



# 2022 Fall General Election

## Nomination Package

---

(Created Jan 29<sup>th</sup>, 2018)

(Amended Jan 24<sup>th</sup>, 2022)

# Table of Contents

## *UPEISU Elections By-Law*

I. THE CHIEF RETURNING OFFICER	6
II. LIST OF ELECTORS	8
III. ELECTORS	8
IV. GENERAL ELECTIONS	8
V. BY-ELECTIONS	9
VI. REFERENDA	10
VII. CANDIDATES	11
VIII. NOMINATION PROCEDURES	12
IX. WITHDRAWAL OF NOMINATION PROCEDURE	14
X. CAMPAIGNING	14
XI. CAMPAIGN SPENDING LIMIT	15
XII. TABULATION OF ELECTION RESULTS	15
XIII. ANNOUNCEMENT	17
XIV. INFRACTIONS AND APPEALS	17

## *SU Elections Manual*

<b>Introduction</b>	<b>18</b>
<b>What is the Student Union?</b>	<b>18</b>
<b>What is the Student Union Council?</b>	<b>18</b>
<b>Getting involved in SU Elections</b>	<b>18</b>
Student Union Executives	19
Faculty Representatives	19
Other Elected Officials	19
<b>Eligibility</b>	<b>20</b>
<b>SU Elections Staff</b>	<b>20</b>

Appointments	20
Drop-Ins	21
Staying Connected	21
<b>Nominations</b>	<b>21</b>
Nominations Procedures	21
Nomination Period	21
The Fine Print	22
Deposits:	22
Photos:	22
Platform Statements:	23
Videos:	23
Withdrawing your Nomination	23
Campaigning Period	23
Vacancies	23
All Candidates Meeting	24
<b>Your Campaign</b>	<b>24</b>
Declaring Intent and Pre-Campaigning	24
Campaign Period	25
Campaign Approval Process	25
Campaign Materials	25
Printed Materials:	25
Food:	26
Swag (Giveaways):	26
Classroom Visits:	26
Online and Multimedia:	27
Logos:	27
Forums:	28

Campaigning and Rules of Fair Play	28
Campaign Resources and Zones	28
Campaign Team	30
Campaign Volunteers:	30
Scrutineer:	30
Endorsements:	30
Expenses: Funding Your Campaign	31
Campaign Expenses:	31
Unreceipted Expenses:	31
<b>Complaints</b>	<b>32</b>
<b>Sanctions</b>	<b>32</b>
Overview of violations	33
<b>Voting</b>	<b>33</b>
Observing the Voting	34
Results	34
Unofficial:	34
Official:	34
Recounts and Appeals	34
<b><u>SU Elected Officials Position Descriptions</u></b>	
<b>Elected Faculty Representatives</b>	<b>35</b>
Responsibilities include:	35
Committees:	35
<b>Other Elected Representatives</b>	<b>36</b>
<b>Senate</b>	<b>36</b>
<b>Board of Governors</b>	<b>37</b>
<b><u>Sanctions</u></b>	
<b>Infractions and Appeals By-Law</b>	<b>38</b>

2022 SU Spring General Election Calendar

February 2022

41

March 2022

41

# UPEISU Elections By-Law

(Approved April 8<sup>th</sup>, 2018)

## UPEI SU ELECTIONS AND REFERENDA BY-LAW

Enacted March 16 <sup>th</sup> , 1986	Amended May 10 <sup>th</sup> , 2011
Amended February 10 <sup>th</sup> , 1990	Amended March 11 <sup>th</sup> , 2012
Amended February 16 <sup>th</sup> , 1996	Amended September 12 <sup>th</sup> , 2012
Amended November 12 <sup>th</sup> , 2001	Amended October 21 <sup>st</sup> , 2012
Amended February 10 <sup>th</sup> , 2002	Amended March 24 <sup>th</sup> , 2013
Amended September 7 <sup>th</sup> , 2003	Amended March 9 <sup>th</sup> , 2014
Amended February 29 <sup>th</sup> , 2004	Amended April 26 <sup>th</sup> , 2015
Amended February 25 <sup>th</sup> , 2007	Amended February 7 <sup>th</sup> , 2016
Amended April 6 <sup>th</sup> , 2008	Amended April 10 <sup>th</sup> , 2016
Amended February 1 <sup>st</sup> , 2009	Amended April 23 <sup>rd</sup> , 2017
Amended December 2 <sup>nd</sup> , 2010	Amended April 8 <sup>th</sup> , 2018

### **I. THE CHIEF RETURNING OFFICER**

1. The Chief Returning Officer (CRO) shall officiate at all elections and referenda of the University of Prince Edward Island Student Union (UPEI SU). No candidate shall be declared elected and no referendum vote shall be declared valid without the approval of the Chief Returning Officer (CRO).
2. The CRO will be hired by the Hiring Board from all interested and qualified applicants.
3. If a vacancy occurs in the Office of the CRO, the UPEI SU Student Council (Council) shall fill that position on an interim basis.
4. The CRO shall:
  - a. Provide unbiased guidance and supervision in the management of all elections and referenda and the preparation of the list of electors;
  - b. Enforce fairness and impartiality on the part of all the election officials in the conduct of their duties, and;
  - c. Perform all duties assigned to them in accordance with this By-Law.
5. The CRO shall perform their duties in such a way that the election procedures of the UPEI SU are upheld and do not fall into disrepute among members of the University community.

6. The CRO shall, following each election or referendum, prepare and deliver a report to Council. This report shall include:
  - a. A summary of their conduct respecting the voting;
  - b. A breakdown of the results, including both final totals and totals for each constituency;
  - c. In the event that any regular member of the UPEI SU has made a complaint to the CRO concerning the conduct of any individual student or candidate, an evaluation of the conduct of that individual student or candidate, and;
  - d. In the event that any candidate and/or organization participating in the election or referendum filed an official appeal with the Chair of Council (Chair), the CRO is to present all details of the appeal and their resolution of the matter.
7. The CRO's report shall be made publically available.
8. In any situation where this By-Law does not outline a course of action, the CRO shall have the authority to make a ruling consistent with the intent of this document as addressed in Section XIV of this By-Law.
9. The CRO must ensure that the nomination period is advertised for at least two weeks prior to the nomination opening date, as chosen by Council in accordance with Section IV, Sub-Section 3 of this By-Law.
10. The CRO must work with UPEI Information Technology Systems and Services (ITSS) to ensure that the electronic voting system is operational for the election or referendum in question. This would include, but is not limited to, overseeing proper execution of the election timeline, web ballots, webpage requirements, and voter list.
11. The CRO shall secure and arrange training for an adequate number of poll workers and provide said workers with an understanding of the electoral process. The CRO shall issue such instructions as to ensure professionalism, impartiality, and the uniformity of process are maintained throughout the election period.
12. Should a candidate wish to appeal any decision of the CRO, they shall present this appeal in writing to the Chair within twenty-four (24) hours of that decision. Should the Chair find the decision of the CRO questionable, they shall then recommend said appeal be considered by Council. Council shall then reserve the right to endorse, reverse, or amend any decision of the CRO, as long as that
  - a. CRO's decision is found to be in conflict with the By-Laws of the UPEI SU, or
  - b. That the CRO has made a ruling inconsistent with the intent of this By-Law.
  - c. A decision made by the CRO may be overturned by a 2/3 majority vote by Council.

## **II. LIST OF ELECTORS**

1. For the purposes of elections and referenda of the UPEI SU, the official list of electors shall be considered the electronic list of registered students at the UPEI Registrar's Office, accessible through UPEI ITSS.
2. When the CRO is satisfied that the list(s) meets the specifications of this By-Law, the CRO shall then deem this list the official list of electors and notify UPEI Computer Services that it is to be used for the purpose of electronic voting.
3. Subject to Section II, Sub-Section 1, a person is eligible to have their name included on the official list of electors only if they have Full-Time status at UPEI and have paid the appropriate fees for membership with the UPEI SU.
4. Subject to Section II, Sub-Sections 1 & 2, a person is eligible to have their name included on the official list of electors for any constituencies they are a part of and are only permitted to vote for said constituencies.

## **III. ELECTORS**

1. Subject to Section II, all students who have Full-Time status at UPEI and who have paid the appropriate fees for membership with the UPEI SU at the time of voting, shall be entitled to vote in any election or referendum.
2. Any eligible voter, as defined in Section II, shall be permitted to vote:
  - a. upon gaining access to the UPEI SU electronic vote (e-vote) with their student number and confidential personal identification number (PIN), or
  - b. in the event that any student is unable to access the e-vote or is participating in an election or referendum outside of the e-vote;
    - i. upon producing their valid UPEI Student Identification Card, or;
    - ii. upon producing two alternative pieces of personal identification and reciting their Student ID number.
3. In the event that an election results in a tie between two (2) or more candidates, Council shall call a By-Election between the contending candidates involved in the tie, to be held within a reasonable amount of time. Should a further tie result from the By-Election, the CRO shall flip a coin to determine the winner.

## **IV. GENERAL ELECTIONS**

1. General Elections of the UPEI SU shall be held for the purpose of the electing of persons to all positions on Council.
  - a. The Winter General Elections of the UPEI SU shall be held in the winter semester for the purpose of electing all UPEI SU Executives with the exception of the hired



Vice-President. In the case of a winter semester By-Election the UPEI SU holds the right to condense the Winter General Election and the Spring General Election into one Spring General Election.

- b. The Spring General Elections of the UPEI SU shall be held in the winter semester for the purpose of electing all UPEI SU Councillors with the exception of the First Year Representative, Education Representative, and Residence Representative.
  - c. The Fall General Elections of the UPEI SU shall be held in the fall semester for the purpose of electing Representatives to all vacant Council positions.
2. A person may only run for one Council position per election. This does not include hired positions.
3. Council shall, by resolution, and subject to this By-Law:
  - a. at the final Council meeting of the Academic year establishes all relevant and related dates for all General Elections for the following Academic Year;
  - b. revise candidate deposit requirements, and;
  - c. advertise election information in all campus media throughout the election process.
4. All voting shall be run over a period of two (2) days. These days shall be a Tuesday and a Wednesday.
5. The e-vote shall be in operation from 8:00 a.m. until 11:30 p.m. during the first day of voting, and from 8:00 a.m. until 9:00 p.m. during the second day of voting. These times must be reviewed and confirmed by the CRO with UPEI ITSS. Any changes made to these times must be approved by Council and shall be advertised through the use of posters and all student media prior to the election period.
6. There shall be no advance polls outside of the voting period.

## **V. BY-ELECTIONS**

1. If a non-Executive position is vacated proceeding the mid-November break, and that position has only one dedicated representative on council, a by-election shall be called to fill the vacated position.
  - a. In the event that no candidates are nominated to fill said position in the ensuing nomination period of the by-election, Council shall appoint a member of the UPEI SU from that constituency to serve as a Representative in that position.
  - b. No By-Election may be called after the conclusion of the mid-November break for non-executive positions, unless deemed absolutely necessary by the UPEI SU Council.
  - c. In the event that Council feels that a faculty, school, or group is underrepresented it reserves the right to call a By-Election to fill the vacant

positions, and will appoint a member from that constituency if no candidates are nominated to fill the position in the ensuing nomination period. If council deems a winter semester

- d. By-Election necessary for a non-executive member, the Winter General Election shall either be run on a condensed time frame, or combined with the Spring General election.
2. If the position of President is permanently vacated at any point during their term, the Executive Committee shall appoint one of its members to become the Acting President of the UPEI SU until such a time that Council shall call a By-Election to fill the position.
3. If an Executive position other than the President or the one hired Vice President position is vacated a By-Election shall be called by Council or a relevant hiring committee will be struck.
  - a. If any member of the remaining Executive wishes to run in the By-Election for the vacated Executive position, they must submit a formal notice of resignation, effective the closing of the campaign period, to the Chair of Council (Chair) prior to the opening of nominations. This is done so that the CRO may then open nominations for the second position and so that both vacancies can be filled during the same By-Election. The duties and responsibilities of that position shall be distributed among the remaining Executive members according to their abilities until the conclusion of the By-Election.
4. The electoral time frames established in this By-Law can be condensed for the purpose of urgency in a By-Election at the discretion of Council.
5. All voting shall be run over a period of two (2) days. These days shall be determined by Council.

## **VI. REFERENDA**

1. A referendum on a specific question shall be held when:
  - a. Two-thirds (2/3) Councillors present at a Council meeting vote to hold one; or
  - b. The President or Chair is presented with a petition signed by ten percent (10%) of the Active members of the UPEI SU, requesting that one be held.
    - i. The petition from active members must contain the question and the purpose of calling the referendum on each page of the petition. It must also contain the date on which the petition was initiated and shall be invalid if not presented within three weeks to the President or Chair.
    - ii. When signing the petition, each student must include:
      1. their printed full name;
      2. their signed full name, and;
      3. their student number.

- iii. It is the responsibility of the person(s) or group(s) presenting the petition to ensure that all those that sign the petition are aware of the intent of the petition and are willing to assume responsibility for their signature regardless of any consequences that may or may not arise from said petition.
  - iv. Should either the President or Chair receive a petition requesting a referendum, they shall contact the submitting party and inform them that such a petition has been received.
2. Council shall, by resolution, in accordance with this By-Law, and upon the recommendation of the CRO, establish the date or dates of the voting in the referendum and advertise the same in all campus media until the opening of the polls.
3. The referendum must be held within a reasonable period of time after the passing of a motion by Council instituting the referendum question, which shall be within a reasonable amount of time from when the President or Chair have been presented the petition for referendum.
4. Any referendum shall present two (2) options from which those voting must choose.
5. The Council shall be responsible for the wording of the referendum question, and must ensure that the question is as free of bias as possible.
6. If required by Council, a public meeting shall be held within one (1) week of a referendum being called. This meeting shall be chaired by the CRO.
7. When a referendum is held, the CRO shall be responsible for determining the results and communicating those results to Council, the student body, and to any interested parties in accordance with procedures outlined in Section I, Sub-Section 6.
8. The Council shall not be bound by the result of any referendum unless at least ten percent (10%) of the eligible electors vote, and unless one option is supported by a simple majority of those voting.

## **VII. CANDIDATES**

1. Subject to Section II, and Section VII, Sub-Section 4, all students that have Full-Time status at UPEI, and who have paid the appropriate fees for membership with the UPEI, shall be entitled to be nominated as candidates in any election for a position on Council.
2. The CRO shall not be eligible to be nominated as a candidate in any election over which they are presiding.
3. Nominees must be Full-Time UPEI students at the time of nominations to be eligible for candidacy.

4. No student, having been removed from a Council position by impeachment, shall be eligible for nomination to any council position for two (2) years following their impeachment. Should an impeached Councillor wish to run in an election or seek appointment to a Council position before two (2) years have elapsed, they shall make a presentation to Council requesting permission for their nomination to be accepted.
5. All candidates for Representative positions shall be enrolled, at the time of the election, in the constituency they wish to represent.
6. No student shall accept nomination to more than one voting position on Council during a single election.
7. Candidates who are presently elected or appointed members of Council, or are employees of the UPEI SU, may not use their position for the promotion of their candidacy, including but not limited to, during working hours with the UPEI SU, or while representing the UPEI SU.
8. In the event that the Chair is a candidate in an election, they shall abdicate their duties pertaining to the election to the Deputy Chair, or in the event that a Deputy Chair is unavailable, they shall abdicate their duties pertaining to the election to a member of the UPEI SU, as appointed by Council.
9. Should a candidate be declared elected, and that candidate holds a hired position under the direct supervision of an executive member of the UPEISU, they must resign from their hired position prior to taking office.
10. Each candidate is responsible for ensuring compliance with the UPEI SU Elections and Referenda By-Law, and by entering as a nominee signify their understanding of this By-Law and the consequences of By-Law infractions, as outlined in Section XIV.

## **VIII. NOMINATION PROCEDURES**

1. Nominations for all UPEI SU General Elections shall be open for a minimum of five (5) regular University class days, and a maximum of ten (10) regular University class days. This shall be recognized as the Official Nomination Period.
2. Nominations for a UPEI SU By-Election shall be open for a minimum of three (3) regular University class days, and a maximum of ten (10) regular University class days. The length of this period shall be determined by Council.
3. The CRO shall prepare a nomination form which shall comply with this By-Law.
4. The nomination form is not considered valid unless it is complete, on the form issued by the CRO and states:
  - a. the name of the nominee;

- b. an address and electronic address email at which documents may be served and notices given respecting the nominee;
  - c. the desired position the person being nominated intends to be a candidate for;
  - d. the faculty and year of the nominee; and
  - e. the signatures and student numbers of fifteen (15) Active Members of the UPEI SU within the related constituency for council positions. Nominations for executive positions will require twenty-five (25) signatures of Active Members of the UPEI SU. Executive positions will also require at least one (1) signature from five (5) different faculties.
5. Each nominee is required to file a nomination form with the CRO or Administrative Assistant of the Student Union prior to the closing of nominations.
6. Upon completion of the nomination form, each nominee shall be provided with a current electronic copy of this By-Law. An email from the CRO will be sent detailing the dates of the election; including the date, time, and location of the nominees' meeting, the candidates forum and debate, contact information for the CRO and Chair, and any other information that the CRO deems necessary. Hard copies of both the By-Law and CRO letter are available upon request.
7. It is the responsibility of the nominee to ensure that the signatories of their nomination form are all Active Members of the UPEI SU and are of the constituency that they wish to represent.
8. The CRO must validate each nomination form with their signature after ensuring the eligibility of the candidate to run. By doing so, the CRO qualifies the nominee as an official candidate. This validation must be done within seventy-two (72) hours of the closing of nominations.
9. The CRO shall preside at a nominees' meeting no more than seventy-two (72) hours after the closing of nominations and at that time shall announce the full list of candidates found eligible to run. This meeting will be held for the purpose of outlining election procedure.
10. If only one (1) eligible candidate is nominated for a position, they shall not be declared acclaimed, but shall campaign for the designated period and shall have their candidacy tested by a 'Yes or No' vote of that related constituency.
11. Any person seeking to appeal a decision of the CRO in respect to the validity of any nomination or nomination form shall do so by filing a grievance with the Chair of the UPEI SU, within twenty-four (24) hours of being notified of the CRO's decision. The Chair reserves the right to re-issue invalidated nomination forms for a time period of four (4) hours to allow the nominee to correct it. Nominees failing to correct invalidated

nomination forms within the four (4) hour period will void their applications for nomination.

## **IX. WITHDRAWAL OF NOMINATION PROCEDURE**

1. Any candidate wishing to withdraw their nomination may do so by informing the Chair and CRO until twenty-four (24) hours before the opening of the polls. No names shall be removed from the ballot after this time.

## **X. CAMPAIGNING**

1. All physical campaign materials must be approved by the CRO and must receive an official CRO stamp.
2. The campaign period shall commence immediately after the adjournment of the nominees' meeting.
3. Campaigning shall be defined as advertising for a candidate or referendum platform using posters, pamphlets, banners, electronic media, or any other means which the CRO declares to be advertisement, and will also include speaking to classes, residences, organizations, groups, or individuals.
4. Candidates, their supporters or proponents of a specific referenda platform shall not be permitted to use campus listserves to advertise their candidacy or the election.
5. Candidates shall be responsible for monitoring all campaign material to ensure that nothing published by or on behalf of the candidate is in violation of these By-Laws.
6. Should any infraction be committed against a candidate and the aggrieved candidate does not complain within the allotted time period, the infraction shall be considered acceptable to the candidate and therefore acceptable to the CRO and all parties involved in the election.
7. Candidates shall be held responsible for any physical damage caused to University property in the placement or removal of election materials.
8. All candidates have the opportunity to be present at the public forum at a date and time that shall be arranged by the CRO. Candidates for Executive positions shall be given the opportunity to speak and participate in a debate responding to questions submitted by the student body and members of Council on pertinent issues. All other candidates are encouraged to introduce themselves and to speak briefly. The amount of time allotted to each candidate shall be determined by the CRO.
9. Candidates cannot receive money or gifts from any individual, business, club, UPEI group or UPEI SU Sub-Organization. Candidates may be required by the CRO to submit receipts for all campaign expenditures at any time during the electoral process.

10. Each candidate must conduct their campaign in such a manner as to not bring the UPEI SU election process into disrepute.
11. All candidates must remove their own election materials from campus by 4:00 p.m. on the day after the election. Should any campaign material be left on campus past this time the offending candidate will be fined a minimum of ten dollars (\$10.00) up to a maximum of twenty five dollars (\$25.00), at the discretion of the CRO. The fine will be payable to the UPEI SU within one week of the date of levy by the CRO, and shall be doubled after the week if a formal appeal has not been launched with the UPEI SU.
12. All campaign materials related to referendum platforms must be removed from campus by 4:00 p.m. the day after the election.
13. The CRO, or other designate, shall complete a tour of campus after 4:00 p.m. the day after the election to ensure that all election materials have been removed. Any outstanding materials will be removed at this time. In the event of a campus closure, it shall be the responsibility of the CRO to notify all candidates of a new deadline to remove all physical campaign materials from the UPEI campus.
14. No voting shall take place by proxy.

## **XI. CAMPAIGN SPENDING LIMIT**

1. Campaign expenditures for candidates seeking an Executive position on Council shall be limited to an absolute maximum of two-hundred and fifty dollars (\$250.00)
2. Campaign expenditures for candidates running for a Representative position on Council shall be limited to an absolute maximum of one hundred dollars (\$100.00)
3. Candidates shall be responsible for keeping original receipts for all campaign materials in the event that a complaint is filed with the CRO, or Chair, relating to their expenditures.
4. Complaints regarding campaign spending limits must be filed with the CRO prior to the closing of polls.

## **XII. TABULATION OF ELECTION RESULTS**

1. The CRO shall, in cooperation with UPEI ITSS, develop the electronic ballots to be used during the e-vote for the election or referendum.
2. The CRO shall ascertain that the proper electronic ballots are available for each separate constituency.
3. Ballots should be clear in wording and separate ballots should be used for each position contested.
4. The CRO, or other designates, shall test the e-vote system prior to the election to ensure that the system is operational.

5. The opening of the e-vote shall be administered by the CRO, and must meet the minimum requirements as outlined in Section IV. At no time during the active election period shall the voting results be witnessed by any persons, including the CRO.
6. Each candidate may have one authorized scrutineer present while the voting results are collected and the votes are tabulated. Before the polls open, candidates must submit written authorization for their scrutineer to the CRO.
7. After the closing of the polls on the second day of voting, the CRO shall, along with the Chair, and any authorized scrutineers under direction of the CRO, obtain the voting results from the e-vote with the aid of UPEI ITSS. This shall be done at a location designated by the CRO. The voting results shall remain confidential to the CRO until the election results are ready to be reviewed. The unofficial results shall include:
  - a. An individual breakdown of how each anonymous voter has voted;
  - b. A computer tabulated summary of all election results and a computer tabulated summary of all election results, to be sealed in a separate envelope by UPEI ITSS.
8. If, at any time, the voting results must be transported to or from the UPEI SU Offices, the results must be sealed in a box or envelope, and witnessed via a signature by the CRO.
9. The CRO and Chair shall count each vote as listed from the e-vote results. If the computer-tabulated count matches the manual count the result is accepted. Any discrepancies will warrant a recount. If a recount is required, any two matching counts, manual or electronic, shall be required for a result to be accepted.
10. For a candidate to be declared elected they must:
  - a. Hold a plurality of votes, if the position is for a single-seat contested position or;
  - b. Hold enough votes to place the candidate in a position such that those candidates that achieve the highest number of votes shall be declared elected successively until each vacant position is filled, if the position is for a multiple-seat contested position, or;
  - c. Hold a plurality of votes, as outlined in Section VIII, Sub-Section 10, if the position is a non-contested position,
11. For a referendum question to be declared adopted or defeated, either position must hold a simple majority (50% + 1) either for or against.
12. All results shall remain unofficial until ratified by Council.
13. The CRO shall preserve the election material, including the listed electronic results, voter's lists, copies of the CRO Report, and any other papers, until such time as all appeals can be heard. Council must then pass a motion to destroy all election materials excluding the CRO report.



14. Should ballot counting be suspended, the voting results shall be sealed in an envelope or box, and witnessed via a signature by the CRO. This envelope or box will be secured in a UPEI SU safe until the suspension is over.

### **XIII. ANNOUNCEMENT**

1. The CRO shall:
  - a. Announce the unofficial results immediately upon completion of the tabulation of the unofficial election results;
  - b. Post the unofficial results in the UPEI SU Office within twenty-four (24) hours for the purpose of public inquiry, and;
  - c. Ensure their advertisement on the UPEI SU website, and in student media, the results for each position elected through the e-vote.

### **XIV. INFRACTIONS AND APPEALS**

1. In the event that a candidate or a candidate's official representative or scrutineer performs an action that, while not covered in these regulations, would bring the UPEI SU election procedures into disrepute, the CRO in consultation with the Council not involved in the dispute, may impose such penalties as the following:
  - a. Restrictions placed on campaign materials/activities;
  - b. Fines ranging from twenty-five dollars (\$25) to one-hundred dollars (\$100) per infraction.
2. The CRO must notify candidates of any infractions they incur and the related consequences within forty-eight (48) hours of the infraction being recognized by the CRO.
3. Any candidate who incurs more than two hundred and fifty dollars (\$250.00) in election fines shall be disqualified from the election; however the amount owed will not exceed one hundred dollars (\$100) as referenced in section X, subsection 15.
4. In the event that a candidate is disqualified within 48 (forty-eight) hours prior to the opening of polls, voting shall be suspended for a period of forty-eight (48) hours to provide for the appeal process. The Campaign period shall not be extended due to this suspension
5. In the event that a candidate is disqualified during the voting period the counting of ballots will be suspended for forty-eight (48) hours to provide for the appeal process. Should the disqualification be upheld, ballots will be counted for all non-disqualified candidates.

6. Appeals of any decision rendered by the CRO may be made to the UPEI SU Council via the Chair. See Section I, Sub-Section 12.

# SU Elections Manual

## Introduction

This manual is intended to assist you in your preparations to become a Candidate for the next UPEISU Election. It will also walk you through the Elections process and the rules and procedures that all Candidates must follow in order to ensure a fair Election. Candidates and their campaign/volunteer team are responsible for understanding all of the material in the Nomination Package, including the Election Policy that appears at the start of the package.

## What is the Student Union?

The UPEI Student Union is a student-governed and student-led organization that is a non-profit democratic representation of students. We are dedicated to fostering pride in the university, the betterment of university life, and enhancing the student experience at UPEI. We value our independence as an organization while maintaining effective relationships with the university and surrounding community.

Whether it's an affordability concern, an accessibility issue or a matter related to the quality of education, the SU advocates on behalf of students to the university and all three levels of government. In addition, we offer a wide range of programs, services and businesses to support you and enhance your quality of life on campus. You are the reason we exist.

## What is the Student Union Council?

The Student Union Council is an essential component of student life here at the University of Prince Edward Island. These student members are part of the highest governing body of the UPEISU and their focus is to enrich the undergraduate experience for over 5,400 students at UPEI. Student Council is made up of the Executive (President and three Vice-Presidents), 13 Faculty Representatives, and 10 other elected officials. The Executive sets the direction for the SU each year, and together the Student Council approves this direction and keeps the organization accountable to it.

## Getting involved in SU Elections

Every March the SU holds a General Election to fill the positions on the Student Council. If any positions are vacant, a By-Election is held the following October. The positions are as follows:

### Student Union Executives

President (1)

Vice-President Academic & External (1)

Vice-President Student Life (1)

Vice-President Finance and Administration (1)

### **Faculty Representatives**

Arts Representative (2)

Science Representative (3)

Business Representative (2)

Nursing Representative (1)

Math and Computational Sciences Representative (1)

Engineering Representative (1)

Veterinary Medicine Representative (1)

Education Representative (1)

Graduate Student Representative (1)

### **Other Elected Officials**

Board of Governors (1)

Senate (3)

Graduate Senate Representative (1)

Health & Wellness Representative (1)

Accessibility Representative (1)

Residence Representative (1)

International Student Representative (1)

Ombudsperson (1)

Indigenous Representative (1)

2SLGBTQA+ Representative (1)

SU Executives work full-time during the summer and must be on PEI to be able to hold the position. During the Academic Year, the President works 25 hours per week and the Vice-Presidents work 20 hours per week. Also, during the Academic Year the President is **only able to take 3 courses per semester**. It is recommended that Vice-Presidents take three courses per semester as well.

If you are interested in becoming a student representative, it is a good idea to get in touch with one of the current Executive members or your Faculty Rep to learn more about what the position entails. You can also attend Student Council meetings on Sundays at 6:00 pm to see the team in action as they discuss important issues and make policy decisions for the SU. Meetings are every second week and a full schedule is posted on the SU website.

The Chief Returning Officer is also available by appointment for questions leading up to the Elections.

## Eligibility

Full-time students registered in an undergraduate or graduate program at UPEI are eligible to run in UPEISU Elections. **You must be a student both during the Election Period and, if elected, for the duration of your term.**

## SU Elections Staff

The SU designates a team of people who work together to ensure that full-time students can participate in a fair Election process. The Chief Returning Officer (CRO) Ashley McKibbin and SU staff members head up the team, which includes individuals who assist with Election promotion, administrative work, and running the polling stations.

The best way to contact the CRO, Ashley, or Elections staff is by email ([cro@upeisu.ca](mailto:cro@upeisu.ca)), or you can stop by the SU office or call us at: 902-566-0530. Your inquiry will be handled by the first available Election staff member, or the designated individual depending on the issue.

**Note!** *Any communication sent to Election staff via personal numbers or social media accounts will not receive a response.*

Election staff will have regular office hours which will be posted on the SU front door and SU website at the beginning of each Election Period. Refer to the section below regarding scheduling of appointments.

## Appointments

The CRO holds office hours and is available during this time for appointments to assist you with any questions or concerns.

Appointments can be made by contacting The CRO via email or phone, or by speaking to the UPEISU front desk staff. Election staff will provide a written confirmation of the appointment date and time if the request was made by email.

Please note that appointments are given on a first-come, first-served basis and may not always occur on the same day as requested. To allow the CRO to support all Candidates equally, appointments cannot go over 30 minutes in length. If the appointment time has ended and you have further questions you will be asked to contact us by email or make another appointment.

If you are unable to meet during the designated office hours the CRO may be able to accommodate you in other ways, such as scheduling a phone meeting.

### **Drop-Ins**

Candidates are encouraged to make an appointment in advance if they need to speak with the CRO in person. Most questions can be answered through email or over the phone.

Drop-in appointments may be given at the discretion and availability of the staff during posted office hours. During a drop-in appointment, candidates will be limited to one issue or question.

### **Staying Connected**

The Chief Returning Officer for the 2022 Fall Election can be contacted at [cro@upeisu.ca](mailto:cro@upeisu.ca). Office hours are posted online and in the main SU office during the Election Period.

We're always adding new information to keep UPEI students updated on the SU Elections. Find us online: [www.upeisu.ca](http://www.upeisu.ca)

Also, connect to us on Facebook, Twitter and Instagram for the most recent news using @UPEISU.

## **Nominations**

### **Nominations Procedures**

If you've decided to run in an upcoming SU Election it's important that you understand the process of becoming an official Candidate – otherwise known as the "Nomination Period." The Nomination Period kicks off what is known as the "Election Period."

### **Nomination Period**

Opening of the Nomination Period is advertised through UPEISU media channels. The CRO or other designated staff accepts Nomination Packages during this period in the SU Main Office (MSC 201). Nomination packages will be available for pickup during regular office hours.

For the 2022 SU Fall General Election, Nomination Days will be held September 16-29, 2022. Completed Nomination Packages will be accepted at the SU Main Office (MSC 201) at the following times and via email:

*September 16th - 29 from 9 am to 4 pm.*

This means no forms are accepted before 9:00am or after 4:00pm at the SU Main Office, but any time in between. Students are served on a first-come, first-served basis.

To become an official Candidate of an upcoming SU Election, students must submit all the mandatory items in hard copy or digital copy should a student be unable to report to campus in person, during Nomination Days. Election staff will **not** accept incomplete or late packages.

Pre-campaigning for students' signatures in order to obtain nomination is allowed during these elections due to the online nature of this election process. Pre-campaigning can occur as long as the candidate in question sends whatever they intend on posting to the CRO beforehand for approval. The campaigning material in question should state and make clear that "the person has a desire to become an eligible candidate for elections, NOT that they are already running."

<p><b>Nomination Package <b>Mandatory</b> Items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate Nomination Form</li> <li><input type="checkbox"/> UPEI Proof of Enrollment (e.g. – transcript, class schedule, etc.)</li> <li><input type="checkbox"/> Candidate Profile Form</li> <li><input type="checkbox"/> USB stick or Email with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Platform Statement (Max. 500 words)</li> <li><input type="checkbox"/> Hi-resolution photo of candidate</li> </ul> </li> </ul>	<p><b>Nomination Package <b>Optional</b> Items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Link to campaign website</li> <li><input type="checkbox"/> Links to social media</li> <li><input type="checkbox"/> Link to YouTube video</li> </ul> <p><b>Other Forms for Reference</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Campaign Complaint Form</li> <li><input type="checkbox"/> Campaign Expense Form</li> </ul>
---	--

## The Fine Print

### Deposits:

- ✓ Executive candidate deposits will be returned at the end of the Election Period, after all expense forms have been approved. Deposits can be submitted via E-transfer to admin@upeisu.ca.
- ✓ Deposits can be withheld to pay any sanction-related fines. If any portion of the deposit remains, then it will be returned to the candidate.

### Photos:

- ✓ You should be the only person in the picture and the image must be of you. The image will be cropped if necessary. Headshots preferred.
- ✓ Maximum dimensions 3 x 5 inches, Minimum 1.5 x 2 inches.
- ✓ Minimum 400 pixels wide.
- ✓ Acceptable formats: JPEG (not compressed) and TIFF.
- ✓ Please ensure all digital filenames include your surname. (E.g: CampaignPhoto2018\_JSmith.jpg.)

### Platform Statements:

- ✓ The UPEISU will not edit platform statements, nor update the website with formatting changes. Submit your platform with minimal formatting to ensure it appears online as you intend it to.
- ✓ Please ensure all digital filenames include your surname. (E.g. – CampaignPlatform2018\_JSmith.doc.)

### Videos:

The UPEISU will “favourite” a campaign video link submitted with your Nomination Package on its own YouTube Channel, if the video meets the following guidelines:

- ✓ Maximum length of 3 minutes.
- ✓ Campaign video is posted on YouTube after the start of the Campaign Period.
- ✓ The video adheres to the Community Standards established in the SU Elections Rules.

The Student Union reserves the right to not post links to any video it feels is inappropriate or harmful to an individual, group, organization, or the SU Elections and the electoral process.

For more information on YouTube and on posting videos please visit <http://www.google.com/support/youtube>.

### **Withdrawing your Nomination**

Students who decide to withdraw their nomination must do so in writing within 24 hours before the opening of the polls. No names shall be removed from the ballot after this time.

### **Campaigning Period**

The day after the Nomination Period ends, the CRO or SU Staff will post a Notice of Election in the SU office, on the SU website and through social media. This notice confirms the dates and locations of voting and states which positions are being contested. All full-time students will be able to cast ballots for the Senate, 2SLGBTQIA+, and the Ombudsperson positions that are being contested. Faculty positions can only be voted on by students currently enrolled in that faculty. The First-Year Representative, Graduate Student Representative, Graduate Senate Representative and Residence Representatives can only be voted on by first-year, graduate and residence students respectively.

### **Vacancies**

The vacancy is filled by a By-Election, as determined by UPEISU Council.



## All Candidates Meeting

All Candidates must attend the All Candidates Meeting before being eligible to run in an SU Election. The date and time is listed below, but may change due to unforeseen circumstances (weather) and an alternative date and time will be communicated to all candidates.

***Note!** The meeting will take place after nominations close at the discretion of the CRO in the Student Union Boardroom 203 or online.*

If a Candidate is unable to attend the meeting they may send a designate on their behalf, but they must notify the CRO in advance.

Candidates are responsible for ensuring they have read the entire Nomination Package, including the SU Election By-Law completely before attending the All Candidates Meeting. At the meeting, the CROs will provide a review of the major rules, a reminder of deadlines, any updated information on the sanction procedures and a place for Candidates to ask general questions about campaigning. Specific questions about your campaign should be directed to the Election staff by requesting a phone or in-person appointment during posted office hours.

***Note!** No campaigning of any kind can take place before the end of the Candidates Meeting for the General Election.*

## Your Campaign

### Declaring Intent and Pre-Campaigning

Many students begin thinking about running in an SU Election long before the Notice of Nomination goes up. It's natural to want to share your thoughts on a possible campaign platform with others or try to garner support early so you can get enough signatures when the time comes. However, Pre-Campaigning is **strictly forbidden** in any SU Election. Campaigning can only occur during the designated Campaign Periods.

Pre-Campaigning is any type of activity that is done **publicly** and indicates your desire or intention to run in an upcoming Election before the designated Campaign Period has begun, such as:

- Making an announcement in a class
- Posting a public message or status update, or creating a public group/page on social media
- Posting a video
- Posting posters around campus

***Note!** The CROs will contact any student engaging in Pre-Campaign activities with a warning. These students may be subject to sanctions immediately upon registering on Nomination Days.*

## Campaign Period

Each Candidate must have their campaign materials approved before beginning any form of campaigning. Please ensure you understand the section on the Campaign Approval Process below before preparing your campaign strategy.

Once you have received approval, you can begin campaigning.

## Campaign Approval Process

All Candidates must have their campaign materials approved before they can be used in any campaigning. To receive approval:

1. Contact the CRO and set up a time to have your material approved or stamped. This includes both electronic and paper.

**Quick Tip!** On the form, use an email address that you check regularly.

2. If you change your strategy in the middle of your campaign, or add items that were not previously included in the approved, you **MUST** contact the CRO to have the material approved. For example, if you want to create a new poster design or decide to hand out chocolate bars half way through campaign week.

## Campaign Materials

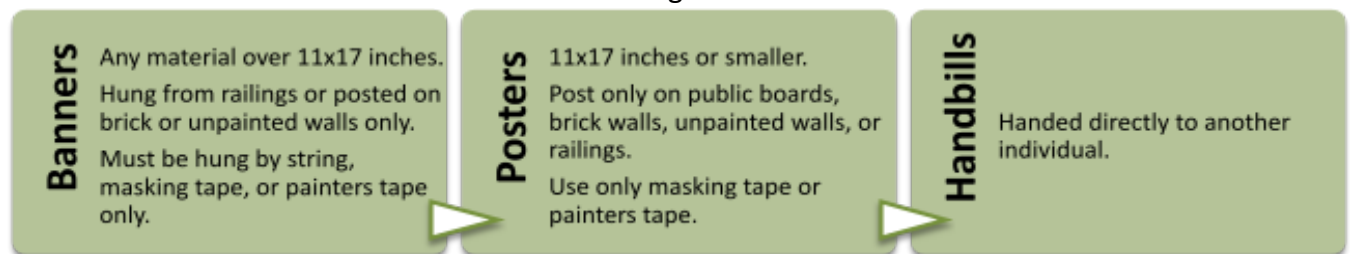
Candidates may use a variety of materials to assist in the promotion of their personality and platform. Be creative and ensure that you get approval early so you can start campaigning at the start of the designated Campaign Period. Take note of the specific guidelines below and ask The CRO if you are unsure because sanctions will be imposed as needed.

### Printed Materials:

All printed materials must include:

- First and Last Name of Candidate
- Position sought
- Voting Dates

Printed materials are classified into three main categories:



**Remember!** Participation in an SU Election does not give you permission to violate laws or university policies. The SU will not intervene with the police or university if they conduct an investigation of a Candidate.

Election staff may remove posters or banners without reason if asked to do so by UPEI Facilities Management Department or other UPEI Departments. This includes but is not limited to any items obstructing fire lanes or sprinklers, any lawn signs or cable ties on university property, any items affixed to a door, or any other safety or security concerns. Any cost of damage or cleaning, such as peeling of paint, tape residue, etc., will be charged to the Candidate.

#### Food:

For health and safety reasons, only **pre-packaged** food and drink will be permitted to be used as campaign material. Buying in bulk from a store and then using your own packaging (such as Ziploc bags) is **not** considered pre-packaged.

In addition, Candidates may not hand out any food or drink that is homemade (unless the proper approval has been received from the PEI Department of Health).

#### Examples:

- Permitted – juice boxes, pop cans, chocolate bars, suckers, vacuum sealed cookie packages, food or drink if through a licensed food provider or proper approval has been received from the PEI Department of Health etc.
- Not permitted – coffee, hot chocolate, baked goods made at home or from a larger package, etc

#### Swag (Giveaways):

Some Candidates choose to purchase branded materials, such as pens, t-shirts, pins or plastic bracelets. Stickers are permitted but are **not** permitted to be posted on surfaces around campus. However most other swag will be approved as long as it is approved through the CRO.

Please note any form of transaction that influences voter support in an unfair way is not permitted.

#### Classroom Visits:

Candidates may request to make an announcement in a classroom in advance. Written permission from the instructor of that particular class must be received prior to entering the classroom.

Sufficient notice must be given to instructors whose classes you wish to visit (at least 24 hours). Approaching an instructor as they are setting up for a lecture is **not** considered sufficient notice. Please ensure you respect the instructor's time and classrooms.

Keep a record of all permission slips and communications with instructors as The CRO may ask for them at any time. For the sake of courtesy, campaign notes on the board must be erased prior to the beginning of the next class.

### Online and Multimedia:

Facebook, Twitter, YouTube, Instagram, SnapChat, and personal websites or other social media are very popular methods of campaigning. You may include your social media account names, websites and video links into the campaign platform you submit with your nomination package. However, ensure your links, videos and posts are **not live** until the beginning of the designated Campaign Period. What counts as “live” depends on the type of page you choose to use (see the info box on the next page for details).

Social Media Spot-Checks will be done by the CRO throughout the campaign periods. We do not need to approve every single post on social media; however, unique campaign materials (photographs, promotions, videos, etc.) **must** be approved before being posted online.

- If you are using an **existing personal** Facebook, Twitter, etc.:
  - **Do:** Include the active link to an existing page for approval by the CRO.
  - **Do not:** Change your profile picture, status, cover photo, etc. before your material is approved.
- If you are creating a **campaign-specific** Facebook, Twitter, etc.
  - **Do:** Include the inactive (page not publicly available yet) link for approval **OR**
  - **Do:** Include the active link with little or no content (no likes, followers, posts, profile/cover photos, etc.) for approval.
  - **Do not:** Invite people to join groups, solicit likes / followers, make campaign-related posts, or update your profile or cover photo before your material is approved.

**Tip!** Remember to give credit where it's due if you've used photographs, music, video clips, etc.!

### Logos:

Candidates may not use or superimpose the UPEISU logo, any UPEI logos (including those of individual faculties or the Panthers), or that of any organization on any of their Campaign Materials.

Logos that appear in the existing environment and do not require special permissions for use may be permitted at the discretion of the CRO.

## Forums:

The most effective method of campaigning is to meet with voters face-to-face and make personal connections. During the Campaign Period, the SU hosts a debate to give you the opportunity to meet more of your constituents.

The debate is normally facilitated by The Cadre, who come prepared with a list of both open and closed ended questions to allow voters to get to know your personality and more about your Election promises. If time permits, questions from the audience are also taken.

Debates may not be held for every position. Often other groups on campus, such as clubs, also organize forums that are open for all Candidates to attend.

## **Campaigning and Rules of Fair Play**

All campaigning must be positive in nature, and show respect for other candidates. This means that campaign tactics, actions, or materials that attack, demean, or unfairly target other candidates will not be allowed. A fundamental component of the democratic process is the ability and willingness to tolerate opinions that you may not agree with. By focusing on positive campaigning and respecting the diversity of opinions from all candidates, you help to ensure the election is both fair and equitable for all those involved.

Candidates must also demonstrate respect for all members of the University community when campaigning. This includes respecting the opinions and actions of University staff and administration, as well as the right of all students, staff, and faculty to continue to study and work during the Election. When campaigning, please keep this respect in mind in terms of noise, use of space, and interactions with other community members. As a candidate, your respect for all active members of the Student Union, and the university at large demonstrates a commitment to the importance of their interests. This commitment will ultimately help you if you are elected to the SU Council.

***Remember!*** *Positive campaigning does not mean that you are restricted from offering constructive criticism. As a candidate you are encouraged to debate important issues and share your opinions – just remember to do so in a professional manner. Personal attacks will not be tolerated.*

## **Campaign Resources and Zones**

Candidates must document all resources used and **keep all original receipts** to submit with their expense if requested by the CRO.

Using any SU resources is strictly prohibited. This includes the use of technology, supplies, physical space and SU branded attire or materials (i.e. Executive Office, SU Offices, SU Businesses). If a Candidate holds a title/position with the SU at the time of the Election, they are not permitted to use that position for an unfair advantage. Candidates who hold a position within the SU may only use the SU office(s) for official SU business.

Non-candidates may not use their SU privileges to support candidates who they may be supporting or volunteering on their campaign teams. Candidates also may not use their current position with the SU on campaign materials or as a means to gather information that is not available to other Candidates. The only permitted use of a position or title is to refer to it during verbal campaigning (i.e. – forums and face to face) as “prior personal experience” or in one’s platform on a website or social media.

***You MAY say at a forum or in a face-to-face conversation with a student: “I have gained a lot of communication and administrative skills as an Arts Rep and would like to continue working for students as SU President.”***

All SU offices and businesses are declared Campaign Free Zones at the beginning of each Election period. These spaces include the following:

- SU Main Office
- The Fox & Crow (except for the Candidates debate)
- The Cadre
- The NEXUS Yearbook

Respect the rules set by this manual and the university facilities. Everyone’s ability to campaign depends on candidates abiding by these standards. Repeated and willful violations will result in warnings or increased levels of sanctions.

Unattended campaign materials (costumes, photo booths, etc.), if found by and at the discretion of CRO or university facilities, will be confiscated and subject to warnings or increased levels of sanctions.

***TIP!*** Stick to the following general rules when deciding where to campaign:

Where **TO** Campaign:

- Face-to-face in common areas such as Murphy Student Centre or hallways
- Online
- Poster boards
- Unpainted surfaces: Walls, railings, brick, concrete
- Classrooms (with written permission)
- Bulletin boards
- Meeting with clubs & societies or other groups on campus.

Where **NOT** to Campaign:

- SU office, satellite offices, or businesses
- Painted surfaces: walls, concrete, railings
- Bathrooms
- Glass doors in any building

- Over other candidate materials
- Trees, fences, lamp posts, lawn signs, etc.
- Residence buildings (You are permitted in the meal hall and main entrances)

\*UPEI Facilities/Operations may designate any area on any campus “Campaign Free” at any time. You may be asked to remove your materials if this occurs.\*

## **Campaign Team**

Running a campaign is hard work. Many Candidates enlist the help of classmates or friends to develop a strategy, post and hand out campaign materials, and reach out to voters. There is no limit on how many people can join your campaign team, but remember to recruit your team privately if you are doing so during any Pre-Campaign periods.

Campaign Team members are volunteers and **may not** receive any type of compensation such as a gift card or cash.

***TIP!** Review all important information in the Elections & Referendum By-Law with your Campaign Team prior to the start of the Election Period. Candidates are responsible for the actions of, and any subsequent violations made by, their Campaign Team members.*

### Campaign Volunteers:

Campaign Volunteers may assist any Candidate in a non-official capacity and may not receive any type of honoraria.

Election expenses do not cover volunteer appreciation. Candidates choosing to provide any form of appreciation to their volunteers must do so after the conclusion of the Election (after Official Results are announced) and at their own expense.

### Scrutineer:

Candidates may appoint a scrutineer in writing to the CRO prior to the polls opening. The scrutineer will be present while the voting results are collected and the votes are tabulated.

### Endorsements:

Candidates often request groups or clubs on campus to endorse their campaign in order to reach a larger number of voters. **All endorsements must be verbal or written only.**

Candidates may not receive any monetary, in-kind, or material endorsements from any third parties (individuals or groups) of any kind (including covering the cost of campaign materials, room/table rentals, or other benefits). Any written or verbal endorsement must be authorized by the Executive or leadership of the group or club.

If an SU Club or other group decides to endorse a Candidate through an online platform, the group administrator must send the message on behalf of the Candidate.

SU Elected Officials and SU staff may not utilize SU resources, including their title and any established modes of communicating to students on behalf of the SU, to endorse Candidates.

### **Expenses: Funding Your Campaign**

One way that we ensure fairness amongst Candidates is to place a maximum spending limit on campaign related expenses. Expenses include anything that is used to assist you to market yourself and your ideas during the Election Period, such as: poster printing, stationary, giveaways, costumes (rented or purchased), props, table rentals, etc.

All Candidates must keep their receipts in case the CRO requests them to submit a Campaign Expense form.

Candidates must stay within the following spending limits, based on the position they are running for:

- **Faculty Representatives: \$100.00**
- **All other elected positions: \$100.00**

### Campaign Expenses:

Please follow the following steps for campaign expenses.

1. Keep track of all your spending and hang on to ALL receipts.
2. If requested by the CRO fill out the Campaign Expense Form fully (found in the Nomination Package). Staple all receipts to the form. Submit your form and receipts in a sealed envelope, with your name on the front, to the SU office.
3. Receipts will be returned to the candidates after the approval of the election results.

### Unreceipted Expenses:

Unreceipted expenses should be kept to a minimum. These are expenses for which a receipt/invoice is not available, or for a new purchase where the receipt was lost. We recommend buying new, or from reputable suppliers as much as possible to avoid confusion and exceeding expense limits. The maximum value that will be considered for approval is \$5.00. The approval of un-receipted expenses is at the discretion of the Elections staff.

An example of an unreceipted expense would be if you used a previously purchased roll of tape from home and estimated the cost to be \$3.50. This amount would be considered a part of your expenses, and would be counted towards your budget. This would mean that your other expenses (with receipts) could not total more than the budget minus \$3.50 (either \$96.50 for Faculty, Board, and Senate Candidates, or \$246.50 for Executive Candidates)

If you have any questions about un-receipted expenses or campaign spending limits, please contact the Elections staff.



## Complaints

As per the SU Elections & Referendum By-Law, Election staff will accept complaints from any member of the university community regarding violations that may impact the validity and fairness of a Union Election. Complaints may be made using the Election Complaint Form, found in your package or at the SU office. A hard copy of the form will be accepted at the main SU office and will be dated and signed by SU staff to ensure complaints are addressed on a first-come, first-served basis. Complaints will not be accepted through email or over the phone.

All complaints must include:

1. Full Name of the Complainant
2. Full Name of the Candidate in question
3. A description of the perceived violation (including a reference to the section of the SU Election Rules that has been violated)
4. Any additional evidence (such as emails, photos, screenshots, etc. may be dropped off in person or emailed to the CROs)

Upon receipt of a complaint, the CRO shall provide an initial response to the Complainant within 24 hours. The staff will investigate further if necessary and provide a written notice to both parties involved indicating the final decision, which may include a warning or sanction.

Harassment of candidates will not be tolerated. Any perceived violations of the University Code of Conduct should be reported to the CRO and will be forwarded to UPEI Student Affairs office for their review.

***TIP!*** Making frivolous or vexatious complaints about other Candidates can also lead to sanctions for you! Stay focused on your campaign and stick to competing fairly.

For other Election-related questions or concerns, please contact the CRO by email: [cro@upeisu.ca](mailto:cro@upeisu.ca).

## Sanctions

The main job of the CRO is to uphold the principles of the SU Elections, as per the Elections & Referendum By-Law. We want to ensure that all SU Elections are:

1. Fair and equitable for all participants;
2. Administered in a manner that is independent and impartial;
3. Transparent and accountable;
4. Democratic;

5. Environmentally and financially sustainable; and
6. Grounded in professionalism and respect for all parties.

When Candidates make choices that go against the By-Laws, or ignore procedures laid out in this Elections Manual, these principles are violated. If this happens, the CRO will investigate to determine if the Candidate’s behavior was a minor or major violation. Depending on the circumstances the CRO will then provide a warning or sanction to the Candidate. All decisions are provided in writing, usually through email.

**TIP!** In addition to the infractions as per the by-laws all students are subject to UPEI Code of Conduct Policy for their conduct in Union Elections. Make sure you and your Campaign team read and understand the SU Election Policy and Manual carefully. You can find the UPEI Code of Conduct Policy by visiting:  
<http://www.upei.ca/policy/files/policy/Code%20of%20Conduct%20for%20Students.pdf>.

### Overview of violations

Type of Violation:	May include, but not limited to:	Possible Sanctions may include one or all of the following:
<b>Minor</b>	<ol style="list-style-type: none"> <li>a. Failing to adhere to the policies and procedures related to Nominations, Campaigning, campaign funding or conduct</li> <li>b. Making frivolous or vexatious Complaints</li> <li>c. Failing to comply with rules and procedures established by the CROs</li> </ol>	<ol style="list-style-type: none"> <li>a. Issuing of a warning</li> <li>b. A fine of up to \$100.00</li> <li>c. Restriction placed on campaign material/activities (such as removal of campaign posters, posts on social media, etc.)</li> </ol>
<b>Major</b>	<ol style="list-style-type: none"> <li>a. Failing or ceasing to meet Candidate eligibility requirements</li> <li>b. Failing to comply with a CRO decision</li> <li>c. Interfering with voters, ballots, voting procedures, or ballot counting</li> <li>d. Repeated and willful violation of Election rules and procedures</li> </ol>	<ol style="list-style-type: none"> <li>a. Fines up to \$100.</li> <li>b. Disqualify a Candidate</li> <li>c. Disqualify a Candidate who has incurred total fines of over \$250</li> </ol>

**Note!** Sanctions for minor violations may not necessarily be considered cumulative; however, substantial disregard for rules outlined in the SU Election & Referendum By-Laws (i.e., multiple minor violations) that compromise the integrity of the democratic process or integrity of the election may result in a major sanction. Under normal circumstances each violation will be investigated individually and sanctions issued separately.

### Voting

The SU uses an online voting system provided to us by UPEI ITSS Department. All eligible voters (Active SU Members in good standing) will be able to enter through My UPEI using their valid

username and password, through the link on UPEISU social media accounts, and through the link in the UPEISU newsletter. This method allows students the opportunity to vote securely at their convenience and from any device connected to the internet. The online ballot is available from 8:00 am on the first day of voting until 9:00 pm on the last day of voting.

Polling stations will also be set up on campus during voting days. Voting is encouraged at the computer terminals that are available at the stations. Voter fraud will **not** be tolerated.

### **Observing the Voting**

Candidates have the right to observe voting at any Polling Station. You may be asked to identify yourself by Election staff, who have the right to designate an area where you can observe the voting from. Candidates may not interfere with voters when they are voting, especially to ask who they will or have voted for. Candidates are also not permitted to provide a device for voters to use for voting purposes (e.g. a laptop, cell phone, etc.).

### **Results**

SU Election results are announced in two parts:

#### Unofficial:

Shortly after the close of voting, the CRO will announce the unofficial list of Elected Officials in a public venue. This announcement is made about one to two hours after the closing of polls, usually at The Wave. The unofficial results will be available through UPEISU online platforms shortly after the announcement.

#### Official:

The results will become official at the council meeting following the closing of the polls. The Results will be voted on for approval.

### **Recounts and Appeals**

Appeals of any decision rendered by the CRO may be made to the UPEISU Council via the Chair. See Section I, Sub-Section 12.

# SU Elected Officials Position Descriptions

## Elected Faculty Representatives

The Faculty Representative is responsible for the representation of the best interests of the students within their faculty.

### Positions:

- *Arts Faculty Representative (1)*
- *Business Faculty Representative (1)*
- *Education Faculty Representative (1)*
- *Engineering Faculty Representative (1)*
- *Graduate Student Faculty Representative (1)*
- *School of Math & Computational Sciences (SMCS) Faculty Representative (1)*
- *Veterinary Medicine Representative (1)*

### Responsibilities include:

- Attend UPEISU Council Meetings
- Sit on at least one (1) UPEISU Council committees and attend committee meetings as required.
- Representing student constituents of their faculty.
- Present reports to council as required
- Reporting to the VP Academic & External on matters of academic importance within their faculty.
- Express and support all Student Union (SU) policy and interests when representing the SU in an official capacity.

### Committees:

A member of any committee is responsible for attending meetings, reading agenda packages in advance, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with University and other committees), and where appropriate keep The Executive Committee, SU staff and other SU committees and branches current on committee work.

## Other Elected Representatives

The other elected representatives are responsible for the representation of the best interests of the students within their specific representation.

### Position:

- 2SLGBTQIA+ (1)
- First Year Representative (1)
- Residence Representative (1)
- Ombsperson (1)
- International Student Representative (1)

### Responsibilities include:

- Attend UPEISU Council Meetings
- Sit on at least one (1) UPEISU Council committees and attend committee meetings as required.
- Representing student constituents of their specific representation.
- Present reports to council as required
- Express and support all Student Union (SU) policy and interests when representing the SU in an official capacity.

### Committees

A member of any committee is responsible for attending meetings, reading agenda packages in advance, participating in the meeting to contribute a student perspective and present SU policies and positions (when dealing with University and other committees), and where appropriate keep The Executive Committee, SU staff and other SU committees and branches current on committee work.

## Senate

*(SU Senate (2) & Graduate Senate Representative)*

The Senate consists of representation of various members of the campus community. Their main objective is to govern all academic matters of UPEI. The Senate also confers honorary degrees and approves degrees. The SU receives six seats to appoint to students: one is given to the SU VP Academic & External, one to the SU President, and the other four are decided through the election of students-at-large, one of which is designated for a graduate student.

**Responsibilities include:**

- Attending Senate and assigned committee meetings.
- Acting in an ethical manner and complying with university and Student Union's bylaws and policies.
- Reporting to the Student Union on Senate initiatives and activities.
- Report any recommendations that it considers advisable to the Student Union.
- Becoming well acquainted with the university's mission, academic plan, senior personnel, procedures, programs, and services.
- Enhancing the university's and Student Union's position in the community by promoting initiatives and activities, fostering student interests, recognizing excellence, and representing public interest.

**Additional information:**

Membership in the Senate involves a time commitment of approximately one meeting per month. Regular attendance at meetings is essential. Senate members may also be asked to serve on sub-committees which also meet approximately once per month. As well, the student Senate representatives are required to submit a written or oral report to the SU Council after each meeting.

Along with the SU Senate and Graduate Senate representatives, the VP Academic & External and the President are the only other full-time student representatives. The function of these student positions is to work together to express opinions that reflect the opinion of the Student Union and students attending UPEI when attending Senate meetings.

All UPEISU Senate Reps are elected to serve a two-year term.

## Sanctions

### Infractions and Appeals By-Law

1. In the event that a candidate or a candidate's official representative or scrutineer performs an action that, while not covered in these regulations, would bring the UPEI SU election procedures into disrepute, the CRO in consultation with the Council not involved in the dispute, may impose such penalties as the following:
  - a. Restrictions placed on campaign materials/activities;
  - b. Fines ranging from twenty-five dollars (\$25) to one-hundred dollars (\$100) per infraction
2. The CRO must notify candidates of any infractions they incur and the related consequences within forty-eight (48) hours of the infraction being recognized by the CRO.
3. Any candidate who incurs more than two hundred and fifty dollars (\$250.00) in election fines shall be disqualified from the election; however the amount owed will not exceed one hundred dollars (\$100) as referenced in section X, subsection 15.
4. In the event that a candidate is disqualified within 48 (forty-eight) hours prior to the opening of polls, voting shall be suspended for a period of forty-eight (48) hours to provide for the appeal process. The Campaign period shall not be extended due to this suspension.
5. In the event that a candidate is disqualified during the voting period the counting of ballots will be suspended for forty-eight (48) hours to provide for the appeal process. Should the disqualification be upheld, ballots will be counted for all non-disqualified candidates.

Appeals of any decision rendered by the CRO may be made to the UPEISU Council via the Chair ([chair@upeisu.ca](mailto:chair@upeisu.ca)). See Section I, Sub-Section 12.

