

## **Agenda #4**

Board of Directors Meeting  
August 17, 2016 @ 6:00pm – UC 442

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### **4.0 Call to Order**

#### **4.1. Land Acknowledgement**

#### **4.2. Adoption of the Agenda**

- 4.2.1. Motion to Approve the Agenda

#### **4.3. Comments from the Chair**

- 4.3.1. Introductions
- 4.3.2. Ratifications and De-ratifications

#### **4.4. Approval of Past Board Minutes**

- 4.4.1. Approval of Board Meeting Minutes #3 – July 20, 2016
- 4.4.2. Approval of In-Camera Board Minutes #3– July 20, 2016

#### **4.5. Executive Reports**

- 4.5.1. Academic & University Affairs Commissioner
- 4.5.2. Communications & Corporate Affairs Commissioner
- 4.5.3. Finance & Operations Commissioner
- 4.5.4. External Affairs Commissioner

#### **4.6. Committee Reports**

- 4.6.1. Finance Committee Report

#### **4.7. Director Reports**

#### **4.8. Business**

- 4.8.1. (Info) (Oral) Orientation Update
- 4.8.2. (Action) Finance and Operations name change
- 4.8.3. (Info) Schedule of election and AGM dates
- 4.8.4. (Info) Candidate Package – Fall Byelection
- 4.8.5. (Action) Appointment – Transit Committee
- 4.8.6. (Action) Appointment – Standing Referendum Committee
- 4.8.7. (Action) Appointment – Elections Appeals Board
- 4.8.8. (Action) Approval – Finance Committee
- 4.8.9. (Action) UC Board Ratification

#### **4.9. New Business**

#### **4.10. Announcements**

#### **4.11. Adjournment**

## Minutes #3

Board of Directors Meeting  
July 20, 2016 @ 6:00pm – UC 335



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### ATTENDANCE

**Chair:** Ashley Wilson

**Scribe:** Tanya Vohra

**General Manager:** Dave Eaton

### Commissioners

Zoey Ross                      Communications & Corporate Affairs  
Miriam Kearney                External Affairs

### College Government (Appointed):

CPESSC                      Charlotte Chau  
CSAHS-SA                      Keely Kavcic  
CVSA                              Courtney Tait  
CASU                              Aidan Paskinov

### Student Organizations (Appointed):

GQE                              Kaitlin Russell  
GRCGED                      Olivia Boonstra  
SSC                                Lindsey Fletcher  
GBSA                              Jamal Demeke  
OPIRG                            Elizabeth Cyr

### At-Large (Elected):

CSAHS                            Beth Whan  
CSAHS                            Ryan Bowes  
CPESS                            Mohamed Ahmed  
CPESS                            Michaela Spencer  
OAC                                Spencer McGregor

### In Regrets:

Meghan Wing                Academic & University Affairs  
Ryan Shoot                    Finance & Operations  
Peter Miller                    COA  
Claudia Idzik                 CBSSC  
Wolfgang Kaufman        IHC

## Minutes #3

Board of Directors Meeting  
July 20, 2016 @ 6:00pm – UC 335



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### 2.0 Call to Order at 6:10pm

#### 2.1. Land Acknowledgement

Zoey Ross gives the land acknowledgement.

#### 2.2. Adoption of the Agenda

2.2.1. Motion to Approve the Agenda

**Motion:** Approve the agenda

**Moved:** Mohamed Ahmed

**Seconded:** Olivia Boonstra

**Motion carried.**

**Motion:** Amend the agenda to include 2.5.2. In-Camera Committee Minutes, 2.8.2 In-Camera Apology and 2.9.1 (Action) Transit Committee Appointments, and to rename 2.10.1 (Info) Draft staff values document to 2.10.1 (Info) Draft workplace values document

**Moved:** Zoey Ross.

**Duly seconded.**

**Amendment passed unanimously.**

**Motion passed as amendment unanimously.**

#### 2.3. Comments from the Chair

2.3.1. Introductions

2.3.2. Ratifications and De-ratifications

**WHEREAS** A member has been appointed to serve on the CSA board of directors.

**BIFRT** That the following member ratified to the CSA board of directors for the 2016- 2017 term:

Elizabeth Cyr – OPIRG

**Moved:** Miriam Kearney

**Seconded:** Aidan Paskinov

**Motion carried.**

#### 2.4. Approval of Past Board Minutes

2.4.1. Approval of Board Meeting Minutes #2 – June 29, 2016

**Motion:** Approve the board minutes from meeting #2 – June 29, 2016

**Moved:** Lindsey Fletcher

**Seconded:** Olivia Boonstra

**Motion carried.**

**Motion:** Amend the board minutes attendance from meeting #2 – June 29, 2016 to reflect that CSAHAS and CBSA representatives were not present.

**Motion carried.**

**Motion:** Reconsider the agenda to re-open Ratifications.

**Moved:** Zoey Ross

**Seconded:** Lindsey Fletcher

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**Motion carried.**

**WHEREAS** A member has been appointed to serve on the CSA board of directors.

**BIFRT** That the following member ratified to the CSA board of directors for the 2016- 2017 term:

Courtney Tait – CVSA

Keely Kavcic – CSAHS-SA

**Moved:** Mohamed Ahmed

**Seconded:** Ryan Bowes

**Motion carried.**

### 2.4.2. Approval of In-Camera Board Minutes #2 – June 29, 2016

**Motion:** To go in camera

**Moved:** Zoey Ross

**Seconded:** Aidan Paskinov

**Motion carried.**

**Motion:** Approve the in-camera board minutes from meeting #3 – June 29, 2016

**Moved:** Beth Whan

**Seconded:** Aidan Paskinov

**Motion carried.**

**Motion:** To move out of camera

**Moved:** Zoey Ross

**Seconded:** Lindsey Fletcher

**Motion carried.**

## 2.5. Executive Committee Minutes

### 2.5.1. Executive Committee Minutes # 7,8 - June 20, 2016 – July 6, 2016

**Motion:** Approve the executive committee minutes #7,8 – June 20, 2016 – July 6, 2016

**Moved:** Aidan Paskinov

**Seconded:** Miriam Kearney

**Motion carried.**

### 2.5.2 In-Camera Committee Minutes #7,8 – June 20, 2016 – July 6, 2016

**Motion:** To move in-camera

**Moved:** Mohamed Ahmed

**Seconded:** Ryan Bowes

**Motion carried.**

**Motion:** To approve the in-camera executive committee minutes #7,8 – June 20, 2016 – July 6, 2016

**Moved:** Keely Kavcic

**Seconded:** Michaela Spencer

**Motion carried.**

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**Motion:** To move out of camera

**Moved:** Zoey Ross

**Seconded:** Lindsey Fletcher

**Motion carried.**

### 2.6. Executive Reports

2.6.1. Academic & University Affairs Commissioner – Meghan Wing

2.6.2. Communications & Corporate Affairs Commissioner – Zoey Ross

- Did 2 more checks with the app company for AODA compliance which they do currently meet
- Mayor agreed to come to our board meeting in December

2.6.3. Finance & Operations Commissioner – Ryan Shoot

2.6.4. External Affairs Commissioner – Miriam Kearney

- No written report in agenda
- To be provided as supplement shortly

### 2.7. Director Reports

None.

### 2.8. Business

2.8.1. (Info) (Oral) Orientation Update

- Signed an artist, to be unnamed for the time-being
- Working with more groups than ever including City Hall, Spoon University etc

2.8.2. (Action) BLM-TO Pride Action Solidarity Statement

**WHEREAS** Black Lives Matter – Toronto (BLM-TO) organized an important action at Pride Toronto on July 3rd 2016; and

**WHEREAS** BLM-TO's demands and action speak to the needs of marginalized groups, who are also represented in the Central Student Association's (CSA) membership; and

**WHEREAS** an intersectional and anti-oppressive framework is essential for the ways in which the CSA services, represents, and advocates for students; and

**WHEREAS** there is urgency and precedent, in both policy and practice, for the CSA to publically take stances and action in support of equity, including through campaigns like United for Equity; and

**WHEREAS** the following statement was composed by, and shared with, CSA United for

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Equity campaign members, the Guelph Student Mobilization Committee, special status groups, and clubs representing marginalized groups;

**BIRT** the following statement be signed onto by the Central Student Association, and be released on all official CSA media platforms (website, facebook, twitter):

The Guelph Student Mobilization Committee (GSMC) stands in solidarity with Black Lives Matter – Toronto (BLM-TO) and their demands and actions.

Black Lives Matter – Toronto is a coalition of Black community members that seeks liberation from anti-black racism and state-sanctioned violence, including but not limited to police violence, mass incarceration, state policies, and community issues like poverty.

On July 3, 2016, BLM-TO took direct action to briefly halt the Toronto Pride parade, bringing forward, along with various community groups, including BQY and Blackness Yes, the following demands:

1. Commit to BQY's (Black Queer Youth) continued space (including stage/tents), funding, and logistical support.
2. Self-determination for all community spaces, allowing community full control over hiring, content, and structure of their stages.
3. Full and adequate funding for community stages, including logistical, technical, and personnel support.
4. Double funding for Blockorama + ASL interpretation & headliner funding
5. Reinstate and make a commitment to increase community stages/spaces (including the reinstatement of the South Asian stage).
6. A commitment to increase representation amongst Pride Toronto staffing/hiring, prioritizing Black trans women, Black queer people, Indigenous folk, and others from vulnerable communities.
7. A commitment to more Black deaf hearing ASL interpreters for the Festival.
8. Removal of police floats/booths in all Pride marches/parades/community spaces.
9. A public townhall, organized in conjunction with groups from marginalized communities, including, but not limited., Black Lives Matter- Toronto., Blackness Yes, and BQY to be held six months from today. Pride Toronto will present an update and action plan on the aforementioned demands.

The demonstration took place on the traditional territories of several nations, both Anishnabek and Haudenosaunee. The territory is subject to the Dish With One Spoon Wampum Belt Covenant, an agreement between these confederacies and allied nations to peaceably share and care for the resources around the Great Lakes. Indigenous two-spirit allies joined BLM-TO in this call for justice, while BLM-TO and all assembled continued their honouring of these territories

The parade did not re-start until after the executive director of Pride Toronto signed a document agreeing to the group's demands. Following the parade, the executive director of Pride Toronto claimed to have signed the document only in order to have the parade move forward, and has since retracted the commitment to the fulfillment of the demands.

The GSMC recognizes and supports BLM-TO's call for increased accessibility and representation for Black, Indigenous, People of Colour (BIPOC) in the LGBTTQ2SIA+ community. In the wake of the recent act of

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hate and violence, on Latin night, at the Pulse Orlando gay bar, and in the year that marks 35 years since the raids on bathhouses by the Toronto Police Services (which produced the protests that eventually became Pride Toronto), BLM-TO's action is more important than ever.

The GSMC recognises that our society has deep anti-black and racist roots, and that these realities intersect with other identities. As part of the student movement, we are committed to fighting against racist, homophobic, transphobic, colonialist, Islamophobic, ableist, sexist, anti-semitic, and all other discriminatory practices still in effect in Canada, through campaigns like End the Blood Ban, United for Equity, and those that advocate for free, accessible education. We recognize that members of the BIPOC LGBTTQ2SIA+ community in particular continue to be underrepresented on our campuses, and are disproportionately impacted by inaccessible education, police violence, incarceration, precarious employment, and the intersections between these and other issues. We stand in solidarity with BLM-TO and are committed to addressing all forms of oppression in our own organizing and institutions, to ensure accessibility for everyone.

We commend and thank the brilliant organizers of Black Lives Matter – Toronto for providing an example of truly intersectional and progressive community building. Led by the experiences, efforts, and organizing of trans women of colour and other black and indigenous LGBTTQ2SIA+ members of the communities, their unrelenting fight for justice for all Black lives is nuanced and thoughtful, and truly a fight for justice for all. We also recognize the many Black students, and allies, from post-secondary institutions that have supported and contributed to BLM-TO. We remember that none of us are free until all of us are free.

The GSMC states its unequivocal support for the #BlackLivesMatter movement and #BLMTO, as they continue to take action for justice. All black lives matter.

Follow the blacklivesmatter.ca website, Black Lives Matter – Toronto Facebook Page, @BLM\_TO Twitter account. Help show your support for BLM-TO and their demands by sharing through social media and using the hashtags #BLMTO #PrideTO #prideispolitical. You can donate money to info@blacklivesmatter.ca, password "allblacklivesmatter".

Signed,  
The Guelph Student Mobilization Committee (GSMC)

**Moved:** Spencer McGregor

**Seconded:** Kaitlin Russell

**Motion carried.**

**Motion:** Amend to include: "BIFRT the CSA send the solidarity statement to all CSA marginalized and special-status groups if it is confirmed that these groups did not receive the message."

**Moved:** Ryan Bowes

**Seconded:** Olivia Boonstra

**Motion:** Call to question

**Moved:** Aidan Paskinov

**Seconded:** Olivia Boonstra

**Motion carried.**

**Amendment carried.**

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**Aidan Paskinov and Keely Kavcic abstain.  
Motion carried as amended.**

### 2.8.3. (Notice) Finance and Operations name change

**WHEREAS** the title Finances and Operations Commissioner does not currently reflect the position.

**BIRT** the Finances and Operations Commissioner position now be changed to Operations and Student Experience Commissioner

**BIFRT** anywhere the By – Laws and Policy state Finances and Operations Commissioner now state Operations and Student Experience Commissioner.

### 2.8.4. (Notice) Schedule of election and AGM dates

**BIRT** The CSA By-Election shall be held in the following schedule:

Nomination period, September 19 - 22

All candidates Meeting, September 23

Campaign preparation period, September 24 – 27

Campaign period, September 28 – October 7

Election period, October 5 – 7

**BIFRT** The CSA Annual General meeting shall be held on Wednesday, February 1.

**BIFRT** The CSA Election shall be held in the following schedule:

Nomination period, February 6 – 10

All candidates meeting, February 14

Poster approval begins, February 15 -17

Campaign preparation, February 20 – 24

Campaign period, February 27 – March 3

Election period, March 1 - 3

## 2.9. New Business

### 2.9.1 Transit Committee Appointments

**WHEREAS** The transit committee should be meeting over the next few weeks.

**BIFRT** That the following member ratified to the Transit Committee

CSA Director:

CSA Director:

**Moved:** Zoey Ross

**Seconded:** Michaela Spencer



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Discuss

Spencer: Is there a meeting day scheduled yet?

Zoey: Roughly once a month but not scheduled or decided yet

**Motion:** Table motion until next board meeting - August 17<sup>th</sup>, 2016

**Moved:** Zoey Ross

**Seconded:** Keely Kavcic

**Motion carried.**

2.9.2. (In Camera) Apology

**Motion:** Move in-camera

**Moved:** Zoey Ross

**Seconded:** Lindsey Fletcher

**Motion carried.**

**Motion:** Tanya Vohra and Dave Eaton to remain in the room for in-camera discussion

**Moved:** Zoey Ross

**Seconded:** Miriam Kearney

**Motion carried.**

**Motion:** BIRT the board be informed of the outcome of any audits before decisions are made.

**Moved:** Spencer McGregor

**Seconded:** Ryan Bowes

**Motion:** 5 minute recess at 7:32pm

**Moved:** Zoey Ross

**Seconded:** Ryan Bowes

**Motion carried.**

**Motion:** Amend motion to include: “and that no decisions be made before next board meeting by the executive committee”

**Moved:** Ryan Bowes

**Seconded:** Olivia Boonstra

**Motion:** Call to question

**Moved:** Aidan Paskinov

**Seconded:** Keely Kavcic

**Amendment carried.**

**Motion:** Call original motion to question

**Moved:** Aidan Paskinov

**Seconded:** Keely Kavcic

**Motion failed.**

**Motion:** Amend motion to read: “BIRT, the board be informed of the outcome of the position audit before decisions are made and that no decisions related to the audit be made by the next board meeting by the executive committee.”

**Moved:** Spencer McGregor

**Seconded:** Keely Kavcic

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**Amendment carried.**

**Motion carried as amended.**

**Motion:** Move out of camera

**Moved:** Zoey Ross

**Seconded:** Keely Kavcic

**Motion carried.**

### 2.10. Announcements

2.10.1. (Info) Draft workplace values document

- CSA teamed up with Indigo for the HP book release

**Motion:** To adjourn

**Moved:** Mohammed Ahmed

**Seconded:** Miriam Kearney

**Motion carried.**

### 2.11. Adjournment

**Motion:** To adjourn

**Moved:** Mohammed Ahmed

**Seconded:** Miriam Kearney

**Motion carried.**

Adjourned at 7:51 pm.

## Executive Updates #3 - August 17th 2016

Meghan Wing - Academic and University Affairs Commissioner  
Central Student Association  
Office: UC 429  
519-824-4120 ext. 56742  
csaacad@uoguelph.ca



Hello Directors!

It is hard to believe it is already mid-August! I hope all of you have been enjoying your summer. Here is a brief summary of what I have gotten up to since our last board meeting. If you have any questions, or want to meet at anytime please feel free to send me an email or call me. Additionally, my **office hours** for the summer are Thursday afternoons from 1pm-3pm.

As always, the entire executive has made it a priority to have weekly team meetings as just the executive, but also with our permanent staff. We have recently instituted a “daily” meeting at the end of each work day with the staff with hopes of improving communication and ensuring we are planning enough in advance for all timely initiatives.

If you, at any time, require any accessibility need, please do not hesitate to contact me. This includes board meetings, but also could be regarding one of our events, campaigns or services!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.10 - Academic and University Affairs Commissioner**.

### 1. Academic and Curricular Issues

- Continuing to act as an academic advocate for students throughout the summer semester. Expecting to see a couple of cases as final exams are upon us.

### 2. Student Finance and Post-Secondary Funding Issues

- Making myself as available as possible through email and starting to hold regular office hours

### 3. University Issues and Representation

- N/A

### 4. Collaboration and Support to Academic Student Leaders

- N/A

### 5. Accessibility for Students with Disabilities Issues

- Continuing to advocate while taking part in the J.T.Powell extension working group
- Assisted in conducting interviews for Student Accessibility Services alongside Barry Towshend and Barry Wheeler
- Completed Accessibility training through HR downloads

### 6. Other Initiatives

- *Orientation Week*: Working together with Executive Committee to plan Orientation Week. Specifically, taking the lead on the “Dog Days” event during Oweek. Continuing work to

## Executive Updates #3 - August 17th 2016

Meghan Wing - Academic and University Affairs Commissioner  
Central Student Association  
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establish the Animal Utilization Protocol (AUP) with folks from OVC to ensure our event is safe. Have met with a couple of students that represent the various animal support companies and continuing to plan the information boards for each of the representatives to have for the event. Have also been helping Miriam with Sexy Bingo - met with Mike from Brass Taps to confirm the use of that space for event, and ironing out details such as food, decor etc.

- *Student Memorial Tree Service*: Arboretum is booked and Hospitality Services have been confirmed thanks to Lee Anne (Business Manager). Have sent out packages to families of those students that have passed away within the last academic year inviting them, and any other loved ones to the ceremony. Packages included a formal invitation, and a couple of different maps and information packages about the Arboretum. Have emailed the same musician we hired last year to see if he will consider coming back. Have verified the date and time with the President and AVP-Student Affairs
- Acting as a member on the Judicial Committee and attending hearings as they come up (have attended three so far)
- Completed primary staff evaluation with SHAC coordinator. Have met with some of the SHAC staff on the regular to maintain communication and work through some barriers
- Completed mandatory Health and Safety Training (7 different trainings provided)
- Had a follow up meeting with Rebecca Graham from the library to discuss OpenEd resources on campus and increasing library hours during exam periods
- *Bylaw Review*: The executive and GM have been meeting weekly to perform an in-depth analysis and examination of our current bylaws and policies. This is to ensure that we are complying this year, but also to find potential gaps to bring to PBRC. So far we have gone through Bylaw 1, 2 and 3
- Had lunch with folks from Diversity and Human Rights at the University (DHR) to discuss potential collaborations this upcoming year (we are already working on a project with them for Orientation Week!)
  - Currently working with Sharra from DHR to establish Anti-O training for the executive this summer, at staff training in September and at board training in October
- Met with Athletics to discuss possible collaborations this upcoming year
- Working on changes to Referendum bylaw (Bylaw 2 - presented at this meeting)
- Drafted proposal to Finance Committee for approval of Mission, Vision, Values facilitator to assist CAPCOM in development of MVV

### 7. Local Responsibilities

- a. Tenancy Issues
- b. Alcohol Safety Committee/Alcohol Task Force
- c. Bystander Working Group
- d. Mental Health
- e. Other Local Initiatives
  - i. Transit

## Executive Updates #3

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
519-824-4120 ext. 54408  
csaadmin@uoguelph.ca

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Greetings!

I am currently in Chicago and unfortunately unable to be there with you folks this evening. We have all been working hard throughout the summer to get things ready for September! My board package has a lot of information but if you would like more feel free to stop by my office hours on Thursdays from 12- 2pm in UC 248!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.13 –Finance & Operations Commissioner.**

### Health and Dental

- Feeling Better Now will be returning to campus this academic school year!
  - o We worked together with Student Affairs, Counselling Services and Wellness to create goals we would like to see this program improve upon. These include the retention rate, a way of understanding how it is benefiting students as well as how student are enjoying it or would like to see it improve.
  - o We will have approximately one event or information blast per month throughout the school year to increase usage as well as educate students of this amazing program.
  - o Hope to see this be a very positive action on our campus.

### Student Space

- 2<sup>nd</sup> Floor CSA Space
  - o A survey was sent out to all clubs and the primary contacts of those clubs around what they would like to see out of the second floor space.
  - o There was a low response rate, but of the responses the data thus far is very consistent in that students want bookable space for their clubs as well as storage. There will be one more reminder email sent out to clubs to attempt to get more replies and data.
  - o We are speaking with space holders on the second floor to assess their needs.
- UC Board
  - o Working with the Management and Operations Sub Committee on improving the Governance of the UC Board and to see how it can be better suited for the ever developing student needs.
  - o Also working on creating a guiding principles document which will allow for the board to see where the students believe the building should be moving towards and how the space should be utilized.
  - o Currently working with GRCGED to make sure their voice is heard in potential upcoming renovations surrounding UC 103. When the board has made a decision on how the current proposal may move forward I will update the board fully on what will be happening with these plans.

## Executive Updates #3

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
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### Student Employment

- Foodbank Volunteer Coordinator interviews have concluded and a decision will be coming soon on the new hire.
- Foodbank Coordinator did not have interviews and Namrata will be staying on until mid September when we will reopen the hiring process and hopefully find a new Foodbank Coordinator.
- Bus pass distributor's position is now open on csaonline.ca. Please let everyone know, it will close on the 25<sup>th</sup> of August at noon.

### Finances

- Attached is a Finance Committee meeting report.

### Services and Operations

- The Front Office will be closed from August 22<sup>nd</sup>- 30<sup>th</sup> as both of our Front Office Assistants will be done their exams!
- Our Front Office will re- open on August the 31<sup>st</sup>.
- Alessia Cara tickets are available in hard copy at the Front Office, tell your friends.
- Work order's are in for Front Office renovations. Still waiting on confirmation of a completion date.
- Position Audit will be presented at the next board meeting. It is completed.

### Local Responsibilities/ Committee Work

- Transit
  - o Bus Pass Distributor applications are now open until August 25<sup>th</sup> at noon.
  - o The Late Night Bus service contract is being signed.
  - o We are looking to rename the Late Night Bus service so it can be more recognizable that students are the ones who pay for it and additionally that it is a CSA service!
  - o Current ideas: S.S. (Student Shuttle) Downtown, The Magic Bus.
- Meal Exchange
  - o Events for the year are being planned and a fully plan will be presented soon.
- Landscape Advisory Committee
  - o Committee is yet to meet.
- Water Bottles
  - o Hospitality services will be selling CSA/ University of Guelph Reusable water bottles at all major locations for \$2.50. The hope to show students that by spending the extra .51 cents they will be able to save money in the long run and help improve our campuses sustainability!
  - o This is an amazing step forward and I am very excited about it.
- Athletics advisory Committee
  - o Yet to meet.
- Alcohol Advisory Committee
  - o Yet to meet.

## Executive Updates #3

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- Compulsory Fees Committee
  - o Yet to meet.
- Student Budget Committee
  - o Yet to meet.
- Students Rights and Responsibilities Committee
  - o Yet to meet.
- Student Space Initiative
  - o A renovation is coming to McNaughton!
  - o Out front of the book store there will be approximately 50 new seats add on the main floor as well as the upper level.
  - o The seats will be a mix of the Airport Lounge style (UC 2<sup>nd</sup> floor) as well as large couches.

## Executive Updates #3

Zoey Ross – Communications & Corporate Affairs Commissioner  
Central Student Association  
Office: UC 429  
519-824-4120 ext. 56376  
csatalk@uoguelph.ca

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Hello directors,

Orientation will soon be here and I'm beyond excited for it to start! We've have some excellent programming on deck and I feel that our team has been amazing in coming together to plan O-week.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.11– Communications and Corporate Affairs Commissioner.**

### 1. Promotions and Communication of the CSA

- Managed all social media and communications platforms
- Continue to develop CSA App with LB Canada
- Worked with staff, executives and university to find solution for website AODA
- Working with CAPCOM to source communications professionals
- Promoted Alessia Cara concert (drafted copy, created concert event, managed social media)
- Completed promotions outline for fall 2016 byelection
- Hired a new interim scribe
- Worked with CEO to ensure all candidates package was submitted to the board in time

### 2. Administrative Duties

- Facilitated all executive meetings
- Collaborated with the team to create stronger job roles in lieu of a PTM
- Participated in staff meetings about organizational gaps
- Completed all required online training
- Trained GM on how to prepare the board package and drafted several documents within
- Went over all evaluations with staff under my supervision

### 3. Committee Involvement

- Transferred PBRC facilitation responsibilities to GM
- Assisted CAPCOM chair as necessary with sourcing and research
- Attended all executive committee meetings

## Additional Responsibilities

### 4. Event Planning

- Continued working on particulars of O-week events (primarily the corn roast with DHR)
- Finished all CSA orientation event plan amendments
- Postponed student day concept until later in the year

### 5. Policy and Transition

- Fully reviewed bylaw one and two with executive committee and GM at coffee and bylaws meetings



## **Executive Updates #3**

Zoey Ross – Communications & Corporate Affairs Commissioner  
Central Student Association  
Office: UC 429  
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### **6. Local Responsibilities**

#### **a. Bylaws, City, etc:**

- Added to City of Guelph Communications list and have been checking regularly for news related to our organization

#### **b. Night Life Task Force**

#### **c. Student Life Advisory Committee**

#### **d. Athletics Advisory Committee**

#### **e. Student Volunteer Connections Advisory Committee**

## **Finance Committee Report**

Thursday August 11<sup>th</sup>, 2016

### **Financial Requests**

#### **Orientation Week**

Submitted by Communication and Corporate Affairs Commissioner

Communication and Corporate Affairs commissioner is requesting \$1000 be added to the Orientation Week budget.

#### **Supplement**

Orientation Funding Proposal

To the members of the Finance Committee,

After going over the early orientation budget, it is clear that we will be over budget for the year.

We want to enhance last years' orientation experience and increase programming, while also shoring up our programming budget thus far.

At the this point I would like to request \$1000 to be added to the orientation budget for the 16-17 academic year.

WHEREAS Orientation is a key time of the year to reach out to new students.

WHEREAS these funds are necessary to ensure this year's orientation week is a success.

BIRT the Finance committee grants \$1000 to the orientation line for the fall 2016 orientation.

**Approved unanimously by the Finance Committee**

#### **Meal Exchange**

Submitted by Finance and Operations Commissioner

Meal exchange – For improved programming and events Meal Exchange has requested \$2000 of the \$3871 surplus from the Cross Campus line.

**Approved unanimously by the Finance Committee**

## Mission Vision and Values Proposal

Submitted by Academic and University Affairs Commissioner

### **Mission, Vision and Values Proposal**

**Submitted to:** Central Student Association Finance Committee

**Submitted by:** Meghan Wing, Academic and University Affairs Commissioner *on behalf of the* Capacity, Analysis and Planning Committee (CAPCOM)

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### **Prelude**

The Central Student Association (CSA) is a not-for-profit (NFP) organization at the University of Guelph. As an organization with over 16,000 members, we uphold a responsibility to utilize their monetary contributions in an effective way. It is my belief that our organization is not functioning efficiently without a document that represents our members' mission, vision and values of our organization. This document is a widely used governance tool that is highly utilized by numerous NFPs that allows their organization to set goals, measure achievements and provide direction for years to come. In the highly transitioned environment that is the CSA, I believe that this document will provide extra assistance to the success of this organization for the next 3+ years. The goal of this document will be to set the future direction of the CSA for years to come, and include specific, measurable items to assess at the end of this time frame. Due to the high turnover environment of our members, it is recommended that this process be performed again in three years. Section 2.5.1 of Appendix B of the CSA Policies states that the mandate of CAPCOM is *to identify the core and perceived structural issues associated with the CSA through a collaborative and inclusive process. In doing so, this committee will endeavor to actively consult and seek the advice of board members, executive, permanent staff, student staff, and students.* As this issue has been raised in numerous conversations between the executive and permanent staff, it was brought to CAPCOM to be looked into.

### **What is a Mission, Vision, Values?**

Vision is the purpose of our organization. Why do we exist? What benefit do we bring to our members as an organization? It is identifying the future we wish to create for our organization

Mission is putting our vision into practice. How do we make our vision a reality?

Values are perhaps the most important of the three. What do we stand for as an organization? What values do we hope to see in the community we foster? These values should be present in our community in order for our vision to flourish. How does the work we do reflect these values?

## **The Process**

The process of developing an MVV statement is quite elaborate. Taking into consideration that our organization has over 16,000 members, it is going to be a lengthy process to include as much consultation as possible. Additionally, I wish to remove as much bias during the process as possible. Lastly, to our knowledge, individuals within our organization do not have the experience necessary to conduct this process effectively. With this, CAPCOM is putting forward the recommendation that the CSA hire an external facilitator to execute this process. The formation of this document will rely heavily on student and staff consultation, as they will be the voices that drive this document. Once the consultation is complete, the facilitator will work with CAPCOM to form the document, which will then be brought forward to the CSA Board of Directors.

Three different external facilitators have been researched.

- 1) Sage Solutions (<http://www.sage-solutions.org/>)
  -
- 2) Pearl Street (<http://pearlstreet.ca>)
  - Use DiSC model (well known personal assessment tool meant to be applied in team settings)
- 3) University of Guelph Organization & Management Solutions (<https://www.uoguelph.ca/omsconsulting/welcome-oms-consulting-organization-management-solutions>)
  - Identified that they are not able to take us on as a client at this time

Therefore, we are putting forth the recommendation that Rebecca Suthers be selected as the facilitator. She has an incredible amount of experience (see attached CV) and has been used by various departments at the University of Guelph with nothing but glowing recommendations. By selecting this option, there will be an approximate expenditure of up to \$10,000.00. This amount of money is outside of the budget for Academic and University Affairs, and therefore, we are submitting a request that the Finance Committee look at other ways of funding this project.

Please do not hesitate to contact me with any questions you may have.

Kind Regards,

Meghan Wing

Academic and University Affairs Commissioner, Central Student Association

BIRT CAPCOM be approved up to \$10,000 for the Mission Vision and Values request.

BIFRT this come out of the Professional Fees line in the Administration Budget.



# *BYELECTIONS 2016*

The CSA fall by-election will be upon us soon and as per our bylaws (and for your general viewing pleasure) here is a layout of CSA promotion plan.

## Channels

### Print

- Ads in survival guide
- Poster run
- Poster new areas (with permission)
- Postcard with info

### Video

- CSA Video with Emil Smolders (Guelph Drone Guy)
  - "Who are we" video (see recent Discover Ontario ad)

### Social Media

- Instagram
- Twitter
  - CEO and main CSA Handles
- Facebook
- Email via list serve

### In Person

- Coordinating with special status groups to present and spread messaging
- Tabling
  - Survival guide distribution, Subs and Clubs, CSA Nooner's

### PR

- Pitch releases to CFRU, The Ontarion and thecannon.ca

## Agenda #4

Board of Directors Meeting

August 17, 2016 @ 6:00pm – UC 442

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### (Information) CSA Promotions Outline

Hello Directors,

As per our bylaws and for your viewing pleasure, here is the 2016 CSA Fall By-election promotions outline.

If you have any additional ideas on how the 2016 CSA Fall By-election can be more successful, please do not hesitate to contact the CSA Chief Elections Officer Mohammad Akbar – [csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca)

## Agenda #4

Board of Directors Meeting

August 17, 2016 @ 6:00pm – UC 442

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### (Information) All Candidates Package

Hello Directors,

The attached all 2016 CSA By-election All Candidates Package was sent from Mohammad Akbar, the CSA Chief Elections Officer for the inclusion in this board package, as outlined in Bylaw 2.

If you have any additional ideas on how the 2016 CSA Fall By-election can be more successful, please do not hesitate to contact the CSA Chief Elections Officer Mohammad Akbar – [csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca)





# **All Candidates Package**

2016 Fall By-election

## **Table of Contents**

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**To All Candidates of the CSA General Election:**

Student unions are important organizations. Student unions function to serve the interests and needs of the students we represent, and to collectively organize to enact change. The Student Movement works locally, provincially, nationally and internationally to create better conditions for students. As such, students are part of a movement. Taking on a formal role within such a movement is a huge responsibility but an important one.

I would like to congratulate all of you on being nominated for a position at the CSA. As Chief Electoral Officer of the CSA, it is my responsibility to communicate and enforce the campaign rules as defined in this *All Candidate's Package* and as prescribed by the *CSA Bylaws and Policies*.

Listed below is my contact information. If at any time during the election you are unsure about a rule or Bylaw, I strongly recommend contacting the Election Office, we will be happy to help. If the office hours below are not suitable, we will arrange an alternate time. It is also worth mentioning that while I am happy to answer questions in person or over the phone, only e-mail and written communications will be considered official. However, I will not accept Facebook messages or wall posts that are related to CSA Elections.

At last, I hope that this is a rewarding experience for each of you, and I encourage you to remain positive and enjoy the process, regardless of the outcome, and stay committed to the cause of justice for students and the student movement as a whole.

**Sincerely,**

Mohammad Akbar  
Chief Electoral Officer  
Central Student Association  
[csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca)

## **CONTACT INFORMATION**

**Mohammad Akbar**  
**Chief Electoral Officer, CEO**  
Email: csaceo@uoguelph.ca

Central Student Association  
UC, Level 2: 242

Office Hours  
Friday: 1:00 pm – 9:00 pm  
Thursday 6:00 pm – 9:00 pm  
\* \* \*

**Conor Bebis**  
**Assistant Electoral Officer, AEO**  
Email: csaaeo@uoguelph.ca

Office Hours  
TBA

\* \* \*

**Zoey Ross**  
**Communications and Corporate Affairs Commissioner**  
Email: csatalk@uoguelph

## **IMPORTANT DATES**

### **Dates as approved by the Board:**

Nomination period, September 19 - 22  
All candidates Meeting, September 23  
Campaign preparation period, September 24 – 27  
Campaign period, September 28 – October 7  
Election period, October 5 – 7

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#### **September 27, 2016**

***Poster Approval/Material Prep Day***  
**6pm-Midnight**  
**CSA Front Office**

This is the designated time for poster and campaign material approval. You do not have to have your campaign materials approved at this time; however, it is ideal that your materials will be ready at this time. Approval of posters and other campaign materials on any other day are subject to the availability of the CEO and AEOs.

Ensure that there is room on your poster for the CEO approval stamp (approximately 2 x 2 inches). **ONLY** posters require the CEO approval stamp.

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#### **September 28, 2016**

Campaigning for candidates begins

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#### **TBA**

***Executive Candidate Debate***  
***At-Large Candidates Campaign Fair***  
**(Mandatory for all candidates)**

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#### **TBA**

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#### **October 5, 2016**

***Voting begins.***

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#### **October 7, 2016**

***Last Day to Campaign***  
***Last Day to Vote (poll closes at 11:59pm)***  
***Final Budget Form (Form E0-005) (found online) and Unspent Money with Receipts due***  
**HARD copy MUST be submitted to the CSA Front Office by 4pm Friday, October 7**

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#### **October 8, 2016**

***Announcement of Unofficial Results to Candidates***  
***Announcement of Unofficial Results to Public***

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## **IMPORTANT POINTS TO REMEMBER**

It is the candidate's responsibility to read, understand, and abide by all guidelines, Bylaws and Policies laid out in this candidate package, and applicable to CSA elections. There are many recent changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You have no right to interfere with the right to campaign of another candidate at any time during the Election.

You may enlist the help of campaign volunteers to assist with your campaigning.

Any complaints regarding other candidates, students, or organizations should be sent to the CEO via email. Every effort will be made to respond to complaints about campaign infractions with 24 hours.

All printed posters or banners must be approved by the CEO/AEOs in person prior to being posted.

Only email communications will be considered official. Facebook messages and wall posts will not be considered as official communication to the elections office. Text messages to the CEO and AEOs regarding elections, throughout the elections process, are not permitted and will be ignored, unless they are to set up a call or meeting with the CEO.

Candidates are required to check their email at least once every 12 hours during the Campaign period. Candidates are required to check their email at least once every 24 hours during the period outside campaigning.

Any campaigning or promotion of any candidate that takes place inside a residence outside of the provided times will be considered a violation of the campaign rules; this applies to all candidates including those who live on campus. We must respect the residence guidelines as we do not have free access to residence. This also can tamper with the integrity of the elections and any violations will be adjudicated on that basis.

The campaign expense limits are \$200 (Executive), \$75 (At-Large), and \$300 (Referendum Teams) if we have any.

Candidates are permitted to use all social media for campaign purposes. Please refer to Social Media section for guidelines.

Campaigning may take place both on or off campus. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

**Academic Consideration:** The CSA Elections will be intense and time-consuming for all of the candidates. If any candidates are having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and will be written by the Communications and Corporate Affairs Commissioner. **However, this letter only is a reference to your involvement in the**

CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency and the professor retains the ultimate say in academic considerations.

## **POSTERING**

### **Postering Locations:**

#### **Thornborough:**

One outside the south exit of Thorn 1200, one outside the student lounge and one in the main hallway

#### **Athletic Centre:**

One inside main entrance

#### **Rozanski:**

Four inside main lobby

#### **Bullring:**

One inside each entrance

#### **Library:**

One inside main entrance

#### **Landscape Architecture:**

Two boards near room 204

#### **Lifetime Learning Center:**

One small board near OVC bookstore

#### **MacKinnon:**

One board behind tables in main lobby/entrance, one board by accessible entrance, one board by study tables, one board in basement hallway, one board by music practice cubicles, one board in middle of main hallway by the stairs, one board in middle of second floor hallway by the stairs/ AV loan centre, and one board by coffee shop in the MacKinnon extension

#### **MacDonald Institute (FACS):**

One inside main entrance near cafeteria

#### **Alexander Hall:**

One board on the third floor close to entrance facing the Science Complex, one board on the first floor past main entrance

#### **MacNaughton:**

One on the first floor around the corner from the elevators, one on the second floor around the corner from the elevators. One on first floor outside bookstore

#### **Science Complex:**

Four boards in the Computer Science hallway, three boards on the second floor, and three boards on the third floor close to the main stair well on the left side.

**Zavitz:**

One in the main lobby (left side of board)

**Animal Science and Nutrition:**

One at the end of the main hallway

**Crop Science:**

One board in main hallway

**Food Science:**

One small board near exit closest to the Pathobiology building

**Pathobiology:**

One board near classroom

**Hockey Arena:**

One board near Red Rink

**Residence Buildings:**

Are off limits for posting or campaigning without explicit consent. Specific times will be set to accommodate posting or campaigning in residence.

**University Centre:**

Do not put these up yourself, submit 6 copies to the UC Admin (UC 266)

***All printed Posters and Banners must include:***

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position of the candidate that they are contending for
- The CSA Logo displayed at a legible size
- Stamp of approval from CEO
- Voting period information
- CSA Elections website address

***Printed Posters and Banners cannot include:***

- Copyright Material
  - Note: most random images/logos found on google have copyright
- Logos or Endorsements by on campus groups/organizations without express written permission from the organization in question.
- The University of Guelph Cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is left up to the discretion of the CSA Elections CEO

Candidates may poster where they have been given permission by the owners of the board abiding to all relevant bylaws and policies of the owner of the boards.



## ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS

- For the purpose of all matters pertaining to elections, **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For the purposes of all matters pertaining to elections, **campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf. This includes Facebook messages to groups/pages members.
- All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of **\$0.04** per recipient.
- It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CEO prior to the email being sent-out.
- Any email sent without being confirmed with the CEO will result in a penalty.
- It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.
  - If the candidate fails to notify the CEO in regards to sending campaign emails over organizational listservs, the candidate will be charged \$5 per organizational listserv in addition to the aforementioned rate per recipient.
- **A candidate's email must contain:**
  - Name of the candidate (as it is to appear on the ballot).
  - Full name of the position of the candidate that they are contending for.
  - A word of warning for all the recipient(s) to remind them **not** to forward the campaign email.
- The CSA has absolutely **no tolerance** in regards to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face **immediate disqualification**.
- Slate candidacy is not permitted and is defined under CSA Bylaw 2.15 – Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

## SOCIAL MEDIA GUIDELINES

### Facebook

- Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.
- Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.
  - Facebook groups/pages are allowed to be active during the campaign week. This means candidates **cannot** publicize a Facebook group **before** the campaign week.
  - Only **one** Facebook group/page is allowed per candidate
  - Add 'CSA CEO' to your group/page prior to publicizing it
- **Candidates are not allowed to join and/or like the groups/pages of other candidates.** The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.
- Candidates are allowed to send messages to members of their Facebook group or page. These messages will be assessed at the email listserv rate (\$0.04/recipient) and can only be sent during Campaign Week.
- Facebook ads may be purchased, however they are limited to the University of Guelph network and only during the campaign period. The advertisement must be approved by the CEO or AEO before being submitted to Facebook. Facebook ads costs must be included in campaign budgets both preliminary and final.
- The CEO **must** be added to all facebook pages and groups with administrator privileges. Failure to do so will result in a penalty.

### Twitter

- Candidates may use Twitter; both personal and new Elections-only accounts as needed for the purposes of campaigning.
- Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.
- Candidates must email the CEO at [csaceo@uoguelph.ca](mailto:csaceo@uoguelph.ca) immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.
- Fines for infractions by use of Twitter will be distributed as prescribed in the Elections bylaws, policies and/or guidelines. If no policy or guideline exists, infractions may be at the discretion of the CEO.
- Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc

- All campaign-related tweets must include the following hashtag: #CSAVotes

All other forms of social media in regards to the campaign are prohibited, unless permission is received from the CSA elections office. If any infractions occur, fines will be distributed, or disqualification will occur, as prescribed by the elections office.

○

## **CAMPAIGNING**

Campaigning may take place only on-campus. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

Any campaigning or promotion of any candidate that takes place inside a residence outside of the provided times will be considered a violation of the campaign rules; this applies to all candidates including those who live on campus. We must respect the residence guidelines as we do not have free access to residence.

### **Campaign Volunteers**

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in, and promote, more than one campaign; however, they must not campaign for more than one candidate at any given time, and must ensure that they are not campaigning in a manner that would suggest slate candidacy.

A Facebook group can be created for communication with your campaign volunteers, however this must be a closed and private group, and you must add 'CSA CEO' to it as an admin.

### **Classroom Talks**

Classroom talks are a great way to reach a lot of people in a small amount of time, and will be allowed during this election. Prior to embarking on a classroom talk, be sure to ask yourself: Do I have the instructor's permission? What am I going to say? What do I have to say? Be sure to communicate prior to the class talk that the professor is not permitted to endorse you. Bring a poster or flyer to display up on the projector to give students something to look at while you set up, as well as speak.

## **ABUSE OF POSITION**

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election. It is detailed in section 15 of the Breakdown of Fines which reads: The abuse of a particular position from a candidate with which they are involved to promote their campaign.

Keep in mind this extends to friends of candidates using their position to support someone's campaign.

- **First Occasion:** 75% of deposit
- **Second Occasion:** Disqualification

Some of the implications of this section are:

- **Use of Office:** If you have an office on campus you cannot use it to aid in your campaign in any way. This includes creating and storing campaign materials, and promoting your election during office hours. The CSA Back Office will be designated as a neutral area for creation and storage of campaign materials.
- **Membership in a club or board:** You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- **RLS and IHC:** Residence is off limits during campaigning except during designated time periods. There will be no campaigning in residence outside of this period. If you have access to residence outside of the designated times you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power then **don't do it without asking the CEO first**. Generally speaking: ask yourself if what you want to do can be easily done by other candidates who do not share your position, if they can, you are probably safe.

### **Social Media**

Use of certain social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations as to what is allowed.

### **Endorsements**

You may contact certain organizations asking them to endorse your campaign. All endorsements must be approved by the CSA elections office upon gaining permission from the organization.

Permitted groups from which you may solicit endorsements:

- CSA clubs
- College Government clubs
- Special Status groups (GRCGED, GQE, CJ Munford Centre, ISO, ASA, OPIRG, etc.)

Groups you are not permitted to be endorsed by:

- Interhall Council (IHC)
- College Governments
- University administration or faculty

Any endorsement that contravenes these rules will result in a penalty, up to and including disqualification.

○

## **BREAKDOWN OF FINES**

For Candidates and Referendum Teams

- All alleged infractions will be investigated by the Chief Electoral Officer (CEO). Fines will be levied based on evidence collected during investigation.
- First offence fines and second offense fines are not cumulative. For example, if a candidate fails to print materials at the CSA without permission from the CEO to print

elsewhere (see fine #5) they will be fined 40% of their deposit. If they commit the same infraction again they will have lost 75% of their deposit in total. If a candidate commits an infraction as a first offence that has a 40% fine and then a different infraction that also holds a 40% fine that candidate will have lost 80% of their deposit.

- Offences will be subject to scrutiny based on the violation themselves and on how they violate the integrity of the elections.

**1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy.**

- **First Occasion:** A fine in an amount levied at the discretion of the CEO, or disqualification, depending on severity of occurrence
- **Second:** Disqualification

**2. Failure to submit form EO-005 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period:**

- **After Friday October 7, 4pm at the CSA front office:** Disqualification

**3. Total campaign expenses exceeds spending limit as outlined in Appendix I (Campaign Policies and Penalties) Section 3 (Campaign Expense Limits):**

- **By less than 20%:** Fine equal to excess spending
- **Greater than 20%:** Fine equal to excess spending and Disqualification

**4. Use of stickers as campaigning material:**

- **Fine:** Cost of cleanup necessary.
- **If this exceeds \$50(if no evidence is provided the CEO will assess at the market price):** Disqualification

**5. Failure to print materials through CSA services, without written permission from the CEO to print elsewhere**

- **First occasion:** 40% of deposit\*
- **Second occasion:** 75% of deposit\*
- **Third occasion:** Disqualification

\*note: If a significant breach occurs as a first or second offence, disqualification will be considered based on how the offence affects the integrity of the election.

**6. Multiple-postering on one poster board simultaneously.**

- **First occasion:** 40 % of deposit, and candidate must remove excess posters at location
- **Second occasion:** 75% of deposit
- **Third occasion:** Disqualification

**7. Postering in unauthorized locations.**

- **First occasion:** Warning, and candidate must remove poster from location
- **Second occasion:** 40 % of deposit
- **Third occasion:** 75% of deposit
- **Forth occasion:** Disqualification

**8. Use of unauthorized public address systems or sound equipments:**

- 40% of deposit, per occurrence.

**9. Printing and using of campaign materials without CEO approval.**

- **First occasion:** Warning and candidate must remove all materials immediately
- **Second occasion (or failure to comply immediately after warning):** 75% of deposit\*
- **Third occasion:** Disqualification

\*note: If a significant breach occurs, disqualification will be considered based on how the offence affects the integrity of the election.

**10. Campaign material left unattended in a non-designated area.**

- **First Occasion:** Warning
- **Second Occasion:** 40% of deposit
- **Third Occasion:** 75% of deposit
- **Fourth Occasion:** Disqualification

**11. Campaigning outside of the designated campaign period.**

- **First Occasion:** 50% of deposit\*
- **Second Occasion:** Disqualification

\*note: If a significant breach occurs as a first or second offence, disqualification will be considered based on how the offence affects the integrity of the election.

**12. Pooling of campaign budgets without authorization:**

- Candidates fined in an amount such that the full cost of the purchase is shared by both candidates and/or referendum teams. Other penalties up to and including disqualification will be considered.

**13. Campaigning, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:**

- **First Occasion:** 75% of deposit
- **Second Occasion:** Disqualification

**14. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material and is further defined in CSA Bylaw 2 Section 15.0. If the violation occurs:**

- Disqualification of all candidates in the slate

**15. The abuse use of a particular position from a candidate with which they are involved to promote their campaign.**

- **First Occasion:** 75% of deposit
- **Second Occasion:** Disqualification

**16. Failure to comply with any part of the All Candidates Package, including all CSA Elections Bylaws and Policies, as distributed by the CEO to all candidates and referendum teams**

- **First occasion:** Warning
- **Second occasion:** 40% of deposit
- **Third occasion:** 75% of deposit
- **Fourth occasion:** Disqualification

**NOTE: If total fines exceed deposit by more than 100%, the candidate will be disqualified.**

**Pre Campaigning and Unofficial Slates:**

Pre campaigning is a tricky subject to deal with. While Candidates must prepare their campaigns, candidates cannot actually campaign prior to the campaign period. Allegations of Pre Campaigning will be treated as campaigning without the approval of the CEO.

Any evidence of an unofficial slate will be treated as slating under CSA Policy. **Don't slate.**



## Agenda #3

Board of Directors Meeting

August 2016 @ 6:00pm – UC 442



### (Action) Motion

Board of Directors Meeting #3

August 17<sup>th</sup>, 2016 @ 6:00pm – UC 442

### (Action) UC Board of Directors CSA Representatives Ratification

**WHEREAS** per Appendix B – Internal CSA Policy, Section 6 University Centre Board: 6.2.2. The CSA Executive Committee will select from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

**WHEREAS** a call out was made to current UC Board members and student at-large via CSA social media and website.

**BIRT** the following applicants be appointed to serve as undergraduate representatives, on behalf of the CSA, on the University Centre Board of Directors:

Hamna Syeda

Alternate appointee: Zoey Ross

**Moved by:** Meghan Wing

**Seconded by:** Ryan Shoot

## Agenda #4

Board of Directors Meeting

August 17, 2016 @ 6:00pm – UC 442

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### (Action) UC Board Ratification

WHEREAS there are presently vacancies on the University Centre board which the CSA is required to fill.

WHEREAS a callout for applications went out for undergraduates interested in being on the UC board.

BIRT the CSA board shall put forward Hamna to be ratified as a member of the University Centre board.

BIFRT CSA board shall put forward Zoey Ross to be ratified as an alternate member of the University Centre board.

## **Agenda #1**

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



## **(Notice) Motion - Bylaw Change**

Board of Directors Meeting #3

August 17<sup>th</sup>, 2016 @ 6:00pm – UC 442

### **(Notice) Bylaw Change**

This is to notify the CSA Board of Directors that a motion will be put forward at the next board meeting with changes to the following sections of Bylaw 2 (Electoral) of our Bylaws and Policies:

#### **Section 2.2: By-Elections**

2.2.1 By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors.

to

2.2.1 By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors or the Executive Committee

#### **Section 5: Referendum**

5.4 Referendum questions shall be included during the General Elections period

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5.4 Referendum questions shall be included during the General Election or By-Election periods

5.11.1 The final ratification date for referendum questions will be the last board meetings of the general election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary

to

5.11.1 The final ratification date for referendum questions will be the last board meetings of the general election or by-election nomination period. The board may call an emergency meeting in the last week of the nomination period if necessary