

AGENDA

Board of Directors Meeting # 10

January 27, 2021 – 6:00 pm

Microsoft Teams



10.0 Call to Order	
10.1 Land Acknowledgement Kristine Sondergaard	Click the page links to go to that page in the doc.
10.2 Adoption of the Agenda 10.2.1 Approve the Agenda 10.2.2 Declarations of Conflicts	Use 'control' + 'home' to return to this first page. Pg 3
10.3 Ratifications and De-Ratifications 10.3.1 N/A	
10.4. Comments from the Chair 10.4.1 Introductions and Pronouns	
10.5 Approval of Past Board Minutes 10.5.1 N/A	
10.6 Executive Committee Minutes 10.6.1 Meeting # 30 Minutes - December 9, 2020 10.6.2 Meeting # 31 Minutes - January 15, 2021	Pg 4 Pg 8
10.7 Executive Updates 10.7.1 President 10.7.2 VP Student Experience 10.7.3 VP Academic 10.7.4 VP External	Pg 12 Pg 14 Pg 15 Pg 18
10.8 Director Reports	
10.9 CSA Services Update and Report 10.9.1 N/A	
10.10 Committee Updates and Reports 10.10.1 Appoint Directors to Teaching Excellence Award Selection Committee 10.10.2 CSA Elections Appeals Board (EAB) Selection & Ratification	Pg 21 Pg 22
10.11 Business 10.11.1 Revised 2020-2021 Board Meeting Schedule 10.11.2 NOTICE: Amend Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA 10.11.3 NOTICE: CSA Rules of Order Section 3.6 New Business 10.11.4 NOTICE: Amend Appendix A, Section 13. Policy Review Policy 10.11.5 NOTICE: Amend Bylaw 1 – Organizational, Section 9.0 Member Meetings (AGM Location) 10.11.6 CSA Health Plan Referendum Campaign 10.11.7 Adoption of Elections Office All Candidates Package (Director and Executive)	Pg 24 Pg 25 Pg 26 Pg 27 Pg 28 Pg 29 Pg 30
10.12 New Business 10.12.1.	
10.13 Announcements	
10.14 In Camera Session	

AGENDA

Board of Directors Meeting # 10

January 27, 2021 – 6:00 pm

Microsoft Teams



10.15 Adjournment	Pg 71
--------------------------	-------

Motion

Board of Directors Meeting # 10

January 27, 2021



Item 10.2.1
Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 10 on **January 27, 2021** be approved as printed and distributed.

Moved:

Seconded:

1st POSSIBLE AMENDMENT

MOTION TO AMEND: To reorder the agenda so that:

- Items ... follows item ... above.

Moved:

Seconded:

2nd POSSIBLE AMENDMENT

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Seconded:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting on **January 27, 2020** be approved as amended:

- a)

Moved:

Seconded:

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE Moved

VPA Seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

5.1.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Election staff: working on FAQs for nominations to be posted on the website, candidate and nomination forms are being updated, board reviews that have been brought forward pre-COVID have been implemented (specifically relating to work outside of the CSA and course credit)

5.1.2 Staffing

Some of our student staff is returning for the 2021-2022 academic year

Will be coming up with a hiring plan in W21

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- Limited hours this week
- SE&RM Coordinator interviews next week (Dec 14 – 17)

5.2.2 Social Media holiday giveaway

Friday Dec 11 at 12PM - two \$50 gift cards

5.2.3. STARTonCampus

VPSE invited to speak at Community & Getting Involved session on Jan

5.3 Vice President Academic

5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

5.3.3. Student Success Committee

Met for the first of four meetings yesterday to assess issues challenges and possible solutions for Respondus issues. I have found new allies as a result of this meeting and will be working with them to:

- ensure that faculty are presented all of their options for assessments that can be done virtually providing alternative assessment options for professors to use and encouraging them to utilize them, along with resources (potentially financial) to allow them to make appropriate changes
- guidance on modification to existing course outlines that include Respondus (this is important given that some students will resist some alternative assessment options)
- rejection of W21 course outlines that include the use of lockdown browsers and automated proctoring services for more than 10% of the course assessments
- turn off flagging function

5.3.4. Provost's Working Group on Pedagogical Innovation

Was announced last week and is now recruiting members. I understand I will be a member but have submitted a nomination regardless. I have also reached out to board members to encourage their participation. I've also nominated a few CSA members/students for this committee who have expressed interest.

5.3.5. CSA Teaching Excellence Award

I've opened up nominations for the teaching excellence award and have had students emailing me about it which is encouraging.

Agenda #30

Executive Committee Meeting 2020-2021

December 9th, 2020 @ 9:30am – Teams



5.3.6. College of Stewards Meeting

Met with CUPE college of stewards and had a great meeting about Respondus and internet connectivity issues.

I participated in an external review/audit of registrarial services with the GSA VP Internal which was very interesting.

Committee on Undergraduate Academic Advising semesterly meeting this past week. Fairly uneventful and not necessarily that informative.

5.4 Vice President External

5.4.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- Bike Center:
 - Speed River Bicycle have agreed to collaborate with the CSA to provide services for students at a discounted rate
 - Potential collaboration with the Guelph Tool Library
- Foodbank: meeting with coordinator today to discuss fundraising ideas & opportunities

5.4.2. ISS Collaboration

Event on Dec 5th was successful, fundraiser is almost at its goal

5.4.3. Reviewing policies

VPE reviewing policies related to responding to callouts

5.4.4. Racialized Students “constituency”

5.4.5. Campus Coalition

Meeting today

6.0. Business

6.1 CSA Survey Questions for December Newsletter (See the link [here](#))

- Add the following question: “is there anything else you would like to see from the CSA in W21?”

6.2 EEC/Executive Board Reporting PBRC Proposal

Discussion item will be postponed to a later date

6.3 Committee Scribe (Request from PBRC)

In the past there has been a committee scribe, however, there has also been concerns with scheduling

Proposal: develop a scribe training that includes different templates for each committee

6.4 Menstrual Hygiene Initiative fee – period packs giveaway

“Do you support a mandatory fee of \$0.90, indexed to the cost of living, per semester for all undergraduate students, with the intention of freely supplying and distributing menstrual hygiene products, including, but not necessarily limited to, tampons and pads, to all its Members who experience menstruation across campus to be put in effect at the beginning of the semester in Fall 2017 (inclusive)?”

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

VPA Moved

VPSE Seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

5.1.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- Election staff: starting promotion soon

5.1.2 Staffing/Hiring W21

- Clubs hiring committees have been struck
- Other hiring committees for other services will be struck later

5.1.3 PDR

- Deadline: January 21

5.1.4 CSA Survey Questions (December Newsletter)

- Have been seeing steady increases in the engagement with the newsletter
- Not a lot of students answered the survey – no valuable information

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- Clubs: The clubs office staff is currently working on Winter accreditation and general meeting dates. As well as W21 clubs days
- SHAC: planning hiring committees and staffing

5.2.2. Events:

- Sexy Bingo tonight (Friday Jan 15) with Brianna Brexit

Agenda #31

Executive Committee Meeting 2020-2021

January 15th, 2021 @ 4:00pm – Microsoft Teams



- Cultural Diversity Office: BIPOC Winter Welcome Social – they are inviting representatives from different organizations to talk about their services and what they provide for students
- START On Campus: invited CSA to speak at their Community session happening on Jan 26

5.3 Vice President Academic

5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

- SHAC is hosting an event with OCL coming up which should be good

5.3.2 Provost & VP Academic Selection (UofG)

Provost's Taskforce on Pedagogical Innovation

- Interesting correspondence with the Provost about our meeting that is occurring on Monday. The taskforce now appears to be focussing on implementing changes for the fall semester, but Cate Dewey's assessment committee will be focusing on changes for this semester which is positive

5.3.3. Teaching excellence award

- Six nominations currently made, going to be striking a selection committee at the next board meeting

5.4 Vice President External

5.4.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Bike Center: working on a new initiative for service users

5.4.2. Supplier Code of Conduct committee

Meeting with the Vice Provost Finance next week to discuss the committee & its policies

5.4.3. Campus Coalition

Planning to meet with the administration to bring forward academic concerns from all different entities (as well as mental health issues, financial restraints, international student issues)

Hoping to send a new survey in the next newsletter

5.4.4. Fairness for International Students

Scheduling regular meetings with the ISO to collect feedback and hear from them about their issues

5.4.5. BIPOC Students Coalition

Indigenous Students Society & GBSA have been invited and will attend

6.0. Business

6.1 Requiring CSA Directors to perform class talks/create posts for Courselink (see supporting material; CSA Board of Director Meeting #6, November 6th 2019, Item 6.11.3, pp. 55)

Discussions around wording of the motion

Around campaigning time, the president will send a reminder email to the board of directors to remind them of their responsibilities as directors

6.2 Executive elections outreach strategies

Discussions around whether the CSA should take a biased stand when it comes to the Health Plan referendum question

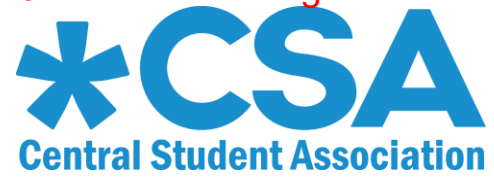
7.0 New Business

8.0 Adjournment

Motion

Board of Directors Meeting # 10

January 27, 2021



Item 10.6

Executive Committee Minutes

MOTION: That the Executive Committee Minutes be received as information for the following meetings:

10.6.1 Meeting # 30 Minutes - December 9, 2020

10.6.2 Meeting # 31 Minutes - January 15, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded:



CSA President Update: January 27th CSA Board Meeting

Hello Board of Directors,

Our nomination period is running right now! If you are graduating this year, consider our Executive positions as a strong experience to bring you to wherever you are going next. I'll have quite a bit more information in the update here, and please read through this carefully.

Important Dates:

- CSA Elections: Nominations begin January 25th!
- PDR Deadline W21: January 22nd

Ongoing Projects:

- PDRs: W21 Review beginning this week
- Winter General Election: Nominations + Campaigning
- Referendum & Campaigning
- Business Office Long-term plan
- AGM Planning

Committees:

Petitions, Delegations, & Representations Committee

The committee met on Tuesday, January 26th to discuss PDR applications. Currently, our budget stands in an interesting place as student groups have been reluctant to spend this year due to restrictions associated with COVID-19. We will be entertaining another PDR application window to allow groups to retroactively apply to our PDRs as we do have a large amount of grants remaining considering the reduced demand for PDRs. I have discussed with the Student Executive Council, and it seems this is a common pattern across PSOs on campus.

Student Organization Policy (SOP) Review Working Group

I am currently participating in a review of the Student Organization Policy (UofG policy) along with a few other PSO leaders on campus. This review happens every 5 years, but had been previously delayed due to SCI and COVID-19. If you have worked with the SOP or in an ASO/PSO and have recommendations or concerns surrounding something in the SOP, please reach out to me before the end of January as we will be amending the policy and bringing it forward to Senate in early February.

Services:

Bullring

The Bullring now has its own website, which is available at www.thebullring.ca. The Bullring is currently amending its staffing practices in reaction to the current restrictions that affect staff, but the restaurant is operating as normal (in COVID-19 that is). If you are on campus, it's a great place to grab some food so I encourage you to go there if you work on campus or have an on-campus lab and need a bite! With



twice the number of students living in residence this semester, we are expecting a slight uptick in the number of customers, however it's been a slow start. It is common for January to be slow (New Year resolutions & fewer students on campus and all).

Other:

Elections

This election is a particularly strange one being virtual, but also because candidates do not know what their position will look like as the university has not made any announcements surrounding what Fall 2021 will look like. We need to advertise as much as we can and please consider running yourselves once again or for an executive position. A few weeks ago, I sent an e-mail with information surrounding how you can promote the elections. Please make sure you follow us on Instagram & Facebook and share our elections content. We will also be releasing information on the referendum on Monday. Currently, neither the CSA or GSA have referendum teams that are moving with a Yes or No campaign.

Guelph Student Foodbank

Our Foodbank is in a precarious situation this semester as COVID-19 has affected the rate at which the budget has been spent. The CSA Executives will be working to alleviate these constraints this year, moving forward with a touch-base to UofG administration first for support, and later entertaining fundraising possibilities. Fundraising is time consuming, and something we would like to avoid if possible considering the time required to organize them and how long our current budget will bring us. A last-ditch effort would be to come to the CSA Board for extra support.



Sara – CSA VP Student Experience

Hi friends! I hope the semester has been kind and easy for you! Here's what I've been up to:

- Events:
 - Sexy Bingo: the event was part of Snow Days. We had just about 160 viewers and participants. The event ran for about 2 hours and a total of 15 winners between sexy bingo and music bingo.
 - Trivia: a Trivia Party event is happening on January 29th at 7PM on Twitch with DJ Roshanie. Sign up here: <https://forms.office.com/Pages/ResponsePage.aspx?id=K6Fivq0soUml-oX08xVqferEFJUDaPIBsPI0zzkpowdUNTgzSUNXOEMwSIBCMUYwWjcxWEZENVU0SC4u>
 - Services:
 - SHAC: the SHAC staff adjusted their hours to accommodate the lawyer's schedule
 - Clubs: the Clubs staff is currently working on Winter accreditation, general meetings, as well as Clubs Days which will be talking place on
 - Tuesday Feb 2: 1:00 – 3:00
 - Thursday Feb 4: 4:00 – 6:00
 - Friday Feb 5: 12:30 – 2:30
 Invitations will be sent to clubs!
 - External committees:
 - Athletics Advisory Committee: the Athletic Center is looking into commissioning an Indigenous artist to paint a mural in the lobby. They have 4 artists to choose from and they're looking for feedback from students. Please check out the artists and vote in the Qualtrics survey:
-
- Jessie Buchanan [@jessiebuchananart](#)
[Mural at Anderson Therapy Services in Dundas](#)
 - Tehatsistahawi Kennedy [@tsista.kennedy](#)
[Mural at Atlohsa Family Healing Services in London](#)
 - Luke Swinson [@lukeswinsonart](#)
[Mural in Kitchener](#)
 - Alannah Jewel [@morning.star.designs](#)
[Mural installed in Waterloo](#)

Vote Using the Qualtrics Survey Link:

https://uoguelph.eu.qualtrics.com/jfe/form/SV_0AKclqdr93GxcEK



CSA VP Academic Update: January 27th CSA Board Meeting

Greetings CSA Board,

I hope this semester is off to a good start. I'd like to start by saying our motion regarding online assessment was received by the admin and their response implicitly acknowledged that the issues are valid and would be addressed. This proved true when the student assessment committee chaired by the Associate VP Academic, tabled its recommendations which will be elaborated on later on in my report.

Other than that, I've reaching out to many folks in anticipation of our upcoming election and I hope that you will all either run again in your positions or consider seeking election as an executive.

Please consider this your heads-up for the motion later on in the agenda where I'll be asking for two directors to join me for one meeting to determine the faculty that will be awarded the teaching excellence award later on in the semester.

Sincerely,

Sean

Important Dates:

- Teaching Excellence Award nominations are due February 26th at 4pm, I'll be recruiting people to be on the selection committee
- University Senate meeting February 1st
- AGM upcoming

Ongoing Projects:

- Promotion of the Teaching Excellence Award
- Student Assessment reform
- Collaboration with the campus coalition on academic issues

Committees:

Open and Affordable Course Content Task Force

The Library administration has been carrying on-going work on open access resources and will be utilizing the pandemic as a catalyst to encourage more faculty to use open access resources. There has recently been some grant money become available which could lead to additional OpenEd resources.



Accessibility Working Group

This committee recently had our first meeting and reviewed our mandate and established what our work will consist of going forward. Please feel free to reach out to this committee if you believe there are accessibility issues that the committee should examine.

Student Success Committee

None of the subcommittees that were recently established by the SSC have been meeting yet, so please let me know if you are interested in sitting on any of these.

- Support for non-traditional learners (1st gen, minority or marginalized groups, commuters, students from small or poorly resourced communities)
- Peer support
- Alternatives to exams, assessment methods - increase group work or problem-based exams, Review testing instruments (purpose and reason), Universal assessment design
- First year students: Preparation and support for transition to university, modules/courses to aid transition, first year onboarding, support for COVID impacted first year students
- Coordination & monitoring of workload across curriculum, deferred exams do not conflict with current course work, integrated academic planning tool to guide students
- Early alert system and intervention system for students who have not been attending class, have poor grades, are dropping courses, at risk academically and/or personally
- Identification of courses with high failure rate, Awareness of academic support, promote help-seeking behaviours
- Student engagement (in course material, student life), Sense of belonging, building strong sense of community for all while respecting diversity, feeling of identity with their program

Student Assessment Committee

This committee has made some recommendations to the Provost's office that must then be approved by the Dean's and senate. The document hasn't been finalized but more details will be forthcoming. What I can tell you now is that the document recommends that the university ensure students can borrow a computer from the university if required for exam and that students will be able to submit reasonable requests to have exams administered in an alternative format to respondus.

Provost's Taskforce on Pedagogical Innovation

This committee has now met and will be focussing on post-COVID learning.

Transit Advisory Committee



**Your Undergraduate
Student Voice at Guelph**
Local 54 Canadian Federation of Students

I recently filled in for the VPE at the January 21st TAC meeting. During this meeting we discussed improving the community bus trip booking system and Guelph Transit's 10-year capital budget's inclusion of provision to go 100% electric.

Campus Coalition Meeting

The VPE and I are developing a lobby document in collaboration with coalition stakeholders to advocate for common interests.

Services:

Student Help and Advocacy Centre

CSA VPSE Sara has been co-supervising SHAC with me and will be doing so for the 2020-2021 term.

We will be starting the hiring process for the 2021-22 staff soon.

January 21st 2021 - CSA VP External Board Update

For your reference, my job, duties, and responsibilities are outlined in Policy Manual, Appendix A, Section 14.6. – Vice President External Affairs.

CAMPAIGNS

Education for All

The campus coalition has been meeting often and has highlighted various important concerns. A working group has been struck and meets every Friday to discuss actions and steps forward. Currently the group is creating a collective lobby document to the University of Guelph Administration. Some of the student issues highlighted by the CSA include the high financial cost of post-secondary education; online learning and accessibility; physical and mental health and safety; quality of education and academics; and international student concerns.

Fairness for International Students

The CSA and ISO have regular bi-weekly touch base meetings this semester, and are working to convene a working group around the Fairness for International Students campaign. The demands of this campaign are: an immediate reversal of tuition fee increases made in April 2020, a freeze on tuition fees, and more grants, scholarships opportunities and COVID-19 financial supports for all international students.

Fossil Free Guelph

Folks from FFG met January 16th to discuss future steps on how to continue to hold the admin accountable on their divestment commitment and to ensure Guelph can truly become a fossil free campus in the near future. This group is also looking to create resources and tools for student groups at other universities to use in their fossil free campaigning efforts.

SERVICES

Bike Centre

The CSA is partnering with Speed River Bicycle to give the first 50 students an opportunity to have a \$40 discount towards purchasing any parts or bike repairs. We are hoping to have initiative go live sometime this week!

CANADIAN FEDERATION OF STUDENTS

CFS NATIONAL

- CFS National Caucus and Constituency meetings took place from January 18th to the 22nd from 12pm -4pm. As the local 54 representative, I joined the racialized students constituency, the large institutions constituency, and the Constituency Commission.
- Lobby Week

This year's National CFS Lobby Week will take place from February 16th - 19th. Lobby week provides student union executives an opportunity to engage with, and seek commitments from MPs and Senators on student issues. Some of the issues of discussion include free post-secondary education, funding and support for Indigenous learners, student housing, and climate change.

- National General Meeting
The Federation's National General Meeting's Caucus and Constituency spaces will be meeting January 18th, 19th, 20th, 21st, and 22nd.

CFS Ontario

- The Ontario Executive Committee will be meeting January 29th from 2pm -4pm

EXTERNAL AFFAIRS AND COMMITTEES

Suppliers Code of Ethical Conduct Advisory and Policy Committee (SCECAC)

This committee will be meeting on January 28th. I met with the new VP of Finance on January 22nd to update them on the work of the committee and the steps forward/goals for the semester.

Guelph Wellington Coalition for Social Justice

The Social Justice Coalition last met on January 12th discussing what the work of the coalition might look like for the next several months in virtual formats.

Guelph District Labour Council

The Labour Council met on January 14th from 6:30pm – 8:00pm. A big conversation topic was paid sick days, especially given that most COVID-19 outbreaks happen at workplaces. The Power of Many campaign is calling on the Ford government to reconvene the legislature to act on paid sick days, address the crisis in long term care, prepare for a safe return to school, and ramp up the COVID-19 vaccine rollout. Sign the following petitions to make these demands!

Petitions:

1. www.powerofmany.ca/resume_the_legislature
2. www.ontariondp.ca/demand-paid-sick-leave-now

SOLIDARITY

BIPOC Students Coalition

The BIPOC Students Coalition will be meeting for the first time this semester on January 28th from 4pm – 5pm. This coalition is a safe space for any BIPOC student to connect with the CSA to socialize, build relationships, and share concerns.

Motion

Board of Directors Meeting # 10

January 27, 2021



Item 10.7
Executive Updates

MOTION that the following Executive Updates be received as information:

- 10.7.1. President
- 10.7.2. VP Student Experience
- 10.7.3. VP Academic
- 10.7.4. VP External

Moved:

Seconded:

Motion

Board of Directors Meeting # 10

January 27, 2021



Item 10.10.1

**Motion to Strike and Appoint Directors to the
2021 Teaching Excellence Award Selection Committee**

WHEREAS the [Teaching Excellence Award](#) (TEA) is presented annually by the Central Student Association (CSA) to recognize and show appreciation for the contributions of outstanding instructors on the University of Guelph campus;

WHEREAS nominations for the CSA TEA opened in December 2020 and closes on February 26, 2021 at 4pm;

WHEREAS the CSA VP Academic is responsible for awarding up to two recipients of the TEA annually as per CSA Policy Appendix A, Section 14.5.4, which states 'to coordinate the annual Teaching Excellence Award'; and

WHEREAS there have been more than two nominations for the 2021 TEA.

RESOLVED that:

- a) The CSA Board strike a 2021 Teaching Excellence Award Selection Committee with the mandate to review nominations and select the recipient(s) of the award to the VP Academic.
- b) The VP Academic Chair the TEA Selection Committee.
- c) The VP Academic, in consultation with the 2021 TEA Selection Committee, develop terms of reference (TOR) for the Board's consideration to establish this committee permanently.
- d) The following two Director(s) be appointed to the 2021 Teaching Excellence Awards Selection Committee.

Moved: Sean Mitchell, VP Academic

Seconded:



Motion

Board of Directors Meeting # 10

January 27, 2021

Item 10.10.2

CSA Elections Appeals Board (EAB) General Members Selection

WHEREAS Appendix G, section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of three (3) Directors and two (2) General Members of the CSA;

WHEREAS at their meeting on September 16, 2021, the CSA Board of Directors appointed the following Directors to the EAB:

- Anum Anjum
- Alan Negrin
- Katy Oada;

WHEREAS Appendix G, section 27.3.3., subsection c) states that the Board will appoint CSA General Members to the EAB as per Robert’s Rules and the Chair’s discretion,

WHEREAS the CSA President informed General Members of the EAB volunteer opportunity via mass-mail in the January 13, 2021 CSA Newsletter as per Appendix G, section 27.3.3, subsection a);

WHEREAS the President received responses from two (2) interested General Members and the Chief Returning Officer (CRO) and President have reviewed these responses to ensure no conflict of interest exists as per Appendix G, section 27.3.5; and

WHEREAS the President provided the General Member responses received, which included a 150-word statement of interest and CV for each, in an email to the Board on January 25, 2021 to prevent publishing confidential information within a Board Package.

RESOLVED that:

- a) the Policy & Bylaw Review Committee (PBRC) review the EAB General Member selection process and provide recommendations to streamline the process of General Member selection to the Board by the end of the 2020-2021 academic year; and
 - i. that the recommended process include protecting the confidentiality of information submitted by interested General Members.
- b) the CSA Board of Directors appoint the following General Members to the Elections Appeals Board for the remainder of the 2020-2021 academic year:

[minimum of two General Members of the CSA required]

Motion

Board of Directors Meeting # 10

January 27, 2021



Moved:

Seconded:

Motion

Board of Directors Meeting # 10
January 27, 2021



Item 10.11.1
Revised 2020-2021 Board Meeting Schedule

WHEREAS a revised CSA Board of Director's meeting schedule was approved on October 28, 2020;

WHEREAS the date of the Annual General Meeting was amended from February 10, 2021 to Tuesday March 16, 2021 at the January 13, 2021 Board Meeting; and

WHEREAS moving the February 4, 2021 approved meeting date to Wednesday February 10, 2021 would space Board Meetings evenly to every two weeks.

RESOLVED that the revised 2020-2021 Board of Directors Meeting Schedule be approved as presented at the January 27, 2021 Board Meeting.

Moved:

Seconded:

Motion

Board of Directors Meeting # 10

January 27, 2021



NOTICE

Item 10.11.2

Amend Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA

WHEREAS during review of Bylaw 4 – Policy of the CSA, the Policy & Bylaw Review Committee (PBRC) agreed that more context should be provided to the definition of, and an archival process should be established for, CSA Issues-Based Policies as described in Section 1.1 Policy Resolutions of the CSA; and

WHEREAS this bylaw amendment is being presented at this meeting with a similar motion to amend associated Appendix A, Section 13. Policy Review Policy, so that the two are complimentary.

RESOLVED that **Bylaw 4 – Policy of the CSA, Section 1.1. Policy Resolutions of the CSA** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:

Motion

Board of Directors Meeting # 10

January 27, 2021



NOTICE

Item 10.11.3

Amend CSA Rules of Order, Section 3.6 New Business

WHEREAS the CSA's Policy & Transition Manager (PTM) received a request to provide more context by clearly defining 'time-sensitive' and 'emergency' requirements to introduce New Business Items as described in **CSA Rules of Order Section 3.6 New Business**; and

WHEREAS PBRC, in collaboration with the CSA Chair, has discussed this issue and respectfully recommends this motion for the Board's consideration.

RESOLVED that **CSA Rules of Order, Section 3.6 New Business** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:

NOTES:

Motion

Board of Directors Meeting # 10

January 27, 2021



NOTICE

Item 10.11.4

Amend Appendix A, Section 13. Policy Review Policy

WHEREAS during review of Appendix A, Section 13 Policy Review Policy, the Policy & Bylaw Review Committee (PBRC) identified several issues rendering it ineffective and inefficient as written; and

WHEREAS this policy amendment is being presented at this meeting with a similar motion to amend associated Bylaw 4 – Policy of the CSA, so that the two are complimentary.

RESOLVED that **Appendix A, Section 13. Policy Review Policy** be amended as presented in the January 27, 2021 Board Package, and as recommended by the Policy & Bylaw Review Committee (PBRC).

Moved:

Seconded:



Motion

Board of Directors Meeting # 10
January 27, 2021

NOTICE

Item 10.11.5

Amend Bylaw 1 – Organizational, Section 9.0 Member Meetings (AGM Location)

WHEREAS at their meeting on January 13, 2021, the CSA Board of Directors approved the date, time and location of the 2021 AGM, which included meeting virtually via Microsoft Teams;

WHEREAS the University continues to restrict in-person meetings due to Covid related impacts; and

WHEREAS Bylaw 1 – Organizational, Section 9.0. Members Meetings, subsection 9.1.2. states: ‘The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.’

RESOLVED that:

- a) Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 9.1.2.
- b) The President consult with the Executive Committee and core staff and provide recommendations supporting the continuation of, or reinstating, this policy amendment and supporting rationale to Board prior to the final Board Meeting of the academic year.

Moved:

Seconded:

NOTES:

Bylaw 1 – Organizational

9.0. Members Meetings

9.1.2. The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

Motion

Board of Directors Meeting # 10

January 27, 2021



Item 10.11.6

CSA Health Plan Referendum Campaign

WHEREAS the CSA Board of Directors ratified a referendum question brought forward by the CSA/GSA Health & Dental Plan Committee regarding the Universal Health Plan,

WHEREAS the current Universal Health Plan is set at a fee of \$140 per year and has the potential to increase by the Consumer Price Index annually (e.g. 2.1% in 2020-2021),

WHEREAS the proposed plan with an opt-out option would be set at a fee of \$186 and has the potential to increase by a maximum of 4% annually,

WHEREAS Bylaw 1 - Organizational, Section 1.2.1.c) states that we offer members services to save money like health and dental plans, affordable bus passes, and more,

WHEREAS the Executive Committee recognizes that 81% of undergraduate students decided not to opt-out of the dental plan in the 2020-2021 academic year, indicating similar patterns may occur if an opt-out option was introduced for the health plan,

WHEREAS the CSA has a responsibility to make an informed endorsement prior to asking students to decide on the referendum question,

RESOLVED that:

- a) the CSA campaign against the proposed health plan with an opt-out option and represent the No Referendum Team; and
- b) the CSA ensures that students receive information on both plans, so CSA Members can make an informed choice, in a manner that is inclusive and does not contribute to divisiveness.

Moved:

Seconded:



CSA
ELECTIONS

Candidates' Package: Director Positions

Winter 2021 General Election

DRAFT

January 20, 2021

TABLE OF CONTENTS

TO ALL CANDIDATES IN THE CSA GENERAL ELECTION	3
CONTACT INFORMATION	4
RULES AND RESPONSIBILITIES:	
CSA MISSION, VISION, AND VALUES	5
CORPORATE ORGANIZATIONAL CHART	6
ELECTION GUIDELINES:	
IMPORTANT POINTS TO REMEMBER	7
IMPORTANT DATES	8
POSTERING	9
ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS	10
SOCIAL MEDIA GUIDELINES	11
CAMPAIGNING	13
ABUSE OF POSITION	15
CAMPAIGN INFRACTIONS	16
CSA BOARD OF DIRECTORS MEETING SCHEDULE 2020-2021	18

TO ALL CANDIDATES IN THE CSA GENERAL ELECTION

First, we would like to congratulate you on being nominated for a position at the Central Student Association (CSA). As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this *Candidates' Package* and as prescribed by the *CSA Bylaws and Policies*.

Second, the following page shows our contact information. If at any time during the election you are unsure about a rule or bylaw, we strongly recommend contacting the Elections Office; we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

As a CSA Director, you are an “Ambassador of Something Bigger”, and this position entails major responsibilities that as candidates you must be aware.

It is your responsibility as a candidate to know all the duties and responsibilities that come with being a CSA Director. They are outlined in this document and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. You can review all of the bylaws, policies, and rules of order [at the following link](#).

And last, we hope that this is a rewarding experience for all of you; we encourage you to enjoy the experience and remain positive, regardless of the hard work required.

Sincerely,

Jewel Lindemann
Chief Returning Officer (CRO)
Central Student Association
csacro@uoguelph.ca

Julia Centofanti
Assistant Returning Officer (ARO)
Central Student Association
csaaro@uoguelph.ca

CONTACT INFORMATION			
CSA Election Office Central Student Association UC, Level 2: Room 267 Please note that because of COVID-19 restrictions the CSA office is closed until further notice.			
Name	Position	Contact Info	Virtual Office Hours
Jewel Lindemann	Chief Returning Officer (CRO)	csacro @uoguelph.ca	Monday/Wednesday: 8:30 am – 10:30 am Tuesday/Thursday: 2:30 pm – 4:30 pm
Julia Centofanti	Assistant Returning Officer (ARO)	csaaro @uoguelph.ca	Monday/Wednesday: 11:00 am – 1 pm Tuesday/Thursday: 10:30 am – 12:30 pm
Tyler Poirier	CSA President	csapresident @uoguelph.ca	9am-4:30pm
Pete Wobschall	Policy & Transition Manager	csaptm @uoguelph.ca	9am-4:30pm

CSA MISSION, VISION, AND VALUES

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based on the knowledge of gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

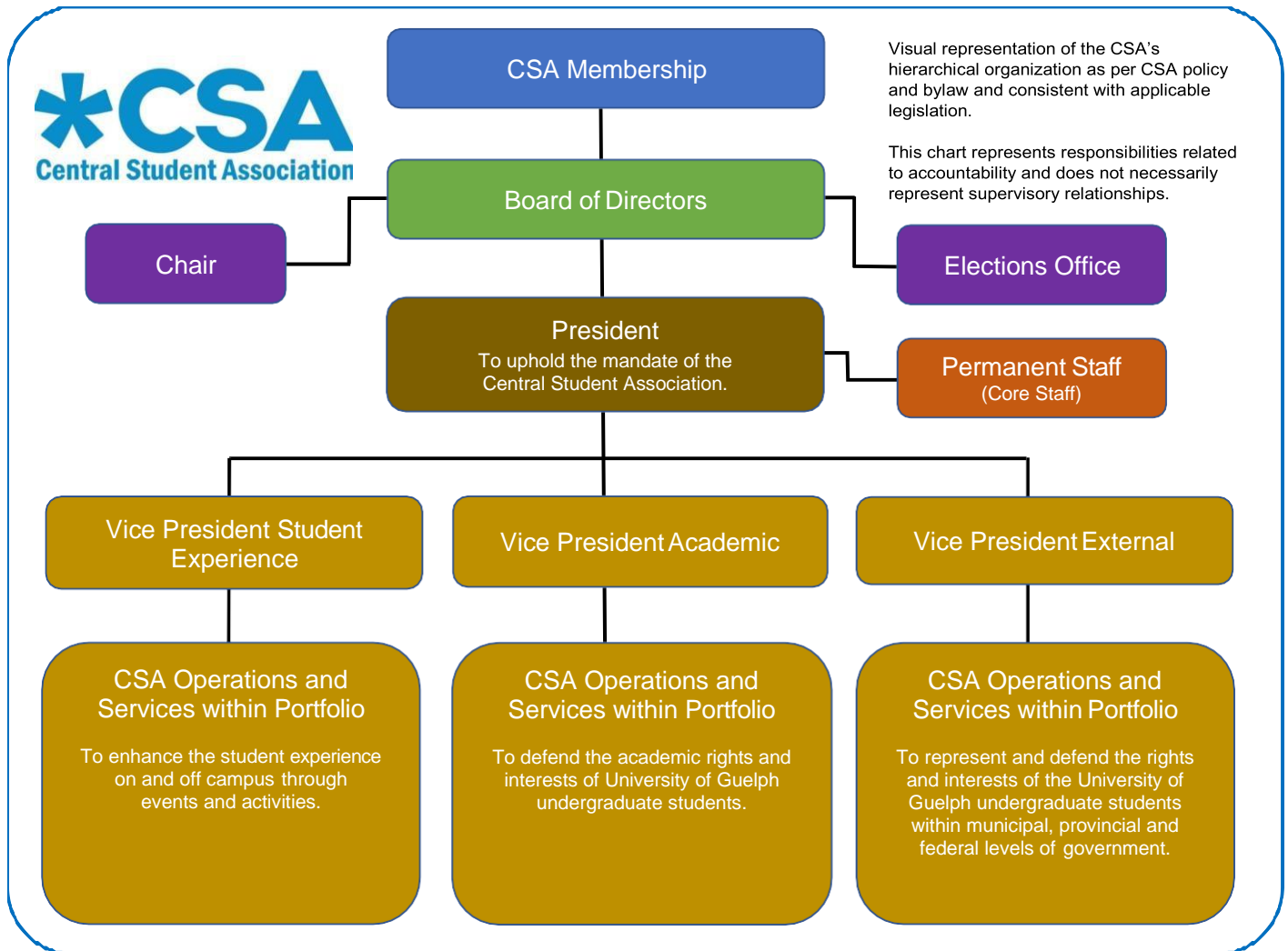
Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.

Corporation of the University of Guelph Central Student Association

CORPORATE ORGANIZATIONAL CHART



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 candidates' package, and applicable to CSA elections. There are many 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 CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

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

**Campaign expense limits are:
\$200 (Executive),
\$75 (At-Large Director),
and \$300 (Referendum Teams).**

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Monday, February 15, 2021 at 4 pm**. Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received. **If the Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.** Candidates must retain all receipts of expenses incurred during the campaign.

As a result of COVID-19 and due to the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strictly prohibited. The CSA will not be offering poster runs. We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

Academic Consideration: The CSA Elections are intense and time-consuming for all the candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations. **Candidates are encouraged to consult the University's Academic Consideration Policy [here](#).**

IMPORTANT DATES

Winter 2021 General Election

Nominations:

Monday, January 25 to Friday, January 29, 2021 at 4:00 pm

All Candidates' Meetings:

Friday, January 29, 2021 at 5:30 pm

General Election Campaign:

Monday, February 1 to Thursday, February 11, 2021

**Submit list of campaign volunteers to Elections Office
Monday, February 1, 2021**

General Election Voting:

Monday, February 8 to Thursday, February 11, 2021 (11:59 pm)

Announcement of Unofficial Results

Friday, February 12, 2021

Submit Final Budget Form with Receipts

Monday, February 15, 2021

Results Ratified

Wednesday, February 24, 2021

POSTERING

Due to COVID-19 restrictions poster on-campus will not be permitted.

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites. All digital advertisements must be approved ***prior*** to posting.

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

Twitter: using #csaelections in all tweets

All digital campaign material must include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
 - Preferably this would be hyperlinked.

Digital campaign material must not include:

- Copyright Material
 - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer.

**Candidates may not poster off campus
No stickers**

ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS

- For 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.
- 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 CRO prior to the email being sent-out.
- 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.
 - Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.
- ***A candidate's email must contain:***
 - Name of the candidate (as it is to appear on the ballot).
 - Full name of the position the candidate is running 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 regard 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. 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

- 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 CRO at csacro@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.
- A list of the social media accounts that the candidate plans on using must be provided to the ARO at csaaro@uoguelph.ca no later than **Monday, February 1, 2021**.
 - The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. E.g., if the candidate decides to create a facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

- It is recommended that candidates create CSA elections accounts. The use of personal accounts will not be permitted.
- All posts must tag @csa_elections

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 period only. This means candidates/teams **cannot** publicize a Facebook group **before** the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

- **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.
- Facebook ads may be purchased; however, they are only permitted during the

campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

- Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.
- 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: **#csaelections**

Youtube

- Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.
- All YouTube content must be approved by the CSA elections office prior to being posted online.

Candidates are not permitted to interact with other candidates through campaign related social media.

CAMPAIGNING

Perhaps the most noticeable change to the election process will be in the way candidates campaign. In person, on-campus campaign has often been viewed as the most effective. Adapting to the COVID-19 restrictions will require creativity. Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

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 they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by **Monday, February 1, 2021 at 4:30 pm**. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

Classroom Talks

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class' Courselink page.

Campaigning (Cont'd)

Social Media

Use of 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.

Endorsements

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

An email must be sent to csacro@uoguelph.ca from the organization endorsing the candidate and copying the candidate.

Endorsements MAY be given by:

CSA Clubs
College Governments
Special Status Groups
Interhall Council

Endorsements MAY NOT be given by:

University Administration
University Faculty
University Centre Administration
CSA Full Time Staff

Note: You must obtain approval for all endorsements through the CSA Elections office.

Other

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

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.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

Penalty for Abuse of Position is:

- First Occasion: **75% of campaign budget**
- Second Occasion: **A fine of 100% of the campaign budget, which will result in immediate disqualification**

Some of the implications of this section are:

- **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. If you have access to residence 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 CRO 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.

CAMPAIGN INFRACTIONS

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in a deduction from the total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

- 1. Due to the severity of COVID-19 and with the safety of public health in mind, any form of on campus campaigning or the use of physical campaign materials will result in:**
 - A fine of 100% of the campaign budget, which will result in immediate disqualification
- 2. 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 minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence
 - **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
- 3. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period :**
 - **After Monday, February 15, 2021 by 4:00 pm:** A fine of 100% of the campaign budget, which will result in immediate disqualification
- 4. Candidate exceeds their budget:**
 - **If expenses are less than 20% of the budget:** The candidate will pay out of pocket
 - **If expenses are greater than 20% of the budget:** A fine of 100% of the campaign budget, which will result in immediate disqualification

5. **Use of campaign materials without CRO approval:**
 - **First occasion:** 25% of campaign budget and candidate must remove all materials immediately
 - **Second occasion:** 50% (non-cumulative from previous occasion) of campaign budget.
 - **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
6. **Campaigning outside the designated campaign period, 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 campaign budget
 - **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
7. **Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:**
 - A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate
8. **The abuse of a position from a candidate with whom they are involved to promote their campaign:**
 - **First occasion:** 75% of campaign budget
 - **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
9. **Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:**
 - **First occasion:** Warning
 - **Second occasion:** 50% of campaign budget
 - **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification

CSA BOARD OF DIRECTORS MEETING SCHEDULE

Tentative: 2020-2021

Dates are subject to change due to COVID-19. The dates mentioned below are last year's dates and are given to give candidates an idea of the time commitment. 2021 dates will be made available soon.

Fall 2020

1.	September 16, 2020	6:00 pm
2.	September 30, 2020	6:00 pm
3.	October 14, 2020	6:00 pm
4.	October 28, 2020	6:00 pm
5.	November 11, 2020	6:00 pm
6.	November 25, 2020	6:00 pm

Winter 2021

7.	January 13, 2021	6:00 pm
8.	January 27, 2021	6:00 pm
9.	February 3, 2021	6:00 pm
10.	February 24, 2021	6:00 pm
11.	March 10, 2021	6:00 pm
12.	March 24, 2021	6:00 pm
13.	April 7, 2021	6:00 pm

Town Hall

Wednesday, November 4, 2020
(Tentative)

2021 Annual General Meeting

Tuesday, March 16, 2021 via
Microsoft Teams @ 5:00pm (Tentative)



CSA
ELECTIONS

Candidates' Package: Executive Positions

Winter 2021 General Election

DRAFT

January 20, 2021

TABLE OF CONTENTS

TO ALL CANDIDATES IN THE CSA GENERAL ELECTION	3
CONTACT INFORMATION	4
RULES AND RESPONSIBILITIES:	
CSA MISSION, VISION, AND VALUES	5
CORPORATE ORGANIZATIONAL CHART	6
RESPONSIBILITIES OF THE PRESIDENTS AND VICE PRESIDENTS	7
CANDIDATE COMMITMENT FORM – EXECUTIVE	9
ELECTION GUIDELINES:	
IMPORTANT POINTS TO REMEMBER	11
IMPORTANT DATES	12
POSTERING	13
ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS	14
SOCIAL MEDIA GUIDELINES	15
CAMPAIGNING	17
ABUSE OF POSITION	19
CAMPAIGN INFRACTIONS	20
CSA BOARD OF DIRECTORS MEETING SCHEDULE	22

TO ALL CANDIDATES IN THE CSA GENERAL ELECTION

First, we would like to congratulate you on being nominated for a position at the Central Student Association (CSA). As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this *Candidates' Package* and as prescribed by the *CSA Bylaws and Policies*.

Second, the following page shows our contact information. If at any time during the election you are unsure about a rule or bylaw, we strongly recommend contacting the Elections Office; we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

As the CSA Executive, you are an “Ambassador of Something Bigger”, and this position entails major responsibilities that as candidates you must be aware.

It is your responsibility as a candidate to know all the duties and responsibilities that come with being a CSA Executive. They are outlined in this document and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all of the bylaws, policies, and rules of order [at the following link](#).

And last, we hope that this is a rewarding experience for all of you; we encourage you to enjoy the experience and remain positive, regardless of the hard work required.

Sincerely,

Jewel Lindemann
Chief Returning Officer (CRO)
Central Student Association
csacro@uoguelph.ca

Julia Centofanti
Assistant Returning Officer (ARO)
Central Student Association
csaaro@uoguelph.ca

CONTACT INFORMATION			
CSA Election Office Central Student Association UC, Level 2: Room 267 Please note that because of COVID-19 restrictions the CSA office is closed until further notice.			
Name	Position	Contact Info	Virtual Office Hours
Jewel Lindemann	Chief Returning Officer (CRO)	csacro @uoguelph.ca	Monday/Wednesday: 8:30 am – 10:30 am Tuesday/Thursday: 2:30 pm – 4:30 pm
Julia Centofanti	Assistant Returning Officer (ARO)	csaaro @uoguelph.ca	Monday/Wednesday: 11:00 am – 1 pm Tuesday/Thursday: 10:30 am – 12:30 pm
Tyler Poirier	CSA President	csapresident @uoguelph.ca	9am-4:30pm
Pete Wobschall	Policy & Transition Manager	csaptm @uoguelph.ca	9am-4:30pm

CSA MISSION, VISION, AND VALUES

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

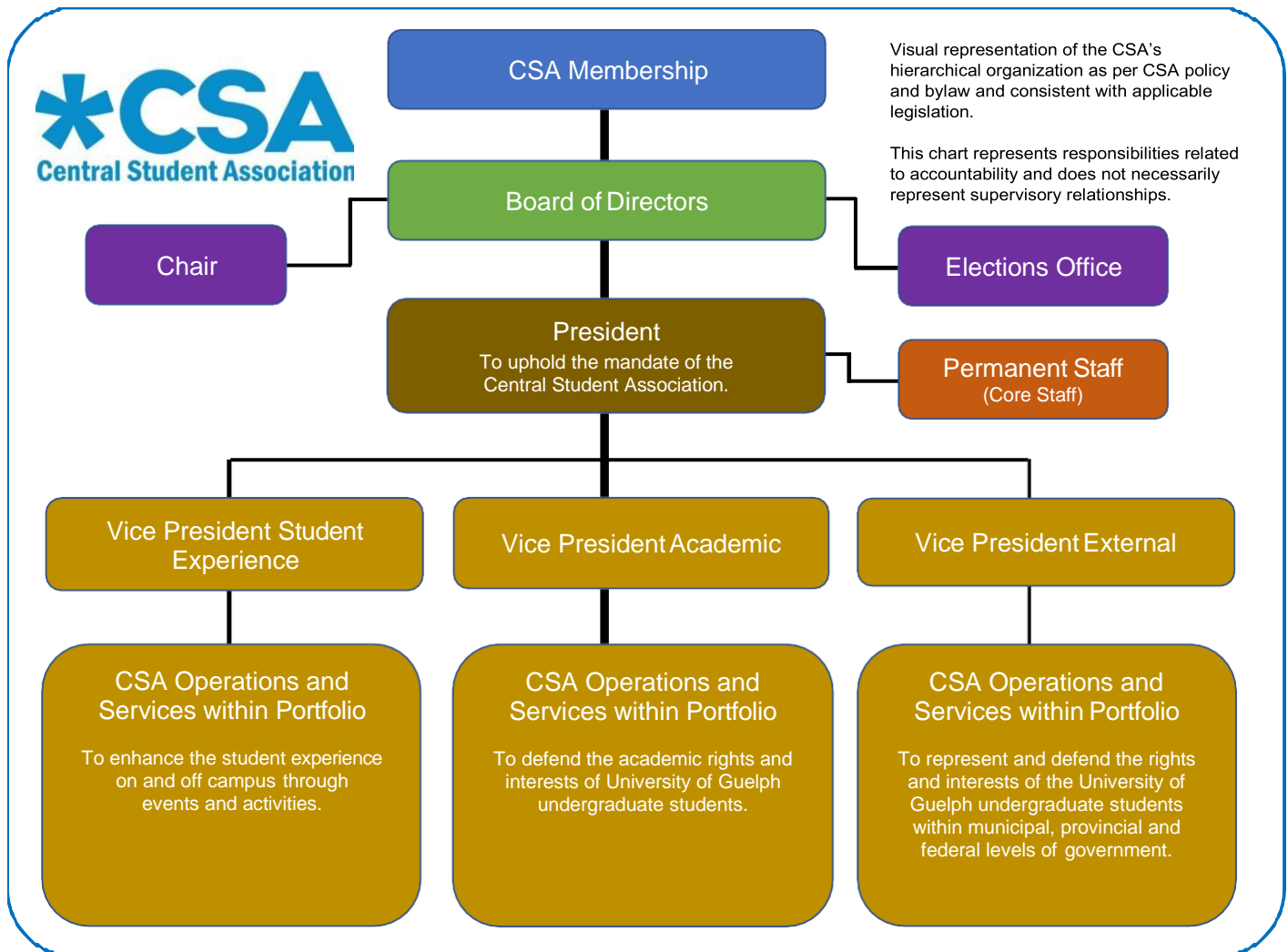
Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.

Corporation of the University of Guelph Central Student Association

CORPORATE ORGANIZATIONAL CHART



RESPONSIBILITIES OF THE CSA PRESIDENT

The primary purpose of the President is to uphold the mandate of the Central Student Association.

- To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind;
- To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA;
- To advocate for increasing student engagement and representation on committees;
- To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph;
- To act as “Corporate President” and to be a primary signing authority of the CSA;
- To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization;
- To act as the primary spokesperson of the CSA.

RESPONSIBILITIES OF THE CSA VP ACADEMIC

The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.

- To represent undergraduate students with all matters pertaining to accessibility and academic programming;
- To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience;
- To represent undergraduate students on all academic and accessibility related committees;
- To actively engage with students on academic issues that are currently relevant to the undergraduate student body;
- To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External;
- To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students;
- To promote the financial aid available to students.

RESPONSIBILITIES OF THE CSA VP STUDENT EXPERIENCE

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.

- To be involved in event planning pertaining to undergraduate students;
- To recruit volunteers and acquire feedback for events, promotions, initiatives and special projects that pertain to undergraduate students;
- To advocate for increasing student engagement and representation on committees;
- To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer;
- To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
- To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External;
- To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

RESPONSIBILITIES OF THE CSA VP EXTERNAL

The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government.

- To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.
- To act as a liaison to the City of Guelph and the Ontario and Canadian governments.
- To monitor government initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.
- To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic.
- To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice.
- To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- To advocate for increasing student engagement and representation on committees.

CANDIDATE COMMITMENT FORM: EXECUTIVE POSITION

For the duration of the term, as a candidate for the office of CSA Executive, I acknowledge and:

As an Executive Committee Member agree to:

- Accomplish initiatives as received by the President from the Board of Directors and the general membership;
- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Prepare and submit in a timely manner Executive Committee meeting minutes for inclusion in the upcoming board package;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Manager.

As an Executive Officer agree to:

- Work a minimum of 37 hours per week from May 1 until April 30;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Manager;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's transition manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Continued...

CANDIDATE COMMITMENT FORM: EXECUTIVE POSITION (Cont'd)

In addition to the above, I further agree to:

- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA by-laws and policies;
- At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times take into consideration the CSA's welfare and mandate;
- Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

The following dates are TBD due to COVID-19 and will take place in 2021.

The dates mentioned below are last year's dates and give candidates an idea of the time commitment and expected training dates. 2021 dates will be made available soon

- Commit to up to 30 hours of training with the outgoing Executive and training team, prior to the last day of April
- Attend the Staff Training Day on **March 28, 2020**
- Participate in the Executive Transition Program on **April 27-29, 2020**
- Attend the Mandatory Board Training on Saturday, **September 12, 2020**

A duplicate of this document will be provided for signature as a requirement of the nomination package.

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 candidates' package, and applicable to CSA elections. There are many 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 CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

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

**Campaign expense limits are:
\$200 (Executive),
\$75 (At-Large Director),
and \$300 (Referendum Teams).**

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Monday, February 15, 2021 at 4 pm**. Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received. **If the Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.** Candidates must retain all receipts of expenses incurred during the campaign.

As a result of COVID-19 and due to the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strictly prohibited. The CSA will not be offering poster runs. We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

Academic Consideration: The CSA Elections are intense and time-consuming for all the candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations. **Candidates are encouraged to consult the University's Academic Consideration Policy [here](#).**

IMPORTANT DATES

Winter 2021 General Election

Nominations:

Monday, January 25 to Friday, January 29, 2021 at 4:00 pm

All Candidates' Meetings:

Friday, January 29, 2021 at 5:30 pm

General Election Campaign:

Monday, February 1 to Thursday, February 11, 2021

**Submit list of campaign volunteers to Elections Office
Monday, February 1, 2021**

General Election Voting:

Monday, February 8 to Thursday, February 11, 2021 (11:59 pm)

Announcement of Unofficial Results

Friday, February 12, 2021

Submit Final Budget Form with Receipts

Monday, February 15, 2021

Results Ratified

Wednesday, February 24, 2021

POSTERING

Due to COVID-19 restrictions posters on-campus will not be permitted.

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites. All digital advertisements must be approved **prior** to posting.

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

Twitter: using #csaelections in all tweets

All digital campaign material must include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
 - Preferably this would be hyperlinked.

Digital campaign material must not include:

- Copyright Material
 - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer.

**Candidates may not poster off campus
No stickers**

ELECTIONS GUIDELINES FOR E-MAIL LISTSERVS

- For 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.
- 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 CRO prior to the email being sent-out.
- 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.
 - Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.
- ***A candidate's email must contain:***
 - Name of the candidate (as it is to appear on the ballot).
 - Full name of the position the candidate is running 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 regard 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. 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

- 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 CRO at csacro@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.
- A list of the social media accounts that the candidate plans on using must be provided to the ARO at csaaro@uoguelph.ca no later than **Monday, February 1, 2021**.
 - The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. E.g., if the candidate decides to create a facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

- It is recommended that candidates create CSA elections accounts. The use of personal accounts will not be permitted.
- All posts must tag @csa_elections

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 period only. This means candidates/teams **cannot** publicize a Facebook group **before** the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

- **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.
- Facebook ads may be purchased; however, they are only permitted during the

campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

- Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.
- 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: **#csaelections**

Youtube

- Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.
- All YouTube content must be approved by the CSA elections office prior to being posted online.

Candidates are not permitted to interact with other candidates through campaign related social media.

CAMPAIGNING

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective. Adapting to the COVID-19 restrictions will require creativity. Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help. We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

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 they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by **Monday, February 1, 2021 at 4:30 pm**. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

Classroom Talks

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class' Courselink page.

Campaigning (Cont'd)

Social Media

Use of 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.

Endorsements

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

An email must be sent to csacro@uoguelph.ca from the organization endorsing the candidate and copying the candidate.

Endorsements MAY be given by:

CSA Clubs
College Governments
Special Status Groups
Interhall Council

Endorsements MAY NOT be given by:

University Administration
University Faculty
University Centre Administration
CSA Full Time Staff

Note: You must obtain approval for all endorsements through the CSA Elections office.

Other

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

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.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

Penalty for Abuse of Position is:

- First Occasion: **75% of campaign budget**
- Second Occasion: **A fine of 100% of the campaign budget, which will result in immediate disqualification**

Some of the implications of this section are:

- **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. If you have access to residence 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 CRO 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.

CAMPAIGN INFRACTIONS

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in a deduction from the total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

- 1. Due to the severity of COVID-19 and with the safety of public health in mind, any form of on campus campaigning or the use of physical campaign materials will result in:**
 - A fine of 100% of the campaign budget, which will result in immediate disqualification
- 2. 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 minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence
 - **Second Occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
- 3. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period :**
 - **After Monday, February 15, 2021 by 4:00 pm:** A fine of 100% of the campaign budget, which will result in immediate disqualification
- 4. Candidate exceeds their budget:**
 - **If expenses are less than 20% of the budget:** The candidate will pay out of pocket
 - **If expenses are greater than 20% of the budget:** A fine of 100% of the campaign budget, which will result in immediate disqualification

5. **Use of campaign materials without CRO approval:**
 - **First occasion:** 25% of campaign budget and candidate must remove all materials immediately
 - **Second occasion:** 50% (non-cumulative from previous occasion) of campaign budget.
 - **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
6. **Campaigning outside the designated campaign period, 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 campaign budget
 - **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
7. **Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:**
 - A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate
8. **The abuse of a position from a candidate with whom they are involved to promote their campaign:**
 - **First occasion:** 75% of campaign budget
 - **Second occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification
9. **Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:**
 - **First occasion:** Warning
 - **Second occasion:** 50% of campaign budget
 - **Third occasion:** A fine of 100% of the campaign budget, which will result in immediate disqualification

CSA BOARD OF DIRECTORS MEETING SCHEDULE

Tentative: 2020-2021

Dates are subject to change due to COVID-19. The dates mentioned below are last year's dates and are given to give candidates an idea of the time commitment. 2021 dates will be made available soon.

Due to COVID-19 there were not meetings in the Summer Months. Under normal circumstances, directors are expected to attend Board of Director Meetings in the Summer. Please be advised that there may also be meetings in the summer months. Meet on Wednesday Nights – CHECK BYLAWS

Fall 2020

1.	September 16, 2020	6:00 pm
2.	September 30, 2020	6:00 pm
3.	October 14, 2020	6:00 pm
4.	October 28, 2020	6:00 pm
5.	November 11, 2020	6:00 pm
6.	November 25, 2020	6:00 pm

Winter 2021

7.	January 13, 2021	6:00 pm
8.	January 27, 2021	6:00 pm
9.	February 3, 2021	6:00 pm
10.	February 24, 2021	6:00 pm
11.	March 10, 2021	6:00 pm
12.	March 24, 2021	6:00 pm
13.	April 7, 2021	6:00 pm

Town Hall

Wednesday, November 4, 2021
(Tentative)

2021 Annual General Meeting

Tuesday, March 16, 2021 via Microsoft
Teams @ 5:00pm (Tentative)

Motion

Board of Directors Meeting # 10

January 27, 2021

**Item 10.11.7****Adoption of Elections Office All Candidates Package (Director & Executive)**

WHEREAS CSA Policy Appendix G, Section 2.9 states that the CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors; and

WHEREAS CSA Policy Appendix G, Section 18.3. states that specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the Chief Returning Officer (CRO) will make their decisions must be adopted by the CSA Board of Directors at a Board meeting in the semester during which the election will be held, and prior to the commencement of such election period.

WHEREAS at their meeting on February 26, 2020, the CSA Board of Directors referred the Winter 2020 General Election Candidate's Package to the Policy & Bylaw Review Committee (PBRC) to review and amend according to the following concerns:

- a) Pages 7 and 8 of the package be used as a non-binding outline until such time as committee is able to produce a recommendation, and that recommendation is approved by the Board of Directors;
- b) Any successful candidates from the Winter 2020 General Election have the option upon approval of the updated package to transfer to the updated package;
- c) The package be amended to remove the "limit outside commitments clause";
- d) The updated candidate package be presented by PBRC to the Board of Directors by April 1, 2020; and

WHEREAS the Policy & Bylaw Review Committee (PBRC) reviewed and amended the Candidate's Package as directed.

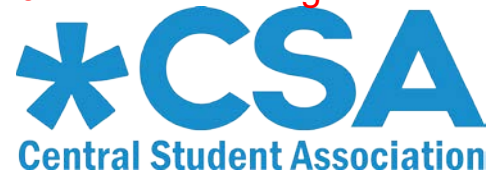
RESOLVED that both the All Candidates Package – Executive, and the All Candidates Package – Directors be adopted as included in the January 27, 2021 Board Package, and as presented by the Chief Returning Officer on behalf of the Elections Office.

Moved:**Seconded:**

Motion

Board of Directors Meeting # 10

January 27, 2021



**Item 10.15
Adjourn**

MOTION: To adjourn the CSA Board of Directors Meeting of **January 27, 2021** at _____ pm.

Moved:

Seconded: