Affairs~~
 - ~~2. Two (2) Emerging Leader Directors~~
 - c. In both Cycle A and Cycle B, all other executive and directors excepting those identified in By-law 4.2.i shall be elected to one-year terms.
 - d. ~~In the pilot year of the two-year General Election schedule, Cycle A candidates shall be elected for one-year terms and Cycle B candidates shall be elected for two-year terms.~~
 - e. Where a position is unfilled in a General Election or By-Election, or is vacated before the expiration of its term, it shall be open for election in the subsequent General Election or By-Election. The duration of the term of the person elected to fill such a vacancy shall be the balance of the unexpired term such that the filled position's term shall terminate in the standard timeline if the position had not been vacated.
- vii. By-Elections shall be held in the event of vacancies in the Fall Term.
- viii. Participation in elections and referenda as committee members, candidates, volunteers, and scrutineers is limited to members of the UWSA as determined by these by-laws. Members must be 18 years of age or older to participate in UWSA elections.

VIRTUAL MEETINGS

Currently the UWSA is still considered to be in a State of Emergency which permits us to conduct virtual meeting ,but if it is lifted, virtual meetings would be in violation of our by-laws. In order to remain in line with our by-laws, I propose removing this clause to allow for hybrid meetings, and virtual meetings as we transition back to in person meetings.

BE IT RESOLVED THAT By-law 6.33 is amended to remove the words in red and add the words in purple as below to read:

6.33 Meetings of Directors

- i. Meetings of the Directors shall be held at such time and place as are from time to time decided by the Chair of the Board of Directors and the Secretary of the Board of Directors after consulting the schedules of the Directors. These meetings shall be subject to the approval of the Board of Directors. ~~No meeting of any UWSA Committee or of the Board of Directors shall be valid if it occurs by telephone, Internet, electronic mail or similar device.~~

POLICY AMENDMENT GUIDE

This policy amendment proposal is supplemental to the November 2022 Election Reform Proposal.

The following policies are designed to replace existing policies as indicated in their title headings.

This proposal is subject to approval by the By-law and Policy Committee and ratification of the Board of Directors.

SECTION 14.01 ELECTION COMPLAINT AND ANTI- HARASSMENT POLICY

Replaces: 14.01 Elections Complaint Policy

Replaces: 14.02 Elections Anti-Harassment Policy

Preamble

The UWSA is committed to building a democratic process in which student leaders can learn collaborative governance, build their independent leadership styles, and reach their full potential in an environment free from discrimination and harassment. The UWSA acknowledges that elections are often sites of healthy disagreement and conflict which, if navigated safely, can provide learning opportunities for all parties while either resolving the conflict before harm is caused or repairing harm collaboratively. While some conflicts can be managed at the interpersonal level, others require additional resources and supports.

The UWSA also acknowledges that elections are often sites of conflict that escalates beyond healthy disagreement and that the harm resulting from this escalation disproportionately targets participants with one or multiple protected characteristics under *The Manitoba Human Rights Code*.

The UWSA does not condone and will not tolerate behavior that threatens the safety of election participants, students, staff, and members of the campus community, and is committed to shifting its political culture away from combative partisanship and toward community-centric leadership, personal responsibility, and collaborative governance.

Policy Statement

Every election participant has the right to a fair and transparent election process in accordance with the by-laws and policies of the UWSA. When a violation of an election rule occurs, any UWSA member, staff person, or election participant may engage the complaints and anti-harassment procedures outlined herein.

Every election participant additionally has a right to freedom from:

- Harassment or discrimination by another election participant, student, an election manager, or any other member of the campus community;
- Harassment or discrimination by a person who has a personal relationship with another election participant;
- Targeted behaviour, in violation of the campaign guideline by-laws, meant to undermine an election participant's success in the vote;
- Sexual solicitations or advances made by a person in a position to grant or deny a service or benefit to the election participant, under threat of reprisal, or where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;

It is a violation of this policy to knowingly make a false complaint or to provide false information about a complaint.

Violations of the Positive Space Policy by or against an election participant in the course of an election cycle shall be managed in accordance with the procedures herein.

Compliance

All UWSA Staff, election managers, and election participants are required to comply with this policy.

Enforcement

The election management team, including the General Manager, the Chief Election Commissioner, and the Election Accountability Board are responsible for the enforcement of this policy.

Definitions

Appeal:

An appeal occurs when a complainant escalates a complaint directly to the Election Accountability Board in accordance with this policy.

Complaint:

A complaint is triggered under this policy when a violation of the election rules is reported to an election manager for resolution. Any UWSA member, staff person, and/or election participant may file a complaint. Independent investigations conducted by an election manager, and issues resolved by Independent Resolution, shall also be considered a complaint for the purposes of this policy.

- a. Procedural complaints are alleged rule violations regarding electoral logistics such as nominations or polling. The defendant in a procedural complaint will usually be an election manager or polling officer.
- b. Conduct complaints are alleged rule violations by an election participant. The defendant in a conduct complaint will usually be an election participant. Complaints regarding discrimination and harassment are usually conduct complaints.

Complainant:

The party that initiates a complaint.

Defendant:

The party accused of an election rule violation in an issued complaint.

Discrimination:

Discrimination is differential treatment on the basis of any of the following protected characteristics under *The Manitoba Human Rights Code*: ancestry, including colour and perceived race; nationality or national origin; ethnic background or origin; religion, creed, or religious belief; religious association or religious activity; age; sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy; gender identity; sexual orientation; marital or family status; source of income; political belief; political association or political activity; physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device; social disadvantage.

Election cycle:

The six (6) week election cycle as it is determined by the UWSA By-laws.

Election manager:

The Chief Elections Commissioner (“CEC”), and/or the UWSA General Manager.

Election participant:

Means all accepted candidates and referendum volunteers participating in a given election cycle.

Harassment:

A course of vexatious comments or conduct that is known or should reasonably be known to be unwelcome. Harassment includes, but is not limited to the following:

- Unwelcome or threatening remarks, jokes, gestures, innuendos, slurs or taunts;
- Following, doxing, or stalking;
- Unwelcome sexual remarks, invitations or requests, whether indirect or explicit;
- Display of posters or literature which are discriminatory or otherwise unfairly target an election participant;
- Condescending, paternalistic or patronizing behaviour that undermines self-respect or dignity;
- Vandalism;
- Abuse of authority which undermines performance, threatens electoral performance, or causes intimidation;
- Assault.

Procedure

STEPS TO INITIATE A PROCEDURAL COMPLAINT:

COMPLAINANT PROCEDURE:

1. The complainant shall contact the CEC by email, phone, or in-person and submit their complaint.
2. The complainant shall, wherever possible, include the following information in their complaint:
 - a. Date/time of alleged infractions
 - b. Summary of the alleged infraction
 - c. The rule allegedly violated
 - d. Desired outcome
3. The CEC and complainant shall negotiate a resolution.
4. If a resolution cannot be reached by consensus, the CEC shall report the complaint to the EAB for formal resolution.
5. If the CEC does not report an unresolved procedural complaint to the EAB, or if the complainant does not feel safe to approach the CEC directly, the complainant may appeal to the EAB directly.
 - a. In such cases the complainant shall submit their complaint to the Chair of the EAB and include a statement regarding any negotiation that took place with the CEC.

Election Management Procedure:

1. The CEC shall document the complaint including:
 - a. Date/time complaint was delivered
 - b. Date/time of alleged infraction
 - c. Summary of the alleged infraction
 - d. The rule allegedly violated
 - e. The resolution to the complaint
2. If the complaint cannot be resolved through discussion between the CEC and the complainant, the CEC shall report the complaint, including all documentation submitted by the complainant, to the EAB for deliberation and ruling.

STEPS TO INITIATE A CONDUCT COMPLAINT:

COMPLAINANT PROCEDURE:

STEP 1.

ASSESS – the complainant shall assess the situation to determine which resolution style to engage:

- a. **INDEPENDENT RESOLUTION** – Independent Resolution encourages creative leadership and conflict resolution and should be engaged in instances where the complainant feels safe to approach the defendant and where Independent Resolution is likely to resolve the conduct before it has an impact on the fairness of the election and/or prevent further

harm to the complainant. *To engage Independent Resolution skip to step 2.*

- b. **SUPPORTED MEDIATION** – Supported Mediation encourages collaborative conflict resolution and should be engaged in instances in which Supported Mediation is likely to resolve the conduct, repair any harm caused to the fairness of the election, and/or prevent further harm to the complainant. Supported Mediation may result in consequences for campaigns including, but not limited to, campaign restrictions, disqualification from election, and further reporting to appropriate authorities. *To engage Supported Mediation skip to step 3.*
- c. **FORMAL RESOLUTION** – Formal Resolution manages instances in which Informal Resolution and Supported Mediation are unlikely to resolve the conduct, repair the fairness of the election, and/or prevent further harm to the complainant. Formal Resolution may result in consequences for campaigns including, but not limited to, campaign restrictions, disqualification from election, and further reporting to appropriate authorities. In circumstances in which a complaint involves the behavior or ruling of the CEC, or in instances in which the CEC chooses not to escalate a complaint to Formal Resolution to the dissatisfaction of the complainant, the complainant may appeal directly to the Chair of the EAB for Formal Resolution. *To engage Formal Resolution skip to step 4.*

STEP 2.

INDEPENDENT RESOLUTION – the complainant shall approach the defendant directly, alert them to the alleged rule violation, and the two parties shall collaboratively negotiate a resolution.

- a. The complainant shall submit a record of the encounter(s), including the date(s)/time(s) of the incident, the parties involved, and the resolution, to the CEC.
- b. Complainants or defendants who are unsatisfied with the results of Independent Resolution, may approach the CEC for Supported Mediation.

STEP 3.

SUPPORTED MEDIATION – the complainant shall report their complaint to the CEC. The CEC shall instigate a Supported Mediation session or escalate the complaint to Formal Resolution where mediation is unviable.

- a. Where possible, the complainant shall include in their complaint: the date(s)/time(s) of the incident, the parties involved, and the rule allegedly violated.
- b. Complainants who are unsatisfied with the results of Supported Mediation or are unsatisfied that the CEC has chosen not to escalate a complaint to Formal Resolution, may appeal to the EAB for Formal Resolution.

STEP 4.

FORMAL RESOLUTION – the complainant shall submit a record of events and statements from their perspective including the outcome they feel will resolve the conduct and any supplemental documentation to the Chair of the EAB. The Chair of the EAB shall respond with next steps.

ELECTION MANAGEMENT PROCEDURE:

STEP 1.

ASSESS – the election manager shall assess the situation to determine the appropriate resolution style:

- a. **INDEPENDENT RESOLUTION** – Independent Resolution occurs between a complainant and defendant and is reported to the CEC for the record. *If you have received a report of Independent Resolution, skip to step 2.*
- b. **SUPPORTED MEDIATION** – Supported Mediation encourages collaborative conflict resolution and should be engaged in instances in which Supported Mediation is likely to resolve the conduct, repair unfairness caused in the election, and prevent further harm to the complainant. Supported Mediation may result in consequences for defendants including, but not limited to, campaign restrictions, disqualification from election, and further reporting to appropriate authorities. Candidates will submit a complaint directly to the CEC for Supported Mediation. *If you have received a direct complaint, skip to step 3.*
- c. **FORMAL RESOLUTION** – Formal Resolution manages instances in which Informal Resolution and Supported Mediation are unlikely to resolve the conduct, repair the fairness of the election, and/or prevent further harm to the complainant. Formal Resolution additionally manages instances in which Supported Mediation has failed to resolve a complaint. Formal Resolution may result in consequences for defendants including, but not limited to, campaign restrictions, disqualification from election, and further reporting to appropriate authorities. *If you have determined that mediation is not viable, or if attempted mediation was unsuccessful, skip to step 4.*

STEP 2.

INDEPENDENT RESOLUTION – Upon receiving a report of an independently resolved complaint, the CEC shall document the details of the complaint for the Final Election Report including any resolution reached. Where the CEC does not believe the resolution adequately restores the fairness of the election, they may escalate the complaint to Supported Mediation or Formal Resolution.

STEP 3.

SUPPORTED MEDIATION - The CEC shall contact the defendant to interview them on their perspective, determine whether a Supported Mediation session between the complainant and defendant is possible, and/or will escalate the complaint to Formal Resolution where resolution through Supported Mediation is deemed unsafe or unsatisfactory.

- a. The CEC shall act as a mediator in all Supported Mediation sessions and may invite additional supports including, but not limited to, professional mediators, Elders, or advocates. Mediations shall follow the basic five-step mediation process including:
 - i. Introduction: The CEC introduces the process and explains how each step will work.
 - ii. Sharing of perspective: The complainant and defendant each share their perspective. The CEC shall ensure that each has the chance to speak to their experience without interruption.
 - iii. Identifying the Main Issue: The CEC shall state, based on the testimonies, what they believe the main issue to be and provide feedback to both participants. Both the complainant and defendant speak to their perspective on the issue.
 - iv. Brainstorming Resolutions: The CEC shall lead a collaborative brainstorming session to generate ideas that could restore the fairness of the election and/or repair harm. The ideas may include, but are not limited to, voluntarily agreed to consequences or new boundaries for conduct.
 - v. Consensus: The group agrees to a course of action. Where consensus cannot be reached, the CEC shall engage Formal Resolution.
- b. Under Supported Mediation, the CEC shall document the complaint and process including:
 - i. The date/time the complaint was submitted;
 - ii. The date/time of the incident in question;
 - iii. A statement from the complainant including the election rule(s) allegedly violated; and any supplemental documentation.
 - iv. A statement from the defendant including their perspective on the allegation and any supplemental documentation.
 - v. The resolution achieved through Supported Mediation.

STEP 4.

FORMAL RESOLUTION - The CEC shall submit the complaint in writing to the Chair of the EAB, including:

- i. The date/time the complaint was submitted;

- ii. A record of events and statements by the complainant;
- iii. The outcome the complainant feels would resolve the conduct;
- iv. A record of events and statements by the defendant;
- v. The outcome the defendant feels is fair;
- vi. Attempted steps to resolve the complaint; and
- vii. Any relevant supplemental documents or materials.

ELECTION ACCOUNTABILITY BOARD PROCEDURE:

STEP 1.

CALL A HEARING – Upon receipt of a complaint, the Chair of the EAB shall call a hearing in accordance with the by-laws.

STEP 2.

COLLECT STATEMENTS – The Chair of the EAB shall contact all parties to the complaint to alert them of the date/time of the hearing and shall provide them with a copy of the complaint for their review. The Chair of the EAB shall provide parties to the complaint with a timeline within which they may submit supplemental statements for the hearing.

STEP 3.

SET PARAMETERS FOR THE HEARING – At their discretion, the EAB may choose to interview the parties involved in the complaint and/or ask election managers to be present at the hearing. The EAB may invite other parties to the hearing in accordance with the by-laws. The EAB shall appoint a secretary from their membership to record the minutes of the hearing in accordance with the by-laws.

STEP 4.

DELIBERATE – The EAB shall deliberate on all gathered information and shall use a balance of probabilities threshold to determine the responsibility of the defendant.

STEP 5.

RESOLVE – The EAB shall determine an appropriate resolution that will best maintain the integrity, safety, and fairness of the UWSA Elections. Resolutions may include, but are not limited to:

- a. No direct action;
- b. Verbal or written warnings;
- c. Consequences including campaign restrictions, removal from the ballot, and/or disqualification from election;
- d. Recommendations to the Board of Directors for amendments to the UWSA Election By-laws and Policies.

STEP 6.

DOCUMENT AND REPORT – The Chair of the EAB shall document the hearing including:

- a. A summary of the complaint;
- b. Any supplemental statements submitted to the EAB;
- c. A summary of the considerations of the EAB;
- d. The ruling of the EAB;
- e. The justification for the ruling; and
- f. The date/time of the ruling.

The report shall be publicly posted to the UWSA website and on the door of the CEC office.

RULINGS – Rulings of the EAB are final and cannot be appealed.

DISMISSAL – At their discretion, the EAB may choose not to hear a complaint. In such situations, the complaint shall be ruled invalid and the Chair of the EAB shall provide a report including:

- a. A summary of the complaint;
- b. Any supplemental statements submitted to the EAB;
- c. A summary of the considerations of the EAB;
- d. The ruling of the EAB;
- e. The justification for the ruling; and
- f. The date/time of the ruling.

The report shall be publicly posted to the UWSA website and shall be circulated to all parties to the complaint.

FURTHER REPORTING – In all cases in which the EAB reasonably believes discrimination and/or harassment has occurred, the EAB shall direct the Chief Operating Officer to report the case to appropriate authorities, which may include:

- a. A relevant UWSA employee union, the Executive Committee and/or the UWSA Board of Directors;
- b. University of Winnipeg's Human Rights and Diversity Office;

- c. The Manitoba Human Rights Commission;
- d. Legal Authorities.

FINAL ELECTION REPORT – The Chair of the EAB shall create a report of all rulings of the EAB in a given election cycle to be included in the Final Election Report in accordance with the by-laws.

14.02 ELECTION INTAKE AND FEEDBACK POLICY

Replaces: 14.03 Election Evaluation and Feedback Policy

Preamble

The UWSA is committed to building a democratic process in which students feel encouraged and supported to reach their full potential. Candidate intake allows election managers to ensure they are meeting the accessibility needs of election participants. Feedback from election participants helps to identify the strengths and weaknesses of the electoral process.

This policy governs the evaluation and feedback framework for UWSA elections.

Definitions

Election participant:

Means all accepted candidates and referendum volunteers participating in a given election cycle.

Enforcement

The General Manager is responsible for the enforcement of this policy, with support as requested from the Election Accountability Board (“EAB”).

Policy Statement

The UWSA is committed to comprehensive election participant intake and regular evaluation of the electoral process to ensure the organization stays compliant with the values of accessibility, anti-oppressive leadership, authentic representation, outreach and engagement, organizational integrity, empathy, and continual reflection.

All election participants shall be invited to participate in an intake process to assess their accessibility needs. All election participants shall be invited to provide evaluation and feedback of UWSA elections following the close of the polls.

Procedure

Intake Assessment:

Following the close of nominations, the General Manager shall conduct an intake assessment with each election participant. Intake assessments shall include questions that help the UWSA understand each election participant's accessibility and training needs. Intake assessments may be performed through survey, meetings, or another format at the discretion of the General Manager.

The General Manager shall share information gathered during the introductory assessments with the CEC and EAB only as needed to create a fair and accessible elections process for every candidate.

Exit Assessment:

Following the close of a given election cycle, the General Manager shall conduct an exit interview with each participant to perform an experiential evaluation. Exit assessments may be performed through survey, meetings, or another format at the discretion of the General Manager.

During the exit assessment, the General Manager shall guide election participants to revisit the needs they identified in the introductory assessment and to provide feedback on the UWSA's response to those needs. Election participants shall also be asked to evaluate the strengths and weaknesses of the elections process overall and to provide any recommendations regarding possible improvements to UWSA elections.

All assessments conducted under this policy shall be confidential to the UWSA, however, a summary report of the assessments and election participant recommendations shall be included in the Final Election Report.

Assessment notes shall be retained by the UWSA in accordance with the UWSA Privacy Policy.