

## Referendum Question Submission Form

The following information is in accordance with Central Student Association (CSA) electoral policies and bylaws. Any questions regarding CSA policy can be sent to the Policy & Transition Coordinator (PTC) at [csaptc@uoguelph.ca](mailto:csaptc@uoguelph.ca).

### Important Deadline

This Referendum Question Submission Form must be completed and submitted electronically to the Chief Returning Officer (CRO) at [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca) for preliminary approval by **5:00 pm on Friday, November 29, 2024**.

### Key Dates – **DRAFT (Pending Board of Directors approval)**

Submission deadline for completed Referendum Question Submission Form	Friday, November 29, 5:00pm
Elections and Referendum Committee reviews and approves or gives feedback on question, and informs referendum teams	Within two weeks of submission date
Referendum Team secures required petition signatures (10% of the membership to which the proposed fee/or question would apply)	From time of approval of the referendum question to Friday, February 7, 2025
Elections Office verifies referendum signatures	Friday, February 7, 2025 to Monday, February 10, 2025
CSA Board Meeting to ratify referendum questions	Wednesday, February 12, 2025
Referendum Team develops promotional material and begins campaigning	Thursday, February 13, 2025 to Friday, February 21, 2025
General Elections Campaigning Period	Monday, February 24, 2025 to Friday, February 28, 2025
General Elections Voting Period	Monday, March 3, 2025 to Friday, March 7, 2025
General Elections Voting Period Extension ( <i>if required</i> )	Saturday, March 8, 2025 to Friday, March 14, 2025

## Process

Referendum questions submitted to the CRO will be examined by the CSA's Elections and Referendum Committee. The committee will assess 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.

After the committee approves the wording and fee classification of your referendum question, your Referendum Team is required to secure the signatures and names of **no less than 10% of the membership to which the proposed fee/or question would apply**. For example, if the undergraduate population at the University of Guelph is 22,000, a minimum of 2,200 undergraduate signatures is required to progress to the next step of CSA Board Approval. Please note that only CSA-provided signature forms may be used to collect signatures, and all signatories must be CSA Members in good standing (University of Guelph Undergraduate students who have paid their CSA fees or a co-op work term fee). Please note that Referendum Teams may begin collecting signatures once the question has been approved in the Fall 2024 semester, however, signatures will be verified using the list of registered undergraduate students in the Winter 2025 semester.

Once the Elections Office verifies petition signatures to ensure signatories are CSA Members in good standing, the question is submitted to the CSA Board of Directors for consideration. Please note that the referendum question will not be considered by the Board of Directors for final approval without the submission of a completed Referendum Signature Form. Also note that securing signatures for your submission package is not considered campaigning.

If your referendum question is approved by the CSA Board, you may begin campaigning according to the permitted times identified in the table within the previous section. Referendum Teams are allowed to start campaigning as of the first day of the nomination period, permitting their question has been approved by the CSA Board.

## Fees

### Recognized Student Organizations

All Recognized Student Organizations and the general membership of the CSA shall pay no election fees for the use of CSA Elections services.

Recognized Student Organizations (RSO) include:

- Special Status Groups
- Primary Student Organizations
- Accredited Student Organizations
- Student Service Groups (examples: The Ontarion, CFRU)

*Referendum Question Submission Form*

**Non-Student External Organizations**

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

**Submission Form**

1. **Name of your Referendum Team:**

2. **Name of your Organization:**

3. **Your E-mail address:**

@uoguelph.ca

4. **Your phone number:**

---

**5. Referendum Question preamble (not to exceed 300 words)**

Please note: Your preamble will be presented on the voting ballot and is an opportunity to provide the rationale and importance of your proposed fee. The preamble should be brief, unbiased, factual, and easy for a third party to understand.

Include the following information in your preamble:

- What group(s) are proposing the fee question;
- Whether there is any current fee collection related to the fee question or the group(s) proposing the fee, along with any amounts as applicable;
- The amount being requested;
- Why the fee is of value to students;
- What population(s) of students will pay into the fee;
- What the fee will cover;

**6. Referendum Question (not to exceed 100 words)**

**7. The proposed fee would be collected from:**

- Full time students
- Part time students
- Both full-time and part-time students

**8. Is this request regarding changing a current fee?**

**If YES:**

**What is the current amount paid by:**

- a) Full-time students: \$\_\_\_\_\_
- b) Part-time students (collected per credit): \$\_\_\_\_\_

**What is the proposed increase you are requesting from:**

- a) Full-time students: \$\_\_\_\_\_
- b) Part-time students (collected per credit): \$\_\_\_\_\_

**What is the new total amount you are requesting from:**

- a) Full-time students: \$\_\_\_\_\_
- b) Part-time students (collected per credit): \$\_\_\_\_\_

**9. For a new fee, what is the amount you are requesting from:**

- a) Full-time students: \$\_\_\_\_\_
- b) Part-time students (collected per credit): \$\_\_\_\_\_

**Elections Office**  
**Referendum Question Submission**



**10. Please indicate which semester(s) this fee will apply (select all that apply):**

- Fall  
 Winter  
 Summer

*Please note, student organizations must be active throughout the summer in order to apply fees in the Summer Semester*

**11. Is it your intention for the fee to increase annually by the cost of living:**

- Yes  
 No

**12. Will undergraduate students be able to opt out of your proposed fee?**

- Yes  
 No

**13. Is this fee specific to all undergraduates:**

- Yes  
 No

**If not, please specify what groups and colleges the fee would be applied to:**

**14. Is there a set end date for your proposed fee? If not, please provide your reasoning as to why the fee should be indefinite.**

**15. Please outline a proposal of how you will use the funds collected from your proposed fee and demonstrate why there is a financial need for the fee.**

Your proposal should include:

- The total amount of fees you will collect per semester, based on an undergraduate student population of roughly 21,000 (if you intend to collect from a smaller pool of students, estimate the total amount you intend to collect per semester);
- A breakdown of how you intend to spend the fees;
- An explanation of why there is a financial need for the fee (Consider if this need can be met through other existing programs, services, partnerships, or budgets.).

## **Relevant Referenda Policy**

As the Representative of your Referendum Team, you should be familiar with all [CSA policies and bylaws](#). Please ensure you have reviewed the following sections of the CSA Policy and Bylaw Manual, as they are integral for your participation in CSA Elections.

- Bylaw 2 – Electoral
- Appendix G – Electoral

**Elections Office**  
**Referendum Question Submission**



---

**Acknowledgment**

- I certify that all the information provided above is correct to the best of my knowledge. Any misinformation, either willful or through negligence, are grounds for penalty and/or disqualification at the discretion of the CRO in accordance with CSA policy.
  
- I acknowledge that failure to submit this form, or any form to the Elections Office by the prescribed date, will result in my disqualification as determined by the CRO. This form is to be submitted to the CRO at: [csacro@uoguelph.ca](mailto:csacro@uoguelph.ca).
  
- I confirm that I have read through CSA election policies as identified above and am familiar with all other CSA's policies and bylaws.

Referendum Team Representative Full Name:

Referendum Team Representative Signature:

**Confirmation of form submission and completeness**

Chief Returning Officer (CRO) Full Name:

Chief Returning Officer (CRO) Signature