

AGENDA

Board of Directors Meeting # 5

August 31, 2022 – 6:00 pm – Microsoft Teams



Agenda – August 31, 2022

5.0	Call to Order	
5.1	Land Acknowledgement Member Anthony Pereira	
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5.4	Comments from the Chair 5.4.1 Introductions and Pronouns	
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5.11	Business 5.11.1 Presentation: CSA Fall 2022 By-Election – Jewell Lindemann, CRO <ul style="list-style-type: none">• Candidates' Package: Directors• Candidates' Package: Executive• Nomination Package: Directors• Nomination Package: Executive 5.11.2 Fall 2022 By-Election Promotional Strategy 5.11.3 Appoint Elections Appeals Board (EAB) 5.11.4 Director Presentations re Fall 2022 By-Election 5.11.5 Sustainability Action Fund Governance Committee	50 51 71 93 102 111 114 117 118
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5.13	Announcements	
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5.15	Adjournment	

Motion

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Item 5.2.1 (a) Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 5 on August 31, 2022, be approved as printed and distributed.

Moved:

Seconded:

Item 5.2.1 (b) Amend the Agenda

MOTION TO AMEND: That the agenda be reordered so that **Item 5.11.1 Presentation: CSA Fall 2022 By-Election** be placed as the first item of discussion.

Moved:

Seconded:

Item 5.2.1 (c) Amend the Agenda

MOTION TO AMEND: That the following item be added under New Business:

- 5.12.1

Moved:

Seconded:

Item 5.2.1 (d) Approve the Amended Agenda

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 5 on August 31, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 5.11.1 Presentation: CSA Fall 2022 By-Election** be placed as the first item of discussion; and
- the addition of **Item 5.12.1**

Motion

Board of Directors Meeting # 5
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Item 5.5
Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors meeting:

5.5.1	CSA Board Meeting # 4	July 27, 2022
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Moved:

Seconded:

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Attendance – July 27, 2022

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	
Vacant	College of Biological Science		
Jake Levy	College of Engineering & Phys. Sciences	Present	6:35 pm / 8:07 pm
Vacant	College of Engineering & Phys. Sciences		
Vacant	College of Social & Applied Human Sci.		
Vacant	College of Social & Applied Human Sci.		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	8:16 pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	6:09 pm / 8:00 pm
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	7:57 pm
Vacant	College of Engineering and Physical Sciences Student Council		
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Vacant	Lang Students' Association		
Kelly Ruigrok	Student Federation - Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Assoc. (OVC)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Present	8:03 pm
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	8:12 pm
Tess Vardy	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Earl Evans	Policy & Transition Manager - Interim
Sarah Kurtz	Scribe

Guest	Affiliation
Lee Anne Clarke	CSA Business Manager

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Summary of Resolutions

4.2.1 Approve the Agenda

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 27, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be the first item of discussion; and
- the addition of **Item 4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper.**

Motion carried

4.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors meeting:

4.5.1	CSA Board Meeting # 3	July 13, 2022
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Motion carried

4.6 Executive Committee Minutes

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

4.6.1	Meeting # 6	July 8, 2022
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Motion carried

4.7 Executive Updates

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

4.7.1	President	July 27, 2022
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 27, 2022
4.7.4	VP External	July 27, 2022

Motion carried

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4.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented to the Board of Directors meeting on July 27, 2022, be received as information.

Motion carried

4.11.1 Presentation: Approval of CSA Audited Statements

(a) Speaking Rights: Business Manager

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

AND FURTHER to extend speaking time from 10 to 30 minutes for this presentation.

Motion carried

(b) Approval of CSA Audited Statements

MOTION: That the presentation by Lee Anne Clarke, CSA Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2021, be received;

FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be approved;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be presented for information at the 2023 Annual General Meeting.

Motion carried

4.11.2 Presentation: University Centre (UC) Board

MOTION: That the presentation: **University Centre Board**, from Nicole Walker, CSA President, be received as information.

Motion carried

4.11.3 CSA Letter re. UC Board

MOTION: That the draft letter re. the University Board, presented by Nicole Walker, CSA President, at the CSA Board meeting on July 27, 2022, be approved, to be circulated to

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members of the UC Board to add signatures of support prior to sending to the University of Guelph President.

Motion carried

4.11.4 Appoint CSA Members to University Centre (UC) Board

MOTION:

- a) That the following one CSA member be appointed to the UC Board for up to two years:

Mauricio Fernandez

- b) That the following new member recommended by the application process be appointed to the UC Board for up to two years:

Emilie De Lima

- c) That the following five CSA members be appointed as Alternate Members to the UC Board:

Tess Vardy

Motion carried

4.11.5 Appoint Hiring Committee – Bike Centre Coordinator

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Martha Yiridoe

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of Bike Centre Coordinator; and

- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Bike Centre Coordinator.

Motion carried

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4.11.6 Appoint Hiring Committee – FoodBank Assistant

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of FoodBank Assistant:

Sanya Sareen

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of FoodBank Assistant; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of FoodBank Assistant.

Motion carried

4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator:

Isha Maharaj

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator.

Motion carried

4.11.8 Policy Amendment re Policy & Bylaw Review Committee

MOTION: That CSA Policy Appendix D: CSA Committees be amended as follows:

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That **Appendix D: CSA Committees, Section 8.3.1** be deleted and replaced with the following wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

That **Appendix D: CSA Committees, Section 8.3.2** be deleted and replaced with the following wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

And further that this policy amendment be presented for information to the CSA membership at the 2023 Annual General Meeting.

Motion carried

4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors

MOTION: That the correspondence re. Ratification of Appointed Directors be received from:

- Ishaka Maharaj
- Anthony Pereira
- Sanya Sareen
- Tess Vardy and
- Mauricio Fernandez

Motion carried

4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of part-time Bookkeeper:

Varnika Karavardi

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-
- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of part-time Bookkeeper; and
 - c) That Lee Anne Clarke, Business Manager, be appointed to the Hiring Committee for this position.

Motion carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 27, 2022 be adjourned at 8:24 pm.

Motion carried

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4.0	Call to Order	
4.1	Land Acknowledgement Member Mauricio Fernandez	
4.2	Adoption of the Agenda 4.2.1 Approve the Agenda 4.2.2 Declarations of Conflicts	
4.3	Ratifications and De-Ratifications	
4.4	Comments from the Chair 4.4.1 Introductions and Pronouns	
4.5	Approval of Past Minutes 4.5.1 Meeting # 3 – July 13, 2022	
4.6	Executive Committee Minutes 4.6.1 Meeting # 6 – July 8, 2022	
4.7	Executive Updates 4.7.1 President – July 27, 2022 4.7.2 VP Student Experience (vacant) 4.7.3 VP Academic – July 27, 2022 4.7.4 VP External – July 27, 2022	
4.8	Director Reports	
4.9	CSA Service Update and Report	
4.10	Committee Updates and Reports 4.10.1 Summary of Committee Appointments	
4.11	Business 4.11.1 Presentation: Approval of CSA Audited Statements 4.11.2 Presentation: University Centre (UC) Board 4.11.3 CSA Letter re UC Board 4.11.4 Appoint CSA Members to University Centre (UC) Board 4.11.5 Appoint Hiring Committee – Bike Centre Coordinator 4.11.6 Appoint Hiring Committee – FoodBank Assistant 4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator 4.11.8 Policy Amendment re Policy & Bylaw Review Committee (Notice of Motion provided July 13, 2022) <i>Continued...</i>	

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	4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors <ul style="list-style-type: none">• Ishaka Maharaj• Anthony Pereira• Sanya Sareen• Tess Vardy• Mauricio Fernandez	
4.12	New Business 4.12.1 Appoint Hiring Committee: Bookkeeper	
4.13	Announcements	
4.14	In Camera Session	
4.15	Adjournment	

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Minutes – July 27, 2022

4.0 Call to Order

The meeting was called to order at 6:05 pm.

4.1 Land Acknowledgement

Member Mauricio Fernandez presented the following Land Acknowledgement:

In keeping with Indigenous protocols across Turtle Island, it is appropriate to acknowledge and pay respect to ancestral and traditional territories and local Indigenous communities. Acknowledging the territory on which we learn and work honours the relationship between the land and the Indigenous ancestors or stewards of the land.

To be meaningful and respectful, a territorial acknowledgement needs to be intentional. This is a time to give thanks, consider our role in the stewardship of Mother Earth and in building relationships with Indigenous people and communities.

- Mauricio Fernandez, Board Member

4.2 Adoption of the Agenda

4.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 27, 2022, be approved as printed and distributed.

Moved: Isha Maharaj

Seconded: Mauricio Fernandez

MOTION TO AMEND: That the agenda be reordered so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be placed as the first item of discussion.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

Motion carried

MOTION TO AMEND: That the following item be added under New Business:

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- **4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper**

Moved: Nicole Walker, President
Seconded: Isha Maharaj

Nicole Walker, President, explained that this motion was time sensitive as the next Board meeting was not until the end of August, which would not permit a hiring until the end of September. This delay would impede operations when the clubs return earlier.

Motion carried

MOTION AS AMENDED

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 27, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be the first item of discussion; and
- the addition of **Item 4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper.**

At this point, the Chair called for the vote on the motion as amended, to approve the agenda.

Motion carried

4.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

4.3 Ratifications and De-Ratifications

4.3.1 Ratify Appointed Directors

No ratifications or de-ratifications were considered at this meeting.

4.4 Comments from the Chair

Cameron Olesen, Chair: Good evening everyone and thank you for being here. We have a full agenda tonight, and specifically, we have the presentation by the Business Manager. For that, because Lee Anne is not a member, she will have to be extended

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speaking rights. In addition to that, we also have a policy amendment tonight which requires fall and winter quorum, which we do have tonight. Further, because it is an amendment of policy it requires a 2/3 vote. In addition to that, if you have a point of information, point of parliamentary procedure, point of order, or point of personal privilege, please raise your hand at any time during discussion. If you're looking to request the speaker's list, please type speaker's list in the chat.

4.4.1 Introductions and Pronouns

Each member provided their name, pronouns, and role on the Board.

4.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors meeting:

4.5.1	CSA Board Meeting # 3	July 13, 2022
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Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

4.6 Executive Committee Minutes

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

4.6.1	Meeting # 6	July 8, 2022
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Moved: Isha Maharaj

Seconded: Nicole Walker, President

Motion carried

4.7 Executive Updates

The following updates were presented:

4.7.1 President

We are at the end of July, about to get into August and that feels surreal that we have been in our roles for three months now. By the time folks get back from

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vacation, we'll be three or four weeks away from O-week with students back on campus. This is super-exciting but also nerve-wracking because we have not had many interactions with students for the last year or two. One cool thing we are doing this year is that the Executive met and discussed our election platforms and what the key areas are that we want to focus on this year as an Executive for our students. Students elected us based on our platforms, so they had input on some of the things we were thinking of. Of course, part of our platform is that we want to proactively reach out to students and get a roadmap to students this year. We are also currently planning for the fall By-election. We are excited for you folks to get involved in the elections as well and interact with students. I am revamping our newsletter this year with our staff to communicate with students all of the things they pay for and maximize the value of all of the services that they contribute fees towards.

My last update is that we will be having a summer closure so our staff can take their CSA mandated vacation. We have a common vacation block from July 29 to August 15. You can check our website for updates on what services are open. If you are looking to reach out to folks, you will likely get a delayed response. So if you have anything pressing, I recommend reaching out before Friday. I will be around the second week of August, if there is anything super-pressing, feel free to reach out and I am happy to connect. Other than that, I am really excited for O-week. I also wanted to give Lee Anne a shout-out for working exceptionally hard and I am so lucky I get to work with her on a regular basis. This audit has been a two-year journey and now that it is done and approved, it feels completed which is a relief for the Business Office. So thank you folks for listening so intently to her presentation and for approving it.

Nicole Walker, President

4.7.3 VP Academic

Hey everyone, happy to be here again. Over the last few weeks, I have been working with one of my committees, the Open Accessibility Course Content Task Force, and the Executive to update the teaching excellence criteria. This is essentially an award to recognize professors for their relationships with students and favourable methods of teaching. I intend to strike a selection committee in the future so we can decide who the winners are for that – just something to keep in mind. Some of my academic initiatives that I have right now are basic hybrid learning, transfer credit possibilities for those in the military taking courses prior to university that are in line with their degree, course outlines to make sure information is correct and released efficiently at a similar time in comparison to other universities, and an Open Educational Resource course to inform students

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which classes have OER and which ones do not, so they can choose at their free will. More to come in the fall like the Dean's Honours List recalculation. I believe we are thinking it will change to a calculation that is independent to the number of credits that students take and shift to self-declaration for medical documentation and extenuating circumstances for extensions like that. Lots of discussions to be had. Otherwise for services, SHAC is still setting up in the fall and working with the Guelph Wellington legal clinic to fulfill professional office hours so they can provide legal advice. They are planning for their O-week events as well.

Mason Friebe, VP Academic

4.7.4 VP External

I attended some committees, like the Sexual Violence Education and Training Committee where we reviewed some modules and updates; these are the modules you can complete on CourseLink. I attended an Ontario Executive Committee which is the provincial component to the confederation of students. If anyone has any questions on what CSF is or want to get involved, you can reach out to me, and I can help you with that. I also went to the Guelph Transit office with Nicole, our President, and a few other CSA staff to ride one of Guelph's electric busses, which was very cool. For the Bike Centre, we are hoping to open in the fall. For the FoodBank, we are talking with the GSA to discuss the wait list issue that is still very prominent.

Jena-Lee Ashley, VP External

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

4.7.1	President	July 27, 2022
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 27, 2022
4.7.4	VP External	July 27, 2022

Moved: Isha Maharaj

Seconded: Jake Levy

Motion carried

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4.8 Director Reports

Sanya Sareen: Earlier this week I met with Nicole, our President and our past CRO to finalize our interview questions with our ARO Hiring Committee which was an exciting and productive meeting. We have an interview scheduled for Friday for a current ARO candidate.

There were no other Director updates.

4.9 CSA Service Update and Reports

There were no CSA Service Updates at this meeting.

4.10 Committee Updates and Reports

4.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented to the Board of Directors meeting on July 27, 2022, be received as information.

Earl Evans, PTM: This is an information item. At its last meeting, the Board approved various membership appointments and new members to committees. These appointments will increase during the term of office, so I thought the Board would appreciate and benefit from a summary.

Cameron Olesen, Chair: Speaking of which, it may be of benefit to the Board members to speak on the requirement of the number of committees they are to sit on.

Earl Evans, PTM: It is in one of our policies, in Appendix J which is on our website under “Co-Curricular Transcript Policy” which outlines requirements specifically for the Board of Directors. Under “Validation Requirements”, it states that directors must participate in at least two committees of the CSA, one of which must be a Hiring Committee, and attend a minimum of 70% of all meetings held by each committee at the time of ratification. Directors must attend all Hiring Committee meetings. The details are in Appendix J, Section 10.

Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

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4.11 Business

4.11.1 Presentation: Approval of CSA Audited Statements

(a) Speaking Rights: Business Manager

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

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

AND FURTHER to extend speaking time from 10 to 30 minutes for this presentation.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

Motion carried

Lee Anne Clarke, CSA Business Manager, presented the draft CSA Audited Financial Statements for the year ending April 30, 2021.

Typically, these statements would have been available in October 2021. However, the impact of COVID on staffing capacities and onsite audit procedures significantly slowed the process, requiring a full year to complete rather than the usual five to six months.

The Business Manager noted that the detailed financial work is reviewed by the President and the Finance Committee throughout the fiscal year, but the CSA Board is responsible for overseeing the CSA financial reporting process. After the draft statements are approved by the Board, the auditors at BDO LLP will prepare final statements to be received at the next AGM.

Lee Anne stated that the CSA is a not-for-profit corporation with annual revenue higher than \$500,000. It is required to be audited once a year, at a budgeted cost of \$17,000.

The report concluded: “The accompanying financial statements present fairly in all material respects the financial position of the association as at April 30, 2021, and its results of operations and cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.”

Lee Anne explained the four stages of the audit:

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In Stage One, the Business Office staff prepare detailed financial statements for the 13 CSA budget portfolios. This stage takes more than 100 hours to complete. In Stage Two, two onsite BDO auditors compare actual spending versus budgets, perform various test and ensure files, documents and statements are accurate. This stage takes five to six days.

In Stage Three, the on-site auditors have their findings reviewed by senior partners at BDO. During this time, clarification takes place with the CSA office. This stage takes three to four months. In Stage Four, the draft financial statements are prepared for approval by the CSA Board.

The Business Manager outlined the various types of assets, noting that they totalled \$5,704,054. The total liabilities were \$2,151,855 at that time. She noted that this number generally represents premiums for the health and dental plan.

Lee Anne explained that covid relief funds were received from our insurer for both the health and dental plans, since claims were reduced during this time. However, an increase in prescription costs resulted in a deficit in the health plan at year-end but the reserve funds were used to avoid an increase to the student fee.

In the statement of financial position, she noted that Unrestricted Net Assets, also referred to as Accumulated Surplus, stood at \$1,120,810, most of which was required to meet financial bylaw requirements and maintain cashflow to pay bills until revenue from the next student fees was received.

The Business Manager highlighted aspects of the various schedules for each portfolio, noting revenue and expenditure details for CSA services.

In summary, BDO concluded that CSA accounting practices were sound, revenues and expenses were properly recorded, the funds collected and spent were consistent with our financial policies, and the Association was able to continue as a “going concern”.

At the conclusion of the presentation, there were no questions or comments from the Members of the Board.

(b) Approval of CSA Audited Statements

WHEREAS the CSA Audited Financial Statements were delayed due to the impact of Covid-19 and were not available to be presented at the 2022 Annual General Meeting;

MOTION: That the presentation by Lee Anne Clarke, CSA Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2021, be received;

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FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be approved;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be presented for information at the 2023 Annual General Meeting.

Moved: Isha Maharaj

Seconded: Jena-Lee Ashley, VP External

Motion carried

4.11 2 Presentation: University Centre (UC) Board

Nicole Walker, President: I thought that prior to going into the motion that it would be of interest to our Board if I gave an overview of the UC Board, what it does and its history because I find history has a tendency to repeat itself. It is very important to continue to pass down that history to student leaders year after year, especially when the University relies on students forgetting that history. I'll start by saying the UC Board is a unique department on campus and that's because of the history of which the UC was founded. It is the only autonomous ancillary operation on campus because the staff members are University employees, but the operation itself is autonomous. This means there is a Board of representatives (50% students and 50% University staff) who come together to make the UC Board, similar to how our Board is organized. They oversee the operations of the UC (Brass Taps, mail room, general space, etc.).

In 1966, students voted in favour of a student union building fee for a student-controlled building, which is now the UC. Unfortunately, the University administration took over the project and then stopped collecting the student union fees, which bankrupted the student union at the time. In 1971, the administration started building the UC without consulting the students and that construction continued into 1972. In 1973, students voted for another student union, which is now the CSA. In 1974, the CSA President at the time, Tim Hawkins, sued the University for \$1.4 million for misappropriating the funds set aside for the UC. In 1978, they settled out of court for a student majority on the UC Board. However, the University President technically has veto power, meaning that the Board has equal representation of students and University representatives. The Board of Directors governs the finances, operations and space allocation of the building. In 1979, the CSA incorporated.

In 1992, the University tried to take over the UC in which the joint working agreement was created. In 2008, the Board conducted a space audit and the UC Board was able to give two spaces on the second floor designated as CSA space managed by the CSA. In 2011 and 2012, students had two years worth of sit-ins to draw attention to the lack of student space to meet student needs. The University responded by opening Peter Clark Hall for

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study space. In 2021, the University attempted to take control of the UC again by bringing a motion forward, but the motion was defeated. In a subsequent meeting, a working group was created to update the joint working group which was mutually agreed upon by the VP Finance of the University of Guelph and the members of the UC Board.

In July 2022, it was brought to the attention of the UC Board that the Board of Governors approved the University 2022/2023 budget plan which included a change in the UC financial reporting structure. This means the UC Board will have power only to make decisions regarding space allocations. In summary, the UC was built by students for students, the CSA exists because of the UC building. It is really important that as students who want our voices heard, that we advocate for proper consultation (going through proper processes), as students we have a responsibility to keep the history of the UC alive because the University is going to count on us forgetting. The change they are proposing means they have greater oversight over the UC building than students. I'm happy to answer any questions folks have; I know that was a lot of information in a short period of time. I will also send out this presentation as information after as well.

Mauricio Fernandez inquired about the budget for the UC and access to minutes from the UC Board meetings.

In response, both the President and the VP Academic offered to locate budget information and minutes. Member Maharaj suggested if discussion of this matter was in camera so there would be no access to the UC Board minutes.

Isha Maharaj referenced one of the CSA reps who became Vice Chair and joined the Executive Committee.

The President responded that she had not heard from the Vice Chair directly. Since the letter came out on July 20, CSA reps have met with UC Services and the Chair of the UC Board. The UC Board was not notified of the decision to change the reporting structure until the letter came out on July 20. The University made the change, and the Vice Chair would not have had access to that information. The working group was supposed to meet with the VP Finance of the University of Guelph and also the Vice Chair and that group has not met.

MOTION: That the presentation: **University Centre Board**, from Nicole Walker, CSA President, be received as information.

Moved: Isha Maharaj

Seconded: Martha Yiridoe

Motion carried

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4.11.3 CSA Letter re. UC Board

MOTION: That the draft letter re. the University Board, presented by Nicole Walker, CSA President, at the CSA Board meeting on July 27, 2022, be approved, to be circulated to members of the UC Board to add signatures of support prior to sending to the University of Guelph President.

As the letter was written since the agenda was distributed, the President read it at the meeting.

Moved: Isha Maharaj
Seconded: Jake Levy

Nicole Walker, President: The purpose of this letter isn't to reverse or change decisions, it's to ensure we follow the proper channels that were mutually agreed upon between the students and the University so that students get the proper consultations. Secondly, even though they said space allocation wouldn't be affected, if the reporting structure change does happen, it'll mean that we won't have as much of a voice over financial and operational decisions, and it slants the power of the UC to the University administration. We're trying to maintain the balance that exists between the University administration and the students.

Motion carried

4.11.4 Appoint CSA Members to University Centre (UC) Board

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;

AND WHEREAS the UC Board is comprised of students, University appointees, alumni, club representatives and CSA Board members;

MOTION:

a) That the following one CSA member be appointed to the UC Board for up to two years:

Mauricio Fernandez

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- b) That the following new member recommended by the application process be appointed to the UC Board for up to two years:

Emilie De Lima

- c) That the following five CSA members be appointed as Alternate Members to the UC Board:

Tess Vardy

Moved: Nicole Walker, President

Seconded: Sanya Sareen

Nicole Walker, President: In terms of the UC Board, it is really important that we have ten undergraduate students and have these seats filled at all times because we never know what business will arise on the UC Board. I really encourage folks to put their name forward if not as the one CSA member who sits on the Board, then as an alternate. Alternates are super-important for when folks can't attend meetings to fill the space to ensure student voices are represented on the UC Board. My second note is that we do a rolling application for the UC Board and did a hiring and applicant process with the committee in the winter semester and then we keep the application open throughout the summer until we can fill the positions on the UC Board. This individual submitted an application, answered questions and submitted their resume, and you're making sure they fulfill the criteria that has been set out for a UC Board member as an undergraduate student. I'm happy to answer questions that folks have.

Isha Maharaj encouraged members to volunteer, due to the importance of having everyone attend. There are University staff present at the meetings but the students have the power in numbers. If all students including alternates are not present, the University side can do what they want. She noted that everyone has a lot on their plate, but alternate membership is not as much of a time commitment.

Nicole Walker, President, wanted to ensure that directors do not feel the time commitment is a barrier from participating even as an alternate member to the UC Board. The UC Board meets monthly for an hour and a half on the first Tuesday of every month. The undergraduate student caucus meets beforehand to discuss the agenda points and have a unified student voice. That is usually 30 minutes a week prior. Sub-committees may meet monthly for about half an hour. The time commitment is a maximum of a two and a half hours monthly and much less for an alternate member. She recommended it as a great way to fulfill the committee requirement and encouraged everyone to participate.

Motion carried

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4.11.5 Appoint Hiring Committee – Bike Centre Coordinator

WHEREAS the CSA recognizes the need to fill a vacancy in the position of Bike Centre Coordinator for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA Bike Centre;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Martha Yiridoe

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of Bike Centre Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Bike Centre Coordinator.

Moved: Jena-Lee Ashley, VP External

Seconded: Sanya Sareen

Jena-Lee Ashley, VP External, stated that the CSA wants to open the Bike Centre in the fall and to do that, a Coordinator is required.

Motion carried

4.11.6 Appoint Hiring Committee – FoodBank Assistant

WHEREAS the CSA recognizes the need to fill a vacancy in the position of FoodBank Assistant for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

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WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA FoodBank staff;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of FoodBank Assistant:

Sanya Sareen

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of FoodBank Assistant; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of FoodBank Assistant.

Moved: Mauricio Fernandez

Seconded: Nicole Walker, President

Nicole Walker, President, emphasized the importance of this Hiring Committee. Over the summer, she and the VP External have been part of the FoodBank Operations Committee and have seen a wait list of more than 90 students. Limited staff is available, and the CSA is currently in the process of meeting legislative requirements to have volunteers in this space; volunteers are to be treated according to legislation almost like staff members; they just don't get paid. When staff are absent, it reduces the ability to provide food to the visitors. The goal is to provide more support to the FoodBank so the visitors are able to access those supports.

Motion carried

4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator

WHEREAS the CSA recognizes the need to fill a vacancy in the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 3.9 states that the Vice President Student Experience (vacant position) supervises the CSA Clubs; and

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WHEREAS during the vacancy in the Executive position, the CSA Clubs are supervised by the President;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator:

Isha Maharaj

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator.

Moved: Nicole Walker, President

Seconded: Anthony Pereira

Nicole Walker, President, explained that only one position is being hired. Recently, a vacancy arose in the Clubs Administrative Coordinator position. The current Clubs Program Coordinator is travelling internationally and cannot be contacted at this time. For continuity, the Program Coordinator will be given the choice which position they wish to fill. The position not chosen will be the one position to be hired.

Motion carried

4.11.8 Policy Amendment re Policy & Bylaw Review Committee

(Notice of Motion provided July 13, 2022)

MOTION: That CSA Policy Appendix D: CSA Committees be amended as follows:

That **Appendix D: CSA Committees, Section 8.3.1** be deleted and replaced with the following wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

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That **Appendix D: CSA Committees, Section 8.3.2** be deleted and replaced with the following wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

And further that this policy amendment be presented for information to the CSA membership at the 2023 Annual General Meeting.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, praised this motion in the sense that the CSA is a student organization for students by students. This is one of the only instances where a staff member is the chair of a committee. Part of the CSA mandate is to provide unique and meaningful opportunities for students. The President expressed excitement for this policy change as “an awesome and rewarding opportunity” for a Board member to chair the PBRC.

Motion carried

4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors

MOTION: That the correspondence re. Ratification of Appointed Directors be received from:

- Ishaka Maharaj
- Anthony Pereira
- Sanya Sareen
- Tess Vardy and
- Mauricio Fernandez

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion carried

4.12 New Business

4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper

WHEREAS the CSA recognizes the need to hire a part-time Bookkeeper;

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WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 2.6.5 states that the President acts as the Executive liaison with the Business Office;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of part-time Bookkeeper:

Varnika Karavardi

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of part-time Bookkeeper; and

- c) That Lee Anne Clarke, Business Manager, be appointed to the Hiring Committee for this position.

Moved: Isha Maharaj

Seconded: Nicole Walker, President

Nicole Walker, President, stressed the importance of providing support for the Business Office. With regard to the time sensitivity, she mentioned that CSA staff are soon on vacation for two weeks. By starting the two-week hiring process now and posting the job descriptions, this allows the CSA to have the Hiring Committees ready to hire the staff prior to the start of the busy fall semester.

Motion carried

4.13 Announcements

Earl Evans, PTM: I am enjoying my interim position with the CSA. I was in the position full time from 2018-2020 and it is quite a privilege to be helping on an interim basis in the summer working with some excellent staff, Board members and Executive. One thing I want to mirror from the President's comments is about the upcoming by-election. We had a meeting this afternoon and it will be important to work with Members of the Board. We look forward to your help to not only increasing the number of voters but also increasing the number of candidates running from the Colleges. I am on vacation next week but not the second week. If there is anything I can do to help the Board Members, email is the best way to contact me.

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Nicole Walker, President: It feels great to get through another Board meeting. I'm playing in two volleyball tournaments this weekend, so I'm really excited for that. I had an injury in my lat muscle but am fully recovered and can crush volleyball this weekend. I'm going to be on vacation next week and will be unreachable because I will be in the deep woods of Algonquin Park with my family. My four siblings and parents will be going backcountry paddling for four days which we've never done before. I planned the journey with reservations, canoe rentals and meal prepping. I'm really excited about all our plans for the fall semester. It feels like an accomplishment knowing we're checking off all these things to get done for students. Our future selves will thank our past selves for all the planning we've been doing. I'll keep you folks updated on the follow-up information regarding the questions for the UC Board. I'll also copy you folks in the email once we send it to the President so you can see that correspondence.

Mason Friebe, VP Academic: Nothing too crazy to announce other than I'm also looking forward to my vacation. I'm going to Muskoka and going to take the boat out, maybe see a few concerts. As always, it's great to be here with everyone and I look forward to future meetings. If you have any questions or academic concerns, feel free to reach out.

Jena-Lee Ashley, VP External: I'm also really looking forward to my vacation. I'm going to visit my grandparents. All of my friends who I met at university are also coming up for one weekend because no one ever goes up north and I want everyone to see it. For my second week off, I will be doing nothing but playing games.

Sarah Kurtz, Scribe: I'm also going to Algonquin Park this weekend for a week; not in the back country but we will be doing some canoeing and hiking, so I'm really excited for that.

Anthony Pereira: I managed to teach myself how to do a kip-up today. It's basically you on your back and then kick up and you land in a squat position on your feet. Very cool, you can search it online.

Isha Maharaj: I'm very excited for O-week, we have a lot of fun events that are in person. Even though it's for first year students, I do hope that some of you can make it. I spent two days looking at quotes for golf carts which is something I never thought I would spend that much time doing.

Varnika Karavardi: Hi everyone. There are a few exciting things happening in my life. Firstly, I am making the most out of living with my parents before I fly in 15 days or so. Another awesome thing is I will be seeing my boyfriend after about a year. We've been in long distance since I moved to Canada so I'm really looking forward to that. I'm also looking forward to the O-week events like Isha is and can't wait to plan the logistics.

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This is the first time I have so much on my plate, and I hope I am responsible enough to plan it properly.

Sanya Sareen: Hi everyone. Congratulations on another successful meeting. I have been enjoying my summer on top of working at the Bookstore. I have been making the most out of my summer. There have been so many nice sunsets the past few weeks so that's been really nice to see and to be outside. I joined a Bollywood Zumba class in Guelph which has been so much fun.

Tess Vardy: A large part of my role with GQE is planning O-week events so if you hear about a GQE O-week event, please come say hi! On a personal note, I am tuning in from a family vacation right now and I actually did go to yoga yesterday which was one of the highlights of my entire life.

Cameron Olesen, Chair: Thank you everyone for coming tonight. No chicken sightings as of late though I do have to hunt down the chipmunk who's been digging up my potato patch. So I'll be doing that over the next couple of days.

4.14 In Camera

No In Camera session at this meeting.

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 27, 2022 be adjourned at 8:24 pm.

Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

Approved by the Board of Directors	Date: August 31, 2022
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Earl Evans Policy & Transition Manager (Interim)	Date: _____

Motion

Board of Directors Meeting # 5
August 31, 2022



Item 5.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
5.6.1	Meeting # 7	July 13, 2022
5.6.2	Meeting # 8	July 21, 2022

Moved:

Seconded:

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Executive Committee Meeting (ECM)
Meeting #7 – July 13, 2022 – 3:15 pm
CSA Bullring



Members: Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 3:15 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #6 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update: A meeting was arranged to hear the concerns of Board Directors regarding the ratification of appointed members. Clarification was provided to the Board members by the President, PTM, and Student Experience Coordinator.

5.1.2 All Staff Meeting: The Office Manager and I met to discuss the All Staff meeting schedule for the year, service features for the newsletters, incorporating mandatory training into the meetings, and setting the agenda items for each meeting for the year.

5.1.3 Promotional materials: We are currently working on ordering CSA T-Shirts, Tote Bags and post cards for residence room stuffers and to hand out to students, two tents for O-Week and events and CSA pull up banners.

5.2 VP Student Experience (*Position currently vacant*)

5.3 VP Academic

5.3.1 Supervisory (JD Objective check-in, Demand & time log check)
SHAC is working with the GWLC to get the official office legal assistance hours filled for the upcoming semester. Alex has noted he cannot help out this year. I have informed SHAC that while the budget was increased, it was not necessarily sufficient for the

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Executive Committee Meeting (ECM)
Meeting #7 – July 13, 2022 – 3:15 pm
CSA Bullring



doubling of the hours that they were told was possible and communicated by us, but they are focusing on getting us 4 hours now.

5.3.2 Committees

Met with the Open Accessible Course Content Task Force (OACCTF) today and discussed the Teaching Excellence Award (TEA). They were on board with the idea heavily incentivizing it and I offered the idea of hyperlinking OER for information as well, to assist in general awareness. I intend to revise the current nomination package and bring it to them again and then the board at some point so they are also aware of it and the selection committee that will be struck to choose the recipient(s) of the award as well.

5.3.3 Miscellaneous

Met with Ray from Registrarial services and he had confirmed what I and I'm sure many figured was a plausible idea; that the university had admitted more students considering the fact that they did not hit their targets. It was planned to an extent that they would accept "110%" of the domestic target in consideration of their predictions but it suddenly turned into 125%, was the general understanding. Also communicated the concern with the appeal committee; how students admitted to courses after May 20th are still subject to the late penalty but seemingly with an appeal they get their money back every time, the appeal requirement being the item of interest for these circumstances; he said he would look into that.

5.4 VP External

5.4.1 Supervisory (JD Objective check-in Demand, & time log check)

Bike Centre: Reza | FoodBank: Bathroom restrictions, possible theft concerns.

5.4.2 Committees

Ontario Executive Committee (OEC) Meeting tomorrow; looking over the campaign guide for the year.

5.4.3 Miscellaneous

Anti-Asian Racism letter to be signed and brought to board prior to sharing. Gender-Based violence, partner with student wellness for training and draw/prize idea to incentivize participation.

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Executive Committee Meeting (ECM)
Meeting #7 – July 13, 2022 – 3:15 pm
CSA Bullring



6.0 Business

6.1 Western Update

Met with Ethan from Western university's student union and discussed possibilities for a Sexual Violence Module mandate in student residence as they have implemented. Ethan described how they have leveraged groups like ANOVA to assist in credibility. The Guelph Wellington Women in Crisis (GWIC) is a group that we could use for this.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 4:30 pm

Next Meeting: July 21, 2022

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Executive Committee Meeting (ECM)
Meeting #8 – July 21, 2022 – 12:00 pm
CSA Boardroom



Members: Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 12:00 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #7 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update: In August, I will be meeting with the HR Consultant to review all the staff trainings to discuss which ones are legislatively required or optional for each staff position. We will be striking several hiring committees at the July 27 Board meeting.

5.1.2 Assistant Returning Officer Hiring: The hiring committee is interviewing a candidate next week.

5.1.3 PDR Discussions: Continuing to review the administrative process for PDR's and looking to update the application process onto Qualtrics, so that it is easier for students to complete.

5.1.4 Elections Promotional Strategy: With the Fall semester quickly approaching, I am starting to draft the elections promotional plan for the Elections Chief Returning Officer, PTM, and Promotional Services & Graphic Design Coordinator to review.

5.2 VP Student Experience (Vacant)

5.3 VP Academic

5.3.1 Supervisory

SHAC: Working with the GWLC to get an invoice. Hoping to do 3 hours in the fall and 4-5 in Winter when things usually pick up for SHAC.

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Executive Committee Meeting (ECM)
Meeting #8 – July 21, 2022 – 12:00 pm
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5.3.2 Miscellaneous

TEA: Revised the Teaching Excellence Award criteria, seems we can discuss it next Monday.

Course Outlines: Recently remembered a concern I had back in first-year regarding course outlines; release date, criteria, late policy, other policy, etc. I definitely want to look into that to find out what other universities are doing. As far as I'm aware we do release them pretty late which obviously serves to be a challenge as it forces students to prepare for the course in a very short time, including textbook purchases, etc.

Executive Goals: Also wondering if it is still of interest to propose our collective/individual goals to the Board.

Incoming Students: I received an update for the number of students estimated to be enrolled this upcoming Semester; 25300 total (22000 undergrads, 3300 grads), 6000 first years.

5.4 VP External

5.4.1 Supervisory

Bike Centre: Received a letter from an old BC volunteer that provided some insight on what the BC was previous like (they wanted me to understand the BC's character).

Foodbank: Met on July 15th to brainstorm more options to tackle to the FB waitlist. Will be having another meeting in the last week of July to finalize our next steps. While Alanna is away, Kandace and I have been helping out at the foodbank. It is my assumption that Alanna will return in time for Monday the 25th.

5.4.2 Committees

Ontario Executive Committee:

We approved the agenda for the AGM taking place Aug 15th-18th). We approved the appointment of an auditor for cfson. We went over the campaign guide for this upcoming academic year and approved it. Nicole planned a meeting between execs for next week to discuss what campaigns we could focus on. We also approved the appointment of the Employer's representative (CUPE). Lastly we referred a bylaw amendment to the AGM taking place in August.

Sexual Violence/Gender-Based Violence Education

Committee: Were able to review the changes to the level 2 module (mostly will be completed by student leaders and student staff) and provide any further feedback. Student Wellness Services welcomed their new Sexual and Gender-Based Violence Education

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Executive Committee Meeting (ECM)
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CSA Boardroom



Coordinator Jensen Williams, who has previous ties to the student movement community and will hopefully help us in our advocacy efforts for mandatory SV/GBV training modules.

5.4.3 Miscellaneous

Orange Shirt Day/National Day for Truth and Reconciliation:

Taking place on September 30th, I have been asked if I would like to provide support in planning events alongside the ISC and ISS. I'm very excited for this opportunity for the CSA to work with the ISC and ISS. On another note, I wanted to discuss who I am ordering shirts for on our staff.

6.0 Business

There were no business items for discussion.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 4:00 pm

Next Meeting: July 27, 2022

Item 5.7
Executive Updates

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

5.7.1	President	August 31, 2022
5.7.2	VP Student Experience (vacant)	
5.7.3	VP Academic	August 31, 2022
5.7.4	VP External	August 31, 2022

Moved:

Seconded:

Executive Update

President

August 31, 2022



Hello Board of Directors,

General Update:

We are only two days away from Move-In day and the start of Orientation Week. The CSA Executive has already been involved in some START programming and is excited to interact with students once again!! If you are on campus during O-Week, look out for your Exec in our CSA T-shirts and Tie Dye accessories.

Ongoing Projects:

CSA Events & Programming Update: The next few weeks will be exceptionally busy and jam packed with CSA events and initiatives.

- **O-Week Events:** Saturday, September 3 until Friday, September 9, the CSA is running 7 events including CSA Clubhouse, Block Party, Yoga on the Green, CSA Sexy Bingo, Subs & Clubs, Movie Night on J-Green (in collaboration with the College Governments), and the Hypnotist show (in partnership with Housing). We will also be supporting move-in, attending the resource fair, and participating in other large-scale programming.
- **Imaginus Poster Sale:** Looking for posters to decorate your room? The CSA is bringing back the Imaginus Poster Sale to campus from September 12 to 14 in the University Centre.
- **Clubs Days:** Our 100+ CSA Clubs will be set up in the UC on September 15 and 16 from 10 am to 4 pm.
- **CSA Elections:** Nominations for our vacant Board of Director and VP Student Experience Position open September 12 to 16.
- **CSA Sexy Bingo:** Thursday, September 22 in the Brass Taps
- **Homecoming Programming;** Stay tuned for more details!!

Staff Changes & Hiring: At the end of July, we successfully hired an Assistant Returning Officer. We are currently wrapping up hiring for our Policy & Transition Coordinator and our Clubs Programming Coordinator Position. Our Clubs Administrative Coordinator and Board Scribe have recently resigned from their positions, and we wish them all the best with their future work on campus! In the interim and as we look to transition our Policy & Transition Coordinator, our Office Manager and Executive Support will be scribing our Board Meetings.

University Strategic Plan Discussion: The CSA Executive attended two meetings this summer with the Vice Provost (Student Affairs) and the Office of the President to discuss the student perspectives of the University's Strategic Plan draft. It was a great opportunity to advocate for our undergraduate students, brainstorm ways for the

Executive Update

President

August 31, 2022



university to gather input from the student body to incorporate into the strategic plan, and ways to communicate the plan to students upon its completion.

Student Health & Dental Plan Important Information Fall 2022: The CSA's annual Health & Dental Information Newsletter went out to incoming students only on August 22, 2022, regarding the deadlines associated with our health and dental plan. More information can be found on our website: <https://csaonline.ca/health-and-dental>

Sustainability Action Fund (SAF): I had a meeting with the Sustainability Office on Wednesday, August 24, 2022 to discuss the SAF. We finalized the student representation on the student funding committee for SAF, in which 1 executive (myself) and 1 Board of Director will be appointed to the committee for the remainder of the year. Sustainability will be launching their application process for 2 general student members in September, along with opening their applications for student-led sustainable projects. Sustainability will be attending the next Board meeting to provide an update on SAF.

Committees:

Petitions, Delegations, and Representations (PDR): The first PDR meeting and orientation was on Monday, August 29, 2022. We are in the process of updating our PDR application process to a Qualtrics form, so that it is easier for students to complete.

UC Board: After the letter was approved at the July 27, 2022 Board meeting, it was circulated to the UC Board for additional signatures and sent to President Yates. We received a response from President Yates and Sharmilla Rasheed (VP Finance), in which it was stated that there are no changes with respect to the UC Board Structure, roles, or responsibilities. The formal reporting structure that has been established between the UC Director and the VP Finance will remain, and the VP Finance is looking forward to continuing discussions regarding the Joint Working Agreement.

Services:

FoodBank Operational Changes: Over the course of the summer, we have been monitoring the gradual uptake in FoodBank visitors and the increase in the number of students on our waitlist. Unfortunately, we had to make some difficult decisions in order to serve more students on the waitlist (currently over 100) and keep our service sustainable. As of September 1, 2022, the Guelph Student FoodBank will only be serving students and not dependents, and limiting the number of appointments to twice a month. Notice was provided of this change to FoodBank users as of early August. We have provided resources to all individuals who may be impacted by this change and are currently working with the University and other campus partners to address food insecurity on our campus.

Executive Update

President

August 31, 2022



Front Office Fall 2022 Hours: As of September 6, 2022, we are excited to announce that the Front Office will be open from Monday to Friday from 10 am to 4 pm. Students who would like to access our Cheap Printing Services, make a club room booking, or simply have a question, stop by our office and we would be happy to assist you!

Clubs Office: The Clubs Office is currently planning for Clubs Days, which is happening on Thursday, September 15, and Friday September 16 from 10 am to 4 pm in the University Centre.

I encourage you to reach out if you have any ideas, questions, or feedback on how we can best support our undergraduate students!

With support & positive vibes,

Nicole Walker, President

Executive Update

CSA VP Academic

August 31, 2022



CSA VP Academic Update: August 31, 2022, CSA Board Meeting

General Update:

Hi everyone, over the last few weeks, I've been working on the Student Memorial Service, finalizing dates and attendance. I re-developed the Teaching Excellence Award nomination package and am currently working to finalize all the dates for the nomination period, promotion, striking the selection committee, and the announcement plan but it is great to see it back in motion and I hope I can do my best to keep it this way for years to come. We are now preparing for Orientation Week and the many events we intend to host or participate in as we promote the CSA. As for services, I will be meeting with SHAC to discuss where we are with getting someone qualified to provide legal advice to fill office hours for the upcoming semester as well.

Committees:

- Calendar Review Committee (CRC)
 - Approved some minor course changes
 - Launched new website for course change submission to make reviewing so much more efficient
- Compulsory Fees Committee (CFC)
 - Reviewed and approved new Compulsory Non-Tuition Fees Protocol
 - Reviewed the PCDR reviewing process for experiential learning opportunities
- Open Accessibility Course Content Task Force (OACCTF)
 - Working to promote sources students are invited to use that provide free course materials or relevant alternatives (website and through social media)
 - Added an Open Educational Resources (OER) note to Teaching Excellence Award criteria (with link)

Mason Friebe, VP Academic

Executive Update

VP External

Wednesday August 31, 2022



Hi Folks,

General Update:

Here's another joke

#DadJokes

What did the buffalo say when his son left? Bison.

It has been quite a busy time since we last met. This summer just flew by, and I'm extremely excited for students to be back on campus! The CSA has a lot of really cool events planned; I hope we see some of you folks around.

Committees:

FoodBank Assistant Hiring Committee: Met on August 22, went over the interview questions, planning to meet again soon.

Bike Centre Coordinator Hiring Committee: Met August 22, went over the interview questions, currently in the process of completing interviews.

CSA/GSA Transit Committee: Went to discuss the Late Night Transit service which we're very happy to announce that it will be back Tuesday – Sunday morning starting September 1! Make sure to encourage people to find a safe ride home, without having to pay for an uber! Students pay a late night fee and we want to ensure they know to access the service.

Campaigns Sub-Committee: I attended this committee at the CFSON AGM. They were able to highlight campaigns they plan on running this year, such as Fight the Fees!, Demand our Future, This is Your Student Movement. There are many more campaigns through the CFS. If you're interested in campaigning with me, don't hesitate to reach out!

Town and Gown Committee: Met on August 24, there were a lot of community stakeholders at this meeting. We had a conversation around housing insecurity in Guelph as well as updates for community members on Homecoming.

Services:

FoodBank: Due to the changes Nicole (President) has highlighted, the FoodBank will be closed the first week to allow Alanna to prepare for the changes.

Executive Update

VP External

Wednesday August 31, 2022



Bike Centre: Service is still closed, currently in the process of interviewing Bike Centre Coordinator Candidates.

Miscellaneous:

Ontario General Meeting: The OGM was held virtually from August 15-18. I attended the Campaigns Sub-Committee as well as participated in the election's forum for next term's executives!

Jena-Lee Ashley, VP External

Hiring Committee Report

Assistant Returning Officer

August 31, 2022



Item 5.10.1 Hiring Committee Report Assistant Returning Officer (ARO)

Posting Date: March 23, 2022

Closing Date: April 6, 2022

Re-Posting Date: April 8, 2022

Closing Date: April 18, 2022

Hiring Committee Members:

Nicole Walker, CSA President

Sanya Sareen, Board Member

Jewell Lindemann, Chief Returning Officer

Number of Applicants: 4

Number of People Interviewed: 1

Successful Candidate: Mohadeseh Arefanian

Start Date: Tuesday, September 6, 2022

MOTION: That the hiring of **Mohadeseh Arefanian** for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded:

Information Report

Board of Directors Meeting # 5

August 31, 2022



Item 5.10.2

Summary of Committee Appointments

The following Summary of Committee Appointments is provided as information:

University Centre (UC) Board

Appointed July 27, 2022

Mauricio Fernandez	Appointed to UC Board for up to two years
Tess Vardy	Alternate UC Board Member
Emilie De Lima	New UC Board Member (application process):

Finance Committee

Appointed July 13, 2022

Mauricio Fernandez Jake Levy Isha Maharaj	Three Directors
Nicole Walker	CSA President
Mason Friebe, VP Academic	Second member of the Executive Committee
Lee-Anne Clarke	Business Manager

Petitions, Delegations & Representations (PDR) Committee

Appointed July 13, 2022

Isha Maharaj	At-Large or College representative
Varnika Karavardi	Student Organization representative
Daniel Neiterman Anthony Pereira	Up to two additional Directors
Nicole Walker	CSA President
Jena-Lee Ashley, VP External	One additional member of the Executive Committee

Post-Covid Task Force

Appointed July 13, 2022

Varnika Karavadi Jake Levy Daniel Neiterman Anthony Pereira Sanya Sareen	Members of the CSA Board of Directors
Isha Maharaj	Previous Task Force Member
Mason Friebe, VP Academic	Task Force Chair

Information Report

Board of Directors Meeting # 5

August 31, 2022



Hiring Committees

Hiring Committee: Bike Centre Coordinator

Appointed July 27 2022

Martha Yiridoe	CSA Director
Jena-Lee Ashby, VP External	CSA Executive
Suitable staff member to be appointed	CSA staff member

Hiring Committee: FoodBank Assistant

Appointed July 27 2022

Sanya Sareen	CSA Director
Jena-Lee Ashby, VP External	CSA Executive
Suitable staff member to be appointed	CSA staff member

Hiring Committee: Clubs Administrative / Program Coordinator

Appointed July 27 2022

Sanya Sareen / Isha Maharaj	CSA Director
Nicole Walker, President	CSA Executive
Suitable staff member to be appointed	CSA staff member

Hiring Committee: Part-Time Bookkeeper

Appointed July 27 2022

Varnika Karavadi	CSA Director
Nicole Walker, President	CSA Executive
Lee Anne Clarke, Business Manager	CSA staff member

Hiring Committee: Assistant Returning Officer (ARO)

Appointed July 13, 2022

Sanya Sareen	CSA Director
Nicole Walker, President	CSA Executive
Jewell Lindemann, Chief Returning Officer	CSA staff member

Information Report

Board of Directors Meeting # 5

August 31, 2022



Hiring Committee: Policy & Transition Manager (PTM)

Appointed July 13, 2022

Isha Maharaj	CSA Director
Nicole Walker, President	CSA Executive
Earl Evans, PTM Interim	CSA staff member

Hiring Committee: Board Scribe

Reported to Board July 13, 2022

Isha Maharaj	CSA Director
Nicole Walker, President	CSA Executive
Earl Evans, PTM Interim	CSA staff member

Hiring Committee: Student Experience Coordinator

Reported to Board July 13, 2022

Isha Maharaj	CSA Director
Nicole Walker, President	CSA Executive
Lee Anne Clarke, Business Manager	CSA staff member

Hiring Committee: SafeWalk Volunteer & PR Coordinator

Reported to Board July 13, 2022

Lily Taylor-Stackhouse	CSA Director
Lisa Kazuhara, VP Academic	CSA Executive
Daniel Hinds, Project Coordinator, SafeWalk	CSA staff member

Hiring Committee: SHAC Coordinator and Assistant Coordinator

Reported to Board July 13, 2022

Isha Maharaj	CSA Director
Lisa Kazuhara, VP Academic	CSA Executive
Stephanie Hebel, SHAC Coordinator	CSA staff member

MOTION:

That the Summary of Committee Appointments, as presented to the Board of Directors meeting on August 31, 2022, be received as information.

Moved:

Seconded:

Summary of Committee Appointments – August 31, 2022

Page 3 of 3

Motion

Board of Directors Meeting # 5
August 31, 2022



Item 5.11.1

Presentation: CSA Fall 2022 By-Election

(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;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: That speaking rights be extended to Jewell Lindemann, Chief Returning Officer, for a presentation regarding the CSA Fall 2022 By-Election;

AND FURTHER to extend speaking time from 10 to 30 minutes for this presentation.

Moved:

Seconded:

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.9 states that the CSA Elections Office shall ensure the Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors.

WHEREAS Section 2.15 states that in collaboration with the President and Policy & Transition Manager, the CRO shall develop an Elections schedule to be included in the Candidates' Package.

MOTION: That the presentation by Jewell Lindemann, Chief Returning Officer (CRO) regarding the CSA Fall 2022 By-Election, and the following documents:

- Candidates' Package: Directors (including Election timelines)
- Candidates' Package: Executive (including Election timelines)
- Nomination Package: Directors
- Nomination Package: Executive

be received as information.

Moved:

Seconded:



CSA
ELECTIONS

All Candidates' Package: Directors

Fall 2022: By-Election

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To All Candidates in the CSA Election

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

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 will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

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

It is your responsibility as a candidate to 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 these policies will become part of your CSA employment contract if you are successful in this election. You can review all of the bylaws, policies, and rules of order [at the following link](#).

We hope that this is a rewarding experience for all of you!

Please note that due to the uncertainty surrounding COVID-19, information in this package is subject to change. Candidates will be made aware of any changes.

Sincerely,

Jewel Lindemann

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

Mohadeseh Arefanian

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

Contact Information

CSA Election Office

The CSA's Office is located in the UC, on Level 2, in Room 267.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Thursdays 8 am to 2 pm

Or by Appointment

Mohadeseh Arefanian

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Office Hours are TBD

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9 am-4:30 pm

Earl Evans

Policy & Transition Coordinator (Interim)

csaptm@uoguelph.ca

Monday to Friday: 9 am-4:30 pm

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:

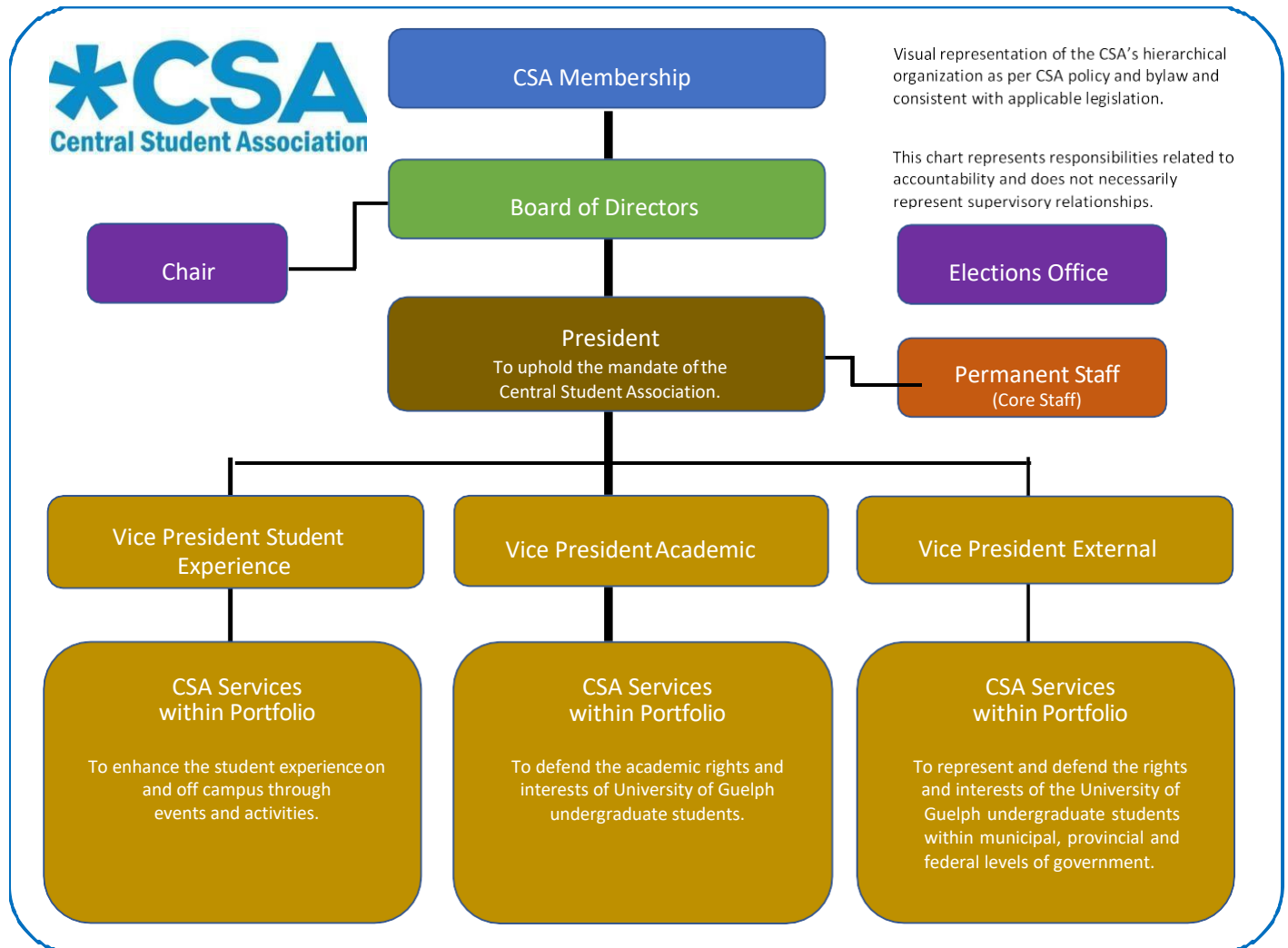
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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 many 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 (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Tuesday, October 11, 2022**. 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. 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 2022 By-Election Nominations	Monday, September 12, 2022 to Friday, September 16, 2022 at 4:00 pm
All Candidates' Meetings	Friday, September 16, 2022 at 5:30 pm
By-Election Campaign	Monday, September 26, 2022 to Friday, October 7, 2022
Submit list of campaign volunteers to Elections Office	Monday, September 26, 2022
By-Election Voting	Monday, October 3, 2022 to Friday, October 7, 2022 (11:59 pm)
Announcement of Unofficial Results	Tuesday, October 11, 2022
Submit Final Budget Form with Receipts	Tuesday, October 11, 2022
Results Ratified	Wednesday, October 19, 2022

Posting

- Poster Runs are available for the Fall 2022 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 csacro@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 the CSA Promotional Services to assist in the creation of their campaign material or may opt to use other alternatives (such as Canva). If a candidate chooses to utilize the CSA Promotional Services, please note the following:

- Poster runs cost \$25. 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. The last day to edit any posters is **September 21st** with CSA Promotional Services. This is to ensure that the candidate receives the poster in time for the start of campaigning.

CSA Promotional Services Contact:

csapromo@uoguelph.ca

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 than Monday, September 26, 2022.

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 able to use their personal accounts for the Fall 2022 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

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by Monday, September 26, 2022 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

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

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

Social Media

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

Endorsements

You may contact organizations asking them to endorse your campaign.

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

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

Endorsements MAY be given by:

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

Endorsements MAY NOT be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

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

Other

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

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

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)

In Person Campaigning

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form. 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 as an infraction by the candidate.

Penalty for Abuse of Position is:

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

Some of the implications of this section are:

- Membership in a club or board: You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- RLS and IHC: Residence is off limits during campaigning. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

Campaign Infractions

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

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:
 - First Occasion: A minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence.
 - Second Occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.
2. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period.
 - After Tuesday, October 11, 2022: A fine of 100% of the campaign budget, 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: A fine of 100% of the campaign budget, which will result in immediate disqualification.
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8. Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- First occasion: Warning.
- Second occasion: 50% of campaign budget.
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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.

Fall 2022

1.	September 21, 2022	6:00 pm
2.	October 5, 2022	6:00 pm
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Winter 2023

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Town Hall

There is currently no Town Hall scheduled. Please check [here](#) for updates.

2022 Annual General Meeting

Wednesday, March 15, 2022
5:00 pm



CSA
ELECTIONS

Candidates' Package: Executive Positions

Fall 2022 By-Election

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To All Candidates in the CSA Election

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

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 will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

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

It is your responsibility as a candidate to 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 these policies will become part of your CSA employment contract if you are successful in this election. You can review all of the bylaws, policies, and rules of order [at the following link](#).

We hope that this is a rewarding experience for all of you!

Please note that due to the uncertainty surrounding COVID-19, information in this package is subject to change. Candidates will be made aware of any changes.

Sincerely,

Jewel Lindemann

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

Mohadeseh Arefanian

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

Contact Information

CSA Election Office

The CSA's Office is located in the UC, on Level 2, in Room 267.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Thursdays 8 am to 2 pm

By appointment

Mohadeseh Arefanian

Assistant Returning Officer

(ARO) csaaro@uoguelph.ca

Office Hours are TBD

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9 am-4:30 pm

Earl Evans

Policy & Transition Coordinator (Interim)

csaptm@uoguelph.ca

Monday to Friday: 9 am-4:30 pm

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:

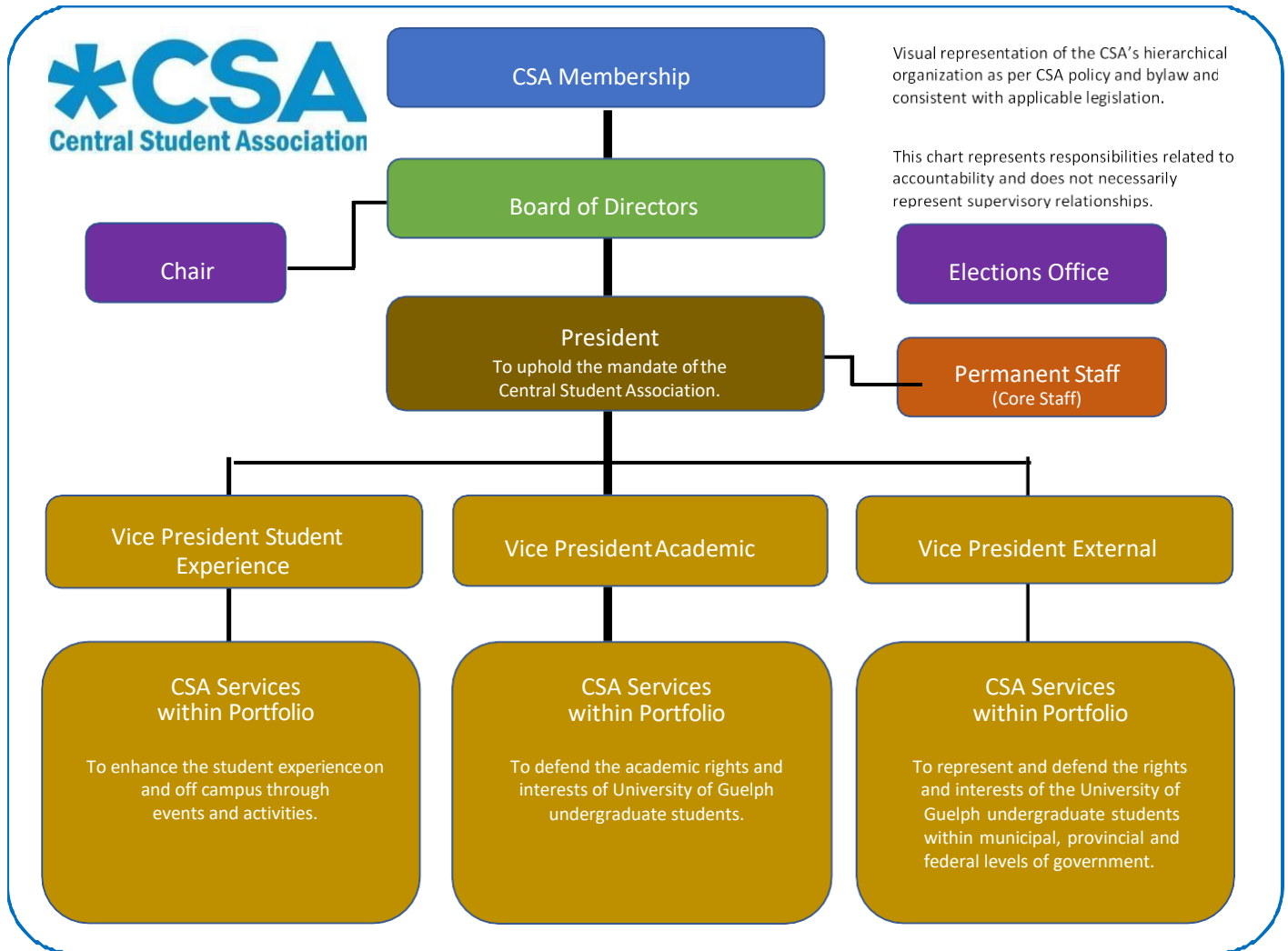
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective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

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 Graphic Designer;
- To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
- To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External;
- To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

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 Manager.

Executive Officers agree to:

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

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:

- Commit to up to 30 hours of training with the outgoing Executive and training team, prior to the last day of April
- Attend the Staff Training Day in March 2022
- Participate in the Executive Transition Program in April 2022
- Attend the Mandatory Board Training in September 2022

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 many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You have no right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

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

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Tuesday, October 11 2022, at 4 pm.**

Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received.

If 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. As a result of COVID-19 and due to the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strictly prohibited.

The CSA will not be offering poster runs. We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

Academic Consideration

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

Candidates are encouraged to consult the University's *Academic Consideration Policy* [here](#).

Important Dates

Fall 2022 By-Election Nominations	Monday, September 12, 2022 to Friday, September 16, 2022 at 4:00 pm
All Candidates' Meetings	Friday, September 16, 2022 at 5:30 pm
By-Election Campaign	Monday, September 26, 2022 to Friday, October 7, 2022
Submit list of campaign volunteers to Elections Office	Monday, September 26, 2022
By-Election Voting	Monday, October 3, 2022 to Friday, October 7, 2022 (11:59 pm)
Announcement of Unofficial Results	Tuesday, October 11, 2022
Submit Final Budget Form with Receipts	Tuesday, October 11, 2022
Results Ratified	Wednesday, October 19, 2022

Posting

- Poster Runs are available for the Fall 2022 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 csacro@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 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 the CSA Promotional Services to assist in the creation of their campaign material or may opt to use other alternatives (such as Canva). If a candidate chooses to utilize the CSA Promotional Services, please note the following:

- Poster runs cost \$25. 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. The last day to edit any posters is **September 21st** with CSA Promotional Services. This is to ensure that the candidate receives the poster in time for the start of campaigning.

CSA Promotional Services Contact:

csapromo@uoguelph.ca

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 than Monday, September 26, 2022

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 able to use their personal accounts for the Fall 2022 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

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by Monday, September 26, 2022 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

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

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

Social Media

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

Endorsements

You may contact organizations asking them to endorse your campaign.

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

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

Endorsements MAY be given by:

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

Endorsements MAY NOT be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

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

Other

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

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

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- First Occasion: 75% of campaign budget
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Some of the implications of this section are:

- Membership in a club or board: You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- RLS and IHC: Residence is off limits during campaigning. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

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 - If expenses are less than 20% of the budget: The candidate will pay out of pocket.
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4. Use of campaign materials without CRO approval:
 - First occasion: 25% of campaign budget and candidate must remove all materials immediately.
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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:
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7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

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Winter 2023

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12.	April 5, 2023	6:00 pm

Town Hall

There is currently no Town Hall scheduled. Please check [here](#) for updates.

2022 Annual General Meeting

Wednesday, March 15, 2022
5:00 pm

Elections Office Fall 2022 By-Election Director Nominations



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: Jewel Lindemann | csacro@uoguelph.ca

Office Hours (Fall 2022):

- Thursdays 8 am to 2 pm
- Or by appointment

Assistant Returning Officer: Mohadeseh Arefanian |

csaaro@uoguelph.ca

Office Hours (Fall 2022):

- Office hours TBD

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 4:00 pm on Friday, September 16, 2022.**

Your nomination package **must** include the following:

- STEP 1: A signed Director Nominee Declaration Form
- STEP 2: At least 10 nomination signatures on your customized Microsoft Teams Form
- STEP 3: A signed Director Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- STEP 5: A signed Campaigning Commitment Form
- A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- An election promotion photo of yourself to be used on the CSA website.

Candidate Signature:

Director Declaration of Candidacy

Step 1

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 the prescribed deadline.

Declaration

- I accept the nomination as a CSA Director for the term of office ending April 30, 2023.
- 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 all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph."
- 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:

@uoguelph.ca

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

Step 2

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 the prescribed deadline.

Nominators

You are required to have a minimum of 10 other members of your College nominate you as a CSA Director candidate.

It is strongly encouraged that you secure **more than the minimum of 10 nominators in case there are issues with one or more of them.**

In order to ensure that you have the minimum of 10 nominators by the deadline, aim to have between 12 and 15 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 annual fees.)

Microsoft Form

The CRO will provide you with your own customized Microsoft Form to secure your 10 nominators. Please do not create or use your own forms to secure nominators.

Step 3

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 the deadline.

Director Nominee Commitment

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 [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;

Elections Office
Fall 2022 By-Election
Director Nominations



- 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:

Witness Name:

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

Witness Signature:

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

Elections Office
Fall 2022 By-Election
Director Nominations



Step 4

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 the prescribed deadline.

Extra-Curricular Activities

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

Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Elections Office
Fall 2022 By-Election
Director Nominations



Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

- 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:

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

Step 5

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 the prescribed deadline.

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 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, and it is essential that candidates actively participate in campaigning to reach this goal.

Candidate Support

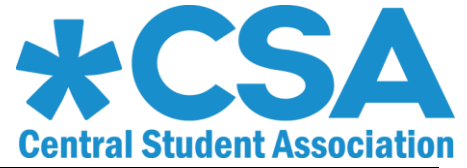
The Elections Team includes the Elections Office (CRO and ARO), Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for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

Elections Office
Fall 2022 By-Election
Director Nominations



Nominee Name:

Nominee Student Number:

Nominee Signature:

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

Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve the CSA within an Executive 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: Jewel Lindemann | csacro@uoguelph.ca

Office Hours (Fall 2022):

- Thursdays 8 am to 2 pm
- Or by appointment

Assistant Returning Officer: Mohadeseh Arefanian |

csaaro@uoguelph.ca

Office Hours (Fall 2022):

- Office hours TBD

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 4:00 pm on Friday, September 16, 2022.**

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
- A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- An election promotion photo of yourself to be used on the CSA website.

Candidate Signature:

Elections Office Fall 2022 By-Election Executive Nominations



Step 1

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 the prescribed deadline.

Declaration of Candidacy

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2023.
- 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 all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph."
- I certify that all of 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:

@uoguelph.ca

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

Step 2

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 the prescribed deadline.

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 annual fees.)

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

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 the prescribed deadline.

Vice President Student Experience Candidate Commitment

For the duration of my candidacy for a CSA Vice President position, and if elected, during the term of my service, 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.
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Coordinator.

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 37 hours per week from May 1 until April 30.
- Enrolling in no more than 1.00 credit per semester during my service.
- Participate in a comprehensive transition process relevant to the role beginning in the April prior to, and continuing into, the beginning of the term. This includes a 3-day intensive training session with outgoing and incoming Executive at the end of April, and up to 20 hours of committee and other training work beginning in April prior to the May 1 term. Training time is paid time and is scheduled by the Policy & Transition Coordinator.
- 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.

Elections Office
Fall 2022 By-Election
Executive Nominations



- 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 Student Number:

Nominee Signature:

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

Elections Office
Fall 2022 By-Election
Executive Nominations



Step 4

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 the prescribed deadline.

Extra-Curricular Activities

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

Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Elections Office
Fall 2022 By-Election
Executive Nominations



Club, Activity or Organization	
Member since	
Are you currently an Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

- 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:

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

Step 5

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 the prescribed deadline.

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 voters 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. 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.

Elections Office
Fall 2022 By-Election
Executive Nominations



Nominee Name:

Nominee Student Number:

Nominee Signature:

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

Motion

Board of Directors Meeting # 5
August 31, 2022



Item 5.11.2

Fall 2022 By-Election Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 3.2 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 3.2.1 states that “the campaign strategy should be submitted to the Board of Directors for information prior to the last Board meeting of the semester prior to the commencement of the election process”;

MOTION: That the Fall 2022 By-Election Promotional Plan, as presented by the CSA President at the August 31, 2022 CSA Board meeting, be received as information.

Moved:

Seconded:

Item 5.11.2

In keeping with this year's vibe, I am excited to share that "This is your CSA" campaign will be used for our Fall By-Election promotional strategy. As the CSA, it is important to have a theme and messaging that resonates with our current students and meets our organizational mandate and priorities.

Due to the COVID-19 pandemic, three classes of students have had a limited opportunity on the University of Guelph campus and thus, limited interactions with their Central Student Association. We have learned that in-person interactions with students are invaluable in creating awareness about who we are, the value we provide students through our services, programming, and advocacy, and engaging our student body.

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

- **CSA Awareness:** Building off the momentum from O-Week 2022, 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.
- **Provide Meaningful Involvement Opportunities:** Increase involvement of directors, CSA staff, and undergraduate students in the elections as CSA Elections Ambassadors.
- **Filling Vacancies:** We hope to fill the vacancy in the Vice President Student Experience 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 many involvement opportunities for you as a CSA Elections Ambassador, including but not limited to: Class talks, tabling at the O-Week resource fair and during the elections, sharing information with your fellow students, re-posting elections information on social media, and wearing your CSA shirts with pride.

With support and positive vibes,

Nicole Walker
CSA President 2021-2023

Fall 2022 By-Election Promotional Strategy

August 31, 2022



Item 5.11.2

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	O-Week September 2-9	Social Media UC Banner Kiosk Resource Fair – Possibly a Bookmark/postcard to handout	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign)
Nomination period	September 12-16	Newsletter – Sept 12 Digital Signage Social Media Kiosk Poster run Class talks Tabling + handing out CSA Swag UC banner Student Experience Newsletters Resharing By Student Organizations on social media MS Teams Channels Contact PSO's and Housing Bullring Poster	Nominations open on September 12/ now open How to run Explain positions available - Board of Director - VP Student Experience Explain what the positions do and why people should run for those positions
Voting	October 3-7	Tabling with Elections Ambassadors Newsletter – Oct 3 Digital Signage Bullring Poster Open Mic night announcement Share info with campus partners Kiosk UC Banner Poster run Social Media (link tree) Table Talkers at the Bullring Table talkers & posters in clubs rooms CSA Swag (buttons that say “I voted in the CSA Elections” Signage at all our services, including front office Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email SEC & student orgs	Voting now open How to vote (swipe graphic) Leave a space where we can add a graphic for a voting extension. Include messaging on social media for “Last day to vote”
Voting Extension	October 12-14	Social Media Sandwich Boards UC Banner Poster Run Tabling	Voting Extended until October 14 Vote now Why it's important to vote

Motion

Board of Directors Meeting # 5
August 31, 2022



Item 5.11.3
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:

a) **THAT** the following Directors be appointed to the Elections Appeals Board (EAB) for the 2022-2023 academic year:

b) **THAT** the following General Members of the CSA be appointed to the EAB for the 2022-2023 academic year:

Moved:

Seconded:

See following pages for EAB information.

Motion

Board of Directors Meeting # 5
August 31, 2022



CSA Policy Appendix G: Electoral

27.1 Mandate of the Elections Appeals Board (EAB)

- 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

Motion

Board of Directors Meeting # 5
August 31, 2022



- 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, aboriginal people, queer people, persons with disabilities, and international students.

- a) The membership of the EAB shall consist of no less than 40% women-identified individuals.

- 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.

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 hold three (3) meetings during campaign and voting periods.

- 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 5.11.4
Director Presentations re Fall 2022 By-Election

WHEREAS CSA Bylaw 1: Operational, 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”; and

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

MOTION:

THAT each Director schedule and present at least one class talk before the end of the Fall 2022 By-Election voting period (October 7, 2022) to promote the election process and the importance of voting;

THAT the Chief Returning Officer (CRO) provide Directors with suggested speaking points that may be used in their presentations;

THAT Directors provide a summary of the date and location of their presentation(s) to the CRO so that this information is included in the final Election report.

Moved:

Seconded:

Motion

Board of Directors Meeting # 5

August 31, 2022



Item 5.11.5
Appoint Director to the
Sustainability Action Fund Governance Committee

WHEREAS the mandate of the Sustainability Action Fund (SAF) is to build and foster a culture of sustainability at the University of Guelph by providing funding and support to student-led projects that work to improve campus sustainability and address pressing environmental and social issues;

WHEREAS the mandate of the SAF Governance Committee is to provide independent stewardship of the Sustainability Action Fund with a duty to ensure that the SAF mandate is met; and

WHEREAS the CSA is seeking one additional Director interested in and knowledge of sustainability issues to participate in the SAF Governance Committee;

MOTION:

THAT the CSA President be appointed to the Sustainability Action Fund (SAF) Governance Committee for the remainder of the 2022-23 academic year;

THAT the Vice President External be appointed as the alternate member to the President; and

THAT the following CSA Director be appointed to the SAF Governance Committee for the remainder of the 2022-23 academic year:

Moved:

Seconded: