AGENDA
Board of Directors Meeting # 6
September 13, 2023 – 6:00 pm

Agenda – September 13, 2023

6.0	**Call to Order**	
6.1	**Land Acknowledgement** Member Taylor Legge	
6.2	**Adoption of the Agenda** 6.2.1 Approve the Agenda 6.2.2 Declarations of Conflicts	1
6.3	**Ratifications and De-Ratifications** 6.3.1 Ratify OPIRG Representative	2
6.4	**Comments from the Chair** 6.4.1 Introductions and Pronouns	
6.5	**Approval of Past Minutes**	
6.6	**Executive Committee Minutes**	
6.7	**Executive Updates** 6.7.1 President – September 13, 2023 6.7.2 VP Student Experience (vacant) 6.7.3 VP Academic – September 13, 2023 6.7.4 VP External – September 13, 2023	3 4 6 8
6.8	**Director Reports**	
6.9	**CSA Service Update and Report**	
6.10	**Committee Updates and Reports** 6.10.1 Revised Hiring Committee Report: FoodBank Coordinator 6.10.2 Hiring Committee Report: Business Office Assistant 6.10.3 Hiring Committee Report: Board Scribe 6.10.4 Summary of Committee Appointments	 9 10 11 12
6.11	**Business** 6.11.1 CSA Fall 2023 By-Election: Nomination and Candidates' Packages 6.11.2 Fall 2023 By-Election Promotional Strategy 6.11.3 Director Class Talks re. Fall 2023 By-Elections 6.11.4 Appoint Elections Appeals Board 6.11.5 Appoint Board Director to Elections and Referendum Committee 6.11.6 Call for Nominations to Senate 6.11.7 Elections Report 6.11.8 Appoint University Centre Board Undergraduate Student Representatives 6.11.9 Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC	 15 84 89 90 95 98 101 104 105
6.12	**New Business** 6.12.1	
6.13	**Announcements**	

6.14	**In Camera Session** 6.14.1	
6.15	**Adjournment**	113

Item 6.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as printed and distributed.

Moved:
Seconded:

Item 6.2.1 (b)
Amend the Agenda

MOTION TO AMEND: that the agenda be reordered so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion;

AND FURTHER that the agenda be reordered so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

Moved: Shaima Alam, President
Seconded:

Item 6.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as amended with:

- The reordering of the agenda so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion; and
- The reordering of the agenda so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

Item 6.3.1
Ratification of OPIRG Representative

MOTION: That Eknoor Walia be appointed as the Ontario Public Interest Group representative on the 2023-24 CSA Board of Directors, effective immediately.

Moved:
Seconded:

Item 6.7
Executive Updates

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

6.7.1	President	September 13, 2023
6.7.2	VP Student Experience (vacant)	
6.7.3	VP Academic	September 13, 2023
6.7.4	VP External	September 13, 2023

Moved:
Seconded:

Executive Update

President

September 13, 2023

General Update:

This last week and a half have been very busy due to O-Week where we have been starting our days early in the morning and going home at midnight. Every day we had large and awesome events, and a lot of student interaction! The rest of September seems it will have a similar amount of activity with the board/staff social, board meetings, hirings, Elections Info Sessions, elections tabling, Imaginus Poster Sale, clubs days, polling stations, homecoming, noon hour show, mocktail series, Community BBQ, and more!

Ongoing Projects:

CSA Staff Update + Training: We have our four new hires onboarded and are transitioning in well. We have another round of hiring open now with SE&RM Coordinator, Front Office Assistant, and Foodbank Assistant. After the board/staff social, we are having our first All-Staff on the 21st/22nd. To start the year on the right foot with all the services and their coordinators, the OMES and I have created an exhaustive training deck that includes all the procedures and norms of the CSA office. This addresses the gaps felt last year of what the boundaries were between the CSA being a corporation with offices, versus the feeling that it is a space to hang out for students who worked here sometimes. The training will also allow all the coordinators to understand where their services fits into CSA as whole, its structure and mandate. This includes the responsibilities they hold toward the organization, like board updates, staff evaluations, legislative training, the structure of our budget from students, following our branding to create cohesiveness and recognition, etc.

Outreach, Publicity, & Promotion: We will be going back to our normal routine of weekly exec stories, monthly update posts, board summary reels, monthly frank Fridays, and weekly office hours. Based on what we learned during the summer, office hours will be held once as a group for 3 hours straight, varying between locations, for better efficiency and outreach.

Social Media

We just crossed the 5k mark! For O-week we've done giveaways and leveraged each event to increase viewing to our page, so folks are informed of the services we offer. Services have now been allowed to post, templates have been made for all, in a bit of a transition period. Reminders are being done frequently to make sure they use only proper branding and add csaguelph as a collaborator. We have been increasing Instagram as a tool to inform students more about deadlines and how to use campus resources, so they are better equipped as a whole. Creating a new mocktail recipes series to promote harm reduction, and to co-promote CSA, its services, and the Student Wellness Services.

Newsletter

Sent an O-Week newsletter with all large-scale orientation events. This week I will be sending a newsletter reintroducing CSA to students. This includes the executives, the organization as whole, but also all our services. From here restarting services' spotlights, 2 services to a month. This month is Clubs and Safewalk, to focus on Clubs Days and

volunteer registration. These spotlights are to offer a deep dive into all our services by the end of the semester. Additionally, the newsletter will highlight the elections, opening of bullring and our hirings.

Events
After organizing and participating in over 10 events during O-Week directly from CSA execs wearing our CSA swag (capes, fanny pack and shirt), in addition to many events held by our services, a solid CSA presence and recognizability have been created for first years. Upcoming events are the imaginus poster sale, Clubs Days, Election Info sessions, community bbq and hoco. We are thinking of having monster mash, and maybe bringing back the hypnotist for Halloween, and a Taylor Swift night in November as it's 1 year before her concert starts. We will also have several sexy bingos. These events together can create a memorable semester for students. For the winter, we are brainstorming what our big hit event shall be. Working with GSA to create multiple collaborative events to support each other's goals of outreach.

Policy: AODA and volunteer infrastructure is the next focus. Will be shifting to HR, Finance and organizational policies that need updating to what we are actually doing in practise. To get the PDR policy ratified, to change the name to SEIF, and implement a more efficient process, making an amendment to the policy from Administrative Assistant being mentioned to designated staff member. This is due to wanting to ensure we have a new core staff's duties, responsibilities and training fully fleshed out before hiring. Conversation is being longer than anticipated, so will be looping back to in a month. In the meantime, having a different staff member cover the admin responsibilities of SEIF for efficiency, and to ensure one process for the year.

Services:

Bullring: Bullring roof renovation done, opening on the 14th. Open mic will begin on the 20th! Lease negotiations will be completed by December.

Elections: transitioning of elections staff have been completed. They have the information of the outreach and policy developments that have been done over the summer. With the promotional items that are already made, and the tabling bookings done, they are kicking off with that base, and will create additional items for a robust outreach strategy. We will soon have dates on the all-candidates forum and will be asking for directors help in tabling and class talks. More details in the agenda item for promotional strategy. We have been chipping away at creating a comprehensive introduction to our roles in a presentation format for the info sessions.

Shaima Alam

Executive Update

VP Academic

September 13, 2023

General Update:

The whole week was heavily focused on O-Week events. Student Space Initiative Committee's projects are ongoing, all places now have printed copy of the plan at the site (UC room 124, UC room 134, East concourse, Mackinnon niche, Mackinnon 060, and Mackinnon 060A). University of Guelph Senate issued a Call for Nomination to Senate, which has eleven vacant undergraduate student seats, and the due date is Tuesday, September 19, 2023, at 1:00 p.m. Further details can be found in the business section of the agenda.

Ongoing Projects:

Student Memorial Service

September 22, 4:00 pm – 6:00 pm is happening, everything on schedule.

Fall Reading Week Referendum

Promo material is now prepared as well as the survey, and the survey period is from September 18 to October 13. Once the survey result comes out in favor of having Fall Reading Week, referendum question at the Winter General Election will be prepared.

Committees:

University Centre (UC) Board Member Selection Committee

Motioned to ratify William Coleman, Zohniyya Qutub, Nicola Whitlock, Manahil Zaid, Aadya Kapoor as University Centre Board Undergraduate Students Representatives for 2023 - 2025, after the meeting with Naomi Amayaevbo and Mauricio Canedo Fernandez. 20 minutes brief info session for the new representatives is completed on August 31, 8:00 pm – 8:30 pm. Chair of the UC Board will be notified with the new members as of September 14.

Calendar Review Committee

Has been reviewing submissions regarding course description, titles, codes and removal due to the offering availabilities and more for 2024 – 2025 calendar year.

Services:

SHAC

September 11 is the opening of the office, starting with the coordinator's office hour at 10:00 am. More details can be found on https://csaonline.ca/shac and @shacuofg.

Regards,

Junpyo Lee

Executive Update

VP External

September 13, 2023

Central Student Association

General Update:

Hello folks! The general update from me consists of just housekeeping. All of the outreach on the initiating campaigns of TapIn!, #consentmatters, and Fight The Fees was successfully executed this o-week. Through tabling, broadcasting, distribution of promotional materials all helped introduce what we are advocating for this fall. I have also been meeting with CFS to go over the logistics of the National Day of Action rally at Queen's park in November. As a refresher, National Day Of Action is where students from all different universities come together to rally for free education. I have started my classes this past week and I am so excited to continue our work tackling food insecurity on campus with campus partners. As well as continue to count for water fountains around campus.

Ongoing Projects:

We Believe You Day: The planning for this event is still underway, with current promo designs being developed for launch. The sexual and gender-based violence office + the CSA will be hosting tables at this event among other campus support partners.

Sustainability Action Fund: All the resources are being gathered and applications formalized to get prepared for the launch of this fund! The launch party we will host in Branion Plaza, and applications will open up shortly after.

Committees:

Possibility of Seeds Committee: Currently we are taking the first steps to explore a centralized website where all campus and off campus food resources and donation centers + possible partnerships with sources for food supply can be found. This step is a merger of all campus student support partners to assist the university in establishing an official standing against food insecurity for UofG students.

Blue Triton Committee: This month an update was provided on the privatization of water and further mitigation on the privatization of water on the UofG campus was discussed. Members of this team will be assisting to comprise the data collected from our campus in appropriate ways. As well, advocacy research and conversational material will be acquired from the members of this committee to expand on our promo materials for TapIn! On campus.

Item 6.10.1
Revised Hiring Committee Report
FoodBank Coordinator

Posting Date: Monday, February 13, 2023
Closing Date: Wednesday, March 15, 2023

Hiring Committee Members:

Jena-Lee Ashley, CSA VP External
Alanna Wyllie, FoodBank Coordinator
Kandace Blaker, CSA Office Manager

Number of Applicants: 7
Number of Interviews: 4

Successful Applicant: Jude Akrey
Term of Employment: April 24, 2023 to July 26, 2023

Current Position Holder: Joy Amyotte
Start Date: August 21, 2023

WHEREAS Jude Akrey was selected as the successful candidate for the position of FoodBank Coordinator and had a start date of April 24, 2023;

WHEREAS Jude Akrey served in the role of FoodBank Coordinator until July 26, 2023;

WHEREAS given the short time frame from the previous hiring process, the other interviewees who met the scoring requirements were reconsidered for the role by the Executive Supervisor for the position, Samar Tariq, VP External, and members of the core staff team;

WHEREAS the interviewee with the second highest score, Joy Amyotte, accepted the position of FoodBank Coordinator with a start date of August 21, 2023; and

WHEREAS the Hiring Committee Report for Joy Amyotte as received by the Board of Directors at the July 19 Board Meeting did not include the above context to the hiring;

BE IT RESOLVED that the Board of Directors receive the revised hiring report for the position of FoodBank Coordinator as information.

Moved: Shaima Alam, President
Seconded:

Item 6.10.2
Hiring Committee Report
Business Office Assistant

Posting Date: July 26, 2023
Closing Date: August 18, 2023

Hiring Committee Members:

- Shaima Alam, CSA President
- Lee Anne Clarke, CSA Business Manager
- Junpyo Lee, CSA VP Academic

Number of Applicants: 23
Number of Interviews: 2

Successful Candidate: Sabrina Tamilia
Start Date: Tuesday, September 5, 2023

MOTION: That the hiring of Sabrina Tamilia for the position of Business Office Assistant be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, President
Seconded:

Item 6.10.3
Hiring Committee Report
Board Scribe

Posting Date: July 26, 2023
Closing Date: August 18, 2023

Hiring Committee Members:

- Shaima Alam, CSA President
- Colleen Bovay, CSA Policy & Transition Coordinator
- Junpyo Lee, CSA VP Academic

Number of Applicants: 13
Number of Interviews: 3

Successful Candidate: Nikki Tu
Start Date: Wednesday, August 30, 2023

MOTION: That the hiring of Nikki Tu for the position of Board Scribe be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, President
Seconded:

Item 6.10.4
Summary of Committee Appointments

Motion: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:
Seconded:

The following Summary of Committee Appointments is provided as information:

Elections and Referendum Committee
Appointed: August 30, 2023

Shaima Alam	President
Colleen Bovay	Policy and Transition Coordinator
William Coleman	Chief Returning Officer
Lauren Pyne	Assistant Returning Officer
Jonah Greenhut	Director

Petitions, Delegations, and Representations Committee
Appointed: July 19, 2023

Shaima Alam	President
Junpyo Lee	VP Academic
Daniel Spinner	Director
Noam Einy	Director
Natalie Wilkinson	Director
Emma Lebrun	Director

Co-curricular Experiential Learning Integrity Committee
Appointed: July 5, 2023

Samar Tariq	VP External

Finance Committee
Appointed: June 21, 2023

Shaima Alam	President
Junpyo Lee	VP Academic
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

Student Affordable Housing Taskforce
Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Junpyo Lee, VP Academic	Second Executive Member
Mauricio Fernandez	Director
Mason Friebe	Director

Naomi Amayaevbo	Director

Policy and Bylaw Review Committee
Appointed: May 31, 2023

Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director
Mauricio Fernandez	Director

Late Payment Fee Appeals Committee
Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Abdul Rafe Khan	CSA Member/Director

UC Board Selection Committee
Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Mauricio Fernandez	Director
Naomi Amayaevbo	Director

Sustainability Action Fund Student Working Group
Appointed: May 31, 2023

Mauricio Fernandez	CSA Member/Director
Natalie Wilkinson	CSA Member/Director

Item 6.11.1
CSA Fall 2023 By-Election: Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

BE IT RESOLVED that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the CSA Fall 2023 By-Election.

Moved: Shaima Alam, President
Seconded:

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

BE IT RESOLVED That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the CSA Fall 2023 By-Election be received by the Board of Directors as information;

AND FURTHER that the Director Nomination Package, Director Candidates' Package, Executive Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

Moved: Shaima Alam, President
Seconded:

Nomination Package:Director

Fall 2023 By-Election

Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to represent the CSA as a Director! This document will provide you with the information you need for a successful candidacy.

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

Chief Returning Officer: William Coleman (he / they)
csacro@uoguelph.ca
Office Hours (Fall 2023):
- Mondays and Thursdays: 12:00pm – 3:00pm
- Wednesdays: 12:00pm – 2:00pm

Assistant Returning Officer: Lauren Pyne (she / her)
csaaro@uoguelph.ca
Office Hours (Fall 2023):
- Tuesdays: 1:30pm – 4:30pm
- Thursdays: 10:00am – 3:00pm

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **by Wednesday, September 27, 2023, at 5:00 PM.**

Your nomination package MUST include the following:

- ☐ STEP 1: A signed Director Declaration of Candidacy
- ☐ STEP 2: Minimum of 25 nomination signatures from undergraduate members of your college using your customized Microsoft Teams Form
- ☐ STEP 3: A signed Director Commitment Form
- ☐ STEP 4: A completed Declaration of Extra-Curricular Activity
- ☐ STEP 5: A signed Campaigning Commitment Form
- ☐ STEP 6: A brief statement (maximum 150 words) about yourself and your reasons forseeking election.
- ☐ STEP 7: An election promotion headshot (in high resolution) of yourself to be used on the CSA website.

Step 1: Director Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Declaration

- ☐ I accept my nomination as a CSA Director for the term of office ending April 30, 2024.
- ☐ I affirm that I have read the description of the CSA Director position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, and all other relevant CSA bylaws and policies.
- ☐ I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in CSA policy and bylaws.
- ☐ I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- ☐ I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws**.**
- ☐ I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, September 27, 2023, at 5:00 PM.**

Nominators

You are required to have a minimum of 25 other members of your College nominate you as a CSA Director candidate. For example, if you are a major in Biological Sciences, you would seek candidacy for the College of Biological Sciences At-large Director position. This would mean collecting 25 signatures of individuals from the College of Biological Sciences to nominate you as a CSA Director.

It is your responsibility to ensure you are running in the correct college and verifying that the individuals who nominate you are from your college. Failure to do so can result in disqualification. Refer to https://www.uoguelph.ca/academics/departments/ for more information.

It is strongly encouraged that you secure more than the minimum of 25 nominators in case there are issues with one or more of them.

In order to ensure that you have the minimum of 25 nominators by the deadline, aim to have between 27 and 30 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee).

Microsoft Form

The CRO will provide you with your own customized Microsoft Form to secure your 25 nominators. Please do not create or use your own forms to secure nominators.

Step 3: Director Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Director Candidate Commitment

If elected as a CSA Director, during my term of service from November 1, 2023, to April 30, 2024, I acknowledge and agree to:

- ☐ Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- ☐ Act in the best interest of the constituency I represent;
- ☐ 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 (Wednesdays at 6pm), General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- ☐ Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- ☐ Participate in Committee work;
- ☐ Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- ☐ Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- ☐ Uphold the bylaws and policies of the CSA;
- ☐ Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policies and bylaws;
- ☐ Always uphold the principles of inclusivity and accessibility;
- ☐ At all times, ensure the financial viability and continuation of the CSA as a not-for-profit organization;

- ☐ At all times, take into consideration the CSA's welfare and mandate;
- ☐ At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions;
- ☐ Attend any mandatory Board training as directed.

Nominee Name:

Nominee Signature:

Date:

Witness Name:
Witness must be an adult
18 years of age or older.

Witness Signature:

Date:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Extracurricular Activities

List all your extracurricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests, should you be elected.

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	

Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

- ☐ I do hereby declare that the above activities are a full and complete list of my extracurricular involvement at the present time.
- ☐ I understand that if there is a change to the list of activities, a written notification will be presented to the CSA Chief Returning Officer immediately, who will keep this notification on file and distribute the information to other candidates, if necessary.
- ☐ I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said extracurricular activity.
- ☐ I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer.

Nominee Name:

Nominee Signature:

Date:

Indicate the number of completed Extra-Curricular forms you included in your nominations package:

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executive, Directors, staff and most of all, candidates! Elections are most successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the college population is 5000, then a Director position candidate requires a minimum of 500 voters to meet quorum! It takes a lot of time and effort to solicit this many undergrads to vote, but it is essential and a requirement that candidates actively participate in campaigning to reach this goal.

Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), the CSA President and Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services Coordinator. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support. They can link you with the resources and support you need to be successful!

Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaign to the fullest of my ability. I agree to the following:

- ☐ Conduct a minimum of two (2) class talks to promote the election.
- ☐ Provide information as outlined by the Elections Office to create a poster advertising my candidacy or create my own poster with all necessary information, to be posted throughout the University of Guelph campus.
- ☐ Share social media posts, on any of the permissible platforms, at minimum three (3) times per week. Resharing CSA social media posts counts towards the minimum.

Nominee Name:

Nominee Student Number:

Nominee College:

Nominee Signature:

Date:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Nominations Package: VP Student Experience and VP Academic

Fall 2023 By-Election

Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve the CSA within the VP Student Experience or VP Academic position! This document will provide you with the information you need for a successful candidacy.

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

Chief Returning Officer: William Coleman (he / they)
csacro@uoguelph.ca
Office Hours (Fall 2023):

- Mondays and Thursdays: 12:00pm – 3:00pm
- Wednesdays: 12:00pm – 2:00pm

Assistant Returning Officer: Lauren Pyne (she / her)
csaaro@uoguelph.ca
Office Hours (Fall 2023):

- Tuesdays: 1:30pm – 4:30pm
- Thursdays: 10:00am – 3:00pm

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Elections Office UC 274.

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **no later than Wednesday, September 27, 2023, at 5:00 PM.**

Your nomination package must include the following:

- ☐ STEP 1: A signed Executive Nominee Declaration Form
- ☐ STEP 2: At least 50 nomination signatures on your customized Microsoft Teams Form
- ☐ STEP 3: A signed Executive Candidate Commitment Form
- ☐ STEP 4: A completed Declaration of Extra-Curricular Activity
- ☐ STEP 5: A signed Campaigning Commitment Form
- ☐ STEP 6: A brief statement (maximum 150 words) about yourself and your reasons forseeking election.
- ☐ STEP 7: An election promotion photo of yourself to be used on the CSA website.

Step 1: Executive Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Declaration

- ☐ I accept the nomination as a CSA Executive for the term of office ending April 30, 2024.
- ☐ I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- ☐ I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in CSA policy and bylaws.
- ☐ I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- ☐ I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws**.**
- ☐ I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, September 27, 2023, at 5:00 PM.**

Nominators

You are required to have a minimum of 50 signatures from CSA members in good standing and current undergraduate students to nominate you as an Executive.

It is strongly encouraged that you secure more than the minimum of 50 nominators in case there are issues with one or more of them.

In order to ensure that you have the minimum of 50 nominators by the deadline, aim to have between 52 and 55 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee).

Microsoft Form

The CRO will provide you with your own pre-made Microsoft Form to secure your 50 nominators. Please do not create or use your own forms to secure nominators.

Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Vice President Candidate Commitment

If elected as a CSA Vice President, during my term of service from November 1, 2023, to April 30, 2024, I acknowledge and agree to:

- ☐ 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;

In addition to the above, I further agree to:

- ☐ Uphold the bylaws and policies of the CSA, including the portfolio duties of the Vice President position I am running for as outlined in Appendix A – Executive Portfolios;
- ☐ Work a minimum of 20 hours per week during the Fall 2023 semester,

  and 37 hours per week in the Winter semester until April 30, 2024;
- ☐ Enrolling in no more than 1.00 credit during the Winter 2024 semester;
- ☐ Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- ☐ Always uphold the principles of inclusivity and accessibility;
- ☐ 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;
- ☐ 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

Coordinator;

- ☐ 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 my 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.

Nominee Name:

Nominee Signature:

Date:

Witness Name:
Witness must be an adult
18 years of age or older.

Witness Signature:

Date:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Extra-Curricular Activities

List all your extra-curricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests should you be elected.

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	

Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since *(Ex. May 2021 – Present)*	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

- ☐ I do hereby declare that the above activities are a full and complete list of my extra-curricular involvement at the University of Guelph at the present time.
- ☐ I understand that if this list of activities is to change in any way, a written notification will be presented to the CSA Chief Returning Officer, who will then keep this notification on file and distribute it to other candidates if necessary.
- ☐ I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said activity/position.
- ☐ I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer.

Nominee Name:

Nominee Signature:

Date:

Indicate the number of completed Extra-Curricular forms you included in your nominations package:

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 27, 2023, at 5:00 PM.**

Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executive, Directors, staff and most of all, candidates! Elections are successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the university's population is 22,000, then an Executive position candidate requires a minimum of 2,200 students to vote to meet quorum! It takes a lot of time and effort to solicit this many undergrads to vote, and it is essential that candidates actively participate in campaigning to reach this goal.

Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services Coordinator. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support; they can link you with the resources and support you need to be successful.

Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaign to the fullest of my ability. I agree to the following:

- ☐ Conduct a minimum of two (2) class talks to promote the election.
- ☐ Provide information as outlined by the Elections Office to create a poster advertising my candidacy or create my own poster with all necessary information. This poster will be posted throughout the university's campus.
- ☐ Share social media posts, on any of the permissible platforms, at minimum three (3) times per week. Resharing CSA social media posts counts towards the minimum.

Nominee Name:

Nominee Student Number:

Nominee Signature:

Date:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Candidates' Package: Directors

Fall 2023 By-Election

To All Candidates in the CSA Election

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, 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.

You will find our contact information on the following page. If at any time during the election you are unsure about a rule or bylaw, or have any other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we may be able to 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. Instagram messages or any other social media communications that are related to CSA Elections will not be considered official communications.

It is your responsibility as a candidate to become familiar with 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. Please note that you will be required to adhere to these policies as applicable if you are successful in this election. You can review all the bylaws, policies, and rules of order at the following link.

We hope that you all find this election a rewarding experience, and on behalf of the Elections Office, we would like to thank you for taking this step toward representing your fellow students!

Sincerely,

William Coleman
Chief Returning Officer (CRO) Central Student Association
csacro@uoguelph.ca

Lauren Pyne
Assistant Returning Officer (ARO) Central Student Association
csaaro@uoguelph.ca

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

Chief Returning Officer: William Coleman (he / they)
csacro@uoguelph.ca
Office Hours (Fall 2023):

- Mondays and Thursdays: 12:00pm – 3:00pm
- Wednesdays: 12:00pm – 2:00pm

Assistant Returning Officer: Lauren Pyne (she / her)
csaaro@uoguelph.ca
Office Hours (Fall 2023):

- Tuesdays: 1:30pm – 4:30pm
- Thursdays: 10:00am – 3:00pm

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

CSA President: Shaima Alam
csapresident@uoguelph.ca

Policy & Transition Coordinator: Colleen Bovay
csaptc@uoguelph.ca

CSA Mission, Vision, & 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:

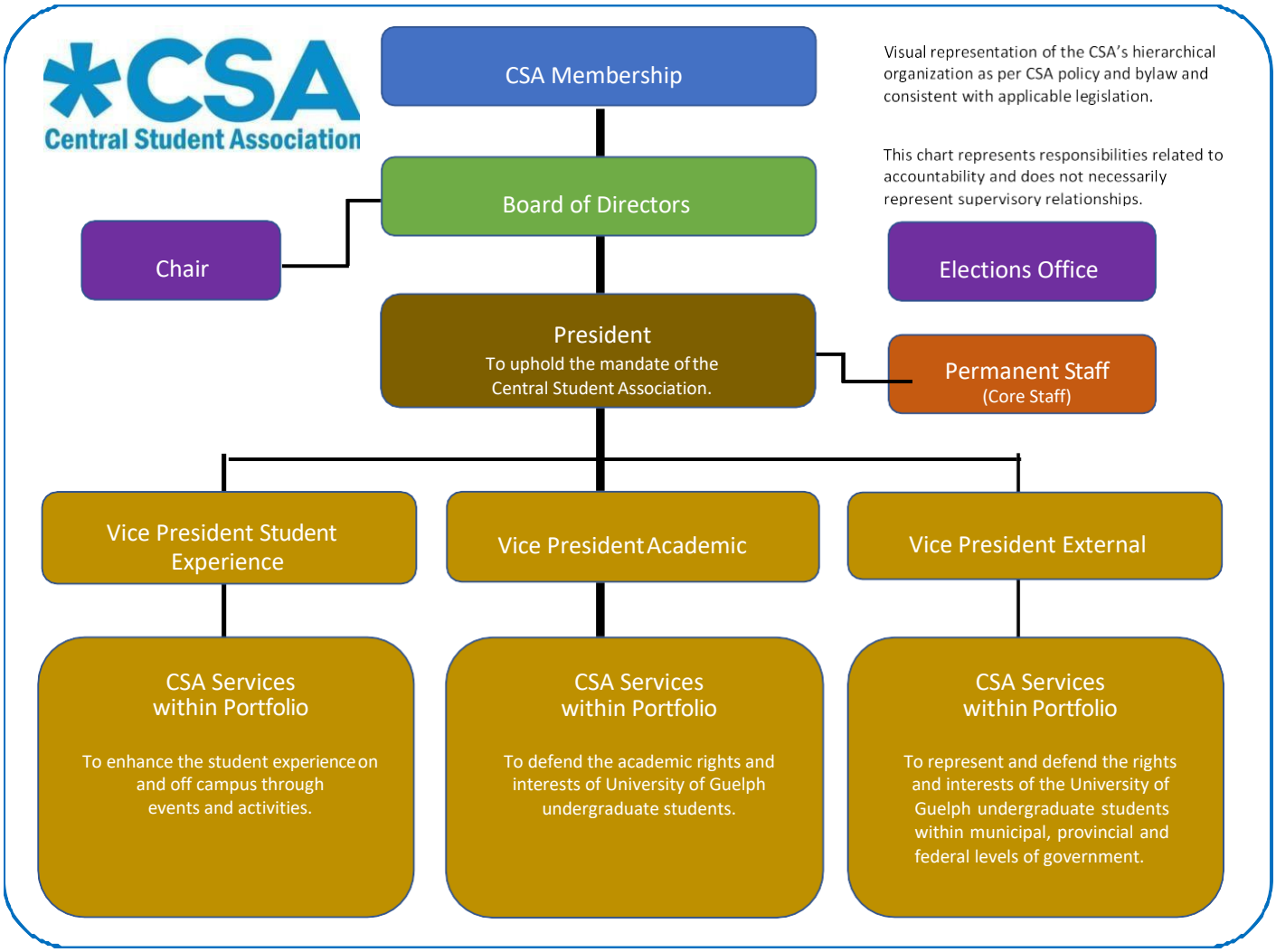
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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.

CSA Corporate Organizational Chart



More Information

Letters Patent
CSA History

Director Commitments

For the duration of my candidacy for the office of CSA Director, and if elected, during the term of my service, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- 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);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- Participate in Committee work, including Hiring Committees;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- 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;
- At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

Signed Agreement

A commitment form including details listed above 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 changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You do not have the 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 for Executive
- $75 for Directors
- $300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form, along with receipts and any unused funds to the CSA Office **by Friday, October 27, 2023, at 4:00 pm.**

If a 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. Please note that any on campus campaigning must be done in compliance with the University's current regulations.

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 take up a significant amount of time for candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration 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 2023 By-Election Nominations	Monday, September 18, 2023, to Wednesday, September 27, 2023
All Candidates' Meeting	Thursday, September 28 at 6:00 pm UC 442 and virtually on Microsoft Teams *(Subject to change)*
By-Election Campaign Period	Thursday, October 5, 2023, to Friday, October 13, 2023
Submit list of campaign volunteers to Elections Office	Thursday, October 5, 2023, by 5:00 pm.
By-Election Voting Period	Monday, October 16, 2023, to Friday, October 20, 2023 (11:59 pm)
Submit Final Budget Form with Receipts	Friday, October 27, 2023, by 4:00pm
Results Ratified	Wednesday, November 1, 2023

Postering

- Poster Runs are available for the Fall 2023 By-Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

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.

Instagram: csa_elections
Facebook: Csa Cro (https://www.facebook.com/csa.cro.uog/)
Twitter: using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

Digital campaign material and Posters 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 and Posters 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

CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, September 28, to Wednesday, October 4, 2023, but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost $25, not including the cost of printing. This will include 50 posters, which will be placed around campus by a CSA staff member.
- Design of posters require one brainstorm session and cost $25/hour for design work. Posters have roughly a two-day turnaround. This is to ensure that the candidate receives the poster in time for the start of campaigning.

Please note: It is recommended that you set up a meeting with CSA Promotional Services as soon as possible if you intend to use the services. This is to ensure there is sufficient time to create your campaign material.

CSA Promotional Services Contact:
Emma Bradley
Promotional Services Coordinator
csapromo@uoguelph.ca

CSA | PRINTING & PROMOTIONAL SERVICES PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	**$0.10**	**$0.15**
Legal	8.5 x 14 in	**$0.10**	**$0.15**
Tabloid	11 x 17 in	**$0.15**	**$0.20**

COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	**$0.15**	**$0.20**
Legal	8.5 x 14 in	**$0.15**	**$0.20**
Tabloid	11 x 17 in	**$0.30**	**$0.40**

CARD STOCK	CSA MEMBER	EXTERNAL
Letter or Tabloid	**+ $0.15**	**+ $0.20**

LARGE FORMAT PRINTING

Large format printing is calculated per square foot; **poster dimensions must be 24in or 36in on at least one size.**

To request a quote for custom sized large format printing, please contact CSA Promo at csapromo@uoguelph.ca

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	**$3.30** / Sq Ft	**$3.90** / Sq Ft
Lightweight	**$2.70** / Sq Ft	**$3.30** / Sq Ft

BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster 36 x 64in on Lightweight	**$43.20**	**$52.80**
Hanging Banner 70 x 36in on Lightweight	**$47.25**	**$57.75**

HOW TO ACCESS OUR SERVICES

CSA MAIN OFFICE
FOR: General Printing | Photocopying | Poster Runs | Button Maker Rental

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA
FOR: Large Format Printing | Kiosk & UC Banner Rentals | Design Services | Pre Assembled Buttons

POSTER RUN

Poster Runs go out every Monday and Friday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing**.

POSTER SIZE	CSA MEMBER	EXTERNAL
Letter, Legal, or Tabloid	**$25**	**$40**

KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance**.

LOCATION	CSA MEMBER	EXTERNAL
Kiosk	**$20** per week	**$40** per week
UC Banner	**$20** per week	**$40** per week

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	**$10**	**$20**
Deposit	**$65**	**$65**

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	**$3.75**	**$4.50**
50 Buttons	**$7.50**	**$9**
100 Buttons	**$15.00**	**$18**

BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	**$5**	**$6**
50 Buttons	**$10**	**$12**
100 Buttons	**$20**	**$24**

ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	**$10** / 25	**$15** / 25

UPDATED AUGUST 2023 **FOR MORE DETAILS VISIT CSAONLINE.CA/PROMO**

Guidelines for Email 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.

- **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.

Candidate's emails 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 **Thursday, October 5, 2023**.

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. For example, 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, but candidates are allowed use their personal accounts for the Fall 2023 By-Election.

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.

Other Platforms

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

Contacting Other Candidates

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates' social media posts.

Campaigning

An important aspect of the election process is the way candidates choose to campaign. On-campus campaigning has often been viewed as the most effective, but since COVID-19, candidates have been creative in the ways in which they expand their reach in campaigning to the undergraduate student body.

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 Thursday, October 5, 2023, at 5:00 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 displayed on the class’s Courselink page.

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. Candidates may not seek endorsements from social media accounts.

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 Staff (which includes Full Time, Part Time, Board Directors, and Volunteers)

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

Important Reminders

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.

Note

According to the CSA Policies & Bylaws, collecting signatures in pursuance of Bylaw 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

Tabling

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form and, if applicable, book a table through UC Services. It is prohibited to campaign in the University Library.

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 an infraction by the candidate.

Penalty for Abuse of Position is:

- **First Occasion**: 75 demerit points
- **Second Occasion**: 100 demerit points, 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: Campaigning in Residence must be approved. If you have access to residence you cannot campaign, post, or encourage others to post any campaignmaterials without the necessary approval.
- 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 accumulating demerit points. Receiving 100 demerit points will result in disqualification of the candidate.

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 of 50 demerit points will be imposed, and/or disqualification depending on severity of occurrence.
- **Second Occasion**: 100 demerit points, which will result in immediate disqualification.

2. Failure to submit a final budget form (a statement of campaign expenses, receipts, etc.), unused monies, receipts, and envelopes by the deadline.

- **After Friday, October 27, 2023, by 4:00pm**: A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, which will result in immediate disqualification.

3. 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: 100 demerit points, which will result in immediate disqualification.

4. Use of campaign materials without CRO/ARO approval:

- **First occasion**: 25 demerit points and the candidate must remove all materials immediately.
- **Second occasion**: 50 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

5. 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:

- A penalty of 100 demerit points, which will result in immediate disqualification, unless otherwise determined by the Elections and Referendum Committee.

6. 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:

- 100 demerit points, which will result in immediate disqualification of all candidates in the slate.

7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

- **First occasion**: 75 demerit points.
- **Second occasion**: 100 demerit points, which will result in immediate disqualification.

8. Failure to comply with any additional parts 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 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

Board of Directors Meeting Schedule

Board Meetings are typically held every second Wednesday evening, however emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws.

Summer 2023

1.	May 31, 2023	6:00 pm	Microsoft Teams
2.	June 14, 2023	6:00 pm	Microsoft Teams
3.	July 5, 2023	6:00 pm	Microsoft Teams
4.	July 19, 2023	6:00 pm	Microsoft Teams

Fall 2023

5.	August 30, 2023	6:00 pm	Microsoft Teams
6.	September 13, 2023	6:00 pm	UC 442
7.	October 4, 2023	6:00 pm	UC 442
8.	October 18, 2023	6:00 pm	UC 442
9.	November 1, 2023	6:00 pm	UC 442
10.	November 15, 2023	6:00 pm	UC 442
11.	November 29, 2023	6:00 pm	UC 442

Winter 2024

12.	January 17, 2024	6:00 pm	UC 442
13.	January 31, 2024	6:00 pm	UC 442
14.	February 14, 2024	6:00 pm	UC 442
15.	February 28, 2024	6:00 pm	UC 442
16.	March 27, 2024	6:00 pm	UC 442
17.	April 3, 2024	6:00 pm	UC 442

Town Hall
There is currently no Town Hall scheduled. Please check here for updates.

Mandatory Board Training Schedule

1.	May 17, 2023	6:00 pm	Microsoft Teams
2.	January 10, 2024	6:00 pm	UC 442

2023 Annual General Meeting
Wednesday, November 22, 2023

2024 General Members Meeting
Wednesday, March 13, 2024

Candidate Signature:

By signing below, you confirm that you have read this form in its entirety and agree to adhere to all listed commitments and policies.

Candidate Name:

Candidate Student Number:

Candidate Signature:

Date:

Please note that information submitted in the Candidates Package, including this form, may not be changed after submission.

Candidates' Package: VP Student Experience and VP Academic

Fall 2023 By-Election

To All Candidates in the CSA Election

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, 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.

You will find our contact information on the following page. If at any time during the election you are unsure about a rule or bylaw, or have any other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we may be able to 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. Instagram messages or any other social media communications that are related to CSA Elections will not be considered official communications.

It is your responsibility as a candidate to become familiar with 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 the bylaws, policies, and rules of order at the following link.

We hope that you all find this election a rewarding experience, and on behalf of the Elections Office, we would like to thank you for taking this step toward representing your fellow students!

Sincerely,

William Coleman
Chief Returning Officer (CRO) Central Student Association
csacro@uoguelph.ca

Lauren Pyne
Assistant Returning Officer (ARO) Central Student Association
csaaro@uoguelph.ca

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

Chief Returning Officer: William Coleman (he / they)
csacro@uoguelph.ca
Office Hours (Fall 2023):

- Mondays and Thursdays: 12:00pm – 3:00pm
- Wednesdays: 12:00pm – 2:00pm

Assistant Returning Officer: Lauren Pyne (she / her)
csaaro@uoguelph.ca
Office Hours (Fall 2023):

- Tuesdays: 1:30pm – 4:30pm
- Thursdays: 10:00am – 3:00pm

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

CSA President: Shaima Alam
csapresident@uoguelph.ca

Policy & Transition Coordinator: Colleen Bovay
csaptc@uoguelph.ca

CSA Mission, Vision, & 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:

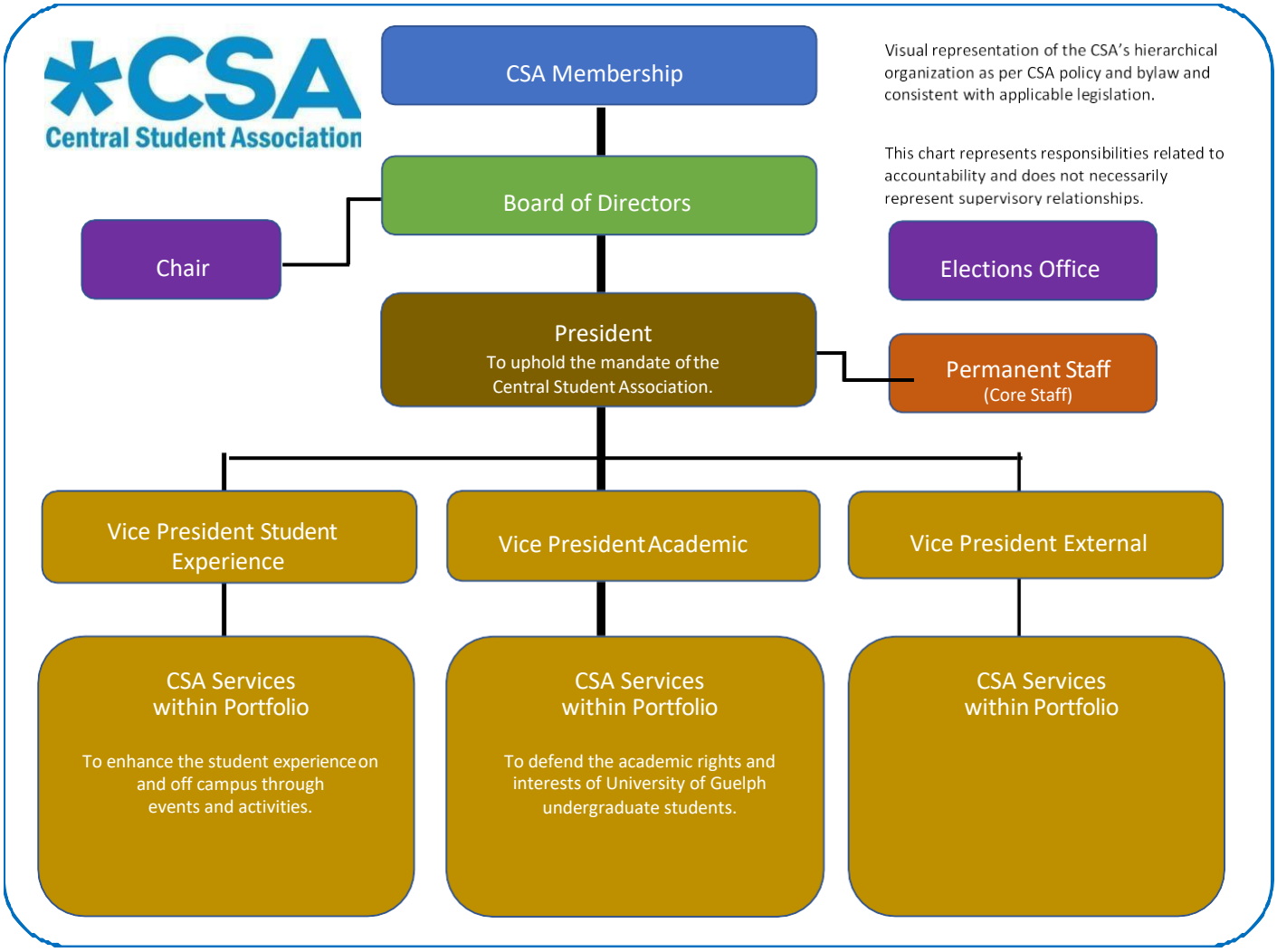
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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 theUniversity of Guelph.

CSA Corporate Organizational Chart



More Information

Letters Patent
CSA History

Vice President Student Experience Responsibilities

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 Promotional Services Coordinator;
- 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.

Vice President Academic Responsibilities

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.

Executive Position Commitments

For the duration of the term, as a candidate for the office of CSA Executive, Executives are to acknowledge and commit to the following.

Executive Committee Members 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 Coordinator.

Executive Officers agree to:

- Work a minimum of 20 hours per week in the Fall 2023 semester, beginning November 1, 2023, and work a minimum of 37 hours per week in the Winter 2024 semester until April 30, 2024;
- 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 Coordinator;
- 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.

In addition to the above, 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.

Executives are expected to commit to the following:

- Be enrolled in no more than 1.0 credits in the Winter 2024 Semester;
- Mandatory attendance at the CSA board meeting on Wednesday, November 1, 2023, at 6pm;
- Commit to ~10 flex hours during the week of October 30;
- Commit to at least 37 hours per week of on-site work during the Winter 2024 Semester until April 30, 2024;
- Commit to attendance of all CSA Board meetings, Board training sessions, AGM's and GGM's.

Signed Agreement

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

By running for an executive position, you are making a commitment to undergraduate students to serve them from November 1, 2023, until April 30, 2024, and will abide by the terms outlined in this document.

Candidate Name:

Candidate Signature:

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.

Executive positions are full time paid positions in which successful candidates are required to work in-person for at least 37 hours a week throughout their term. These positions require dedication, professionalism, and a passion for serving students to help maintain the operations and mandate of the CSA.

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 for Executive
- $75 for Directors
- $300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form, along with receipts and any unused funds to the CSA Office **by Friday, October 27, 2023, at 4:00 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 a 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.

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 2023 By-Election Nominations	Monday, September 18, 2023, to Wednesday, September 27, 2023
All Candidates' Meeting	Thursday, September 28 at 6:00 pm UC 442 and virtually on Microsoft Teams *(Subject to change)*
By-Election Campaign Period	Thursday, October 5, 2023, to Friday, October 13, 2023
Submit list of campaign volunteers to Elections Office	Thursday, October 5, 2023, by 5:00 pm.
By-Election Voting Period	Monday, October 16, 2023, to Friday, October 20, 2023 (11:59 pm)
Submit Final Budget Form with Receipts	Friday, October 27, 2023, by 4:00pm
Results Ratified	Wednesday, November 1, 2023

Promotional Options for Campaigning

Postering

- Poster Runs are be available for the Fall 2023 By-Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Digital Campaigning

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections accounts in any digital advertisements posted to these sites referencing the following:

- **Instagram**: csa_elections
- **Facebook**: Csa Cro (https://www.facebook.com/csa.cro.uog/)
- **Twitter**: using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

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.

CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, September 28, to Wednesday, October 4, 2023 but can occur after as well. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost $25, not including the cost of printing. This will include 50 posters, which will be placed around campus by a CSA staff member.
- Design of posters require one brainstorm session and cost $25/hour for design work. Posters have roughly a two-day turnaround. This is to ensure that the candidate receives the poster in time for the start of campaigning.

Please note: It is recommended that you set up a meeting with CSA Promotional Services as soon as possible if you intend to use the services. This is to ensure there is sufficient time to create your campaign material.

CSA Promotional Services Contact:
Emma Bradley
Promotional Services Coordinator
csapromo@uoguelph.ca

CSA | PRINTING & PROMOTIONAL SERVICES PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	**$0.10**	**$0.15**
Legal	8.5 x 14 in	**$0.10**	**$0.15**
Tabloid	11 x 17 in	**$0.15**	**$0.20**

COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	**$0.15**	**$0.20**
Legal	8.5 x 14 in	**$0.15**	**$0.20**
Tabloid	11 x 17 in	**$0.30**	**$0.40**

CARD STOCK	CSA MEMBER	EXTERNAL
Letter or Tabloid	**+ $0.15**	**+ $0.20**

LARGE FORMAT PRINTING

Large format printing is calculated per square foot; **poster dimensions must be 24in or 36in on at least one size.**

To request a quote for custom sized large format printing, please contact CSA Promo at csapromo@uoguelph.ca

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	**$3.30** / Sq Ft	**$3.90** / Sq Ft
Lightweight	**$2.70** / Sq Ft	**$3.30** / Sq Ft

BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster 36 x 64in on Lightweight	**$43.20**	**$52.80**
Hanging Banner 70 x 36in on Lightweight	**$47.25**	**$57.75**

HOW TO ACCESS OUR SERVICES

CSA MAIN OFFICE
FOR: General Printing | Photocopying | Poster Runs | Button Maker Rental

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA
FOR: Large Format Printing | Kiosk & UC Banner Rentals | Design Services | Pre Assembled Buttons

POSTER RUN

Poster Runs go out every Monday and Friday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing**.

POSTER SIZE	CSA MEMBER	EXTERNAL
Letter, Legal, or Tabloid	**$25**	**$40**

KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance**.

LOCATION	CSA MEMBER	EXTERNAL
Kiosk	**$20** per week	**$40** per week
UC Banner	**$20** per week	**$40** per week

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	**$10**	**$20**
Deposit	**$65**	**$65**

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	**$3.75**	**$4.50**
50 Buttons	**$7.50**	**$9**
100 Buttons	**$15.00**	**$18**

BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	**$5**	**$6**
50 Buttons	**$10**	**$12**
100 Buttons	**$20**	**$24**

ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	**$10** / 25	**$15** / 25

UPDATED AUGUST 2023 **FOR MORE DETAILS VISIT CSAONLINE.CA/PROMO**

Guidelines for Email 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.

- **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.

Candidate's emails 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 they become aware of an infraction. 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 intends on using must be provided to the ARO at csaaro@uoguelph.ca no later than **Thursday, October 5, 2023.**

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. For example, 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, but candidates can use their personal accounts for the Fall 2023 By-Election.

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.

Other Platforms

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

Contacting Other Candidates

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates' social media posts.

Campaigning

An important aspect of the election process is the way candidates choose to campaign. On-campus campaigning has often been viewed as the most effective, but since COVID-19, candidates have been creative in the ways in which they expand their reach in campaigning to the undergraduate student body.

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 Thursday, October 5, 2023, at 5:00 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?
3. Have my campaign materials or class talk been approved by the CSA Elections team?

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's Courselink page.

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. Candidates may not seek endorsements from social media accounts.

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 expressing its endorsement of 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 Staff (which includes Full Time, Part Time, Board Directors, and Volunteers)

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

Important Reminders

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.

Note

According to the CSA Policies & Bylaws, collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

Tabling

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form and, if applicable, book a table through UC Services. It is prohibited to campaign in the University Library.

Elections Infractions

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 an infraction by the candidate.

Penalty for Abuse of Position is:

- **First Occasion**: 75 demerit points
- **Second Occasion**: 100 demerit points, 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: Campaigning in Residence must be approved. If you have access to residence you cannot campaign, post, or encourage others to post any campaignmaterials without the necessary approval.
- 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 accumulating demerit points. Receiving 100 demerit points will result in disqualification of the candidate.

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 of 50 demerit points will be imposed, and/or disqualification depending on severity of occurrence.
- **Second Occasion**: 100 demerit points, which will result in immediate disqualification.

2. Failure to submit a final budget form (a statement of campaign expenses, receipts, etc.), unused monies, receipts, and envelopes by the deadline.

- **After Friday, October 27, 2023, by 4:00pm**: A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, which will result in immediate disqualification.

3. 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: 100 demerit points, which will result in immediate disqualification.

4. Use of campaign materials without CRO/ARO approval:

- **First occasion**: 25 demerit points and the candidate must remove all materials immediately.
- **Second occasion**: 50 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

5. 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:

- A penalty of 100 demerit points, which will result in immediate disqualification, unless otherwise determined by the Elections and Referendum Committee.

6. 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:

- 100 demerit points, which will result in immediate disqualification of all candidates in the slate.

7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

- **First occasion**: 75 demerit points.
- **Second occasion**: 100 demerit points, which will result in immediate disqualification.

8. Failure to comply with any additional parts 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 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

Board of Directors Meeting Schedule

Board Meetings are typically held every second Wednesday evening. However, emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws. CSA Executives are required to attend all CSA Board meetings.

Summer 2023

1.	May 31, 2023	6:00 pm	Microsoft Teams
2.	June 14, 2023	6:00 pm	Microsoft Teams
3.	July 5, 2023	6:00 pm	Microsoft Teams
4.	July 19, 2023	6:00 pm	Microsoft Teams

Fall 2023

5.	August 30, 2023	6:00 pm	Microsoft Teams
6.	September 13, 2023	6:00 pm	UC 442
7.	October 4, 2023	6:00 pm	UC 442
8.	October 18, 2023	6:00 pm	UC 442
9.	November 1, 2023	6:00 pm	UC 442
10.	November 15, 2023	6:00 pm	UC 442
11.	November 29, 2023	6:00 pm	UC 442

Winter 2024

12.	January 17, 2024	6:00 pm	UC 442
13.	January 31, 2024	6:00 pm	UC 442
14.	February 14, 2024	6:00 pm	UC 442
15.	February 28, 2024	6:00 pm	UC 442
16.	March 27, 2024	6:00 pm	UC 442
17.	April 3, 2024	6:00 pm	UC 442

Town Hall
There is currently no Town Hall scheduled. Please check here for updates.

Mandatory Board Training Schedule

1.	May 17, 2023	6:00 pm	Microsoft Teams
2.	January 10, 2024	6:00 pm	UC 442

2023 Annual General Meeting
Wednesday, November 22, 2023

2024 General Members Meeting
Wednesday, March 13, 2024

Candidate Signature:

By signing below, you confirm that you have read this form in its entirety and agree to adhere to all listed commitments and policies.

Candidate Name:

Candidate Student Number:

Candidate Signature:

Date:

Please note that information submitted in the Candidates Package, including this form, may not be changed after submission.

Item 6.11.2
Fall 2023 By-Election Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election campaign strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

WHEREAS Section 4.3.1 states that the campaign strategy should be submitted to the Board of Directors for information;

MOTION: That the Fall 2023 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

Moved: Shaima Alam, President
Seconded:

CSA Fall 2023 By-Election Promotional Strategy

Our Fall By-Election promotional strategy will be a combination of in-person outreach, postering, large format displays, digital signage, emails, and social media. The branding for the by-election has been changed to be consistent with our general elections so it is recognizable and cohesive. While pulling elements used when doing the branding overhaul of the organization, including simplicity, and bringing our blue and asterisk front and center. Learning from last year's successes and criticism, certain measures are being taken: firstly, in-person polling stations will be used with a laptop setup for greater engagement, in addition to sharing the voting link widely; secondly, an All Candidates Forum will occur to encourage informed decisions and create one equal platform for candidates to voice goals and qualities to all voting members; thirdly, information sessions will be held by the executives to inform members who are considering running, where a breakdown of responsibilities and a day-in-the-life are given in detail.

Our Fall By-Election Goals and Indicators of Success are as Follows:

- **CSA Awareness:** Building off the momentum from O-Week 2023, continue to establish a connection with our student body about who the CSA is, what we do, the services we provide, and how we are of value to our undergrads. This includes incorporating key messaging about the CSA into our election's materials and interactions with students and handing out promotional materials.
- **Engagement:** Increase engagement in the elections for the number of nominations and voting turnout through prioritizing in-person interactions with some online opportunities, information sharing with student organizations and campus department networks and followings, and tabling throughout the election.
- **Informed Candidates and Voters:** Increasing the information available to potential candidates by holding information sessions on what it means to hold a specific position and connecting voters to candidates using an all-candidates forum.
- **Filling Vacancies:** We hope to fill the vacancy in the Vice President Student Experience position and Vice President Academic position to have a full executive and fill the nine vacancies in our At Large Board of Director positions for a complete Board.

The Role of Directors During CSA Elections

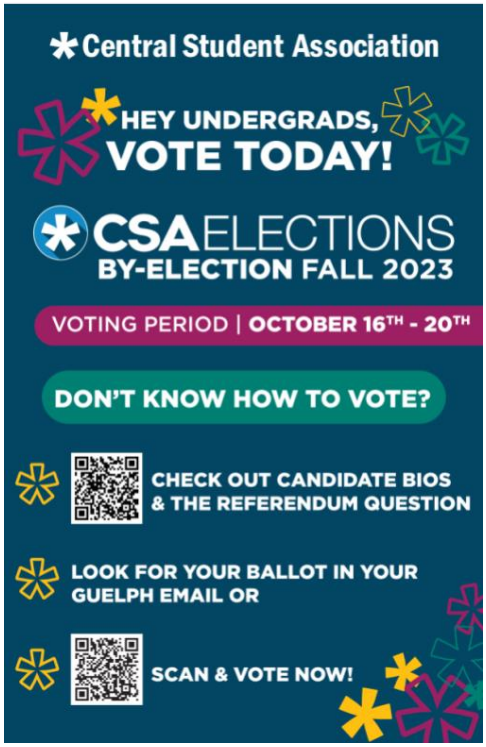
As student leaders who represent various groups of students on campus, the elections are an opportunity for you to engage with the very students you represent. You can inspire the next generation of student leaders on campus, all while spreading awareness about the CSA to maximize our impact on campus. There will be some outreach requirements for you including but not limited to: Class talks, tabling during

elections, sharing information with your fellow students, and re-posting elections information on social media.

Shaima Alam
CSA President 2023-2024

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	O-Week September 1-10	O- Week tabling	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign)
Nomination period	September 11-27	Newsletter – Sept 14 Digital Signage Social Media Kiosk Poster run Class talks Tabling UC banner Student Experience Newsletters Resharing By Student Organizations on social media MS Teams Channels Contact PSO's and Housing Bullring Poster Information session x2	Nominations open on September 18/ now open How to run Explain positions available - Board of Director - VP Student Experience - VP Academic Explain what the positions do and why people should run for those positions
CSA Promotion and Campaign period	Sept 28-Oct 15	All Candidates Forum Digital signage Poster run Social media UC banner Newsletter – Oct – including asking for questions	All candidates forum will be a large event to engage students and interested in elections before voting begins Candidates can be asked pre-set questions from students so students can make informed decisions

Voting	October 16-20	Tabling/In-person polling stations every day Digital Signage Bullring Poster Open Mic night announcement Share info with campus partners Kiosk UC Banner Poster run Social Media Signage at all our services, including front office All Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email SEC & student orgs Class talks	Voting now open How to vote (swipe graphic) Leave a space where we can add a graphic for a voting extension.
Voting Extension	October 21-27	Social Media Sandwich Boards UC Banner Poster Run In-person polling stations kiosk	Voting Extended until October 27 Vote now Why it's important to vote



Central Student Association
YOUR STUDENT GOVERNMENT | YOUR OPPORTUNITY | YOUR VOICE
CSA ELECTIONS
BY-ELECTION FALL 2023
NOMINATION PERIOD | SEPTEMBER 18TH - 27TH
GENERAL INFO SESSION | SEPTEMBER 13TH & 21ST
BE PART OF DECISIONS IMPACTING STUDENTS
ADVOCATE & REPRESENT UNDERGRADS
DEVELOP LEADERSHIP SKILLS
APPRECIATION EVENTS & COOL PERKS
LEARN MORE ABOUT HOW TO RUN

Central Student Association
YOUR STUDENT GOVERNMENT | YOUR OPPORTUNITY | YOUR VOICE
CSA ELECTIONS
BY-ELECTION FALL 2023
VOTING OPENS OCTOBER 16TH
CANDIDATE DEBATE OCTOBER XXTH
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam varius varius ante. Sed nunc elit, vulputate vitae ultrices vitae, ultrices vel turpis. Curabitur sed lobortis nunc. Aliquam id eros pulvinar,. DEBATE BLURB
DEBATE INFO
WATCH YOUR CANDIDATES DEBATE THAT EFFECT YOU!
MAKE AN INFORM DECISION ON YOUR VOTE!
SEND YOUR QUESTIONS IN BY OCTOBER, XXTH

Item 6.11.3
Director Class Talks: re Fall 2023 By-Election

WHEREAS CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall… be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”;

WHEREAS CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are filled, the minimum quorum requirements are met, and a successful election process is achieved;

BE IT RESOLVED that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Fall 2023 By-Election;

FURTHER that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks;

AND FURTHER that Directors provide the date and location of their presentation(s) to the CRO so that this information is included in the final Election Results Report.

Moved: Shaima Alam, President
Seconded:

Item 6.11.4
Appoint Elections Appeals Board (EAB)

WHEREAS CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

MOTION: that the following Directors be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

AND FURTHER that the following General Members of the CSA be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

Jadyn Koehler
Jasmine Gill

Moved: Shaima Alam, President
Seconded:

See following pages for General Member Applicants' Statements of Interest and EAB information.

Statements of Interest

Jadyn Koehler:

I want to join the EAB to further develop my leadership skills while contributing to the University of Guelph community in a meaningful and tangible way. Strong communication and teamwork are crucial for productive committees, and through previous roles I have honed my interdisciplinary oral and written communication skills, extensively practiced working cohesively within a team, and gained valuable experience in advocating for myself and others within a group environment. Representing, without bias, the voices of thousands of undergraduate students is a considerable undertaking, but by communicating clearly and effectively, taking the initiative to be involved in meetings as an active decision-making participant rather than a passive observer, and diligently working to take the steps necessary to succeed in this role, I know that I can not only handle the responsibility of being an EAB member, but also thrive in this exciting environment and position.

Jasmine Gill:

I want to join this particular committee as I want to be a strong representation for students at University of Guelph! I think it is extremely crucial that the opinion and every university journey each student has is taken into account when coming up with important decisions. I believe that being a part of this committee will allow me to help other students feel welcomed and at home, the same way I felt when first joining this institution. Hence why I am so interested and excited to be in such an amazing opportunity!

CSA Policy Appendix G: Electoral

27.0 Elections Appeals Board (EAB)

27.1 Mandate of the Board

27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.

27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.

a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.

27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

27.3 Membership of the Board

27.3.1 The Elections Appeals Board (EAB) shall consist of:

a) Three Directors; and

b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.

27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:

a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.

b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.

c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion

27.3.4 Advertising to, and the selection process of General Members of the CSA to sit on the EAB shall take into consideration candidate equity.

A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

27.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates. If the President has a conflict of interest, their duties with the EAB will be assigned to another Executive who is not a candidate in the elections.

27.4 Meetings of the Board

27.4.1 Quorum for EAB meetings shall be set at three (3) members.

27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will schedule a minimum of three (3) meetings during campaign and voting periods. Meetings will only be held if an appeal has been received.

27.4.4 The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

27.4.6 The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the

candidate or referendum team questions.

a) If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

Item 6.11.5
Appoint Board Director to Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

WHEREAS at the Board of Directors Meeting on August 30, 2023, the motion to appoint the Elections and Referendum Committee received only one Director volunteer to join the committee, leaving a vacancy;

BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

[1 Director]

Moved: Shaima Alam, President
Seconded:

See following pages for Elections and Referendum Committee information.

Elections and Referendum Committee

3.1 The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

3.3 Elections Oversight

3.3.1 The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.
- Consider and approve the Elections Report of the CRO before it's

submitted to the Board of Directors as information following the elections.

- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

3.4 Referendums

3.4.1 The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

Item 6.11.6
Call For Nominations to Senate

WHEREAS the CSA VP Academic received a letter regarding a call for nominations to Senate; and

WHEREAS this student leadership opportunity may be of interest to Board Directors and General Members of the CSA;

MOTION: for the Board of Directors to receive the letter regarding the Call For Nominations to Senate as included in the Board Agenda Package, as information.

Moved: Junpyo Lee, VP Academic
Seconded:

SENATE

Call for Nominations to Senate

Vacant Seats

Currently Accepting Nominations for the Following Seats on Senate:

Faculty Seats

- College of Arts – Three (3) Faculty Vacancies
- College of Social and Applied Human Sciences – One (1) Faculty Vacancy
- Ontario Veterinary College – One (1) Faculty Vacancy

Graduate Student Seats

- College of Arts – One (1) Graduate Student Vacancy
- College of Engineering and Physical Sciences - One (1) Graduate Student Vacancy
- College of Social and Applied Human Sciences - One (1) Graduate Student Vacancy
- Gordon S. Lang School of Business and Economics - One (1) Graduate Student Vacancy
- Ontario Agricultural College - One (1) Graduate Student Vacancy

Undergraduate Student Seats

- Associate Diploma Program – One (1) Undergraduate Student Vacancy
- Bachelor of Arts – Two (2) Undergraduate Student Vacancies
- Bachelor of Arts and Sciences – One (1) Undergraduate Student Vacancy
- Bachelor of Applied Science – One (1) Undergraduate Student Vacancy
- Bachelor of Science – One (1) Undergraduate Student Vacancy
- Bachelor of Commerce – One (1) Undergraduate Student Vacancy
- Bachelor of Computing – One (1) Undergraduate Student Vacancy
- Bachelor of One Health – One (1) Undergraduate Student Vacancy
- Doctor of Veterinary Medicine – One (1) Undergraduate Student Vacancy
- University of Guelph-Humber – One (1) Undergraduate Student Vacancy

University of Guelph Senate

The University of Guelph Senate was established through the University of Guelph Act, 1964 and is responsible for academic programs, regulations and policies. Comprised of a membership that is representative of the University community, with both elected and ex-officio members, some of the responsibilities of Senate include regulating and determining the educational policy of the University, determining the courses of study and standards of admission to the University and continued membership therein, qualifications for degrees and diplomas, and electing the Chancellor.

For more information about Senate please visit the University Secretariat webpage.

SENATE

Commitment to Indigenization, Equity, Diversity and Inclusion (IEDI)

The University of Guelph recognizes that an inclusive campus and a culture of inclusion are institutional and social imperatives. A culture of inclusion necessitates the involvement of stakeholders with a wide array of lived experiences, identities and perspectives on the Board of Governors and Senate to support, oversee and drive a strategic and system-wide approach to IEDI.

The University is committed to fostering a culture of inclusion and to designing, reviewing, and rebuilding structures – including policies, programs, and practices – that are inclusive, equitable, and accessible to all. In keeping with this commitment, nominations of qualified individuals from historically marginalized and underrepresented communities including those who identify as Black, Indigenous, or Persons of Colour; persons with a disability or who identify as differently abled; persons of all genders, and sexual orientations; and those with a demonstrable track record of confronting oppression and promoting belonging in their organizations and communities are strongly encouraged.

Submitting a Nomination

To download a nomination form please visit the University Secretariat webpage. Once you have completed the nomination form, please submit the form via email to the University Secretariat at election@uoguelph.ca

Questions?

Please email election@uoguelph.ca if you have any questions related to the elections process.

Nominations must be submitted by Tuesday, September 19, 2023, at 1:00 p.m.

Item 6.11.7
Elections Report

WHEREAS at the Emergency Board Meeting on March 15, 2023 the Board of Directors approved a motion which included resolutions regarding a review of the CSA Elections Office and elections processes and policies; and

WHEREAS the motion resolved that the Board of Directors will receive a report to be updated on the progress of the resolutions ahead of the Fall 2023 By-Election;

BE IT RESOLVED that the Elections Report, as included in the Board Agenda Package, be received as information.

Moved: Shaima Alam, President
Seconded:

Elections Report

Overview

Since moving to the Online Elections Contingency Plan for the Winter 2023 General Elections, the CSA has been committed to completing a review of elections operations and policies and making positive changes to ensure CSA elections are secure, transparent, and fair for all participants.

The new fiscal year has seen many steps taken with regards to updating CSA processes and gaining feedback from different sources .A full review of the Electoral Bylaw and Policy was facilitated by the Policy and Bylaw Review Committee and subsequently approved by the Board of Directors. Within these amendments, a new Elections and Referendum Committee was created to increase oversight of the elections process. The job descriptions for the Chief Returning Officer and Assistant Returning Officer were reviewed and updated to ensure accurate reflections of the roles and the job requirements. Finally, a new platform for hosting the elections ballot has been selected, along with guidelines to ensure appropriate security measures are in place.

Electoral Bylaw and Policy Review

CSA Bylaw 1 (Electoral) and Policy Appendix G (Electoral) received a lengthy review in consultation with the Policy and Bylaw Review Committee (PBRC), the CSA core staff team, the CSA President, and the Policy and Transition Coordinator. Time was dedicated to researching the electoral policies of other student unions across the province to gain insight to how CSA policies can be best updated to ensure functional elections. The main goal of these amendments is to ensure that the electoral rules and regulations are clear, feasible, equitable, and used in practice. Special attention was paid to creating the Elections of Referendum Committee, revising elements of the Online Elections Contingency Plan, updating the model used for campaign infractions, and including additional processes that are done in practice that were not previously codified. At every stage of the review, the PBRC and the Working Group formed specifically for the project took care to ensure that risks of conflict of interest and other misconduct would be mitigated and that transparency in the elections process would be increased through the amendments.

Elections and Referendum Committee

As mentioned above, the Elections and Referendum Committee was implemented as part of the policy amendments as a means of increasing transparency and oversight in the decision-making process of elections and allowing for more involvement by Board Directors. The Committee will give input and approve key elections documents before submission to the Board, they will receive regular updates throughout the process of

elections, and they will participate in decision-making for elections infractions and complaints as required. In addition, the Committee takes on the responsibility of receiving and approving referendum question submissions from the now dissolved Standing Referendum Committee. The Elections and Referendum Committee will begin meeting during the Fall 2023 By-Election and will be involved in giving feedback on operations of the By-Election, to inform changes to implement for the Winter 2024 General Elections to further improve CSA Elections moving forward.

Chief Returning Officer and Assistant Returning Officer

Prior to commencing the hiring process for the Chief Returning Officer and Assistant Returning Officer for the 2023-2024 academic year, both job descriptions were reviewed to ensure all policy amendments were reflected in the descriptions, in addition to ensuring that the job descriptions were comprehensive to the requirements of the roles. In addition to reviewing the job descriptions, the hiring committee also made updates to the interview questions for both positions in order to effectively screen for the best suited candidates, based on updated qualifications. On-Boarding for the new CRO and ARO is underway, and special attention is being paid to training on CSA Policies and Bylaws and on the new processes put in place for upcoming elections.

Ballot Security

As the main source of the full review, the CSA has discussed various options for a new platform to host CSA elections ballots moving forward. Consultations occurred with the Policy and Bylaw Review Committee, as well as the CSA core staff team. After discussion and research into platforms and formats used by other student unions, it was determined that the ballot for the Fall 2023 By-Election will be hosted on Microsoft Forms. The form will be created by the CRO, in consultation with the President, the Policy and Transition Coordinator, and the Elections and Referendum Committee. Testing will be performed on the ballot before the voting period opens to ensure undergraduate students can vote using the ballot only once, and to ensure that the student information required is secure to prevent individuals from voting on behalf of another student.

Item 6.11.8
Appoint University Centre Board Undergraduate Student Representatives

WHEREAS the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

WHEREAS the CSA believes that the University Centre should be controlled by students;

WHEREAS the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

WHEREAS the University Centre Board currently has five vacancies for undergraduate student members;

BE IT RESOLVED that the following undergraduate students be appointed to the University Centre Board for a term of up to two years, as recommended forward by the University Centre Board Selection Committee:

William Coleman
Zohniyya Qutub
Nicola Whitlock
Manahil Zaid
Aadya Kapoor

AND FURTHER that the following Board Directors be appointed as alternate members of the University Centre Board for a term of up to two years:

[Five Directors]

Moved: Junpyo Lee, VP Academic
Seconded:

Item 6.11.2
Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on August 2, 2023

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a review of the Petitions, Delegations, and Representations Committee Policy; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the review;

BE IT RESOLVED that the amendments to Appendix D Section 7 (Petitions, Delegations, and Representations Committee) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

Moved: Shaima Alam, President
Seconded:

~~Petitions, Delegations and Representations (PDR)~~ Student Events and Initiatives Funding (SEIF) Committee

Preamble

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

~~The Petitions, Delegations and Representations~~ Student Events and Initiatives Funding Committee ("the Committee") is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding ~~PDR~~ Student Events and Initiatives funding requests.

1.1 Purpose

1.1.1 To receive, hear presentations for, and make decisions on ~~PDR~~ funding requests within CSA Bylaws and Policies.

1.1.2 To maintain a standardized ~~PDR~~ SEIF request form or method.

1.1.3 ~~To make recommendations to the Finance Committee for annual funding for PDR lines.~~

1.1.4 To provide complete semesterly reports to the CSA Board of Directors on all transactions involving SEIFs ~~PDRs~~.

1.2 Membership of the Committee

1.2.1 The Committee shall consist of a maximum of six members.

1.2.2 The President shall be a member of this Committee.

1.2.3 One (1) seat on this Committee shall be reserved for an At-Large or College representative.

1.2.4 One (1) seat on this Committee shall be reserved for a Student Organization representative.

1.2.5 One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.

1.2.6 The remaining seats may be filled by up to two (2) Directors.

1.2.7 The membership of this Committee shall be selected by the Board of Directors.

~~**1.2.7**~~**1.2.8** The Administrative Assistant will attend meetings in the role as

scribe. They will not be a ratified member of the committee.

1.3 Responsibilities of the Committee Members

1.3.1 The President shall be the Chair of the Committee.

1.3.2 The Vice-Chair shall be the additional Executive member on the committee. ~~selected by the membership of the Committee.~~

1.3.3 ~~The Scribe shall be selected by the membership of the Committee~~.

1.3.4 Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant ~~PDR~~ SEIF policies.

1.3.5 Each member shall act as a member of the CSA, and not as a member of their own constituency.

1.3.6 Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

1.3.7 The Chair shall have the following responsibilities:

a) Setting SEIF deadlines for the academic year, subject to Board approval.
~~a)~~b) Facilitate meetings.
~~b)~~c) Ensure that proper minutes are taken for every meeting.
~~Book meeting locations.~~
d) Compile semesterly reports for the Board with the Administrative Assistant.
e) ~~Manage all communications to and from the Committee.~~

1.3.8 The Vice-Chair shall have the following responsibilities:

a) Assist the Chair in their duties.
b) Assume the responsibilities of the Chair in their absence.

1.3.9 The Administrative Assistant ~~Scribe~~ shall have the following responsibilities:

a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.
~~a)~~b) Take meeting minutes and record decisions.

c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
d) Book Meeting locations
e) Manage communications to and from the Committee.
f) Compile semesterly reports for the Board with the President
g) Coordinate the submission of SEIF Report Forms and ensure completion.
h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.
~~b)~~i)

1.4 Meetings

1.4.1 ~~PDR~~ SEIF Committee meetings shall be held as required to receive and to review ~~PDR~~ SEIF applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

1.4.2 The schedule of meetings shall be pre-determined and submitted to the Board of Directors. ~~at the discretion of the Committee.~~

1.4.3 Quorum for meetings shall be set at a simple majority of members.

1.4.4 If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week. ~~the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.~~

1.4.5 ~~During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.~~

1.5 Reports

1.5.1 Reports shall be compiled by the Chair and the Administrative Assistant ~~Vice-Chair~~ of the Committee.

1.5.2 A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:

a) SEIF Applications ~~A list of all PDRs entertained by the Committee (whether the PDR was successful or not).~~
b) Funding Requests ~~The amount granted for each PDR request, and the line from which that grant was taken.~~
c) Funding allocated
d) Impact on student body

~~b)~~e)Summary of funds

1.5.3 ~~A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.~~

1.6 PDR Requirements

1.6.1 ~~An applicant~~Applicant groups ~~for~~ for ~~PDR~~ SEIF funds must ~~be~~ include a CSA member of good standing.

1.6.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.

1.6.3 Funds from the ~~Petitions, Delegations and Representations~~ SEIF line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

1.6.4 Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

1.6.5 Should the CSA choose to co-sponsor an event, it must do so before the ~~PDR~~ SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

1.6.6 A completed ~~PDR~~ SEIF Report Form, available on the CSA website, will be required by the Committee ~~for future funding~~. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.

~~1.6.6~~**1.6.7** At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.

~~1.6.7~~**1.6.8** Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the ~~PDR~~

SEIF must be re-submitted to the Committee where the original ~~PDR~~ SEIF request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

1.7 ~~PDR~~ SEIF Application Process

1.7.1 Subject to approval by the Board, The ~~PDR Committee~~President will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting additional ~~second application~~ deadlines in the Winter semester, should the funding be available.

~~**1.7.1**~~**1.7.2** Organizations are able to apply for funds retroactively within the current academic year.

~~**1.7.2**~~**1.7.3** Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

~~**1.7.3**~~**1.7.4** Qualifying groups must submit a completed ~~PDR~~ SEIF Request Form, available on the CSA website, to the Committee through the Administrative Assistant ~~President~~.

1.7.5 All parties must ~~also~~ disclose as to whether their organization/ group collects student fees or other regular funding sources.

~~**1.7.4**~~**1.7.6** All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.

~~**1.7.5**~~**1.7.7** Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

~~**1.7.6**~~**1.7.8** In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

~~**1.7.7**~~**1.7.9** ~~Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.~~

The ~~PDR~~ SEIF Committee will rank each funding application based on

the following priority system:

i. Internal accredited CSA clubs.
ii. Special Status Groups.
iii. University of Guelph accredited undergraduate student organizations, ~~other CSA members. Non-members.~~

~~1.7.8~~1.7.10 The ~~PDR~~ SEIF Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.
- If there is a cost to students to attend.
- The inclusivity and accessibility of the event
- The level of enrichment to students
- The groups access to other funding sources.
- The specificity of the budget
- Whether the group has received SEIF in the current academic year
- The amount of funds remaining in the SEIF budget line

1.7.11 The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages

~~1.7.9~~1.7.12 Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the ~~PDR~~ SEIF Committee will consider innovation as part of the review process.

~~1.7.10~~1.7.13 The Administrative Assistant ~~President~~ will notify organizations within 72 hours of a ~~PDR~~ SEIF Committee decision.

1.8 Appeals Process

1.8.1 Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

a) The Committee violated any CSA Bylaws or Policies.
b) A member of the ~~PDR~~ SEIF Committee who voted on the ~~PDR~~ SEIF in question has a conflict of interest, as outlined in Bylaw 1.

1.8.2 Any party wishing to file an appeal must do so in writing to the President

within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

1.8.3 Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

1.8.4 Appeals of the ~~PDR~~ SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

1.8.5 The appealing party will be given fifteen (15) minutes to present both their original ~~PDR~~ SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.

1.8.6 Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

1.8.7 The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

a) A motion to deny the appeal and uphold the Committee's decision.
b) A motion to grant the appeal and make any changes necessary to the ~~PDR~~ SEIF Committee in order to ensure a fair hearing.
c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the ~~PDR~~ SEIF in question.

~~**1.9 Amendments**~~

~~**1.10**~~**1.9** ~~The Committee shall review the PDR policy in accordance with the Policy & Bylaw Review Policy, unless determined necessary by the PDR Committee.~~

Item 6.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 6 on September 13, 2023 be adjourned at pm.

Moved:
Seconded: