

AGENDA

Board of Directors Meeting # 5

September 1, 2021 – 6:00 pm

Microsoft Teams



5.0 Call to Order	
5.1 Land Acknowledgement Bella Harris	
5.2 Adoption of the Agenda 5.2.1 Approve the Agenda 5.2.2 Declarations of Conflicts	Pg. 3
5.3 Ratifications and De-Ratifications 5.3.1 Ratification of Appointed Directors	
5.4 Comments from the Chair 5.4.1 Introductions and Pronouns	
5.5 Approval of Past Board Minutes 5.5.1 Meeting # 3 – July 7, 2021 5.5.2 Meeting # 4 – July 28, 2021	Pg. 5 Pg. 28
5.6 Executive Committee Minutes 5.6.1 Meeting # 8 – July 22, 2021 5.6.2 Meeting # 9 – July 29, 2021 5.6.3 Meeting # 10 – August 8, 2021 5.6.4 Meeting # 11 – August 19, 2021	Pg. 48 Pg. 53 Pg. 57 Pg. 62
5.7 Executive Updates 5.7.1 President 5.7.2 VP Student Experience 5.7.3 VP Academic 5.7.4 VP External	Pg. 68 Pg. 70 Pg. 71 NA
5.8 Director Reports	
5.9 CSA Services Update and Report 5.9.1 Bike Centre Update # 4 – August 30, 2021	Pg. 74
5.10 Committee Updates and Reports 5.10.1 MINUTES: PBRC # 2 - July 12, 2021 5.10.2 Finance Committee Budget Recommendations: 5.10.2(a) Bike Centre Budget Adjustment 5.10.2(b) FoodBank Budget Adjustment 5.10.2(c) SafeWalk Budget Adjustment 5.10.3 REPORT: Front Office Assistants Hiring Committee 5.10.4 Election Appeals Board (EAB): a) APPOINTMENTS: Directors b) NOTICE: Suspend Appendix G, Section 27.3.1 – General Members Elections Appeals Board (EAB) 5.10.5 APPOINTMENTS: a) Petitions, Delegations, and Representations Committee (PDR) 5.10.6 APPOINTMENT: Information Technology Student Advisory Committee (ITSAC) (Sara)	Pg. 77 Pg. 83 Pg. 91 Pg. 92 Pg. 98 Pg. 101

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5.10.7	REPORT: SafeWalk Program Coordinator Hiring Committee	Pg. 102
5.10.8	REPORT: SE&RM Coordinator Hiring Committee	Pg. 103
5.10.9	REPORT: Bike Centre Coordinator Hiring Committee	Pg. 104
5.10.10	REPORT: FoodBank Coordinator Hiring Committee	Pg. 105
5.10.11	REPORT: Foodbank Assistant Hiring Committee	Pg. 106
5.11	Business	
5.11.1	Amendments (Comprehensive Review) of Bylaw 2 – Electoral	Pg. 107
5.11.2	Amendments (Comprehensive Review) of Appendix G – Electoral.	
5.11.3	PRESENTATION: Fall 2021 Elections Materials – Jewel Lindemann, CRO (Candidates’ Package – Directors, Elections Package with Timelines, Promo, etc.)	Pg. 199
5.11.4	Petitions, Delegations, and Representations Committee (PDR) 2021-2022 Application Deadlines Schedule.	Pg. 251
5.12	New Business	
5.12.1.		
5.13	Announcements	
5.14	In Camera Session	
5.15	Adjournment	Pg. 252

Motion

Board of Directors Meeting # 5

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**Item 5.2.1
Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 5 on **September 1, 2021**, be approved as printed and distributed.

Moved:

Seconded:

MOTION TO AMEND to reorder the agenda, so that item 5.11.3 PRESENTATION: Fall 2021 Elections Materials immediately follows item 5.4.1 Introductions and Pronouns.

POSSIBLE AMENDMENT (REORDER)

MOTION TO AMEND: To reorder the agenda so that:

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

Moved:

Seconded:

POSSIBLE AMENDMENT (NEW BUSINESS ITEM)

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

Moved:

Seconded:

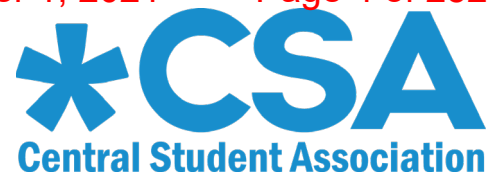
AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 5 on **September 1, 2021**, be approved as amended:

- To reorder the agenda, so that item 5.11.3 PRESENTATION: Fall 2021 Elections Materials immediately follows item 5.4.1 Introductions and Pronouns.
- To reorder the agenda so that... Item ... follows Item ... above
- To add item ... under New Business items.
- ?

Motion

Board of Directors Meeting # 5

September 1, 2021



Moved:

Seconded:

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Attendance for July 7, 2021, Board of Directors Meeting #3:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	
Alyssa Ahmed	College of Social and Applied Human Sciences		
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Vacant	Ontario Agricultural College		
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		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association	Present	
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed

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Jena Ashley	Indigenous Student Society (ISS)		
Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Shawna Perrit	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Guests	Affiliation

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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Summary of Significant Resolutions:

3.6 Executive Committee Minutes

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

- 3.6.1 Meeting # 4 – June 9, 2021
- 3.6.2 Meeting # 5 – June 16, 2021

Motion carried

3.7 Executive Updates

MOTION that the following Executive Updates be received as information:

- 3.7.1 President
- 3.7.2 VP Student Experience
- 3.7.3 VP Academic
- 3.7.4 VP External

Motion carried.

3.9.1 Bike Centre Update – July 7, 2021

MOTION to receive the Bike Centre Service Update # 2 dated July 7, 2021, as information.

Motion carried.

3.10.1 Strike Hiring Committee – SafeWalk Volunteer & Public Relations Coordinator

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator.

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- b) The following CSA Director be appointed to the Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator:

Maya Persram

Motion carried.

3.10.2 Strike Hiring Committee – Bike Centre Coordinator

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of Bike Centre Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Laura Wilson

Motion carried.

3.10.3 REPORT: PBRC Report # 2 (2021-2022 Year-End Report) – April 28, 2021

MOTION to receive the Policy & Bylaw Review Committee (PBRC) Report # 2 (2021-2022 Year-End Report) dated April 28, 2021, as information.

Motion carried.

3.10.4 MINUTES: PBRC Meeting # 6 – March 25, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 6 on March 25, 2021, as information.

Motion carried.

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**3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments****RESOLVED** that:

- a) **Bylaw 4, Section 3.1** be amended to: “Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester.”
- b) **Appendix G – Electoral, Section 13.3** be amended to “Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period.”
- c) **Appendix G – Electoral, Section 6.0**, requiring the Standing Referendum Committee (SRC) to review all referendum questions be suspended only as it applies to the Bus Pass Fall 2021 Referendum Question.
- d) CSA members of the CSA/GSA Transit Committee strive to meet the spirit of Appendix G – Electoral, Section 6.0 by building in a review of the Fall 2021 Bus Pass Referendum Question by the Standing Referendum Committee (SCR) into their workplan.
- e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

Motion carried.**3.12.2 (b) Receive PRESENTATION: Guelph Hillel, Ariel Oren****MOTION** to receive the presentation from Guelph Hillel, delivered by Ariel Oren as information**Motion is carried.**

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3.13.1. Strike Hiring Committee – SafeWalk Coordinator

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of SafeWalk Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of SafeWalk Coordinator:

Leila Stevens

Motion is carried.

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**Agenda – July 7, 2021:**

- 3.0 Call to Order**
- 3.1 Land Acknowledgement**
 - Lily Taylor-Stackhouse
- 3.2 Adoption of the Agenda**
 - 3.2.1 Approve the Agenda
 - 3.2.2 Declarations of Conflicts
- 3.3 Ratifications and De-Ratifications**
 - 3.3.1 Ratification of Appointed Directors
- 3.4 Comments from the Chair**
 - 3.4.1 Introductions and Pronouns
- 3.5 Approval of Past Board Minutes**
 - 3.5.1 NA
- 3.6 Executive Committee Minutes**
 - 3.6.1 Meeting # 4 – June 9, 2021
 - 3.6.2 Meeting # 5 – June 16, 2021
- 3.7 Executive Updates**
 - 3.7.1 President
 - 3.7.2 VP Student Experience
 - 3.7.3 VP Academic
 - 3.7.4 VP External
- 3.8 Director Reports**
- 3.9 CSA Services Update and Report**
 - 3.9.1 Bike Centre Update – July 7, 2021
- 3.10 Committee Updates and Reports**
 - 3.10.1 Strike Hiring Committee – SafeWalk Volunteer & Public Relations Coordinator
 - 3.10.2 Strike Hiring Committee – Bike Centre Coordinator
 - 3.10.3 REPORT: PBRC Report # 2 (2021-2022 Year-End Report) – April 28, 2021
 - 3.10.4 MINUTES: PBRC Meeting # 6 – March 25, 2021
- 3.11 Unfinished Business**
 - 3.11.1 Motion re Anti-Semitic Working Group
- 3.12 Business**
 - 3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments
 - 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren
 - 3.12.3 NOTICE: Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process
- 3.13 New Business**
 - 3.13.1. Strike Hiring Committee – SafeWalk Coordinator

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- 3.14 Announcements**
- 3.15 *In Camera* Session**
- 3.16 Adjournment**

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**Minutes – July 7, 2021:****3.0 Call to Order**

The meeting is called to order at 6:01 pm.

3.1 Land Acknowledgement

This board meeting is hosted by the Guelph Central Student Association, located on the territory of the Mississaugas of the Credit and the Anishinaabe, Haudenosaunee, and Attawandaron People. I, however, come from Mi'kma'ki and know that many members here today may be from different areas too. Across Canada and the world, we have benefited from ingenious suffering and the creation of settler societies. Because of this, I encourage each of you to learn the traditional names of your home's land & people, reflect on what brought you to that place, and be grateful that you can call it home today.

As a group, we must recognize that colonization has a legacy that cannot be ignored both within our communities and globally. It is the responsibility of each one of us to acknowledge the continued impacts of this legacy. We must listen to and amplify Indigenous voices and respect the land as the visitors that many of us are. As a board, we must strive to make decisions that embody these values and challenge our own colonial perceptions of right and wrong.

While we must learn about Indigenous suffering, we must also celebrate Indigenous culture and successes. So, I'll end this acknowledgement with some good news. Five days ago, the land defenders at the Six Nations Reservation - which is about an hour south of campus - won a multi-year long struggle against Foxgate Developments which was planning to construct 200 homes on unceded Haudenosaunee territory. This win required significant personal sacrifices from many people and should be celebrated as the victory that it is.

Lily Taylor-Stackhouse

3.2 Adoption of the Agenda**3.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 3 on **July 7, 2021**, be approved as printed and distributed.

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Moved: Sarah Kuwatly, VP Student Experience

Seconded: Maya Persram

MOTION TO AMEND: to add item 3.13.1. Strike Hiring Committee – SafeWalk Coordinator under New Business.

Moved: Nicole Walker, President

Seconded: Leila Stevens

President Nicole Walker explained that this Motion was time sensitive as there is a very strict time order that hiring is done within the CSA, and thus they must start this process now so there can be a SafeWalk Coordinator in the fall.

Motion to amend carried.

MOTION TO AMEND: to reorder the agenda, so that item 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren immediately precedes item 3.11.1 Motion re Anti-Semitic Working Group.

Moved: Justin Mihaly

Seconded: Joshua Vito

Member Justin Mihaly motivated by sharing that he wants this presentation to have time for discussion.

Motion to amend carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 3 on **July 7, 2021** be approved as amended:

- a) to reorder the agenda, so that item 3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren immediately precedes item 3.11.1 Motion re Anti-Semitic Working Group.
- b) to add item 3.13.1. Strike Hiring Committee – SafeWalk Coordinator under New Business.

Moved: Sarah Kuwatly, VP Student Experience

Seconded: Maya Persram

Amended Motion carried.

3.2.2 Declarations of Conflicts

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No conflicts were declared.

3.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

3.4 Comments from the Chair

The Chair thanked everyone for being here tonight and explained how Members could participate in discussions and volunteering.

3.4.1 Introductions and Pronouns

All Members introduced themselves and shared their pronouns and roles on the Board.

3.5 Approval of Past Board Minutes

No past board minutes for approval tonight.

3.6 Executive Committee Minutes

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

3.6.1 Meeting # 4 – June 9, 2021

3.6.2 Meeting # 5 – June 16, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Motion carried

3.7 Executive Updates

3.7.1 President

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President Nicole Walker explained that she did not submit a written update because she only worked a few days since the last Board Meeting. She shared information about a virtual round table discussion taking place on Monday July 19th. This is for folks to share and learn about student advocacy. She provided information about a student leader training certificate which is open to all Members on the Board. She shared that the Health and Dental Plan Committee met on June 24th, and they are waiting to see how the surplus will be impacted before making any other plans to change.

3.7.2 VP Student Experience

VP Student Experience Sara Kuwatly apologized for not submitting a written update but explained it has been a short week since the last meeting. She shared she has finalized edits for O-Week and is very excited for those events. She shared she is working on a social media campaign explaining what the CSA does. She reminded Members that the CSA Executives sit on the Return to Campus Student Experience Committee and would be happy to relay any feedback to the Committee. She shared they are working on a reopening for SafeWalk and that the CSA is hiring for some part time positions and encouraged everyone to check them out.

3.7.3 VP Academic

VP Academic Lisa Kazuhara shared that she has been doing training and helping out with the FoodBank. She shared that she is open to discuss if anyone has any advice on how they would like to see the return to campus.

3.7.4 VP External

VP External Shilik Hamad thanked everyone for being here and shared that they had a great meeting with Guelph Transit and shared what was discussed in that meeting. She shared she is collaborating with GSA VP External on bus pass outreach. She shared that progress for the Bike Centre is going really well.

MOTION that the following Executive Updates be received as information:

- 3.7.1 President
- 3.7.2 VP Student Experience
- 3.7.3 VP Academic
- 3.7.4 VP External

Moved: Leila Stevens

Seconded: Justin Mihaly

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Motion carried.

3.8 Director Reports

Member Amanda Conibear shared she was involved in the Hiring Committee for the SafeWalk Coordinator.

Member Bella Harris shared that she participated in a Return to Campus Meeting and a short meeting with one of the presidents of Guelph Hillel.

Member Keshini Digamber shared she met with the Payment and Fee Appeal Committee with the VP Academic and they were able to work through all the appeals.

3.9 CSA Services Update and Report

3.9.1 Bike Centre Update – July 7, 2021

MOTION to receive the Bike Centre Service Update # 2 dated July 7, 2021, as information.

Moved: Nicole Walker, President

Seconded: Maya Persram

Motion carried.

3.10 Committee Updates and Reports

3.10.1 Strike Hiring Committee – SafeWalk Volunteer & Public Relations Coordinator

WHEREAS the SafeWalk Volunteer and Public Relations Coordinator has been vacant since this service was suspended as a result of Covid restrictions implemented at the beginning of the 2020-2021 academic year;

WHEREAS the CSA recognizes the need to fill the position of SafeWalk Volunteer and Public Relations Coordinator for the remainder of 2021-2022; and

WHEREAS a Hiring Committee containing one CSA Board Member, one CSA Executive Member and one CSA staff member, is required.

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RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of SafeWalk Volunteer and Public Relations Coordinator:

Maya Persram

Moved: Nicole Walker, President
Seconded: Sara Kuwatly

President Nicole Walker motivated for this Motion by explaining the importance of this position and sharing that the hiring closes July 23 and the process will be from July 23 until middle of August.

Motion carried.

3.10.2 Strike Hiring Committee – Bike Centre Coordinator

WHEREAS the Bike Centre Coordinator position has been vacant since this service was suspended as a result of covid restrictions implemented at the beginning of the 2020-2021 academic year;

WHEREAS the CSA recognizes the need to fill the position of Bike Centre Coordinator for the remainder of 2021-2022; and

WHEREAS a Hiring Committee containing one CSA Board Member, one CSA Executive Member and one CSA staff member, is required.

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of Bike Centre Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Laura Wilson

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**Moved:** Nicole Walker, President**Seconded:** Maya Persram

President Nicole Walker motivated for this Motion, sharing that this process is like SafeWalk, and that the steps for reopening do not have to happen in a specific order. She shared they are still doing work in the actual space of the Bike Centre while also hiring a Bike Centre Coordinator. She shared they are really excited to have a Coordinator and get the Bike Centre up and running.

Motion carried.**3.10.3 REPORT: PBRC Report # 2 (2021-2022 Year-End Report) – April 28, 2021**

MOTION to receive the Policy & Bylaw Review Committee (PBRC) Report # 2 (2021-2022 Year-End Report) dated April 28, 2021, as information.

Moved: Nicole Walker, President**Seconded:** Laura Wilson**Motion carried.****3.10.4 MINUTES: PBRC Meeting # 6 – March 25, 2021**

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 6 on March 25, 2021, as information.

Moved: Nicole Walker, President**Seconded:** Justin Mihaly**Motion carried.****3.11 Unfinished Business****3.11.1 Motion re Anti-Semitic Working Group****RESOLVED** that:

- a) The CSA strike an Anti-Semitic Working Group to promote education and safety with the goal of proactively fight against anti-Semitic violence and sentiment.

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- b) The working group membership consist of a minimum of:
 - a. One (1) CSA Executive Officer (Chair)
 - b. Two (2) CSA Directors
 - c. Two (2) undergraduate student representatives from either Hillel or Chabad, and
 - d. Two (2) undergraduate student representatives from either the Muslim Student Association (MSA) or the Palestinian Student Society Association (PSSA).
- c) Additional members may be added with the consent of other members.
- d) The working group shall meet as needed, as determined by the members; with the first meeting to occur within the next three weeks.
- e) The working group shall provide regular updates at Board Meetings detailing activities, decisions, and next steps.
- f) The following members be appointed to the Anti-Semitic Working Group:

Name	Position / Title

This Motion had no mover or seconder and thus did not move forward and was not discussed.

3.12 Business

3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments

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Notice of this motion was provided at the June 23, 2021, CSA Board Meeting.

WHEREAS the CSA/GSA Transit Committee is planning to hold a referendum to renew the contract with Guelph Transit (City of Guelph) for the Universal Bus Pass (U-Pass) during the CSA Fall By-Election period;

WHEREAS, with the intent to permit referendum questions during any Elections period, the CSA Board of Directors, at their meeting on April 9, 2019, amended **Appendix G, Section 6.3. Referendum** by removing the word 'General' from 'Referendum questions shall be included during the ~~General~~ Elections period';

WHEREAS the following policies were not revised at the April 9, 2019 CSA Board Meeting and contradict the spirit of permitting referendum questions during all Elections periods by continuing to limit them to Winter Elections periods only:

- **Bylaw 2 - Electoral, Section 3.1:** "Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.", and
- **Appendix G – Electoral, Section 13.3:** "Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period."; and

WHEREAS Appendix G – Electoral, Section 6.0. Referendum requires all referendum questions to be submitted to the CSA Elections Office on the appropriate form, and **Section 7.0. Standing Referendum Committee** (SRC) subsequently requires that all submitted referendum questions from the CSA Elections Office be submitted to the SRC.

RESOLVED that:

- a) **Bylaw 4, Section 3.1** be amended to: "Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester."
- b) **Appendix G – Electoral, Section 13.3** be amended to "Campaigning for referendum questions may commence no earlier than the first day of the Elections nomination period."
- c) **Appendix G – Electoral, Section 6.0**, requiring the Standing Referendum Committee (SRC) to review all referendum questions be suspended only as it

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applies to the Bus Pass Fall 2021 Referendum Question.

- d) CSA members of the CSA/GSA Transit Committee strive to meet the spirit of Appendix G – Electoral, Section 6.0 by building in a review of the Fall 2021 Bus Pass Referendum Question by the Standing Referendum Committee (SCR) into their workplan.
- e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

Moved: Nicole Walker, President

Seconded: Leila Stevens

President Nicole Walker motivated for this Motion by explaining that they must approve this so they can run the bus pass referendum in the fall, and she hopes Members support this Motion.

Roll Call Vote:

Member Alyssa Ahmed: Yea
Member Amanda Conibear: Yea
Member Bella Harris: Yea
Member Joshua Vito: Yea
Member Keshini Digamber: Yea
Member Leila Stevens: Yea
Member Leilani Rocha: Yea
Member Lily Taylor-Stackhouse: Yea
Member Maya Persram: Yea
Member Shawna Perrit: Yea
Member Justin Mihaly: Yea
Member Samantha Ogbeiwi: Yea
Member Quinton Stummer: Yea

Motion carried.

3.12.2 PRESENTATION: Guelph Hillel, Ariel Oren

This item was discussed earlier in the Meeting after 3.10.4 MINUTES: PBRC Meeting # 6, as the Agenda was amended.

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3.12.2(a) Speaking Rights - Ariel Oren

MOTION to extend speaking rights to Ariel Oren for item 3.12.2 PRESENTATION: Guelph Hillel.

Moved: Justin Mihaly

Seconded: Bella Harris

Motion carried.

[Please note that no formal presentation was provided in hard copy, or vocally during the meeting.]

Member Bella Harris shared information about her meeting with Guest Ariel Oren, she shared that they were on the same page about listening to folks who were marginalized, and that they discovered the working group was not satisfying the need Jewish students had at the present moment. She shared they were on the same page about listening to Jewish voices, prioritizing folks who were marginalized, allowing them to define their oppression and their needs. She shared that education was more essential at this time and that a working group would just slow the process down.

VP Student Experience Sara Kuwatly thanked Member Harris and Guest Oren for taking this task on, she shared they were meeting with Guelph Hillel and were excited for that. She asked what Guest Oren might want to see from the CSA instead of a working group to support Jewish students.

Guest Ariel Oren answered VP Student Experience by sharing they don't have the exact details, but that the bottom line to see change is through education and finding ways to educate people on campus. He shared the importance of the general student body understanding anti-Semitism and how it manifests on campus and how many microaggressions go unnoticed towards the Jewish community. He shared education would be the first step before they get into combatting anything.

3.12.2 (b) Receive PRESENTATION: Guelph Hillel, Ariel Oren

MOTION to receive the presentation from Guelph Hillel, delivered by Ariel Oren as information

Moved: Bella Harris

Seconded: Joshua Vito

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July 7, 2021 – 6:00 pm

Microsoft Teams



Member Bella Harris shared that the CSA is able to help combat anti-Semitism and shared that Guest Oren has been made aware of many options in which the CSA can interact with Guelph Hillel and participate in events and meetings together and that the timeline is completely up to Guelph Hillel on how they wish to move forward.

Motion carried.

3.12.3 NOTICE: Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process

WHEREAS the former CSA President, Tyler Poirier, and the CSA's Business Manager, Lee Anne Clarke, reviewed Bylaw 3 – Financial, Section 5.0 Budgeting Process in early 2021 and identified an opportunity to revise subsection 5.1 outlining the budgeting process procedure, so it more accurately reflects policy and job duties; and

WHEREAS the Policy & Bylaw Review Committee reviewed the proposed amendments at Meeting # 1 on June 23, 202 and recommends them forward to the Board of Directors.

RESOLVED that **Bylaw 3 – Financial, Section 5.0 Budgeting Process**, subsection 5.1 be amended to:

'5.1 The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.'

President Nicole Walker shared that the change made is that the President oversees the budgeting process, but that it is actually the Business Manager who is responsible for the budget, the only major change to this section.

Notice of this item was provided for consideration at the next meeting.

3.13 New Business

3.13.1. Strike Hiring Committee – SafeWalk Coordinator

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WHEREAS the SafeWalk Coordinator position has been vacant since this service was suspended as a result of covid restrictions implemented at the beginning of the 2020-2021 academic year;

WHEREAS the CSA recognizes the need to fill the position of SafeWalk Coordinator for the remainder of 2021-2022; and

WHEREAS a Hiring Committee containing one CSA Board Member, one CSA Executive Member and one CSA staff member, is required.

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of SafeWalk Coordinator.
- b) The following CSA Director be appointed to the Hiring Committee for the position of SafeWalk Coordinator:

Leila Stevens

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker motivated for this Motion, sharing that it has the same hiring timeline for the Volunteer and Public Relations positions, and that it will be some heavy lifting for Committee work for end of July and early August, but not too much work overall.

Motion carried.

3.14 Announcements

Member Amanda Conibear shared that GQE is doing office hours in the summer. She shared she get her second vaccine dose tomorrow and her boyfriend is finally in the country for the first time in almost two years.

Member Bella Harris shared she got her second dose last week and has been very busy recently. She shared she is a co-chair for Guelph Pride and sits on Out on the Shelf and that Pride went really well. She shared she has been doing anti-oppressive workshops and workshops about body positivity and has room for people to come to the body positivity workshops if they are interested

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Policy and Transition Manager Pete Wobschall shared that in the fall more Committees will be available, and he will reach out when they come out. He shared the CSA might offer Roberts Rules training. He wished everyone a happy summer to.

President Nicole Walker shared she loves announcements to learn about Members' lives. She shared she's been a vegetarian for a month and a half. She reiterated that if she seems serious during meetings it is because she wants to get the business done but assured everyone she is super friendly and approachable and open to any feedback.

VP Academic Lisa Kazuhara shared how happy she is to have announcements. She shared she graduated and is happy to be working in Canada. She shared she's been enjoying going to patios and is getting her second dose soon.

VP External Shilik Hamad shared how happy she is to hear announcements. She shared she graduated this year. She shared she moved to Montreal when the pandemic hit but is back in Guelph now and that she got her second dose at the UC today. She shared if anyone wants to collaborate on student issues she would be able to help in anyway.

VP Student Experience Sara Kuwatly shared that the last few weeks have been difficult but that she feels this meeting has been positive and is looking forward to build trust and relationships with Members as time goes on. She shared she has been fully vaccinated for a while and was able to see her family for the first time in awhile which was very nice. She encouraged Members to reach out to her if they have any suggestions for events.

Member Joshua Vito shared that he sat next to the President in a class and that she was lots of fun and very nice. He shared that he is hopeful to be able to meet in person soon enough and work as a team even more.

Member Keshini Digamber shared that the ISO is holding biweekly coffee chats on Instagram and that she is excited to register for courses on campus in the fall.

Member Leila Stevens shared she is the incoming Vice President for an organization called Sparo which works to elevate poverty in the Guelph and Wellington community. She encouraged Members to add her on LinkedIn and that she is excited golfing is open.

Member Leilani Rocha shared she is not excited to chose courses but that she got her second dose which she is very excited about.

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Member Lily Taylor-Stackhouse shared he has been a vegetarian his whole life and that he got his second dose last night at the UC.

Member Maya Persram shared she loves announcements and has been enjoying the heat. She shared she has her second dose and had very bad side effects. She shared her sister graduated and is coming to University of Guelph and it was her birthday earlier this week.

Member Quinton Stummer shared he has not been able to get his second dose yet and that he played a round of golf recently.

Member Samantha Ogbeiwu shared that she is in Vancouver and they had a heat wave which was pretty bad. She shared she will be representing the Judicial Committee for CSSAH.

Member Shawna Perrit shared that she is vegan and has lots of recipes if people are interested.

Member Justin Mihaly he shared they had their last Senate meeting of the year. He shared Sooraj was named the award winner for Senator of the year. He shared he recently got a paid internship which he is excited for. He has been working on his book and is fully vaccinated.

Chair Cameron Olesen thanked everyone for being here tonight.

3.15 In Camera Session

No in camera session.

3.16 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 3 of July 7, 2021, at 7:41 pm.

Moved: Lisa Kazuhara, VP Academic

Seconded: Maya Persram

Motion carried.

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Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams



Attendance for July 28, 2021, Board of Directors Meeting #4:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Vacant	Ontario Agricultural College		
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		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association	Present	
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed

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Jena Ashley	Indigenous Student Society (ISS)	Present	
Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Shawna Perrit	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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Summary of Significant Resolutions:

4.5.1 Meeting # 2 – June 16, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 2 – June 16, 2021.

Motion carried.

4.5.2 Meeting # 2A – June 23, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 2A – June 23, 2021.

Motion carried.

4.6 Executive Committee Minutes

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

4.6.1 Meeting # 6 – June 25, 2021

4.6.2 Meeting # 7 – July 6, 2021

Motion carried.

4.7 Executive Updates

MOTION that the following Executive Updates be received as information:

4.7.1 President

4.7.2 VP Student Experience

4.7.3 VP Academic

4.7.4 VP External

Motion carried.

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4.9.1 Bike Centre Update # 3 – July 23, 2021

MOTION to receive the Bike Centre Service Update # 3 dated July 23, 2021, as information.

Motion carried.

4.10.1 MINUTES: PBRC Meeting # 1 – June 23, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 1 on June 23, 2021, as information.

Motion carried.

4.11.1 Buss Pass Referendum Question

MOTION to Approve the Bus Pass Referendum Question for the Fall 2021 CSA By-Election

RESOLVED that the CSA Board of Directors ratify the **Bus Pass Referendum Question** brought forward by the CSA/GSA Transit Committee and as presented by the CSA President at the July 28, 2021, CSA Board Meeting be included in the Fall 2021 CSA By-Election.

Motion carried.

4.11.2 Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process

RESOLVED that **Bylaw 3 – Financial, Section 5.0 Budgeting Process**, subsection 5.1 be amended to:

‘5.1 The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.’

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Motion carried.

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**Agenda – July 28, 2021:**

- 4.0 Call to Order**
- 4.1 Land Acknowledgement**
 - Shilik Hamad
- 4.2 Adoption of the Agenda**
 - 4.2.1 Approve the Agenda
 - 4.2.2 Declarations of Conflicts
- 4.3 Ratifications and De-Ratifications**
 - 4.3.1 Ratification of Appointed Directors
- 4.4 Comments from the Chair**
 - 4.4.1 Introductions and Pronouns
- 4.5 Approval of Past Board Minutes**
 - 4.5.1 Meeting # 2 – June 16, 2021
 - 4.5.2 Meeting # 2A – June 23, 2021
- 4.6 Executive Committee Minutes**
 - 4.6.1 Meeting # 6 Minutes - June 25, 2021
 - 4.6.2 Meeting # 7 Minutes - July 6, 2021
- 4.7 Executive Updates**
 - 4.7.1 President
 - 4.7.2 VP Student Experience
 - 4.7.3 VP Academic
 - 4.7.4 VP External
- 4.8 Director Reports**
- 4.9 CSA Services Update and Report**
 - 4.9.1 Bike Centre Update # 3 – July 23, 2021
- 4.10 Committee Updates and Reports**
 - 4.10.1 MINUTES: PBRC Meeting # 1 – June 23, 2021
- 4.11 Business**
 - 4.11.1 Buss Pass Referendum Question
 - 4.11.2 Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process
 - 4.11.3 NOTICE: Amendments (Comprehensive Review) of Bylaw 2 – Electoral
 - 4.11.4 NOTICE: Amendments (Comprehensive Review) of Appendix G – Electoral
- 4.12 New Business**
 - 4.12.1.
- 4.13 Announcements**
- 4.14 In Camera Session**
- 4.15 Adjournment**

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**Minutes – July 28, 2021:****4.0 Call to Order**

The meeting is called to order at 6:10 pm.

4.1 Land Acknowledgement

Shilik Hamad provided the Land Acknowledgement:

Hello friends of the CSA, although we join tonight's meeting from different places across Turtle Island, I would like to acknowledge the land that connects us with one another. The land of which the University of Guelph sits on are the ancestral lands of the Attawandaron people, and the treaty lands of the Mississauga's of the Credit. Although the University sits on the ancestral lands of the Attawandaron people and the treaty lands of the Mississauga's of the Credit, we must acknowledge that wherever we are on Turtle Island, we are residing on the traditional, unceded and/or treaty land of Inuit, Metis, and First Nations peoples. We mourn the loss of life, identity, independence, and culture of indigenous people which was imposed to secure this land for the use of settlers. We also acknowledge the continuous findings of unmarked graves throughout Turtle Island and how this reflects Canada's long and on-going history of colonial violence and cultural genocide. We honour the children that didn't make it home; for the thousands more across Canada that are yet to be found; for those that made it home and still carry their pain with them. We honour you today and every day.

As the daughter from a refugee family, we too must reckon with the genocidal and colonial practices of this country. As racialized settlers, we are also benefiting from settler-colonialism in Canada, while many of us have familial or ancestral histories of being harmed by colonialism and/or imperialism in our home countries. This is not only the responsibility of white settlers, but as racialized immigrants, we must also do our part to make amends, and work through our complicity to stand up and call for justice and accountability for Indigenous communities. To combat my privilege and actions, I try to honour my relationship with the land I live on by being considerate of my waste and carbon footprint, as well as try my best to continue learning about past and on-going history of Indigenous peoples and to have these conversations with people in my life so that we can grow and learn together. With 94 calls to action from the Truth and Reconciliation commission, only 14 of these calls to action are completed so far in 2021. As settlers who benefit from settler-colonialism, we have a responsibility to stand in solidarity with Indigenous People. We must show up when our Indigenous communities face injustice, we must advocate, support, and protest with our Indigenous friends and community

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members, we must listen to their voices and echo their demands. We must support Indigenous businesses, artists, activists and donate to Indigenous organizations and events! Sign petitions online, email your MPs and local politicians! Acts of solidarity can manifest in a multitude of ways.

Furthermore, if folks are interested in an educational resource, the University of Alberta offers a free 12-week course that explores key issues facing Indigenous peoples today from a historical and critical perspective. You can search Indigenous Canada University of Alberta in Google and it will show up. Thank you.

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 28, 2021**, be approved as printed and distributed.

Moved: Lisa Kazuhara, VP Academic

Seconded: Leila Stevens

Motion carried.

4.2.2 Declarations of Conflicts

No conflicts were declared.

4.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

4.4 Comments from the Chair

The Chair thanked everyone for being here tonight and shared how Members could participate in discussion.

4.4.1 Introductions and Pronouns

All Members introduce themselves and share their respective pronouns and roles on the Board.

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4.5 Approval of Past Board Minutes

4.5.1 Meeting # 2 – June 16, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 2 – June 16, 2021.

Moved: Maya Persram

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

4.5.2 Meeting # 2A – June 23, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 2A – June 23, 2021.

Moved: Shilik Hamad, VP External

Seconded: Maya Persram

Motion carried.

4.6 Executive Committee Minutes

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

4.6.1 Meeting # 6 – June 25, 2021

4.6.2 Meeting # 7 – July 6, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded: Leila Stevens

Motion carried.

4.7 Executive Updates

4.7.1 President

Nicole Walker shared how appreciative and excited she is about working with people on committees. She shared that a lot of work is going into the return to campus plan, and it is changing as the Covid situation is changing. She shared that the Business Office Manager hiring process and some renovations are both in

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progress. She mentioned that she is on vacation next week but would be happy to have a conversation before or after if there is anything she can help Members with or to better support and advocate for students.

4.7.2 VP Student Experience

Sara Kuwatly shared that all the CSA's O-week events have been approved and she is very excited for them. She shared that they may use a different platform for clubs' days this year to make it easier. She provided information about Positive Space Training that is being given by the University of Guelph. She shared the CSA Executives have been meeting with folks from Guelph Hillel and they are working on making a plan for the academic year and onwards. She shared information about a survey conducted on several Canadian campuses regarding alcohol and substance use and provided some of the results and how they will address them. She provided an update for the SERM job posting and encouraged folks to apply.

4.7.3 VP Academic

Lisa Kazuhara shared she has been doing a lot of work meeting with University Administration as well as addressing students concerns regarding in person and online classes and vaccinations for the fall. She shared if anyone has concerns to please reach out to her. In addition, she has been communicating with the Relations Coordinator who is looking at using the Enabling Accessibility Fund to update the Wingard Rock, she encouraged people to send their input and testimonials to her. She shared that she has been supporting the FoodBank and has been busy with lots of meetings.

4.7.4 VP External

Shilik Hamad shared they have hired a FoodBank Coordinator and are in the process of hiring FoodBank Assistant. She provided an update on the Bike Centre, sharing that the contractors are working extremely hard to ensure the Bike Centre can open as soon as possible and that the CSA is currently in the process of hiring a Bike Centre Coordinator. She shared the GSA and CSA with Transit are working hard to get the U pass back, however the current bus passes continue to be offered until end of 2021. She discussed the hard work that is being done to make students aware of the different options they have for transit. She shared she will be meeting with the Guelph Campus Coalition later this week. She encouraged Members to attend the BIPOC Students Coalition which meet every Thursday. As well, she provided information about an O-week event which will allow racialized professors and students to ask questions and promote inclusion. The CSA is working with the

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ISS to host an Indigenous Feeling Circle which she will provide more information on in the future.

MOTION that the following Executive Updates be received as information:

- 4.7.1 President
- 4.7.2 VP Student Experience
- 4.7.3 VP Academic
- 4.7.4 VP External

Moved: Leila Stevens

Seconded: Nicole Walker, President

Motion carried.

4.8 Director Reports

Alyssa Ahmad shared she really enjoyed sitting on the FoodBank Hiring Committee.

Amanda Conibear shared she was helping with the hiring for the FoodBank Coordinator and there seemed to be promising results.

Keshini Digamber shared she is sitting on the Hiring Committee for the Front Office Assistant and that the interviews will be done by the end of this week

Leilani Rocha shared she has been sitting on the Hiring Committee for Service Management and she is looking forward to seeing if they can get more candidates.

Maya Persram shared she has been sitting on the SafeWalk Volunteer Hiring Committee and will be setting meetings for interviews within the next weeks. In addition, she has been working with the Policy & Transition Manager in collaboration with CCS, to figure out the best ways to figure out Microsoft Teams and all the functions and capabilities it has, to see how they can improve their Board Meetings and see where they will go in the fall for Board Meetings.

Shawna Perrit shared she had a PBRC meeting, and they approved changes to Appendix J, and split off into working groups to plan more.

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4.9 CSA Services Update and Report

4.9.1 Bike Centre Update # 3 – July 23, 2021

MOTION to receive the Bike Centre Service Update # 3 dated July 23, 2021, as information.

President Nicole Walker emphasized that the reason why they haven't been working on Bike Centre for the last while is because the contracted workers went on holiday for the last few weeks and their work will resume August 9. She shared they are very much committed to getting the Bike Centre up and running, they just need to be respectful of the other commitments their workers have.

Moved: Shilik Hamad, VP External

Seconded: Maya Persram

Motion carried.

4.10 Committee Updates and Reports

4.10.1 MINUTES: PBRC Meeting # 1 – June 23, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 1 on June 23, 2021, as information.

Moved: Maya Persram

Seconded: Nicole Walker, President

Motion carried.

4.11 Business

4.11.1 Bus Pass Referendum Question

Bus Pass Referendum Question

For more than 20 years, the Central Student Association (CSA) and the Graduate Students' Association (GSA) have negotiated with the City of Guelph for a Universal Bus Pass (UPass) that offers unlimited rides on Guelph Transit at a lower rate than the City of Guelph Post-secondary Semester Bus Pass. The UPass provides all

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University of Guelph main campus students with affordable transportation to campus, downtown, and the greater City of Guelph.

The previous UPass contract, which was negotiated for a five-year term, expired on April 30, 2021. In year-five of the UPass contract, the cost was \$150 per student, per semester.

The CSA and GSA have negotiated a new UPass contract with the City of Guelph, priced at \$151 per semester, with an annual price increase of no more than 2% per academic year, effective January 1, 2022. The contract term is indefinite unless the annual increase exceeds 2%, at which time another referendum must be held. The City of Guelph has committed to hold the annual fee increase at 2% or less for the next 5 years.

Should the referendum pass, the bus pass fee will be charged to all University of Guelph main campus students for the Winter 2022 semester, and UPass service will resume January 1, 2022. The Universal Bus Pass fee will be mandatory, with no opt-out option. Should the referendum fail, there will be no UPass, and students who require Guelph Transit services will be able to purchase passes directly from Guelph Transit. Currently the City of Guelph offers a Post-secondary Semester Bus Pass priced at \$272 per semester and is subject to annual approval by City Council. The regular monthly fare for adult riders is \$80 per month.

The below question is being asked to all undergraduate and graduate students enrolled at the University of Guelph main campus. Due to the joint nature of the bus pass negotiations, ballots for graduate and undergraduate students are combined for the purposes of counting; however, quorum for each student group must be reached independently in accordance with the CSA and GSA quorum by-laws. Provided that quorum is satisfied at both the undergraduate and graduate level, student approval will require a majority (50%+1 vote) of the total valid votes cast.

Question:

Do you support a Universal Bus Pass fee for all University of Guelph, main campus, full-time and part-time, undergraduate and graduate students, effective January 1, 2022, with the following terms?

- Priced at \$151 per each Fall, Winter and Summer semester, with an annual price increase of no more than 2% per academic year.
- The City of Guelph commits to hold the fee increase at 2% or less for the next 5 years.

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- The contract term is indefinite unless the annual increase exceeds 2%, at which time another referendum must be held.

YES**NO****MOTION to Approve the Bus Pass Referendum Question for the Fall 2021 CSA By-Election**

WHEREAS for more than 20 years, the Central Student Association (CSA) and the Graduate Students' Association (GSA) have negotiated with the City of Guelph (Guelph Transit) for a Universal Bus Pass (UPass) that offers unlimited rides on Guelph Transit at a lower rate than Guelph Transit's Post-Secondary Semester Bus Pass offers;

WHEREAS the previous UPass contract, which was negotiated for a five-year term, expired on April 30, 2021, and the negotiated terms of the proposed new minimum 5-year contract with the Guelph Transit would continue to offer CSA Members with favourable costs for unlimited transit rides;

WHEREAS the CSA recognizes that if approved, the UPass fee will be mandatory, with no opt-out option, and that the proposed terms of the new contract with Guelph Transit may provide little or no value to Members that do not regularly use Guelph Transit and therefore the proposed UPass contract terms should be put to the membership as a referendum question; and

WHEREAS the wording of the question has been agreed upon by all parties within the CSA/GSA Transit Committee and resultantly cannot be amended.

RESOLVED that the CSA Board of Directors ratify the **Bus Pass Referendum Question** brought forward by the CSA/GSA Transit Committee and as presented by the CSA President at the July 28, 2021, CSA Board Meeting be included in the Fall 2021 CSA By-Election.

Moved: Maya Persram

Seconded: Leila Stevens

President Nicole Walker shared this has been four months in progress, and that it has been reviewed by several different individuals and committees. She shared this process has been very involved and they are looking into the nature of joint referendums which will be sent over to PBRC for further review. She explained that they put in an indefinite contract so that they do not find themselves in this current situation again.

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Motion carried.

4.11.2 Amendment to Bylaw 3 – Financial, Section 5.0 Budgeting Process

Notice of this Motion was provided at the July 7, 2021, CSA Board Meeting.

WHEREAS the former CSA President, Tyler Poirier, and the CSA’s Business Manager, Lee Anne Clarke, reviewed Bylaw 3 – Financial, Section 5.0 Budgeting Process in early 2021 and identified an opportunity to revise subsection 5.1 outlining the budgeting process procedure, so it more accurately reflects policy and job duties; and

WHEREAS the Policy & Bylaw Review Committee reviewed the proposed amendments at Meeting # 1 on June 23, 202 and recommends them forward to the Board of Directors.

RESOLVED that **Bylaw 3 – Financial, Section 5.0 Budgeting Process**, subsection 5.1 be amended to:

‘5.1 The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.’

Moved: Nicole Walker, President

Seconded: Maya Persram

President Nicole Walker shared that this Motion is differentiating the financial responsibilities for the President and Business Manager. She explained the President would oversee the budget but in terms of logistics it is the Business Manager who would develop the budget.

Roll Call Vote:

Alyssa Ahmad: Yea

Amanda Conibear: Yea

Bella Harris: Yea

Damilola Oguntala: Yea

Jena Ashley: Yea

Joshua Vito: Yea

Keshini Digamber: Yea

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Laura Wilson: Yea
Leila Stevens: Yea
Leilani Rocha: Yea
Lily Taylor-Stackhouse: Yea
Maya Persram: Yea
Quinton Stummer: Yea

Motion carried.**4.11.3 NOTICE: Amendments (Comprehensive Review) of Bylaw 2 – Electoral**

WHEREAS Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

WHEREAS the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

WHEREAS the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

WHEREAS at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

RESOLVED that the revised **Bylaw 2 – Electoral** be adopted as presented in the Board Agenda Package dated July 28, 2021.

President Nicole Walker shared that they looked at the Electoral Bylaw at the PBRC Meeting and that these changes are indicated in track changes in Board Package, if Members want to see the specific changes being made. She shared there is some election stuff they wish to look into in terms of joint referendums.

Notice of this item was provided for consideration at the next meeting.

4.11.4 NOTICE: Amendments (Comprehensive Review) of Appendix G – Electoral

WHEREAS Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

MINUTES

Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams



WHEREAS the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

WHEREAS the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

WHEREAS at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

RESOLVED that the revise **Appendix G – Electoral** be adopted as presented in the Board Agenda Package dated July 28, 2021.

President Nicole Walker shared there are a lot of changes for Appendix G, but they are ensuring that the Bylaw and Appendix G are consistent with each other. She shared they are looking at an elections schedule to ensure the CRO can verify signatures and allow for candidates to create promotion before campaigning. In addition, they added in Executive Officers are able to stay as a candidate for a second term, which was not stated in policies before. She explained that they revised the definition of a Member in Good Standing, because there were some conflicting policies with that. She encouraged Members to reach out to the Policy & Transition Manager if they had any questions.

Notice of this item was provided for consideration at the next meeting.

4.12 New Business

No new business for tonight.

4.13 Announcements

Alyssa Ahmad shared she has been working at a camp and she would love to hear what everyone else is up to this summer.

Amanda Conibear shared she was able to see her boyfriend for the first time in almost two years which was really nice, and that she has a new baby nephew who is very cute.

MINUTES

Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams



Bella Harris shared her birthday was on Monday and that she went to the park with her housemates and her dog today which was nice.

Policy & Transition Manager Pete shared he is on vacation next week and is excited. He shared they have booked UC rooms starting September for board meetings, but they have no idea about capacity and are a bit concerned about meetings in September as if it is a hybrid model, then we may need advancements in technology. He shared PBRC will be working with the University as Member Persram indicated earlier. He thanked Jena and Shawana for their help in PBRC.

President Nicole Walker shared she has been in several beach volleyball tournaments and is doing training with professional sessions. She shared she may be getting scuba diving certified and she was accepted as one of six chiro volunteers on campus which is exciting.

VP Academic Lisa Kazuhara shared she is very excited to be in the mountains and will be doing lots of activities.

VP External Shilik Hamad shared she has been very busy, as she is moving from Montreal back to Guelph. She shared her family is working to be certified to support more refugees, and she is off next week and excited to get some leisure time.

VP Student Experience Sara Kuwatly shared she has not been up to much but that she is getting a new tattoo which is very excited. She shared her first-year anniversary is coming up with her partner which is exciting.

Damilola Oguntala shared she is spending time in Toronto to see her friends for the first time since last March. She shared she has been stressed about picking courses for September.

Jena Ashely shared she built her first PC and has been working on her beading and has been making earrings.

Joshua Vito shared he has been celebrating Italy winning the Euro cup which was really fun.

Keshini Diagamber shared she is from Ghana and has been doing these meetings from South America but is hopeful she will be in Canada by the next meeting.

Laura Wilson shared she is excited to go back home to Guelph and that her birthday was also on Monday.

MINUTES

Board of Directors Meeting # 4

July 28, 2021 – 6:00 pm

Microsoft Teams



Leila Stevens shared at her workplace they had a panel discussion about diversity and inclusion and that she got to be a panelist and as a young woman from a minority it exciting and empowering. She shared her sisters cat got stuck in a fruit bowl.

Leilani Rocha shared that her last couple of weeks have been different as she had tonsillitis which was not great. She shared her niece was delivered this morning and that she is getting a matching tattoo with her dad.

Lily Taylor-Stackhouse shared they were camping the last few weekends and will be booking a tattoo in September.

Maya Persram shared that her parents got her a new laptop which is exciting and that she bleached and dyed her hair. As well she shared her sister is going to Guelph this September which is exciting.

Quinton Stummer shared he is transforming a picnic table into a floating picnic table which is a fun project.

Samantha Ogbeiwi shared she is back from Vancouver and is looking forward to the fall semester.

Chair Cameron Olesen thanked everyone for their updates.

4.14 In Camera Session

No in camera session.

4.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 4 of July 28, 2021, at 7:43 pm.

Moved: Shilik Hamad, VP External

Seconded: Laura Wilson

Motion carried.

Motion

Board of Directors Meeting # 5
September 1, 2021



Item 5.5.1

Approval of Past Board Minutes – July 7, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 3 – July 7, 2021.

Moved:

Seconded:

Item 5.5.2

Approval of Past Board Minutes – July 28, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 4 – July 28, 2021.

Moved:

Seconded:

Minutes #8
Executive Committee Meeting
July 22nd, 2021 @ 10:00 am – Microsoft Teams

Members: Nicole Walker (President, Chair), Sara Kuwatly (VP Student Experience, Secretary), Lisa Kazuhara (VP Academic)

Regrets: Shilik Hamad (VP External)

Guests: None

1.0 Call to Order @ 10:00 am

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

- The meeting from July 15th was rescheduled due to a tornado warning.

4.0 Approval of the Previous Executive Committee Minutes

4.1 Minutes from July 6th, 2021 were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning:

Walkthrough the office space to determine what needs to be cleaned, replaced, fixed, etc.

The Executive Committee met to discuss the Exec's return to the offices.

Will do the same with the permanent staff.

Contracted worker is helping with the Return to Campus application and developing a COVID safety plan.

Currently looking at opening the Front Office at half days in the last two weeks of August for a few days/week. Will be re-opening during the week of September 7th.

Meeting with Business Manager and staff from the UC to make office space for a third Business Office staff.

5.1.2 Upcoming Transition Training

Most exec training sessions have been concluded.

5.1.3 Committees

- Front Office Hiring

Hiring Committee met and offered interviews to qualified candidates – Interviews will be happening next week. Hoping to send an offer by July 30th.

- Policy & Bylaw Review

This committee has met twice so far – made changes to the Electoral Policy regarding re-elected Executives.

Next meeting will focus on hybrid meetings.

- Joint Health & Safety

The committee met last week – topics of discussions included immediate inspections (Front Office, Bullring, Bike Center, Foodbank).

Will be creating an inspection timeline for the semester.

5.1.4 Organizational Planning & Reporting Process Research

Reached out to CFS to inquire how to better report progress to the Board.

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

Will be meeting with the CRO to discuss Fall by-elections (nomination forms, signature requirements, etc.)

5.1.6. Health and Dental

Working on a newsletter with information to students – should be sent out in August.

5.2 Vice President Student Experience

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

- Clubs:
- SE&RM: hiring is still ongoing – the position will be re-posted due to lack of qualified candidates during the first round.
- SafeWalk: hiring committees met – will be reviewing applications next week.

5.2.2 Events

- Coffee Chats: on July 28th, the VPSE will be joining ISO for a live Instagram event to talk about the CSA.
- START International events:
 - Trivia Event
 - Made to Mingle – resource fair style event: VPA & VPSE will attend.

5.2.4. Committees

5.2.5. Social Media

5.3 Vice President Academic

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

- SHAC
 - Met with the team – discuss plans for O-week and Fall

5.3.2 Student Memorial Service Planning

Tentative date is September 17th.

5.3.3 Working on students' concerns regarding Fall 2021

- Met with Ray Darling and Cate Dewey to address the concerns and potential accommodations.

5.3.4 Committees

- Co-curricular Experiential Learning Integrity Committee:

Reviewed the Co-curricular Inclusion Criteria.

5.3.5 Food Bank Support

- Helping out at the FoodBank and with the hiring of assistants.

5.4 Vice President External

- ##### 5.4.1 Supervisory (JD Objective check-in, Demand, & time log checkup)
- Bike Center re-opening: contracted workers are on vacation currently.

The hiring committee is meeting soon.

Working on a statement to be released updating the students on the BC operations.

- FoodBank: an offer has been made and accepted for the Coordinator position.

Currently interviewing for the assistant coordinator position.

5.4.2 Transit and Post-Secondary Bus Pass Outreach

- A subcommittee for outreach and promo has been struck.

5.4.3. Indigenous Solidarity

- Met with ISS to continue planning an event mid-August.

5.4.4 BIPOC Coalition

- Met with Alexis Charles from the CDO: discussed the coalition and the O-week event.
- START BIPOC will be happening towards the end of September – the BIPOC Coalition was invited to participate.

6.0. Business

6.1 Exec Training Continuous Improvements & Feedback

6.2 Guelph Tool Library Partnership Request Follow Up

Met with Thirza from the Guelph Tool Library regarding a student membership which was passed by their Board. They have two options for memberships: 8 months or 12 months.

This partnership might be revisited once student events are allowed on campus: workshops, booths, etc.

Potential future partnership with the FoodBank as well.

6.3 EAF Application Follow Up

6.4 Meeting with Guelph Hillel

Topics of discussion today:

- Student Safety Working Group
- Potentially an apology letter from the Executive Committee
- Partnership plans

7.0 New Business

- SafeWalk & Talk:
 - The proposed timeline for reopening will be mid-October.
 - The VP Student Affairs proposed to launch a new initiative where students can call SafeWalk volunteers on their walk. This is not realistic in terms of timeline or staff.
- ECM and Exec Report Templates
 - Using a template provided by the PTM to submit exec reports to the Board.
- Transition Committee Reports
- August 17th CSA Team Building Ideas

8.0 In Camera

- There was no in camera.

9.0 Adjournment @

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 9 – July 29, 2021 – 10:00 am

Microsoft Teams



Members: Nicole Walker (President, Chair), Lisa Kazuhara (VP Academic), Shilik Hamad (VP External)

Regrets: Sara Kuwatly (VP Student Experience, Secretary)

Guests: None

1.0 Call to Order @ 10:00 am

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

4.1 Approval of the minutes from July 22nd, 2021 was tabled to next week when all executives are present.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning: Meeting with contracted worker on Friday to check-in about Front Office Return to Campus Application and standardized COVID safety plan.
- Contracted worker created a draft timeline of re-opening the service. Tentative resumption of service is mid-october. Consolidated the SafeWalk files to the G:Drive.
- Staff Offices will be cleaned and ready by August 20th. Staff will be gradually returning to campus as of August 16th for 1-3 days/week until September 7th when the Front Office re-opening full-time.

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 9 – July 29, 2021 – 10:00 am

Microsoft Teams

**5.1.2 Upcoming Transition Training**

- Our training is completed. The executives had a feedback and debrief meeting with the PTM on Tuesday, July 27th. Should additional training opportunities or gaps in our training arise, reach out to the PTM or the Office Manager & Executive Support.

5.1.3 Committees

- Front Office Hiring: We are currently interviewing candidates this week and are hoping to wrap with a decision by Friday.

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

- The PTM and the president are meeting with the CRO to discuss Fall by-elections on Friday. Regular meetings with the PTM, CRO and President have been scheduled until Mid-October.
- Booking and having regular one-on-ones with the permanent staff

5.2 Vice President Student Experience

- The VPSE was absent for this meeting. Updates will be provided at the next ECM on Thursday, August 12th at 10:00 am.

5.3 Vice President Academic**5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)**

- SHAC
 - o Met with Nicole (CSA Pres) to discuss return to campus for SHAC

5.3.2 Student Memorial Service Planning

- Updates to the GSA VP Internal
- Working on the letters to be send out
- Received confirmation from the President to hold the service on September 17th.

5.3.3 Working on students' concerns regarding Fall 2021

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 9 – July 29, 2021 – 10:00 am

Microsoft Teams



- Responding to student inquiries about the Fall semester and discussing with University Admin how we can accommodate student's needs.

5.3.5 Food Bank Support

- Helping out at the FoodBank and with the hiring of the assistant.

5.4 Vice President External**5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)**

- Bike Center re-opening: Contracted workers are on vacation until August 9th, at which time they can resume progress on the re-opening plan. The service update for the BC re-opening was sent out to the members of the BC Re-Opening Working Group and received as information by the Board. We are currently in the process of hiring a BC Coordinator. We reviewed the interview questions and scoring, and will be reaching out to candidates to conduct interview the week of August 9th. We have interest in student outreach in getting the Bike Centre reopened.
- FoodBank: I have concluded the hiring for the FB, and we have successfully hired a coordinator and assistant. VPE will be meeting with the new FB Coordinator August 11th.

5.4.2 Transit and Post-Secondary Bus Pass Outreach

- Working with the GSA to draft and release a media release for the website/social media for how students can access transit in the fall.

5.4.3. Indigenous Solidarity

- VPE met with the ISS and an advisor regarding a Healing Circle Event.
- Reached out to Ontario Federation of Indigenous Friendship Center and had a meeting about trainings and events they can offer students. Will be consulting with the ISS to see what they would like on campus.

5.4.4 BIPOC Coalition

- Staff at the university are interested in consulting with the BIPOC Coalition to get insight into renaming a scholarship.
- The university reached out to see if the BIPOC Coalition is interested in an event called START BIPOC

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 9 – July 29, 2021 – 10:00 am

Microsoft Teams



- VPE has been reaching out to professors and lots of interest expressed in participating in the BIPOC Coalition event during O-Week. VPE will be meeting with professors the week of August 9th.

6.0. Business

6.1 Meeting with Guelph Hillel

- Met on Thursday, July 22nd and discussed ways to strength our relationship with Guelph Hillel and how the executives can support them.
- The CSA Executives are drafting a commitment statement to Guelph Hillel, with a commitment of our collaborative actions moving forward.
-

6.2 CSA Team Building Ideas

- The Executives discussed team building ideas for August 17th team building day.

7.0 New Business

7.1 Vaccination Concerns – stance on mandating vaccinations

- A concerned parent of a Guelph student emailed the executive encouraging we advocate for mandating all on-campus classes/events required people to be vaccinated. The Executive Committee voted not to take a stance mandating vaccines for all of campus, given the mandatory vaccinations in residence and the high reporting from a survey in residence of students intending on being vaccinated for Fall 2021.
- The CSA executive has been meeting with University Administration and staff to raise student concerns around vaccinations and encouraging a safe campus.

8.0 In Camera

- There was no in camera.

9.0 Adjournment @ 11:10 am

Next Meeting: Thursday, August 12th at 10:00 am

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 10 – August 8, 2021 – 10:30 am

Microsoft Teams



Minutes #10

Executive Committee Meeting

August 8th, 2021 @ 10:30 am – Microsoft Teams

Members: Nicole Walker (President, Chair), Sara Kuwatly (VP Student Experience, Secretary), Lisa Kazuhara (VP Academic), Shilik Hamad (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 10:30 am

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

4.1 Approval of the minutes from July 22nd, 2021 was tabled to this meeting when all executives are present.

4.2 Minutes from meetings #8 and #9 were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning:

With the increased cases, we will be taking a more cautious approach to our return to campus planning.

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 10 – August 8, 2021 – 10:30 am

Microsoft Teams



We will be sending out a Return to Work notice to student staff regarding the use of their office space.

5.1.2 Committees

- Front Office Hiring: successfully hired two students who will be starting September 7th, for a total of 3 front office staff.
- Health & Dental: the Health and Dental newsletter will be sent out next week.

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

Ongoing check-ins.

5.2 Vice President Student Experience**5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)**

SafeWalk: successfully hired a Vol & PR Coordinator. Interviewing the last candidate for Program Coordinator today – will be wrapping up all of SW hiring today.

Clubs: we have an exciting and solid plan for Clubs Days. We will be emailing clubs to start signing up starting next week.

Working with the UC on figuring out clubs space and its use during the school year.

SE&RM: starting the second round of interviews hopefully next week!

5.2.2 Events

5.2.2.1: O-Week: all of our O-week events are approved, will start promo TODAY!

5.2.2.2. START International: both events are finalized and ready to go!

5.2.3 Social Media

Three social media campaigns:

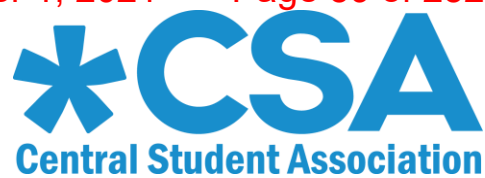
- Bus Pass myth busting

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 10 – August 8, 2021 – 10:30 am

Microsoft Teams



- Social media etiquette
- What is the CSA?

5.3 Vice President Academic

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

- SHAC: working with staff on Return to Campus planning.

5.3.2 Student Memorial Service Planning

- Invitation letters have been sent
- Program finalizing
- Contacting the musician with GSA VP Internal

5.3.3 Working on students' concerns regarding Fall 2021

5.3.4 Connecting with Campus Partners

- Associate Dean Academic: connecting with deans from different colleges.
- College gov. Presidents & SSGs

5.3.5 Committees

- CELIC (Co-curricular Experiential Learning Integrity Committee): discussing the criteria for co-curricular learning and the approval process.
- Calendar Review Committee: reviewed course changes (pre-reqs, semesters, etc.)
- Return to Campus: in-person events are allowed again with changes to the SE&RM process.

5.4 Vice President External

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

- Bike Center re-opening: contracted workers are back from their vacation - aiming to open the service in September.

Wrapping up hiring by the end of the week.

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 10 – August 8, 2021 – 10:30 am

Microsoft Teams



- FoodBank: the new Coordinator started training and working at the FoodBank.

5.4.2 Transit and Post-Secondary Bus Pass Outreach

- Tabling during O-Week for PSBP bus passes.
- Will be working on physical promo on campus.

5.4.3. Indigenous Solidarity

- Working with the ISS on a Healing Circle event. The event will be facilitated by an elder and is set to take place in September.

5.4.4 BIPOC Coalition

- The BIPOC Coalition will be participating in a survey regarding the following events
- START BIPOC: The BIPOC Coalition will be participating on September 28th.
- CultureJam: the BIPOC coalition will be doing a short video to be included.

5.4.5 Student Support Efforts

- Student Group Support Alliance: meeting again on August 24th

6.0. Business**7.0 New Business****7.1 August/O-Week Newsletter:**

Not necessary.

7.2 Website Services Content Review

Execs will review the services they supervise to update the information on the website.

7.3 SafeWalk September/October 2021

Meeting with the VP of Student Affairs to discuss.

Executive Committee Meeting

Executive Committee Meeting (ECM)

Meeting # 10 – August 8, 2021 – 10:30 am

Microsoft Teams



8.0 In Camera

- There was no in camera.

9.0 Adjournment @ 11:30 am

Next Meeting: Wednesday, August 18th at 10:00 am

Minutes

Executive Committee Meeting (ECM)
Meeting # 11 – August 19, 2021 – 3:00 pm
Microsoft Teams

**Minutes #11****Executive Committee Meeting**

August 19th, 2021 @ 3:00 PM – Microsoft Teams

Members: Nicole Walker (President, Chair), Sara Kuwatly (VP Student Experience, Secretary), Lisa Kazuhara (VP Academic), Shilik Hamad (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 3:00 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

- Agendas for our ECM meetings have been created from now until the beginning of October. I will send out a reminder to you each week to add agenda items, but you can access the agendas in the shared OneDrive file at any time.

4.0 Approval of the Previous Executive Committee Minutes

4.1 Meeting #10 Minutes: will be approved at the next ECM.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning: currently looking at a 4-day on-campus work week, with Friday being virtual. Front office will be open Monday to Thursday 10 – 3.

Minutes

Executive Committee Meeting (ECM)
Meeting # 11 – August 19, 2021 – 3:00 pm
Microsoft Teams



- Will be sending out a vaccination memo to all CSA staff.

5.1.2 Committees

- Finance Committee: In the process of booking our first meeting and orientation for early next week.
- Health & Dental: August Newsletter has been sent out students

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

- Fall By-Elections: Elections Appeal Board hiring has started with a deadline of August 27th.
- Regular check-ins with the Elections Office staff.
- Promo strategy will be brought forward to the Board at the next meeting.
- Referendum policy review & workplan development: identified a few gaps in the policy.

5.2 Vice President Student Experience

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

- SafeWalk: Hired a Program Coordinator – wrapped up hiring.
- Clubs: Clubs Days planning has been going really well. Emails have already been sent to clubs inviting them to sign up for Virtual Clubs Days. On Kumospace.
- SE&RM: Currently in the process of interviewing – last interview is today.

5.2.2 Events

- O-Week:
 - Connecting with Sexy Bingo and Trivia Party hosts.
 - Working with Housing and Student Experience on Movie Nights
- Sexy Bingo back on campus: hybrid model – join online or in person at Brass Taps.

5.2.3 Social Media

Minutes

Executive Committee Meeting (ECM)
Meeting # 11 – August 19, 2021 – 3:00 pm
Microsoft Teams



- Working with CSA Graphic Designer on some campaigns and initiatives.

5.3 Vice President Academic

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

- SHAC: return to campus

5.3.2 Student Memorial Service Planning:

- Finalizing details.

5.3.3 Working on students' concerns regarding Fall 2021

- Continue answering questions from students

5.4 Vice President External

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

- Bike Center re-opening: wrapping up hiring.
- FoodBank: the new Coordinator has started about a week ago, and the assistant coordinator will be starting early September.

5.4.2 Transit and Post-Secondary Bus Pass Outreach

- Met with Guelph Transit and GSA to discuss outreach planning. Will be planning dates to hand out the cards to students on campus.
- Will be working with Graphic Designer on promo material.

5.4.3 BIPOC Coalition

- Last minute planning for O-week event.
- Looking into renaming a graduate BIPOC scholarship.

5.4.4. Student Group Support Alliance

- Will be starting meetings next week.

Minutes

Executive Committee Meeting (ECM)
Meeting # 11 – August 19, 2021 – 3:00 pm
Microsoft Teams



6.0. Business

6.1 SafeWalk September/October 2021

- Have been working with the University to find alternatives for SafeWalk for the month of September/beginning of October.
- The service is going to be handed off to FRT until October 18th.

6.2 Website Services Content Review

- Will start updating the website.

6.3 Homecoming

September 25th, decreased number of fans from 10K to 3K.

6.4 On Campus Events

- Student groups are going to be allowed to hold in-person events for the fall with adjustments to the SE&RM process.

7.0 New Business

7.1 Executive Transition Report Committee Templates

7.2 Executive Headshots for The Ontario

Won't participate this year.

7.3 EDI Enhancement Funds Award Committee

President was invited to sit on this committee – forwarded the invitation to External as it fits that portfolio more. VP

7.4 Open letter to the leadership of the University of Guelph

Forward to the Board for their approval before the CSA signs on it.

7.5 Early CourseLink Access

Minutes

Executive Committee Meeting (ECM)
Meeting # 11 – August 19, 2021 – 3:00 pm
Microsoft Teams



A student reached out asking to restart the work on the Early CourseLink Access campaign.

8.0 In Camera

- There was no in camera.

9.0 Adjournment @

Next Meeting: Thursday, August 26th at 9:00 am

Motion

Board of Directors Meeting # 5

September 1, 2021



Item 5.6

Executive Committee Minutes

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

- 5.6.1 Meeting # 8 – July 22, 2021
- 5.6.2 Meeting # 9 – July 29, 2021
- 5.6.3 Meeting # 10 – August 8, 2021
- 5.6.4 Meeting # 11 – August 19, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded:

Executive Update

President

September 1, 2021



Hello Board of Directors,

I hope you had a wonderful summer and are getting excited for the Fall semester! Since our last meeting, much of the focus has continued to be around hiring, planning for the CSA's return to campus, and preparing for the fall semester.

Ongoing Projects:

Return to Campus: We have updated information on our website that our services will be returning in the fall, but are currently still finalizing some specific details, so be sure to check back to the website for updated information. I will be circulating a memo 'Return to Campus CSA Services Fall 2021 Update' to all CSA staff and the Board, which will contain information about how our services will be operating. Our priority is on a safe re-opening for our staff and students, and more information about how we are ensuring that will be contained in the update memo.

Fall 2021 By-Elections: The Policy & Transition Manager, CRO and I have been having regular meeting regarding the format of the Fall By-Elections, the elections promotional strategy, referendum policy review, and planning the Elections Appeals Board recruitment process.

General Updates

Transition: Transition and training wrapped up in early August! Thanks to our Policy & Transition manager, and our permanent staff for planning and facilitating training sessions throughout the summer.

Committees:

Front Office Hiring Committee: Interviews were wrapped up and decisions were sent out July 30th. We have successfully hired two Front Office Assistants and we are excited to have them join the CSA team.

Health & Dental Plan Committee Update: The August Health & Dental Newsletter was finalized and sent out during the week of August 16th. We are currently working on responding to student inquiries. If you hear of any questions from our students about their Health & Dental Plan Benefits, I encourage you to have them reach out to Ann Mammoliti, who is the full time Student Services Coordinator for our Student Health & Dental Benefits Office. Her email is guelphplan@mystudentplan.ca.

Joint Health & Safety: The committee met last week on Wednesday, August 25th. Since our last meeting, we have been working to resolve priorities that had been flagged during the inspections and contained in a report. This report has been critical to ensuring a safe re-opening of our CSA spaces.

Executive Update

President

September 1, 2021



Finance Committee: We had our orientation and first meeting on Tuesday, August 24th. The minutes from this meeting will be submitted to the Board for our next meeting.

If you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!

Sara – CSA VP Student Experience

Hi friends! It's been a while! I'll try to remember all that I've been up to –

- Services:
 - SE&RM: the position was re-posted and this time we got way more qualified applicants. We were able to hire someone with lots of relevant experience. The SE&RM process has also been updated to reflect the changes in COVID guidelines since in-person events are allowed again. At least one representative from each student group has to attend the SE&RM training to be able to submit events. Before COVID this training was optional, now it's necessary for in-person events.
 - SafeWalk: we have been working with the University on exploring alternative options till SafeWalk can be up and running again on October 18th. We are going to be working with FRT volunteers to fill that gap. We also successfully hired a Program Coordinator for SafeWalk. We also hired a Volunteer & PR Coordinator but unfortunately they had to decline the offer later, so currently we are seeing if the runner up can fill that position.
 - Clubs: Clubs Days information has been sent out to Clubs and they are currently signing up for Clubs Days. It will take place on Kumospace – which is a lot more interactive and fun than GryphLife/Microsoft Teams. The accreditation process also got a makeover. It is now a lot easier for students to start new clubs. All information is on the CSA website.
- Events:
 - O-Week: our O-week schedule has been released and the events are looking great. I am currently finalizing details around platforms, hosts, etc.
 - START International: The CSA is holding a Trivia event for START International students on Tuesday August 31. Invite your international student friends!
 - Sexy Bingo – hybrid model: Sexy Bingo will be coming back to campus! We are going to be having Sexy Bingo on campus as well as streamed online to allow as many people to attend as possible!
- Social Media: I am working on a few campaigns and initiatives to launch on social media. Our Graphic Designer has been very busy with O-week and return to campus work so we had to put that on hold until she's a little more free.

CSA VP Academic Update: September 1st CSA Board Meeting

Hi folks, Now that the fall 2021 semester is approaching, I hope you all had a great summer and ready to begin the semester. I will be attending some START International, O-Week and START BIPOC events which I am very excited about. It would be nice to interact with students.

Outside of my updates below, I have been working on students' concerns regarding the Fall 2021 semester. I have been helping students get accommodations for courses, clarifying the vaccine requirements and other concerns related to the upcoming semester.

Important Dates:

- START International O-Week events coming up
- Board of Undergraduate Studies – Tuesday, September 14th
- Student Leaders and Admin Meeting – Wednesday, September 15th
- Student Memorial Service – Friday, September 17th

Ongoing Projects:

- Student Memorial Service
 - Finalized the day of the event.
 - Finalizing the detail of the event, getting RSVPs from families and friends who would be attending
- Connecting with Campus partner to discuss possible collaboration
 - I have introduced myself to most Collage Associate Dean Academics
 - I will be reaching out to Student Governments once the semester begins

Committees:

- CELIC (Co-curricular Experiential Learning Integrity Committee)
 - Discussing the criteria for co-curricular learning and the approval process.
- Calendar Review Committee
 - Reviewed course changes (pre-reqs, semesters, etc.)
- Return to Campus: in-person events are allowed again with changes to the SE&RM process.
- Student Leaders and Admin Meeting
 - Shared students perspectives on return to campus and discussed how Fall 2021 will look like
- Senate:
 - The government is requiring all Universities to prepare a Return to Campus plan and make it public.

Services:

- Student Help and Advocacy Centre (SHAC)

- Biweekly check-in with the coordinator
- Return to campus plan – SHAC would be operating fully online for September
- O-Week event planning

Motion

Board of Directors Meeting # 5

September 1, 2021



**Item 5.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

- 5.7.1 President
- 5.7.2 VP Student Experience
- 5.7.3 VP Academic
- 5.7.4 VP External

Moved:

Seconded:

Service Update

Bike Centre - Update # 4

August 30, 2021

**Service Name**

Bike Centre

Service Representative

Shilik Hamad, CSA VP External

Service Overview

The Bike Centre is a do-it-yourself bike repair shop. This service offers access to the tools, parts, and training necessary for bicycle maintenance, along with a team of volunteers that are available to assist users and facilitate learning. Workshops are hosted by experienced technicians who educate and create awareness about bicycle maintenance and safety and address bicycle-related oppression issues.

Major Activities - Reopening Plan Progress**Phase I and II of the Project - Objectives**

Contract two workers to complete Phase I and Phase II projects to clean and declutter the BC, including the basement until work is complete per revised BC COVID-19 Operating Manual. This also includes reorganizing work area to create two identical workstations and prepare space per CSA BC COVID-19 Operating Manual.

Phase I and II of the Project – Completed Tasks

Task Completed:

- Received and reviewed items upon delivery the Babac order and placed the tools accordingly on the wall.
- Ordered, obtained, and reviewed upon delivery Canadian Tire order for tools
- Cleaned the sink area (sinks, dish rack, etc.)
- Organized and matched the brake levers.

Service Update

Bike Centre - Update # 4

August 30, 2021



- Arranged the workspace area according to the sectioned-off and socially distanced spaces.
- Cleaned desks and the desk drawers.
- Cleaned and installed new entrance-way mat.

Future tasks will include:

- Exporting Babac wish list into a document that can be reviewed at a later date when Babac increases their stock.
- Document Canadian Tire tools that will be arriving at a later date (delay on Canadian Tire's end).
- Final sweeping and mopping of all floors.
- Sort used tires by size.
- Sort screw drivers.

Communication with the Board & Members of the Bike Centre Reopening Working Group

- Members of the Bike Centre Reopening Working Group will be given updates on the progress of our reopening plan every Friday.

Additional Updates

Future Reopening

- We plan to reopen the Bike Centre within the month of September.
- We have hired a new BC Coordinator.

Motion

Board of Directors Meeting # 5

August 30, 2021



Item 5.9.1

Bike Centre Service Update # 4 – August 30, 2021

MOTION to receive the Bike Centre Service Update # 4 dated August 30, 2021, as information.

Moved: VP External, Shilik Hamad

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – July 12, 2021 – 10:00 am

Microsoft Teams

**Attendance****Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Shawna Perrit	Director	Regrets
Jena Ashley	Director	Present
Nicole Walker	President	Present

Guests

Shilik Hamad	VP, External
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Scribe

Pete Wobschall	Policy & Transition Manager
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2.0 Call to Order

'Quorum shall be three ratified members, one of which must be a Director of the CSA.'

2.0.1 Attendance

Attendance taken, quorum verified, and meeting called to order at 10:05am.

2.1 Adoption of the Agenda

2.1.1 Approve the Agenda

2.1.2 Declarations of Conflicts

2.2 Ratifications and De-Ratifications

2.2.1 Shilik is attending her first meeting. If attending next meeting, then becomes a PBRC member automatically!

2.3 Comments from the Chair

2.3.1 Select Vice-Chair for PBRC.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – July 12, 2021 – 10:00 am

Microsoft Teams



<p>Time did not permit this item to be discussed; it will be added to next meeting agenda.</p> <p>ACTION: PTM to add Select Vice-Chair for PBRC to next meeting agenda.</p>
<p>2.4 Approval of Past Minutes</p> <p>2.4.1 PBRC Meeting # 1 – June 23, 2021</p> <p>Approved to go the board to be received as presented in the PBRC Agenda Package.</p> <p>2.4.2 Review Action Items from Previous Meeting</p> <p>Action items were reviewed and all were accounted for.</p>
<p>2.5 Working Group Updates and Reports</p> <p>2.5.1 N/A</p>
<p>2.6 Business</p> <p>2.6.1 Comprehensive Review of Appendix G – Electoral & Bylaw 2 – Electoral</p> <p>The group reviewed and revised App G, S 4.1.1 revision that was made at the previous PBRC meeting on June 23 (Appendix G, Sections 4.1.1 and 4.1.3). The revisions were incorporated into the revised policy.</p> <p>The group reviewed the proposed changes from the 2020-2021 PBRC Elections WG to these policies and determine if ready to be presented to the Board for consideration.</p> <p>ACTION: PTM to make final changes and provide to the board at the next meeting for consideration.</p> <p>ACTION: PTM to schedule a follow up meeting with Nicole to provide an overview of the EAB and the General Member recruitment process used last year.</p> <p>2.6.2 (Proposed) Appendix J - Committees, Section 1.0 Review</p> <p>The PTM provided an overview of Section 1.0 Committees Overview, and the group went through the document together. Finalizing this draft policy will be added to the next meeting agenda.</p> <p>ACTION: PTM to add finalizing Section 1.0 Committees Overview to next meeting agenda.</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – July 12, 2021 – 10:00 am

Microsoft Teams

**2.6.3 Policy Review Policy**

Agenda description: Group to develop plan to implement the 3-year policy review cycle.

Time did not permit this item to be discussed; it will be added to next meeting agenda.

ACTION: PTM to add Policy Review Policy to next meeting agenda.

2.6.4 Director Survey: Virtual Meetings

Agenda description: Discuss merits of conducting a survey of (experienced) Directors re how to hold future Board Meetings: virtual, in-person, hybrid?

- Ask if they have served more than one term (i.e. experienced both formats)
- Identify benefits and challenges of both?
- Identify personal preference?
- Their recommendation for which format will work best for the CSA? In Summer, Fall, or Winter months?
- Other questions?

Time did not permit this item to be discussed; it will be added to next meeting agenda.

ACTION: PTM to add Director Survey: Virtual Meetings to next meeting agenda.

2.6.5 PBRC Outstanding Issues & Priorities

Agenda description: Review list of to do items, add to it if members have items to add, then develop plan to prioritize and address.

Time did not permit this item to be discussed; it will be added to next meeting agenda.

ACTION: PTM to add PBRC Outstanding Issues & Priorities to next meeting agenda.

2.7 New Business

2.7.1 No new business was introduced at this meeting.

MINUTES

Policy & Bylaw Review Committee (PBRC)
 Meeting # 2 – July 12, 2021 – 10:00 am
 Microsoft Teams



<p>2.8 In Camera Session</p>
<p>2.9 Adjournment</p> <p>2.9.1 Review next meetings date(s) Time did not permit this – will be added to next meeting agenda.</p> <p>2.9.2 Review Outstanding Business List Time did not permit this – will be added to next meeting agenda.</p> <p>2.9.3 Adjourn Meeting was adjourned at 11:31am.</p>

Next Meeting Topics

The following topics were identified during this meeting to be added to the next meeting agenda:

1. Accessibility Working Group – Vice Chair and Chair responsibilities, process to address disruptive members (from PBRC meetings in Spring 2021)

Next Meeting Dates

- Mon, July 26, 10:00 - 11:30 am

Outstanding Business List (OBL)

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting. (currently underway with the Elections Policy Review WG)
Nov 16, 2020	ACTION: PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – July 12, 2021 – 10:00 am

Microsoft Teams



Date (Assigned to OBL)	Action / Follow-up
	website. Ensure to include the importance of quorum is validating the work of the committee in the info piece. (currently underway with the review of App J, Section 1.0 Cmte Overview)
Mar 25, 2021	ACTION: PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
Mar 10, 2021	Executive Evaluation Committee Replacement How to replace? ‘the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.’

Motion

Board of Directors Meeting # 5

September 1, 2021



Item 5.10.1

MINUTES: Policy & Bylaw Review Committee (PBRC)

Meeting # 2 – July 12, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) Meeting # 2 on July 12, 2021, as information.

Moved: Nicole Walker, President

Seconded:

For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2021-2022				
Account No.	Account Name	BUDGET 21-22		
		Approved	Revised	Difference
Revenue				
BIKE 62100	Student Fees	17,700	25,700	8,000
62120	Solicitations/Donations	3,400	3,400	-
62335	Solicitation Surplus from Previous Yr	-	-	-
62400	Sales - net	-	250	250
	TOTAL REVENUE	21,100	29,350	8,250
Expenditure				
BIKE 63210	Co-ordinators Wages	16,200	23,910	7,710
63220	Employee Benefits (CPP & EI)	820	1,840	1,020
63450	Workshops	2,000	300	(1,700)
63500	Volunteer Appreciation	-	450	450
63600	Advertising	400	600	200
63800	Supplies and tools	1,680	2,250	570
63870	Photocopying	-	-	-
	TOTAL EXPENSES	21,100	29,350	8,250
	Under (Over) Budget	-	-	-

Staff	BC Coordinator - 12 hrs/wk	\$	6,190.00
	Repair Coordinator A - 10 hrs/wk	\$	4,992.00
	Repair Coordinator B - 10 hrs/wk	\$	4,992.00
		\$	<u>16,174.00</u>

Staff	BC Coordinator - 35 hrs/wk	\$	23,212.00
	3% RSP/ESP Benefit for FT staff	\$	698.00
		\$	<u>23,910.00</u>

Prepared August 2021

LAC/NW/SH

Finance Committee

Restricted Fee, information only

FOODBANK: Budget 2021-2022				
Account No.	Account Name	BUDGET 21-22	BUDGET 21-22	BUDGET 21-22
		<i>Approved</i>	<i>Revised</i>	<i>Differece</i>
Revenue				
28100	Student Fees: Undergraduate	108,500	109,100	600
28120	Solicitations	10,000	10,000	-
28130	Student Fees: Graduate	18,800	19,070	270
28135	CSA Support	4,000	7,500	3,500
28140	Bullring Support for Cooking Classes	-	-	-
	TOTAL REVENUE	141,300	145,670	4,370
Expenditure				
28210	Co-ordinators Wages	46,427	49,378	2,951
28220	Employee Benefits	3,453	3,722	269
28390	Transportation Costs	100	100	-
28440	Service Support and Resource	-	-	-
28450	Cooking Classes	-	-	-
28451	Garden Supplies (In & Out)	160	160	-
28500	Volunteer Appreciation	-	-	-
28501	Staff or Volunteer Training	-	400	400
28510	Compassionate Fund	200	200	-
28540	Food Acquisition	84,500	85,250	750
28541	Special Diet	3,840	3,840	-
28600	Advertising	550	550	-
28700	University Services	300	300	-
28800	Supplies	1,700	1,700	-
28870	Photocopying	70	70	-
	TOTAL EXPENSES	141,300	145,670	4,370
	Surplus (Deficit) at Year End	-	-	-

Staff	FoodBank Coordinator - full time	\$	35,500.00
	3% RSP/ESP Benefit for FT staff	\$	1,065.00
	FoodBank Assistant - 10.5 hrs/wk	\$	5,408.00
	FoodBank Assistant - 9 hrs/wk	\$	4,454.00
		\$	46,427.00

Staff	FoodBank Coordinator - full time	\$	35,500.00
	3% RSP/ESP Benefit for FT staff	\$	1,065.00
	FoodBank Assistant - 15 hrs/wk	\$	7,654.00
	FoodBank Assistant - 10 hrs/wk	\$	5,159.00
		\$	49,378.00

Revised August 2021
 LAC/NW/KB/SH
 Finance Committee

Restricted Fee, Information Only

SAFEWALK: Budget 2021-2022				
Account No.	Account Name	BUDGET 21-22	BUDGET 21-22	BUDGET 21-22
		Approved	Revised	Difference
Revenue				
Safe 62100	CSA Student Fees	-	-	-
62120	SSF - Undergraduates	30,810	30,810	-
62130	SSF - Graduates	1,520	1,520	-
	TOTAL REVENUE	32,330	32,330	-
Expenditure				
Safe 63210	Co-ordinators Wages	6,156	11,898	5,742
63220	Employee Benefits (CPP, EI)	245	633	388
63350	Surplus/Deficit Transfer Line	-	-	-
63370	CSA Administrative Fee (9% of fees)	1,450	2,900	1,450
63390	Taxi Expenses	925	1,400	475
63500	Volunteer Appreciation & Training	750	1,150	400
63550	Electric Vehicle (purchase/maintenance)	21,500	12,000	(9,500)
63600	Advertising	550	1,400	850
63800	Supplies	100	225	135
63820	Telephone Charge for UoG x53200	600	600	-
63870	Photocopying	54	114	60
	TOTAL EXPENSES	32,330	32,320	-
	Under (Over) Budget	-	10	-

Staff	SafeWalk Coordinator - mid-F'21 start	\$	3,826.00
	SafeWalk Volunteer & PR - W'22 start	\$	2,330.00
		\$	6,156.00

Staff	SafeWalk Coordinator - Sept 7 to April 22, 2022	\$	6,032.00
	SafeWalk Volunteer & PR - Sept 7 to April 22, 2022	\$	5,866.00
		\$	11,898.00

Revised August 2021
LAC/NW/SK
Finance Committee

Central Student Association Financial Position

As at August 16, 2021

Members Equity - Unrestricted Net Assets as at April 30, 2021 (estimate) **\$ 1,126,046.17**

Current Fiscal Year Considerations as at August 16, 2021

CSA Operating

Student fee revenue 486% above budget projections for this period	\$	36,425.76	
Programmer wages - medical leave	\$	15,000.00	
Bike Centre temporary wages and benefits to date	\$	(3,180.66)	
HST Credit Refund from previous fiscal year	\$	<u>18,041.00</u>	
	\$		66,286.10

Entertainment Fees

Entertainment fee receipts 222.12% above projected estimate	\$	1,443.79	
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Bullring

Bullring under (over) budget as at June 30, 2021	\$	<u>(19,735.39)</u>	
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Estimated Members Equity as at August 16, 2021 **\$ 1,174,040.67**

Internal Commitments

CSA Operating Contingency (15% of Annual Budget - adj for Covid)	\$	(270,000.00)	
Estimated Expenses over Revenues to October 15, 2022	\$	(630,000.00)	
Bullring Net Revenue	\$	19,735.39	
Entertainment Fee	\$	(1,443.79)	
Business Office Renovations	\$	(10,000.00)	
Business Office Accounting Software	\$	<u>(30,000.00)</u>	
	\$		(921,708.40)

Available Funds less Internal Commitments **\$ 252,332.27**

Internal Designation for Available Funds

CSA General Operations	\$	66,286.10	
New Initiatives and Projects	\$	<u>186,046.17</u>	
	\$		252,332.27

Prepared August 23, 2021

LAC

Motion

Board of Directors Meeting # 5

September 1, 2021



Item 5.10.2

Finance Committee Budget Recommendations

Introduction

The following three (3) budget adjustment recommendations are being presented by the Finance Committee to the CSA Board of Directors for consideration as per the following subsections of Bylaw 3 - Financial, Section 7.0 Expenditures:

7.5 Any expense requiring funds beyond that set aside for, or remaining in, an approved budget for such an expense, must be submitted to the chair of the Finance Committee and follow the process below.

7.7 All requests over \$2,000 will be forwarded to the Board of Directors with recommendations from the Finance Committee.

7.9 Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

Motion

Board of Directors Meeting # 5

September 1, 2021

**Item 5.10.2(a)
Bike Centre Budget Adjustment**

WHEREAS Bylaw 3 – Financial, Section 7.0 Expenditures states that all budget adjustments exceeding \$2,000 are required to be recommended to the Board of Directors by the Finance Committee;

WHEREAS the Board of Directors approved the Bike Centre: Budget 2021-2022 as part of approving the annual CSA 2021-2022 Budget on April 7, 2021;

WHEREAS the President and Vice President External aim to provide regular day time Bike Centre services to students, which can be more easily achieved by amalgamating the current slate of three part-time Bike Centre Coordinator positions into one full-time position;

WHEREAS the projected increase of Expenditures in the Bike Centre: Budget 2021-2022 of \$8,250 (from \$21,100 to \$29,350) is spread across multiple budget lines including Coordinators Wages, Employee Benefits, Advertising, Supplies, etc.;

WHEREAS the projected increase in Expenditures of \$8,250 will be offset by the reallocation of \$8,000 of Student Fees from CSA General Operations (Financial Position statement), and an increase of \$250 in projected Sales revenue; and

WHEREAS details of this recommendation are included in the Bike Centre: Budget 2021-2022 (August 2021) and the Financial Position (August 16, 2021) statements included in the September 1, 2021, Board Package.

RESOLVED that the CSA increase Student Fees funding by \$8,000 (from \$17,700 to \$25,700) within the Bike Centre: Budget 2021-2022 revenue to accommodate for increased costs associated with extending the Bike Centre hours of operation, which is projected to increase expenditures by \$8,250, as recommended by the Finance Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 5

September 1, 2021

**Item 5.10.2(b)
FoodBank Budget Adjustment**

WHEREAS Bylaw 3 – Financial, Section 7.0 Expenditures states that all budget adjustments exceeding \$2,000 are required to be recommended to the Board of Directors by the Finance Committee;

WHEREAS the Board of Directors approved the FoodBank: Budget 2021-2022 as part of approving the annual CSA 2021-2022 Budget on April 7, 2021;

WHEREAS the CSA aims to increase the hours of the FoodBank Support Staff in lieu of volunteers and to meet the recent increase in demand of services, which is projected to result in an increase of Expenditures of \$4,370, predominantly to cover employee-related costs;

WHEREAS the increase in Expenditures of \$4,370 (from \$141,300 to \$145,670) will be offset by the reallocation of \$3,500 from CSA General Operations (Financial Position statement), plus \$870 in unanticipated FoodBank receipts (listed as Student Fees revenue in the FoodBank: Budget 2021-2022); and

WHEREAS details of this recommendation are included in the FoodBank: Budget 2021-2022 (August 2021) and the Financial Position (August 16, 2021) statements included in the September 1, 2021, Board Package.

RESOLVED that CSA Support revenue be increased by \$3,500 (from \$4,000 to \$7,500) to provide for additional FoodBank Assistant hours and other projected Expenditures totalling \$4,370 in the FoodBank: Budget 2021-2022, as recommended by the Finance Committee.

Moved:**Seconded:**

Motion

Board of Directors Meeting # 5

September 1, 2021

**Item 5.10.2(c)
SafeWalk Budget Adjustment**

WHEREAS Bylaw 3 – Financial, Section 7.0 Expenditures states that all budget adjustments exceeding \$2,000 are required to be recommended to the Board of Directors by the Finance Committee;

WHEREAS the Board of Directors approved the SafeWalk: Budget 2021-2022 as part of approving the annual CSA 2021-2022 Budget on April 7, 2021;

WHEREAS the SafeWalk budget, at the suggestion of the CSA Financial Auditors, has been reallocated back into the consolidated SERVICE PROGRAMME portfolio and as such, all account numbers need to be reassigned;

WHEREAS the CSA aims to reopen SafeWalk services in mid-October 2021, instead of the previously budgeted Winter 2022 launch, resulting in a projected increase of expenditures totalling \$9,500;

WHEREAS the increase of \$9,500 in additional expenditures will be financed by reallocating SafeWalk Electric Vehicle payments by \$9,500 (from \$21,500 to \$12,000); and

WHEREAS details of this recommendation are included in the SafeWalk: Budget 2021-2022 (August 2021) included in the September 1, 2021, Board Package.

RESOLVED that:

- a) The expenditure increases totalling \$9,500 as presented in the revised SafeWalk: Budget 2021-2022, and the corresponding reallocation of \$9,500 in Electric Vehicle payments to cover the increased expenditures be approved as recommended by the Finance Committee.
- b) The SafeWalk: Budget account numbers be reassigned as presented in the September 1, 2021, board package.

Moved:

Seconded:

Motion

Board of Directors Meeting # 5
September 1, 2021



Item 5.10.3

Hiring Committee Report: Front Office Assistants

Hiring Committee Report: Front Office Assistants (2 x Positions)

Posting Date: June 23, 2021

Closing Date: July 7, 2021

Hiring Committee Members:

- Nicole Walker, CSA President
- Laura Parsons, Office Manager & Executive Support
- Keshini Digamber, Director

Number of Applicants: 12

Number of People Interviewed: 6

Successful Candidates:

- Kerziah Paul
- McKenna Williams

Start Date: September 7, 2021

MOTION that the hiring of Kerziah Paul & McKenna Williams for Front Office Assistants be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker

Seconded:

Elections Appeals Board Mandate

Bylaw 2 – Electoral

6.0. Appeals for Chief Returning Officer Decisions

6.1. Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.

6.2. The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27– Elections Appeals Board.

6.3. The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

Appendix G – Electoral

[Revised version is included below. It is on the Sept 1, 2021, agenda for consideration.]

Elections Appeals Board (EAB)

Mandate of the EAB Board

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.

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.

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

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

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.

Membership of the Board

The Elections Appeals Board (EAB) shall consist of:

- b) Three Directors; and
- c) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

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

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

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.

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.

Meetings of the Elections Appeals Board (EAB)

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

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

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.

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.

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

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.

Motion

Board of Directors Meeting # 5

September 1, 2021



Item 5.10.4(a)

Appoint Directors to the Elections Appeals Board (EAB)

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

RESOLVED that the following Directors be appointed to the Elections Appeals Board for the 2021-2022 academic year:

[three (3) Directors]
[preferably Directors not planning on running in the 2022 Winter Election!]

Moved:

Seconded:

Motion

Board of Directors Meeting # 5

September 1, 2021



NOTICE

**Item 5.10.4(b)
Suspend Appendix G, Section 27.3.1 – General Members
Elections Appeals Board (EAB)**

WHEREAS Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of three (3) Directors and two (2) General Members of the CSA; and Subsection 27.3.3(c) states that the Board will appoint CSA General Members to the EAB as per Robert’s Rules and the Chair’s discretion;

WHEREAS the President advertised General Member opportunities to students via CSA social media throughout August 2021 and has received no applications or interest otherwise;

WHEREAS EAB membership needs to be in place prior to the Fall 2021 Election to be prepared for possible appeals of Chief Returning Officer (CRO) decisions, and to bring EAB membership to five (5), better ensuring that the quorum requirement of three (3) for EAB meetings can be met; and

WHEREAS at their meeting on January 27, 2021, the Board of Directors directed the Policy & Bylaw Review Committee (PRBC) to review the EAB General Member selection process and provide recommendations to streamline the process of General Member selection to the Board by the end of the 2020-2021 academic year, however this work is ingoing and not yet complete;

RESOLVED that:

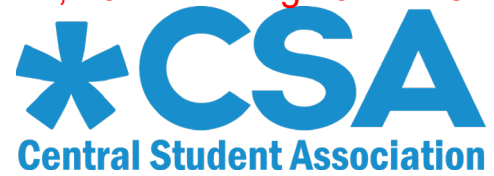
- a) Appendix G – Electoral, Subsection 27.3.1 requiring two members of the Elections Appeals Board (EAB) to be General Members representing undergraduate students, be suspended for the Fall 2021 By-Election.
- b) The following two (2) Directors be appointed in the place of General Members for the Fall 2021 By-Election:

[two (2) Directors]

Motion

Board of Directors Meeting # 5

September 1, 2021



- c) The deadline of the Policy & Bylaw Review Committee (PBRC) to report back to the board with recommendations on moving forward with General Membership on the EAB be extended from the end of the 2020-2021 academic year to January 30, 2022.

Motivate: Nicole Walker, President

Petitions, Delegations and Representations (PDR) Committee

Policy Reference

Appendix A – Section 2.5.

[More information can be found here.](#)

Membership

Maximum of 6 members in total:

- President
- One At-Large or College representative (Director)
- One Student Organization representative (Director)
- One additional Executive Officer
- Remaining seats may be filled by up to two members of the CSA Board of Directors

Mandate

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

The Petitions, Delegations and Representations Committee is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

Groups or individuals are encouraged to come before the PDR Committee to request support or sponsorship of any event, program, or campaign. Requests for various types of support may include, but are not limited to, promotion, volunteer recruitment, financial aid, technical assistance, resources, office space and transportation. PDRs are not usually granted for operational costs, salaries, honoraria, or alcohol costs.

As per PDR policy, CSA Staff members, or programs may not submit requests. This includes any event or initiative co-sponsored by the CSA.

In fairness to all organizations, no group will be awarded more than \$1000.00 in any fiscal year (May to April). In order to qualify for future funding all recipients must present a written report to the Communications & Corporate Affairs within one month of the event or initiative.

Purpose

- To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.
- To maintain a standardized PDR request form or method.

- To make recommendations to the Finance Committee for annual funding for PDR lines.
- To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.5
Appoint Directors & Executive to the
Petitions, Delegations and Representations (PDR) Committee

WHEREAS CSA Appendix A, Section 2.5. requires the following membership for the PDR Committee:

Maximum of six (6) members in total:

- President
- One (1) At-Large or College representative (Director)
- One (1) Student Organization representative (Director)
- One (1) additional Executive Officer
- Remaining seats may be filled by up to two (2) Directors

RESOLVED that:

- a) the following Directors be appointed to the PDR for the 2020-2021 academic year:

[At-Large or College representative]
[Student Organization representative]
[Director]
[Director]

- b) the following Executive Officer be appointed to the PDR for the 2020-2021 academic year:

[Executive in addition to the President]
--

Moved:

Seconded:

[Terms of Reference and Mandate of the PDR Committee can be found here.](#)



Motion

Board of Directors Meeting # 5

September 1, 2021

**Item 5.10.6
Appoint Director to the
Information Technology Student Advisory Committee (ITSAC)**

WHEREAS the [Information Technology Student Advisory Committee](#) (ITSAC) is seeking members from Central Students Association (CSA) to represent the group's technology needs and interests on campus during our 2021/2022 session;

WHEREAS this is a non-technical committee, and no technical experience or skills is required.

WHEREAS ITSAC serves as an advisory committee for Information Technology (IT) on campus on matters dealing with IT programs and services for students; and

WHEREAS ITSAC's specific objectives include providing a forum for effective dialogue between students and the IT programs/service providers on campus, annually reviewing IT-related programs and services used by students on campus, assessing and recommending changes or additions to programs/services for the future, and submitting an annual report including the review and recommendations of ITSAC.

RESOLVED that the following Director be appointed to the Information Technology Student Advisory Committee (ITSAC) for the 2021-2022 academic year:

[one Director]

Moved:

Seconded:



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.7
Hiring Committee Report: SafeWalk Program Coordinator

Posting Date: Wednesday, July 7th, 2021.

Closing Date: Friday, July 23rd, 2021.

Hiring Committee Members:

- Sara Kuwatly – CSA VP Student Experience, Chair
- Tyler Poirier – Most Recent SafeWalk Volunteer & Program Coordinator (and former CSA President)
- Maya Persram – Director

Number of Applicants: 7 applicants.

Number of People Interviewed: 3

Successful Candidate: Daniel Hinds

Start Date: September 7th, 2021.

MOTION that the hiring of Daniel Hinds for the SafeWalk Program Coordinator Position be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VP Student Experience.

Seconded:



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.8 Hiring Committee Report: SE&RM Coordinator

Posting Date: July 28th, 2021.

Closing Date: August 6th, 2021.

Hiring Committee Members:

- Sara Kuwatly – CSA VP Student Experience, Chair
- Kirstina Eisenbach – UoG Student Experience – Coordinator of Student Leadership
- Leilani Rocha – Director

Number of Applicants: 11 applicants.

Number of People Interviewed: 4.

Successful Candidate: Adam Zuill.

Start Date: September 7th.

MOTION that the hiring of Adam Zuill for the SE&RM Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly – VP Student Experience.

Seconded:



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.9 Hiring Committee Report: Bike Centre Coordinator

Posting Date: July 8th, 2021

Closing Date: July 23rd, 2021

Hiring Committee Members:

- Shilik Hamad, Executive, Chair
- Laura Wilson, President
- Nicole Walker, Executive

Number of Applicants: 7

Number of Interviews Conducted: 3

Successful Candidate: Julian Kuntz

MOTION that the hiring of Julian Kuntz as Bike Centre Coordinator be ratified for the 2021-2022 term, as recommended by the Hiring Committee.

Moved: Shilik Hamad, VP External

Seconded:



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.10 Hiring Committee Report: FoodBank Coordinator

Job Posting Date: June 7th, 2021

Closing Date: June 23rd, 2021

Hiring Committee Membership:

- Shilik Hamad, Executive, Chair
- Amanda Conibear, Director
- Laura Parsons, CSA Staff

Number of Applicants: 8

Number of Interviews Conducted: 3

Successful Candidate: Kandace Blaker

MOTION that the hiring of Kandace Blaker as Foodbank Coordinator be ratified for the 2021-2022 term, as recommended by the Hiring Committee.

Moved: Shilik Hamad, VP External

Seconded:



Motion

Board of Directors Meeting # 5
September 1, 2021

Item 5.10.11
Hiring Committee Report: FoodBank Assistant

Job Posting Date: June 24th, 2021

Closing Date: July 7th, 2021

Hiring Committee Membership:

- Shilik Hamad, Executive, Chair
- Alyssa Ahmed, Director
- Lisa Kazuhara, Executive
-

Number of Applicants: 11

Number of Interviews Conducted: 3

Successful Candidate(s): Paola Romo and Jamie Lindsey

MOTION that the hiring of Paola Romo and Jamie Lindsey as Foodbank Assistants be ratified for the 2021-2022 term, as recommended by the Hiring Committee.

Moved: Shilik Hamad, VP External

Seconded:

Electoral Policy & Bylaw Revisions Brief

Pete Wobschall
Policy & Transition Manager

Aug 20, 2021

This document was developed to provide an overview of minor and major changes to the comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral conducted by the Policy & Bylaw Review Committee during the spring and summer of 2021.

Revisions Made to Both Documents

- Presented in new format consistent with other revised policies in the CSA Policy Manual, which includes:
 - Attractive header with name of policy and CSA logo.
 - Clickable table of contents.
 - References highlighting revisions made prior to the 2021 AGM that were throughout the document have been deleted.
 - Convenient table listing revisions since previous AGM to keep track of revisions throughout the academic year.
 - Multi-level list.
- References to “Board Members”, which should be ‘Directors’ made throughout both docs where appropriate (Executive and Directors are different positions, but together make up the CSA Board of Directors)

Bylaw 2 – Electoral

- No major revisions made.
- Some language was updated to make the meanings clearer.

Appendix G – Electoral

- Added a provision to provide the CRO and Candidates two days after the close of nominations to work out any issues with their nomination signature document.

- Some language throughout the document was revised to better reflect newly created (over past several years) job descriptions for the CRO, ARO, President, PTM, and Business Manager.
- Language throughout the document was changed to make the meaning clearer, however the context was not changed in most cases (if context changed, then specific info is provided in the following bullets).
- Clearer and more specific language around creating election schedules. For example, providing one week between the close of nominations and the beginning of voting for Candidates to work the CSA Promo to develop campaigning materials and for the CRO to work with Candidates to ensure completeness of nominations packages. (S 2.15)
- Clearer, and non-contradictory, language around Executive being permitted to run for up to two terms (not necessarily consecutive terms) (S 4.1)
- Section 4.2 Nomination Process was shorted to one section that includes Executive and Directors, instead of two long sections for each Executive and Directors. Context within these sections did not change, only how the information is presented within the policy.
- The provision from Section 6.0 Referendum permitting the process of collecting signatures in opposition to asking a referendum question was removed because it made no sense (e.g. if someone presented a petition to ask a referendum question, but another had a petition to not ask the question, then how does the CSA determine which one is correct? Which petition trumps which petition? The logical method, which is now included in the policy, is that a petition can be presented to ask a referendum question by any member, and if they have the minimum number of signatures required, then the question is asked in a referendum, and if you do not support the referendum question, then you vote 'no'.
- Section 7.0 Standing Referendum Committee (SRC) was updated to permit joint referendum questions, such as the Bus Pass referendum question with the GSA, to circumvent the requirement of being approved by SRC. The complete SRC policy is currently being reviewed by PBRC and recommendations should be presented to the board for consideration by the end of the 2021 calendar year.
- Section 8.0 Referendum Fees & Schedules was updated to reflect the actual definitions of student organizations.
- Section 13.0 Campaigning was revised to clearly state that slate candidacy is prohibited and now explicitly prohibits staff from supporting any candidates.
- Section 27.0 Elections Appeals Board (EAB) was revised to be consistent with Bylaw 2 – Electoral in that the EAB responds to ALL appeals of CRO decisions. Previously, this section stated that the EAB was limited to 'minor campaign infractions that did not result in disqualification', however this was inconsistent with Bylaw 2 – Electoral that states the EAB addresses 'all infractions'.

- Subsection 27.4.3 was added to permit the President to break a tie vote between the EAB members; this is mirrored from the same process used by the Board (that the President only votes to break ties).

Bylaw 2 Electoral




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**This is the proposed revision (clean) of
Bylaw 2.**

Bylaw 2 Electoral



Revision	Board Approval Date
Section 3.1 was amended to allow the submission of referendum questions during the summer semester (changed from limiting to Fall submissions only)	July 7, 2021
<p>Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021.</p> <p>Numerous updates detailed in separate document.</p> <p>Revisions also included multi-list and other formatting.</p>	
Pete Wobschall, Policy & Transition Manager	
Signature 	Date

Bylaw 2 Electoral



1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).

1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3 CSA Elections Office staff shall report to and be supervised by the President.

- a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0 Election Periods

2.1 General Election

2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

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

Bylaw 2 Electoral



2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

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

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

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

2.3.1 In collaboration with the President, the Policy & Transition Manager will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

2.3.2 The CRO provide all interested members with updated nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies;

2.3.3 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and

2.3.4 The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

2.3.5 Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required 25 valid

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nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting and subsequently ratified and appointed to the Board.

3.0 Referendum

3.1 Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

4.0 Responsibilities of Candidates and Referendum Teams

To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0 Campaigning

5.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise.

5.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules.

6.0 Appeals for Chief Returning Officer Decisions

6.1 Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.

6.2 The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.

6.3 The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further

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review.

6.4 Archiving Elections Complaints:

6.4.1 All formal complaints will be kept in their original copy until the end of the election period, whereby they will be destroyed/deleted.

6.4.2 Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

7.0 Voting Eligibility

7.1 All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.2 Proxy voting is not permitted.

8.0 Ratification

8.1 The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.

8.2 If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.



Central Student Association Bylaw 2 – Electoral

Bylaw 2 – Electoral

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Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on **February 27, 2019**.

Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strikethrough font.

**This is the current (old) version
of Bylaw 2.**



Central Student Association

Bylaw 2 – Electoral

1.0. Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1. Electoral Officers

1.1.1. The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).

1.1.2. The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3. CSA Elections Office staff shall report to and be supervised by the President.

- a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0. Election Periods

2.1. General Election

2.1.1. A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

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

2.1.3. A simple majority vote is required for a valid outcome.


2.2. By-Elections

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

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

2.2.3. A simple majority vote is required for a valid outcome.

2.2.4. Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.



Central Student Association

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2.2.5. Should an "at-large" Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

- a) The Policy & Transition Manager will post a call-out on relevant platforms for no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;
- b) The CRO provide all interested members with updated nomination forms to seek no less than 50 valid nomination signatures from members of their constituencies;
- c) Following the CRO's validation of the nomination signatures, all ratified nominees who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and
- d) The Board of Directors members then hold a paper ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.
- e) Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required 50 valid nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting.

[Amended by CSA Board – April 3, 2019]

3.0. Referendum [formerly Section 5.0]

3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.


3.2. Quorum for a referendum question posed to the membership shall be 20% of the general membership. *[Amended by CSA Board – September 25, 2019]*

4.0. Responsibilities of Candidates and Referendum Teams

4.1. To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

5.0. Campaigning

5.1. Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise. [formerly Section 8.2]



Central Student Association

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5.2. Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules. [formerly Section 8.4]

6.0. Appeals for Chief Returning Officer Decisions [formerly Section 11.0]

6.1. Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.

6.2. The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.

6.3. The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

6.4. Archiving Elections Complaints:

6.4.1. All formal complaints will be kept in their original hardcopy until the end of the election period, whereby they will be destroyed.

6.4.2. Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

7.0. Voting Process

7.1. Voting Eligibility

7.1.1. All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

7.1.2. Proxy voting is not permitted.

8.0. Ratification

8.1. The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots. If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

[Formerly Section 13.1]

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~~Amendments to this bylaw, now in effect, were confirmed at the Annual General Meeting on **February 27, 2019.**~~

~~Amendments approved by the CSA Board since the 2019 AGM, are shown in yellow highlighting and strikethrough font.~~

This is the compare documents version of the proposed (new) and current (old) versions of Bylaw 2.


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Revision	Board Approval Date
<p>Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021.</p> <p>Numerous updates detailed in separate document.</p> <p>Revisions also included multi-list and other formatting.</p>	
<p>Add the Fall to Summer acceptance of referendum questions</p>	
<p>Pete Wobschall, Policy & Transition Manager</p>	
<p>Signature</p> 	<p>Date</p>

Bylaw 2 Electoral



1.0 Administration of Elections

The CSA shall govern all the elections of the CSA. Procedures for elections shall be found in the Bylaws and Policy Manual of the CSA. The CSA Elections Office transition manual will include best practices to ensure consistency in annual elections and codify practices that enhance the transparency and strength of the elections process.

1.1 Electoral Officers

1.1.1 The CSA Elections Office shall be comprised of at least one Chief Returning Officer (CRO) and one Assistant Returning Officer (ARO).

1.1.2 The Board of Directors shall abide by CSA hiring procedures when hiring CSA Elections Office Staff.

1.1.3 CSA Elections Office staff shall report to and be supervised by the President.

- a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.2 Roles and Responsibilities of the CSA Elections Office

It is the collective role and responsibility of the CSA Elections Office to ensure the CSA Elections process is organized, fair and democratic and as such, CSA Elections Office staff shall abide by CSA Policy Manual, Appendix G: CSA Electoral.

2.0 Election Periods

2.1 General Election

2.1.1 A General Election for the elected positions on the Board of Directors, including the Executive Committee, shall be held during the winter semester.

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

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2.1.3 A simple majority vote is required for a valid outcome.

2.2 By-Elections

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

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

2.2.3 A simple majority vote is required for a valid outcome.

2.2.4 Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.3 At-Large (Elected) Director Appointments

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies where the following requirements must be met:

2.3.1 ~~The~~In collaboration with the President, the Policy & Transition Manager will ~~post~~ensure a call-out takes place on relevant platforms ~~for~~ no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors;

2.3.2 The CRO provide all interested members with updated nomination forms to seek no less than ~~50~~ ~~25~~ 10 valid nomination signatures from members of their constituencies;

2.3.3 Following the CRO's validation of the nomination signatures, all ~~ratified nominees~~candidates who meet the allotted requirements, shall present their interest at a meeting of the Board of Directors in a 150-word statement; and

2.3.4 The Board of Directors members then hold a ~~paper~~secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

2.3.5 Should a seat(s) become vacant after the appointment process, the Chief Returning Officer will accept applications with the required ~~50~~ ~~25~~ 10

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10 valid nomination signatures and submission of a 150-word statement, to be presented at the next Board of Directors meeting and subsequently ratified and appointed to the Board.

~~— [Amended by CSA Board — April 3, 2019]~~

~~3.0. —~~

3.0 Referendum ~~[formerly Section 5.0]~~

3.1 ~~3.1.~~ — Referendum questions may be accepted by the CSA Elections Office following the first day of the ~~Fall~~ **Summer** semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

~~3.2. —~~

3.2 Quorum for a referendum question posed to the membership shall be 20% of the general membership. ~~— [Amended by CSA Board — September 25, 2019]~~

5.04.0 4.0. — Responsibilities of Candidates and Referendum Teams

4.1. — To read, understand and abide by all campaign rules as set out by the Chief Returning Officer and CSA Bylaws and Policies, and to direct any question to the CRO. (See CSA Policy Manual Appendix G: CSA Electoral, Sections 13-17).

6.05.0 5.0. — Campaigning

6.15.1 Each candidate and referendum team shall enjoy the right to inform the student body of their candidacy and/or purpose, in a manner consistent with this bylaw with relevant university regulations and with the rights of the other candidates and referendum teams to do likewise. ~~[formerly Section 8.2]~~

~~6.2.0~~

6.35.2 Additional rules governing the conduct of candidates and referendum teams during an election campaign and voting period can be found within CSA Bylaws and the CSA Policy Manual, and it is the duty of each individual to understand and comply with all stated rules. ~~[formerly Section 8.4]~~

7.06.0 6.0. — Appeals for Chief Returning Officer Decisions ~~[formerly Section 44.0]~~

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7.16.1 Any candidate or referendum team member may appeal any decision made by the CRO by submitting the applicable form to the Policy & Transition Manager, within 24 hours of the decision being made.

7.26.2 The Elections Appeals Board (EAB) shall follow the procedures as outlined in CSA Policy Manual, Appendix G, Section 27 – Elections Appeals Board.

7.36.3 The EAB shall be the final decision-making body in regard to any elections-related appeals. EAB decisions will be considered final and will not be subject to further review.

7.46.4 Archiving Elections Complaints:

6.4.1 All formal complaints will be kept in their original hardcopycopy until the end of the election period, whereby they will be destroyed /deleted.

7.4.16.4.2 Upon completion of elections, the CRO shall issue a report to the Board of Directors including any formal complaints received with input from the Elections Appeals Board.

~~7.0. Voting Process~~

a) All reports regarding the Elections Appeals Board will protect the anonymity of the appellant(s).

8.07.0 Voting Eligibility

8.17.1 All members in good standing with the CSA are eligible to vote in CSA Elections and for the Executive candidates of their choice, approved referendum questions, and for two at-large representatives of their respective colleges.

8.27.2 Proxy voting is not permitted.

9.08.0 ~~8.0.~~ Ratification

9.18.1 ~~8.1.~~ The results of CSA elections must be ratified by the Board of Directors following the appropriate period of time for the counting, auditing, and if necessary, recounting of ballots.

9.28.2 If the results of any CSA election have not been ratified by the Board prior to the last Board meeting of the term, they shall automatically be considered official.

[Formerly Section 13.1]

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This is the proposed revision (new version) of Appendix G.

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Revision	Board Approval Date
4.2.1 Executive: required signatures for nomination reduced from 100 to 50.	Jan 13, 2021
4.2.1 Director: required signatures for nomination reduced from 25 to 10.	Feb 3, 2021
<p>Appendix G – Electoral, Section 13.3 was amended to “Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.”</p>	July 7, 2021
<p>Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021.</p> <p>Numerous updates detailed in the Board Agenda Package.</p> <p>Revisions also included multi-list and other non-contextual formatting.</p>	
<p>Pete Wobschall, Policy & Transition Manager</p>	
<p>Signature</p> 	<p>Date</p>

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1.0 Conflict of Interest (Elections Office Staff)

- 1.1 A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.
- 1.2 The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor, who will then report such to the Board of Directors.
- 1.3 Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.
- 1.4 In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.
- 1.5 In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.
- 1.6 If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.
- 1.7 If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

2.0 Roles & Responsibilities of the CSA Elections Office

- 2.1 The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors.
- 2.2 The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities.
- 2.3 The CRO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement.

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- 2.4 The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college.
- 2.5 The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures.
 - 2.5.1 Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2) business days after the close of nominations to amend and resubmit the package for final validation.
- 2.6 The CSA Elections Office shall secure a voting system, and if required, polling stations, or voting spaces on campus.
- 2.7 In collaboration with the President and the Policy & Transition Manager, the Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester.
- 2.8 The CSA Elections Office shall organize all aspects of the All-Candidates Meeting.
- 2.9 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.
- 2.10 The CSA Elections Office shall be responsible for the approval of all campaigning material.
- 2.11 The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process.
- 2.12 The CSA Elections Office shall prepare any necessary reports for the Board of Directors.
- 2.13 The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email.
- 2.14 The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies, and as directed by their supervisor.
- 2.15 In collaboration with the President and Policy & Transition Manager (PTM), the CRO shall develop an Elections schedule to be included in the Candidates' Package.

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2.15.1 The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Promotion & Signature Verification
- Campaigning
- Voting

2.15.2 The Elections Schedule shall consider the following priorities; listed from highest priority to lowest priority:

- i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.
- ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.
- iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Board of Directors Election Roles & Responsibilities

3.1 The CSA Elections Office, in cooperation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.

3.2 The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods.

3.2.1 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.

3.2.2 Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

3.3 Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.

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- 3.4** Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability & Removal from Office), at the Board's discretion.

4.0 Nominations

4.1 Eligibility

- 4.1.1** Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.
- 4.1.2** Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive or Director position, so long as they have been enrolled in a degree program in at least one of the two semesters prior to taking office.
- 4.1.3** Members in good standing are eligible to nominate another member as a candidate.
- 4.1.4** Candidacy is exclusive. Members may seek office for only one elected position within the CSA in an election; this applies to both Executive and Director positions.
- 4.1.5** The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

4.2 Nomination Process

- 4.2.1** The nomination process for those seeking the office of Executive Officer or Director must abide by the following rules of procedure:
- a) The candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office.
 - b) The candidate must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may

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hold.

- c) The candidate must collect nomination signatures on the appropriate form outlined by the CSA Elections Office:
 - Executive Officer: minimum of 50 verified signatures.
 - Directors: minimum of 10 verified signatures.
- d) The minimum number of verified signatures in support of their candidacy must be from individuals within their constituency.
- e) The candidate shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot, and at Poll Station locations when appropriate. This statement shall be no longer than 150 words.
- f) The nominee shall present a refundable deposit in the form of cash, certified cheque or personal cheque.
 - The deposit amount shall be determined by the President, in consultation with the Business Manager and Elections Office, and shall not exceed:
 - i. Executive Officers: \$50.00.
 - ii. Directors: \$25.00.
 - The CRO will include deposit amounts in the Candidates' Package.

4.2.2 All appropriate forms must be completed, and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.2.3 Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all nominators.

In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar's Office. A nominator's signature, student number, as well as confirmation of CSA general membership will be considered verification.

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5.0 Withdrawal of Candidates

- 5.1 A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to, and accepted by, the CSA Elections Office by noon (12:00 pm) one business (1) day before the voting period commences.
- 5.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

6.0 Referendum

- 6.1 Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office.
- 6.2 Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the General Election referenda and shall follow the same format as other questions.
- 6.3 Notwithstanding subsection 6.2, Referendum questions shall be included during the Elections period as approved by the Board of Directors.
- 6.4 Quorum for a referendum question posed to the membership shall be 20% of the general membership.
- 6.5 A simple majority vote is required for a valid outcome.
- 6.6 When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model, or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within one (1) business day of receiving the question.

7.0 Standing Referendum Committee (SRC)

- 7.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question

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submissions.

7.2 The SRC shall:

- 7.2.1 Be comprised of the Chief Returning Officer and at least two Directors.
- 7.2.2 Receive all submitted referendum questions from the CSA Elections Office.
- 7.2.3 Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
- 7.2.4 Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
 - a) If the referendum question is a joint initiative, then the SRC recommendations will be considered by the CSA Board of Directors, who will then, by resolution, make wording recommendations to all parties involved in the referendum for consideration.
- 7.2.5 Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

8.0 Referendum Fee Schedule and Expenses

- 8.1 Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Officers acting in pursuance of their respective duties.
- 8.2 All Recognized Student Organizations and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.
 - 8.2.1 Recognized Student Organizations (RSO) include:
 - Special Status Groups
 - Primary Student Organizations
 - Accredited Student Organizations
 - Student Service Groups (examples: The Ontario, CFRU)
- 8.3 Each group sponsoring a referendum question shall present a refundable deposit of \$50 in the form of cash or certified cheque before campaigning can begin.

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- 8.4 A referendum fee of \$300 will be billed to any non-student external organizations, and university departments and programs using CSA Electoral services.

9.0 Referendum Question Petition Collection

- 9.1 Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.
- 9.2 Once a question has been approved by the Standing Referendum Committee (SRC), the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.
- 9.3 The collection of petitions for any referendum question must abide by the following rules of procedure:
- 9.3.1 Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.
 - 9.3.2 Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply.
- 9.4 Petitioning for signatures shall not be considered campaigning.

10.0 Ratification of Referendum Questions

- 10.1 The final ratification date for referendum questions will be the last Board meeting of the General Election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.
- 10.2 The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.
- 10.3 Referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.
- 10.4 Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting

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under the supervision of an Executive Officer in pursuance with their respective duties.

10.5 In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved Referendum Team at the meeting.

10.6 The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team's presence.

If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

10.7 There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0 Responsibilities of Candidates & Referendum Teams

11.1 To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.

11.2 To be prepared to attend Board meetings, as requested, during the course of elections.

11.3 To attend the All-Candidates Meeting called by the CRO and to participate in any All-Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.

11.4 To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO.

11.5 No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

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12.0 All-Candidates Meeting

- 12.1** All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer within 24 hours of the meeting.
- 12.2** For an authorized representative to be valid, they must notify the CRO prior to the meeting, and possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.
- 12.3** Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.
- 12.4** The topics at the All-Candidates Meeting shall include, but are not limited to:
- a) the elections process as outlined in the CSA Bylaws and Policies;
 - b) the elections schedule; and
 - c) the duties and functions of the Elections officials.
- 12.5** Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.
- 12.6** It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

13.0 Campaigning

- 13.1** All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.
- 13.2** A list of official campaigners for each candidate or referendum team shall be provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.
- 13.3** Campaigning for referendum questions may commence no earlier than the first

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day of the Elections nomination period.

- 13.4** Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.
- 13.5** No Election candidate's campaigning shall take place before the nomination period and before the start of the campaigning period.
- 13.6** Any current member of the Board, staff, volunteers, or committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.
- 13.7** It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.
- 13.8** All campaign materials and/or advertisements must be authorized by the CRO and/or ARO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. (See Section 14.2.4)
- 13.9** All recyclable campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- 13.10** No campaigning of any form related to specific candidates or referendum teams is permitted within CSA offices or CSA service areas unless otherwise approved by the CRO.
- 13.11** Candidates or referendum teams must receive permission from the presiding professor/ lecturer/ faculty member(s) prior to campaigning within a classroom.
- 13.12** Campaigning is not allowed within individual Student Residences or within the Library unless approved by the CRO.
- 13.13** Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but

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is not limited to, office supplies, equipment, advertising space and staff.

- 13.14** Campaigning during voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.
- 13.15** Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event.
- 13.15.1** Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.
- 13.16** CSA staff shall not promote or support Executive Officer or Director candidates in any way; this included letters of recommendation, and commenting and sharing on social media posts.

14.0 Campaign Regulations

- 14.1** In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.
- 14.2 The Practice of Campaigning:**
- 14.2.1** The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.
- 14.2.2** Stickers are banned from use for the reason of expensive cleanup and repainting of structures.
- 14.2.3** All campaigning must be done in accordance with relevant University solicitation regulations.
- a) The CRO shall have relevant University solicitation regulations available for candidates upon request.
- 14.2.4** All print and electronic campaign material must include the name of the

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candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)

a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.

14.2.5 No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

14.2.6 The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

14.2.7 Collecting candidate signatures in pursuance of Bylaw 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning.

14.2.8 Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (e.g., printing, materials, supplies, etc.) or other financial support.

14.3 Termination to Campaigning:

14.3.1 Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting.

14.3.2 Campaigning is strictly prohibited outside the designated campaign period.

14.3.3 Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

15.0 ListServ

15.1 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.

15.2 For all matters pertaining to elections, campaign emails shall be defined as any

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email which contains text promoting a position with respect to a candidate in the election or question in a referendum, sent by a candidate, individual or organization.

- 15.3** Candidates and Referendum Teams are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.
- 15.4** 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.
- 15.5** 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.
- 15.6** All campaign emails are subject to CRO approval before being sent. It is the Candidate's responsibility to ensure ListServ emails are sent only to publicly-accessible lists with written consent of the ListServ Administrator.

16.0 Expenses

- 16.1** Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.
- 16.2** Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.3** All organizations who put forth a referendum question, and all candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.4** All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.5** If a referendum question is sponsored by an Executive, or their fee schedule permits, the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.

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16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

17.0 Campaign Expense Limits

17.1 The campaign expense limit for Executive Officer candidates is \$200.

17.2 The campaign expense limit for Director candidates is \$75.

17.3 To be covered by the CSA, all Referendum Teams, regardless of fee schedule, will have a campaign expense limit of \$300.

17.4 The CSA will bear the expense of all Executive Officer and Director candidates.

18.0 Penalties for Infractions

18.1 The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

18.2 The CRO is empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved Candidates' Package.

18.3 Specific electoral policy guidelines and campaign infractions, outlined in the Candidates' Package, from which the CRO will make their decisions, must be adopted by the CSA Board of Directors at a Board Meeting in the semester during which the election will be held, and prior to the commencement of such election period.

18.4 Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

18.5 Failure to comply with applicable CSA Bylaws and Policies could result in the invalidation of a referendum question or individual's candidacy, as determined by the CRO, as per electoral guidelines, outlined in the Candidates' Package, as adopted by the Board of Directors.

18.6 Should a candidate or referendum team receive a penalty for an infraction, they

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must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

18.7 In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone. The CRO shall keep a written record of attempts made.

18.8 The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

19.0 Appeals for Chief Returning Officer (CRO) Decisions

19.1 The process for appealing a decision made by the CSA Elections Office is as follows:

- a) An attempt must be made to address the issue or concerns directly with the CRO.
- b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President.
- c) The President will submit this form to the Electoral Appeals Board.
- d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

20.0 Voting Process: Format of Ballots

20.1 Candidate Ballots

20.1.1 Each candidate race will appear on a separate ballot sheet.

20.1.2 Names of candidates running for the Executive or Directors shall appear on the ballots in the exact form they were ratified by the Board.

20.1.3 The order of each candidate name on the ballot will be randomized through the full ballot population. The CRO shall document the process used and maintain a record of results.

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- 20.1.4 In the case where there is only one candidate running for a Director or Executive Officer position, the ballot, shall include a “Yes” or “No” option.
- 20.1.5 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.
- 20.1.6 The CRO will ensure that information explaining the “Decline” option is posted at each polling station and on the electronic ballot.

20.2 Referendum Question Ballots

- 20.2.1 Referendum question ballots shall include a “Yes” or “No” option.
- 20.2.2 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively.
- 20.2.3 Referendum question shall appear on the ballot in the exact format they were ratified by the Board.
- 20.2.4 Each referendum question will appear on a separate ballot sheet.

21.0 Voting Process: Polling Stations

Preamble

The following shall be used when polling stations are required for a CSA election.

- 21.1 There shall be at least one polling station per day during the voting period for any election.
- 21.2 Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.
- 21.3 Polling stations shall include the following information about each candidate accessible to voters:
 - a) The name of each candidate, as it appears on the ballot.
 - b) The position each candidate has been nominated for.
 - c) The candidate’s statement of interest.
 - d) Information about the “Decline” option on the ballot.
 - e) Information about how to properly cast your ballot.

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22.0 Election Results

- 22.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.
- 22.2 Candidates who undergo a “Yes” or “No” vote and receive a majority of “Yes” votes shall be declared a winner.
- 22.3 Should a candidate who is running unopposed receive a majority of “No” votes, this position shall remain vacant and a by-election will be called.
- 22.4 In the event that a “Decline” option records more votes than a winning candidate, a by-election will be called within one month. In the event that a “Decline” option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.
- 22.5 In the event that a “Decline” option records more votes than a winning referendum option, that referendum is deemed to have failed.

23.0 Ballot Counting Process

- 23.1 The ballot counting process shall commence no later than 24 hours after the polls officially close.

24.0 Auditing / Recounting the Ballots

- 24.1 An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.
- 24.2 A recount is in reference to a review of the voting results and a recounting of cast ballots.
- 24.3 Following the close of the voting period, there shall be a five (5) day audit/recount

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period.

- 24.4** The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five (5) day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19.0 of this policy (Appeals for CRO Decisions).
- 24.5** An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.
- 24.6** The CRO will accept appeals for an audit/recount during this five (5) day period following the posting of the results.
- 24.7** A request for an audit/recount of the ballots must be submitted in writing to the CRO, and copied to the President, within the five (5) day period. A request should clearly state the reasons behind such a request and all evidence.
- 24.8** During the five (5) day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.
- 24.9** The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five (5) day period.
- 24.10** Successful candidates will be ratified only after this five (5) day period.
- 24.11** The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least five years.
- 24.12** If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

25.0 Announcements of the Results

- 25.1** The CRO shall release the election results of the election no later than noon, on the first business day after the close of the voting period.
- 25.2** The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

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25.3 The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

26.0 Online Elections Contingency Plan

26.1 In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

26.2 In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

26.3 Voting will be conducted via paper balloting.

26.4 The format of the ballots will be as outlined in Appendix G, Section 20.

26.5 The Online Elections Contingency Plan will include the location of polling locations on campus.

26.6 Counting of the ballots will be as outlined below:

- a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting.
- b) The ballots shall be counted by the CRO, the ARO, the CRO's supervisor, at least two polling clerks.
- c) One scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team.
- d) Recounting of the ballots will be as outlined in Appendix G, Section 24. 0.

27.0 Elections Appeals Board (EAB)

27.1 Mandate of the EAB Board

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- 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

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interest and CV to be reviewed by the Board.

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

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

A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates.

Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, 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 Elections Appeals Board (EAB)

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.

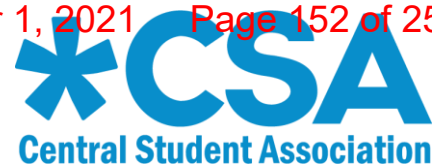
27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

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- 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.

CENTRAL STUDENT ASSOCIATION
APPENDIX G – CSA Electoral



Contents

(former Appendix K: CSA Electoral)

1. Conflict of Interest
2. Roles and Responsibilities of the CSA Elections Office
3. Roles and Responsibilities of the CSA Board and Executive
4. Nominations
5. Withdrawal of Candidates
6. Referendum
7. Standing Referendum Committee
8. Referendum Fee Schedule and Expenses
9. Referendum Question Petition Collection
10. Ratification of Referendum Questions
11. Responsibilities of Candidates and Referendum Teams
12. All-Candidates Meeting
13. Campaigning
14. Campaign Regulations (former Appendix H, Section 1)
15. Listserv (former Appendix H, Section 2)
16. Expenses
17. Campaign Expense Limits (former Appendix H, Section 3)
18. Penalties for Infractions
19. Appeals for Chief Returning Officer (CRO) Decisions
20. Voting Process: Format of Ballots
21. Voting Process: Polling Stations
22. Election Results
23. Ballot Counting Process
24. Auditing/Recounting the Ballots
25. Announcements of the Results
26. Online Elections Contingency Plan
27. Elections Appeals Board (EAB) (former Appendix I)

**This is the current
(old) version of
Appendix G.**

NOTE: Former Appendices now combined as Appendix G:

Appendix H: Campaign Policies and Penalties

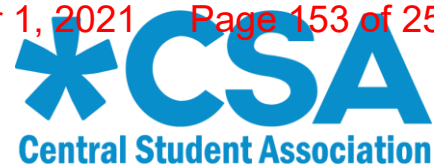
Appendix I: Elections Appeals Board (EAB)

Appendix K: CSA Electoral

This policy was amended by the CSA Board on November 28, 2018.

An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.

An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.

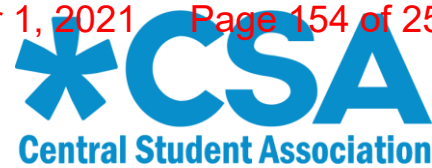


1.0. Conflict of Interest

- 1.1. A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.
- 1.2. The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor, who will then report such to the Board of Directors.
- 1.3. Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.
- 1.4. In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.
- 1.5. In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.
- 1.6. If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.
- 1.7. If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

2.0. Roles and Responsibilities of the CSA Elections Office

- 2.1. The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors;
- 2.2. The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities;
- 2.3. The CRO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement;
- 2.4. The CRO shall obtain a voters list from the University of Guelph Administration in order to verify a voter's identity as well as the voter's respective faculty or college;
- 2.5. The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures;
- 2.6. The CSA Elections Office shall secure polling stations or voting spaces on campus;
- 2.7. The CSA Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester;
- 2.8. The CSA Elections Office shall organize all aspects of the All Candidates Meeting;
- 2.9. The CSA Elections Office shall ensure the All Candidates Package is up to date and provided to the Board of Directors;



- 2.10. The CSA Elections Office shall be responsible for the approval of all campaigning material;
- 2.11. The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process;
- 2.12. The CSA Elections Office shall prepare any necessary reports for the Board of Directors;
- 2.13. The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and
- 2.14. The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

3.0. Roles and Responsibilities of the CSA Board and Executive

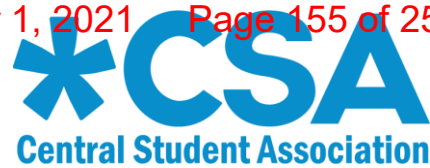
(with regard to CSA Elections)

- 3.1. The CSA Elections Office, in co-operation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.
- 3.2. The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods. This 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.
- 3.3. Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.
- 3.4. Directors and Executive shall aspire to attend any emergency Board meetings during the CSA election period.
- 3.5. Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability and Removal from Office), at the Board's discretion.

4.0. Nominations

4.1. Eligibility

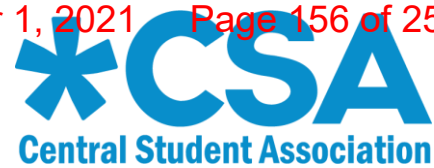
- 4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are also eligible to nominate another member as a candidate.
- 4.1.2. Candidacy is exclusive. Members may run for only one elected position within the CSA in an election. If it is the case that a member has been nominated for multiple CSA positions in a given nomination period, they must communicate to the CRO their desire to withdraw all but one of the nominations before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.



- 4.1.3. For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.
- 4.1.4. The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.

4.2. Nomination of Directors

- 4.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:
 - a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;
 - b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;
 - c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;
 - d) The nominee must receive a total of 50 **25** verified signatures in support of their candidacy and must be from individuals within their constituency;
[Amended by the Board – November 6, 2019]
 - e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;
 - f) The nominee shall present a refundable deposit of \$25 in the form of cash, certified cheque or personal cheque.
- 4.2.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.
- 4.2.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.
- 4.2.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar's Office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.



4.3. Nomination of Executive Officer

4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:

- a) The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;
- b) The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;
- c) The nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;
- d) The nominee must receive a total of 100 verified signatures in support of their candidacy;
- e) The nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;
- f) The nominee shall present a refundable deposit of \$50 in the form of cash, certified cheque or personal cheque.

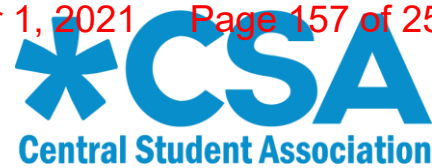
4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

4.3.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.

4.3.4. In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar's Office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.

5.0. Withdrawal of Candidates

5.1. A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office twenty-four (24) hours before the voting period commences.



6.0. Referendum

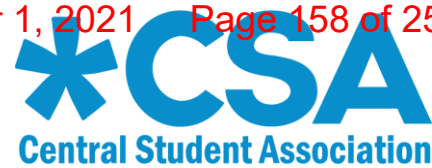
- 6.1. Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office
- 6.2. Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.
- 6.3. Referendum questions shall be included during the General Elections period.
[Amended by the Board – April 3, 2019]
- 6.4. Quorum for a referendum question posed to the membership shall be 20% of the general membership.
- 6.5. A simple majority vote is required for a valid outcome.
- 6.6. When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model (except to increase), or garner opinion on any campus organization's existence, which in previous referenda garnered support and/or funding, the CRO must notify said campus organization via email within 24 hours of receiving the question.
 - 6.6.1. Petition signatures may be collected in opposition to the asking of these questions. All signatures on such a petition must be verified by the CRO and presented to the CSA Board of Directors.

7.0. Standing Referendum Committee

- 7.1. A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.
- 7.2. The SRC shall:
 - a) Be comprised of the Chief Returning Officer and at least two Directors.
 - b) Receive all submitted referendum questions from the CSA Elections Office.
 - c) Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
 - d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
 - e) Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

8.0. Referendum Fee Schedule and Expenses

- 8.1. Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.
- 8.2. Special Status Groups, Primary Student Organizations and all other campus student organizations (including their accredited student organizations) and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.



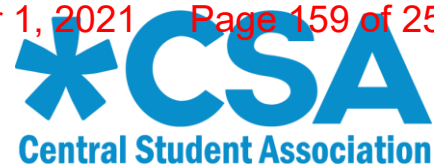
- 8.3. Each group sponsoring a referendum question shall present a refundable deposit of \$50 in the form of cash or certified cheque before campaigning can begin.
- 8.4. A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

9.0. Referendum Question Petition Collection

- 9.1. Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.
- 9.2. Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.
- 9.3. The collection of petitions for any referendum question must abide by the following rules of procedure:
 - a) Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office;
 - b) Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply; and
- 9.4. Petitioning for signatures shall not be considered campaigning.

10.0. Ratification of Referendum Questions

- 10.1. The final ratification date for referendum questions will be the last Board meeting of the general election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.
- 10.2. The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.
- 10.3. Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.
- 10.4. Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting under the supervision of an Executive Officer in pursuance with their respective duties.
- 10.5. In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved referendum team at the meeting. The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team's presence. If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.



- 10.6.** There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0. Responsibilities of Candidates and Referendum Teams

- 11.1.** To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.
- 11.2.** To be prepared to attend Board meetings, as requested, during the course of elections.
- 11.3.** To attend the All-Candidates Meeting called by the CRO and to participate in any All Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.
- 11.4.** To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO.
- 11.5.** No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

12.0. All-Candidates Meeting

- 12.1.** All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer in person within 24 hours of the meeting.
- 12.2.** For an authorized representative to be valid, they must possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.
- 12.3.** Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.
- 12.4.** The topics at the All-Candidates Meeting shall include, but not limited to:
- a) the elections process as outlined in the CSA Bylaws and Policies;
 - b) the elections schedule; and
 - c) the duties and functions of the Elections officials.
- 12.5.** Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process.
- 12.6.** It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

13.0. Campaigning

- 13.1. All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.
- 13.2. A list of official campaigners for each candidate or referendum team shall be provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.
- 13.3. Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.
- 13.4. Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.
- 13.5. No campaigning shall take place before the nomination period and before the start of the campaigning period.
- 13.6. Any current member of the Board, staff, volunteers, and committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.
- 13.7. It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.
- 13.8. All campaign materials and/or advertisements must be authorized by the CRO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days.
(See Section 14.2.4)
- 13.9. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- 13.10. No campaigning of any form is permitted within CSA offices or CSA service areas unless otherwise stated by the CRO.
- 13.11. Candidates or referendum teams must receive permission from the presiding professor/ lecturer/ faculty member(s) prior to campaigning within a classroom.
- 13.12. Campaigning is not allowed within individual Student Residences or within the Library.
- 13.13. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
- 13.14. Campaigning during voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

14.0. Campaign Regulations

14.1. In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.

14.2. The Practice of Campaigning:

14.2.1. The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

14.2.2. Stickers are banned from use for the reason of expensive cleanup and repainting of structures.

14.2.3. All campaigning must be done in accordance with relevant University solicitation regulations.

14.2.4. All print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)

14.2.5. No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.

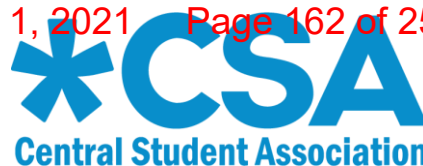
14.2.6. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

14.2.7. 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.

14.2.8. Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (printing, materials, supplies) or other financial support.

14.3. Termination to Campaigning:

14.3.1. Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting. Campaigning is strictly prohibited outside the designated campaign period. Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

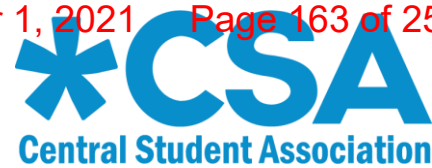


15.0. Listserv

- 15.1.** For all matters pertaining to elections, Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf. For all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on behalf of a candidate.
- 15.2.** Candidates are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.
- 15.3.** 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.
- 15.4.** 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.
- 15.5.** All campaign emails are subject to CRO approval before being sent.

16.0. Expenses

- 16.1.** Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.
 - 16.2.1.** Candidates and referendum teams must submit receipts with a statement of projected total expenses on the Final Budget Expenditure Form within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.2.** Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form 48 hours after the close of the polls (weekends and statutory holidays included). It may be submitted prior to this deadline.
- 16.3.** All organizations who put forth a referendum question, and candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.4.** All organizations or groups who oppose a referendum question and have formed a "no campaign" shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).
- 16.5.** If a referendum question is sponsored by an Executive, or their fee schedule permits the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.
- 16.6.** The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.



17.0. Campaign Expense Limits

- 17.1. The campaign expense limit for Executive candidates is \$200.
- 17.2. The campaign expense limit for Board of Director candidates is \$75.
- 17.3. The campaign expense limit for Referendum teams is \$300, only if determined to be an Internal Body, as outlined in Bylaw 3.3.1. To be covered by the CSA, all referendum teams, regardless of fee schedule, will have a campaign expense limit of \$300.
- 17.4. The CSA will bear the expense of all Executive and Board of Director candidates.

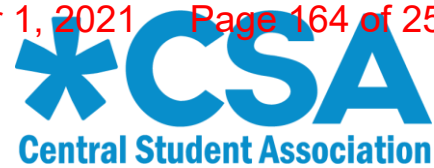
18.0. Penalties for Infractions

- 18.1. The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.
- 18.2. The CRO and ARO are empowered to levy fines and/or disqualify any candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved All Candidates Package.
- 18.3. Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Package, from which the CRO will make their decisions, must be adopted by the CSA Board of Directors at a Board meeting in the semester during which the election will be held, and prior to the commencement of such election period.
- 18.4. Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.
- 18.5. Failure to comply with applicable CSA Bylaws and Policies, could result in the invalidation of a referendum or individual's candidacy, as determined by the CRO, as per electoral guidelines, outlined in the All Candidates Package, as adopted by the Board of Directors.
- 18.6. Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.
- 18.7. In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone.
- 18.8. The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

19.0. Appeals for Chief Returning Officer (CRO) Decisions

- 19.1. The process for appealing a decision made by the CSA Elections Office is as follows:
 - a) An attempt must be made to address the issue or concerns directly with the CRO;
 - b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President;

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- c) The President will submit this form to the Electoral Appeals Board; and
- d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

20.0. Voting Process: Format of Ballots

20.1. Candidate Ballots

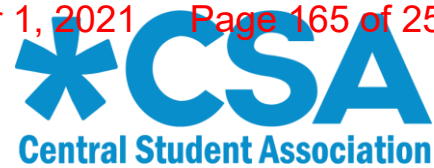
- a) Each candidate race will appear on a separate ballot sheet;
- b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;
- c) The order of each candidate name on the ballot will be randomized through the full ballot population;
- d) In the case where there is only one candidate running for a Board of Directors or Executive position, the ballot, shall include a "Yes" or "No" option;
- e) Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively; and
- f) The CRO will ensure that information explaining the "Decline" option is posted at each polling station and on the electronic ballot.

20.2. Referendum Question Ballots

- a) Referendum question ballots shall include a "Yes" or "No" option;
- b) Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively;
- c) Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and
- d) Each referendum question will appear on a separate ballot sheet.

21.0. Voting Process: Polling Stations

- 21.1.** There shall be at least one polling station per day during the voting period for any election.
- 21.2.** Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.
- 21.3.** Polling stations shall include the following information about each candidate accessible to voters:
 - a) The name of each candidate, as it appears on the ballot;
 - b) The position each candidate has been nominated for;
 - c) The candidate's statement of interest;
 - d) Information about the "Decline" option on the ballot; and
 - e) Information about how to properly cast your ballot.



22.0. Election Results

- 22.1.** Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.
- 22.2.** Candidates who undergo a “Yes” or “No” vote and receive a majority of “Yes” votes shall be declared a winner.
- 22.3.** Should a candidate who is running unopposed receive a majority of “No” votes, this position shall remain vacant and a by-election will be called.
- 22.4.** In the event that a “Decline” option records more votes than a winning candidate, a by-election will be called within one month. In the event that a “Decline” option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.
- 22.5.** In the event that a “Decline” option records more votes than a winning referendum option, that referendum is deemed to have failed.

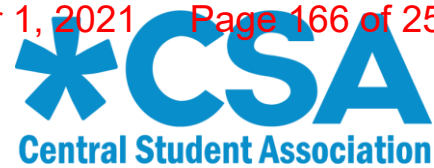
23.0. Ballot Counting Process

- 23.1.** The ballot counting process shall commence no later than 24 hours after the polls officially close.

24.0. Auditing / Recounting the Ballots

- 24.1.** An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.
- 24.2.** A recount is in reference to a review of the voting results and a recounting of cast ballots.
- 24.3.** Following the close of the voting period, there shall be a five day audit/recount period.
- 24.4.** The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five-day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19 of this policy (Appeals for CRO Decisions).
- 24.5.** An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.
- 24.6.** The CRO will accept appeals for an audit/recount during this period following the posting of the results.
- 24.7.** A request for an audit/recount of the ballots must be submitted in writing to the CRO within the five-day period. A request should state clearly the reasons behind such a request and any and all evidence.

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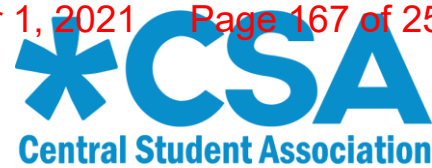
- 24.8. During the five-day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.
- 24.9. The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five-day period.
- 24.10. Successful candidates will be ratified only after this five-day period.
- 24.11. The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a period of at least five years.
- 24.12. If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

25.0. Announcements of the Results

- 25.1. The CRO shall release the election results of the election no later than noon, on the first business day after the close of the voting period.
- 25.2. The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.
- 25.3. The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

26.0. Online Elections Contingency Plan

- 26.1. In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.
- 26.2. In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.
- 26.3. Voting will be conducted via paper balloting.
- 26.4. The format of the ballots will be as outlined in Appendix G, Section 20.
- 26.5. The location of polling locations on campus.
- 26.6. Counting of the ballots will be as outlined below:
 - a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting;
 - b) The ballots shall be counted by the CRO, the ARO, the CRO’s supervisor, at least two polling clerks;
 - c) One scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team; and
 - d) Recounting of the ballots will be as outlined in Appendix G, Section 24.0.



27.0. Elections Appeals Board (EAB)

27.1. Mandate of the Board

27.1.1. The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over matters regarding minor campaigning infractions on behalf of the Board, defined as:

- Any infraction levied against a candidate that will not result in disqualification of the candidate.
- Any infraction levied against a referendum that will not result in the discarding of a referendum question.

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

- The EAB 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. In accordance with Bylaw 2, Section 8 (Penalties for Campaign Infractions), 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

27.2.1. 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

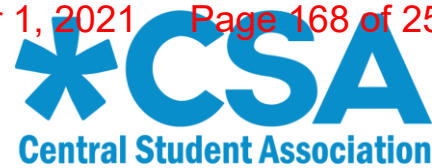
27.3.1. The Elections Appeals Board (EAB) shall consist of:

- Three Board members, who are not **Executive**
- Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

27.3.2. The Board will nominate and select the Board members 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 members to be on the EAB as per Robert's Rules and the Chair's discretion

27.3.4. Advertising to and the selected 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.

- Makeup 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 President at the close of the nomination period for the General Elections, or when needed, to ensure no conflict of interest exists among members and candidates.

27.4. Meetings of the Elections Appeals Board (EAB)

27.1. Quorum for EAB meetings shall be set at four (4) members.

27.2. The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three meetings during campaign and voting periods.

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

27.5. 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.

- 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.

This policy was amended by the CSA Board on November 28, 2018.

An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.

An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.

Appendix G Electoral



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~~**NOTE: Former Appendices now combined as Appendix G:**~~

~~Appendix H: Campaign Policies and Penalties~~

~~Appendix I: Elections Appeals Board (EAB)~~

~~Appendix K: CSA Electoral~~

**This is the compare documents version
of the proposed (new) and current (old)
versions of Appendix G.**

Appendix G Electoral



~~*This policy was amended by the CSA Board on November 28, 2018.
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Appendix G Electoral



<u>Revision</u>	<u>Board Approval Date</u>
4.2.1 Executive: required signatures for nomination reduced from 100 to 50.	Jan 13, 2021
4.2.1 Director: required signatures for nomination reduced from 25 to 10.	Feb 3, 2021
Appendix G – Electoral, Section 13.3 was amended to “Campaigning for referendum questions may commence no earlier than the first day of the General Elections nomination period.”	July 7, 2021
Comprehensive review completed by PBRC Elections Policy Review Working Group in March 2021. Numerous updates detailed in separate document. Revisions also included multi-list and other formatting.	
Pete Wobschall, Policy & Transition Manager	
<u>Signature</u>	<u>Date</u>

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1.0 Conflict of Interest (Elections Office Staff)

- 1.1 A conflict of interest is deemed to be any relationship that a CSA Elections Office staff may have with any electoral candidate or principal in a referendum campaign, which may interfere with the impartial operation of the electoral office.
- 1.2 The Chief Returning Officer (CRO) and Assistant Returning Officer (ARO) are expected to declare a conflict of interest to their supervisor, who will then report such to the Board of Directors.
- 1.3 Any member of the organization who feels that the CRO or ARO may have a conflict of interest may report this to the appropriate supervisor, who will then take it to the Board of Directors.
- 1.4 In the case where a conflict of interest is reported, the Board of Directors will determine whether the perceived conflict merits an alternative process.
- 1.5 In the case where a conflict of interest is determined to merit action, approvals for all campaign material for the candidate or referendum committee involved, as well as for the other candidates or referendum committee for the same question, will be determined by another CSA Elections Office staff.
- 1.6 If a conflict of interest is determined to exist for all electoral officers, then approvals will be determined by the CSA Elections Office supervisor.
- 1.7 If a conflict of interest is identified during or after the voting period, the Board of Directors will immediately begin a review of the electoral period to determine whether such a conflict has disrupted the normal operation of the democratic process, and, if so, what remedy will be undertaken.

2.0 Roles and Responsibilities of the CSA Elections Office

- 2.1 The role of the CSA Elections Office shall be to conduct CSA elections and by-elections in accordance with CSA Bylaws and Policies and any relevant directives as may from time to time be given by resolution of the Board of Directors;
- 2.2 The Chief Returning Officer (CRO) shall oversee the completion of the Assistant Returning Officer (ARO) roles and responsibilities;
- 2.3 The CRO is responsible for ensuring all relevant by-laws, policies, and University regulations are available to all candidates prior to campaign commencement;
- 2.4 The CRO shall obtain a voters list from the University of Guelph Administration in

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order to verify a voter's identity as well as the voter's respective faculty or college;

2.5 The CSA Elections Office shall verify the authenticity of nomination signatures or petition signatures;

a) Any candidate whose nomination package is complete, but the Elections Office is unable to verify one or more signatures, shall be given two (2-6.——) business days after the close of nominations to amend and resubmit the package for final validation;

2.6 The CSA Elections Office shall secure a voting system, and if required, polling stations or voting spaces on campus;

2.7 In collaboration with the President and the Policy & Transition Manager, the Elections Office shall prepare and update all applicable forms and ensure that they are available within 10 business days of the Fall semester;

2.8 The CSA Elections Office shall organize all aspects of the All-Candidates Meeting;

2.9 The CSA Elections Office shall ensure the All Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors;

2.10 The CSA Elections Office shall be responsible for the approval of all campaigning material;

2.11 The CSA Elections Office shall adjudicate and provide rulings on complaints filed during the electoral process;

2.12 The CSA Elections Office shall prepare any necessary reports for the Board of Directors;

2.13 The CSA Elections Office shall provide all official correspondence from the CSA Elections Office via email; and

2.14 The CSA Elections Office shall abide by and adhere to any other roles and responsibilities laid out in the CRO and ARO approved job descriptions, the CSA Bylaws and Policies and as directed by their supervisor.

2.15 In collaboration with the President and Policy & Transition Manager (PTM), the CRO shall develop an Election schedule to be included in the Candidates' Package.

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a) The Election Schedule shall include a minimum of five (5) business days for each of the following elections periods:

- Nominations
- Promotion & Signature Verification
- Campaigning
- Voting

b) The Elections Schedule shall consider the following priorities; listed from highest priority to lowest priority:

- i. Avoid scheduling Voting periods to weeks that begin with holidays, including Statutory Holidays and Reading Weeks/Days.
- ii. One week between the Nominations and Campaigning periods for the CRO to verify candidate nominations signatures, and for the Promotional & Graphic Designer to develop candidate promotional materials.
- iii. A minimum of one week between the first day of classes and the beginning of the Nominations period.

3.0 Board of Directors Election Roles and Responsibilities of the CSA Board and Executive

~~1.3 (with regard to CSA Elections)~~

~~3.1-~~

3.1 The CSA Elections Office, in co-operation with the Vice President Academic, will compile a class schedule of all classes containing at least 100 students.

3.2 The President will create an election campaign strategy to promote the CSA elections during the nomination, campaign and voting periods.

- a) The ~~This~~ 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.
- b) Components of the election campaign strategy may include classroom talks, canvassing students, paneling, online outreach campaigns, poster runs, etc.

3.3 Directors and Executive shall aspire to attend any emergency Board meetings

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during the CSA election period.

- 3.4 Failure on the part of Directors to contribute to the election campaign as directed may lead to disciplinary action in accordance with Bylaw 1, Section 6 (Accountability and Removal from Office), at the Board's discretion.

4.0 Nominations

4.1 Eligibility

4.1.1 Executive Officers are eligible to stand as a candidate for a second term in an Executive Officer position, to a maximum of two terms.

4.1.2 Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive ~~Officer position,~~ or any ~~non-executive director~~ Director position, so long as they have been enrolled in a degree program ~~within~~ in at least one of the current CSA fiscal year. Members in good standing are also eligible two semesters prior to nominate another member as a candidate. taking office.

4.1.3 Members in good standing are also eligible to nominate another member as a candidate.

~~4.1.34.1.4~~ 4.1.4 Candidacy is exclusive. Members may ~~run~~ seek office for only one elected position within the CSA in an election. ~~If it is the case that a member has been nominated for multiple CSA; this applies to both Executive and Director positions in a given nomination period, they must communicate to the CRO their desire to withdraw all but one of the nominations before the end of the nomination period. If such a desire is not communicated before the end of the nomination period, the last submitted nomination will be considered the official nomination and all others will be discarded.~~

~~4.1.3.~~ For the purpose of General Elections, individuals not registered in the winter semester are considered members in good standing if it can be shown that they were members in good standing in the previous fall semester of the same academic year.

~~4.1.44.1.5~~ 4.1.4. The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the

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Executive Committee is empowered to ratify the list of candidates.

4.2 Nomination ~~of Directors~~Process

4.2.1 The nomination process for ~~any non-executive Board of Directors position~~those seeking the office of Executive Officer or Director must abide by the following rules of procedure:

a) The nominee candidate must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;

~~The~~ The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the GRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;
~~candidate~~ nominee must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;

a) ~~The~~ nominee must receive a total of 50 ²⁵ verified signatures in support of their candidacy and must be from individuals within their constituency;

[Amended by the Board — November 6, 2019]

b) ~~The~~ nominee shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot and may use at Poll Station locations where appropriate. This statement should be no longer than 150 words;

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

~~1.4~~

~~4.2.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.~~

~~4.2.3. Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the GRO will announce the list of candidates, upon confirmation of the eligibility of all seconders and nominators.~~

~~4.2.4. In order to facilitate verification and eligibility, the GRO will request a voters list from the Registrar's Office. A nominator's signature, student number as well as confirmation of CSA general membership will be considered verification.~~

4.3. ~~Nomination of Executive Officer~~

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~~4.3.1. The nomination for any Executive Officer Board of Directors position must abide by the following rules of procedure:~~

~~The nominee must declare their interest in collecting nomination signatures on the appropriate form outlined by the CSA Elections office;~~

b) ~~The nominee must provide a listing of all extra-curricular activities engaged in by the nominee, to allow the CRO to make appropriate decisions related to the abuse of other positions the nominee may hold. This list will be kept until the results of the election have been ratified, at which point it shall be destroyed;__~~

c) ~~The nomineecandidate must collect nomination signatures on the appropriate form outlined by the CSA Elections Office;:~~

~~The nominee must receive a total~~

- ~~• Executive Officer: minimum of 50 verified signatures~~
- ~~• Directors: minimum of 10 verified signatures.~~

d) ~~The 400minimum number of verified signatures in support of their candidacy; must be from individuals within their constituency.~~

e) ~~The nomineecandidate shall submit a short statement that the CSA may use in media when promoting all the candidates in the Election, as a link on the electronic ballot, and may use at Poll Station locations wherewhen appropriate. This statement shouldshall be no longer than 150 words;~~

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

- ~~• 4.3.2. ——— These items must be completedThe deposit amount shall be determined by the President, in consultation with the Business Manager and allElections Office, and shall not exceed:~~

~~i. Executive Officers: \$50.00.~~

~~ii. Directors: \$25.00.~~

- ~~• The CRO will include deposit amounts in the Candidates' Package.~~

4.2.2 All appropriate forms must be completed and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

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4.2.3 Nominations received during the nomination period will be kept in confidence until the closing of the nominations period, at which point the CRO will announce the list of candidates, upon confirmation of the eligibility of all ~~seconders and~~ nominators.

4.2.4 In order to facilitate verification and eligibility, the CRO will request a voters list from the Registrar’s Office. A nominator’s signature, student number as well as confirmation of CSA general membership will be considered verification.

5.0 Withdrawal of Candidates

5.1 A candidate may withdraw their candidacy in a CSA election as long as their withdrawal is in writing and is submitted to and accepted by the CSA Elections Office ~~twenty-four (24) hours by noon (12:00 pm) one business (1) day~~ before the voting period commences.

5.2 In collaboration with the Promotional & Graphic Designer and President, the CRO will update communications materials, including the CSA website, and ballots as appropriate based on candidate withdrawals.

6.0 Referendum

6.1 Any student group or member of the undergraduate student body may submit a Referendum question on the appropriate form outlined by the CSA Elections Office.

6.2 Questions concerning the internal structure, organization, and/or operation of the CSA shall be considered in the general election referenda and shall follow the same format as other questions.

Notwithstanding subsection 6.3.—2, Referendum questions shall be included during the ~~General Elections period.~~

6.3 ~~Amended~~ as approved by the Board ~~—April 3, 2019~~ of Directors.

6.4 Quorum for a referendum question posed to the membership shall be 20% of the general membership.

6.5 A simple majority vote is required for a valid outcome.

6.6 When the CRO is presented with any referenda question which would de-ratify, defund, change the funding model ~~(except to increase),~~ or garner opinion on any campus organization’s existence, which in previous referenda garnered support

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and/or funding, the CRO must notify said campus organization via email within ~~24 hours~~one (1) business day of receiving the question.

~~6.6.1. Petition signatures may be collected in opposition to the asking of these questions. All signatures on such a petition must be verified by the CRO and presented to the CSA Board of Directors.~~

~~1.5~~

~~7.0~~ **7.0. Standing Referendum Committee (SRC)**

7.1 A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2 The SRC shall:

7.2.1 Be comprised of the Chief Returning Officer and at least two Directors.

7.2.2 Receive all submitted referendum questions from the CSA Elections Office.

7.2.3 Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.

7.2.4 Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.

a) If the referendum question is a joint initiative, then the SRC recommendations will be considered by the CSA Board of Directors, who will then, by resolution, make wording recommendations to all parties involved in the referendum for consideration.

7.2.5 Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

8.0 Referendum Fee Schedule and Expenses

8.1 Internal bodies shall pay no election fees. Internal bodies are defined as CSA Clubs, Services, Board Members or Executive Members acting in pursuance of their respective duties.

8.2 All Recognized~~Special Status Groups, Primary~~ Student Organizations ~~and all~~

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~~other campus student organizations (including their accredited student organizations)~~ and the general membership of the CSA shall pay no election fees for the use of the CSA Electoral service.

a) Recognized Student Organizations (RSO) include:

- Special Status Groups
- Primary Student Organizations
- Accredited Student Organizations
- Student Service Groups (examples: The Ontario, CFRU)

8.3 Each group sponsoring a referendum question shall present a refundable deposit of \$50 in the form of cash or certified cheque before campaigning can begin.

8.4 A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA Electoral services.

9.0 Referendum Question Petition Collection

~~**9.1.** Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.~~

9.1 ~~**9.2.**~~ Referendum questions which are initiatives of an Executive Officer, Director or Service Coordinator under the supervision of an Executive Officer acting in pursuance of their respective duties, are not required to collect signatures, but must be approved by the Board of Directors.

~~**9.2** Once a question has been approved by the SRC, the referendum team shall begin to collect petitions to allow the referendum question to be placed on the ballot.~~

~~**9.29.3**~~ The collection of petitions for any referendum question must abide by the following rules of procedure:

~~**9.2.19.3.1**~~ **a)** Petition signatures must be collected on the appropriate petition collection forms outlined by the CSA Elections Office.

~~**b)**~~

~~**9.2.29.3.2**~~ Petition collection forms must be signed by no less than 10% of the membership to which the proposed fee/or question would apply. ~~and~~

~~**9.39.4**~~ Petitioning for signatures shall not be considered campaigning.

10.0 Ratification of Referendum Questions

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- 10.1 The final ratification date for referendum questions will be the last Board meeting of the general election nomination period. The Board may call an emergency meeting in the last week of the nomination period if necessary.
- 10.2 The final date for approval will be well-advertised by the CSA Elections Office at least two weeks in advance of the deadline.
- 10.3 Referendum questions not accompanied by the appropriate amount of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties.
- 10.4 Referendum questions approved at the Board of Directors without signatures must be initiatives of an Executive Officer, Director or Service Coordinator acting under the supervision of an Executive Officer in pursuance with their respective duties.
- 10.5 In order to consider the modification or reversal of an earlier decision to approve a referendum question, the Board will require the presence of a representative from the approved [referendum team](#) Referendum Team at the meeting.
- 10.6 The President is responsible for ensuring that sufficient notice is provided to the referendum team and that all reasonable measures are taken to communicate the necessity of the referendum team's presence.

If the President is unable to contact a representative from the referendum team, they will report to the Board with the details of such efforts.

- 10.7 There shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again.

11.0 Responsibilities of Candidates and Referendum Teams

- 11.1 To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.
- 11.2 To be prepared to attend Board meetings, as requested, during the course of elections.

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11.3 To attend the All-Candidates' Meeting called by the CRO and to participate in any All-Candidates Forum(s) and Fairs as hosted by the CSA Elections Office. Penalties for infractions for lack of attendance by a candidate or referendum team are outlined in Section 18: Penalties for Infractions.

11.4 To submit all applicable information or forms prescribed and by the designated dates and recognize that failure to do so may lead to disqualification at the discretion of the CRO.

11.5 No one, whether a member of a registered campaign committee or otherwise, shall disseminate information verbally, electronically or otherwise that is defamatory, potentially libelous or factually incorrect. Campaigners shall act reasonably, responsibly and in good faith.

12.0 All-Candidates Meeting

12.1 All candidates, or an authorized representative, must attend the All-Candidates Meeting in its entirety or arrange to meet with the Chief Returning Officer ~~in person~~ within 24 hours of the meeting.

12.2 For an authorized representative to be valid, they must notify the CRO prior to the meeting, and possess a signed statement from the candidate that the representative has the authority to act on their behalf for the duration of the meeting.

12.3 Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting or fails to meet with the CRO shall be disqualified from the election.

12.4 The topics at the All-Candidates Meeting shall include, but not limited to:

- a) the elections process as outlined in the CSA Bylaws and Policies;
- b) the elections schedule; and
- c) the duties and functions of the Elections officials.

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

12.6 It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.

13.0 Campaigning

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- 13.1** All candidates and referendum teams must abide by the following rules relating to conduct and behavior during campaigning and assume responsibility for those campaigning on behalf of candidates or referendum teams. Campaigners are bound by the same rules as candidates.
- 13.2** A list of official campaigners for each candidate or referendum team shall be provided to the Chief Returning Officer (CRO) prior to the commencement of the campaign period. This list shall remain confidential and is for CSA Elections Office use only.
- 13.3** Campaigning for referendum questions may commence no earlier than the first day of the **General** Elections nomination period.
- 13.4** Candidates and referendum teams shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact. This type of behaviour is not permitted and may result in disqualification.
- 13.5** No Election Candidate's campaigning shall take place before the nomination period and before the start of the campaigning period.
- 13.6** Any current member of the Board, staff, volunteers, and committee member of the CSA who decides to run for an elected position shall disassociate from all areas of their position relating to the election from the commencement of the nomination period.
- 13.7** It is the responsibility of the candidate or referendum team to ensure that all campaign materials and/or advertisements, conform to all policies and regulations of the CSA, and with all municipal, provincial, federal laws.
- 13.8** All campaign materials and/or advertisements must be authorized by the CRO and/or ARO in advance of printing, posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days. (See Section 14.2.4)
- 13.9** All recyclable campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please recycle after the election."
- 13.10** No campaigning of any form related to specific candidates or referendum teams is

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permitted within CSA offices or CSA service areas unless otherwise statedapproved by the CRO.

13.11 Candidates or referendum teams must receive permission from the presiding professor/ lecturer/ faculty member(s) prior to campaigning within a classroom.

13.12 Campaigning is not allowed within individual Student Residences or within the Library unless approved by the CRO.

13.13 Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.

13.14 Campaigning during voting period will be permitted. While campaigning is permitted during the voting period, any candidate found to be interfering with an individual student ballot or the online ballot process will be disqualified.

13.15 Candidates and campaigners must not endorse one another, run in a slate, or campaign together except where the Elections Committee is holding an official event.

13.15.1 Nominations signatures can be collected from other candidates and campaigners, including competitors, running in the election.

13.16 CSA staff shall not promote or support Executive or Director candidates in any way; this included letters of recommendation, and commenting and sharing on social media posts.

14.0 Campaign Regulations

14.1 In the interest of protecting the equitable rights of all persons involved in an election campaign, all materials and services used in any campaign will be monitored by the Chief Returning Officer (CRO) and the Assistant Returning Officer (ARO). Such materials and services will be assessed at standard market rates.

14.2 The Practice of Campaigning:

14.2.1 The candidates and referendum teams are responsible for all advertising placed in their name. Each candidate and referendum team is responsible for the removal of all visual aids from the campus before their deposit will be returned.

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- 14.2.2 Stickers are banned from use for the reason of expensive cleanup and repainting of structures.
- 14.2.3 All campaigning must be done in accordance with relevant University solicitation regulations.
 - a) The CRO shall have relevant University solicitation regulations available for candidates upon request.
- 14.2.4 All print and electronic campaign material must include the name of the candidate (as it is to appear on the ballot), the full name of the position for which they are a candidate, and the elections logo provided by the CSA Elections Office. (See Section 13.8)
 - a) All online material shall also include a link to the CSA Elections landing page as provided by the CRO.
- 14.2.5 No candidate in any CSA election may have more than one poster listing in their name or depicting their image posted on any given poster board or rail.
- 14.2.6 The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.
- 14.2.7 Collecting candidate 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.
- 14.2.8 Candidates and Referendum teams may rally support from student volunteers to aid them in their campaign efforts, but may not accept donations in kind (e.g., printing, materials, supplies, etc.) or other financial support.

14.3 Termination to Campaigning:

- 14.3.1 Campaigning is permitted from the opening of the campaign period up to and including the close of the polls on the final date of voting.
- 14.3.2 Campaigning is strictly prohibited outside the designated campaign period.

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~~14.3.2~~14.3.3 Failure to abide by this clause may result in immediate disqualification of the candidate or referendum question.

15.0 ListServ

~~14.4~~15.1 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.

~~14.5~~15.2 For all matters pertaining to elections, campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election or question in a referendum, sent by a candidate ~~or by an~~ individual or organization ~~on behalf of a candidate~~.

~~14.6~~15.3 Candidates and Referendum Teams are permitted to send campaign emails over organizational listservs. It is the responsibility of the group in question to determine, if and in what manner they will permit candidates to use their listserv.

~~14.7~~15.4 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.

~~14.8~~15.5 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.

~~14.9~~15.6 All campaign emails are subject to CRO approval before being sent. It is the Candidate's responsibility to ensure ListServ emails are sent only to publicly-accessible lists with written consent of the ListServ Administrator.

15.016.0 Expenses

~~15.1~~16.1 Candidates and referendum teams are responsible for maintaining all receipts for expenses incurred in their campaign, except receipts for printing, done through the CSA, which will be accounted for and added to their final budget by the CSA.

~~16.2.1.~~ ~~Candidates and referendum teams must submit receipts with a statement of projected total expenses on the Final Budget Expenditure Form within 48 hours after the close of the polls (weekends and statutory holidays included).~~

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~~15.2~~16.2 ~~16.2~~—Candidates and referendum teams must submit a statement of total expenses on the applicable final budgetary form **within** 48 hours after the close of the polls (weekends and statutory holidays included). ~~It may be submitted prior to this deadline.~~

~~15.3~~16.3 All organizations who put forth a referendum question, and **all** candidates shall be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

~~15.4~~16.4 All organizations or groups who oppose a referendum question and have formed a “no campaign” shall also be obligated to provide an accurate and comprehensive final campaign budget to the CSA Elections Office within 48 hours after the close of the polls (weekends and statutory holidays included).

~~15.5~~16.5 If a referendum question is sponsored by an Executive, or their fee schedule permits, the deposit and expenses shall be covered by the CSA. All referendum teams, regardless of fee schedule will have a campaign expense limit of \$300.

~~15.6~~16.6 The CSA will bear the expense of all Executive and Board of Director candidate's campaigns.

~~16.0~~17.0 Campaign Expense Limits

~~16.1~~17.1 The campaign expense limit for Executive **Officer** candidates is \$200.

~~16.2~~17.2 The campaign expense limit for **Board of** Director candidates is \$75.

~~17.3. The campaign expense limit for Referendum teams is \$300, only if determined to be an Internal Body, as outlined in Bylaw 3.3.1.~~

~~16.3~~17.3 To be covered by the CSA, all ~~referendum teams~~Referendum Teams, regardless of fee schedule, will have a campaign expense limit of \$300.

~~16.4~~17.4 The CSA will bear the expense of all Executive **Officer** and Board of Director candidates.

~~17.0~~18.0 Penalties for Infractions

~~17.1~~18.1 The Chief Returning Officer (CRO) is responsible for monitoring candidates and referendum campaigns and ensuring that referendum campaigns strictly comply with applicable CSA Bylaws and Policies.

~~17.2~~18.2 The CRO ~~and ARO are~~is empowered to levy fines and/or disqualify any

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candidates or referendum teams for infractions in campaigning and/or failure to meet the prescribed deadlines as stipulated in this policy and the approved All Candidates Candidates' Package.

17.318.3 Specific electoral policy guidelines and campaign infractions, outlined in the All Candidates Candidates' Package, from which the CRO will make their decisions, must be adopted by the CSA Board of Directors at a Board meeting in the semester during which the election will be held, and prior to the commencement of such election period.

17.418.4 Infractions will be percentage-based and candidates or referendum teams receiving a sum of 100% or greater will be disqualified.

17.518.5 Failure to comply with applicable CSA Bylaws and Policies, could result in the invalidation of a referendum question or individual's candidacy, as determined by the CRO, as per electoral guidelines, outlined in the All Candidates Candidates' Package, as adopted by the Board of Directors.

17.618.6 Should a candidate or referendum team receive a penalty for an infraction, they must be contacted within 24 hours of the decision by email, and informed of the infraction and resulting penalty, as well as any available appeal mechanisms.

17.718.7 In cases of disqualification, the CRO must attempt to contact the candidate or referendum team by both email and phone. The CRO shall keep a written record of attempts made.

17.818.8 The CRO must also prepare a statement informing the public of this disqualification within 24 hours of the decision made. It is the responsibility of the President to ensure that this statement is made available on the CSA website.

18.019.0 Appeals for Chief Returning Officer (CRO) Decisions

18.119.1 The process for appealing a decision made by the CSA Elections Office is as follows:

- a) An attempt must be made to address the issue or concerns directly with the CRO;
- b) If issues cannot be resolved, then the complainant is to complete the applicable appeals form as outlined by the CSA Elections Office and submit it to the President;
- c) The President will submit this form to the Electoral Appeals Board;

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and

- d) The Elections Appeals Board (EAB) will then convene within 36 hours to review the complaint and render a decision.

19.020.0 Voting Process: Format of Ballots

19.120.1 Candidate Ballots

19.1.120.1.1 Each candidate race will appear on a separate ballot sheet;

19.1.220.1.2 Names of candidates running for the Executive or ~~Board of~~ Directors shall appear on the ballots in the exact form they were ratified by the Board;

20.1.3 The order of each candidate name on the ballot will be randomized through the full ballot population; The CRO shall document the process used and maintain a record of results;

19.1.320.1.4 In the case where there is only one candidate running for a ~~Board of~~ Directors or Executive Officer position, the ballot, shall include a "Yes" or "No" option;

19.1.420.1.5 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively; and

19.1.520.1.6 The CRO will ensure that information explaining the "Decline" option is posted at each polling station and on the electronic ballot.

19.220.2 Referendum Question Ballots

19.2.120.2.1 Referendum question ballots shall include a "Yes" or "No" option;

19.2.220.2.2 Each ballot will contain one additional option: "Decline", to represent the voter's rejection of the election process respectively;

19.2.320.2.3 Referendum question shall appear on the ballot in the exact format they were ratified by the Board; and

19.2.420.2.4 Each referendum question will appear on a separate ballot sheet.

20.021.0 Voting Process: Polling Stations

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21.1.—Preamble

The following shall be used when polling stations are required for a CSA election.

20.121.1 There shall be at least one polling station per day during the voting period for any election.

20.221.2 Polling stations shall at all times be attended by at least two members, duly hired in accordance with applicable CSA temporary help hiring policies.

20.321.3 Polling stations shall include the following information about each candidate accessible to voters:

- a) The name of each candidate, as it appears on the ballot;
- b) The position each candidate has been nominated for;
- c) The candidate's statement of interest;
- d) Information about the "Decline" option on the ballot; and
- e) Information about how to properly cast your ballot.

21.022.0 Election Results

21.122.1 Candidates who receive a majority of votes in favor of their candidacy shall be declared a winner.

21.222.2 Candidates who undergo a "Yes" or "No" vote and receive a majority of "Yes" votes shall be declared a winner.

21.322.3 Should a candidate who is running unopposed receive a majority of "No" votes, this position shall remain vacant and a by-election will be called.

21.422.4 In the event that a "Decline" option records more votes than a winning candidate, a by-election will be called within one month. In the event that a "Decline" option again records more votes than a winning candidate, the candidate with a majority of the remaining votes will still be declared a winner. However, an external review of the election will be initiated, the procedure for which will be decided by the Board. The use of the University of Guelph as an external review body shall not be considered appropriate option by the Board.

21.522.5 In the event that a "Decline" option records more votes than a winning referendum option, that referendum is deemed to have failed.

22.023.0 Ballot Counting Process

22.123.1 The ballot counting process shall commence no later than 24 hours after

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the polls officially close.

23.024.0 Auditing / Recounting the Ballots

23.124.1 An audit is in reference to the review of the process and results of electronic voting. The audit will include total undergraduate student population, total number of undergraduate students who received a ballot, e-mail addresses which received ballots, e-mail addresses which failed to receive ballots, the number of students who were re-sent ballots, and the total number of times the ballot was e-mailed.

23.224.2 A recount is in reference to a review of the voting results and a recounting of cast ballots.

23.324.3 Following the close of the voting period, there shall be a five day audit/recount period.

23.424.4 The Chief Returning Officer (CRO) may issue a recount of the ballots at any time during the five-day audit/recount period at their discretion. However, a candidate may appeal any decision made by the CRO by following the appeal procedure outlined in Section 19 of this policy (Appeals for CRO Decisions).

23.524.5 An audit and recount will automatically be initiated if the winning candidate or option outperforms the second-place candidate or option by less than 3% of total votes cast.

23.624.6 The CRO will accept appeals for an audit/recount during this period following the posting of the results.

23.724.7 A request for an audit/recount of the ballots must be submitted in writing to the CRO, and copied to the President, within the five-day period. A request should state clearly the reasons behind such a request and any and all evidence.

23.824.8 During the five-day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.

23.924.9 The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five-day period.

23.1024.10 Successful candidates will be ratified only after this five-day period.

23.1124.11 The CRO shall send a copy of any audit to the President and the Policy & Transition Manager for archiving purposes. Audit results will be archived for a

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period of at least five years.

~~23.12~~24.12 If candidates have further concerns or questions regarding the voting process and audit, they may be put in contact with the third party administering the online elections process in the presence of the CRO.

~~24.0~~25.0 **Announcements of the Results**

~~24.1~~25.1 The CRO shall release the election results of the election no later than noon, on the first business day after the close of the voting period.

~~24.2~~25.2 The results shall be released to all candidates and referendum teams, and the Board of Directors including the Executive Committee. The results shall also be made available on the CSA website.

~~24.3~~25.3 The results of the election shall be advertised as “unofficial” until the Board of Directors ratifies the results.

~~25.0~~26.0 **Online Elections Contingency Plan**

~~25.1~~26.1 In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy.

~~25.2~~26.2 In the event that CSA elections must move to the contingency plan, a mass email must be sent to the CSA membership within 12 hours of the decision for elections to move to the contingency plan. This email shall detail the voting procedure and the details of the contingency plan.

~~25.3~~26.3 Voting will be conducted via paper balloting.

~~25.4~~26.4 The format of the ballots will be as outlined in Appendix G, Section 20.

~~25.5~~26.5 The Online Elections Contingency Plan will include the location of polling locations on campus.

~~25.6~~26.6 Counting of the ballots will be as outlined below:

- a) The ballots shall be counted immediately upon the closing of the polls on the last day of voting;
- b) The ballots shall be counted by the CRO, the ARO, the CRO's supervisor, at least two polling clerks;

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- c) One scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team; and
- d) Recounting of the ballots will be as outlined in Appendix G, Section 24. 0.

26.027.0 Elections Appeals Board (EAB)

26.127.1 Mandate of the EAB Board

~~26.1.127.1.1~~ The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over ~~matters regarding minor campaigning~~ any appeal of a decision made by the CRO; including infractions on behalf of the Board, defined as:

- ~~• Any infraction levied against a candidate that will not result in disqualification of the candidate.~~
- ~~• Any infraction levied against a referendum that will not result in the discarding of a referendum question.~~

~~26.1.227.1.2~~ 27.1.2. Any appeals to be discussed following elections weekperiod and scheduled meetings of the EAB will be sent directly to the Board of Directors.

- a) ~~The~~ The President EAB 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.

~~26.1.327.1.3~~ 27.1.3. In accordance with Bylaw 2, Section 8 (Penalties for Campaign Infractions), ~~the~~ The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.

~~26.1.427.1.4~~ The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

26.227.2 Formation of the Board

~~27.2.1.~~ 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.

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26.3.27.3 Membership of the Board

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

- a) Three ~~Board members, who are not Executive Directors; and~~
- b) Two general members of the CSA in good standing as per the requirements in Bylaw 1, Section 1.5.

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

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

- a) General ~~members~~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 members to be on the EAB as per Robert's Rules and the Chair's discretion

26.3.427.3.4 Advertising to and the ~~selected~~selection process of ~~general members~~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) ~~Makeup~~The membership of the EAB shall consist of no less than 40% women-identified individuals.

26.3.527.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and President at the close of the nomination period for the General Elections, or ~~when needed as required~~, to ensure no conflict of interest exists among members and candidates.

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26.4.27.4 Meetings of the Elections Appeals Board (EAB)

~~26.4.1~~27.4.1 ~~27.1.~~ Quorum for EAB meetings shall be set at ~~four (4)~~three (3) members.

27.4.2 ~~27.2.~~ The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

~~26.4.2~~27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will hold three meetings during campaign and voting periods.

~~26.4.3~~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.

~~26.4.4~~27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

~~26.4.5~~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.
- b) Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

~~*This policy was amended by the CSA Board on November 28, 2018.
An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.
An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.*~~

Motion

Board of Directors Meeting # 5

September 1, 2021



Notice of this motion was provided at the July 28, 2021, CSA Board Meeting.

Item 5.11.1

Amendments to Bylaw 2 – Electoral (Comprehensive Review)

WHEREAS Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

WHEREAS the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

WHEREAS the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

WHEREAS at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

RESOLVED that the revised **Bylaw 2 – Electoral** be adopted as presented in the Board Agenda Package dated September 1, 2021.

Moved: President, Nicole Walker

Seconded:

Motion

Board of Directors Meeting # 5

September 1, 2021



Notice of this motion was provided at the July 28, 2021, CSA Board Meeting.

Item 5.11.2

Amendments to Appendix G – Electoral (Comprehensive Review)

WHEREAS Bylaw 4 – Policy of the CSA, Section 3.1 requires the Policy & Bylaw Review Committee (PBRC) to review each CSA policy and bylaw at a minimum of once every three years;

WHEREAS the PBRC formed an Elections Policy Review Working Group in the spring of 2021 composed of the Chief Returning Officer, Assistant Returning Officer, President, VP External, and the Policy & Transition Manager to conduct a comprehensive review of Bylaw 2 – Electoral and Appendix G – Electoral;

WHEREAS the Working Group completed their review over a series of meetings in the spring of 2021 and provided their recommendations to PBRC on June 23, 2021; and

WHEREAS at their meeting on June 23, 2021, the PBRC reviewed the Working Group's proposed amendments and recommends them forward to the Board of Directors for consideration.

RESOLVED that the revised **Appendix G – Electoral** be adopted as presented in the Board Agenda Package dated September 1, 2021.

Moved: President, Nicole Walker

Seconded:



CSA
ELECTIONS

All Candidates' Package: Directors

Fall 2021 By-Election

DRAFT

**Elections Office
Candidates Package
Directors**



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Elections Office Candidates Package Directors



To All Candidates in the CSA Election

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

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

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

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

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

Sincerely,

Jewel Lindemann

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

Julia Centofanti

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

Elections Office Candidates Package Directors



Contact Information

CSA Election Office

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

Please note that because of COVID-19 restrictions the CSA physical office is closed until further notice and all 'meetings' with the Elections Office will occur via Microsoft Teams. This is subject to change throughout the Fall 2021 semester, as restrictions begin to lift.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Monday/Wednesday: 3:30 pm to 6:30 pm

Or by Appointment

Julia Centofanti

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Monday/Wednesday: 11:00 am – 1 pm

Tuesday/Thursday: 10 am – 12 pm

Or by Appointment

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9am-4:30pm

Pete Wobschall

Policy & Transition Manager

csaptm@uoguelph.ca

Monday to Friday: 9am-4:30pm

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

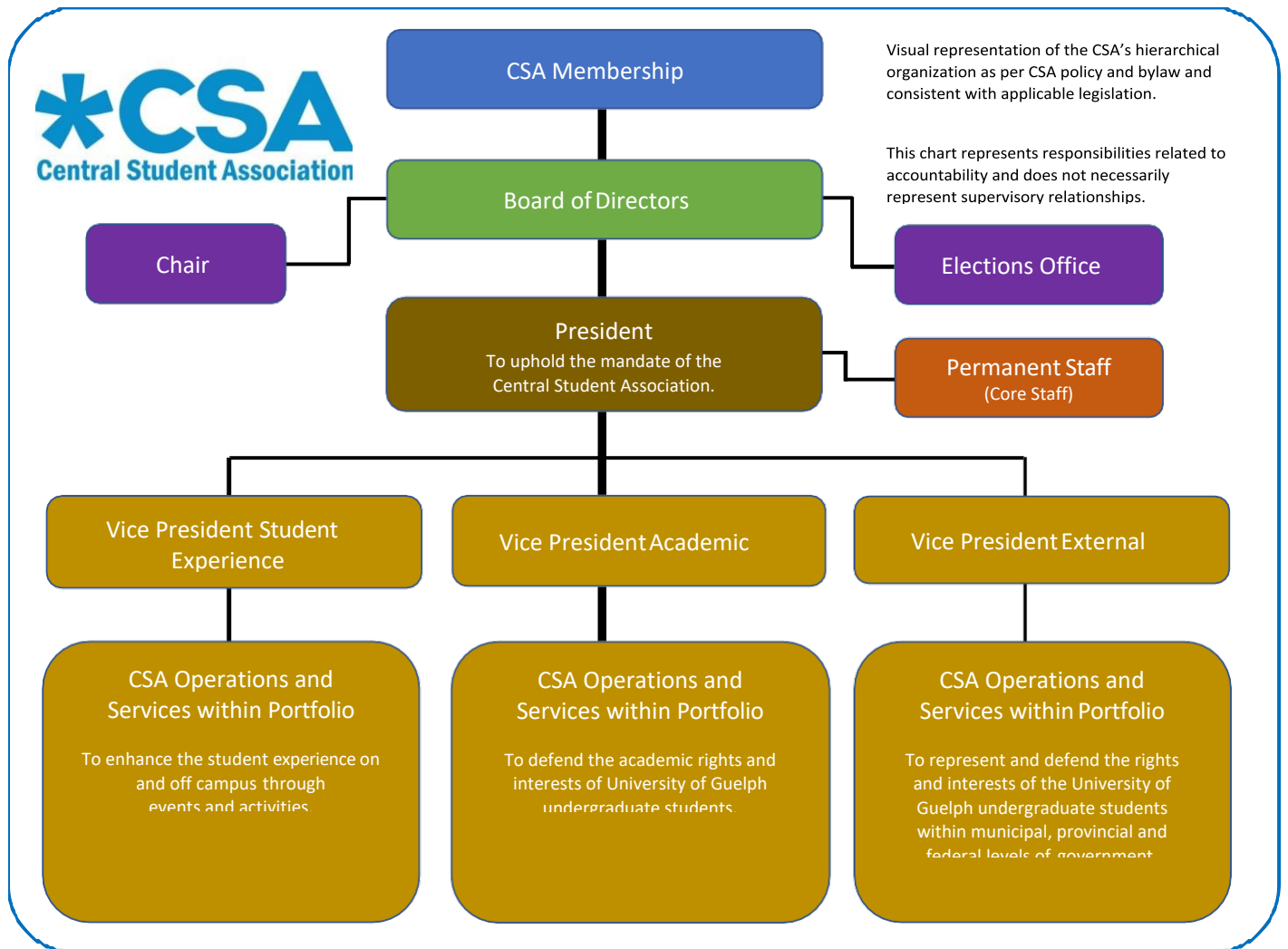
The CSA is committed to:

- 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.

Elections Office Candidates Package Directors



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.

Elections Office Candidates Package Directors



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 **Saturday, October 9, 2021**.

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 restrictions begin to lift, poster runs will be available for the Fall 2021 by-election. 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

**Elections Office
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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 2021 By-Election Nominations	Monday, September 13 to Friday, September 17, 2021 at 4:00 pm
All Candidates’ Meetings	Friday, September 17, 2021 at 5:30 pm
General Election Campaign	Monday, September 27 to Thursday, October 7, 2021
Submit list of campaign volunteers to Elections Office	Monday, September 27, 2021
General Election Voting	Monday, October 4 to Friday, October 8, 2021 (11:59 pm)
Announcement of Unofficial Results	Saturday, October 9, 2021
Submit Final Budget Form with Receipts	Saturday, October 9, 2021
Results Ratified	Wednesday, October 13, 2021

Elections Office Candidates Package Directors



Postering

- As restrictions lift, Poster Runs may be available for the Fall 2021 By-Election.
- 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.

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 27, 2021.

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. 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 2021 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.

Elections Office Candidates Package Directors



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.

Elections Office Candidates Package Directors



Campaigning

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective. Adapting to the COVID-19 restrictions will require creativity.

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

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

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by Monday, September 27, 2021 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

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

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

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.

Elections Office Candidates Package Directors



Endorsements

You may contact organizations asking them to endorse your campaign.

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

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

Endorsements MAY be given by:

- CSA Clubs
- College Governments Special Status Groups Interhall Council

Endorsements MAY NOT be given by:

- University Administration University Faculty
- University Centre Administration CSA Full Time Staff

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

Other

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

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

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)

**Elections Office
Candidates Package
Directors**



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 Saturday, October 9, 2021: 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.

4. Use of campaign materials without CRO approval:

- First occasion: 25% of campaign budget and candidate must remove all materials immediately.
- Second occasion: 50% (non-cumulative from previous occasion) of campaign budget.
- Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

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:

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

Elections Office Candidates Package Directors



6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.

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

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

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.
- Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

Board of Directors Meeting Schedule

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

Fall 2021

1.	September 15, 2021	6:00 pm
2.	September 29, 2021	6:00 pm
3.	October 13, 2021	6:00 pm
4.	October 27, 2021	6:00 pm
5.	November 10, 2021	6:00 pm
6.	November 24, 2021	6:00 pm

Winter 2022

7.	January 12, 2022	6:00 pm
8.	January 26, 2022	6:00 pm
9.	February 2, 2022	6:00 pm
10.	February 23, 2022	6:00 pm
11.	March 9, 2022	6:00 pm
12.	March 23, 2022	6:00 pm
13.	April 6, 2022	6:00 pm

Town Hall

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

2022 Annual General Meeting

Wednesday, February 9, 2022
5:00 pm, Microsoft Teams

**Elections Office
Candidates Package
Directors**



Fall Board Training Dates

Session I: Code of Conduct

Wednesday, November 3, 2021, 6:00 pm to 9:00 pm, Microsoft Teams

Session II: Governance

Wednesday, November 17, 2021, 6:00 pm to 9:00 pm, Microsoft Teams



Board Package
September 1 2021

Fall 2021 By-Election

**Elections Board Package
September 1 2021
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Fall 2021 By-Election Dates

Fall 2021 By-Election Nominations	Monday, September 13 to Friday, September 17, 2021 at 4:00 pm
All Candidates' Meetings	Friday, September 17, 2021 at 5:30 pm
General Election Campaign	Monday, September 27 to Thursday, October 7, 2021
Submit list of campaign volunteers to Elections Office	Monday, September 27, 2021
General Election Voting	Monday, October 4 to Friday, October 8, 2021 (11:59 pm)
Announcement of Unofficial Results	Saturday, October 9, 2021
Submit Final Budget Form with Receipts	Saturday, October 9, 2021
Results Ratified	Wednesday, October 13, 2021

Elections Office Promotional Plan (F21)

Elections Timeline	Description / Key Messaging	Promo Materials	Date
Pre-Election	Elections Timeline, How to Run Open positions, Referendum	Kiosk Social Media	August 30 th September 1 st - September 3 rd
Nominations	Opening soon // Opening on Sept 13 th	Social Media	September 7 th - September 12 th
	Nominations now open + How to run (Email CRO for candidate's package)	Social Media, UC Banner, Poster Run	September 13 th – 17 th
	Election's Office Hours	Newsletter	Content Deadline: August 27 th September 13 th
Director Forum / Get to know Candidates	Director Forum: Videos to be posted by September 24 th	Social Media, Website, Poster Run	September 27 th – October 1 st
Referendum FAQ	What a yes vote means, what a no vote means	Social Media, Posters, UC Banner Kiosk (beside how to vote)	September 27 th - October 1 st September 27 th – October 8 th
Voting	Voting now open	Social Media, Kiosk, Posters Run, UC Banner	October 4 th
	How to vote	Social Media, UC Banner	October 5 th
	Last Day to Vote	Social Media, UC Banner	October 8 th
	Voting has been Extended Let promo know by the Thursday so the graphic is ready to go	Social Media, UC Banner, Kiosk, Poster Run	October 12 th ? (Monday to Friday extension repeated weekly until Quorum met)

Candidate Forms (For Review)

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 anytime you have questions:

Chief Returning Officer: Jewel Lindemann | csacro@uoguelph.ca

Office Hours (Fall 2021):

- Mon & Wed: 3:30 pm to 6:30 pm

[Join Here](#)

- Or by appointment

Assistant Returning Officer: Julia Centofanti | csaaro@uoguelph.ca

Office Hours (Fall 2021):

- Tuesdays 11 am to 1 pm

[Join Here](#)

- Thursdays 10 am to 12 pm

[Join Here](#)

The CRO and ARO can be reached during their corresponding office hours by using the corresponding Microsoft Teams Links

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca no later than **4:00 pm on Friday, September 17, 2021**.

Your nomination package must include the following:

- STEP 1: A signed Director Nominee Declaration Form
- STEP 2: 10 Nominators using the prescribed Microsoft Form.
- STEP 3: A signed Director Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- 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:

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 Director for the term of office ending April 30, 2022.

I affirm that I have read the qualifications and duties of CSA Directors 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 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 (Candidate) Signature:

Nominee's University email address:

@uoguelph.

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 pre-made Microsoft Form for you 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 prescribed deadline.

Director Candidate 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 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-profit organization;

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 and 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 and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or	



All Candidates' Package: Directors

Fall 2021 By-Election

DRAFT

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To All Candidates in the CSA Election

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

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

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

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

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

Sincerely,

Jewel Lindemann

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

Julia Centofanti

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

Contact Information

CSA Election Office

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

Please note that because of COVID-19 restrictions the CSA physical office is closed until further notice and all 'meetings' with the Elections Office will occur via Microsoft Teams. This is subject to change throughout the Fall 2021 semester, as restrictions begin to lift.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Monday/Wednesday: 3:30 pm to 6:30 pm

Or by Appointment

Julia Centofanti

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Monday/Wednesday: 11:00 am – 1 pm

Tuesday/Thursday: 10 am – 12 pm

Or by Appointment

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9am-4:30pm

Pete Wobschall

Policy & Transition Manager

csaptm@uoguelph.ca

Monday to Friday: 9am-4:30pm

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:

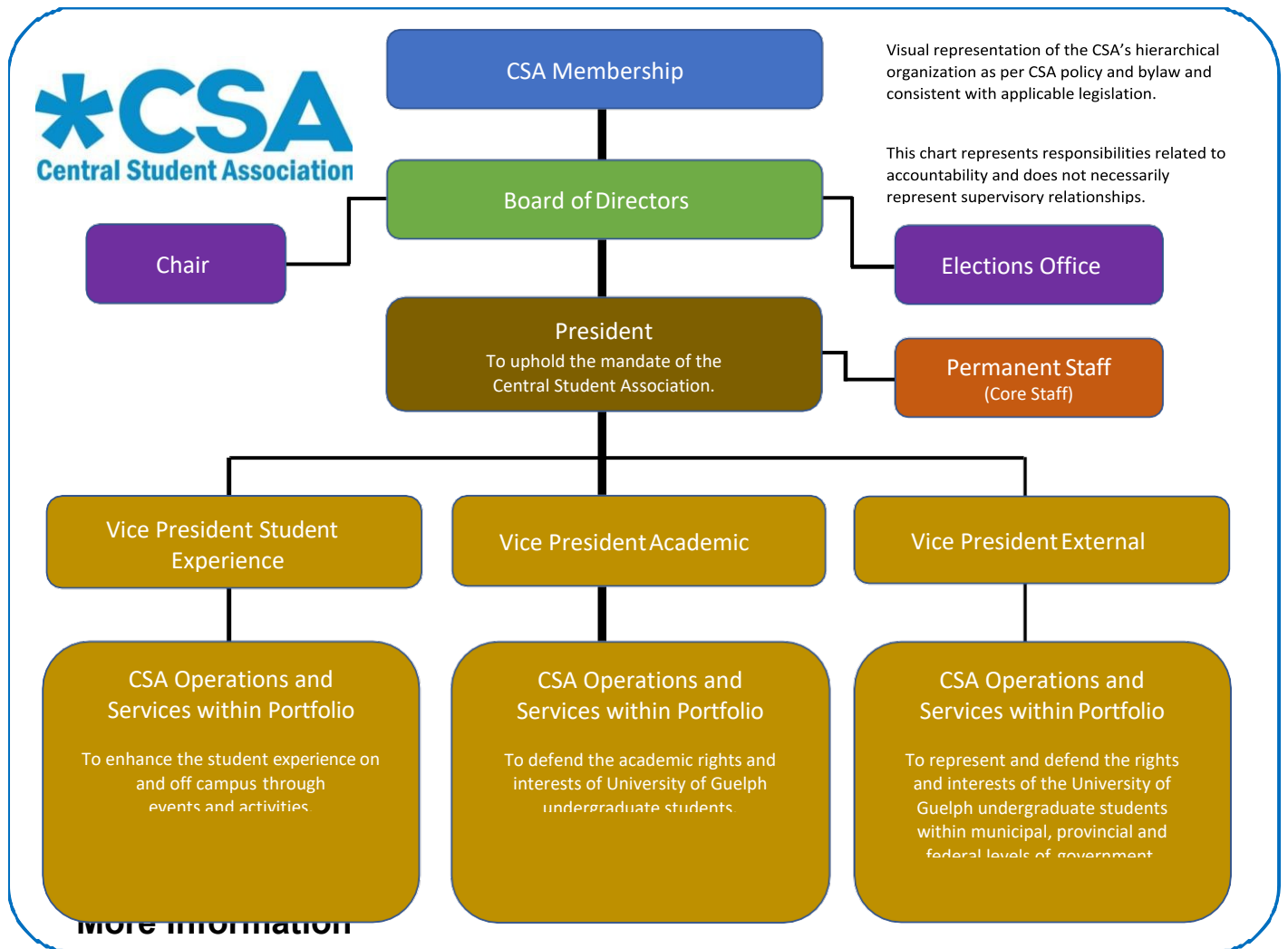
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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 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 **Saturday, October 9, 2021**.

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 restrictions begin to lift, poster runs will be available for the Fall 2021 by-election. 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 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 2021 By-Election Nominations	Monday, September 13 to Friday, September 17, 2021 at 4:00 pm
All Candidates’ Meetings	Friday, September 17, 2021 at 5:30 pm
General Election Campaign	Monday, September 27 to Thursday, October 7, 2021
Submit list of campaign volunteers to Elections Office	Monday, September 27, 2021
General Election Voting	Monday, October 4 to Friday, October 8, 2021 (11:59 pm)
Announcement of Unofficial Results	Saturday, October 9, 2021
Submit Final Budget Form with Receipts	Saturday, October 9, 2021
Results Ratified	Wednesday, October 13, 2021

Postering

- As restrictions lift, Poster Runs may be available for the Fall 2021 By-Election.
- 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.

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 27, 2021.

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. 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 2021 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. Adapting to the COVID-19 restrictions will require creativity.

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

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

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by Monday, September 27, 2021 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

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

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

Social Media

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

Endorsements

You may contact organizations asking them to endorse your campaign.

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

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

Endorsements MAY be given by:

- CSA Clubs
- College Governments Special Status Groups Interhall Council

Endorsements MAY NOT be given by:

- University Administration University Faculty
- University Centre Administration CSA Full Time Staff

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

Other

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

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

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 Saturday, October 9, 2021: 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.

4. Use of campaign materials without CRO approval:

- First occasion: 25% of campaign budget and candidate must remove all materials immediately.
- Second occasion: 50% (non-cumulative from previous occasion) of campaign budget.
- Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

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:

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

6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.

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

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

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.
- Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

Board of Directors Meeting Schedule

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

Fall 2021

1.	September 15, 2021	6:00 pm
2.	September 29, 2021	6:00 pm
3.	October 13, 2021	6:00 pm
4.	October 27, 2021	6:00 pm
5.	November 10, 2021	6:00 pm
6.	November 24, 2021	6:00 pm

Winter 2022

7.	January 12, 2022	6:00 pm
8.	January 26, 2022	6:00 pm
9.	February 2, 2022	6:00 pm
10.	February 23, 2022	6:00 pm
11.	March 9, 2022	6:00 pm
12.	March 23, 2022	6:00 pm
13.	April 6, 2022	6:00 pm

Town Hall

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

2022 Annual General Meeting

Wednesday, February 9, 2022

5:00 pm, Microsoft Teams

Fall Board Training Dates

Session I: Code of Conduct

Wednesday, November 3, 2021, 6:00 pm to 9:00 pm, Microsoft Teams

Session II: Governance

Wednesday, November 17, 2021, 6:00 pm to 9:00 pm, Microsoft Teams

Motion

Board of Directors Meeting # 5

September 1, 2021



Item 5.11.3

Fall 2021 By-Election Candidate's Package & Information

MOTION to receive the presentation from the Chief Returning Officer (CRO) and adopt the Fall 2021 By-Election Candidates' Package – Directors as presented.

Moved:

Seconded:



Motion

Board of Directors Meeting # 5

September 1, 2021

Item 5.11.4

Petitions, Delegations, and Representations Committee (PDR) 2021-2022 Application Deadlines Schedule

WHEREAS Appendix A – Internal CSA Policy, Section 2.5.8 PDR Application Process, Subsection a) states:

‘The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.’

RESOLVED that the following dates shall be the 2021-2022 deadlines for Petitions, Delegations, and Representations Committee (PDR) applications:

Fall 2021 PDR Application Deadlines:

- Thursday, September 23rd
- Thursday, October 21st
- Thursday, November 18th

Winter 2021 PDR Application Deadlines:

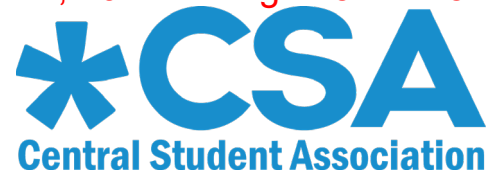
- Thursday, February 3rd
- Thursday, March 3rd (*if funding is available)

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 5
September 1, 2021



Item 5.15
Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 5 of September 1, 2021, at _____ pm.

Moved:

Seconded: