

AGENDA

Board of Directors Meeting # 13

January 28, 2026 – 6:00 pm



Agenda – January 28, 2026

13.0	Call to Order	
13.1	Land Acknowledgement Jonah Greenhut	
13.2	Adoption of the Agenda 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	1
13.3	Ratifications and De-Ratifications 13.3.1 De-Ratify CASU Representative 13.3.2 De-Ratify and Ratify Guelph Queer Equality Representative	2 3
13.4	Comments from the Chair 13.4.1 Introductions and Pronouns	
13.5	Approval of Past Minutes 13.5.1 Meeting # 10 – November 12, 2025 13.5.2 Meeting # 11 – November 26, 2025	4
13.6	Executive Committee Minutes	
13.7	Executive Updates 13.7.1 President – January 28, 2026 13.7.2 VP Student Experience – January 28, 2026 13.7.3 VP Academic – January 28, 2026 13.7.4 VP External – Vacant	5 6 8 10
13.8	Director Reports	
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13.10	Committee Updates and Reports 13.10.1 Summary of Committee Appointments 13.10.2 Elections and Referendum Committee Report and Presentation re. Board Referral	13 18
13.11	Business 13.11.1 Winter 2026 General Elections Nomination and Candidates' Packages 13.11.2 Amendments to Appendix A (Executive Portfolios) re. PBRC 13.11.3 Appoint Directors to Elections Appeals Board 13.11.4 Salary & Wage Recommendations 2026-2027 13.11.5 Appoint Awards Committee	20 110 138 142 144
13.12	New Business 13.12.1	
13.13	Announcements	
13.14	In Camera Session 13.14.1 Legal Matter	

AGENDA

Board of Directors Meeting # 13
January 28, 2026 – 6:00 pm



13.15	Adjournment	151
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Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 13 on January 28, 2026, be approved as printed and distributed.

Moved:

Seconded:

Item 13.2.1 (b) Amend the Agenda

MOTION TO AMEND: to reorder the agenda so that item 13.9.1: SafeWalk Service Update and item 13.11.1: Winter 2026 General Elections Nomination and Candidate's Packages are moved to just after item 13.4.1.

Moved:

Seconded:

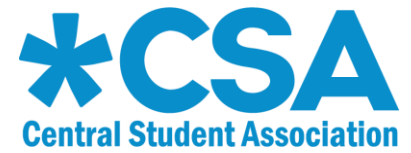
Item 12.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 13 on January 28, 2026, be approved as amended with:

- The reordering of the agenda so that item 13.9.1: SafeWalk Service Update and item 13.11.1: Winter 2026 General Elections Nomination and Candidate's Packages are moved to just after item 13.4.1.

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.3.1

De-Ratify College of Arts Student Union Representative

MOTION: that Nicole Siglowy be de-ratified as the College of Arts Student Union representative on the 2025-2026 CSA Board of Directors, effective immediately;

Moved:

Seconded:

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.3.2

De-Ratify and Ratify Guelph Queer Equality Representative

MOTION: that Syren Sajadi be de-ratified as the Guelph Queer Equality representative on the 2025-2026 CSA Board of Directors, effective immediately;

AND FURTHER that Ellie Mendelovitz be ratified as the Guelph Queer Equality representative on the 2025-2026 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.5
Approval of Past Board Minutes

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

13.5.1	CSA Board Meeting # 10	November 12, 2025
13.5.2	CSA Board Meeting # 11	November 26, 2025

Moved:
Seconded:

Item 13.7
Executive Updates

MOTION: That the following Executive Updates be received as information:

13.7.1	President	January 28, 2026
13.7.2	VP Student Experience	January 28, 2026
13.7.3	VP Academic	January 28, 2026

Moved:
Seconded:

Executive Update

President

January 28, 2026



It's been a busy few weeks at the office as we're thrown straight into the start of the Winter semester!

I was unfortunately out of the office for some of last week due to some health issues but have returned as normal now.

Increase in Hate Activity on Campus

As has been widely reported, there has been an increase in hate activity on campus in the past few weeks. This is a deeply concerning trend, as hate has no place on our campus, and every student should feel safe to attend this campus without fear. We have been conversing with university administration on these incidents and understand that several investigations are ongoing.

Executive Transition

As early as it seems, it's time for us to start working on our executive transition plan for next year. CSA staff will be meeting over the coming weeks to develop a comprehensive plan for transitioning in the new executives once they are elected.

Hiring

As is usually the case during the Winter semester, we have lots of hiring to get done! Once the wage recommendations (found later in the package) are approved, we can move forward with a lot of the job posting for the Fall. I will be sure to communicate timelines with the Board once we have things scheduled in.

Committee Updates:

Elections & Referendum Committee:

ERC met to review the new candidate and nomination packages, and to discuss the Board referral regarding ranked choice voting. The Committee has come up with a recommendation to use new software that would allow for this proposal while also enhancing the security of our elections.

Student Life Enhancement Fund:

SLEF has received 93 applications this semester totaling \$346,240 in funding requests. The committee is making its way through each proposal, distributing funds to exciting student initiatives!

Non-Academic Space Booking Working Group:

This is a newly established committee that I sit on, including stakeholders from major space-booking groups on campus (Hospitality, the Library, Athletics, University Centre, CSA, GSA, etc.). The committee's scope is large, but the aim is to establish a clearer,

Executive Update

President

January 28, 2026



more consistent framework for space bookings across campus, and to make recommendations to make the experience of booking non-academic space better.

Orientation Programming Advisory Committee:

OPAC met last week to debrief after Snow Days, and to discuss recommendations for Orientation Week next year.

Student Financial Services Student Fee Advisory Committee:

This committee met for its annual meeting to discuss its report to Compulsory Fees Committee, reporting on what it has used its student fee for over the past year. Additionally, the committee discussed a proposal that SFS intends to bring forward to increase the student fee 3% above CPI to support a new Student Awards Platform, allowing students to more easily be matched with scholarships and bursaries.

Student Budget Committee:

As SBC gets closer to its presentation date, we are finishing up the presentation and recommendations that will be submitted to the Board of Governors' Finance Committee. Many recommendations are similar to last year, including things like housing and food affordability, and investments in student space.

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 written in a cursive style with a large initial 'N'.

Executive Update

VP Student Experience

January 28, 2026



General Update:

The first month of the semester has been productive, with strong student engagement and steady progress across key initiatives. Several projects are nearing completion while new programming and planning efforts continue.

Ongoing Projects:

Stressbusters:

Planning is underway for midterm Stressbusters programming scheduled for the final two weeks of February.

Sexy Bingo:

Sexy Bingo remains a high-demand event, with all sessions last semester selling out. Preparations are complete for the first event of the current semester taking place next week.

Black History Month:

The Student Experience portfolio will participate in the Black History Month opening event on January 30, featuring a live performance by Cadence.

Social Media:

Development of the semester-long social media calendar is ongoing, with an emphasis on consistent engagement. Monthly club tabling initiatives are also being planned to promote club activities and increase student involvement.

Clubs & SE&RM:

SE&RM reviews for club events are progressing efficiently, ensuring timely approvals and continued support for student programming.

Committees:

Student Wellness Advisory Group (SWAG):

Discussions are focused on improving awareness and accessibility of SAS resources, alongside ongoing budget planning for future initiatives.

Working Group with Hospitality Services:

Conversations continue regarding the inclusion of external vendors and expanded food options at student events.

Executive Update

VP Student Experience

January 28, 2026



Student Experience Advisory Committee:

The committee reviewed data-driven considerations related to increasing funding for Indigenous student support and its impact on student outcomes.

UC Board:

Key discussions included budgeting processes and audit updates.

Upcoming Initiatives:

Participation in Gryph to Grad has been confirmed, including hosting Last Toast.

A poster room clean-up was completed with the Clubs Coordinator to improve functionality, with additional protocols to be implemented in accordance with Joint Health and Safety Committee guidance.

Executive Update

VP Academic

January 28, 2026



General Update:

January is almost over, but it has been a busy month getting back up to speed at the CSA! The weather out there has been wild lately (and we did have a discussion with the University about their late closure), so I hope everyone has been safe out there! There's been several ongoing projects recently – as usual, this update will hit most of the high points.

Ongoing Projects:

Degree & Transcript Review Working Group – Thank you to everyone who has already participated in our student survey – we have nearly 5,000 responses from across all 3 campuses and 8 colleges! For all the college government folks, I have shared this out with your teams – for anyone else, please email me if you'd like more information to send out.

Student Union Awards / Teaching Excellence Award – This is an ongoing project for this month – we have started to roll out promotional materials (and later on, we do have an opportunity for you to be involved with the development of this project!) If you know an amazing professor or TA that you'd like to nominate, please visit www.csaonline.ca/get-involved/awards.

Committees:

Student Food Security Committee – This committee met on January 15th and received updates on new proposed bursaries to support students dealing with food insecurity, as well as plans for a (semi-) permanent space for the campus Food Market.

Student Life Enhancement Fund – This committee (which includes Nate and myself) has been meeting this week to review applications for SLEF (an annual grant fund managed by Student Experience that gives out over \$100,000 in funding each semester to student events and support initiatives).

Co-Curricular Experiential Learning Integrity Committee – CELIC met last week to discuss potential changes to the requirements for co-curricular experiential learning opportunities. This included determining the minimum requirements for accreditation and how to scale co-curricular experiences for very large programs.

Statement Making Committee – This committee is meeting this week (or possibly already met) to discuss the recommendations related to SSI from a working group – this will be presented to the Board at the next meeting.

Student Leaders & Administration Meetings – This group also met on Monday, where the Provost presented about the early stages of two initiatives from his office: the University Academic Plan and Study Space Enhancement Initiative. More details to come!

Executive Update

VP Academic

January 28, 2026



Services:

SHAC – Our team at SHAC has had a great start to the semester, and we have worked on more than 15 cases during the last few weeks. We also have several events coming up in the next month: including our Housing & Tenancy Workshop with Interhall Council and the Guelph-Wellington Legal Clinic on February 11th at Maritime Hall.

FoodBank – We've been working through new visitor registration for W26 as well as working towards upgrading some of the appliances in the space and improving how we track donations and their value. The FoodBank team will also be at the Aggies Men's Hockey Game on February 5th to collect donations at the door – come out to support student athletes and the FoodBank (starting at 6PM next Thursday!)

Thanks everyone, and please feel free to ask questions or reach out to me (csavpacademic@uoguelph.ca) if you'd like to know more!

-Will

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.9.1 SafeWalk Service Update

(a) Extend Speaking Rights to SafeWalk Coordinator

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

BE IT RESOLVED to extend speaking rights to Kennedy McGregor, SafeWalk Coordinator, to present the SafeWalk Service Update.

Moved:

Seconded:

(b) Receive the SafeWalk Service Update Presentation

MOTION: to receive the SafeWalk Service Update, as presented by Kennedy McGregor, as information.

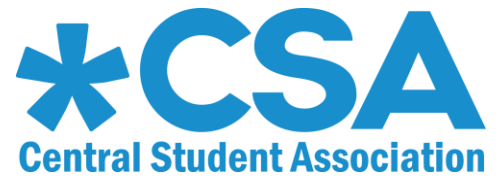
Moved:

Seconded:

Information Report

Board of Directors Meeting # 13

January 28, 2026



Item 13.10.1

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 # 13

January 28, 2026



The following Summary of Committee Appointments is provided as information:

Elections and Referendum Committee

Appointed: January 14, 2026

Noel Johnston	Director
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Athletics Advisory Council

Appointed: January 14, 2026

André Rowe	Director
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Accessibility Committee

Appointed: January 14, 2026

Adam Venter	Director
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Statement Making Committee

Appointed: November 26, 2025

Rachel Rapoport	General Member
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Statement Making Committee

Appointed: November 12, 2025

Yasmin Atiyeh	General Member
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University Centre Board

Appointed: October 29, 2025

Ash Ames	Member
Joshua Jacinto	Member
Marcus Aldred-Ganhao	Alternate Member
Alex Song	Alternate Member

Art in the Bullring Winner Selection Committee

Appointed: October 29, 2025

Jonah Greenhut	Director
Ash Ames	Director
Alex Song	Director

Information Report

Board of Directors Meeting # 13

January 28, 2026



Statement Making Committee

Appointed: October 29, 2025

William Coleman	VP Academic
Yael Lazebnik	Director
Keira Gayowsky	Director
Ethan Warren	Director

BounceLife Committee

Appointed: September 25, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Marcus Aldred-Ganhao	Director
Joshua Jacinto	Director
Jonah Greenhut	Director

Elections Appeals Board

Appointed: September 25, 2025

Manal Hamid	General Member
Emily Ganss	General Member

Accessibility Committee

Appointed: September 25, 2025

William Coleman	VP Academic
Ethan Warren	Director
Noel Johnston	Director

CSA/GSA Transit Committee

Appointed: August 27, 2025

Noel Johnston	Director
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TheCannon.ca Operating Committee

Appointed: July 23, 2025

Ash Ames	Director
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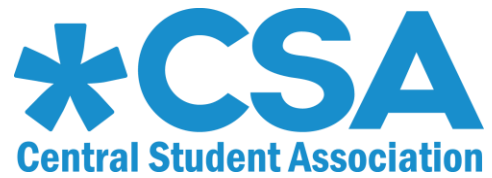
Sustainability Action Fund

Appointed: July 23, 2025

Information Report

Board of Directors Meeting # 13

January 28, 2026



Yael Lazebnik	Director
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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
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Student Health and Dental Plan Committee

Appointed: June 11, 2025

Keira Gayowsky	Director
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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
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Information Report

Board of Directors Meeting # 13

January 28, 2026



Noel Johnston	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Alex Song	Director

13.10.2

Elections and Referendum Committee Report and Presentation re. Board Referral

WHEREAS at the Board of Directors meeting on August 27, 2025, the Board approved a motion to refer the topic of investigating the introduction of a preferential voting system to the Elections and Referendum Committee for further discussion and to return to the Board with a report;

WHEREAS the committee has formed a recommendation which includes a new ballot system and a ranked choice voting model;

BE IT RESOLVED that the Board of Directors receive the presentation by Nate Broughton and the attached report, as included in the board agenda package, as information;

AND FURTHER that the Board of Directors approve the adoption of the new ballot system and the use of the ranked choice voting model, effective immediately.

Moved:

Seconded:

Committee Report

Board of Directors Meeting # 13

January 28, 2026



Topic Overview

This topic was referred to the Elections and Referendum Committee at the August 27, 2025 Board of Directors meeting via a member's motion. The motion resolved that the Elections and Referendum Committee investigate the feasibility of changing the current first-past-the-post voting system to a preferential voting system, such as a ranked choice ballot.

Committee Discussion

The Elections and Referendum Committee initially met on September 18 to discuss the referred item. The Committee decided that research would need to be completed to determine if we have the technology and ability to proceed to a new ballot system, as the current Microsoft Forms ballot would not allow for a ranked ballot model without significant administrative burden. It was noted that some elections races, such as referenda, would not be compatible with a ranked ballot as the voting options are yes, no, and decline; which is also the case of other election races depending on the number of candidates and number of positions available. The Committee was in agreement that a ranked choice ballot would be a positive change if administratively possible.

At the committee meeting on October 23 while debriefing the fall by-election following its' conclusion, the Committee discussed the possibility of a new ballot system that automatically takes voters to the correct college ballot, due to issues in the by-election with voters selecting the wrong college. The President noted that we could code a new ballot ourselves which the full student list could be uploaded to but would need to ensure there is no perceived malpractice or the ability to compromise the ballot internally. The Committee agreed to pursue this option.

The discussion of a new ballot and preferential voting was revisited at the November 6 meeting. The Committee was provided with an update that coding of a new ballot system is in progress, and the features would allow for a preferential ranked voting model to be put in place. The Committee agreed that once the new ballot is finalized and has been approved by the Committee, it will be presented to the board as a joint item with the proposal to move to ranked choice voting.

At the committee meeting on January 26, the Committee received an overview from the President on the ballot features and members tested using the ballot. The President noted that this system will increase security and functionality, as students will be automatically directed to their correct college ballot, and no post-verification will need to be conducted as there will not be the potential for invalid votes or ineligible voters participating. The different types of elections races will have the appropriate voting model in place. After having questions addressed, the Committee agreed to submit the new ballot and proposed voting model to the Board for approval.

Outcome

The Elections and Referendum Committee has recommended that the new ballot system and ranked choice voting model be approved and put in place starting at the W26 general election.

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.11.1

Winter 2026 General Elections Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

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

BE IT RESOLVED that speaking rights be extended to Lauren Pyne, Chief Returning Officer, for a presentation regarding the Winter 2026 General Elections.

Moved:

Seconded:

b) Presentation

MOTION: That the presentation by Lauren Pyne, Chief Returning Officer (CRO) regarding the Winter 2026 General Elections be received by the Board of Directors as information;

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

Moved:

Seconded:



CSA
ELECTIONS

**Nomination Package
Director**

Winter 2026 General Election

Elections Office Winter 2026 General Election Director Nominations



Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to represent the CSA as a member of our Board of Directors! This document will provide you with the information you need for a successful candidacy and campaign.

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Winter 2026):

- Monday: 1:00 – 4:30pm
- Tuesday: 1:00 – 3:30pm
- Wednesday: 9:30 – 11am
- Thursday: 1:00 – 3:30pm

Assistant Returning Officer: Amal Shaqo (She/Her)

csaaro@uoguelph.ca

Office Hours (Winter 2026)

- Tuesday: 9:30am – 1:30pm
- Thursday: 9:30am – 1:30pm
- Friday: 12:30 – 2:30pm

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

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **by Wednesday, February 11, 2026, 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.

Elections Office
Winter 2026 General Election
Director Nominations



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) by **Wednesday, February 11, 2026, at 5:00 PM.**

Declaration

- I accept my nomination as a CSA Director for the term of office ending April 30, 2027.
- I affirm that I have read the description of the CSA Director position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

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

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 11, 2026, 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 verify 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
Winter 2026 General 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) by **Wednesday, February 11, 2026, at 5:00 PM.**

Director Candidate Commitment

If elected as a CSA Director, during my term of service from May 1, 2026, to April 30, 2027, 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;
- 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
Winter 2026 General Election
Director Nominations



- 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.

Elections Office
Winter 2026 General Election
Director Nominations



Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, at 5:00 PM.**

Extracurricular Activities

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

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

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

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

**Elections Office
 Winter 2026 General Election
 Director Nominations**



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

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

**Elections Office
Winter 2026 General Election
Director Nominations**



- 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
Winter 2026 General 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) by **Wednesday, February 11, 2026, 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, Executives, 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.

Beginning this year, each candidate must select and commit to fulfilling one campaigning method. The CRO will follow up with the candidate to ensure this campaigning method has been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign method, they may be subjected to infractions as outlined in the candidate's package.

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 campaigning to the fullest of my ability. I agree to complete the following campaigning method (please select one from the list below), and understand that failure to complete this method may be subject to infractions as described in the candidate's package:

- Conduct a minimum of two (2) class talks to promote my campaign, in accordance with class talk guidelines. Must confirm class talks were done with the CRO as proof of completion.
- Create or commission a poster advertising my candidacy, in accordance with postering guidelines, to be posted throughout the University of Guelph campus. The poster design must be submitted to the CRO both for approval and proof of completion.
- Create a social media campaign account and develop social media posts for the account, adhering to social media guidelines. The candidate must make one (1) post during campaigning and one (1) during voting. Submit a list of accounts to the CRO & ARO and send posts to the CRO for approval and as proof of completion.

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**

Winter 2026 General 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

Amal Shaqo
Assistant Returning Officer (ARO)
csaaro@uoguelph.ca

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Winter 2026)

- Monday: 1:00 – 4:30pm
- Tuesday: 1:00 – 3:30pm
- Wednesday: 9:30 – 11:00am
- Thursday: 1:00 – 3:30pm

Assistant Returning Officer: Amal Shaqo (She/Her)

csaaro@uoguelph.ca

Office Hours (Winter 2026)

- Tuesday: 9:30am – 1:30pm
- Thursday: 9:30am – 1:30pm
- Friday: 12:30 – 2:30pm

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

Policy & Transition Coordinator: Colleen Bovay

csaptc@uoguelph.ca

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

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

Our Indicators of Success

The CSA knows it is doing a great job when:

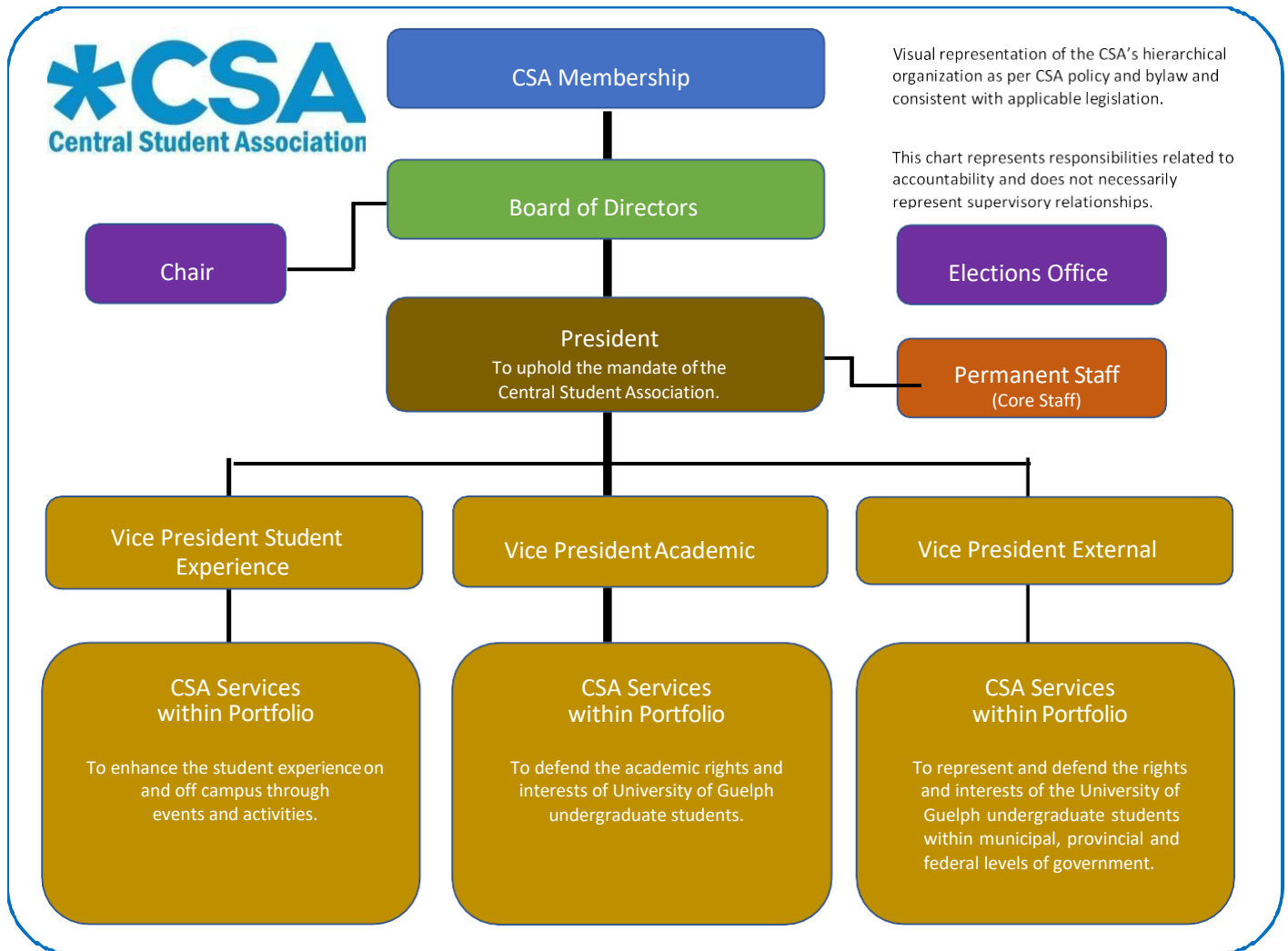
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective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

Our Approach

The CSA is committed to:

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

CSA Corporate Organizational Chart



More Information

[Letters Patent](#)
[CSA History](#)

Director Commitments

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

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

In addition to the above, I further agree to:

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

Signed Agreement

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

Important Points to Remember

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

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

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

Campaign expense limits are:

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

Candidates must submit a statement of total expenses on the final budgetary form with receipts to the Chief Returning Officer (csacro@uoguelph.ca) **by Monday, March 16, 2026, at 5:00 pm.**

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

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

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

Academic Consideration

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

Candidates are encouraged to consult the University’s *Academic Consideration Policy* [here](#).

Important Dates

Winter 2026 General Election Nominations	Monday, February 2, 2026, to Wednesday, February 11, 2026.
All Candidates’ Meeting	Wednesday, February 11, 2026 Time: 6:00 PM Location: CSA Boardroom (UC 274)
Promotional Development and Verification	Thursday, February 12, 2026, to Friday, February 20, 2026.
Designated Elections Campaign Week	Monday, February 23, 2026, to Friday, February 27, 2026. Note: Candidates are permitted to continue to campaign up to and including the final day of voting.
Submit list of campaign volunteers to Elections Office (CRO & ARO)	Monday, February 23, 2026, by 5:00 PM.
Election Voting Period	Monday, March 2, 2026, to Friday, March 6, 2026, at 11:59 PM.
Election Voting Period Extension	Saturday, March 7, 2026, to Friday, March 13, 2026, at 11:59 PM

**Elections Office
Candidates Package
Directors**



Submit Final Budget Form with Receipts	Monday, March 16, 2026, by 5:00 PM.
Results Ratified	Wednesday, March 25, 2026.

Promotional Options for Campaigning

Postering

- Poster Runs are available for the Winter 2026 General Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Digital Campaigning

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

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

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, February 12, 2026, to Friday, February 20, 2026, but can occur before or after as well. We strongly encourage you to 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



PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

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

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

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

LARGE FORMAT PRINTING

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

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

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

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

HOW TO ACCESS OUR SERVICES

CSA MAIN OFFICE

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

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA

FOR: Large Format Printing | Kiosk & UC Banner Rentals | Design Services | Pre Assembled Buttons

POSTER RUN

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

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

KIOSK & BANNER RENTAL

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

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

BUTTONS & MAKER RENTAL

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

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons <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

Guidelines for Email Listservs

For all matters pertaining to elections:

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

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

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

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

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

Candidate's emails MUST contain:

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

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

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

Social Media Guidelines

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

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

A list of the social media accounts that the candidate plans on using must be provided to the CRO at csacro@uoguelph.ca & the ARO at csaaro@uoguelph.ca no later than **Monday, February 23, 2026, at 5:00 PM.**

The CRO & 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 Winter 2026 General 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.

Beginning this year, each candidate must select and commit to fulfilling one campaigning method. The CRO will follow up with the candidate to ensure this campaigning method has been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign method, they may be subjected to infractions as outlined in the candidate's package.

As a candidate, you will be required to utilize the campaigning method you selected in the Nominations Package. If the CRO has not received any material for approval, they will follow up with the candidate to ensure the campaigning requirement has been met. If the campaigning method is not completed, then the candidate may be subject to infractions as outlined in the candidate's package.

You may utilize multiple methods, however only the method you committed to in the nomination package must be completed to avoid infractions.

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, February 23, 2026, 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 displayed on the class's Courouselink page.

If a candidate chooses to utilize this method of campaigning, the candidate must notify the CRO of the date the talk was given, the specific course and the time of the lecture. Confirmation of the class talks may also be subject to independent verification by the CRO.

Social Media

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

Endorsements

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

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

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

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 Monday, March 16, 2026, 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. Including failure to complete the campaign method as selected in the nomination package:

- **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

**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 Annual General Meeting

Wednesday, March 11, 2026
Peter Clark Hall

**Elections Office
Candidates Package
Directors**



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

**Nominations
Package:
Vice-Presidents**

Winter 2026 General Election

Elections Office Winter 2026 General Election Executive Nominations



Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve the CSA as VP Academic, VP Student Experience, or VP External!

This document will provide you with the information you need for a successful candidacy and campaign.

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Winter 2026):

- Monday: 1:00 – 4:30pm
- Tuesday: 1:00 – 3:30pm
- Wednesday: 9:30 – 11:00am
- Thursday: 1:00 – 3:30pm

Assistant Returning Officer: Amal Shaqo (She/Her)

csaaro@uoguelph.ca

Office Hours (Winter 2026):

- Tuesday: 9:30am – 1:30pm
- Thursday: 9:30am – 1:30pm
- Friday: 12:30 – 2:30pm

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

Elections Office
Winter 2026 General Election
Executive Nominations



Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **no later than Wednesday, February 11, 2026, 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
Winter 2026 General 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) by **Wednesday, February 11, 2026, at 5:00 PM.**

Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2027.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: “Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee.”
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee’s University email address:

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

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 11, 2026, 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. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, at 5:00 PM**

Vice President Candidate Commitment

If elected as a CSA Vice President, during my term of service from May 1, 2026, to April 30, 2027, 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 37 on-site hours per week from May 1, 2026, until April 30, 2027, primarily during the standard CSA business hours of Monday to Friday, 9am to 5pm;
- Enrolling in no more than 1.00 credit during each of the Summer 2026, Fall 2026, and Winter 2027 semesters, and to not enroll in any co-op work terms during these semesters;
- From May 1, 2026, to April 30, 2027, to not take part in additional employment that requires work during standard CSA business hours, or that conflicts with Board of Directors meetings and other required commitments as listed in Appendix A (Executive Portfolios);
- 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;

Elections Office
Winter 2026 General Election
Executive Nominations



- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Coordinator;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Nominee Name:

Nominee Signature:

Date:

Witness Name:

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

Witness Signature:

Date:

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

Elections Office
Winter 2026 General Election
Executive Nominations



Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, 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 extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests should you be elected.

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

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

**Elections Office
 Winter 2026 General Election
 Executive Nominations**



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

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

Elections Office
Winter 2026 General Election
Executive Nominations



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

Nominee Name:

Nominee Signature:

Date:

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

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, 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.

Beginning this year, each candidate must select and commit to fulfilling two campaigning methods. The CRO will follow up with the candidate to ensure these campaigning methods have been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign methods, they may be subjected to infractions as outlined in the candidate's package.

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.

Elections Office
Winter 2026 General Election
Executive Nominations



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 campaigning to the fullest of my ability. I agree to complete the following campaigning methods (please select two from the list below), and understand that failure to complete this method may be subject to infractions as described in the candidate's package:

- Conduct a minimum of two (2) class talks to promote my campaign, in accordance with class talk guidelines. Must confirm class talks were done with the CRO as proof of completion.
- Create or commission a poster advertising my candidacy, in accordance with poster guidelines, to be posted throughout the University of Guelph campus. The poster design must be submitted to the CRO both for approval and proof of completion.
- Create a social media campaign account and develop social media posts for the account, adhering to social media guidelines. The candidate must make two (2) posts during campaigning and two (2) during voting. Submit a list of accounts to the CRO & ARO and send posts to the CRO for approval and as proof of completion.
- Conduct a minimum of two (2) tabling sessions to promote my campaign, in accordance with tabling guidelines. Must submit the scheduled tabling submissions to the CRO.

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

**Nominations
Package:
CSA President**

Winter 2026 General Election

Elections Office Winter 2026 General Election President Nominations



Nominations Package Checklist

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

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Winter 2026):

- Monday: 1:00 – 4:30pm
- Tuesday: 1:00 – 3:30pm
- Wednesday: 9:30am – 11:00am
- Thursday: 1:00 – 3:30pm

Assistant Returning Officer: Amal Shaqo (She/Her)

csaaro@uoguelph.ca

Office Hours (Winter 2026):

- Tuesday: 9:30am – 1:30pm
- Thursday: 9:30am – 1:30pm
- Friday: 12:30 – 2:30pm

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 **no later than Wednesday, February 11, 2026, 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.

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@uoqueph.ca) by **Wednesday, February 11, 2026, at 5:00 PM.**

Declaration

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2027.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, Appendix A - Executive Portfolios, and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee."
- I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee's University email address:

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

Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package. Information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, February 11, 2026, 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. Petitioning for nominations is not considered campaigning- campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO.

Step 3: Executive Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, at 5:00 PM**

President Candidate Commitment

If elected as a CSA President, during my term of service from May 1, 2026, to April 30, 2027, I acknowledge and agree to:

- Report and be accountable to the CSA Board of Directors
- Lead the Executive Committee
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Actively participate in Transition Week, together with the Core Staff, as required by the Policy & Transition Coordinator

In addition to the above, I further agree to:

- Uphold the [bylaws and policies](#) of the CSA, including the portfolio duties of the President as outlined in Appendix A – Executive Portfolios;
- Work a minimum of 37 on-site hours per week from May 1, 2026, until April 30, 2027, primarily during the standard CSA business hours of Monday to Friday, 9am to 5pm;
- Enrolling in no more than 1.00 credit during each of the Summer 2026, Fall 2026, and Winter 2027 semesters, and to not enroll in any co-op work terms during these semesters;
- From May 1, 2026, to April 30, 2027, to not take part in additional employment that requires work during standard CSA business hours, or that conflicts with Board of Directors meetings and other required commitments as listed in Appendix A (Executive Portfolios);
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;

**Elections Office
Winter 2026 General Election
President Nominations**



- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Coordinator;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Nominee Name:

Nominee Signature:

Date:

Witness Name:

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

Witness Signature:

Date:

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

Elections Office
Winter 2026 General Election
President Nominations



Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, 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 extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interests should you be elected.

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

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

**Elections Office
 Winter 2026 General Election
 President Nominations**



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

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

**Elections Office
Winter 2026 General Election
President Nominations**



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

Nominee Name:

Nominee Signature:

Date:

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

Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, February 11, 2026, 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, Executives, 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.

Beginning this year, each candidate must select and commit to fulfilling two campaigning methods. The CRO will follow up with the candidate to ensure these campaigning methods have been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign methods, they may be subjected to infractions as outlined in the candidate's package.

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.

Elections Office
Winter 2026 General Election
President Nominations



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 campaigning to the fullest of my ability. I agree to complete the following campaigning methods (please select two from the list below), and understand that failure to complete this method may be subject to infractions as described in the candidate's package:

- Conduct a minimum of two (2) class talks to promote my campaign, in accordance with class talk guidelines. Must confirm class talks were done with the CRO as proof of completion.
- Create or commission a poster advertising my candidacy, in accordance with poster guidelines, to be posted throughout the University of Guelph campus. The poster design must be submitted to the CRO both for approval and proof of completion.
- Create a social media campaign account and develop social media posts for the account, adhering to social media guidelines. The candidate must make two (2) posts during campaigning and two (2) during voting. Submit a list of accounts to the CRO & ARO and send posts to the CRO for approval and as proof of completion.
- Conduct a minimum of two (2) tabling sessions to promote my campaign, in accordance with tabling guidelines. Must submit the scheduled tabling submissions to the CRO.

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: Executive Officers

Winter 2026 General 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 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 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 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 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

Amal Shaqo
Assistant Returning Officer (ARO)
csaaro@uoguelph.ca

Elections Team

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

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Winter 2026):

- Monday: 1:00 – 4:30pm
- Tuesday: 1:00 – 3:30pm
- Wednesday: 9:30 – 11:00am
- Thursday: 1:00 – 3:30pm

Assistant Returning Officer: Amal Shaqo (She/Her)

csaaro@uoguelph.ca

Office Hours (Winter 2026):

- Tuesday: 9:30am – 1:30pm
- Thursday: 9:30am – 1:30pm
- Friday: 12:30 – 2:30pm

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

Policy & Transition Coordinator: Colleen Bovay

csaptc@uoguelph.ca

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

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

Our Indicators of Success

The CSA knows it is doing a great job when:

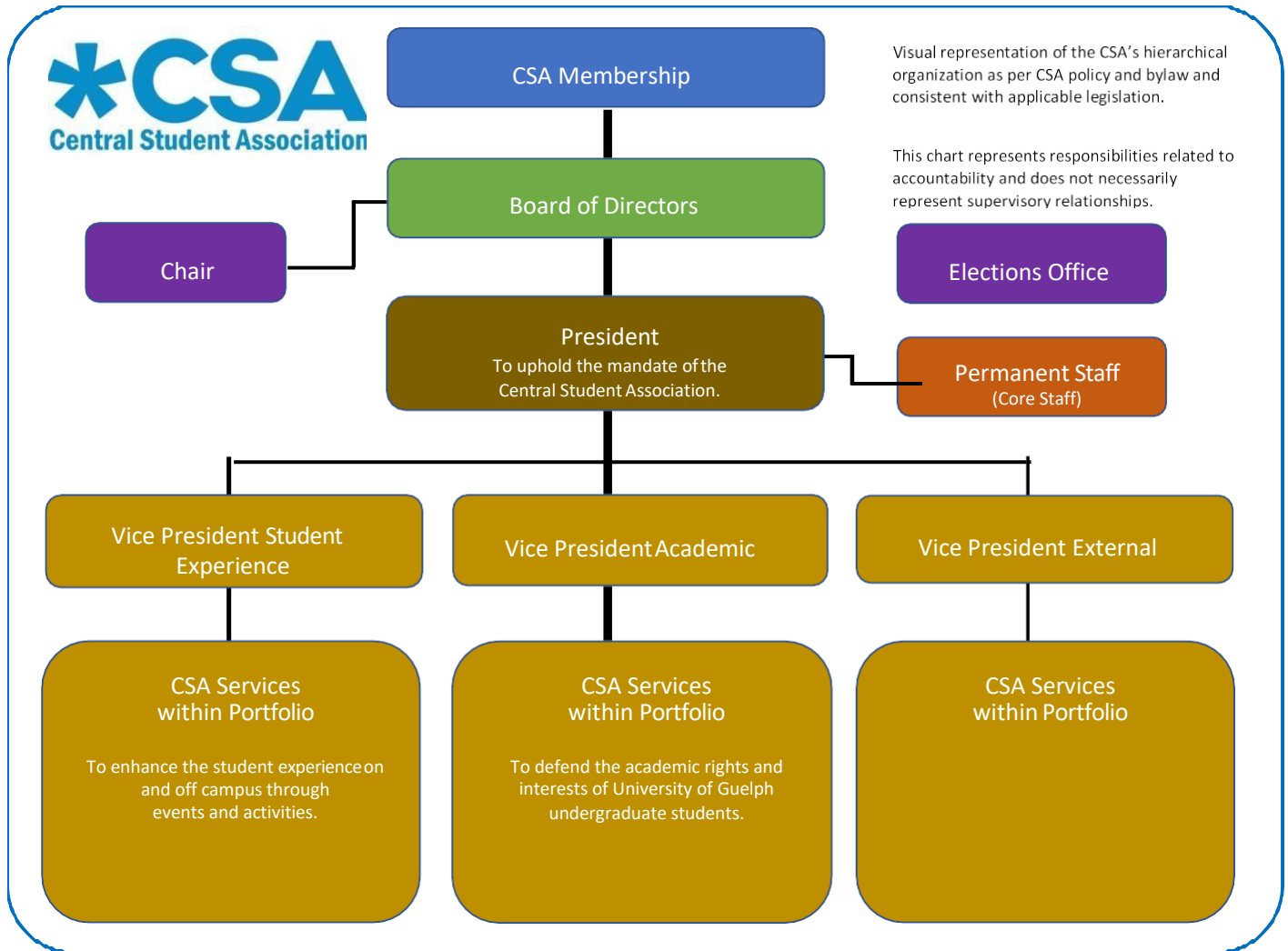
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective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

Our Approach

The CSA is committed to:

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

CSA Corporate Organizational Chart



More Information

[Letters Patent](#)
[CSA History](#)

President Responsibilities

The primary purpose of the President is to uphold the mandate of the Central Student Association and ensure its viability as a functioning organization that meets the needs of University of Guelph undergraduate students. Core responsibilities include:

- To act as CSA representative in legal matters and be knowledgeable of all legally binding contracts signed on behalf of the CSA.
- To act as the “Corporate President” and to be a primary signing authority of the CSA.
- To be Executive Supervisor for all CSA permanent staff.
- To act as the primary contact between the CSA Executive, Board of Directors, and staff.
- To provide guidance, oversight, and lead the Executive Committee.
- To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.
- To oversee human resources, training, and the work environment for staff, Executive, Directors, and volunteers.
- To oversee all finances and ensure the financial viability of the organization.
- To act as the primary and public spokesperson of the CSA.
- To promote and protect the image of the CSA to the general membership and public.
- To be knowledgeable of the CSA Policy & Bylaw Manual and all CSA contracts.
- To advocate for increasing student engagement and representation on committees with Executive, staff, and the Board of Directors.

Vice President Student Experience Responsibilities

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

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

Vice President Academic Responsibilities

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

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

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.

Executive Position Commitments

For the duration of the term, as a candidate to be a 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 37 hours during my term, May 1, 2026, until April 30, 2027, primarily during the standard CSA business hours of Monday to Friday, 9am to 5pm;
- 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:

- Attend and actively participate in mandatory transition training with the outgoing CSA Executives from April 21 to April 24, 2026 (*subject to change*).
- Be enrolled in no more than 1.0 credits in each of the Summer 2026, Fall 2026, and Winter 2027 semesters, and to not enroll in any co-op work terms during these semesters.
- Commit to at least 37 hours per week of on-site work until April 30, 2027, primarily during the standard CSA business hours of Monday to Friday, 9am to 5pm.
- From May 1, 2026, to April 30, 2027, to not take part in additional employment that requires work during standard CSA business hours, or that conflicts with Board of Directors meetings and other required commitments as listed in Appendix A (Executive Portfolios).
- Commit to attendance of all CSA Board meetings, Board training sessions, AGM's and GMM'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 May 1, 2026, until April 30, 2027, 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 the 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) **by Monday, March 16, 2026, by 5:00 PM**

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

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

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

Academic Consideration

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

Candidates are encouraged to consult the University’s *Academic Consideration Policy* [here](#).

Important Dates

Winter 2026 General Election Nominations	Monday, February 2, 2026, to Wednesday, February 11, 2026.
All Candidates’ Meeting	Wednesday, February 11, 2026 Time: 6:00 PM Location: CSA Boardroom (UC 274)
Promotional Development and Verification	Thursday, February 12, 2026, to Friday, February 20, 2026.
Designated Elections Campaign Week	Monday, February 23, 2026, to Friday, February 27, 2026. Note: Candidates are permitted to continue to campaign up to and including the final day of voting.
Submit list of campaign volunteers to Elections Office	Monday, February 23, 2026, by 5:00 PM
Executive Candidates’ Forum	Friday, February 27, 2026, 5:30 – 6:30 PM CSA Boardroom (UC 274) & will be streamed on Instagram Live
Election Voting Period	Monday, March 2, 2026, to Friday, March 6, 2026, at 11:59 PM.

Election Voting Period Extension	Saturday, March 7, 2026, to Friday, March 13, 2026, at 11:59 PM
Submit Final Budget Form with Receipts	Monday, March 16, 2026, by 5:00 PM
Results Ratified	Wednesday, March 25, 2026

Promotional Options for Campaigning

Posting

- Poster Runs are available for the Winter 2026 General Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csaaro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Digital Campaigning

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

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

All digital advertisements must be approved prior to posting.

Digital campaign material **MUST** include:

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

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

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

Digital campaign material must NOT include:

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

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

CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, February 12, 2026, to Friday, February 20, 2026, but can occur after as well. 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



PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.10	\$0.15
Legal	8.5 x 14 in	\$0.10	\$0.15
Tabloid	11 x 17 in	\$0.15	\$0.20
COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.15	\$0.20
Legal	8.5 x 14 in	\$0.15	\$0.20
Tabloid	11 x 17 in	\$0.30	\$0.40
CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.15	+ \$0.20

LARGE FORMAT PRINTING

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

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

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft
BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster 36 x 64in on Lightweight	\$43.20	\$52.80
Hanging Banner 70 x 36in on Lightweight	\$47.25	\$57.75

HOW TO ACCESS OUR SERVICES

CSA MAIN OFFICE

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

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA

FOR: Large Format Printing | Kiosk & UC Banner Rentals | Design Services | Pre Assembled Buttons

POSTER RUN

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

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

KIOSK & BANNER RENTAL

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

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

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	\$10	\$20
Deposit	\$65	\$65
BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons <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

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 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 CRO at csacro@uoquelfh.ca & ARO at csaaro@uoquelfh.ca no later than **Monday, February 23, 2026, at 5:00 PM.**

The CRO & 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 Winter 2026 General 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 for purposes of reporting on other candidates, or venting about electoral processes etc.

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

YouTube

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

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

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.

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.

Beginning this year, each candidate must select and commit to fulfilling two campaigning methods. The CRO will follow up with the candidate to ensure these campaigning methods have been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign methods, they may be subjected to infractions as outlined in the candidate's package.

As a candidate, you will be required to utilize the campaigning methods you selected in the Nominations Package. If the CRO has not received any material for approval, they will follow up with the candidate to ensure the campaigning requirement has been met. If the campaigning methods are not completed, then the candidate may be subject to infractions as outlined in the candidate's package.

You may utilize multiple methods, however only the two methods you committed to in the nomination package must be completed to avoid infractions.

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, February 23, 2026, 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 displayed on the class's CourseLink page.

If a candidate chooses to utilize this method of campaigning, the candidate must notify the CRO of the date the talk was given, the specific course and the time of the lecture. Confirmation of the class talks may also be subject to independent verification by the CRO.

Social Media

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

Endorsements

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

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

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

Endorsements MAY be given by:

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

Endorsements MAY NOT be given by:

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

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

Important Reminders

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

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

Note

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

Tabling

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

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs that you would like to use. 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. After you have finished painting, send a photo of your final design to the Elections Office.

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.

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 Monday, March 16, 2026, by 5:00 PM:** 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. 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. Including failure to complete the campaign methods as selected in the nomination package:

- **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 Executives 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 Annual General 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 # 13
January 28, 2026



Item 13.11.2

Amendment to Appendix A (Executive Portfolios) 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 January 14, 2026.

MOTION: to adopt the attached amendments to Appendix A (Executive Portfolios), as recommended by the Policy and Bylaw Review Committee.

Moved: Nate Broughton, President

Seconded:

Appendix A Executive Portfolios



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Note: a comprehensive review of Appendix A was completed by the Policy & Bylaw Review Committee and the amendments were adopted by the Board of Directors on February 28, 2024.

Note: an additional amendment to Section 3.3 was adopted on April 10, 2024.

Appendix A Executive Portfolios



1.0 Executive Officer General Duties

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, and more.
- 1.3 Each Executive member shall work collectively as the Executive Committee to complete short-term and long-term objectives, led by the President.
- 1.4 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.5 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services, and initiatives.
- 1.6 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio, which includes updating the transition manual for their role in the Winter semester.
- 1.7 Each Executive member will work on-site at the CSA office, with the majority of hours to be completed during standard office hours of 9am to 5pm.
- 1.8 Each Executive member will attend and actively engage in key CSA events, including but not limited to, AGMs / GMMs, Orientation Week, and CSA Elections.
- 4-81.9 Each Executive will collaborate regarding the CSAs social media presence and be responsible for contributing ideas regarding their events and initiatives.
- 4-91.10 Each Executive member will attend core staff meetings, all-staff meetings, and Executive Committee meetings, in addition to all other committee requirements.

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2.0 President

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association and ensure its viability as a functioning organization that meets the needs of University of Guelph undergraduate students. Core responsibilities include:

Appendix A Executive Portfolios



- 2.1.1 To act as CSA representative in legal matters and be knowledgeable of all legally binding contracts signed on behalf of the CSA.
- 2.1.2 To act as the “Corporate President” and to be a primary signing authority of the CSA.
- 2.1.3 To be Executive Supervisor for all CSA permanent staff.
- 2.1.4 To act as the primary contact between the CSA Executive, Board of Directors, and staff.
- 2.1.5 To provide guidance, oversight, and lead the Executive Committee.
- 2.1.6 To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.
- 2.1.7 To oversee human resources, training, and the work environment for staff, Executive, Directors, and volunteers.
- 2.1.8 To oversee all finances and ensure the financial viability of the organization.
- 2.1.9 To act as the primary and public spokesperson of the CSA.
- 2.1.10 To promote and protect the image of the CSA to the general membership and public.
- 2.1.11 To be knowledgeable of the CSA Policy & Bylaw Manual and all CSA contracts.
- 2.1.12 To advocate for increasing student engagement and representation on committees with Executive, staff, and the Board of Directors.

2.2 Leading the Executive Committee

- 2.2.1 To be knowledgeable of the elements of each Executive Portfolio to present a cohesive view of the CSA, both internally and externally.
- 2.2.2 To give guidance to Executives for completing their projects and have oversight that they align with their portfolio and CSA mandate.
 - Provide motivation for Executives to pursue initiatives and expand projects within their portfolio area.

Appendix A Executive Portfolios



- Monitor progress through regular check-ins and provide support as needed.

2.2.3 To ensure the Executive Committee collaborate in an effective and respectful manner.

- Coordinate team bonding activities throughout the term, in particular during the initial transition period.

2.2.4 To set collective goals and objectives for the year for the Executive Committee.

- Develop a realistic strategy within the Executive Committee to ensure completion of individual portfolios and collective goals for the term.

2.2.5 To oversee the timeline for completion of Executive transition manuals, in collaboration with the Policy & Transition Coordinator.

2.2.6 To act as the representative of the Executive Committee to CSA staff and the Board of Directors.

2.2.7 To delegate committee membership and participation in other events and initiatives to Executives as required.

2.3 Operations

2.3.1 To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSAs position as a Primary Student Organization (PSO) at the University of Guelph.

2.3.2 To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently [in collaboration with the Business Manager](#).

2.3.2.3.3 [To oversee the completion of operations manuals for each CSA service, in collaboration with the Executive Committee and Supervisors.](#)

2.3.3.2.3.4 To assess operations and services and identify gaps.

- Review service functionality and viability on a regular basis.
- Ensure data is collected on all operations.
- Implement assessment of data to mandate improvement and reduction of operations where applicable.

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Appendix A Executive Portfolios



- ~~Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.~~

2.3.42.3.5 To initiate new projects and organizational changes that address the needs of the students and the organization.

2.3.52.3.6 To have oversight of administration of the Board of Directors, in collaboration with the Policy & Transition Coordinator.

- In collaboration with the Policy & Transition Coordinator, ensure Board Members are aware of their responsibilities as outlined in the CSA Bylaw & Policy Manual and support their success in their role.

2.3.62.3.7 To have oversight of the electoral process of CSA general elections and by-elections.

- Work collaboratively with the Chief Returning Officer, Assistant Returning Officer, and the Policy & Transition Coordinator.
- Plan the promotional strategy of all CSA elections, in collaboration with the Promotional Services Coordinator, to ensure successful elections.

2.3.72.3.8 To organize and coordinate the Annual General Meeting and General Members Meeting with support from the Policy & Transition Coordinator, and in collaboration with the permanent staff team.

- Schedule regular meetings with the permanent staff team to delegate responsibilities and track progress.

2.3.82.3.9 To ensure Bullring Operations Committee meetings are scheduled and held monthly in collaboration with the Business Manager.

- Be knowledgeable of Bullring operations.
- Provide input and inform the student body and Board.
- Be the liaison from the committee to the Board.

2.3.92.3.10 ~~To ensure the FoodBank Operating Committee and Bike Centre Operating Committee are formed and meeting regularly.~~

2.3.102.3.11 To be knowledgeable of the planning of the year, both events and responsibilities, and give guidance as needed, in collaboration with the Executives and permanent staff.

- Ensure that all CSA staff members are made aware of the “Year at a Glance”.

Appendix A Executive Portfolios



2.3.112.3.12 To keep staff informed of Executive and Board initiatives and actions through, but not limited to, regular staff meetings and emails as relevant.

2.3.122.3.13 To be responsible for the oversight of CSA designated spaces, [in collaboration with the Business Manager](#).

- Be responsible for the arrangement, upgrades, renovations, and allocation of office spaces.
- Investigate and coordinate CSA-specific space and building initiatives and work to expand space as needed and feasible.

2.4 Human Resources

2.4.1 To oversee and manage all aspects of human resources with the support of the [HR Coordinator](#), Business Manager, Policy and Transition Coordinator, ~~Office Manager & Executive Support~~, Human Resources (HR) Support Team, and the External Human Resources Consultant.

2.4.2 [To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team members, as outlined in Appendix C – CSA Human Resources Policy.](#)

2.4.12.4.3 [To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.](#)

2.4.22.4.4 To promote positive working relationships among staff, [in collaboration with the HR Coordinator](#).

- Coordinate all “meet and greet” and appreciation events with the staff, Executive, Board of Directors, and volunteers.
- Host monthly all-staff meetings to raise awareness of ongoing activities, HR policies and timelines, and to build working relationships across the CSA staff.

2.4.32.4.5 To foster an inclusive and safe work environment for all staff, Executives, Board of Directors, and volunteers, [in collaboration with the HR Coordinator](#).

- Support the Joint Health & Safety Committee to ensure all Health & Safety policies, programs, training, and protocols are followed.
- Review and update the CSA Statement of Commitment to AODA and ensure staff are aware of CSA Accessibility policies.

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- Ensure the CSA complies with the Occupational Health & Safety Act.

~~2.4.4 To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.~~

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~~2.4.5 To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.~~

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- 2.4.6** To, in collaboration with the [HR Coordinator Business Manager](#) and External Human Resources Consultant, establish a comprehensive Human Resources training schedule for CSA staff and volunteers.
- Notify staff of their online training requirements, provide links, receive certificates, and follow-up to ensure all on-boarding modules have been completed.
 - Ensure in-person training sessions are scheduled at the beginning of every semester; offer alternate times as required.
 - File certificates and record all online and in-person training completion dates on Employee Training Checklist cards.
 - Ensure staff hired after the primary onboarding period are fully trained.
 - Review training requirements with [the HR Coordinator Business Manager](#) and external HR consultant early in the Winter semester in readiness for the job description review and hiring period in mid-February.
- 2.4.7** To maintain employee files [of all permanent staff and executives](#), ensuring all required information is included and up to date, per Employee Files – Content and Maintenance Guidelines.
- 2.4.8** To ensure that staff evaluations occur within the first three months of employment, and as required, [in collaboration with the HR Coordinator](#).
- 2.4.9** To complete staff evaluations for the permanent staff annually within the winter semester, and/or within the first 3 months of a new permanent staff members' employment.
- 2.4.10** To oversee the primary Hiring Period (mid-February to end of March) in collaboration with the Business Manager and [HR Coordinator-Office Manager & Executive Support](#).

Appendix A Executive Portfolios



- Review job descriptions and staff contract changes for accuracy and relevance, in collaboration with the Business Manager.
- Ensure hiring committees are struck at the last Executive Committee meeting prior to the close of the job posting period, ~~and immediately notify the Office Manager of all hiring committee members.~~
- Ensure the chair of each hiring committee is fully trained and familiar with the duties and processes, in collaboration with the HR Coordinator.

2.4.11 To, in collaboration with the Policy & Transition Coordinator, develop a comprehensive Director Training schedule by July 1st and assist in the development and implementation of the various components of Board Training in compliance with CSA bylaws and policies.

2.4.12 To, in collaboration with the Policy & Transition Coordinator, review and solicit input from Executive and staff as to the effectiveness of the primary Executive Transition and Training period (late April through May).

- Together with the Policy & Transition Coordinator, and in preparation for the next primary Executive and Training period, incorporate feedback and update the Executive Transition & Training modules by July 1st.
- Work with the Policy & Transition Coordinator and members of the permanent staff, early in the Winter semester, to review and finalize the Executive Training schedule for the upcoming year.

2.4.13 To, at all times, take into consideration the relations between Executives, staff, and the Board of Directors, and to be impartial and fair when dealing with these interactions.

2.5 Finances

2.5.1 To act as the “Corporate President” and to be a primary signing authority of the CSA.

2.5.2 To be knowledgeable of all aspects of the budget, day to day finances, and at all times, take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization, in collaboration with the Business Manager.

2.5.3 To meet with the Business Manager on a regular basis to review the statements of Revenues and Expenditures for each portfolio.

Appendix A Executive Portfolios



- Oversee new revenue generating opportunities consistent with the association's mandate, in collaboration with the Business Manager.
 - Meet with the Business Manager on an as-needed basis to discuss critical financial matters as they arise.
- 2.5.4** To be the Chair of the Finance Committee and ensure the committee fulfills all responsibilities, objectives, and reporting requirements, in an effort to maintain financial transparency.
- 2.5.5** To oversee expenses and manage the finances of the Administration, ~~and Council~~, [and Live Entertainment](#) budget portfolios.
- 2.5.6** To ensure the annual operating budget and the most recent approved audited statements are posted to the CSA website.
- 2.5.7** To act as the Executive contact for all matters related to CSA ancillary student fees, in collaboration with the Business Manager.
- This includes but is not limited to, changes to fees, fee suspensions, letters of direction, and dissolution of fees.
- 2.5.8** To oversee and coordinate the annual budget development process, in collaboration with the Business Manager.
- Ensure that the budgeting process is equitable, manageable, and adheres to the goals and directives set out in the Bylaws and Policies.
 - Ensure the annual budget is presented to the Board of Directors for approval by the Business Manager.
- 2.5.9** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- 2.5.10** To administer the Student Events and Initiatives Funding (SEIF) process by setting application deadlines for the Fall and Winter semesters and chairing the committee that awards grants for relevant applications.
- 2.5.11** To engage in the planning of the annual University budget.
- Create and present a well-researched lobby document to

Appendix A Executive Portfolios



University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

- Communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic.

2.6 CSA Spokesperson

- 2.6.1** To act as the primary and public spokesperson of the CSA.
- 2.6.2** To ensure transparency to the membership regarding CSA activities and decision-making to allow for accountability and awareness of the organization.
- 2.6.3** To visit and speak at CSA-run events, student events, and external events as appropriate as the primary CSA representative.
- 2.6.4** To act as the primary CSA representative with the CSA membership, University Senior Administration, the City of Guelph, and Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.6.5** To speak on behalf of the staff, Executive Committee, and the Board of Directors through announcements, statements, and other forms of communication.
- 2.6.6** To act as the primary advocate for increasing student engagement and representation on committees.
- 2.6.7** To work towards university-wide student space initiatives in collaboration with the Executive Committee.
- 2.6.8** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.
- 2.6.9** To be responsible for robust and successful Orientation Week programming in collaboration with the CSA Events Coordinator.
 - To support the CSA Events Coordinator with organizing and running Orientation Week events.

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- To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.

2.6.8

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2.7 Media and Promotions

- 2.7.1 To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- 2.7.2 To educate and enforce policies regarding media management to staff and the Executive Committee.
- 2.7.3 To advise the Executive Committee on all promotional and media items to protect the image of the CSA.
- 2.7.4 To act as the executive supervisor of the Promotional Services Coordinator and give guidance for maximizing the CSAs promotional outreach and prioritizing projects as needed.
- 2.7.5 To oversee the direction and implementation of the CSA brand in collaboration with the Promotional Services Coordinator.
 - Ensure all promotional assets and services follow the CSA brand as developed for the current term.
 - Contribute to increasing the recognizability of the CSA.
- 2.7.6 To coordinate the social media presence of the CSA in collaboration with the Promotional Services Coordinator [and the VP Internal](#).
 - Ensure consistent communication to the CSA membership through social media regarding current operations.
 - Provide guidance to the Executive Committee for developing social media content in alignment with their portfolio.
 - Implement social media series' that provide insight into the activities of the Executives and contribute to their recognizability.
- 2.7.7 To inform and educate the student body on all CSA initiatives, campaigns, programs, and events.
 - In collaboration with the Promotional Services Coordinator, prepare the monthly CSA newsletter regarding current activities and events of the organization.
 - Ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.

Appendix A Executive Portfolios



- Promote the CSA through advertising efforts by use of campus media.

2.7.8 To approve and provide guidance for all media requests for the CSA.

- Act as the primary contact of the CSA for the Ontario and all other on and off-campus publications.
- Pursue opportunities for publicizing activities of the CSA.

2.8 Contracts, Agreements, and Policy

2.8.1 Deeds, transfers, licenses, contracts, and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the President and Vice President [Internal Student Experience](#).

2.8.2 To review and be knowledgeable of all existing contracts, [in collaboration with the Business Manager](#) including but not limited to, the Student Health and Dental Plan, U-Pass transit contract, University Centre Agreement, lease agreements, and all other contracts, agreements, and memorandums of understanding.

~~**2.8.3** To Co-Chair the Student Health and Dental Plan Committee and ensure pertinent deadlines are provided to students.~~

~~• Coordinate the distribution of information and promotion of the Student Health and Dental Plan, in collaboration with the Business Manager. This includes sending a mass email in late August and December.~~

- ~~• Be the liaison with the insurance broker for promotion and outreach.~~

~~**2.8.4** To act as the leaseholder for all CSA designated spaces and oversee compliance with the terms of the agreements.~~

~~**2.8.5** To ensure all CSA staff members and Executives are aware of the CSA Policy & Bylaw Manual and provide guidance as needed for understanding relevant policies.~~

~~**2.8.6** To support the Policy and Transition Coordinator with maintaining the policy review cycle.~~

- ~~• Sit on the Policy & Bylaw Review Committee.~~
- ~~• Contribute to the policy review process and identify policy gaps in collaboration with the Policy & Transition Coordinator.~~

2.9 Committees

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2.9.1 Internal CSA Committees

- Executive Committee (Chair)
- Finance Committee (Chair)
- Student Events and Initiatives Funding Committee (Chair)
- [Student Health and Dental Plan Committee \(Co-Chair\)](#)
- Policy and Bylaw Review Committee (member)
- Elections and Referendum Committee (member)
- Bullring Operations Committee (member)
- CSA/GSA Transit Committee (member)
- thecannon.ca Operating Committee (member)

2.9.2 External Committees

- Student Executive Council (member)
- Student Leaders and Administration Meeting (member)
- Student Budget Committee (member)
- Student Life Enhancement Fund Committee (member)
- [Compulsory Fees Committee \(member\)](#)
- [Orientation Week Advisory Committee \(member\)](#)
- [Homecoming and St. Patrick's Day Internal Planning Committee \(member\)](#)

3.0 Vice President [Internal Student Experience](#)

3.1 The primary purpose of the Vice President [Internal Student Experience \(VPSE\)](#) is to [amplify non-academic student interests on campus and enhance student life](#) ~~the student experience on and off campus~~. Core responsibilities include:

- 3.1.1 To follow the leadership and direction of the CSA President.
- 3.1.2 To be a primary signing authority of the CSA.
- 3.1.3 To be knowledgeable of CSA finances and be prepared to assume the duties of the President in the event of the absence or incapacity of the President.
- 3.1.4 To oversee the expenses of the Vice President [Internal Student Experience](#) budget portfolio in collaboration with the Business Manager.
- 3.1.5 To ensure the effective operation of CSA Clubs, ~~and CSA~~ [SafeWalk](#), [and Bike Centre](#) services.

Appendix A Executive Portfolios



- 3.1.6 To be a key presence representing the CSA on campus in support of increasing outreach, community, and inclusivity, both online and on campus in support of increasing outreach, student engagement, and related events.
- 3.1.7 To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
- 3.1.8 To be an advocate for maintaining and enhancing student space on campus.
- 3.1.9 To be a member and actively participate with internal and external committees in relation to the Vice President Internal Student Experience portfolio.

3.2 Services

- 3.2.1 To act as the Executive supervisor of the Clubs, SafeWalk, and Bike Centre SafeWalk and Clubs service staff.
- 3.2.2 To be knowledgeable of all aspects of the CSA Clubs Office and oversee all operations in collaboration with the Clubs Coordinator.
 - Be well versed in the contents of the CSA Clubs Handbook to effectively provide support to the Clubs Coordinator as needed.
 - Be aware of club accreditation and training deadlines each semester.
 - Attend and provide support for key events including but not limited to the Clubs General Meetings, ~~and~~ Clubs Days, and annual locker and poster room clean up.
- 3.2.3 To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.
 - Schedule monthly operations meetings with the SafeWalk Coordinator and Business Manager for operational and financial updates and recordkeeping.
 - Review the SafeWalk referendum details annually to ensure operations are consistent with the terms of the question.
- ~~3.2.3~~ To be knowledgeable of all aspects of the Bike Centre service and oversee all operations.
 - Schedule monthly operations meetings with the Bike Centre

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Appendix A Executive Portfolios



Coordinator and the Business Manager for operational and financial updates and recordkeeping.

- Coordinate the annual Bike Auction held in March, in collaboration with the Bike Centre Coordinator, Business Manager, Promotional Services Coordinator, and online auction staff.

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3.2.4 To be the CSA Executive representative on the Student Events and Risk Management Committee. When needed, support the CSA Events Coordinator with checking CSA ASO GryphLife submissions and commenting or approving events.

3.3 Outreach and Engagement

3.3.1 To participate in regular social media meetings with the Executive Committee and Promotional Services Coordinator ~~coordinate day-to-day interactions on social media to plan outreach strategies for increasing engagement and awareness for increased student engagement with the CSA.~~

- Reply to direct messages, comments, and inquiries on CSA social media posts, with guidance from the CSA President.
- ~~Be knowledgeable of and participate in trends to attract a larger student audience.~~
- ~~Explore methods of expanding the CSAs social presence onto new platforms.~~

3.3.2 To advocate for increasing student engagement and representation on non-academic committees and ensure that students have meaningful participation and decision-making power in these areas.

3.3.3 In collaboration with the President, To act as a liaison with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), and Special Status Groups (SSG) to support engagement in their activities. student events.

3.3.4 ~~To be responsible for robust and successful Orientation Week programming in collaboration with the CSA Events Coordinator.~~

- ~~To support the CSA Events Coordinator with organizing and running Orientation Week events.~~
- ~~To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.~~

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~~3.3.53.3.4~~ To advocate for and coordinate meaningful events and programming for graduating students in the Winter semester, including but not limited to the Last Toast, with support from the Events Coordinator.

~~3.3.63.3.5~~ To acquire and document feedback from students regarding CSA services, events, and initiatives, within the Vice President Student Experience portfolio.

3.3.6 To work with other student groups and university departments to build long-term relationships with campus partners in relation to the Vice President Internal Student Experience portfolio.

3.3.7 In collaboration with the President, make every effort to inform and educate the student membership on all CSA initiatives, campaigns, programs, and events by means of such methods as classroom speaking, attending appropriate student events, liaison with as many student organizations as possible, including but not limited to college governments, appropriate clubs, OPIRG, Guelph Campus Co-op, Interhall Council, and College Royal.

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3.4 Student Health and Wellness

3.4.1 To engage in and promote awareness regarding campaigns, initiatives, and committees that support undergraduate student mental health and well-being.

~~3.4.13.4.2~~ To Co-Chair the Student Health & Dental Plan Committee and adhere to the Terms of Reference in collaboration with the Business Manager.

- Ensure semesterly newsletters detailing opt-in, opt-out, and family-add deadlines are circulated in a timely manner.
- Ensure provided benefits are well-promoted to CSA members throughout the academic year, particularly those related to mental wellness.
- Ensure the CSA website is kept up-to-date with current benefit information.
- Attend the Client Advisory Council conference held annually in June as coordinated by our Health and Dental broker.

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~~3.4.23.4.3~~ To be the lead prime facilitator of the CSA Menstrual Hygiene Initiative and referendum fee, in collaboration with the CSA Business Manager regarding budget, staffing, inventory, events, and program

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expansion.

- Be knowledgeable of day-to-day operations.
- Run events and campaigns to promote awareness of the initiative, including but not limited to, a minimum of one [Free Flow Market](#) event per semester with the goal of distributing 200 free reusable menstrual products to students.
- ~~Research methods to expand and improve the service.~~
- Act as the primary point person for communications with students and campus partners.
- ~~Act as the connection with external parties to provide students with reusable menstrual product options.~~
- Maintain a comprehensive operating manual and prepare an annual report regarding all aspects of the service, to be completed in the Winter Semester.

3.4.33.4.4 To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.

3.4.43.4.5 To promote sexual health [and consent](#) education on campus, which includes but is not limited to running Sexy Bingo events.

3.4.53.4.6 To advocate for and participate in initiatives regarding inclusivity and student support.

- To act as a support person for special status groups, under-represented groups, and the Office of Diversity and Human Rights.
- To advocate for under-represented and marginalized undergraduate students at the University of Guelph, in collaboration with the VP External.
- To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

• [To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic University related areas and ensure that students' needs are being met through appropriate channels. Provide referrals and act as an advocate as needed.](#)

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3.5 Student Space

3.5.1 To work towards University-wide student space initiatives [by advocating](#)

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[for expansion and enhancements to non-academic student space on campus, in collaboration with the Executive Committee.-](#)

- 3.5.2 To advocate for expansion of student study and lounge space on campus, in collaboration with the Vice President Academic.
- 3.5.3 To recruit students to fill the CSA (primary and alternate) positions on the UC Board through a general call-out for members, as required.
- 3.5.4 To facilitate student caucus meetings of the CSA representatives on the UC Board before the start of UC Board meetings to review the agenda together.

3.6 Committees

3.6.1 Internal CSA Committees:

- [Executive Committee \(Secretary\)](#)
- [Student Health & Dental Plan Committee \(co-chair\)](#)
- CSA Finance Committee (member)
- Student Events and Risk Management Committee (member)
- thecannon.ca Operating Committee (member)

3.6.2 External Committees

Student Experience and Events Committees:

- Student Leaders and Administration Meeting (member)
- Student Experience Advisory Committee (member)
- [Orientation Week Advisory Committee \(member\)](#)
- Gryph to Grad Committee (member)
- [Homecoming and St. Patrick's Day Internal Planning Committee \(member\)](#)
- Innovation Fund Committee (member)

Student Space Committees:

- University Centre Board (lead member)
- [University Centre Board Selection Committee \(chair\)](#)
- [Sustainability Action Fund Working Group \(member\)](#)
- [Student Space Initiative \(member\)](#)

Student Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)

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- [Athletics Advisory Council](#) (member)
- [Student Food Security Committee](#) (member)

3.6.3 In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

4.0 Vice President Academic

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

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

4.2 Student Help and Advocacy Centre (SHAC)

- 4.2.1** To act as the Executive supervisor of the Student Help and Advocacy Centre staff.
- 4.2.2** To be knowledgeable of all aspects of the Student Help and Advocacy

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Centre and oversee all operations.

- Support the SHAC Coordinator in contracting and citing the work terms for a legal professional.
- Act as a resource for SHAC on issues related to the Residential Tenancies Act.
- Act as a resource for SHAC on issues related to academic advocacy.

4.2.3 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.

4.2.4 To refer students to the appropriate community organization when advocacy requires a legal opinion.

4.2.5 To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

4.3 Academic and Financial Advocacy

4.3.1 To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).

4.3.2 To actively engage with students on academic issues and initiatives that are currently relevant to the undergraduate student body.

4.3.3 To promote the financial aid available to students.

4.3.4 To be knowledgeable of the Undergraduate Degree Regulations and Procedures.

4.3.5 To represent undergraduate students on all academic and accessibility related committees.

4.3.6 To advocate for accessibility in academic settings on behalf of undergraduate students who self-identify as having a disability.

4.3.7 To work with student leaders and organizations to increase access to support services for academic and accessibility needs.

4.3.8 To advocate for increasing student engagement and representation on

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[academic-related committees](#) and ensure that students have meaningful participation and decision-making power in these areas.

- 4.3.9** To act as an ex-officio member of Senate.
- Represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

4.4 Liaison

- 4.4.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External
- 4.4.2** To act as a support resource for CSA executives regarding internal university information as sourced from external committees, to support their lobbying efforts.
- 4.4.3** To provide financial and accessibility recommendations regarding the University budget development process, by communicating them to the President of the CSA.
- 4.4.4** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the President.

4.5 Events

- 4.5.1** To coordinate the [CSA Awards program annual Teaching Excellence Award](#) and Chair the [Awards Selection](#) Committee.
- 4.5.2** To coordinate the annual Student Memorial Tree Dedication with support from the Business Manager.
- Collaborate with the Graduate Student Association to divide responsibilities and coordinate the event.
 - Provide a final report including a statement of expenses to the Student Health and Dental Plan Committee by the end of the fall semester.
- 4.5.3** To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.5.4** To organize stressbusters during midterms and final exams periods, in

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collaboration with the Vice President [Internal Student Experience](#).

- 4.5.5 To seek out additional programming opportunities to support students' academic studies and career needs.

4.6 Committees

4.6.1 Internal CSA Committees

- [Executive Committee \(member\)](#)
- [Accessibility Committee \(chair\)](#)
- [Awards Committee \(chair\)](#)
- [Art in the Bullring Judging Committee \(co-chair\)](#)
- ~~[Teaching Excellence Award Selection Committee \(chair\)](#)~~

4.6.2 External Committees

Academic:

- [Student Senate Caucus \(member\)](#)
- [Board of Undergraduate Studies \(member\)](#)
- [Senate \(member\)](#)
- Student Leaders and Administration Meeting (member)
- ~~[Academic Policy and Procedures Committee \(member\)](#)~~
- Calendar Review Committee (member)
- ~~[Committee of Undergraduate Academic Advising \(member\)](#)~~
- ~~[Judicial Committee \(member\)](#)~~
- [Student Rights and Responsibilities \(member\)](#)
- [Library Student Fee Sub-Committee \(member\)](#)
- [Academic Integrity Task Force \(member\)](#)
- [Teaching and Learning Network \(member\)](#)
- [Experiential Learning Advisory Committee \(member\)](#)
- [Co-Curricular Experiential Learning Integrity Committee \(member\)](#)
- [Accessibility Steering Committee \(member\)](#)

Financial:

- Compulsory Fees Committee (member)
- ~~[Late Fee Payment Committee](#)~~
- ~~[Student Budget Senate Caucus \(member\)](#)~~

Other:

- [Student Life Enhancement Fund Sub-committee \(member\)](#)
- [IT Student Advisory Committee \(member\)](#)
- [Student Career Advisory Committee \(member\)](#)

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~~• Student Food Security Committee (member)~~

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4.6.3 In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

5.0 Vice President External

5.1 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:

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

5.2 ~~Guelph Student FoodBank~~Services

- 5.2.1** To act as the Executive supervisor of the FoodBank ~~and Bike Centre~~ service staff.
- 5.2.2** To be knowledgeable of all aspects of the FoodBank and oversee all operations.
 - Complete training regarding food safety, foodbank appointments, and portioning. Be available to provide coverage as needed due to staffing shortages.

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- Participate in advocacy regarding food insecurity.

~~5.2.3 To be knowledgeable of all aspects of the Bike Centre and oversee all operations.~~

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~~5.2.45.2.3 To Chair and schedule monthly operations meetings with the FoodBank Coordinator and Business Manager for operational and financial updates and recordkeeping of the FoodBank Operating Committee and the Bike Centre Operating Committee on a regular and as-needed basis.~~

5.3 The Student U-Pass and Late-Night Service

- 5.3.1** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- Outreach to undergraduate students to regularly investigate student satisfaction of the bus service and improvements needed via Feedback form and tabling.
 - Serve as Co-Chair on the GSA/CSA Transit Committee.
 - Be knowledgeable of the U-Pass and Late-Night Service, including the terms of both contracts.
 - Provide updates to the Transit Advisory Committee (TAC) on university transit needs and / or concerns.

- 5.3.2** To coordinate the outreach of the CSA Bus Pass, in collaboration with CSA permanent staff.
- Have awareness of daily operations and deadlines. Be prepared to assist the front office with after hours bus pass opt-in appointments.
 - Work with the Promotional Services Coordinator to ensure creation of a robust promotional strategy. This includes for bus pass opt-in periods and the Late-Night Service.
 - Organize the promotional launch and outreach of special holiday bus service, late night bus service, early bird bus pass opt-in, and Winter and Fall bus pass opt-ins in all the relative timeframes throughout the year.

5.4 Advocacy, Lobbying, and Campaigns

- 5.4.1** To coordinate campaigns and events centered around municipal, provincial, federal, and human rights issues affecting students and our community.

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- Inform, educate, mobilize, and involve as many students as possible in these campaigns.
 - Initiate awareness, lobbying, and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.
 - Work against discrimination of students on campus in the form of student advocacy initiatives, campaigns, and education methods.
 - Research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding, or social programs.
- 5.4.2** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic.
- 5.4.3** To advocate for increasing student engagement and representation on committees.
- 5.4.4** To coordinate with the CSA President alongside other campus student advocacy/support groups for responses to hate activity on campus.
- 5.4.5** To be the liaison between CSA and the Canadian Federation of Students - Ontario (CFS-O), and the Canadian Federation of Students (CFS).
- Coordinate attendance at CFS-O and CFS conferences, ensuring that CSA members are represented.
 - Collaborate with CFS-O and CFS on campaigns when the CSA memberships' interests align with the subject of the campaign materials being offered.
- 5.4.6** To collaborate and build campaign coalitions surrounding social and environmental justice with:
- Campus groups, clubs, and organizations committed to social / environmental justice, which may include, but are not limited to:
- Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)

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- Indigenous Student Association (ISS)
- Guelph Black Students Association (GBSA)
- Guelph Queer Equality (GQE)
- International Student Organization (ISO)
- CFRU FM

Other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, and Council of Canadians, among others.

Labour unions, on and off campus, that are committed to worker rights, which may include but are not limited to:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

5.5 Federal, Provincial, and Municipal Governance

- 5.5.1** To act as a liaison to the City of Guelph, the Ontario government, and the Canadian government:
- Monitor initiatives, programs, policies, and legislation that impact students and inform undergraduate students about the effect upon students.
 - Be knowledgeable of City bylaws, programs, and initiatives that impact students:
 - Represent the CSA at municipal events, meetings, and initiatives when it aligns with the memberships' interests.
 - Communicate student issues with community members.
- 5.5.2** To establish and maintain working relationships with the MPP and MP for the Guelph riding.
- 5.5.3** To disseminate municipal, provincial, or federal election information to students.
- Educate and promote voting dates and locations on campus and within the community.
 - Encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.

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- Record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- Remain non-partisan during the campaigning period and voting days, both in person and online.

5.6 Committees

5.6.1 Internal CSA Committees

- [Executive Committee \(member\)](#)
- [Statement Making Committee \(chair\)](#)
- CSA/GSA Transit Committee (co-chair)
- Student Affordable Housing Taskforce (chair)
- ~~[FoodBank Operating Committee \(Chair\)](#)~~
- ~~[Bike Centre Operating Committee \(Chair\)](#)~~

5.6.2 External Committees

Municipal Committees:

- Town & Gown Committee (member)
- Guelph Transit Advisory Committee (member)
- Guelph District Labour Council (member).

Advocacy and Ethics Committees:

- Code of Suppliers Conduct Advisory Committee (Co-Chair)
- Human Rights Advisory Group (member)
- ~~[Student Food Security Committee](#)~~ / ~~[Student Food Security Working Group](#)~~ (member)

Student Experience Committees:

- Student Leaders and Administration Meeting (member)

- 5.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

Motion

Board of Directors Meeting # 13
January 28, 2026



Item 13.11.3

Appoint Directors to Elections Appeals Board (EAB)

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

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

WHEREAS due to resignations there are three vacancies for directors;

BE IT RESOLVED that the following Directors be appointed to the Elections Appeals Board (EAB) for the remainder of the 2025-2026 academic year:

[three Directors]

Moved:

Seconded:

See following pages for EAB information.

Motion

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27.0 Elections Appeals Board (EAB)

27.1 Mandate of the Board

- 27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.
- 27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.
 - a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.
- 27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.
- 27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

27.2 Formation of the Board

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

27.3 Membership of the Board

- 27.3.1 The Elections Appeals Board (EAB) shall consist of:
 - a) Three Directors; and
 - b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.
- 27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:
 - a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.
 - b) All interested CSA members shall submit a 150-word statement of

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interest and CV to be reviewed by the Board.

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

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

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

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

27.4 Meetings of the Board

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

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

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

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

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

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

Motion

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

Motion

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Item 13.11.4

Salary & Wage Recommendations 2025-2026

MOTION: to approve the 2026-2027 Salary & Wage Recommendations as recommended forward by the Finance Committee and presented in the board agenda package.

Moved: Nate Broughton, President

Seconded:

Central Student Association Salary & Wage Recommendations

For the 2026-2027 Fiscal Year

Annual Increase to fees per Consumer Price Index for 2024-2025: 3.8%

Annual Increase to fees per Consumer Price Index for 2025-2026: 2.4%

Annual Increase to fees per Consumer Price Index for 2026-2027: 1.9%

Average Over 3 Years: 2.7%

	Additional Detail	2024-2025	Increase	2025-2026	Increase	2026-2027
Provincially Legislated Minimum Wage	Minimum Wage	\$ 15.50	11.00%	\$ 17.20	2.33%	\$ 17.60
Bullring PT Minimum Wage (includes 4% vacation)	PT - max 15 hrs/week	\$ 17.89	0.00%	\$ 17.89	2.33%	\$ 18.30
CSA PT Service Staff Base Rate (includes 4% vacation)	PT - max 15 hrs/week	\$ 18.25	4.34%	\$ 19.03	2.75%	\$ 19.55
FoodBank & Club Coordinator (FT - Fixed Term)	FT - 35 hrs/week	\$ 38,938.00	4.34%	\$ 40,628.00	2.75%	\$ 41,750.00
Permanent/Renewable Staff	Varied Contracts	\$ -		\$ -		\$ -
Executive Staff	FT - min 37 hours/week	\$ 40,310.00	4.34%	\$ 42,060.00	2.75%	\$ 43,220.00

Reviewed by the Finance Committee on January 26, 2026

Recommended forward to the Board of Directors on January 28, 2026

Motion

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**Item 13.11.5
Appoint Awards Committee**

WHEREAS the Awards Committee is tasked with overseeing the CSA’s Awards of Excellence to recognize student leaders, clubs, and academic staff for their dedication to the University of Guelph community; and

WHEREAS per the committee Terms of Reference, membership of the committee must consist of:

- The VP Academic;
- The CSA President;
- The CSA Clubs Coordinator;
- Three members of the CSA Board of Directors (including at least one college representative (elected or appointed) and one student organization representative); and
- One General Member of the CSA in good standing.

BE IT RESOLVED that the following individuals be appointed to the Awards Committee for the remainder of the 2025-2026 academic year:

William Coleman, VP Academic
Nate Broughton, President
Christine Rivera, CSA Clubs Coordinator
[one Director – College Representative (appointed or elected)]
[one Director – Student Organization Representative]
[One additional Director]
Brady Amos, CSA General Member

Moved: William Coleman, VP Academic

Seconded:

See following pages for Candidate Statement of Interest and the Awards Committee Terms of Reference

Motion

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Candidate Statement of Interest

Brady Amos:

My name is Brady Amos, and I'm applying to be the general student member of the CSA Awards Committee because I can contribute a student-centred, governance-minded lens to both building new awards and selecting recipients. I can do this due to my experience with Interhall Council's awards committee. Also, I'm comfortable translating values into clear, measurable criteria and terms, especially for club awards, student leadership awards, and teaching-related awards. In which case, I can help make sure nominations can be assessed consistently and transparently. In deliberations, I will be fair and evidence-based, and I am prepared to declare and appropriately manage any real or perceived conflicts of interest. I also understand the importance of in-camera confidentiality and will protect nominee and recipient information at all times. Finally, I will actively support outreach that broadens awareness and encourages diverse nominations across the University community, helping the Awards of Excellence recognize the full range of impact students, clubs, TAs, and faculty make on campus.

Terms of Reference

Awards Committee

Introduction

Preamble

CSA's Awards of Excellence recognize student leaders, clubs, and academic staff for their dedication to the University of Guelph community, and for making our campus a great place to live, learn, and work. These awards are managed by students, and their recipients represent the values, needs, and aspirations of undergraduate students at the University.

Purpose

Policy

- a) To provide oversight of policies and procedures related to the CSA Awards of Excellence and provide recommendations to the Board of Directors.
- b) To regularly review and approve criteria, terms, and qualifications for new or updated CSA Awards.
- c) To make recommendations to the Board of Directors concerning approval of new awards or modifications to these Terms of Reference.

Selection

- a) To annually select the recipients for all CSA Awards of Excellence, including:
 - i. The Leadership Excellence Award
 - ii. The Emerging Leader Award
 - iii. The Campus Catalyst Award
 - iv. The Board Impact Award
 - v. The Club of the Year Award
 - vi. The New Club of the Year Award
 - vii. The CSA Club Spirit Award
 - viii. The Faculty Teaching Champion Award
 - ix. The TA Teaching Champion Award

Outreach

- a) To coordinate outreach for the Awards of Excellence program to encourage a diversity of nominations from throughout the University community.

- b) To participate in organizing the annual awards recognition ceremony with the President and VP (Academic).

Membership

Voting Membership

The voting membership of the Awards Committee shall consist of 7 members, including:

- the Vice-President (Academic), who shall chair the Committee;
- the CSA President;
- the Clubs Coordinator;
- 3 members appointed by and from the Board of Directors, including at least 1 college representative (elected or appointed) and 1 student organization representative, with a preference for 1 to be a past award recipient;
- 1 General Member of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.

Conflict of Interest

a) Active members of the Awards Committee are ineligible to receive any awards that are selected by the Awards Committee for the duration of the year that they serve on the Committee.

b) Members are expected to declare any real, potential, or perceived conflict of interest with a nominee of any award prior to deliberations. Declarations will be recorded in the meeting minutes.

I. Members who have declared a conflict of interest with a nominee will be excluded from any deliberations for awards that the nominee was nominated for.

c) Concerns regarding conflict of interest may be brought to the Chair at any time. The committee may request that a Member who fails to disclose a real, potential, or perceived conflict of interest resign from the Committee.

Following the Committee's request:

I. General Members may be removed from the Committee by a majority vote of the remaining members.

II. Staff, Executives, and Directors will be dispensed with in accordance with Human Resources procedure.

Selection of General Members

Interested General Members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- a) A call for General Members shall be circulated in the Fall semester.
- b) The Board will select and ratify one General Member to be on the Committee.

Responsibilities of Members

All Members

- a) Uphold the mandate of the Awards Committee.
- b) Make fair and unbiased decisions on the selection of individuals for awards, in line with the award criteria.
- c) When making decisions, uphold the principles of equity, diversity, inclusion, and accessibility.
- d) Maintain the confidentiality of deliberations, as instructed by the Chair.

Chair (VP Academic)

- a) Responsible for facilitation of Awards Committee meetings.
- b) Act as a primary contact and answer student and community questions regarding CSA Awards of Excellence.
- c) Manage the collection of nominations for all CSA Awards of Excellence, including communications and outreach to the student population.
- d) Act on behalf of the Committee to organize events, including the Awards Presentation.
- e) Maintain the record of past award recipients for archival on the CSA website.
- f) Act as a liaison between the Committee, CSA Staff, and the Board of Directors.
- g) Coordinate recruitment, review, and selection of General Members to the Committee.

Meetings

Scheduling

The Committee shall meet at least two times per semester in the Fall and Winter semesters.

- a) Meetings in the Fall semester will be primarily for committee orientation, revisions to award criteria and procedures, and planning outreach for the year.
- b) Meetings in the Winter semester will be primarily for review of nominations and deliberation on the year's award recipients.
- c) Additional meetings may be scheduled as needed at the request of the Chair.

Quorum

Quorum for meetings of the Committee shall be 4 members, including at least 1 CSA Executive.

Voting

The Awards Committee will work on a consensus-based model where possible. When the group cannot reach consensus, decisions must be passed by a simple majority vote. The Chair may vote.

In-Camera

Meetings of the Awards Committee are considered *in-camera* and shall be subject to the *in-camera* policies and procedures as outlined in the CSA Rules of Order, section 6.

- a) The names of award recipients, nominees, nominators, and the content of nomination statements will be considered strictly confidential, until each recipient has been notified via a letter from the Vice-President (Academic).
- b) The details of committee deliberations on nominations will be considered strictly confidential.

Reporting

Annual

- a) The Committee shall submit an annual report to the Board of Directors by the end of the Winter semester, containing (at minimum):

- I. the current membership of the Awards Committee.
- II. the names and award citations for each recipient.
- III. the date, time, location, and any other relevant details about the awards presentation.
- IV. the number of nominations received for each award.

Policy

- a) The Committee shall report any changes that are made to the nomination criteria or process to the Board as information by the end of the Fall semester
- b) Changes to the Committee Terms of Reference, or the addition of new award categories, require approval from the Board of Directors.

Motion

Board of Directors Meeting # 13

January 28, 2026



Item 13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on January 28, 2026 be adjourned at pm.

Moved:

Seconded: