

AGENDA

Board of Directors Meeting # 2
September 9, 2020 – 6:00 pm
Microsoft Teams



- 2.0. Call to Order**
- 2.1. Land Acknowledgement**
 - Kristine Sondergaard
- 2.2. Adoption of the Agenda**
 - 2.2.1. Approve the Agenda
 - 2.2.2. Declarations of Conflicts
- 2.3. Ratifications and De-Ratifications**
 - 2.3.1. Ratification of Directors
- 2.4. Comments from the Chair**
 - 2.4.1. Introductions and Pronouns
- 2.5. Approval of Past Board Minutes**
- 2.6. Executive Committee Minutes**
- 2.7. Executive Updates**
 - 2.7.1. President
 - 2.7.2. VP Student Experience
 - 2.7.3. VP Academie [currently a vacant position]
 - 2.7.4. VP External
- 2.8. Director Reports**
- 2.9. CSA Services Update and Report**
- 2.10. Committee Updates and Reports**
 - 2.10.1.
- 2.11. Business**
 - 2.11.1. 2020 Fall By-Election Suspend Electoral Policies
 - 2.11.2. 2020 Fall By-Election Amend Bylaw 2, S 2.2.2.11.5.
 - 2.11.3. Electronic Board Meeting Polices & Procedures
- 2.12. New Business**
 - 2.12.1.
- 2.13. Announcements**
- 2.14. In Camera Session**
 - 2.14.1 February, 26 2020 CSA Board Meeting In Camera Minutes
- 2.15. Adjournment**

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Motion

Board of Directors Meeting # 2
September 9, 2020

**Item 2.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on **September 9, 2020**, be approved as printed and distributed.

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To reorder the agenda so that item 2.11.3. Electronic Board Meeting Polices & Procedures follows item 2.4.1.Introductions and Pronouns.

Moved:

Seconded:

[NOTE: to establish how this meeting will be conducted electronically in order to discuss agenda items effectively, and within policy and law.]

POSSIBLE AMENDMENT:

MOTION TO AMEND: To add the following item(s):

Moved:

Seconded:



Motion

Board of Directors Meeting # 2

September 9, 2020

**Item 2.7.
Executive Updates**

MOTION: That the following Executive Updates be received as information:

- 1.7.1. President
- 1.7.2. VP Student Experience
- 1.7.3. ~~VP Academic~~
- 1.7.4. VP External

Moved:

Seconded:



Motion

Board of Directors Meeting # 2
September 9, 2020

Item 2.11.1. 2020 Fall By-Election Suspend Electoral Policies

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic; and

WHEREAS it is necessary for the CSA to temporarily change related policy in order to carry out the 2020 Fall Election in a timely manner.

RESOLVED: That the following policies from CSA's Appendix D – Electoral be suspended for the Fall 2020 by-election based on the rationale provided by the Chief Returning Officer (CRO) in their document entitled *CSA Fall 2020 By-election Board Package - FROM CRO* as submitted within the Board Package for the CSA Board Meeting this September 3, 2020:

- i. 4.2.1.c. [Director candidate to collect signatures]
- ii. 4.2.1.d. [Director candidate to collect 25 signatures]
- iii. 4.2.1.f. [Director candidate to present a refundable cheque of \$25]
- iv. 4.3.1.c. [Executive Officer candidate to collect signatures]
- v. 4.3.1.d. [Executive Officer candidate to collect 25 signatures]
- vi. 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25]
- vii. 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process]

Moved:

Seconded:



Motion

Board of Directors Meeting # 1
September 3, 2020

**Item 2.11.2.
2020 Fall By-Election Amend Bylaw 2, S 2.2.**

WHEREAS filling all Executive and Board of Director positions is critical to the success of the Central Student Association;

WHEREAS COVID-19 public health policy and University of Guelph COVID-19 regulations have made the prescribed electoral process infeasible;

WHEREAS it is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic; and

WHEREAS the Elections Office and the CSA Board of Directors believes it is necessary for the CSA to temporarily change a related bylaw in order to carry out the 2020 Fall Election in a timely manner.

RESOLVED:

- i. That, effective immediately, **CSA Bylaw 2 – Electoral, Section 2.2. By-Elections** be amended by striking out subsection 2.2.2. stating “Quorum shall be 10% of the general membership of the applicable constituency.”
- ii. That the CSA Board of Directors re-examine this bylaw amendment by December 31, 2020 to assist in determining an approach to the Winter 2021 By-Election.

Moved:

Seconded:



Motion

Board of Directors Meeting # 2
September 9, 2020

Item 2.11.3. Electronic Board Meeting Polices & Procedures

WHEREAS the CSA Board of Directors recognizes the benefits of meeting face-to-face compared to meeting electronically (virtually);

WHEREAS the CSA Board of Directors has exclusively conducted face-to-face board meetings in the past;

WHEREAS CSA bylaws and policies, including the CSA Rules of Order, do not consider or mention electronic meetings, or electronic voting by the CSA Board of Directors;

WHEREAS some CSA policies are affected by the requirement to hold electronic meetings and require revision to in order to conduct an electronic CSA Board Meeting;

WHEREAS the University of Guelph's COVID-19 response requires that the CSA Board of Directors meets electronically (i.e. not face-to-face);

WHEREAS it is necessary for the CSA to temporarily change policy in order to carry out CSA Board of Directors business until face-to-face meetings are permitted by the University of Guelph and the CSA;

WHEREAS the Ontario Not-for-Profit Act 2010 permits electronic meetings and electronic voting by the Board of Directors;

RESOLVED: That until such a time that the University of Guelph, and the CSA permits face-to-face Board of Directors meetings to resume:

- a) The following CSA Policies from the CSA Rules of Order be suspended:
 - i) 3.12. Secret Ballot Vote,
 - ii) 6.2. In Camera Minutes, Subsection 6.2.4.
- b) The suspended policies listed in item a) above be replaced with the revised policies as identified in the attached CSA Electronic Meeting Protocol 2020-2021 200904 document.
- c) The Policy & Bylaw Review Committee (PBRC):
 - i) Conduct an internal and external evaluation of the benefits and challenges of electronic meetings, electronic voting, and of individuals participating electronically during face-to-face meetings, and
 - ii) Report back to the Board of Directors by the end of the November 2020 with policy, bylaw and procedural recommendations on conducting CSA Board of Director meetings beyond the end of the COVID-19 restrictions on face-to-face meetings.

Moved:



Motion

Board of Directors Meeting # 2

September 9, 2020

**Item 2.14.
In Camera Session**

MOTION: To move into *In Camera* session at _____ pm.

Moved:

Seconded:

MOTION: To move out of *In Camera* session at _____ pm.

Moved:

Seconded:



Motion

Board of Directors Meeting # 2

September 9, 2020

Item 2.14.1.

Approval of *In Camera* Minutes

MOTION: That the *In Camera* Minutes be approved for the following meeting:

- Board Meeting # 10 – February 26, 2020

Moved:

Seconded:



Motion

Board of Directors Meeting # 1
September 3, 2020

**Item 2.15.
Adjourn**

MOTION: To adjourn the CSA Board of Directors Meeting of September 9, 2020
at _____pm.

Moved:

Seconded:

Central Student Association (CSA)

Fall 2020 By-election Plan

August 24th, 2020

Dear CSA board of directors,

The Fall 2020 by-election is fast approaching, and, like most CSA operations, it will have to be adapted to meet COVID-19 protocol. While this election will look and feel quite different, without class talks, posters, and other on campus events; it remains a vital part of our student democracy. As board members it is your responsibility to ensure the success of the CSA election. Throughout the election process we will be asking for your support to help garner nominees and to “get out the vote”. The elections office will provide you with promotional material to share on your social media along with other resources to promote the election. With your support we are confident that the by-election will be a success. Attached are the details and timelines of the election, presented to you as information. In addition, there is a motion that requests the suspension of many policies and bylaws. Please note that we are not eliminating these policies and bylaws but suspending them so that they do not apply uniquely to the Fall 2020 by-election. Should changes be needed for the Winter 2021 general election they will be addressed at a subsequent meeting. Included with each policy suspension is a rationale. The CSA staff and elections office team has reviewed this proposal in detail and believes it provides the best option to ensure the fairness and accessibility of the electoral process. Should you have further questions regarding these changes please contact me. I will also be available at the board meeting to respond to any questions at that time.

Patrick MacCarthy

Chief Returning Officer

Central Student Association

csacro@uoguelph.ca

Central Student Association (CSA)

Fall 2020 By-election Overview

This overview highlights changes made to the candidates package considering COVID 19 requirements. None of the changes listed below amend/suspend any bylaws or policy. Those changes are discussed in a separate document. Further details are held within the package itself. Both plan and the candidates package are presented to the board as information only.

Overview of the Fall 2020 By-election

Executive positions to be filled: VP Academic

Board positions to be filled: Lang Business School At-Large (2), CEPS At-Large (2), OAC At-Large (2), OVC At-Large (2).

Timeline

Social media election advertising begins	August 31 st
Candidate nominations	September 14 th -18 th
Campaigning	September 21 st -October 1 st
Voting (4 days) *	September 28 th -October 1 st
Results announced	October 2 nd
Candidate Ratification	October 13 th board meeting

* This timeline allows for the possible extension of voting period, based on the discretion of the CSA elections office and staff, from October 2nd-5th to ensure quorum is met. Board members will be notified of any voting extensions.

This will be the first CSA election without on-campus campaigning, as the elections office will be making the following changes to the nominations and elections process.

Nominations

- Candidates can submit the following forms electronically
 - EO-01 (Declaration of Extra-Curriculars)
 - EO-02 (Financial Consideration)
 - Nomination Form, biography, and photo

Rationale: Minimize in person interaction.

All-Candidates Meeting

- The All-Candidates meeting will be held electronically. As is CSA practice, multiple meeting times will be available and candidates can schedule a private meeting should, neither time be suitable to their schedule. Virtual attendance of the meeting is still required as per the policies below.

- Electoral Policy G 12.1. All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer in person within 24 hours of the meeting.
- Electoral Policy G 12.5. Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.

Campaigning

3. Amend social media section of candidate's package to include the use of Instagram. Simplify existing social media campaign rules within the package.

Rationale: Recognition that this will be the primary method of campaigning and candidates will need additional ways to interact with voters.

4. Strongly emphasis in candidate on the ban of on-campus campaigning including class talks and posters.

Rationale: Respect University of Guelph's COVID-19 protocols.

Budget

5. Reimburse candidates for electoral expense after the campaign
 - In light of the challenges in the candidates receiving their election budget, it has been decided that the candidates will submit an their budget form after the election campaign and be retroactively reimbursed (the spending limits of \$75 for board candidates and \$200 of executive candidates remain).
 - Should this pose financial challenges for candidates a separate process instituted on a case-by-case basis.

Rationale: Minimize in person interaction, create a simple process.

Additional ideas being considered:

Outreach to specific colleges

- Promo material (nominations and voting) distributed on college listservs
- Advertisements on Courselink for key colleges classes (with professor approval)
- Call for Nominations listserv to all undergraduates from CSA president/Elections office.
- Increased promotion on CSA social media and collaboration with RSO's and board to "get the word out".

Whereas: The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors (Electoral Policy G 2.9)

Whereas: The CSA Fall 2020 All Candidates package has been updated to ensure consistency with the amended campaign regulations

Motion: Be it resolved that the Fall 2020 All Candidates package and overview be received as information.

The Central Student Association (CSA) electoral bylaw 2 and electoral policy G are shaped within the context of an in-person, on campus election. As such, they contain many requirements that are no longer safe nor feasible within the context of the COVID 19 regulations set forth by both local health units and the University of Guelph. For the CSA to hold its Fall 2020 by-election and fill the critical position of Vice President Academic many changes are required.

It is the opinion of the elections office that the simplest and most practical course of action is for the board of directors to suspend certain policy requirements exclusively for the Fall 2020 by-election. This means that the policies and bylaws below will not apply uniquely to the Fall 2020 by-election. There is therefore no impact on future elections should these policies be suspended.

The recommend suspensions are listed below and include a rationale for their suspension. Many policies appear similar as they are listed separately for executive and board candidates.

Board

Electoral Policy G 4.2.1.C

The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office.

Rationale: Collecting signatures not safe nor feasible given COVID-19 restrictions. Candidates will only require a nominator.

Electoral Policy G 4.2.1.D

The nominee must receive a total of 25 verified signatures in support of their candidacy and must be from individuals within their constituency.

Rationale: Collecting signatures not safe nor feasible given COVID-19 restrictions.

Electoral Policy G 4.2.1.F

The nominee shall present a refundable deposit of \$25 in the form of cash, certified cheque or personal cheque.

Rationale: Minimize in-person interaction. Eliminate accessibility concerns that would require candidates to be in Guelph and visit the CSA office.

Executive

Electoral Policy G 4.3.1.C

The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office.

Rationale: Collecting signatures not safe nor feasible given COVID-19 restrictions. Candidates will only require a nominator.

Electoral Policy G 4.3.1.D

The nominee must receive a total of 100 verified signatures in support of their candidacy.

Rationale: Collecting signatures not safe nor feasible given COVID-19 restrictions.

Electoral Policy G 4.3.1.F

The nominee shall present a refundable deposit of \$50 in the form of cash, certified cheque or personal cheque

Rationale: Minimize in-person interaction. Eliminate accessibility concerns that would require candidates to be in Guelph and visit the CSA office.

All Candidates

Electoral Policy G 12.5

Each candidate, or authorized representative, will sign a statement before leaving the (all candidates) meeting that indicates they understand the rules and regulations governing the election process.

Rationale: Virtual nature of meeting eliminate ability to collect signatures. Understanding of rules and regulations will be collected in a different fashion (email, verbal consent at meeting)

WHEREAS: Filling all executive and board of director positions is critical to the success of the Central Student Association.

WHEREAS: It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic.

WHEREAS: COVID 19 public health policy and University of Guelph COVID 19 regulations have made the prescribed electoral process infeasible.

MOTION: Be resolved that the following CSA policies be suspended for the Fall 2020 by-election:

Electoral Policy G 4.2.1.C

Electoral Policy G 4.2.1.D

Electoral Policy G 4.2.1.F

Electoral Policy G 4.3.1.C

Electoral Policy G 4.3.1.D

Electoral Policy G 4.3.1.F

Electoral Policy G 12.5

It is the opinion of the elections office that the simplest and most practical course of action is for the board of directors to suspend certain policy requirements exclusively for the Fall 2020 by-election. This means that the policies and bylaws below will not apply uniquely to the Fall 2020 by-election. There is therefore no impact on future elections should this bylaw be suspended.

Bylaw 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency.

Rationale: Achieving quorum in a normal election cycle is difficult and often requires large time commitments from all CSA staff and board members. The most effective ways of driving people to vote such as class talks or interacting with students directly in the library of UC will not be possible this election cycle. In addition, achieving quorum often requires extending the voting period and large amounts of physical (poster) advertising. With online learning it is possible that students will be checking their email more and thus more likely to fill out their ballot. However, we have no way of guaranteeing that outcome. To ensure that the Vice President academic position will be filled in a timely manner, the elections office feels it is most prudent to suspend the quorum requirements for this election. Every effort will continue to be made to ensure as many students as possible vote and that the integrity of our student democracy is upheld.

N.B. The suspension of this bylaw would eliminate the quorum requirement for both executive and board candidates.

WHEREAS: Filling all executive and board of director positions is critical to the success of the Central Student Association.

WHEREAS: It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic.

WHEREAS: COVID 19 public health policy and University of Guelph COVID 19 regulations have made the prescribed electoral process infeasible.

MOTION: Be resolved that the following CSA bylaws be suspended for the Fall 2020 by-election:

Bylaw 2.2.2. Quorum shall be 10% of the general membership of the applicable constituency



CSA
ELECTIONS

Candidates' Package: Board Positions

Fall 2020 By-Election

DRAFT

September 3, 2020

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TO ALL CANDIDATES IN THE CSA BY-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 or by telephone, 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

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,

Patrick MacCarthy
Chief Returning Officer (CRO)
Central Student Association
csacro@uoguelph.ca

Jewel Lindemann
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	Office Hours
Patrick MacCarthy	Chief Returning Officer (CRO)	csacro @uoguelph.ca	TBD
Jewel Lindemann	Assistant Returning Officer (ARO)	csaaro @uoguelph.ca	TBD
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, including 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 are to be involved;
- Executive members represent students accurately and confidently, based on knowledge of what students want that comes from having consulted meaningfully with them;
- 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.

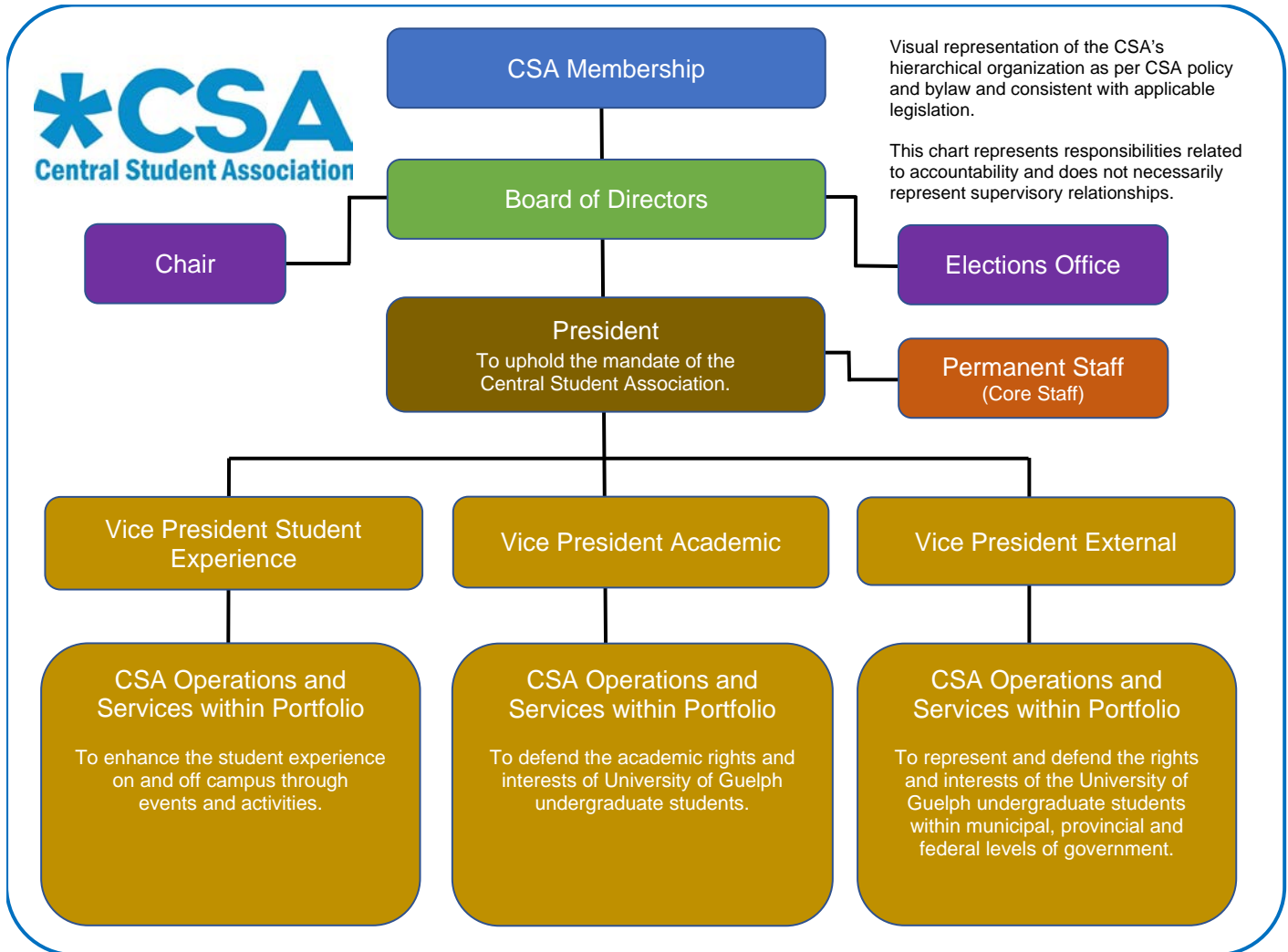
Our Approach

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 CSA front office by **Monday, October 5, 2020 at 4:00 pm**. Candidates must retain all receipts of expenses incurred during the campaign.

Due to COVID-19 and the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strongly discouraged. The CSA will not be offering poster runs. We encourage candidates to 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

Fall 2020 By-election

Nominations:

Monday, September 14 to Friday, September 18, 2020

All Candidates' Meetings:

TBD based on candidate schedules

General Election Campaign:

Monday, September 21 to Thursday, October 1, 2020

Submit list of campaign volunteers to Elections Office

Monday, September 21, 2020

By-election Voting:

Monday, September 28 to Thursday, October 1, 2020 (11:59 pm)

Announcement of Unofficial Results

Friday, October 2, 2020

Submit Final Budget Form with Receipts

Monday, October 5, 2020

Results Ratified

Tuesday, October 13, 2020 (at tentative board meeting)

POSTERING

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

Candidates must abide by the regulations below for digital advertisements

All Posters and Banners 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.

Posters and Banners 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.

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 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, September 21, 2020 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 deposit**
- Second Occasion: **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).

NOTE: In order to create a clearer process, the penalties for campaign infractions are under review.

First and second offence fines of the same infraction are not cumulative. For example, if a candidate fails to print materials at the CSA without permission from the CRO to print elsewhere (see fine #5), the candidate will be fined 40% of their deposit. If the same infraction was committed for the second time, the total fine becomes 75% of the candidate's deposit. If a candidate commits an infraction as a first offence that carries a 40% deposit fine and then a different infraction that also carries a 40% fine, then that candidate will have lost 80% of their deposit.

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 minimum fine of 50% of the deposit will be imposed, or disqualification, depending on severity of occurrence.
 - **Second Occasion:** Disqualification
2. **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 24, 2020 by 4:00 pm:** Disqualification
3. **Total campaign expenses exceed spending limit:**
 - **By less than 20%:** Fine equal to excess spending
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4. **Use of stickers as campaigning material:**
 - **Fine:** Cost of cleanup necessary
 - **If this cost exceeds \$50:** Disqualification
5. **Use of unauthorized public-address systems or sound equipment without CRO permission:**
 - 40% of deposit, per occurrence

Campaign Infractions (Cont'd)

6. **Use of campaign materials without CRO approval:**
 - **First occasion:** 25% of deposit and candidate must remove all materials immediately
 - **Second occasion (or failure to comply immediately after warning):** 75% of deposit.
 - **Third occasion:** Disqualification

7. **Campaigning outside the designated campaign period:**
 - **First Occasion:** 75% of deposit
 - **Second Occasion:** Disqualification

8. **Pooling of campaign budgets without authorization:**
 - Candidates to pay out of pocket

9. **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

10. **Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material. If the violation occurs:**
 - Disqualification of all candidates in the slate

11. **The abuse of a position from a candidate with whom they are involved to promote their campaign:**
 - **First Occasion:** 75% of deposit
 - **Second Occasion:** Disqualification

12. **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:** 40% of deposit
 - **Third occasion:** 75% of deposit
 - **Fourth occasion:** Disqualification

CSA BOARD OF DIRECTORS MEETING SCHEDULE

Tentative: 2020-2021

All dates subject to change due to COVID-19

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

Wednesday, February 10, 2021 5:00 pm

(Tentative)



CSA
ELECTIONS

Candidates' Package: Executive Positions

Fall 2020 By-Election

DRAFT

September 3, 2020

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TO ALL CANDIDATES IN THE CSA BY-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 or by telephone, 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

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,

Patrick MacCarthy
Chief Returning Officer (CRO)
Central Student Association
csacro@uoguelph.ca

Jewel Lindemann
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	Office Hours
Patrick MacCarthy	Chief Returning Officer (CRO)	csacro @uoguelph.ca	TBD
Jewel Lindemann	Assistant Returning Officer (ARO)	csaaro @uoguelph.ca	TBD
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, including 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 are to be involved;
- Executive members represent students accurately and confidently, based on knowledge of what students want that comes from having consulted meaningfully with them;
- 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.

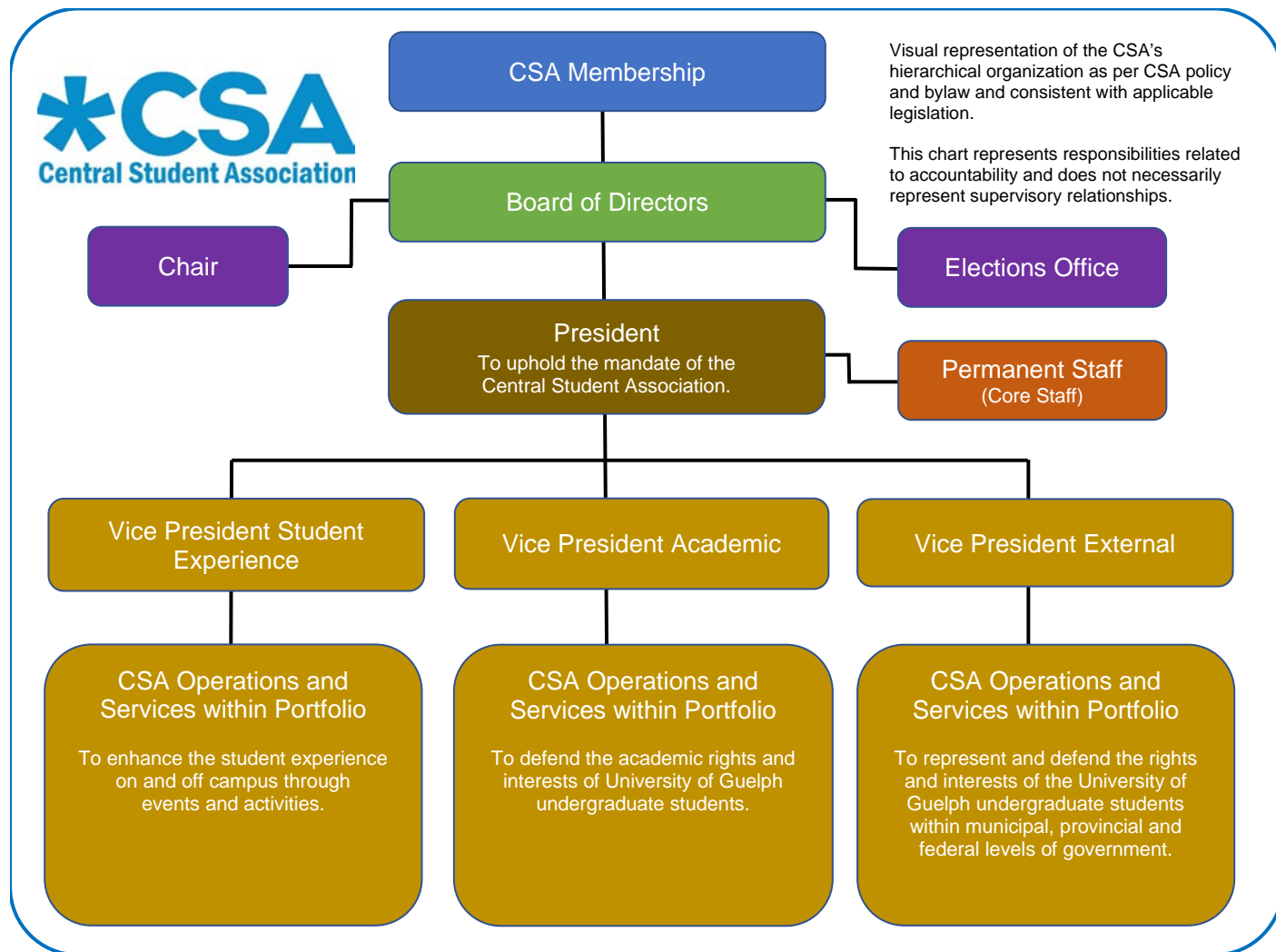
Our Approach

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 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.

For your information

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 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 a Director agree to:

- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- As a Director, be prepared to speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections and awareness campaigns.

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;
- Commit to approximately 20 hours of "shadow training" with the outgoing Executive, prior to April 27
- 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 CSA front office by **Monday, October 5, 2020 at 4:00 pm.** Candidates must retain all receipts of expenses incurred during the campaign.

Due to COVID-19 and the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strongly discouraged. The CSA will not be offering poster runs. We encourage candidates to 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

Fall 2020 By-election

Nominations:

Monday, September 14 to Friday, September 18, 2020

All Candidates' Meetings:

TBD based on candidate schedules

General Election Campaign:

Monday, September 21 to Thursday, October 1, 2020

Submit list of campaign volunteers to Elections Office

Monday, September 21, 2020

By-election Voting:

Monday, September 28 to Thursday, October 1, 2020 (11:59 pm)

Announcement of Unofficial Results

Friday, October 2, 2020

Submit Final Budget Form with Receipts

Monday, October 5, 2020

Results Ratified

Tuesday, October 13, 2020 (at tentative board meeting)

POSTERING

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

Candidates must abide by the regulations below for digital advertisements

All Posters and Banners 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.

Posters and Banners 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.

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 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.

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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?
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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)

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You may contact organizations asking them to endorse your campaign.

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

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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.

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

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

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 - **First Occasion:** A minimum fine of 50% of the deposit will be imposed, or disqualification, depending on severity of occurrence.
 - **Second Occasion:** Disqualification

2. **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 24, 2020 by 4:00 pm:** Disqualification

3. **Total campaign expenses exceed spending limit:**
 - **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 cost exceeds \$50:** Disqualification

5. **Use of unauthorized public-address systems or sound equipment without CRO permission:**
 - 40% of deposit, per occurrence

Campaign Infractions (Cont'd)

6. **Use of campaign materials without CRO approval:**
 - **First occasion:** 25% of deposit and candidate must remove all materials immediately
 - **Second occasion (or failure to comply immediately after warning):** 75% of deposit.
 - **Third occasion:** Disqualification

7. **Campaigning outside the designated campaign period:**
 - **First Occasion:** 75% of deposit
 - **Second Occasion:** Disqualification

8. **Pooling of campaign budgets without authorization:**
 - Candidates to pay out of pocket

9. **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

10. **Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material. If the violation occurs:**
 - Disqualification of all candidates in the slate

11. **The abuse of a position from a candidate with whom they are involved to promote their campaign:**
 - **First Occasion:** 75% of deposit
 - **Second Occasion:** Disqualification

12. **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:** 40% of deposit
 - **Third occasion:** 75% of deposit
 - **Fourth occasion:** Disqualification

CSA BOARD OF DIRECTORS MEETING SCHEDULE

Tentative: 2020-2021

All dates subject to change due to COVID-19

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

Wednesday, February 10, 2021 5:00 pm

(Tentative)

2020-2021

Electronic Meeting Protocols

Revised September 4, 2020

Preamble

Since mid-March 2020, Covid-19 has required the CSA to conduct all meetings remotely (electronically). This also applies to the CSA's Board of Director meetings, which presents challenges for several reasons:

- It has been a long-standing tradition, and an organizational value, that meeting face-to-face provides the best forum for discussion and to realize meeting efficiencies;
- To the best of staff's knowledge, the CSA's Board of Directors has never met outside of the face-to-face model;
- CSA policies and bylaws do not speak to electronic meetings; and some may indeed prevent some related processes from occurring if not revised or suspended; and
- The Ontario Not-for-Profit Act has requirements related to holding electronic meetings and electronic voting.

This document provides the protocol for conducting CSA Board of Director meetings beginning in September 2020, and continuing until the covid-19 response is rescinded.

This document may be revised from time to time as deemed necessary by CSA staff, Executive, and Board of Directors.

Ontario Not-for Profit Act

Can we hold board meetings electronically?

Yes, unless your bylaws say you cannot. ([section 34](#)).

However, the Act says that any phone or electronic tools you use must allow "all participants to communicate adequately with each other during the meeting." Practically speaking, Directors should only vote by phone or electronically if:

- You can verify the identity of the voter.
- You cannot tell how each vote was cast.

Source

Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15

- Directors' meetings (S. 34)

Directors' meetings

34 (1) Unless the articles or by-laws provide otherwise, the directors may meet at any place and on any notice that the by-laws require. 2010, c. 15, s. 34 (1).

Not-for-Profit Corporations Act, 2010, S.O. 2010, c. 15

- Voting by mail or by telephonic or electronic means (S. 67)

Voting by mail or by telephonic or **electronic** means

67 (1) A corporation may provide in its by-laws for voting by mail or by telephonic or **electronic** means, in addition to or instead of voting by proxy. 2010, c. 15, s. 67 (1).

Same

(2) Voting by mail or by telephonic or **electronic** means may be used only if,

(a) the votes may be verified as having been made by members entitled to vote; and

(b) the corporation is not able to identify how each member voted. 2010, c. 15, s. 67 (2).

Microsoft Teams Etiquette

Mute Yourself as a Default

Always mute yourself to reduce background noise for other participants unless you are speaking.

No Chat Please

Do not use chat for any reason including to speak to other meeting participants, or to ask questions, unless prompted by the Chair to do so. This will keep the chat free of clutter.

Wait to be Recognized by the Chair to Speak

Do not speak until the Chair recognizes you to speak. This includes for points of privilege, and to be added to the speakers list.

Getting on the Speakers List

The Chair will maintain a Speakers List as per CSA Rules of Order policies.

To get on to the Speakers List, a Director would enter the phrase “speakers list” into chat. To speak a second or more times, enter ‘speakers list’ into the chat again.

Projecting Motions

The Policy & Transition Manager (PTM) will share screen of the motion in question, so that participants can see the text of the motion and follow amendments as they occur.

Voting Process

The following outlines the process for voting on motions during Board Meetings.

1. The PTM will create a survey in Microsoft Forms for each motion prior to a Board Meeting.
2. Each survey will be set to ‘open’ at the starting time of, and ‘closed’ at 11:45 pm on the date of the upcoming meeting.
3. The form will include the agenda item of the motion, the title of the motion, and the option to vote ‘yea’, ‘nay’, or ‘abstain’.
4. The PTM will share ‘collaborate’ permissions of each survey with the President, Vice President Student Experience, Board Chair, and Board Scribe.
5. The PTM will create a document with links to each survey, and a link to the ‘responses’ view of each survey with those listed above prior to the meeting.
6. All participants should sign into the Microsoft Forms web browser prior to the meeting using their University of Guelph login.
7. When the Board is prepared to vote on a motion, the PTM will paste the main or amended motion text into the survey on Microsoft Forms and will indicate verbally to the President once saved.
8. The President then pastes the ‘participant’ survey link into ‘chat’ within Microsoft Teams.
9. Directors click the survey link in ‘chat’ and once the web browser opens, votes ‘yea’, ‘nay’, or can indicate an ‘abstain’.
Please note that if a voting member wishes to abstain from a vote without being identified in the minutes as abstaining, they can simply not choose any of the voting options (i.e. do not complete the online vote).
10. The Chair uses the survey link document to monitor and verify vote outcomes.
11. The Chair ‘shares screen’, so that participants can see the results of the voting and announces the voting results.
12. If a voting member requests to be a scrutineer over a vote, the PTM will send the scrutineer an Excel worksheet including each member name, and their vote choice.

Video Feeds & Internet Quality

As a courtesy to other participants, please leave your video 'on', so others can see your face.

If your internet quality is poor, please do turn off your video.

If your internet quality continues to be poor, turn off 'incoming video' also.

Arriving Late & Leaving Early

If you arrive late, or leave early, please enter a message in chat "I have arrived", or 'I must leave early'.

This information will be used by the Scribe and Policy & Transition Manager for record keeping purposes (minutes) and to ensure quorum is maintained.

Points of Privilege

Use the 'raise hand' icon to indicate if you have a point of privilege. If the Chair does not acknowledge you after a reasonable amount of time, turn on your microphone and verbally interrupt.

Check the Robert's Rules cheat sheet that was provided with your [Director's Manual](#) to determine which parliamentary procedures are permitted to 'interrupt'.

Scribe Interruptions

The only verbal interruptions permitted during Board of Director meetings on Microsoft Teams are those from the Chair or Scribe.

The Scribe may be required to interrupt in order to accurately capture details for the official record (meeting minutes).

Meeting Recordings

Please note that all CSA Board Meetings are recorded for the record. Recordings are archived by the Policy & Transition Manager (PTM) and are not shared publicly.

CSA Rules of Order

This section provides excerpts from the CSA Rules of Order and indicates if the stated processes or rules are compliant with electronic meetings.

Roll Call Vote

Policy Excerpt

3.11. Roll Call Vote

3.11.1. When a roll call vote is required, the Chair shall first ask all members abstaining to indicate their vote, and keep it indicated until the Chair calls their name for the Scribe to record. The Chair shall then ask all members in favour, and then all members opposed, to do the same. The final numbers and result will be announced by the Chair and recorded in the minutes. Should any Member present not vote, they will be recorded as an abstention.

3.11.2. Roll call votes shall be used for any changes to the CSA Bylaws.

3.11.3. A member may move a roll call vote prior to voting on a main motion, which must be approved by a minority of three voting members.

Compliance

Electronic meetings are compliant with the above-mentioned policy excerpt.

Note that during CSA Board Meetings held on Microsoft Teams, all votes are indicated using the 'like' icon in the chat (called 'conversation').

Secret Ballot Vote

Policy Excerpt

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3. A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

Compliance

Not compliant. Requires the following changes:

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, ~~the Policy & Transition Manager will distribute a paper ballot to each voting member~~ **each voting member shall send the Policy & Transition Manager (PTM) a ballot in the form of an email indicating their vote. The Chair shall be copied on the email.** Members will indicate their vote, including abstention, ~~on the ballot~~ **within their email ballot to the PTM and Chair.** Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The PTM will forward

the voting members' emails to the scrutineer upon request. The final result will be announced by the Chair and recorded in the minutes.

In Camera

Policy Excerpt

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in camera session.

Compliance

Electronic meetings are compliant with this policy, and the following procedure will be used:

The Policy & Transition Manager (PTM) will send an agreement via email to the participant. The participant is provided with time to review and understand the agreement. Then signs and sends the PTM a scan or photo of page 1 of the signed document for CSA records.

In Camera Minutes

Policy Excerpt

6.2.4. A hard copy of in camera minutes shall be distributed in camera at a Subsequent Board Meeting to be approved by the Board by a simple majority vote.

Compliance

Not compliant. Requires the following changes:

6.2.4. A hard copy of in camera minutes shall be ~~distributed~~ **displayed on the projected screen** in camera at a Subsequent Board Meeting to be approved by the Board by a simple majority vote.



Motion

Board of Directors Meeting # 2
September 9, 2020

Seconded:

NOTES:

From CSA Electronic Meeting Protocol 2020-2021 200831:

Secret Ballot Vote

Policy Excerpt

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2. A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3. A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

Compliance

Not compliant. Requires the following changes:

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, ~~the Policy & Transition Manager will distribute a paper ballot to each voting member~~ **each voting member shall send the Policy & Transition Manager (PTM) a ballot in the form of an email indicating their vote. The Chair shall be copied on the email.** Members will indicate their vote, including abstention, ~~on the ballot~~ **within their email ballot to the PTM and Chair.** Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The PTM will forward the voting members' emails to the scrutineer upon request. The final result will be announced by the Chair and recorded in the minutes.

In Camera Minutes

Policy Excerpt



Motion

Board of Directors Meeting # 2

September 9, 2020

6.2.4. A hard copy of in camera minutes shall be distributed in camera at a Subsequent Board Meeting to be approved by the Board by a simple majority vote.

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6.2.4. A hard copy of in camera minutes shall be ~~distributed~~ **displayed on the projected screen** in camera at a Subsequent Board Meeting to be approved by the Board by a simple majority vote.