

# UWSA BY-ELECTION 23-24

## CANDIDATE GUIDE

A GUIDE TO THE UWSA BY-ELECTION PROCESS,  
AVAILABLE POSITIONS, AND KEY DATES.

YOUR  VOICE CAN MAKE A CHANGE

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



UWSA THE UNIVERSITY OF WINNIPEG  
STUDENTS' ASSOCIATION

# MAKE A DIFFERENCE.



As a UWSA Director, you can create positive change for students at the University of Winnipeg such as:

-  Indigenous Course Requirement
-  Affordable Healthcare
-  UWSA Services
-  UWSA Events
-  U-Pass
-  Info Booth
-  Fall Reading Week
-  UWSA Discord Server



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

## NOMINATE YOURSELF NOW!

YOUR  VOICE CAN MAKE A CHANGE

# UWSA ELECTIONS CANDIDATE CALENDAR

UWSA ELECTIONS, AS PER SECTION 5 OF OUR BYLAWS, RUN ON A FIVE-WEEK CYCLE

- Weeks 1 and 2: Candidate Nominations
- Week 3 and 4: All Candidates Training and Campaign Preparation Period
- Week 5 and 6: Campaign Period
- Week 6: Voting Period

MON, SEPT 18	TUE, SEPT 19	WED, SEPT 20	THU, SEPT 21	FRI, SEPT 22
<b>NOMINATIONS OPEN</b>				
<ul style="list-style-type: none"> <li>• Download your Nomination form at <a href="http://theuwsa.ca/elections">theuwsa.ca/elections</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• 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></li> </ul>			
MON, SEPT 25	TUE, SEPT 26	WED, SEPT 27	THU, SEPT 28	FRI, SEPT 29
<b>NOMINATIONS OPEN</b>				
NOMINATIONS OPEN SEPT 18 - 28			NOMINATIONS CLOSE AT 6:00PM	
MON, OCT 2	TUE, OCT 3	WED, OCT 4	THU, OCT 5	FRI, OCT 6
<b>ALL CANDIDATES TRAINING AND CAMPAIGN PREPARATION PERIOD</b> OCT 2 - 13. *Campaigning is prohibited.				
<ul style="list-style-type: none"> <li>• OCT 2 - 5: MANDATORY Photo Days (all candidates MUST book a 15-minute session.)</li> </ul>				<b>4:00 PM</b> Last day to change candidate position.
MON, OCT 9	TUE, OCT 10			
<b>ALL CANDIDATES TRAINING AND CAMPAIGN PREPARATION PERIOD</b> OCT 2 - 13. *Campaigning is prohibited.				
<ul style="list-style-type: none"> <li>• 10:00 AM – 2:00 PM: MANDATORY Election Training Day (all candidates MUST attend.)</li> <li>• 4 PM: DEADLINE to submit candidate bios for the Voter's Guide. Please email your bio to the Events and Communications Manager at <a href="mailto:a.nguyen@theuwsa.ca">a.nguyen@theuwsa.ca</a>.</li> </ul>				
MON, OCT 16	TUE, OCT 17	WED, OCT 18	THU, OCT 19	FRI, OCT 20
<b>CAMPAIGNING BEGINS</b>				
MON, OCT 23	TUE, OCT 24	WED, OCT 25	THU, OCT 26	FRI, OCT 27
<b>VOTING OPEN</b>				
VOTING OPEN OCT 23 - 25		VOTING CLOSES AT 6:00 PM		

# UNDERSTANDING 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 six-week period from September-October in the Fall Semester every year.

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 how to campaign and are trained by the Chief Elections Commissioner (CEC). Campaign period is when candidates can 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. The results are announced at the end of the voting period and the newly elected leaders start on Nov 1, 2023.

## 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 DO I RUN?

To run, candidates will need to fill out a nomination form and submit it to the Chief Elections Commissioner (CEC) before the end of the nomination period. The CEC acts on behalf of the UWSA students, ensuring that UWSA Elections, By- Elections, and Referenda are conducted with integrity, honesty, and transparency. 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 email us at [cec@theuwsa.ca](mailto:cec@theuwsa.ca).

## 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 skills, and learn about 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
- 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 designed and created individually by the candidates. The UWSA Communications Team are available upon request for assistance on the campaign materials. You must contact them before 4PM on Thursday of Week 3.

## CAMPAIGN EXPENSES BUDGET:

All candidates shall receive a set budget for any campaign expenses. Uncontested, non-executive directorship shall receive a budget of \$50. Contested, non-executive directorship shall receive a budget of \$100. Executive directorship shall receive a budget of \$100. Referenda sides shall receive a budget of \$150.

## 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. This means students are voting for candidates that represent their interests rather than just voting for the candidate they’ve heard of.

## CONFLICT RESOLUTION

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

Questions? Visit [theuwsa.ca/elections](https://theuwsa.ca/elections) or contact the [cec@theuwsa.ca](mailto:cec@theuwsa.ca)

# UWSA ELECTIONS AVAILABLE ROLES

## BOARD OF DIRECTORS

UWSA directors represent constituencies of students (such as Arts students, or 2SLGBTQ students) to UWSA committees and the Board of Directors. Directors help the union make decisions at every level, including managing finances, setting governance rules, and planning events and political campaigns. The Board of Directors meets monthly and UWSA Committees meet bi-weekly to monthly, depending on the committee.

## COMMUNITY DIRECTORS

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



**Environmental Ethics Director:** The Environmental Ethics Director represents environmental issues to the Board of Directors and works with the UWSA Executive to address these issues with the community, university, and government. The Environmental Ethics Director acts as a liaison between students and environmental student groups.



**Recreation and Athletics Director:** The Recreation and Athletics Director assists UWSA staff and Executive in planning, coordinating, and promoting recreational and athletic activities on campus and works with relevant student groups to support campus intramurals. The Recreation and Athletics Director acts as a liaison between students and the Duckworth Centre and RecPlex administrators.



**Women, Trans, and Non-Binary Students' (WTNB) Director:** The WTNB Director represents interests particular to Women, Trans, and/or non-Binary students to the UWSA Board of Directors and works with the UWSA Executive to represent these interests to the community, university, and government. The WTNB Director acts as a liaison between students and the Women-Trans Spectrum Centre and community groups that challenge gender oppression.

# UWSA ELECTIONS AVAILABLE ROLES

## OTHER POSITIONS



**UWSA Senator:** UWSA Senators represent all UW students to the University of Winnipeg Senate and Senate Committees. The Senate makes decisions on all academic matters of the university, including curriculum development, student academic appeals, and the setting of academic standards. Senate meets monthly and Senate Committees meet bi-weekly to monthly, depending on the committee.



# FAQS

## WHAT ARE THE DUTIES AND TIME COMMITMENTS OF A DIRECTOR?

All 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?

Each Board of Directors position, excluding Executive Directors, the Chair of the Board of Directors, and the Secretary of the Board of Directors shall be entitled to a one-hundred-dollar (\$100) honorarium each month over the course of their term.

In order to qualify for their honorariums, Directors of the Board must:

- Attend all duly scheduled meetings of the Board of Directors, unless absence is excused;
- And attend all duly schedule

## 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.

## DO I NEED ANY EXPERIENCE TO RUN?

Any student enrolled in at least 3 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 at the University of Winnipeg.
- Cannot hold the status of bankruptcy

## 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).

# NOMINATE YOURSELF!



**NOMINATIONS OPEN:**  
**MONDAY, SEPTEMBER 18 AT 9:00AM**

**NOMINATIONS CLOSE:**  
**THURSDAY, SEPTEMBER 28 AT 6:00PM**

## **DO I QUALIFY?**

Any student enrolled in at least 3 credit hours during the current academic year is a member of this UWSA and is qualified to run as a director of the board.

## **WHY SHOULD I RUN?**

Joining the UWSA Board of Directors is a great way to get involved in your university! You'll learn about issues at the university and in the community and you will help guide the association's response to those issues. You'll get experience sitting on a not-for-profit board, connect with other students, receive a recommendation for future jobs, and take leadership on projects that you care about.

## **HOW DO I NOMINATE MYSELF?**

Download a nomination package online at [theuwsa.ca/elections](http://theuwsa.ca/elections). Email in your nomination package to [cec@theuwsa.ca](mailto:cec@theuwsa.ca) before 6 p.m. on Thursday, September 28.

## **HOW DO I KNOW THAT MY NOMINATION IS VALID?**

You will receive an email on Friday, September 29 confirming your nomination. In the email it will contain information on the mandatory training day, mandatory photo days, campaigning, and voting.

# UWSA ELECTIONS ALL CANDIDATES' TRAINING AND CAMPAIGN PREPARATION

OCTOBER 2 – 13, 2023

## WHAT IS THE ALL CANDIDATES' TRAINING AND CAMPAIGN PREPARATION WEEK?

During Week 3 and 4, all qualified candidates must attend the training sessions conducted by the Election Campaign Facilitator following by-law section 5.32. The training will be a one-day event on Tuesday, October 10 from 10AM – 2PM.

### 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;
5. Conflict mediation and resolution.

## CONFIRMATION OF POSITION

Candidates will be notified of their final position for which they are running at the beginning of the All Candidates Training and Campaign Preparation Week. Before 4 PM on October 6 candidates may choose to run for a different position (contingent on eligibility), or withdraw from candidacy.

# UWSA ELECTIONS CAMPAIGN PERIOD

OCTOBER 16 AND ONWARDS

## 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, starting Monday, October 16, until Wednesday, October 25.

## 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. Create campaign materials that communicate your platform clearly and concisely. You have a budget provided by the UWSA to cover the cost of your campaign materials.
5. Talk to students, distribute your campaign materials, and remind people to vote! Some candidates choose to do classroom speeches—if you do, make sure you get permission from the professor beforehand!

# UWSA ELECTIONS VOTING PERIOD

OCTOBER 23 – 25 AT 6 PM.

RESULTS ON OCTOBER 25 AT [THEUWSA.CA](http://THEUWSA.CA)

## WHO CAN VOTE?

Anyone enrolled as a student (full-time or part-time) can vote in the elections. Remember to have your student number on hand when you hit the polls!

## WHERE AND WHEN DO I VOTE?

2023 UWSA By-Elections will be conducted by online and in-person voting on October 23, 24, and 25. Check [theuwsa.ca/elections](http://theuwsa.ca/elections) for details about the online voting.

## WHAT HAPPENS NEXT?

The results are posted immediately after voting ends at 6 PM on October 25. Results are sent to all students via e-mail and posted on the website at [theuwsa.ca](http://theuwsa.ca). The results are ratified and declared official during the next UWSA Board meeting.

Newly elected Board members start their term on Nov 1, 2023.

## 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 login and go to the voting page.
3. Go through every candidate and vote yes, no, 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

## UWSA ELECTIONS COMPLAINTS

The General Manager and Chief Elections Commissioner 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 Acting General Manager at [t.hanan@theuwsa.ca](mailto:t.hanan@theuwsa.ca) and CEC at [cec@theuwsa.ca](mailto:cec@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 now a governing document of the UWSA and may not be referenced in any election complaint or appeal.

## UWSA ELECTIONS APPEALS

If a candidate disagrees with the CEC's ruling, they can submit an appeal to the Election Accountability Board (EAB). The EAB oversees and holds accountable the CEC and ECF's. Complaints against an action or decision of the CEC or ECF's 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

## 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:

## 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 General Manager. 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 most 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 6-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.
- Campaigning, campaign guidelines, campaign materials, social media campaigning, and campaign opportunities.
- Voting, the ballot, the ballot count and recounts, polling, polling officers.
- Procedures the General Manager/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 General Manager, 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.

### **ADDITIONAL REQUIRED READING:**

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

### **ELECTION CANDIDATES ARE ALSO REQUIRED TO READ AND ABIDE BY ARTICLE 14 ELECTIONS AND REFERENDA, INCLUDING:**

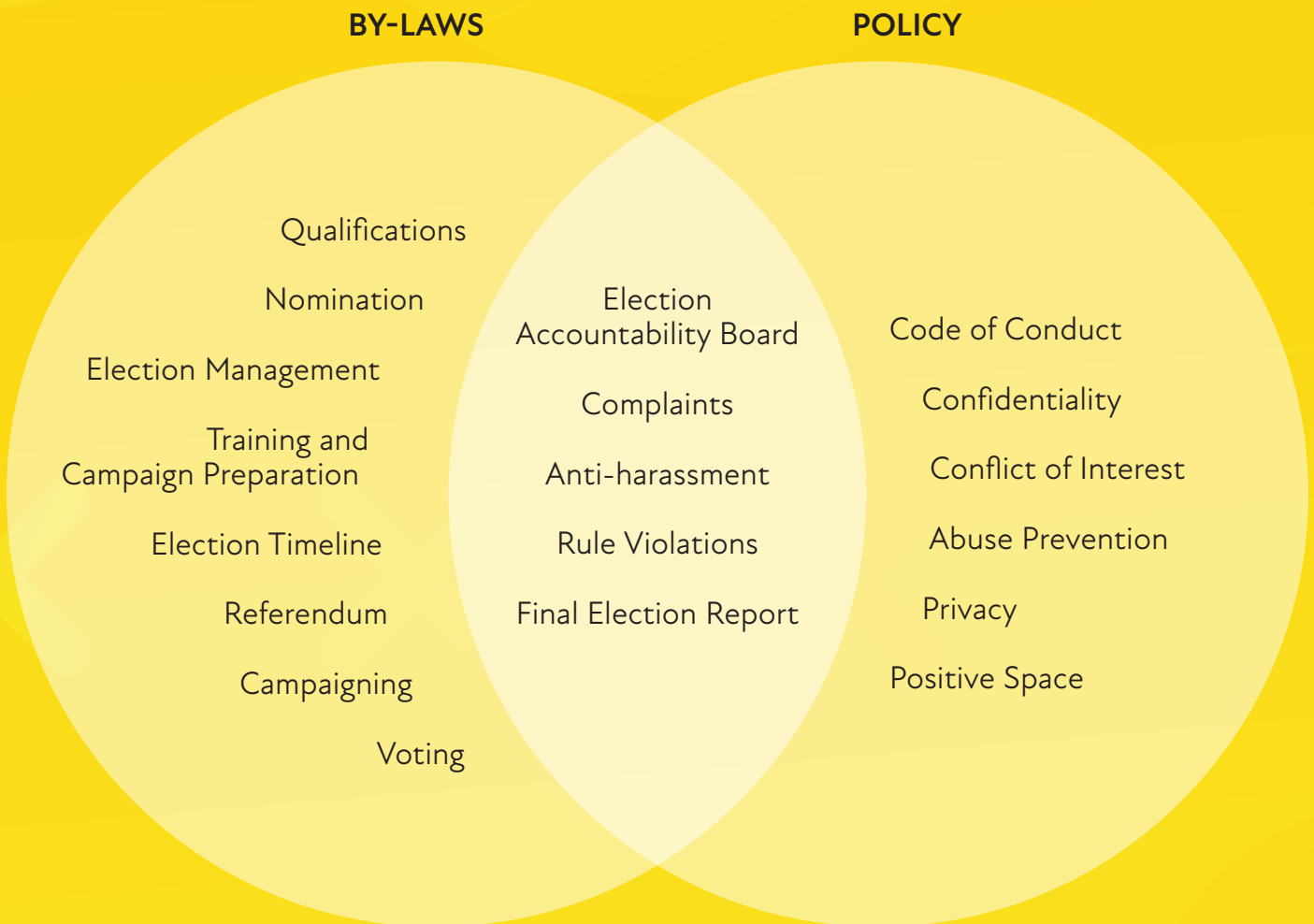
- **Section 14.01** Election Complaint Policy
- **Section 14.02** Election Anti-Harassment Policy
- **Section 14.03** Election Evaluation and Feedback Policy



# 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 US

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**UWSA** THE UNIVERSITY OF WINNIPEG  
STUDENTS' ASSOCIATION