

AGENDA

Board of Directors Meeting # 6
September 15, 2021 – 6:00 pm
Microsoft Teams



6.0 Call to Order	
6.1 Land Acknowledgement Amanda Conibear	
6.2 Adoption of the Agenda 6.2.1 Approve the Agenda 6.2.2 Declarations of Conflicts	Pg. 3
6.3 Ratifications and De-Ratifications 6.3.1 Ratification of Appointed Directors	NA
6.4 Comments from the Chair 6.4.1 Introductions and Pronouns	
6.5 Approval of Past Board Minutes 6.5.1 Meeting # 5 – September 1, 2021	Pg. 4
6.6 Executive Committee Minutes 6.6.1 Meeting # 12 – August 26, 2021	Pg.32
6.7 Executive Updates 6.7.1 President 6.7.2 VP Student Experience 6.7.3 VP Academic 6.7.4 VP External	No written reports in this package
6.8 Director Reports	
6.9 CSA Services Update and Report 6.9.1 NA	
6.10 Committee Updates and Reports 6.10.1 Suspend Appendix G, Section 27.3.1 – General Members Elections Appeals Board (EAB) (motion incl. Director Appointments to the EAB) 6.10.2 APPOINTMENTS: Petitions, Delegations, and Representations Committee (PDR) 6.10.3 APPOINTMENT: Information Technology Student Advisory Committee (ITSAC)	Pg. 38 Pg. 40 Pg. 41
6.11 Business 6.11.1 Amendments (Comprehensive Review) of Bylaw 2 – Electoral 6.11.2 Amendments (Comprehensive Review) of Appendix G – Electoral 6.11.3 Organizational Planning & Reporting System Deadline Extension 6.11.4 External Hiring Report: Third Business Office Staff 6.11.5 Vote on Campus Program Cancellation Statement	Pg. 42 Pg. 59 Pg. 131 Pg. 133 Pg. 134
6.12 New Business 6.12.1.	
6.13 Announcements	

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6.14 In Camera Session	
6.15 Adjournment	Pg. 136



Motion

Board of Directors Meeting # 6
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**Item 6.2.1
Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 6 on **September 15, 2021**, be approved as printed and distributed.

Moved:
Seconded:

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:

POSSIBLE AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 6 on **September 15, 2021**, be approved as amended:

- a) To reorder the agenda so that... Item ... follows Item ... above
- b) To add item ... under New Business items.
- c) ?

Moved:
Seconded:

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Attendance for September 1, 2021, Board of Directors Meeting #5:

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		
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics		
Joshua Vito	Gordon S. Lang School of Business and Economics		
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		
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 Perritt	Interhall Council (IHC)		
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	Regrets	

Guests	Affiliation
Jewel Lindemann	Chief Returning Officer (CRO)

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

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Summary of Significant Resolutions:

5.5.1 Meeting # 3 – July 7, 2021

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

Motion carried.

5.5.2 Meeting # 4 – July 28, 2021

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

Motion carried.

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

Motion carried.

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

Motion carried.

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5.9.1 Bike Centre Update # 4 – August 30, 2021

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

Motion carried.

5.10.1 MINUTES: PBRC # 2 - July 12, 2021

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

Motion carried.

5.10.2(a) Bike Centre Budget Adjustment

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.

Motion carried.

5.10.2(b) FoodBank Budget Adjustment

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.

Motion carried.

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5.10.2(c) SafeWalk Budget Adjustment

RESOLVED that:

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.

The SafeWalk: Budget account numbers be reassigned as presented in the September 1, 2021, board package.

Motion carried.

5.10.3 REPORT: Front Office Assistants Hiring Committee

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

Motion carried.

5.10.4 (a) Appoint Directors to the Elections Appeals Board (EAB)

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

Leilani Rocha
Keshini Digamber
Alyssa Ahmed

Motion carried.

5.10.5 APPOINTMENTS: a) Petitions, Delegations, and Representations Committee (PDR)

RESOLVED that:

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a) the following Directors be appointed to the PDR for the 2021-2022 academic year:

Bella Harris
Lily Taylor-Stackhouse

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

Sara Kuwatly

Motion carried.

5.10.7 REPORT: SafeWalk Program Coordinator Hiring Committee

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

Motion carried.

5.10.8 REPORT: SE&RM Coordinator Hiring Committee

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

Motion carried.

5.10.9 REPORT: Bike Centre Coordinator Hiring Committee

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

Motion carried.

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5.10.10 REPORT: FoodBank Coordinator Hiring Committee

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

Motion carried.

5.10.11 REPORT: Foodbank Assistant Hiring Committee

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

Motion carried.

5.11.3 PRESENTATION: Fall 2021 Elections Materials – Jewel Lindemann, CRO (Candidates’ Package – Directors, Elections Package with Timelines, Promo, etc.)

MOTION to receive the presentation from the Chief Returning Officer (CRO) and adopt the Fall 2021 By-Election Candidates’ Package – Directors as presented.

Motion carried.

5.11.4 Petitions, Delegations, and Representations Committee (PDR) 2021-2022 Application Deadlines Schedule.

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)

Motion carried.

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Agenda – September 1, 2021:

- 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
- 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
- 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
- 5.7 Executive Updates**
 - 5.7.1 President
 - 5.7.2 VP Student Experience
 - 5.7.3 VP Academic
 - 5.7.4 VP External
- 5.8 Director Reports**
- 5.9 CSA Services Update and Report**
 - 5.9.1 Bike Centre Update # 4 – August 30, 2021
- 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)

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5.10.6 APPOINTMENT: Information Technology Student Advisory Committee (ITSAC) (Sara)

5.10.7 REPORT: SafeWalk Program Coordinator Hiring Committee

5.10.8 REPORT: SE&RM Coordinator Hiring Committee

5.10.9 REPORT: Bike Centre Coordinator Hiring Committee

5.10.10 REPORT: FoodBank Coordinator Hiring Committee

5.10.11 REPORT: Foodbank Assistant Hiring Committee

5.11 Business

5.11.1 Amendments (Comprehensive Review) of Bylaw 2 – Electoral

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.)

5.11.4 Petitions, Delegations, and Representations Committee (PDR) 2021-2022 Application Deadlines Schedule.

5.12 New Business

5.12.1.

5.13 Announcements

5.14 In Camera Session

5.15 Adjournment

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Minutes – September 1, 2021:

5.0 Call to Order

The meeting is called to order at 6:18 pm.

5.1 Land Acknowledgement

Guelph resides on the traditional lands of the Mississauga, Anishinaabe, Haudenosaunee Peoples, more specifically on the treaty lands and territory of the Mississauga's of the Credit First Nation. The lands on which Guelph resides on is part between the Lakes Treaty, number three of 1792. Recognizing our relationship to the land is one crucial aspect of repairing the damage of colonization. I would like to share a quote from Mary Lyons from Leech Lake Band of Ojibwe "When we talk about land, land is part of who we are, it is a mixture of our blood, our past, our current, our future. We carry our ancestors in us and around us, as you all do". Consider the decisions we make and will make and how it effects the land and its inhabitants. What it impacts, how our ancestors made to this land, and what impact will it leave behind after our bodies return to the soil.

Thank you.

Bella Harris

5.2 Adoption of the Agenda

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: Sara Kuwatly, VP Student Experience

Seconded: Lisa Kazuhara, VP Academic

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.

Moved: Nicole Walker, President

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Seconded: Lisa Kazuhara, VP Academic

Motion to amend carried.

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

a) To reorder the agenda, so that item 5.11.3 PRESENTATION: Fall 2021 Elections Materials immediately follows item 5.4.1 Introductions and Pronouns.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Lisa Kazuhara, VP Academic

Amended Motion carried.

5.2.2 Declarations of Conflicts

No conflicts were declared.

5.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

5.4 Comments from the Chair

Chair Cameron Olesen thanked everyone for being here tonight especially during this busy time as the semester begins. He explained how Members could participate in discussions and volunteering.

5.4.1 Introductions and Pronouns

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

5.5 Approval of Past Board Minutes

5.5.1 Meeting # 3 – July 7, 2021

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

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Moved: Nicole Walker, President

Seconded: Amanda Conibear

Motion carried.

5.5.2 Meeting # 4 – July 28, 2021

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

Moved: Amanda Conibear

Seconded: Bella Harris

Motion carried.

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: Lisa Kazuhara, VP Academic

Motion carried.

5.7 Executive Updates

5.7.1 President

Nicole Walker shared that the return to campus has been keeping the CSA very busy. She shared that the University guidelines have been changing very often. She shared their services will all be returning to campus and thus there are different safety protocols put into place to ensure everyone's safety. She encouraged Members to reach out if they have any questions about what the CSA's services will look like going forward.

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5.7.2 VP Student Experience

Sara Kuwatly shared that the CSA is looking for a SafeWalk Volunteer and PR Coordinator and encouraged Members to apply or anyone they know who may be interested. She shared information about Clubs Days, which will be taking place from September 20-22nd. She discussed the six O-Week events that are coming up for the CSA. As well, she shared she is launching a few social media initiatives that will be launching soon.

5.7.3 VP Academic

Lisa Kazuhara thanked everyone for attending the meeting tonight and encouraged Members to reach out to her if they have any questions. She shared Start International has been running some events and will run an O-Week event. She shared she has been planning Student Memorial Services and has been having lots of discussions about return to campus.

5.7.4 VP External

Chair Cameron Olesen shared that Shilik Hamad is not in attendance tonight..

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: Sara Kuwatly, VP Student Experience

Seconded: Leilani Rocha

Motion carried.

5.8 Director Reports

Member Leilani Rocha shared she participated in conducting interviews for the SE&RM Coordinator and they found a great applicant for the position.

5.9 CSA Services Update and Report

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5.9.1 Bike Centre Update # 4 – August 30, 2021

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

President Nicole Walker shared that the contracted workers are finished in the Bike Centre space. The work being conducted now is operational relating to health and safety and the CSA is very excited to get the Bike Centre back up and running.

Moved: Nicole Walker, President

Seconded: Bella Harris

Motion carried.

5.10 Committee Updates and Reports

5.10.1 MINUTES: PBRC # 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: Sara Kuwatly, VP Student Experience

Motion carried.

5.10.2 Finance Committee Budget Recommendations:

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;

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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: Nicole Walker, President

Seconded: Sara Kuwatly, VP Student Experience

President Nicole Walker shared these were recommended by the Finance Committee. She explained the CSA wants to convert this to a full-time position to allow full day time hours for students. She shared this will allow to be more open and accessible for students. As well, the CSA will be saving money by allowing the full-time Coordinator to facilitate workshops rather than outsourcing to other organizations.

Motion carried.

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

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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: Nicole Walker, President

Seconded: Sara Kuwatly, VP Student Experience

President Nicole Walker shared they are looking to add \$3,500 to the FoodBank budget. She explained that they granted \$4,000 through the Counsel Budget to the FoodBank due to Covid, so now they are looking to increase the support for the FoodBank and allow the FoodBank Assistant to have more hours. She shared they have determined that 25 hours of support is what is needed to maintain the FoodBank operations and this increase will allow for those hours.

Motion carried.

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;

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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: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

President Nicole Walker shared that this is rearranging the fee allocation, they are not asking for more money for this budget line. She shared that they were originally planning to reopen this later, but since they now are hoping to have it open in the fall semester, they need to adjust the start date of the coordinators. She explained that because of this, they will need to be paying the coordinators wages and benefits sooner.

Motion carried.

5.10.3 REPORT: Front Office Assistants Hiring Committee

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

Moved: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

Motion carried.

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5.10.4 Election Appeals Board (EAB)

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:

Leilani Rocha
Keshini Digamber
Alyssa Ahmed

Moved: Nicole Walker, President

Seconded: Sara Kuwatly, VP Student Experience

President Nicole Walker shared that the Appeals Board meets as needed basis. She shared where to find the schedule and encouraged Members to volunteer.

Motion carried.

5.10.4 (b) NOTICE: 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

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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 ongoing 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]

- 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.

President Nicole Walker shared they advertised for Elections Appeals Board and unfortunately, they did not have any interest, but that is okay because they have an alternative which is to suspend Appendix G and appoint two Directors.

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

5.10.5 APPOINTMENTS: a) Petitions, Delegations, and Representations Committee (PDR)

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)

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- 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 2021-2022 academic year:

Bella Harris (One of 2 x additional Directors)
Lily Taylor-Stackhouse (At-Large or College representative)

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

Sara Kuwatly, VP Student Experience

Moved: Sara Kuwatly, VP Student Experience
Seconded: Lisa Kazuhara, VP Academic

Motion carried.

5.10.6 APPOINTMENT: 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.

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Microsoft Teams



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

[one Director]

Moved: Bella Harris

Seconded: Lisa Kazuhara, VP Academic

VP Academic Lisa Kazuhara shared she has sat on this Committee for a number of years and is happy to answer any questions.

No Directors volunteered tonight and thus this Motion will be tabled until the next Meeting, as the Motion is out of order without a volunteer.

5.10.7 REPORT: SafeWalk Program Coordinator Hiring Committee

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: Lisa Kazuhara, VP Academic

Motion carried.

5.10.8 REPORT: SE&RM Coordinator Hiring Committee

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: Lisa Kazuhara, VP Academic

Motion carried.

5.10.9 REPORT: Bike Centre Coordinator Hiring Committee

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: Sara Kuwatly, VP Student Experience

Seconded: Bella Harris

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Microsoft Teams



Motion carried.

5.10.10 REPORT: FoodBank Coordinator Hiring Committee

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

Moved: Sara Kuwatly, VP Student Experience

Seconded: Nicole Walker, President

Motion carried.

5.10.11 REPORT: Foodbank Assistant Hiring Committee

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

Moved: Lisa Kazuhara, VP Academic

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

5.11 Business

5.11.1 Amendments (Comprehensive Review) of Bylaw 2 – Electoral

Notice of this motion was provided at the July 28, 2021, CSA Board Meeting.

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

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Microsoft Teams



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.

This Motion requires Fall/Winter Quorum and since tonight's meeting met Summer Quorum but did not reach Fall/Winter Quorum this Motion cannot be voted on tonight.

5.11.2 Amendments (Comprehensive Review) of Appendix G – Electoral.

Notice of this motion was provided at the June 28, 2021, CSA Board Meeting.

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.

This Motion was not moved or seconded and thus will not be brought up for discussion but can be renewed at a subsequent Meeting.

5.11.3 PRESENTATION: Fall 2021 Elections Materials – Jewel Lindemann, CRO (Candidates' Package – Directors, Elections Package with Timelines, Promo, etc.)

This item was discussed earlier in the Meeting, after 5.4.1 Introductions and Pronouns, as the Agenda was amended.

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Microsoft Teams



MOTION to extend speaking rights to Jewel Lindemann, Chief Returning Officer (CRO) for item 5.11.3 PRESENTATION: Fall 2021 Elections Materials.

Moved: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

Motion carried.

Chief Returning Officer (CRO) Jewel Lindemann shared that she is happy to go over any part of the Candidates' Package and answer any questions Members may have about it. She explained that the nomination process has changed from the last election and candidates will email the CRO to receive an entire nomination package, this is to allow the CRO to know who plans to run in the elections. As well, this will help the overall communication of the elections process. In addition, she shared that they will be moving to Microsoft Forms, which should make it easier for candidates to get the required number of nomination signatures. She explained the timeline created for the election process and shared the reasoning why these changes were made. She shared they will be moving forward with a hybrid election this semester.

MOTION to receive the presentation from the Chief Returning Officer (CRO) and adopt the Fall 2021 By-Election Candidates' Package – Directors as presented.

Moved: Nicole Walker, President

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

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:

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- 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: Lisa Kazuhara, VP Academic

President Nicole Walker explained the reasoning for why these deadlines were put in place, sharing that folks may want to run a Halloween event which is why the October 21st date is included as well folks may wish to run stress buster events in November.

Motion carried.

5.12 New Business

No new business tonight.

5.13 Announcements

Member Alyssa Ahmed shared she is excited to start classes again. She shared her dog got sprayed by a skunk and is trying to get the smell out of her house.

Member Bella Harris shared information about a notebook she has which has a fun way to erase things. As well she has been on a lot of Hiring Committees and has been getting paid well for them.

Policy & Transition Manager Pete Wobschall thanked everyone for coming tonight.

President Nicole Walker shared she has stopped being a vegetarian but has been playing a lot of volleyball. She shared she bought biker shorts from Lululemon and loves them and thanked everyone for coming.

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VP Academic Lisa Kazuhara shared she got a new laptop and is very excited for that. She shared she has been called to speak at a few events in Japan which is very exciting.

Sara Kuwatly VP Student Experience thanked everyone for being here tonight. She has been very busy with O-week and events and is excited for them and encouraged Members to come to the events. She shared it is very nice to be back in the office and is happy to be back on campus and seeing people. As well she is looking to adopt a cat.

Member Damilola Oguntala shared she is sad summer is coming to an end and is preparing to start school.

Member Keshini Digamber shared she is back in Canada and has to quarantine, but not for too much longer. She shared some events from ISO including a cooking one.

Member Leilani Rocha shared she's been to a cottage a few times which has been nice. She is moving back to Guelph soon which she is excited for.

Member Lily Taylor-Stackhouse shared they went to Ottawa on the weekend which was really nice.

Member Samantha Ogbeiwi shared she is excited to start track again very soon and has been enjoying working at a summer camp.

Chair Cameron Olesen showed his dog to the Members and shared his dog is excited to play with him once the Meeting is over.

5.14 In Camera Session

No in camera session.

5.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 5 of September 1, 2021 at 8:00 pm.

Moved: Lisa Kazuhara, VP Academic

Seconded: Leilani Rocha

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Microsoft Teams



Motion carried.



Motion

Board of Directors Meeting # 6
September 1, 2021

Item 6.5.1

Approval of Past Board Minutes – September 1, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 5 – September 1, 2021.

Moved:

Seconded:



Minutes

Executive Committee Meeting (ECM)
Meeting # 12 – August 26, 2021 – 9:00 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 @ 9:00 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 Meeting #10 and #11 Minutes were approved

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Return to Campus planning: put together a workplan. The mandatory vaccine memo was sent out to all staff on Friday, will be sending out another memo about proof of vaccination

5.1.2 Committees

- Health & Dental: August newsletter was sent – will be working with CCS on improving the accessibility of the software. The CSA Graphic Designer now has access to Maestro and will be helping with future newsletters.

Minutes

Executive Committee Meeting (ECM)
Meeting # 12 – August 26, 2021 – 9:00 am
Microsoft Teams



- Finance Committee: Held our orientation and first meeting on August 24th. Recommendations from the committee have been sent to the board for the September 1st meeting
- PDR Committee: working to finalize deadlines for the Fall semester to present to the board for September 1st

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

- Fall By-Elections: currently discussing promo strategies and will be bringing that to the Board on Sept 1

5.2 Vice President Student Experience

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

- SafeWalk: hired Vol & PR Coordinator declined their offer – currently looking into the runner up and whether they'd be willing to accept that position.
 - For the first half of the semester (day that classes start – October 18th) FRT will be helping bridge the gap in the SafeWalk services.
 - Currently with the help of the Business Office, we are purchasing a new SIM card for SafeWalk.
- Clubs: updating the Clubs' website with the help of the Clubs Office staff and still receiving sign-ups for Clubs Days.
- SE&RM: the process has been updated to reflect COVID guidelines with in-person events.

5.2.2 Events

- Preparing for O-Week and START International events.

5.2.3 Social Media

- Campaigns have been put on hold because our Graphic Designer is busy with return to campus promo.

5.3 Vice President Academic

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



Minutes

Executive Committee Meeting (ECM)
Meeting # 12 – August 26, 2021 – 9:00 am
Microsoft Teams

- SHAC: Share return to campus plan.
- August team meeting
 - Overview of Fall 2021 plan
 - O-Week event discussion

5.3.2 Student Memorial Service Planning

- Receiving RSVPs from families.
- Currently confirming the musician.

5.3.3 Working on students' concerns regarding Fall 2021

- Referring students to the most up to date information.

5.3.4 Committees

- Senate:
 - The government is requiring all Universities to prepare a Return to Campus plan and make it public.

5.4 Vice President External

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

- Bike Center re-opening: hired a Bike Center Coordinator. Aiming to re-open on September 13th.
- FoodBank: the FoodBank assistant coordinators will be starting soon, currently figuring out scheduling.

5.4.2 Transit and Post-Secondary Bus Pass Outreach

- Currently students are able to pick up the PSBP from a pop up info desk in the UC.
- Getting a lot of inquiries from students about the U-Pass, affordability, and other concerns about Transit.

5.4.3. Indigenous Solidarity

- Healing Circle event with an elder – the elder has been confirmed. Still figuring out last minute details.

5.4.4 BIPOC Coalition



Minutes

Executive Committee Meeting (ECM)
Meeting # 12 – August 26, 2021 – 9:00 am
Microsoft Teams

- Working out the platform for the O-week event.
- Submitted a video for Culture Jam.

6.0. Business

6.1 Executive Transition Report Committee Templates

7.0 New Business

7.1 BIPOC Mentorship Program:

- A peer-to-peer mentorship program through the CSA.
- Inquiring about the capacity of the CSA to take on a program such as this one.
- Might be more helpful and efficient to partner with Student Experience/Cultural Diversity Office.

7.2 O-Week Move-In Day Scheduling

- Execs will be helping with Move-In Day on September 4th.

8.0 In Camera

- There was no in camera.

9.0 Adjournment @

Next Meeting: Thursday, September 2nd at 10:00 am

Motion

Board of Directors Meeting # 6

September 15, 2021



Item 6.6

Executive Committee Minutes

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

6.6.1 Meeting # 12 Minutes - August 26, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded:

Motion

Board of Directors Meeting # 6

September 15, 2021



**Item 6.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

- 6.7.1 President
- 6.7.2 VP Student Experience
- 6.7.3 VP Academic
- 6.7.4 VP External

Moved:

Seconded:

Motion

Board of Directors Meeting # 6

September 15, 2021



Notice of this motion was provided at the September 1, 2021, CSA Board Meeting.

Item 6.10.1
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 ongoing 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:

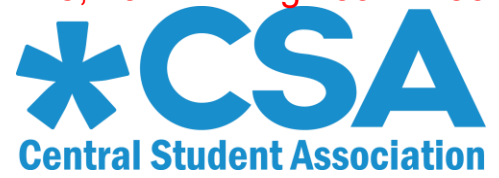
[two (2) Directors]

- c) The deadline of the Policy & Bylaw Review Committee (PBRC) to report back to the board with recommendations on moving forward with General Membership

Motion

Board of Directors Meeting # 6

September 15, 2021



on the EAB be extended from the end of the 2020-2021 academic year to January 30, 2022.

Moved: Nicole Walker, President

Seconded:



Motion

Board of Directors Meeting # 6
September 15, 2021

Item 6.10.2
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;

WHEREAS the following appointments were made at the September 1, 2021, Board Meeting:

- President
- Lily Taylor-Stackhouse (One Director (1) At-Large or College representative)
- VP Student Experience (One (1) additional Executive Officer)
- Bella Harris (One of two (2) remaining seats to be filled by Directors); and

WHEREAS the remaining empty seats are required to be filled for the remainder of the 2021-2022 year.

RESOLVED that the following Directors be appointed to the PDR for the 2020-2021 academic year:

[Student Organization representative]
[Director]

Moved:

Seconded:

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



Motion

Board of Directors Meeting # 6

September 15, 2021

**Item 6.10.3
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:

Bylaw 2 Electoral




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3.0	Referendum.....	5
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5.0	Campaigning	5
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7.0	Voting Eligibility	6
8.0	Ratification.....	6

**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

Bylaw 2 Electoral



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

Bylaw 2 Electoral



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

Table of Contents

1. Administration of Elections
2. Election Periods
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4. Responsibilities of Candidates and Referendum Teams
5. Campaigning
6. Appeals for Chief Returning Officer (CRO) Decisions
7. Voting Process
8. Ratification

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

Bylaw 2 – Electoral

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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- ~~8. Ratification~~

~~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>

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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
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
<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>	
Pete Wobschall , Policy & Transition Manager	
<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.

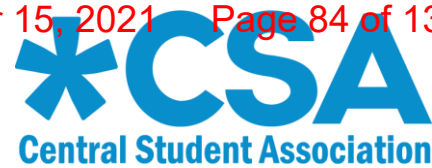
27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

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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)
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18. Penalties for Infractions
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22. Election Results
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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.**

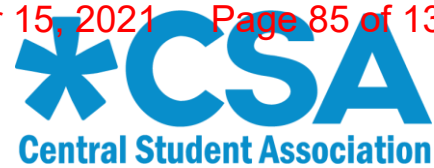
NOTE: Former Appendices now combined as Appendix G:

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.***

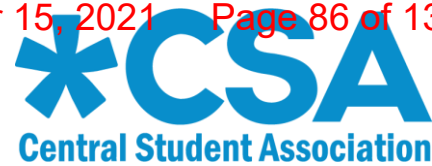


1.0. Conflict of Interest

- 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

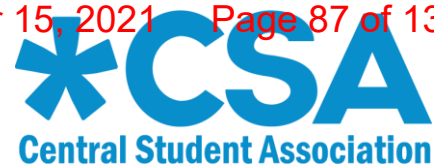
(with regard to CSA Elections)

- 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

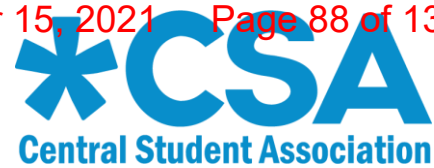
- 4.1.1. Any member deemed in good standing with the CSA is eligible to stand as a candidate for the office of any Executive Officer position, or any non-executive director position, so long as they have been enrolled in a degree program within the current CSA fiscal year. Members in good standing are 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.

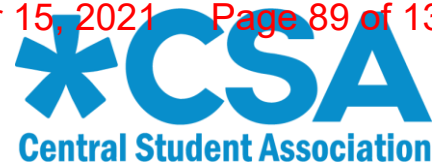
4.3.2. These items must be completed and all appropriate forms and signatures must be submitted during the prescribed nomination period and prior to the final deadline as stated by the CSA Elections Office.

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.

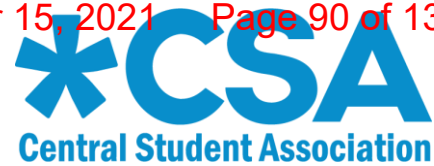
7.0. Standing Referendum Committee

- 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.

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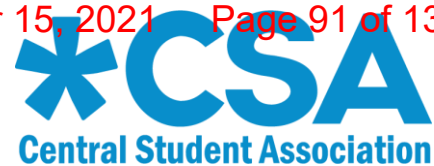
- 8.3. Each group sponsoring a referendum question shall present a refundable deposit of \$50 in the form of cash or certified cheque before campaigning can begin.
- 8.4. A referendum fee of \$300 will be billed to any non-student external organizations, university departments and programs using CSA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

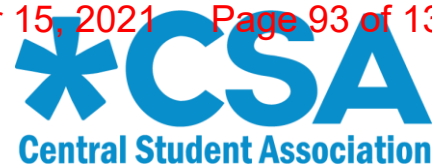
- 11.1.** To check their email at least once every 12 hours throughout the campaign period to ensure they are accessible to the CRO. If access to email is not available, the CRO must be informed before the start of the campaign period and alternative arrangements made.
- 11.2.** To be prepared to attend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

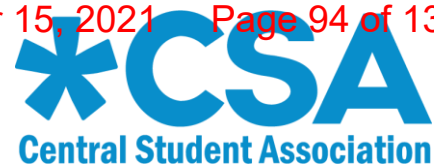
14.2.6. The use of election campaign funds that are not provided by the CSA to promote a CSA candidate's name, candidacy, or image is forbidden.

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.

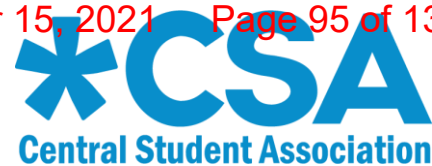


15.0. Listserv

- 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.

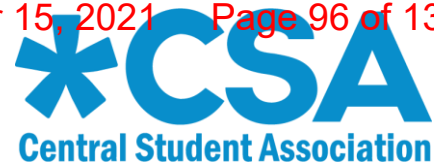
18.0. Penalties for Infractions

- 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

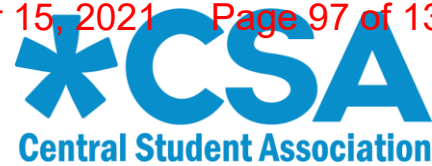
- a) Each candidate race will appear on a separate ballot sheet;
- b) Names of candidates running for the Executive or Board of Directors shall appear on the ballots in the exact form they were ratified by the Board;
- c) The order of each candidate name on the ballot will be randomized through the full 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.

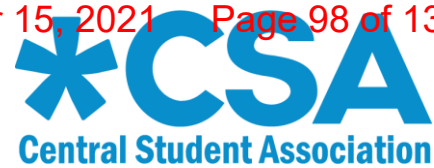
23.0. Ballot Counting Process

- 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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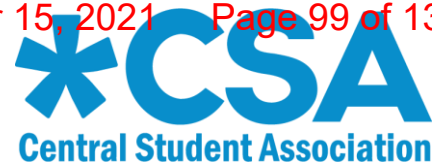
- 24.8. During the five-day audit/recount period following the release of the unofficial results, the Board of Directors may not ratify the election results.
- 24.9. The Board of Directors will be informed of any request for an audit/recount at the first Board meeting after the close of the five-day 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

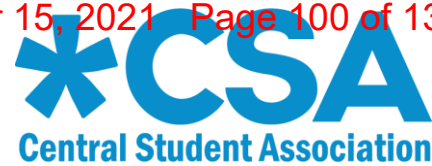
27.3.1. The Elections Appeals Board (EAB) shall consist of:

- 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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~~(former Appendix K: CSA 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.**

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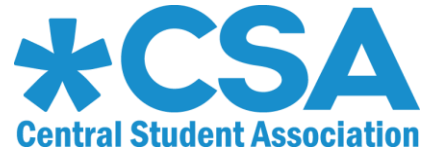
~~*This policy was amended by the CSA Board on November 28, 2018.
An amendment to Clause 6.3 was approved by the CSA Board on April 3, 2019.
An amendment to Clause 4.2.1.d was approved by the CSA Board on November 6, 2019.*~~

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<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 400~~minimum 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 ~~should~~shall 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~~The deposit amount shall be determined by the President, in consultation with the Business Manager and all 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.

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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 # 6

September 15, 2021



Notice of this motion was provided at the July 28, 2021, CSA Board Meeting and was included on the September 1, 2021, agenda, however, was not considered due to a failure to meet Fall/Winter quorum requirements.

Item 6.11.1

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 # 6

September 15, 2021



Notice of this motion was provided at the July 28, 2021, CSA Board Meeting and was included on the September 1, 2021, agenda, however, was not considered due to a failure to meet Fall/Winter quorum requirements.

Item 6.11.2

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:



Motion

Board of Directors Meeting # 6

September 15, 2021

Item 6.11.3

Organizational Planning & Reporting Process Deadline Extension

WHEREAS at their meeting on March 10, 2021, the CSA Board of Directors approved the following:

- d) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and
 - i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
- e) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting; and

WHEREAS the President continues to develop an organizational planning and reporting process, and work is expected to be completed by the calendar year.

RESOLVED that the deadline of March 24, 2021, for the President to present a draft organizational planning and reporting process be extended to the January 19, 2022, Board Meeting.

Moved: President, Nicole Walker

Seconded:

Full Motion from March 10, 2021

Item 13.10.1.

Executive Evaluation Committee & Organizational Planning

WHEREAS the CSA transitioned from a Commissioner-based organizational model, and adopted an Executive-based hierarchical organizational model at their 2018 AGM;

Motion

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WHEREAS the Executive Evaluation Committee is a CSA Standing Committee as per Bylaw 1 – Organizational, Section 8.0. Standing Committees; which was established under the former CSA Commissioner-based organizational model and has proven to be ineffective under the adopted hierarchical organizational model;

WHEREAS Appendix C – Human Resources, Section 16.1 establishes a Human Resources (HR) Support Team to address human resources-related issues;

WHEREAS Bylaw 1 – Organizational, Section 5.7.2 states that the President of the CSA shall ‘Report and be accountable to the Board of Directors’;

WHEREAS the CSA currently does not employ a standardized process for high-level organizational planning or reporting between the President and Board of Directors; and

WHEREAS it is important to re-establish and maintain the original mandate of EEC: ‘[to] support the development of goals, the management of progress towards meeting those goals, and the accountability of the Executive Officers within their portfolios.’

RESOLVED that:

- a) Bylaw 1- Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- b) Appendix A – Internal CSA Policy be amended by removing Subsection 2.3 Executive Evaluation Committee.
- c) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 committee members be de-ratified effective immediately.
- d) The CSA President establish an Organizational Planning and Reporting Process including all associated templates in collaboration with staff, the Executive Committee, and other subject matter experts as determined by the President; and
 - i. The proposed Organizational Planning and Reporting process be presented to the Board of Directors at their meeting on March 24, 2021.
- e) The Policy and Bylaw Review Committee (PBRC) provide recommendations to the CSA Board of Directors by the end of the 2021 calendar year that establishes a Standing Committee that fulfills the current mandate of the EEC, is consistent with the mandate and processes of the HR Support Team, and the newly implemented Organizational Planning and Reporting.

Motion

Board of Directors Meeting # 6

September 15, 2021



Item 6.11.4

External Hiring Report: Third Business Office Staff

WHEREAS at their meeting on June 16, 2021, the CSA Board of Directors approved a motion to suspend policy and permit BDO Canada, an external agency, to be engaged to conduct the hiring of a third Business Office staff member; and

WHEREAS the hiring process has been completed and a successful candidate has been selected by the hiring team, which included CSA staff.

RESOLVED that the hiring of Nancy Campbell as the third Business Office staff person be ratified as recommended by the hiring team composed of external and internal representatives.

To Elections Canada,

Students at the University of Guelph are deeply disappointed to learn about Elections Canada's decision to cancel the Vote on Campus project during the 2021 Federal Election.

The Elections Canada Vote on Campus pilot project launched during the 2015 Federal Election provided students with the opportunity to vote on campus during advance polls. The program also allowed students to cast a special ballot at a location on campus to vote for their home local riding. When asked in 2015, nearly a quarter of the electors who cast their ballots through the Vote on Campus program said they would not otherwise have voted. During the 2019 Federal Election, 111,000 students voted on campus using the Vote on Campus polling stations. Although Elections Canada expressed that COVID related barriers and time constraints are the reasons for cancelling the Vote on Campus program, it is still its responsibility to ensure every Canadian has accessibility to a polling station this fall.

Students already have barriers and difficulties voting in Federal elections, whether it is navigating the registration process for first-time voters, voters with new rental addresses, students who are parents or studying part-time or students who need accessible polling stations to vote at on campus. **Cancelling the Vote on Campus project during the 2021 Federal Election fails the integrity of Canadian democracy.** This decision will reduce access to voting for postsecondary students and workers, and it will prevent a large population of Canadians from voicing their concerns in their home ridings.

We are asking Elections Canada to:

- Implement a voting program for students.
- Consider the impact of removing the Vote on Campus program on students, as well as on-campus workers.
- Acknowledge that if Elections Canada can have polling stations elsewhere, they must be able to implement polling stations on campus as well.

It is imperative that Elections Canada remedy the barriers that students and workers encounter while voting during this current Federal Election and to provide support to students. In the future, students want to see that the Vote on Campus program is guaranteed for all future elections.

Motion

Board of Directors Meeting # 6

September 15, 2021



Item 6.11.5

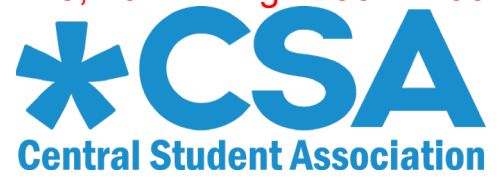
Vote on Campus Program Cancellation Statement

MOTION to approve the content of the Vote on Campus Program Cancellation Statement letter as included in the September 15, 2021, Board Package and for the Vice President External to send it to Elections Canada on behalf of the CSA.

Motion

Board of Directors Meeting # 6

September 15, 2021



Item 6.15

Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 6 of September 15, 2021, at _____ pm.

Moved:

Seconded: