AGENDA
Board of Directors Meeting # 6
September 11, 2024 – 6:00 pm

Agenda – September 11, 2024

6.0	**Call to Order**	
6.1	**Land Acknowledgement**	
6.2	**Adoption of the Agenda** 6.2.1 Approve the Agenda 6.2.2 Declarations of Conflicts	1
6.3	**Ratifications and De-Ratifications** 6.3.1 Ratify Student Organization Representatives	2
6.4	**Comments from the Chair** 6.4.1 Introductions and Pronouns	
6.5	**Approval of Past Minutes** 6.5.1 Meeting # 5 – August 28, 2024	3
6.6	**Executive Committee Minutes**	
6.7	**Executive Updates** 6.7.1 President – September 11, 2024 6.7.2 VP Student Experience – Vacant 6.7.3 VP Academic – Vacant 6.7.4 VP External – September 11, 2024	
6.8	**Director Reports**	
6.9	**CSA Service Update and Report**	
6.10	**Committee Updates and Reports** 6.10.1 Summary of Committee Appointments	4
6.11	**Business** 6.11.1 Fall 2024 By-Election: Nomination and Candidates' Packages 6.11.2 Executive Appointment Process 6.11.3 Fall 2024 By-Election – Director Class Talks 6.11.4 Appoint Elections Appeals Board 6.11.5 Fall 2024 By-Election Promotional Strategy	7 76 79 80 85
6.12	**New Business** 6.12.1	
6.13	**Announcements**	
6.14	**In Camera Session** 6.14.1	
6.15	**Adjournment**	90

Item 6.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 11, 2024, be approved as printed and distributed.

Moved:
Seconded:

Item 6.2.1 (b)
Amend the Agenda

MOTION TO AMEND: that item 6.11.1 Fall 2024 By-Election: Nomination and Candidates' Packages and item 6.11.2 Executive Appointment Process be moved to just after item 6.4.1 Introductions.

Moved:
Seconded:

Item 6.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 6 on September 11, 2024, be approved as amended with:

- Moving item 6.11.1 Fall 2024 By-Election: Nomination and Candidates' Packages and item 6.11.2 Executive Appointment Process to just after item 6.4.1 Introductions.

Item 6.3.1.
Ratify Appointed Directors

MOTION: That the following **Student Organization representatives** be ratified as Members of the 2024-2025 CSA Board of Directors, effective immediately:

Jade Dunnette	Indigenous Student Society
Jayden Khan	Guelph Queer Equality
Adam Cote	Board of Governors

Moved:
Seconded:

Item 6.5
Approval of Past Board Minutes

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

6.5.1	CSA Board Meeting # 5	August 28, 2024

Moved:
Seconded:

Item 6.10.1
Summary of Committee Appointments

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

Moved:
Seconded:

The following Summary of Committee Appointments is provided as information:

Athletics Advisory Council
Appointed: August 28, 2024

Natalie Wilkinson	CSA Executive Representative
Noel Johnston	CSA Representative

Student Affordable Housing Task Force
Appointed: July 24, 2024

Natalie Wilkinson	VP External – Committee Chair
Bawneet Singh	VP Academic – additional Executive
Noam Einy	Director
Noel Johnston	Director
Nathan Cozzi	Director

Elections and Referendum Committee
Appointed: July 24, 2024

Hartej Singh	President
Nate Broughton	Director
Noel Johnston	Director

Student Events and Initiatives Funding (SEIF) Committee
Appointed: July 3, 2024

Hartej Singh	President
Simran Kalra	VP Student Experience
Nate Broughton	Director (At-Large)
Naomi Amayaevbo	Director (Student Organization)
Gursimran Chadha	Director

Student Health and Dental Plan Committee
Appointed: June 19, 2024

Mira Carter	Director

Enrolment Crisis Task Force
Appointed: June 19, 2024

Nate Broughton	Director (Co-Chair)

Bawneet Singh	VP Academic (Co-Chair)
Ashley Ames	Director
Naomi Amayaevbo	Director
Noel Johnston	Director

Teaching and Learning Network
Appointed: June 19, 2024

Maya Liddell	Director

TheCannon.ca Operating Committee
Appointed: June 19, 2024

Ashley Ames	Director

Finance Committee
Appointed: June 19, 2024

Hartej Singh	CSA President (Chair)
Simran Kalra	Executive Member
Ashley Ames	Director
Brady Amos	Director
Nate Broughton	Director

Policy and Bylaw Review Committee
Appointed: June 5, 2024

Hartej Singh	President
Jake Levy	Director
Nate Broughton	Director
Naomi Amayaevbo	Director
Manpreet Rattan	Director
Gursimran Chadha	Director
Noel Johnston	Director

Item 6.11.1
Fall 2024 By-Election: Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

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

BE IT RESOLVED that speaking rights be extended to Lauren Pyne, Chief Returning Officer, for a presentation regarding the Fall 2024 By-Election.

Moved:
Seconded:

b) Presentation

MOTION: That the presentation by Lauren Pyne, Chief Returning Officer (CRO) regarding the Fall 2024 By-Election be received by the Board of Directors as information;

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

Moved:
Seconded:

CSA ELECTIONS

Nomination Package
Director

Fall 2024 By-Election

Nominations Package Checklist

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

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)
csacro@uoguelph.ca
Office Hours (Fall 2024):

- Mondays and Tuesdays: 2:30pm – 4:30pm
- Thursdays: 11:30am – 3:30pm

Assistant Returning Officer: Yolanda Grant
csaaro@uoguelph.ca
Office Hours (Fall 2024):

- TBD

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

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca
by Wednesday, September 25, 2024, at 5:00 PM

Your nomination package MUST include the following:

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

Step 1: Director Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted tothe CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Declaration

- ☐ I accept my nomination as a CSA Director for the term of office ending April 30, 2025.
- ☐ I affirm that I have read the description of the CSA Director position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, and all other relevant CSA bylaws and policies.
- ☐ I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in CSA policy and bylaws.
- ☐ I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- ☐ I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws**.**
- ☐ I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

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

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, September 25, 2024, at 5:00 PM.**

Nominators

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

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

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

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

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

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

Microsoft Form

The CRO will provide you with your own customized Microsoft Form to secure your 25 nominators. Please do not create or use your own forms to secure nominators. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

Step 3: Director Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Director Candidate Commitment

If elected as a CSA Director, during my term of service from October 30, 2024, to April 30, 2025, I acknowledge and agree to:

- ☐ Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- ☐ Act in the best interest of the constituency I represent;
- ☐ Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- ☐ Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings (Wednesdays at 6pm), General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- ☐ Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- ☐ Be an active and participating member of a minimum of one CSA committee;
- ☐ Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- ☐ Tender my resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence.

In addition to the above, I further agree to:

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

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

Nominee Name:

Nominee Signature:

Date:

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

Witness Signature:

Date:

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

Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Extracurricular Activities

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

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

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

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

Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

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

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

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

Nominee Name:

Nominee Signature:

Date:

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

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted tothe CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Importance of Campaigning

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

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

Candidate Support

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

Candidate Campaigning Commitment

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

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

Nominee Name:

Nominee Student Number:

Nominee College:

Nominee Signature:

Date:

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

Candidates' Package: Directors

Fall 2024 By-Election

To All Candidates in the CSA Election

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

You will find our contact information on the following page. If during the election you are unsure about a rule or bylaw, or have other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we may be able to arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. Instagram messages or any other social media communications that are related to CSA Elections will not be considered official communications.

It is your responsibility as a candidate to become familiar with all the duties and responsibilities that come with being a CSA Director. They are outlined in this document, and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA contract if you are successful in this election. You can review all the bylaws, policies, and rules of order at the following link.

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

Sincerely,

Lauren Pyne
Chief Returning Officer (CRO)
csacro@uoguelph.ca

Yolanda Grant
Assistant Returning Officer (ARO)
csaaro@uoguelph.ca

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)
csacro@uoguelph.ca
Office Hours (Fall 2024)

- Mondays and Tuesdays: 2:30pm – 4:30pm
- Thursdays: 11:30am – 3:30pm

Assistant Returning Officer: Yolanda Grant
csaaro@uoguelph.ca
Office Hours (Fall 2024)

- TBD

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

CSA President: Hartej Singh
csapresident@uoguelph.ca

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

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

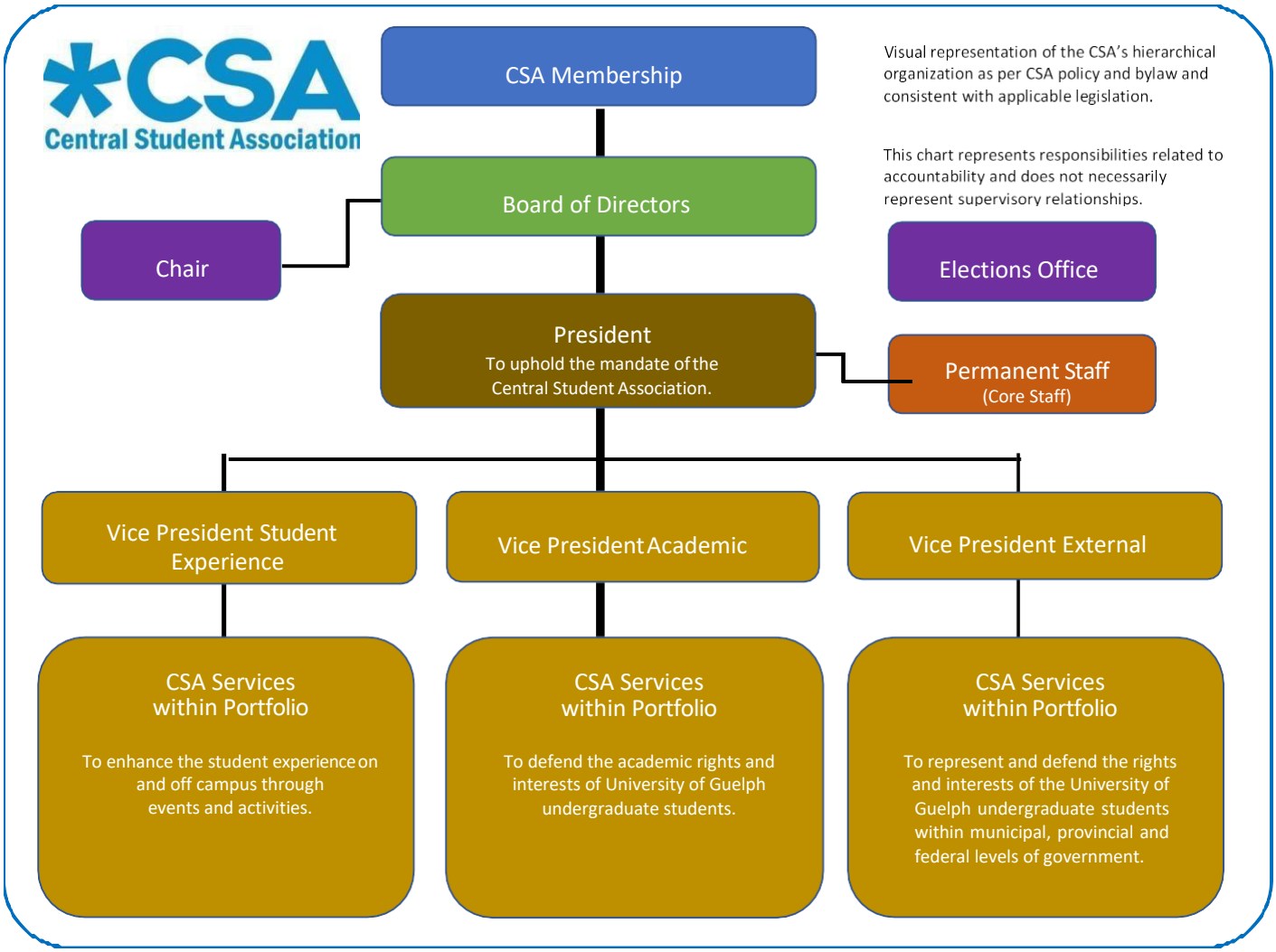
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety, and a sense of belonging at the University of Guelph.

CSA Corporate Organizational Chart



More Information

Letters Patent
CSA History

Director Commitments

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

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- Be an active and participating member of a minimum of one CSA committee;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

Signed Agreement

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

Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You do not have the right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

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

Campaign expense limits are:

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

Candidates must submit a statement of total expenses on the final budgetary form with receipts to the Chief Returning Officer (csacro@uoguelph.ca) **by Tuesday, October 22, 2024, at 5:00 pm.**

If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.

Candidates must retain all receipts of expenses incurred during the campaign. Please note that any on campus campaigning must be done in compliance with the University's current regulations.

We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

Academic Consideration

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

Candidates are encouraged to consult the University's *Academic Consideration Policy* here.

Important Dates

Fall 2024 By-Election Nominations	Monday, September 16, 2024, to Wednesday, September 25, 2024.
All Candidates' Meeting	Thursday, September 26, 2024, at 5:30 PM Location: TBD and virtually on Microsoft Teams
Promotional Development and Verification	Thursday, September 26, 2024, to Sunday, September 29, 2024.
Election Campaign Period	Monday, September 30, 2024, to Friday, October 4, 2024.
Submit list of campaign volunteers to Elections Office	Monday, September 30, 2024, by 5:00 PM.
Election Voting Period	Monday, October 7, 2024, to Friday, October 11, 2024, at 11:59 PM.
Submit Final Budget Form with Receipts	Tuesday, October 22, 2024, by 5:00 PM.
Results Ratified	Wednesday, October 30, 2024.

Promotional Options for Campaigning

Postering

- Poster Runs are available for the Fall 2024 By-Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Digital Campaigning

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites.

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

All digital advertisements must be approved prior to posting.

Digital campaign material and Posters MUST include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for.
- The CSA Logo displayed at a legible size.
- Voting period information
- CSA Elections website address: https://csaonline.ca/elections
    - Preferably this would be hyperlinked.

*__NOTE__: All campaign materials must be submitted to the CRO and/or ARO for approval. If approved, the CSA Elections approval stamp will be added to the poster.

When displaying materials, please ONLY use the stamped version sent back by the Elections Team

Digital campaign material and Posters must NOT include:

- Copyright Material
  - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer

CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, September 26, 2024, to Monday, September 30, 2024, but can occur before or after as well. We strongly encourage you begin thinking of your campaign designs as soon as you begin the nomination process. If a candidate chooses to utilize CSA Promotional Services, please note the following:

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

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

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

CSA | PRINTING & PROMOTIONAL SERVICES PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

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

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

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

LARGE FORMAT PRINTING

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

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

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

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

HOW TO ACCESS OUR SERVICES

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

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

POSTER RUN

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

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

KIOSK & BANNER RENTAL

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

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

BUTTONS & MAKER RENTAL

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

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

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

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

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

Guidelines for Email Listservs

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

Candidate's emails MUST contain:

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

Slate candidacy is not permitted. Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning. This includes but is not limited to any written campaign material and classroom speaking.

Social Media Guidelines

Candidates are responsible for following Electoral Bylaws, Policies, and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at csacro@uoguelph.ca immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate plans on using must be provided to the ARO at csaaro@uoguelph.ca no later than **Sunday, September 29, 2024.**

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

It is recommended that candidates create CSA elections accounts, but candidates are allowed use their personal accounts for the Fall 2024 By-Election.

All posts must tag @csa_elections

Facebook

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add ‘CSA CRO’ as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.
Candidates are allowed to send messages to members of their Facebook group or page.

Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

YouTube

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

Other Platforms

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

Contacting Other Candidates

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

Campaigning

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

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

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

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by **Sunday, September 29, 2024, at 5:00 pm.** If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

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

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

Social Media

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

Endorsements

You may contact organizations asking them to endorse your campaign. Candidates may not seek endorsements from social media accounts.

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

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

Endorsements MAY be given by:

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

Endorsements MAY NOT be given by:

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

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

Important Reminders

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

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

Note

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

Tabling

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

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs you want to use. After you have finished painting, send a photo of your final design to the Elections Office. You must follow the relevant University policies including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways- you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design **during the day** is considered deliberate campaign interference.

Abuse of Position

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered an infraction by the candidate.

Penalty for Abuse of Position is:

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

Some of the implications of this section are:

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

Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in accumulating demerit points. Receiving 100 demerit points will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:

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

2. Failure to submit the Final Budget Form (a statement of campaign expenses, unused monies, receipts, and envelopes) by the deadline.

- **After Tuesday, October 22, 2024, by 5:00pm**: A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, which will result in immediate disqualification.

3. Candidate exceeds their budget:

- If expenses are less than 20% of the budget: The candidate will pay out of pocket.
- If expenses are greater than 20% of the budget: 100 demerit points, which will result in immediate disqualification.

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

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

5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:

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

6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

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

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

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

8. Failure to comply with any additional parts of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- **First occasion**: Warning.
- **Second occasion**: 50 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

Board Meeting Schedule 2024-2025

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

Summer 2024

1.	June 5, 2024	6:00 pm	Microsoft Teams
2.	June 19, 2024	6:00 pm	Microsoft Teams
3.	July 3, 2024	6:00 pm	Microsoft Teams
4.	July 24, 2024	6:00 pm	Microsoft Teams
5.	August 28, 2024	6:00 pm	Microsoft Teams

Fall 2024

6.	September 11, 2024	6:00 pm	UC 442
7.	September 25, 2024	6:00 pm	UC 442
8.	October 9, 2024	6:00 pm	UC 442
9.	October 30, 2024	6:00 pm	UC 442
10.	November 13, 2024	6:00 pm	UC 442
11.	November 27, 2024	6:00 pm	UC 225

Winter 2025

12.	January 15, 2025	6:00 pm	UC 442
13.	January 29, 2025	6:00 pm	UC 442
14.	February 12, 2025	6:00 pm	UC 442
15.	February 26, 2025	6:00 pm	UC 442
16.	March 26, 2025	6:00 pm	UC 442
17.	April 2, 2025	6:00 pm	UC 442

Mandatory Board Training Schedule

1.	May 15, 2024	6:00 pm	Microsoft Teams
2.	January 8, 2025	6:00 pm	UC 442

2024 Annual General Meeting

Wednesday, November 20, 2024
Peter Clark Hall

2025 General Members Meeting

Wednesday, March 12, 2025
Peter Clark Hall

Candidate Signature:

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

Candidate Name:

Candidate Student Number:

Candidate Signature:

Date:

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

Nominations Package: VP Student Experience and VP Academic

Fall 2024 By-Election

Nominations Package Checklist

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

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)
csacro@uoguelph.ca
Office Hours (Fall 2024):

- Mondays and Tuesdays: 2:30pm – 4:30pm
- Thursdays: 11:30am – 3:30pm

Assistant Returning Officer: Yolanda Grant
csaaro@uoguelph.ca
Office Hours (Fall 2024)

- TBD

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

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **no later than Wednesday, September 25, 2024, at 5:00 PM.**

Your nomination package must include the following:

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

Step 1: Executive Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Declaration

- ☐ I accept the nomination as a CSA Executive for the term of office ending April 30, 2025.
- ☐ I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- ☐ I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in CSA policy and bylaws.
- ☐ I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- ☐ I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws**.**
- ☐ I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

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

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, September 25, 2024, at 5:00 PM.**

Nominators

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

> **It is strongly encouraged that you secure more than the minimum of 50 nominators in case there are issues with one or more of them.**
>
> **In order to ensure that you have the minimum of 50 nominators by the deadline, aim to have between 52 and 55 nominators sign your Microsoft Form.**

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

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

Microsoft Form

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

Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Vice President Candidate Commitment

If elected as a CSA Executive, during my term of service from October 30, 2024, to April 30, 2025, I acknowledge and agree to:

- ☐ Follow the leadership and direction of the CSA President;
- ☐ Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- ☐ Participate in ongoing leadership training;

In addition to the above, I further agree to:

- ☐ Uphold the bylaws and policies of the CSA, including the portfolio duties of the Vice President position I am running for as outlined in Appendix A – Executive Portfolios;
- ☐ Work a minimum of 20 hours per week on-site during the Fall 2024 semester, and 37 hours per week on-site in the Winter semester until April 30, 2025. Hours are to be completed primarily during the standard CSA business hours of Monday to Friday, 9am to 5pm;
- ☐ Enrolling in no more than 1.00 credit during the Winter 2025 semester;
- ☐ Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- ☐ Always uphold the principles of inclusivity and accessibility;
- ☐ At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- ☐ At all times, take into consideration the CSA's welfare and mandate;
- ☐ Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition

Coordinator;

- [ ] Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- [ ] Be responsible for the duties listed in my Executive Portfolio;
- [ ] Consult with the general membership on matters pertaining to my respective portfolio;
- [ ] Prioritize and fulfill committee obligations;
- [ ] Update my portfolio's Transition Manual, to be handed down to future Executive;
- [ ] Submit a final report to the Board of Directors for the last meeting of the year.

Nominee Name:

Nominee Signature:

Date:

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

Witness Signature:

Date:

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

Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Extra-Curricular Activities

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

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

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

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

Extracurricular Contact Phone Number:	

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

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

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

Nominee Name:

Nominee Signature:

Date:

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

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, September 25, 2024, at 5:00 PM.**

Importance of Campaigning

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

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

Candidate Support

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

Candidate Campaigning Commitment

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

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

Nominee Name:

Nominee Student Number:

Nominee Signature:

Date:

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

Candidates' Package: VP Student Experience and VP Academic

To All Candidates in the CSA Election

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

You will find our contact information on the following page. If at any time during the election you are unsure about a rule or bylaw, or have any other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

It is your responsibility as a candidate to become familiar with all the duties and responsibilities that come with being a CSA Executive. They are outlined in this document, and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all the bylaws, policies, and rules of order at the following link.

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

Sincerely,

Lauren Pyne
Chief Returning Officer (CRO)
csacro@uoguelph.ca

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

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)
csacro@uoguelph.ca
Office Hours (Fall 2024):

- Mondays and Tuesdays: 2:30pm – 4:30pm
- Thursdays: 11:30am – 3:30pm

Assistant Returning Officer: Yolanda Grant
csaaro@uoguelph.ca
Office Hours (Fall 2024):

- TBD

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

CSA President: Hartej Singh
csapresident@uoguelph.ca

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

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

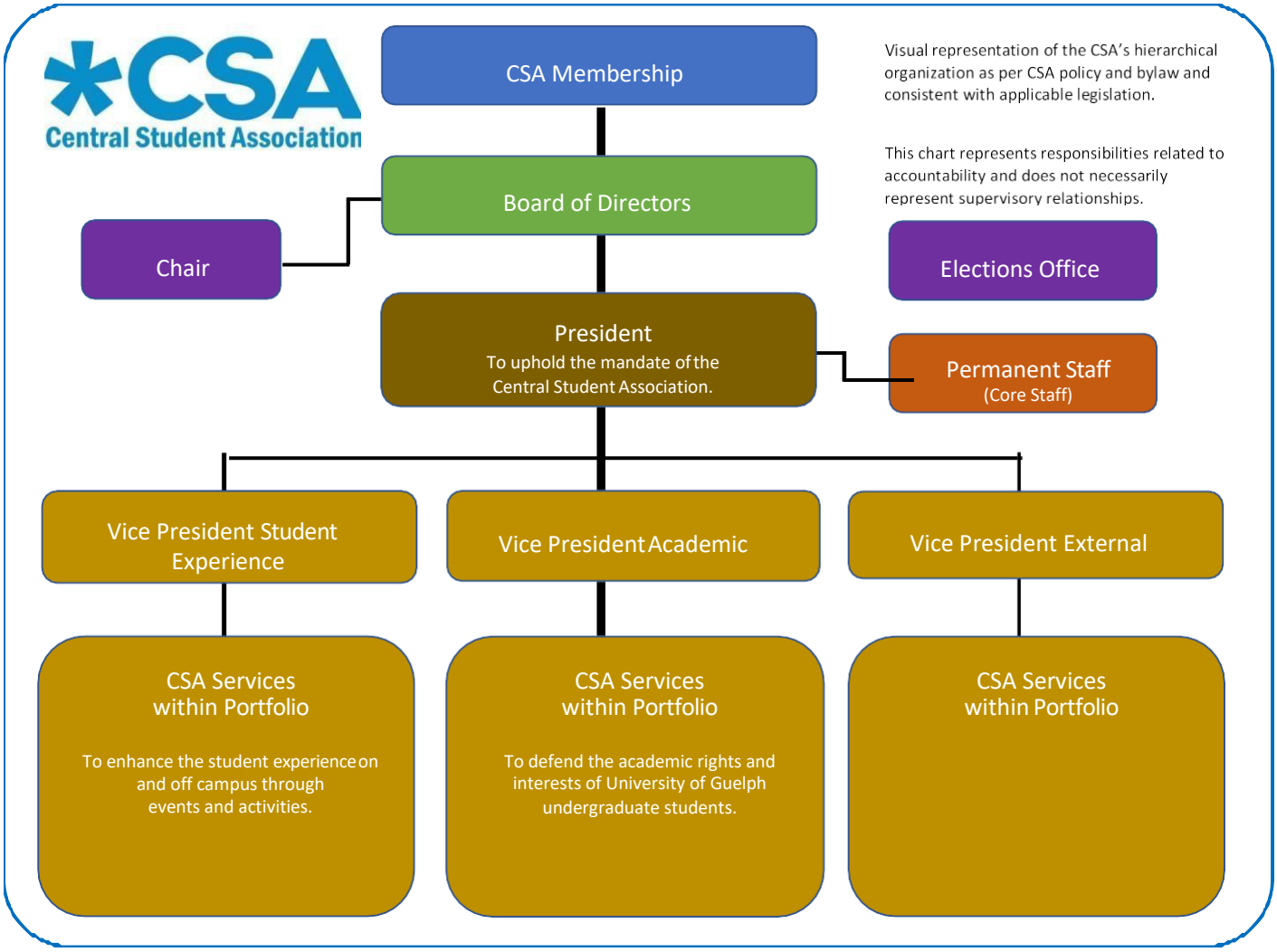
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety, and a sense of belonging at theUniversity of Guelph.

CSA Corporate Organizational Chart



More Information

Letters Patent
CSA History

Vice President Student Experience Responsibilities

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:

- To follow the leadership and direction of the CSA President.
- To be a primary signing authority of the CSA.
- To be knowledgeable of CSA finances and be prepared to assume the duties of the President in the event of the absence or incapacity of the President.
- To oversee the expenses of the Vice President Student Experience budget portfolio in collaboration with the Business Manager.
- To ensure the effective operation of CSA Clubs and CSA SafeWalk services.
- To be a key presence representing the CSA both online and on campus in support of increasing outreach, student engagement, and related events.
- To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
- To be an advocate for maintaining and enhancing student space on campus.
- To be a member and actively participate with internal and external committees in relation to the Vice President Student Experience portfolio.

Vice President Academic Responsibilities

The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students. Core responsibilities include:

- To follow the leadership and direction of the CSA President.
- To oversee the expenses of the Vice President Academic budget portfolio in collaboration with the Business Manager.
- To ensure the effective operation of the Student Help and Advocacy Centre.
- To represent undergraduate students with all matters pertaining to accessibility and academics, and to be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in academic areas.
- Act as a liaison between University staff and faculty and the CSA Executive Committee on academic matters.
- To provide campaigns and events that support undergraduate students' academic journeys, including but not limited to, the Student Memorial Service and the Teaching Excellence Award.
- To be a member and actively participate with internal and external committees in relation to the Vice President Academic portfolio.

Executive Position Commitments

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

Executive Committee Members agree to:

- Accomplish initiatives as received by the President from the Board of Directors and the general membership;
- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Prepare and submit in a timely manner Executive Committee meeting minutes for inclusion in the upcoming board package;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Coordinator.

Executive Officers agree to:

- Work a minimum of 20 hours on-site per week in the Fall 2024 semester, beginning October 30, and work a minimum of 37 hours on-site per week in the Winter 2025 semester until April 30, 2025;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Coordinator;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's transition manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

In addition to the above, further agree to:

- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA by-laws and policies;
- At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times take into consideration the CSA's welfare and mandate;
- Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

Executives are expected to commit to the following:

- Mandatory attendance at the CSA board meeting on Wednesday, October 30, 2024, at 6pm;
- Being enrolled in no more than 1.0 credit in the Winter 2025 semester or any co-op work terms during the Winter 2025 semester;
- Working a minimum of 20 hours on-site per week during the Fall 2024 semester and 37 hours on-site per week during the Winter 2025 semester, primarily during the standard CSA business hours of Monday to Friday, 9:00am to 5:00pm;
- Commit to attendance of all CSA Board meetings, Board training sessions, AGM's and GGM's.

Signed Agreement

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

By running for an executive position, you are making a commitment to undergraduate students to serve them from October 30, 2024, until April 30, 2025, and will abide by the terms outlined in this document.

Candidate Name:

Candidate Signature:

Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

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

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

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

Campaign expense limits are:

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

Candidates must submit a statement of total expenses on the final budgetary form to the Chief Returning Officer (csacro@uoguelph.ca) **by Tuesday, October 22, 2024, by 5:00pm.**

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

If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.

Candidates must retain all receipts of expenses incurred during the campaign.

Academic Consideration

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

Candidates are encouraged to consult the University's *Academic Consideration Policy* here.

Important Dates

Fall 2024 By-Election Nominations	Monday, September 16, 2024, to Wednesday, September 25, 2024.
All Candidates' Meeting	Thursday, September 26, 2024, at 5:30 pm Location TBD and virtually via Microsoft Teams
Promotional Development and Verification	Thursday, September 26, 2024, to Sunday, September 29, 2024
Election Campaign Period	Monday, September 30, 2024, to Friday, October 4, 2024.
Submit list of campaign volunteers to Elections Office	Monday, September 30, 2024, by 5:00 pm.
Election Voting Period	Monday, October 7, 2024, to Friday, October 11, 2024, at 11:59 pm.
Submit Final Budget Form with Receipts	Tuesday, October 22, 2024, by 5:00 pm.
Results Ratified	Wednesday, October 30, 2024.

Promotional Options for Campaigning

Postering

- Poster Runs are be available for the Fall 2024 By-Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Digital Campaigning

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

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

All digital advertisements must be approved prior to posting.

Digital campaign material MUST include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for.
- The CSA Logo displayed at a legible size.
- Voting period information
- CSA Elections website address: https://csaonline.ca/elections
    - Preferably this would be hyperlinked.

*__NOTE__: All campaign materials must be submitted to the CRO and/or ARO for approval. If approved, the CSA Elections approval stamp will be added to the poster.

When displaying materials, please ONLY use the stamped version sent back by the Elections Team

Digital campaign material must NOT include:

- Copyright Material
    - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo

- No potentially offensive material (including text and images). The strict definition of "offensive" is at the discretion of the CSA Chief Returning Officer.

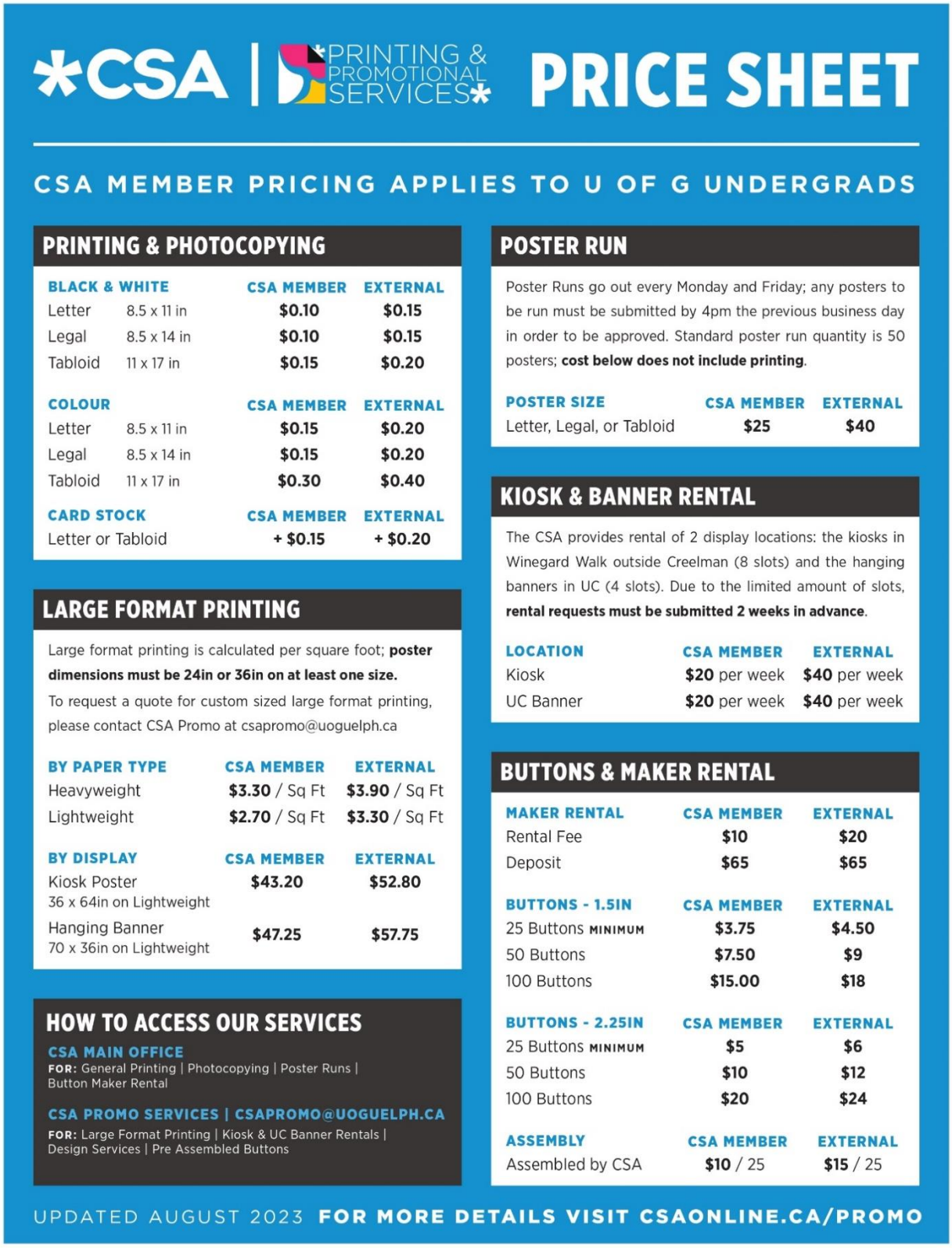
CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, September 26, 2024, to Monday, September 30, 2024, but can occur before or after as well. We strongly encourage you begin thinking of your campaign designs as soon as you begin the nomination process. If a candidate chooses to utilize CSA Promotional Services, please note the following:

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

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

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



CSA | PRINTING & PROMOTIONAL SERVICES

PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

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

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

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

LARGE FORMAT PRINTING

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

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

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

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

HOW TO ACCESS OUR SERVICES

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

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

POSTER RUN

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

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

KIOSK & BANNER RENTAL

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

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

BUTTONS & MAKER RENTAL

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

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

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

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

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

Guidelines for Email Listservs

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of $0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent-out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

Candidate's emails MUST contain:

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

Slate candidacy is not permitted. Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

Social Media Guidelines

Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at csacro@uoguelph.ca immediately they become aware of an infraction. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate intends on using must be provided to the ARO at csaaro@uoguelph.ca no later than **Sunday, September 29, 2024.**

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

It is recommended that candidates create CSA elections accounts, but candidates can use their personal accounts for the Fall 2024 By-Election.

All posts must tag @csa_elections

Facebook

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add ‘CSA CRO’ as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page. Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

YouTube

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

Other Platforms

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

Contacting Other Candidates

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

Campaigning

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

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

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

Campaign Volunteers

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

A list of campaign volunteers must be submitted to the Elections Office by **Sunday, September 29, 2024, at 5:00 pm.** If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

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

Classroom Talks

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

1. Do I have the instructor's permission?
2. What am I going to say?
3. Have my campaign materials or class talk been approved by the CSA Elections team?

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

Social Media

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

Endorsements

You may contact organizations asking them to endorse your campaign. Candidates may not seek endorsements from social media accounts.

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

An email must be sent to csacro@uoguelph.ca from the organization expressing its endorsement of the candidate and copying the candidate.

Endorsements MAY be given by:

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

Endorsements MAY NOT be given by:

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

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

Important Reminders

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

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

Note

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

Tabling

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

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs you want to use. After you have finished painting, send a photo of your final design to the Elections Office. You must follow the relevant University policies including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways- you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design **during the day** is considered deliberate campaign interference.

Abuse of Position

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered an infraction by the candidate.

Penalty for Abuse of Position is:

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

Some of the implications of this section are:

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

Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in accumulating demerit points. Receiving 100 demerit points will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:

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

2. Failure to submit the Final Budget Form (a statement of campaign expenses, receipts, etc.), unused monies, receipts, and envelopes by the deadline.

- **After Tuesday, October 22, 2024, by 5:00pm**: A penalty of 50 demerit points.
- Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, which will result in immediate disqualification.

3. Candidate exceeds their budget:

- If expenses are less than 20% of the budget: The candidate will pay out of pocket.
- If expenses are greater than 20% of the budget: 100 demerit points, which will result in immediate disqualification.

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

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

5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:

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

6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

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

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

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

8. Failure to comply with any additional parts of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- **First occasion**: Warning.
- **Second occasion**: 50 demerit points.
- **Third occasion**: 100 demerit points, which will result in immediate disqualification.

Board Meeting Schedule

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

Summer 2024

1.	June 5, 2024	6:00 pm	Microsoft Teams
2.	June 19, 2024	6:00 pm	Microsoft Teams
3.	July 3, 2024	6:00 pm	Microsoft Teams
4.	July 24, 2024	6:00 pm	Microsoft Teams
5.	August 28, 2024	6:00 pm	Microsoft Teams

Fall 2024

6.	September 11, 2024	6:00 pm	UC 442
7.	September 25, 2024	6:00 pm	UC 442
8.	October 9, 2024	6:00 pm	UC 442
9.	October 30, 2024	6:00 pm	UC 442
10.	November 13, 2024	6:00 pm	UC 442
11.	November 27, 2024	6:00 pm	UC 225

Winter 2025

12.	January 15, 2025	6:00 pm	UC 442
13.	January 29, 2025	6:00 pm	UC 442
14.	February 12, 2025	6:00 pm	UC 442
15.	February 26, 2025	6:00 pm	UC 442
16.	March 26, 2025	6:00 pm	UC 442
17.	April 2, 2025	6:00 pm	UC 442

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

Mandatory Board Training Schedule

1.	May 15, 2024	6:00 pm	Microsoft Teams
2.	January 8, 2025	6:00 pm	UC 442

2024 Annual General Meeting

Wednesday, November 20, 2024
Peter Clark Hall

2025 General Members Meeting

Wednesday, March 12, 2025
Peter Clark Hall

Candidate Signature:

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

Candidate Name:

Candidate Student Number:

Candidate Signature:

Date:

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

Item 6.11.2
Executive Appointment Process

WHEREAS CSA Bylaw 1 (Organizational) section 5.2.3 states that if for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers;

WHEREAS Bylaw 2 (Electoral) section 2.3.9 states that if the Executive Officer Appointment Process occurs following the Winter General Election or a Spring By-Election, the vacancies will be filled for the interim until the Fall By-Election is held;

BE IT RESOLVED that the Board of Directors appoint the following CSA member as the interim Vice President Academic for a term of September 11, 2024, to October 30, 2024:

Moved:
Seconded:

Executive Appointment Process Overview

Bylaw 2 (Electoral) – Section 2.3:

As outlined in Bylaw 1 Organizational, Section 5.2.3, if for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, using the following process.

2.3.1 If there is a scheduled Board of Directors meeting within three business days of when it is first known that the CSA will be left with less than three Executive Officers, the Board will pass a motion to initiate the Executive Officer Appointment Process. If there is not a scheduled Board of Directors meeting within this timeline, the Executive Committee will be empowered to motion to initiate the process. Notice of this will be immediately provided to the Board of Directors via email by the President.

2.3.2 In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms to advertise the Executive Officer Appointment Process.

2.3.3 The CRO will provide all interested members with nomination forms to seek no less than 50 valid nomination signatures from CSA Members in Good Standing.

2.3.4 Candidacy is exclusive, members may seek office for only one position.

2.3.5 All current CSA Members in Good Standing are eligible to run in the Executive Officer Appointment Process. In addition, individuals who have served as a CSA Board Director or CSA Executive in the past three academic years are also eligible to run.

2.3.6 Nominations will remain open for a minimum of three business days. One additional business day will be granted to collect any remaining signatures for those who submit their nomination forms by the deadline but have less than 50 valid nomination signatures following the verification process .

2.3.7 Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a meeting of the Board of Directors to provide a 150-word maximum statement of interest for the position. Board Members will be permitted to ask questions to each candidate following their statement.

2.3.8 The Board of Directors will then hold a secret ballot vote where the successful candidate(s) is/are determined by a two-thirds majority vote if running uncontested, and a simple majority vote in the case of multiple candidates for one position. The successful candidate(s) will be subsequently ratified and appointed as Executive Officer(s).

2.3.9 If the Executive Officer Appointment Process occurs following the Winter General Election or a Spring By-Election, the vacancies will be filled for the interim until the Fall

By-Election is held. If the Executive Officer Appointment Process takes place after a Fall By-Election, or if the Fall By-Election does not produce a successful candidate to fill the role, the appointed Executive will continue to hold the position until April 30 of the current academic year.

Item 6.11.3
Director Class Talks: re Fall 2024 By-Election

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

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

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

BE IT RESOLVED that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Fall 2024 By-Election;

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

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

Moved: Hartej Singh, President
Seconded:

Item 6.11.4
Appoint Elections Appeals Board (EAB)

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

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

MOTION: that the following Directors be appointed to the Elections Appeals Board (EAB) for the 2024-2025 academic year:

AND FURTHER that the following General Members of the CSA be appointed to the Elections Appeals Board (EAB) for the 2024-2025 academic year:

Shelby Girdler
Finn Grace

Moved: Hartej Singh, President
Seconded:

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

Statements of Interest

Shelby Girdler:

I am eager to apply for a position on the Elections Appeals Board (EAB) for the CSA Fall 2024 By-Election. As a Justice and Legal Studies major with a profound interest in electoral processes, I am committed to ensuring a fair and transparent election environment. My academic background has provided me with a strong understanding of legal principles and a keen eye for detail, which are essential for reviewing and adjudicating campaign infraction appeals impartially. I am passionate about upholding democratic values and ensuring that electoral procedures are followed rigorously. By serving on the EAB, I look forward to applying my knowledge and skills to support a fair electoral process and contribute to the integrity of our student elections. I am enthusiastic about the opportunity to help maintain transparency and justice within the CSA election framework.

Finn Grace:

I am excited to express my interest in volunteering for the Elections Appeals Board. I firmly believe in upholding transparency and fairness and would love to have an opportunity to do so with the board. I bring a keen eye for detail and strong analytical and critical thinking skills, and I would love to review and adjudicate appeals. All participating candidates have the right to a fair election process, and I would love the opportunity to help ensure that happens. Serving on the Elections Appeals Board would be a great experience to add to my resume and a chance to get more involved in our Guelph student community. I look forward to the opportunity to contribute to this vital work.

CSA Policy Appendix G: Electoral

27.0 Elections Appeals Board (EAB)

27.1 Mandate of the Board

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

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

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

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

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

27.2 Formation of the Board

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

27.3 Membership of the Board

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

a) Three Directors; and

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

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

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

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

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

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

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

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

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

27.4 Meetings of the Board

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

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

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

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

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

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

candidate or referendum team questions.

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

Item 6.11.5
Fall 2024 By-Election Promotional Strategy

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

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

MOTION: That the Fall 2024 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

Moved: Hartej Singh, President
Seconded:

CSA Fall 2024 By-Election Promotional Strategy

Our promotional strategy for the Fall By-Election involves a blend of both digital and in-person engagement, including postering, large-format displays, emails, and social media outreach. The branding has been unified with our general elections for consistency, highlighting our signature blue color and asterisk. Learning from past experiences, we're implementing several key changes: in-person polling stations with laptops for more interaction, an All-Candidates Forum for fair exposure, and executive-led information sessions offering insights into the responsibilities and daily experiences of running for a position.

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

- **CSA Awareness:** Building on the momentum from early September 2024, we continue strengthening connections with students, promoting who the CSA is, the services we offer, and our value to undergraduates. This includes integrating CSA messaging into election materials and interactions, along with distributing promotional items.

- **Engagement:** We are prioritizing in-person interactions, supported by online options, sharing information through student organizations and campus networks, and tabling during the election to boost participation.

- **Informed Candidates and Voters:** Information sessions for potential candidates will provide insight into holding specific roles, while voters will have access to an all-candidates forum to learn more about those running.

- **Filling Vacancies:** Our goal is to fill the Vice President Academic and Vice President Student Experience (VPSE) positions, along with vacancies in the following:
    - College of Arts (2 positions)
    - College of Biological Sciences (2 positions)
    - College of Social and Applied Human Sciences (2 positions)
    - Ontario Veterinary College (1 position)

The Role of Directors During CSA Elections

As student leaders, elections offer a unique opportunity to connect with the peers you represent and inspire future leaders on campus. By actively participating, you can help expand the CSA's reach and impact. Your role will involve engaging with students through various methods, such as presenting class talks, setting up election information tables, sharing key details with fellow students, and promoting election content on social media. These efforts will ensure greater awareness and participation throughout the election process.

Fall 2024 By-Election Promotional Strategy
September 11, 2024

Hartej Singh
CSA President 2024-2025

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	September 9-13	Info-session tabling	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign)
Nomination period	September 16-25	Digital Signage Social Media Kiosk Poster run Class talks Tabling UC banner Student Experience Newsletters Resharing By Student Organizations on social media MS Teams Channels Contact PSO's and Housing Bullring Poster 2nd Information session	Nominations open on September 16 now open How to run Explain positions available - VPSE - VPA - College of Arts - 2 vacancies - College of Biological Sciences - two vacancies - College of Social and Applied Human Sciences - two vacancies - Ontario Veterinary College - one vacancy Explain what the positions do and why people should run for those positions
CSA Promotion and Campaign period	Sept 30-Oct 11	All Candidates Forum Digital signage Poster run Social media UC banner Newsletter – Oct – including asking for questions	All candidates forum will be a large event to engage students and interested in elections before voting begins Candidates can be asked pre-set questions from students so students can make informed decisions

Voting	October 7-11	Tabling/In-person polling stations every day Digital Signage Bullring Poster Open Mic night announcement Share info with campus partners Kiosk UC Banner Poster run Social Media Signage at all our services, including front office All Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email SEC & student orgs Class talks	Voting now open How to vote (swipe graphic) Leave a space where we can add a graphic for a voting extension.
Voting Extension	October 12 - 18	Social Media Sandwich Boards UC Banner Poster Run In-person polling stations kiosk	Voting Extended until October 18 Vote now Why it's important to vote

Item 6.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 6 on September 11, 2024 be adjourned at pm.

Moved:
Seconded: