

## AGENDA

Board of Directors Meeting # 5

August 27, 2025 – 6:00 pm



### Agenda – August 27, 2025

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>5.0</b>  | <b>Call to Order</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <b>5.1</b>  | <b>Land Acknowledgement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| <b>5.2</b>  | <b>Adoption of the Agenda</b><br>5.2.1 Approve the Agenda<br>5.2.2 Declarations of Conflicts                                                                                                                                                                                                                                                                                                                                                                                                                 | 1                                             |
| <b>5.3</b>  | <b>Ratifications and De-Ratifications</b><br>5.3.1 Ratify International Student Organization Representative<br>5.3.2 Ratify Guelph Black Students Association Representative                                                                                                                                                                                                                                                                                                                                 | 2<br>3                                        |
| <b>5.4</b>  | <b>Comments from the Chair</b><br>5.4.1 Introductions and Pronouns                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |
| <b>5.5</b>  | <b>Approval of Past Minutes</b><br>5.5.1 Meeting # 3 – July 2, 2025<br>5.5.2 Meeting # 4 – July 23, 2025                                                                                                                                                                                                                                                                                                                                                                                                     | 4                                             |
| <b>5.6</b>  | <b>Executive Committee Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               |
| <b>5.7</b>  | <b>Executive Updates</b><br>5.7.1 President – August 27, 2025<br>5.7.2 VP Student Experience – August 27, 2025<br>5.7.3 VP Academic – August 27, 2025<br>5.7.4 VP External – Vacant                                                                                                                                                                                                                                                                                                                          | 5<br>6<br>8<br>10                             |
| <b>5.8</b>  | <b>Director Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |
| <b>5.9</b>  | <b>CSA Service Update and Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <b>5.10</b> | <b>Committee Updates and Reports</b><br>5.10.1 Summary of Committee Appointments                                                                                                                                                                                                                                                                                                                                                                                                                             | 12                                            |
| <b>5.11</b> | <b>Business</b><br>5.11.1 Fall 2025 By-Election: Nomination and Candidates' Packages<br>5.11.2 Fall 2025 By-Election Promotional Strategy<br>5.11.3 Director Class Talks re. Fall 2025 By-Election<br>5.11.4 Amendment to Bylaw 1 (Organizational) re. PBRC<br>5.11.5 Amendment to Appendix G (Electoral) re. PBRC<br>5.11.6 Appoint Director to CSA/GSA Transit Committee<br>5.11.7 Member's Motion: Referral to Elections and Referendum Committee<br>5.11.8 Notice: Member's Motion: Amendment to Bylaw 2 | 15<br>89<br>93<br>94<br>96<br>98<br>99<br>102 |
| <b>5.12</b> | <b>New Business</b><br>5.12.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <b>5.13</b> | <b>Announcements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
| <b>5.14</b> | <b>In Camera Session</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |
| <b>5.15</b> | <b>Adjournment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 103                                           |

## **Motion**

Board of Directors Meeting # 5  
August 27, 2025



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### **Item 5.2.1 (a) Approve the Agenda**

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 5 on August 27, 2025, be approved as printed and distributed.

**Moved:**

**Seconded:**

### **Item 5.2.1 (b) Amend the Agenda**

**MOTION TO AMEND:**

**Moved:**

**Seconded:**

### **Item 5.2.1 (c) Approve the Amended Agenda**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 5 on August 27, 2025, be approved as amended with:

## **Motion**

Board of Directors Meeting # 5

August 27, 2025

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### **Item 5.3.1**

#### **Ratify International Student Organization Representative**

**MOTION:** that Joshua Jacinto be ratified as the International Student Organization representative on the 2025-2026 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

## **Motion**

Board of Directors Meeting # 5

August 27, 2025

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### **Item 5.3.2**

#### **Ratify Guelph Black Students Association Representative**

**MOTION:** that Acacia Small be ratified as the Guelph Black Students Association representative on the 2025-2026 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

## Motion

Board of Directors Meeting # 5

August 27, 2025



### Item 5.5

#### Approval of Past Board Minutes

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

|       |                       |               |
|-------|-----------------------|---------------|
| 5.5.1 | CSA Board Meeting # 3 | July 2, 2025  |
| 5.5.2 | CSA Board Meeting # 4 | July 23, 2025 |

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 5

August 27, 2025

**Item 5.7  
Executive Updates****MOTION:** That the following Executive Updates be received as information:

|       |                       |                 |
|-------|-----------------------|-----------------|
| 5.7.1 | President             | August 27, 2025 |
| 5.7.2 | VP Student Experience | August 27, 2025 |
| 5.7.3 | VP Academic           | August 27, 2025 |

**Moved:****Seconded:**

## Executive Update

President

August 27, 2025



We're standing right on the edge of one of the most exciting moments of the year - Orientation Week! In just a few short days, thousands of new Gryphons will join our membership, bringing with them fresh energy, new ideas, and an incredible sense of possibility.

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### **Ongoing Projects:**

#### **Orientation Week:**

We're super excited to have released our O-Week schedule for 2025! You can check out our events on our website: <https://csaonline.ca/events/>

We hope to see you there!

#### **Newsletter:**

Our first newsletter of the year has now gone out! We're super excited to show off the new, improved, and modern newsletter design! 😊

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### **Bill 33 Update:**

The Executives met with MPP Mike Schreiner on Friday, August 22, sharing our concerns with Bill 33. We are happy to report back that MPP Schreiner shared our concerns as well and is willing to work with us on a broader strategy around Bill 33.

We are looking into hosting a Town Hall of some kind with MPP Schreiner, students, staff, faculty, our solidarity partners, and community members closer to when the Legislative Assembly goes back in session in October.

### **Committee Updates:**

#### **Homecoming Planning Committee:**

We are still working on booking an artist for the half-time show. Stay tuned for another exciting possibility around homecoming!

#### **Health & Dental Plan Committee:**

Effective September 1, students will submit claims on a new platform by Gallivan. This will allow faster claim processing times and more customized support, as this no longer has to go through Canada Life. More details are available here:

<https://www.mystudentplan.ca/gallivan/en/benefits-app>

## Executive Update

President

August 27, 2025



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### **Conference Updates:**

#### **ROADS:**

On July 24-25, the execs had the opportunity to attend ROADS (Regional Opportunities for Advancement & Developing Skills). It was a fantastic conference, with lots of interesting sessions on things like relationship building, large-scale event planning, advocacy & politics, addressing food insecurity, AI advocacy, finances, and more. I spoke on a panel on Bill 33, bringing the issue to the attention of other student union execs, and prompting them to work on campaigns of their own to oppose the bill.

#### **CFS-O Ontario General Meeting:**

On August 14-17, I attended CFS's Ontario General Meeting. This was a great opportunity to chat with our partners at CFS about things like Bill 33, but also other campaigns like *Water is a Human Right*, *Fight The Fees*, and transit. At this meeting, they announced the expansion of the *Fight The Fees* campaign to include messaging about Bill 33: *Hands Off Our Education!* We'll be shipped some of these materials soon, so you can expect to start seeing them around campus!

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As always, if you have any questions about what we're up to, feel free to reach out!

A handwritten signature in black ink that reads "Nate Broughton". The signature is fluid and cursive, with the first name "Nate" and last name "Broughton" clearly distinguishable.

## **Executive Update**

VP Student Experience

August 27, 2025



### **General Update:**

It has been another successful month filled with momentum and strong alignment as we prepare for O-Week and a busy lineup of events throughout the year. Work is actively underway on multiple fronts, with key organizational steps already taken in support of our response to Bill 33, including the development of informational documents and content planning for broader updates. We also had our scheduled two-week vacation block.

### **Ongoing Projects:**

We've officially kickstarted strategic planning for the upcoming months, with a major focus on both O-Week and Bill 33 awareness initiatives. Initial social media strategy meetings have been held to strengthen online engagement and promote events.

Preparations for O-Week are well underway — promotional materials such as banners and kiosks have been set up, and residence room stuffers have already been distributed.

Additionally, we welcomed Mike Schreiner, MPP for Guelph, to discuss about Bill 33 and shared insights on the process moving forward.

### **Services:**

#### **Clubs:**

Planning continues for a number of club-related events, including Clubs Days and Subs & Clubs. I've been actively managing club complaints and conflict resolution in alignment with CSA bylaws. The Clubs social media presence is running smoothly in collaboration with the Clubs Coordinator. Once we receive final details, Bill 33 messaging will be integrated into our platforms.

#### **Student Events & Risk Management (SE&RM):**

I've continued to oversee SE&RM approvals and ensured that all club event submissions are kept up to date in compliance with required processes and timelines. Our SE&RM Coordinator will be completing 10 hours of onboarding training this week.

#### **Miscellaneous:**

I've remained in consistent contact with the Student Experience Department and several student groups to ensure smooth coordination, especially in advance of large-scale events. Regular communication with the CSA President and core staff continues to ensure alignment on procedural decisions related to O-Week and campus-wide initiatives.

## **Executive Update**

VP Student Experience

August 27, 2025

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### **Message from the VP:**

With strong momentum going into September, I'm confident in our team's ability to deliver a meaningful and well-organized O-Week. At the same time, we are laying the groundwork for impactful advocacy through a thoughtful approach to student engagement on Bill 33. I'm looking forward to another productive month ahead.

## Executive Update

VP Academic

August 27, 2025



### General Update:

This month has been somewhat less eventful around the office- the majority of us were off for two weeks on vacation. Since we've got back, we've been working to wrap up planning from over the summer and get ready for the Fall semester. I've certainly missed the energy of having all the students on campus. O-Week is coming up quickly, and I'm excited to welcome everyone back to campus soon!

### Ongoing Projects:

*Meeting with Guelph MPP:* The Executives met with Mike Schreiner, the MPP for Guelph, last Friday to talk about action around Bill 33. We also presented part of a report on student fees and our concerns around the proposed bill that can be used in debate. The Bill is coming back to the legislature in mid-October so we are going to do what we can to advocate against it! We'll hopefully be circulating a petition coordinated by CFS in the next month – expect some more information soon.

*Orientation Week:* Our team had a meeting last week to put together all the supplies for our O-Week events. We'll be welcoming 7,000+ students to campus over the first week of September and I hope to see some of you there as well!

### Committees:

*Calendar Review Committee:* This is one of the few committees that has met since our last Board meeting – we met earlier this morning to discuss changes submitted for the 2026-27 Calendar by the Computer Science and Chemistry departments. As always, I've been reviewing in-depth for clarity/accessibility and flexibility for students. We also had a discussion around priority access restrictions and how they have affected course selection for this year!

*Student Senate Caucus:* I've been helping to onboard new student members of University Senate over the summer. Students are looking for support on understanding what their responsibilities are, what Senate meetings look like, and how to communicate with key University staff. I also met with their new Co-Chair to discuss some of their plans for the upcoming year, and I will be advising on an upcoming comprehensive review of their bylaws over the next year.

### Services:

*FoodBank:* Ongoing hiring for a new FoodBank Assistant to start in September – interviews are ongoing this week and we received 200+ applications for the position. Registration for the Fall semester is currently open – we have 125 students registered

## Executive Update

VP Academic

August 27, 2025



for F25 so far and expect that to increase by the end of the month. Our team has also recently started distributing updated lists of available food items to registered visitors, with the goal of reducing appointment times and serve a larger number of students.

**SHAC:** Office hours for the Fall semester have been set and will be updated on our website soon. Staff have completed training on the Residential Tenancies Act, Academic Appeals/Petitions, and Event Planning. We've worked on 40+ cases over the summer with about 50% of them being housing/tenancy related, and our team is excited to get back into the swing of things in the Fall!

That's all for now folks- I hope you'll all have a great start to the Fall semester!  
-Will

## Information Report

Board of Directors Meeting # 5

August 27, 2025

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### Item 5.10.1

#### Summary of Committee Appointments

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

**Moved:**

**Seconded:**

## Information Report

Board of Directors Meeting # 5

August 27, 2025



The following Summary of Committee Appointments is provided as information:

### **Athletics Advisory Council**

Appointed: July 23, 2025

|                 |                       |
|-----------------|-----------------------|
| Kovar Yu        | Director              |
| Pawandeep Singh | VP Student Experience |

### **TheCannon.ca Operating Committee**

Appointed: July 23, 2025

|          |          |
|----------|----------|
| Ash Ames | Director |
|----------|----------|

### **Sustainability Action Fund**

Appointed: July 23, 2025

|               |          |
|---------------|----------|
| Yael Lazebnik | Director |
|---------------|----------|

### **Student Events & Initiatives Funding Committee**

Appointed: July 23, 2025

|                        |                                 |
|------------------------|---------------------------------|
| Nate Broughton         | President                       |
| Pawandeep Singh        | VP Student Experience           |
| Alex Song              | Director (At-Large or College)  |
| Branden Newman         | Director (Student Organization) |
| Susannah Polack-Finley | Director (Additional)           |
| Ethan Warren           | Director (Additional)           |

### **Policy and Bylaw Review Committee**

Ratified: July 17, 2025

|                 |             |
|-----------------|-------------|
| Ethan Warren    | Director    |
| William Coleman | VP Academic |

### **Elections and Referendum Committee**

Appointed: July 2, 2025

|                |          |
|----------------|----------|
| Jonah Greenhut | Director |
| Yael Lazebnik  | Director |

### **Student Health and Dental Plan Committee**

Appointed: June 11, 2025

## Information Report

Board of Directors Meeting # 5

August 27, 2025



|                |          |
|----------------|----------|
| Keira Gayowsky | Director |
|----------------|----------|

### Finance Committee

Appointed: June 11, 2025

|                      |                       |
|----------------------|-----------------------|
| Nate Broughton       | President             |
| Pawandeep Singh      | VP Student Experience |
| Noel Johnston        | Director              |
| Ethan Warren         | Director              |
| Marcus Aldred-Ganhao | Director              |

### Policy and Bylaw Review Committee

Appointed: May 28, 2025

|                      |           |
|----------------------|-----------|
| Nate Broughton       | President |
| Noel Johnston        | Director  |
| Jonah Greenhut       | Director  |
| Marcus Aldred-Ganhao | Director  |
| Alex Song            | Director  |

## **Motion**

Board of Directors Meeting # 5  
August 27, 2025

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### **Item 5.11.1**

#### **Fall 2025 By-Election: Nomination and Candidates' Packages**

**MOTION:** 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:** Nate Broughton, President

**Seconded:**



**CSA**  
ELECTIONS

# **Nomination Package Director**

**Fall 2025 By-Election**

# Elections Office Fall 2025 By-Election Director Nominations



## Nominations Package Checklist

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

## Elections Team

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

**Chief Returning Officer: Lauren Pyne (She/Her)**

[csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)

Office Hours (Fall 2025):

- Tuesday: 9:30 – 11:30am, 2:30 – 4:30pm
- Wednesday: 12:30 – 1:30pm
- Thursday: 9:30am – 12:30pm, 2:30 – 4:30pm

**Assistant Returning Officer: Yolanda Grant (She/Her)**

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Fall 2025):

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](mailto:csacro@uoguelph.ca) **by Wednesday, September 24, 2025, 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 for seeking 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 to the CSA Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, at 5:00 PM**.

### Declaration

- ☐ I accept my nomination as a CSA Director for the term of office ending April 30, 2026.
- ☐ 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.*

# Elections Office Fall 2025 By-Election Director Nominations



## 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 24, 2025, 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.

Elections Office  
Fall 2025 By-Election  
**Director Nominations**



### 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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, at 5:00 PM**.

### Director Candidate Commitment

If elected as a CSA Director, during my term of service from October 29, 2025, to April 30, 2026, 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;

**Elections Office**  
**Fall 2025 By-Election**  
**Director Nominations**

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- ☐ 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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, 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.

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

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

**Elections Office**  
**Fall 2025 By-Election**  
**Director Nominations**



|                                              |  |
|----------------------------------------------|--|
| <b>Extracurricular Contact Email:</b>        |  |
| <b>Extracurricular Contact Phone Number:</b> |  |

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

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

**Elections Office  
Fall 2025 By-Election  
Director Nominations**

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- ☐ 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:

# Elections Office Fall 2025 By-Election Director Nominations



## 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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, 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.

**Elections Office  
Fall 2025 By-Election  
Director Nominations**

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**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.*



**CSA**  
ELECTIONS

**Candidates'  
Package: Directors**

**Fall 2025 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](mailto:csacro@uoguelph.ca)

**Yolanda Grant**

Assistant Returning Officer (ARO)

[csaaro@uoguelph.ca](mailto: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](mailto:csacro@uoguelph.ca)

Office Hours (Fall 2025)

- Tuesday: 9:30 – 11:30am, 2:30 – 4:30pm
- Wednesday: 12:30 – 1:30pm
- Thursday: 9:30am – 12:30pm, 2:30 – 4:30pm

**Assistant Returning Officer: Yolanda Grant (She/Her)**

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Fall 2025)

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: Nate Broughton**

[csapresident@uoguelph.ca](mailto:csapresident@uoguelph.ca)

**Policy & Transition Coordinator: Colleen Bovay**

[csaptc@uoguelph.ca](mailto: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:

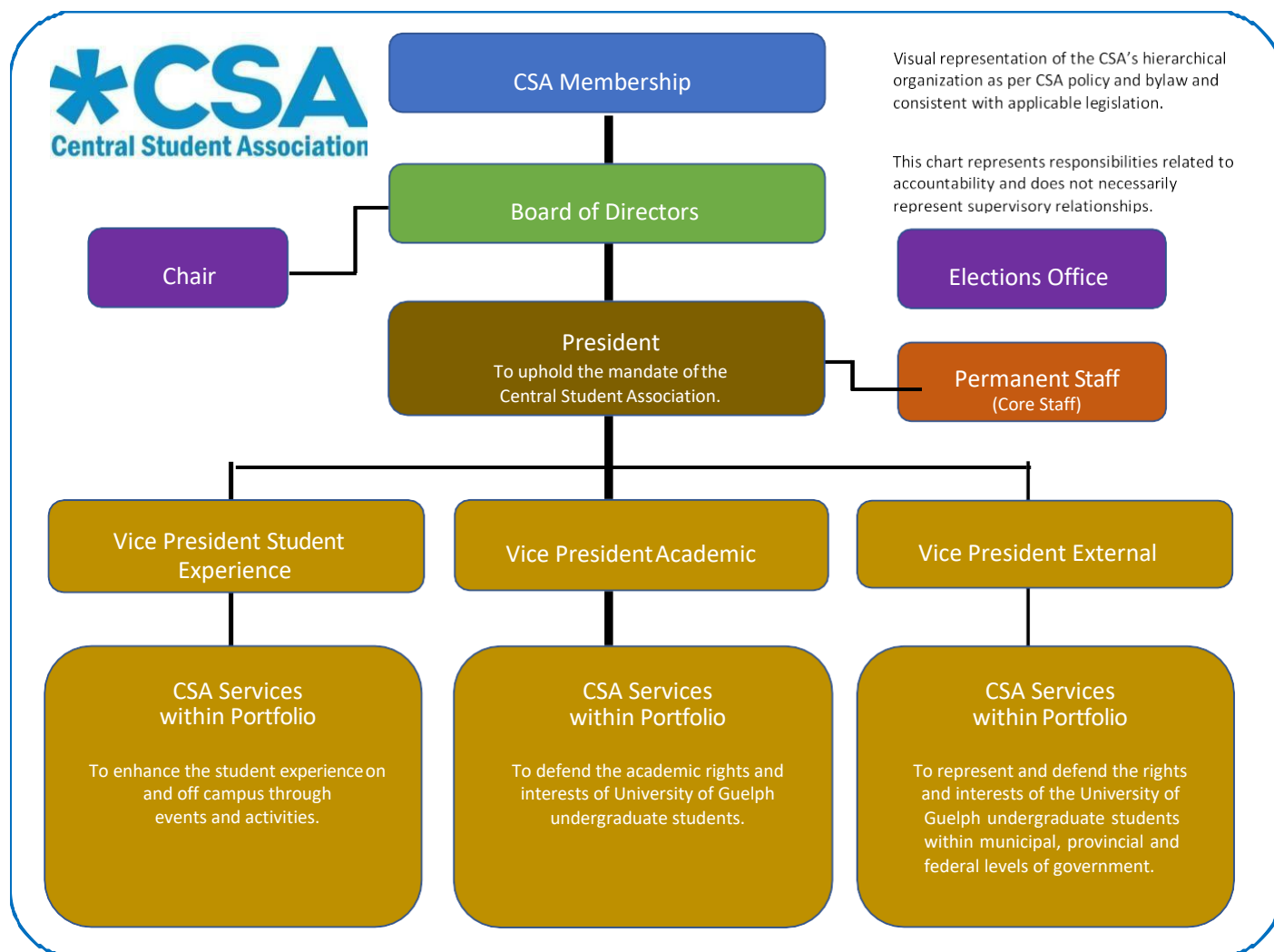
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective 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](mailto:csacro@uoguelph.ca)) **by Tuesday, October 21, 2025, 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](#).**

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## Important Dates

|                                                               |                                                                                                 |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Fall 2025 By-Election Nominations</b>                      | Monday, September 15, 2025, to Wednesday, September 24, 2025.                                   |
| <b>All Candidates' Meeting</b>                                | Thursday, September 25, 2025<br>Time: 6:00 PM<br>Location: TBD and virtually on Microsoft Teams |
| <b>Promotional Development and Verification</b>               | Thursday, September 25, 2025, to Sunday, September 28, 2025.                                    |
| <b>Election Campaign Period</b>                               | Monday, September 29, 2025, to Friday, October 3, 2025.                                         |
| <b>Submit list of campaign volunteers to Elections Office</b> | Monday, September 29, 2025, by 5:00 PM.                                                         |
| <b>Election Voting Period</b>                                 | Monday, October 6, 2025, to Wednesday, October 15, 2025, at 11:59 PM.                           |
| <b>Submit Final Budget Form with Receipts</b>                 | Tuesday, October 21, 2025, by 5:00 PM.                                                          |
| <b>Results Ratified</b>                                       | Wednesday, October 29, 2025.                                                                    |

## Promotional Options for Campaigning

### Posting

- Poster Runs are available for the Fall 2025 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](mailto: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/>)

**X (Formerly Twitter):** using #csaelections in all posts

**TikTok:** using #csaelections in all posts

All digital advertisements must be approved before 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, **ONLY** the stamped version sent back by the Elections Team shall be used.

**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 25, 2025, to Monday, September 29, 2025, 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](mailto:csapromo@uoguelph.ca)

## Guidelines for Email Listservs

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.
- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

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

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

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

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

### **Candidate's emails MUST contain:**

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

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

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

## Social Media Guidelines

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

Candidates must email the CRO at [csacro@uoguelph.ca](mailto: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](mailto:csaaro@uoguelph.ca) no later than **Monday, September 29, 2025**.

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 2025 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.

## **X (Formerly Twitter)**

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

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

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

## **TikTok**

Candidates may use TikTok; It is recommended that new elections-only accounts be created for the purposes of campaigning. However, personal accounts may be used. The account name must be included in the list of social media accounts the candidate will send to the ARO.

TikTok posts must not contain offensive materials and may not be used to make derogatory posts toward other candidates.

All campaign-related posts must include the tag #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 **Monday, September 29, 2025, 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](mailto:csacro@uoguelph.ca) from the organization endorsing the candidate and copying the candidate.

**Note:** Re-posting of candidates' social media campaign posts is permitted and not considered endorsement. However, if the re-poster is making an explicit reference to an unapproved endorsement, the CRO will instruct the removal of the post.

### 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.

## Giveaways & Contests

Candidates and referendum teams are prohibited from organizing, offering, or promoting any structured giveaways, contests, or raffles that require individuals to vote, follow a candidate, or support a campaign as a condition of entry. Campaign funds may not be used to purchase items intended for such organized giveaways, contests, or raffles.

Casual distribution of free items to individuals without requiring any participation or action on the individual's part does not constitute an organized giveaway and is permitted. Giveaway posts will not be approved.

## **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 campaign materials 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 21, 2025, 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 use of campaign funds to purchase items intended for organized giveaways, contests, or raffles:

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

8. 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.

9. 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.

# Elections Office Candidates Package Directors



## Board Meeting Schedule 2025-2026

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 2025

|    |                 |         |                 |
|----|-----------------|---------|-----------------|
| 1. | May 28, 2025    | 6:00 pm | Microsoft Teams |
| 2. | June 11, 2025   | 6:00 pm | Microsoft Teams |
| 3. | July 2, 2025    | 6:00 pm | Microsoft Teams |
| 4. | July 23, 2025   | 6:00 pm | Microsoft Teams |
| 5. | August 27, 2025 | 6:00 pm | Microsoft Teams |

### Fall 2025

|     |                    |         |        |
|-----|--------------------|---------|--------|
| 6.  | September 10, 2025 | 6:00 pm | UC 442 |
| 7.  | September 25, 2025 | 6:00 pm | UC 442 |
| 8.  | October 16, 2025   | 6:00 pm | UC 442 |
| 9.  | October 29, 2025   | 6:00 pm | UC 442 |
| 10. | November 12, 2025  | 6:00 pm | UC 441 |
| 11. | November 26, 2025  | 6:00 pm | UC 441 |

# Elections Office Candidates Package Directors



## Winter 2026

|     |                   |         |        |
|-----|-------------------|---------|--------|
| 12. | January 14, 2026  | 6:00 pm | UC 442 |
| 13. | January 28, 2026  | 6:00 pm | UC 442 |
| 14. | February 11, 2026 | 6:00 pm | UC 442 |
| 15. | February 25, 2026 | 6:00 pm | UC 442 |
| 16. | March 25, 2026    | 6:00 pm | UC 442 |
| 17. | March 31, 2026    | 6:00 pm | UC 442 |

## Mandatory Board Training Schedule

|    |                 |         |                 |
|----|-----------------|---------|-----------------|
| 1. | May 21, 2025    | 6:00 pm | Microsoft Teams |
| 2. | January 7, 2026 | 6:00 pm | TBD             |

## 2025 Annual General Meeting

Wednesday, November 19, 2025  
Peter Clark Hall

## 2026 General Members Meeting

Wednesday, March 11, 2026  
Peter Clark Hall

**Elections Office  
Candidates Package  
Directors**



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**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.*



**CSA**  
ELECTIONS

**Nomination's Package**

**VP External**

**Fall 2025 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](mailto:csacro@uoguelph.ca)

Office Hours (Fall 2025):

- Tuesday: 9:30 – 11:30am, 2:30 – 4:30pm
- Wednesday: 12:30pm – 1:30pm
- Thursday: 9:30am – 12:30pm, 2:30 – 4:30pm

**Assistant Returning Officer: Yolanda Grant (She/Her)**

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Fall 2025)

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](mailto:csacro@uoguelph.ca) **no later than Wednesday, September 24, 2025, 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 for seeking election.
- ☐ STEP 7: An election promotion photo of yourself to be used on the CSA website.

**Elections Office**  
**Fall 2025 By-Election**  
**Executive Nominations**



**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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, at 5:00 PM.**

**Declaration**

- ☐ I accept the nomination as a CSA Executive for the term of office ending April 30, 2026.
- ☐ 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.*

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**Executive Nominations**



## **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 24, 2025, 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.

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### 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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, at 5:00 PM**.

#### Vice President Candidate Commitment

If elected as a CSA Executive, during my term of service from October 29, 2025, to April 30, 2026, 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 2025 semester, and 37 hours per week on-site in the Winter semester until April 30, 2026. 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 2026 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

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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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, 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.

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

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

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|                                              |  |
|----------------------------------------------|--|
| <b>Extracurricular Contact Phone Number:</b> |  |
|----------------------------------------------|--|

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

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

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- ☐ 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:

**Elections Office**  
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**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](mailto:csacro@uoguelph.ca)) by **Wednesday, September 24, 2025, 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.

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**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.*



**CSA**  
ELECTIONS

**Candidates' Package:**

**VP External**

**Fall 2025 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, 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)  
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](mailto:csacro@uoguelph.ca)

Office Hours (Fall 2025):

- Tuesday: 9:30am – 11:30am, 2:30pm – 4:30pm
- Wednesday: 12:30pm – 1:30pm
- Thursday: 9:30am – 12:30pm, 2:30pm – 4:30pm

**Assistant Returning Officer: Yolanda Grant (She/Her)**

[csaaro@uoguelph.ca](mailto:csaaro@uoguelph.ca)

Office Hours (Fall 2025):

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: Nate Broughton**

[csapresident@uoguelph.ca](mailto:csapresident@uoguelph.ca)

**Policy & Transition Coordinator: Colleen Bovay**

[csaptc@uoguelph.ca](mailto: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:

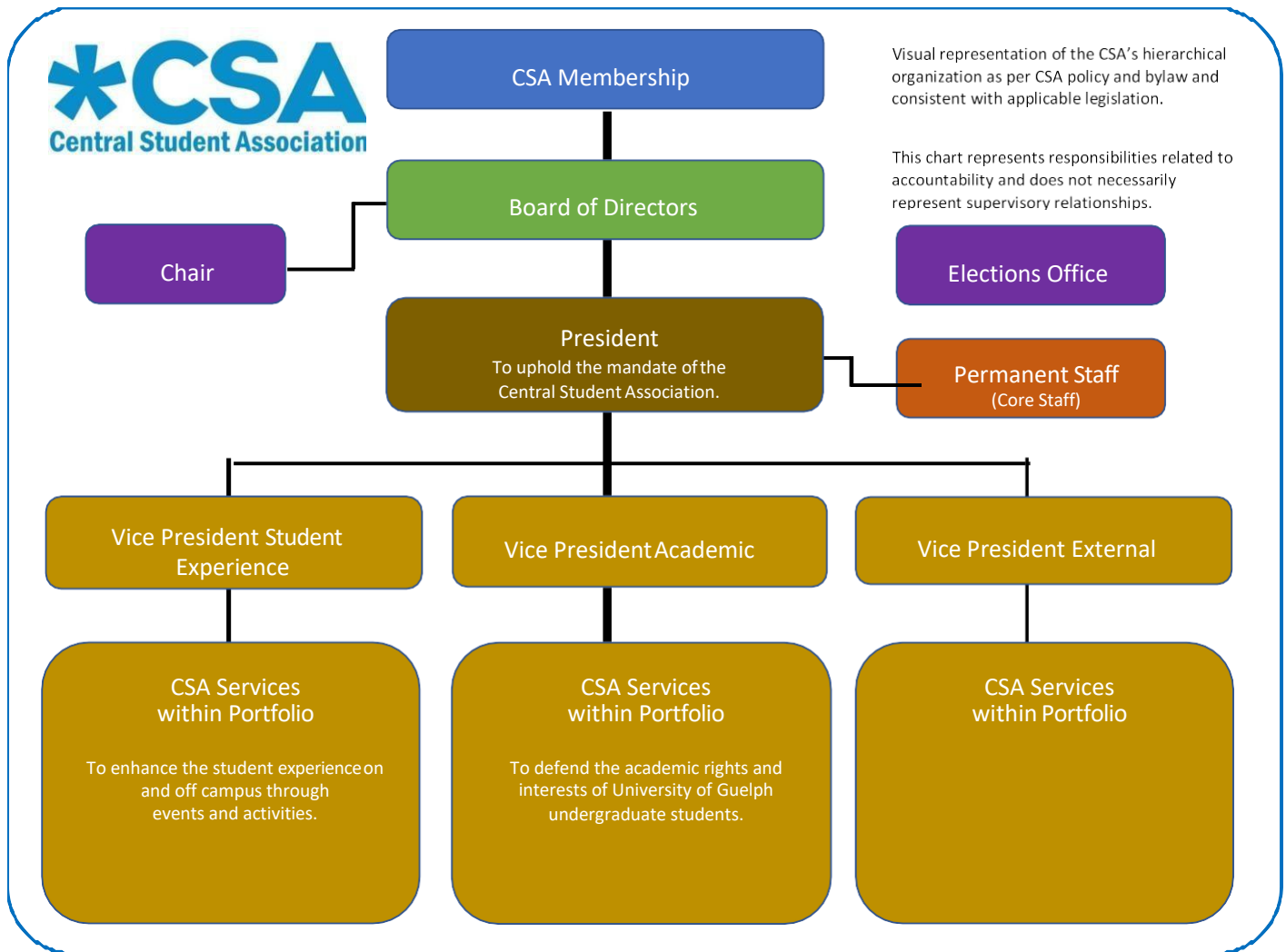
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective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

## **Vice President External Responsibilities**

The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial, and federal levels of government. Core responsibilities include:

- To follow the leadership and direction of the CSA President.
- To oversee the expenses of the Vice President External budget portfolio in collaboration with the Business Manager.
- To ensure the effective operation of the CSA Bike Centre and the Guelph Student FoodBank.
- To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- To coordinate advocacy campaigns regarding social, environmental, and governmental issues that impact the CSA membership.
- To be a resource to the membership regarding government activities and build relationships with all levels of government.
- To be a member and actively participate with internal and external committees in relation to the Vice President External portfolio.

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## **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 2025 semester, beginning October 29, and work a minimum of 37 hours on-site per week in the Winter 2026 semester until April 30, 2026;
- 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:**

- Be enrolled in no more than 1.0 credits in the Winter 2026 Semester
- Mandatory attendance at the CSA board meeting on Wednesday, October 29, 2025, at 6pm
- Commit to ~10 flex hours during the week of October 27, 2025.
- Commit to at least 37 hours per week of on-site work during the Winter 2026 Semester until April 30, 2026.
- 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 29, 2025, until April 30, 2026, 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 (Form E0-03) to the Chief Returning Officer ([csacro@uoguelph.ca](mailto:csacro@uoguelph.ca)) **by Tuesday, October 21, 2025, 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](#).**

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## **Important Dates**

|                                                               |                                                                                                  |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Fall 2025 By-Election Nominations</b>                      | Monday, September 15, 2025, to Wednesday, September 24, 2025.                                    |
| <b>All Candidates' Meeting</b>                                | Thursday, September 25, 2025<br>Time: 6:00 PM<br>Location: TBD and virtually via Microsoft Teams |
| <b>Promotional Development and Verification</b>               | Thursday, September 25, 2025, to Sunday, September 28, 2025                                      |
| <b>Election Campaign Period</b>                               | Monday, September 29, 2025, to Friday, October 3, 2025.                                          |
| <b>Submit list of campaign volunteers to Elections Office</b> | Monday, September 29, 2025, by 5:00 pm.                                                          |
| <b>Election Voting Period</b>                                 | Monday, October 6, 2025, to Wednesday, October 15, 2025, at 11:59 pm.                            |
| <b>Submit Final Budget Form with Receipts</b>                 | Tuesday, October 21, 2025, by 5:00 pm.                                                           |
| <b>Results Ratified</b>                                       | Wednesday, October 29, 2025.                                                                     |

## **Promotional Options for Campaigning**

### **Postering**

- Poster Runs are be available for the Fall 2025 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](mailto: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/>)
- **X (Formerly Twitter):** using #csaelections in all posts
- **TikTok:** using #csaelections in all posts

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 25, 2025, to Monday, September 29, 2025, 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](mailto:csapromo@uoguelph.ca)



## 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](mailto: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             | \$43.20        | \$52.80        |
| 36 x 64in on Lightweight |                |                |
| Hanging Banner           | \$47.25        | \$57.75        |
| 70 x 36in on Lightweight |                |                |

#### HOW TO ACCESS OUR SERVICES

##### CSA MAIN OFFICE

FOR: General Printing | Photocopying | Poster Runs | Button Maker Rental

##### CSA PROMO SERVICES | [CSAPROMO@UOGUELPH.CA](mailto: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 <small>MINIMUM</small> | \$3.75     | \$4.50   |
| 50 Buttons                        | \$7.50     | \$9      |
| 100 Buttons                       | \$15.00    | \$18     |

| BUTTONS - 2.25IN                  | CSA MEMBER | EXTERNAL |
|-----------------------------------|------------|----------|
| 25 Buttons <small>MINIMUM</small> | \$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](http://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@uoquelfh.ca](mailto:csacro@uoquelfh.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@uoquelfh.ca](mailto:csaaro@uoquelfh.ca) no later than **Monday, September 29, 2025**.

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 2025 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.

### **X (Formerly Twitter)**

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

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

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

### **TikTok**

Candidates may use TikTok; It is recommended that new elections-only accounts be created for the purposes of campaigning. However, personal accounts may be used. The account name must be included in the list of social media accounts the candidate will send to the ARO.

TikTok posts must not contain offensive materials and may not be used to make derogatory posts toward other candidates.

All campaign-related posts must include the tag #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 **Monday, September 29, 2025, 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](mailto:csacro@uoguelph.ca) from the organization expressing its endorsement of the candidate and copying the candidate.

**Note:** Re-posting of candidates' social media campaign posts is permitted and not considered endorsement. However, if the re-poster is making an explicit reference to an unapproved endorsement, the CRO will instruct the removal of the post.

### **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.

## **Giveaways & Contests**

Candidates and referendum teams are prohibited from organizing, offering, or promoting any structured giveaways, contests, or raffles that require individuals to vote, follow a candidate, or support a campaign as a condition of entry. Campaign funds may not be used to purchase items intended for such organized giveaways, contests, or raffles.

Casual distribution of free items to individuals without requiring any participation or action on the individual's part does not constitute an organized giveaway and is permitted. Giveaway posts will not be approved.

## **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 campaign materials 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 form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts, and envelopes by the deadline.

- **After Tuesday, October 21, 2025, 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 2025-2026**

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 2025**

|    |                 |         |                 |
|----|-----------------|---------|-----------------|
| 1. | May 28, 2025    | 6:00 pm | Microsoft Teams |
| 2. | June 11, 2025   | 6:00 pm | Microsoft Teams |
| 3. | July 2, 2025    | 6:00 pm | Microsoft Teams |
| 4. | July 23, 2025   | 6:00 pm | Microsoft Teams |
| 5. | August 27, 2025 | 6:00 pm | Microsoft Teams |

### **Fall 2025**

|     |                    |         |        |
|-----|--------------------|---------|--------|
| 6.  | September 10, 2025 | 6:00 pm | UC 442 |
| 7.  | September 25, 2025 | 6:00 pm | UC 442 |
| 8.  | October 16, 2025   | 6:00 pm | UC 442 |
| 9.  | October 29, 2025   | 6:00 pm | UC 442 |
| 10. | November 12, 2025  | 6:00 pm | UC 441 |
| 11. | November 26, 2025  | 6:00 pm | UC 441 |

## **Winter 2026**

|     |                   |         |        |
|-----|-------------------|---------|--------|
| 12. | January 14, 2026  | 6:00 pm | UC 442 |
| 13. | January 28, 2026  | 6:00 pm | UC 442 |
| 14. | February 11, 2026 | 6:00 pm | UC 442 |
| 15. | February 25, 2026 | 6:00 pm | UC 442 |
| 16. | March 25, 2026    | 6:00 pm | UC 442 |
| 17. | March 31, 2026    | 6:00 pm | UC 442 |

## **Mandatory Board Training Schedule**

|    |                 |         |                 |
|----|-----------------|---------|-----------------|
| 1. | May 21, 2025    | 6:00 pm | Microsoft Teams |
| 2. | January 7, 2026 | 6:00 pm | TBD             |

## **2025 Annual General Meeting**

Wednesday, November 19, 2025  
Peter Clark Hall

## **2026 General Members Meeting**

Wednesday, March 11, 2026  
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.*

## **Motion**

Board of Directors Meeting # 5  
August 27, 2025

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### **Item 5.11.2**

#### **Fall 2025 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;

**BE IT RESOLVED** that the Fall 2025 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

**Moved:** Nate Broughton, President

**Seconded:**

### CSA Fall 2025 By- Election Promotional Strategy

The Fall 2025 By-Election promotional strategy will combine in-person outreach, poster, large-format visuals, digital signage, emails, and social media. Consistency in branding across elections will remain a priority to ensure recognition and cohesion.

Building on lessons from the Winter 2025 election, new emphasis will be placed on earlier outreach during Orientation Week, a revamped fully virtual, livestreamed All-Candidates Forum, and enhanced data collection through QR codes to refine targeting efforts in future years.

#### Key Updates for Fall 2025:

- **All-Candidates Forum:** Transitioning to a fully virtual format, livestreamed on CSA social media platforms, to increase accessibility and audience reach. Candidate FAQs will still be recorded and shared as short reels.
- **Orientation Week Outreach:** The Elections Office will have a strong presence at O-Week, prioritizing tabling, postcards, and partnerships with clubs. Making students aware of our elections early aims to plant the seed for prospective candidates before the nomination period & Winter General Election.
- **QR Code Tracking:** QR codes will be used more widely at tabling, class talks, and events, and data collection will be improved. The Elections Office will collect detailed engagement data (i.e. location, time, interaction type, etc) to guide future elections promo & outreach strategies.
- **Reels & Service Spotlights:** Current Directors and Executives will create reels highlighting CSA services and “day in the life” insights for vacant positions, showcasing opportunities in an authentic way.
- **Increased Board of Directors Engagement:** Increased visibility of CSA Directors, encouraging students to imagine themselves in these leadership roles.

#### Goals and Indicators of Success:

- **CSA Awareness:** Continue to establish a connection with our student body about who the CSA is, what we do, the services we provide, and how we are of value to our undergrads. This includes incorporating key messaging about the CSA into our election materials and interactions with students and handing out promotional materials.
- **Engagement:** Increase engagement in the elections for the number of nominations and voting turnout through prioritizing in-person interactions with some online opportunities, information sharing with student organizations and campus department networks and followings, and tabling throughout the election. We also will reach out to the over 100+ student clubs on campus who receive the most engagement from students.

## Fall 2025 By- Election Promotional Strategy

August 22, 2025



- **Informed Candidates and Voters:** Increasing the information available to potential candidates by holding information sessions on what it means to hold a specific position and connecting voters to candidates using an all-candidates forum.
- **Filling Vacancies:** We hope to elect a full team of four Executives and all our At-Large Director positions.

### The Role of Directors During CSA Elections

As student leaders who represent various groups of students on campus, the elections are an opportunity for you to engage with the very students you represent. You can inspire the next generation of student leaders on campus, all while spreading awareness about the CSA to maximize our impact on campus. There will be some outreach requirements for you including but not limited to: Class talks, tabling during elections, sharing information with your fellow students, and re-posting elections information on social media.

| Elections Rollout Phases | Date            | Promo Materials                                                                                                                                                                                                                                                                                                                                    | Description / Key Messaging                                                                                                                                                                                                                                              |
|--------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pre-election</b>      | Aug 28 – Sep 12 | O-Week tabling & postcards<br>Clubs Days tabling<br>Meet the Elections Team<br>Instagram posts<br>Information Sessions<br>Class Talks                                                                                                                                                                                                              | This is your CSA<br><br>Why CSA elections matter<br><br>Positions available & responsibilities <ul style="list-style-type: none"><li>- Board of Directors</li><li>- VP External</li></ul><br>Explain what the positions do and why people should run for those positions |
| <b>Nomination period</b> | Sep 15 – 24     | Newsletter<br>Digital Signage<br>Social Media<br>Poster run<br>Class talks<br>Tabling<br>Large-format (kiosk, UC banner)<br>Student Experience Newsletters<br>Resharing By Student Organizations on social media<br>MS Teams Channels<br>Contact PSO's and Housing<br>Nominations information to send to student clubs<br>Instagram Story takeover | Nominations open – how to run<br><br>Positions available & responsibilities <ul style="list-style-type: none"><li>- Board of Directors</li><li>- VP External</li></ul><br>Why student leadership matters                                                                 |

## Fall 2025 By- Election Promotional Strategy

August 22, 2025



|                                    |                                                    |                                                                                                                                                                                                                                                                                                           |                                                                                                                             |
|------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Promo &amp; Campaign Period</b> | Sep 29 – Oct 3                                     | Virtual All-Candidates Forum (livestreamed on Instagram)<br>Digital signage<br>Poster run<br>Social media<br>Candidate reels (i.e. "Why I'm running")                                                                                                                                                     | Meet your candidates<br><br>Candidates can be asked pre-set questions from students so students can make informed decisions |
| <b>Voting</b>                      | Oct 6-15<br><br>Extension:<br>Oct 16-17, if needed | Tabling/In-person polling stations<br>Mobile staff with QR codes<br>Digital Signage<br>Share info with campus partners<br>Large-format (kiosk, UC banner)<br>Poster run<br>Social Media<br>Signage at all our services, including front office<br>Email SEC & student orgs<br>Class talks<br>Email blasts | Voting now open<br><br>How to vote (swipe graphic)<br><br>Voting period giveaway                                            |

**Motion**

Board of Directors Meeting # 5

August 27, 2025

**Item 5.11.3  
Director Class Talks re Fall 2025 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 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 2025 By-Election, to be scheduled by the Elections Office;

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

**Moved:**

**Seconded:**

## Motion

Board of Directors Meeting # 5  
August 27, 2025



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### Item 5.11.4

#### Amendment to Bylaw 1 (Organizational) re. PBRC

*Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.*

*Notice of this motion was provided at the Board meeting on July 23, 2025.*

**BE IT RESOLVED** to adopt the attached amendment to Bylaw 1 (Organizational) Section 4.10 (Director Duties), as recommended by the Policy & Bylaw Review Committee.

**Moved:**

**Seconded:**

## Motion

Board of Directors Meeting # 5

August 27, 2025



### 4.10 Director Duties

#### 4.10.1 Each Director shall:

- a) Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- b) Act in the best interest of the constituency that they are representing;
- c) Attend all Board meetings, Board retreats, ~~Board training sessions~~, Annual General Meetings and General Members' Meetings;
- d) Attend Board training sessions as required by the Policy & Transition Coordinator and Chair;
- ~~e)~~ e) Be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, hiring, large-scale programs and "Awareness Weeks";
- ~~e)~~ f) Be an active and participating member of a minimum of one CSA committee;
- ~~f)~~ g) At all times, uphold the bylaws and policies of the CSA. Where no policy or bylaw exists for a specific issue, to look to policies and practices of similar organizations;
- ~~g)~~ h) Be at all times as objective, fair and impartial as possible when discussing issues and making decisions;
- ~~h)~~ i) Be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation;
- ~~i)~~ j) Actively promote student involvement in CSA services, advocacy, events and campaigns;
- ~~j)~~ k) Tender their resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence;
- ~~k)~~ l) Be aware that the Board may decide to remove Directors who fail to perform their duties; and
- ~~l)~~ m) Carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

## Motion

Board of Directors Meeting # 5

August 27, 2025



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### Item 5.11.5

#### Amendment to Appendix G (Electoral) re. PBRC

*Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.*

*Notice of this motion was provided at the Board meeting on July 23, 2025.*

**BE IT RESOLVED** to adopt the attached amendment to Appendix G (Electoral) Section 9 (Referendum Question Petition Collection), as recommended by the Policy & Bylaw Review Committee.

**Moved:**

**Seconded:**

## Motion

Board of Directors Meeting # 5

August 27, 2025

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- 9.3.2 Petition collection forms must be signed by no less than 1000 members or 5% ~~10%~~ of the membership to which the proposed fee/or question would apply, whichever is fewer.

## Motion

Board of Directors Meeting # 5  
August 27, 2025

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### Item 5.11.6

#### Appoint Director to CSA/GSA Transit Committee

**WHEREAS** the CSA/GSA Transit Committee meets monthly to discuss student feedback on the bus service provided by Guelph Transit, as well as the improvements that can be made to benefit the student users; and

**WHEREAS** membership of the CSA/GSA Transit Committee includes one CSA Director;

**BE IT RESOLVED** that the following Director be appointed to the CSA/GSA Transit Committee for the 2025-2026 academic year:

|              |
|--------------|
| [1 Director] |
|--------------|

**Moved:** Nate Broughton, President

**Seconded:**

## Motion

Board of Directors Meeting # 5  
August 27, 2025

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### Item 5.11.7

#### **Member's Motion: Referral to Elections and Referendum Committee**

**WHEREAS** the current first past the post system of the CSA may not be the most representative voting system available to the CSA and its membership; and

**WHEREAS** the University of Guelph Senate, the body in charge of academic policy, uses a preferential voting system, which is considered amongst the most representative voting systems;

**BE IT RESOLVED** that the attached Senate approved document of the Preferential Voting Method for Senate-related Elections be received as information;

**FURTHER** to refer this topic to the Elections and Referendum Committee to investigate the feasibility of changing the current voting system that the CSA uses in elections to the Preferential Voting Method for Senate-related Elections and submit a report of its findings and recommendations to the Board by the end of the Fall 2025 semester;

**AND FURTHER** that the Elections and Referendum Committee include in its' report a recommendation regarding running a referendum question about amending the voting system.

**Moved:** Marcus Aldred-Ganhao

**Seconded:**

## Preferential Voting Method for Senate-related Elections

Accordingly, the preferential voting method will be used to tabulate votes for the election of faculty, librarian, staff, and student members to Senate, as well as for the following Senate-related elections:

- Membership slates for Senate-elected representatives to the Board of Governors, and the Presidential Selection/ Review Committee – if there are more nominees than seats
- The ballot for the election of the Member-at-Large to Chair the Senate Priorities and Planning Committee - if there are more nominees than seats
- Senate-elected representatives to the membership slates for the Selection or Review Committees of the Provost and the Vice President Research – if there are more nominees than seats
- Elections that are undertaken in the instance that nominations from the floor are presented for any such ballots or membership slates

The preferential voting method is designed to achieve proportional representation; it expresses the majority will of Senate, since voters' second and third choices are also considered in the calculations, and no one candidate can be elected on the basis of a vote split between the other candidates.

In the preferential voting system, each voter ranks candidates in order of preference, the candidate of highest preference being assigned rank one. Each voter may rank as many of the candidates as he/she wishes up to the number of seats available. The standing of each candidate is determined by a weighted sum of the ballots on which the candidate is ranked. A ballot on which the candidate is ranked one carries a weight equal to the number of seats, and so on (e.g. if there are three seats: rank one carries weight 3; rank two carries weight 2; rank three carries weight 1; a ballot on which the candidate is not ranked carries weight 0). The candidate who obtains the largest weighted sum of ballots shall have first standing in the election and the others in order of decreasing weighted sums. In the event of a tie, resolution of such shall be as stipulated in Senate-approved regulations governing the election.

Example: 5 candidates for 3 seats, candidates E, D and B are elected.

| <b>Candidate</b> | <b># Votes Ranked 1<br/>(=3)</b> | <b># Votes Ranked 2<br/>(=2)</b> | <b># Votes Ranked 3<br/>(=1)</b> | <b>Final Sum of<br/>Weighting</b> |
|------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| A                | 15                               | 60                               | 49                               | 214                               |
| B                | 25                               | 45                               | 54                               | <b>219</b>                        |
| C                | 42                               | 10                               | 72                               | 218                               |
| D                | 25                               | 50                               | 49                               | <b>224</b>                        |
| E                | 35                               | 40                               | 49                               | <b>234</b>                        |

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Approval Authority: Senate

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Office of  
Responsibility: University Secretariat

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Revision Dates: May 23, 2017  
April 2, 2012 (*Approval*)

## Notice of Motion

Board of Directors Meeting # 5

August 27, 2025



### Item 5.11.8

#### Notice: Member's Motion: Amendment to Bylaw 2 (Electoral)

*Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.*

*Notice of this motion is hereby provided at the Board meeting on August 27, 2025.*

*This motion will be considered at the Board meeting on September 10, 2025.*

**WHEREAS** the CSA Fall 2024 By-Election fell short of the required 10% quorum by a large margin of 6.17% for the College of Biological Sciences Director seats, which was the only position with candidates;

**WHEREAS** the CSA Winter 2024 General Election failed to meet quorum for all executive positions and put the CSA in a political crisis due to having failed to elect a new executive team and an emergency by-election was held with the same high quorum to fill the vacant executive positions, and quorum was barely reached in this subsequent election at 10.21%; and

**WHEREAS** this scenario can easily happen again and poses a very real risk to the corporation, its members, and risks disrupting the services it provides to its constituents including CSA Clubs, Bus Pass, the Bike Centre, The Cannon, Student FoodBank, Health & Dental Plan, Menstrual Hygiene Initiative, Printing & Promotion, The Bullring, SafeWalk, and the Student Help & Advocacy Centre;

**BE IT RESOLVED** that CSA Bylaw 2 (Electoral) Section 2.2 By-Elections be amended to the following:

#### 2.2 By-Elections

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

2.2.2 Quorum shall be ~~10%~~ 5% of the general membership of the applicable constituency.

**Moved:** Marcus Aldred-Ganhao

## **Motion**

Board of Directors Meeting # 5

August 27, 2025

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### **Item 5.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 5 on August 27, 2025 be adjourned at        pm.

**Moved:**

**Seconded:**