

# Capilano Students' Union

**F A L L  
2 0 1 1  
E L E C T I O N**

## **Information & Nomination Package for Candidates**

**Please read this package  
in its entirety -  
it contains extremely  
valuable information,  
which you need to know  
if you are running for  
a position.**

**Return your nomination  
form, consent form & the  
candidate information page  
(if applicable) to the CSU  
Front Office by 1:00 pm,  
Friday September 23rd 2011**



**Capilano Students' Union**  
Canadian Federation of Students Local 5  
[www.csu.bc.ca](http://www.csu.bc.ca)

## Nominations

### Nominations Open – Tuesday September 6th - 9:00 am

Drop by the Student Union office in the Maple Building to pick up your package. You can also request a brief orientation (by appointment) about the Student Union.

### Nominations Close – Friday September 23rd - 1:00 pm

Drop off completed nomination forms and candidate information page to the Students' Union front office (Maple 116) by the closing date. **This deadline will be strictly enforced.**

## Candidacy Orientation

### Tuesday September 27th - 11:30am - Treehouse, LB

All candidates shall be required to attend a mandatory candidacy orientation, which will cover the bylaws and policies of the union regarding the administration and conduct of the elections; failure to attend is grounds for disqualification.

## Campaigns

### Campaign Period Begins – Monday September 26th - 9:00 am

All campaign material can be posted, on designated poster boards, around campus at this time. Read the section regarding campaign materials for more information.

### All Candidates Forum – Thursday September 29th - 11:30 am to 1:00 pm

Location: Capilano Students' Union lounge - Maple Building.

**All candidates are encouraged to come to the forum prepared to speak to students about their goals and visions for their work at the CSU. Failure to attend is grounds for disqualification. Candidates may be asked questions by audience members.**

## Polling

Monday October 3	10:00 am - 6:00 pm
Tuesday October 4	10:00 am - 6:00 pm
Wednesday October 5	10:00 am - 6:00 pm
Thursday October 6	10:00 am - 6:00 pm
Friday October 7	10:00 am - 2:30 pm

## Election Results

### Unofficial

Ballot counting will take place as soon as practical after the polls have closed.

Candidates will be notified of the exact count location and time at least 24hrs in advance of the ballot count. Notice of unofficial results will be posted in the student union lounge once the results have been tabulated.

### Official

72 hours following the electoral committee's announcement of the unofficial results.

## What is the Capilano Students' Union?

All students at Capilano University are members of the Capilano Students' Union, which comprises over 7,000 students.

The CSU is a democratic autonomous organization dedicated to advancing students' interest by working to achieve a system of post-secondary education that is accessible to all. The CSU is a member of the Canadian Federation of Students, an alliance of 500,000 students represented by Student Unions across Canada. Through these two bodies, students from Capilano promote and organize issues of common interest of the Union's membership. Active members of the Union work to represent students wherever decision making affects the quality of life for students at Cap.

**The Constitution and Bylaws of the Capilano Students' Union are the documents which set out the primary nature and characteristics of our students' union. The provisions of the bylaws contain the important rules of the union and therefore have a direct bearing on the rights of the members within the students' union.**

**As a member it is important to become familiar with these documents in order to look forward to full participation.**

## Executive Committee Meetings

The Executive Committee is required to meet at least twice each month, but typically meets weekly. The meeting schedule is subject to change, and efforts are made to find a meeting time that accommodates the schedules of all of the Executive Committee members. If elected, your attendance at these meetings is mandatory as part of your duties as an Executive Committee member. However,

in accordance with CSU policy, your absence may be excused for certain extenuating circumstances, such as academic obligations. For more information, please contact the Electoral Committee at [elections@csu.bc.ca](mailto:elections@csu.bc.ca)

## General Meetings

General meetings of the Capilano Students' Union offer members the chance to direct their elected officials and determine the future activities of the CSU. This is the forum where major policy decisions are made on issues ranging from the budget to constitutional changes. Every member of the CSU has a voice and a vote on all the items raised.

The CSU holds at least two general meetings a year - The Annual General Meeting (AGM) in the fall semester and the Semi-Annual General Meeting (SAGM) in the spring. Check notices around campus for the dates and times of these meetings.

## CSU Constitution

**The Purposes of the Union are:**

- a) to organize students on a democratic, cooperative basis for advancing students' interests, and advancing the interests of the students' community;
- b) to provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas;
- c) to bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
- d) to facilitate cooperation among students in organizing services which supplement the learning experience, provide for hu-

man needs, and which develop a sense of community with our peers and with other members of society;

e) to articulate the desire of students to fulfil the duties and be accorded the rights of citizens in British Columbia, in Canada, and in the international community;

f) to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is nationally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognized and appreciated.

While the mandate of the Student Union is enshrined in the constitution, the work of the Student Union is determined by the elected members of the Executive Committee. The Executives committee in turn take direction from the subcommittees of the Student Union. All interested at-large students can get involved on any committee of the Student Union. The positions on the Executive, in alphabetical order, are as follows (please see the Constitution and By-laws and relevant policies for a complete description of the respective job duties):

## Executive Positions

Educational Issues Coordinator

Environmental Issues Coordinator

First Nations Students' liaison

Queer Students' Liaison

International Students' Liaison

Social Activities Coordinator

Social Justice Coordinator

Students with Disabilities Liaison

Students of Colour Liaison

Women's Liaison

Two (2) Student Representative on the Capilano University Board of Governors

Four (4) Student Representatives on the Capilano University Senate

## Portfolio Positions

Executive Committee Meeting Chair

Representative on the Canadian Federation of Students' Provincial Executive Committee

Staff Relations Officer

University Relations Coordinator

Capilano Students' Union representative on the Capilano University Board

Capilano Students' Union representative on the Capilano University Senate

Financial Coordinator

Policy Coordinator

General Operations Coordinator

Services & Programs Coordinator

Privacy Officer

## Remuneration / Stipend

As a member of the CSU Board of Directors (also referred to as the executive committee) you are eligible for a stipend - a recognition of your contribution to the membership of the Students' Union.

Refer to *Bylaw VI-5 Executive Committee Remuneration* for more information.

## Fall 2011 Electoral Committee Members

David Clarkson – CSU executive member

Kelsey Didlick – CSU executive member

Jared Nash – CSU member at large

Giselle Aiabens – CSU staff representative

*You can reach all committee members by e-mailing:*

*[elections@csu.bc.ca](mailto:elections@csu.bc.ca)*

## Elections

Students who make up the CSU Executive Committee are elected by the general membership. Elections for vacant positions are held whenever positions are vacant, and within five weeks of the beginning of the fall and spring semesters. The Elections are administered by the Electoral Committee.

## CSU Electoral Committee

This committee consist of three members of the union, at least one of whom is a member of the executive and at least one whom is a member at large. The committee includes one nonvoting member appointed from the staff of the union. The Electoral Committee is responsible for the operations of the elections, and ensuring that all elections occur in the manner prescribed by the Bylaw and the policy of the Union. The Electoral Committee has the authority to develop interim policy when necessary.

## Eligibility

Nominees for any position on the executive committee must be members of the Student Union.

In order to seek election, members must be nominated by five other members of the Student Union (see nomination form).

Nominees shall not seek election to more than one 'at-large' position on the executive committee at any one time. Nomi-

nees to the positions of Women's Liaison, Students' with Disabilities Liaison, Queer Students' Liaison, First Nations Students' Liaison, International Students' Liaison and Students of Colour Liaison must be members of the constituent groups they seek to represent.

## Election Policy

Ensure that you have read the election policy of the Student Union. This document sets out the following: the electoral committee, schedule of elections, notice of elections, appointment of polling staff, eligibility, conduct of nominees, campaign materials, consequences of misconduct, voting by secret ballot, requirements for receiving a ballot, election complaints and documents, when and where counting is to be done, who may be present at counting, counting of ballots, rules for accepting votes and rejecting ballots, election results, recounts and repeals.

## Campaign Materials

Please see the bylaws and policies for information about campaigns. The CSU has Macintosh computers available for candidate's use. If you prefer to use PCs please refer to the university's web site for up to date information about computer labs and scanners.

It is recommended that you direct any questions to the Electoral Committee  
e-mail [elections@csu.bc.ca](mailto:elections@csu.bc.ca)

## Committee Terms of Reference

### 1. Educational Issues Committee

a. Composition: Educational Issues Coordinator or Executive Committee Designate, members of the Union, staff of the Union.

b. Purpose:

- Work on issues related to the federal, provincial and municipal government decision making which affect the quality of education.
- Co-ordinate and organize provincial and national campaigns which promote a quality, accessible and nationally planned education system.
- Coordinate an educational issues forum on campus annually.
- Provide representation to the university in any committees related to Educational Issues.
- Present goals and strategies for the work of the committee within the first (4) weeks of each academic term to the board of directors.
- Encourage participation of members in all aspects of the Union's operations.

c. The Educational Issues Committee shall hold a designated monthly meeting organized in collaboration with all senate and board of governor reps with the aims of discussing University Senate and Board of Governors meetings and issues of importance arising from the University Senate and Board of Governors agendas, develop strategy, and determine if any vacancies exist on any subcommittees of the respective bodies.

### 2. Environmental Issues Committee

a. Composition: Environmental Issues Coordinator or Executive Committee Designate, members of the Union, staff of the Union.

b. Purpose:

- Work on issues related to environmental awareness.
- Coordinate campaigns and events which promote environmental health and integrate environmentally responsible practices of the Union.
- Coordinate an Environmental Awareness programme on campus annually.
- Provide representation to the university in any committees related to Environmental Issues.
- Present goals and strategies for the work of the committee at within the first (4) weeks of each academic term to the board of directors.
- Encourage participation of members in all aspects of the Union's operations.

### 3. First Nations Committee

a. Composition: First Nations Liaison, self-identifying First Nations members of the Union, staff of the Union.

b. Purpose

- Work on issues concerning First Nations members.
- Coordinate campaigns and events, which promote the equality and the elimination of oppression of First Nations people.
- Coordinate a First Nations awareness programme on campus annually, which may include an open house of the First Nations

Students' Centre.

- Provide representation to the university in any committees related to First Nations Issues.
- Present goals and strategies for the work of the committee within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of First Nations members in all aspects of the Union's operations.

#### **4. Queer Students Committee**

a. Composition: Queer Students Liaison, self-identifying Queer student members of the Union, staff of the Union.

b. Purpose:

- Work on issues concerning Queer Student members.
- Coordinate campaigns and events that promote the equality and the elimination of oppression of Queer people.
- Coordinate a Queer awareness programme on campus annually, which may include an open house of the Queer Centre.
- Provide representation to the university in any committees related to Queer Issues.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of Queer members in all aspects of the Union's operations.

#### **5. International Students Committee**

a. Composition: International Students Liaison or Executive Committee Designate, self-identifying international student members of the Union, staff of the Union.

b. Purpose:

- Work on issues concerning International Student members.
- Coordinate campaigns and events, which promote the equality and the elimination of

oppression of International students.

- Coordinate International awareness programme on campus annually.
- Provide representation to the university in any committees related to international student issues.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of International members in all aspects of the Union's operations.

#### **6. Social Activities Committee**

a. Composition: Social Activities Coordinator or Executive Committee Designate, members of the Union, staff of the Union.

b. Purpose:

- Coordinate and organize social events of the Union.
- Support for the social events of the standing committees of the Union.
- Coordinate and organize the welcome back to school events.
- Provide representation to the university in any committees related to Social Activities.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of members in all aspects of the Union's operations.

#### **7. Social Justice Committee**

a. Composition: Social Justice Coordinator or Executive Committee Designate, members of the Union, staff of the Union.

b. Purpose:

- Work on relevant social justice issues.
- Coordinate campaigns and event, which promote a society based on justice, peace and respect for all people.

- Work with off-campus coalition partners and allies on social issues.
- Provide representation to the university in any committees related to social justice issues.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of members in all aspects of the Union's operations.

## 8. Students with Disabilities Committee

a. Composition: Students with Disabilities, self-identifying student members with disabilities of the Union, staff of the Union.

b. Purpose:

- Work on issues concerning student members with Disabilities.
- Coordinate campaigns and events, which promote the equality and the elimination of oppression of people with disabilities.
- Coordinate a Disability awareness program on campus annually.
- Provide representation to the university in any committees related to Disability Issues.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of members with Disabilities in all aspects of the Union's operations.

## 9. Women's Issues Committee

a. Composition: Women's Issues Liaison, self-identifying women members of the Union, staff of the Union.

b. Purpose:

- Work on issues concerning women student members.
- Coordinate campaigns and events that promote the equality and the elimination of op-

pression of women.

- Coordinate a women's equality awareness programme on campus annually, which may also include a open house of the women's centre.
- Provide representation to the university in any committees related to women's Issues.
- Present goals and strategies for the work of the committee at within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of women members in all aspects of the Union's operations.

## 10. Students of Colour Committee

a. Composition: Students of Colour Liaison, visible minority student members of the Union, staff of the Union.

b. Purpose

- Work on issues concerning visible minority student members.
- Coordinate campaigns and events that promote the equality and the elimination of oppression of People of Colour.
- Coordinate a People of Colour equality awareness programme on campus annually, which may include an event to commemorate the International Day for the Elimination of Racism.
- Provide representation to the university on any committees related to People of Colour issues.
- Present goals and strategies for the work of the committee within the first four (4) weeks of each academic term to the board of directors.
- Encourage participation of visible minority members in all aspects of the Union's operations.

**(please note: bolded text refers to bylaws, unbolded text refers to executive committee policy)**

## **1. Electoral Committee**

### *BYLAW VII /1. Electoral Committee*

*The executive committee shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill executive committee positions. For the purposes of conducting an election, the electoral committee is to be considered as independent authority in relation to the executive committee.*

*a) The electoral committee shall be comprised of:*

*i) three (3) members of the Union, at least one of whom is a member of the executive committee; and at least one member who is not an executive committee member, and*

*ii) A staff member of the Union shall resource the committee.*

*iii) no member of the electoral committee may be a candidate in the election.*

*b) The electoral committee shall ensure that all elections occur in the manner prescribed by this Bylaw and the policy of the Union and has the power to enforce, as much as reasonably possible, the Bylaws and policies in order to maintain the integrity of the election.*

*c) The electoral committee may disqualify a candidate, or rule an election invalid for any violation of these Bylaws.*

*d) The electoral committee must abide by the Bylaws and policies as written, but when the timeliness of the election are threatened, the electoral committee may, as required, develop interim policy where to address specific issues during an election.*

*i) The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.*

*e) The electoral committee shall submit a report on the conduct and results of all elections to the executive committee for ratification.*

1. The member-at-large on the electoral committee shall be eligible for a \$100 honourarium, provided that the following duties have been satisfactorily completed:

a. Attending one meeting a week up to and including the elections;

b. Attending any specially called meetings at any time before, during, or after the elections;

c. Staff the polling station for a minimum of six (6) hours;

d. Participate in a minimum of one (1) meeting to review the election process; and,

e. Any other duties as prescribed by the electoral committee.

2. The electoral committee shall appoint someone responsible for the taking of minutes at all electoral committee meetings.

3. The electoral committee shall make all reasonable efforts to make all candidates aware of the Bylaws and Policies of the Union regarding the administration and conduct of the election.

- a. To facilitate the above intent, all candidates shall be required to attend a mandatory candidacy orientation as soon as practical following the nomination period. Failure to attend is grounds for disqualification.
  - b. Successful candidates shall also be required to attend a mandatory directors' orientation as soon as practical following the election period. Failure to attend provides grounds for removal from office.
4. The electoral committee shall maintain a designated electoral committee mailbox for all election interactions.
5. All formal communication between the electoral committee and candidates or other parties must be in writing; any communications to the electoral committee must be submitted through the electoral committee mailbox.

## **2. Schedule of Elections**

### ***BYLAW VII /2. Schedule of Elections***

- a) Elections for expiring or vacant positions on the executive committee shall be held;***
- i) during the first five (5) work weeks of each Fall and Spring semester; and***
  - ii) at such other times as deemed necessary.***
- b) The schedule of elections for the executive committee shall be set by:***
- i) the executive committee; or***
  - ii) the electoral committee in the event that the number of members of the executive committee falls below three.***
- c) The schedule of elections shall include:***
- i) a minimum one (1) work week period for the submission of nomination forms to the electoral committee;***
  - ii) a minimum one (1) work week period between the close of nominations and the commencement of polling;***
  - iii) one all candidates forum, held during the campaign period on the North Vancouver Campus of Capilano University, not less than two (2) weekdays prior to the commencement of polling; and***
  - iv) not less than twenty-one (21) hours of polling over a period of not less than three (3) weekdays.***

## **3. Notice of Elections**

### ***BYLAW VII /3. Notice of Elections***

***Sufficient notice shall be deemed to have been given by:***

- a) the posting, on or about the North Vancouver Campus of Capilano University, not less than three (3) days prior to the opening of the nomination period, or not less than fifty (50) notices, not less than 8"x10" in size and three (3) notices, not less than 11"x17" in size, stating;***

- i) the positions vacant or expiring;*
- ii) the opening and closing date and time of the period for the submission of nominations;*
- iii) the location at which nomination forms may be obtained;*
- iv) the location to which completed nomination forms are to be submitted;*
- v) the period of time allotted to candidates for campaigning; and*
- vi) the days on which polling will take place.*

*b) the posting, on or about the North Vancouver Campus of Capilano University, not more than three (3) days after the closing of the nomination period, of not less than fifty (50) notices, not less than 8"x10" in size, and three notices, not less than 11"x17" in size, stating:*

- i) the candidates for vacant positions on the executive committee;*
- ii) the date, time and location of polling stations ; and*
- iii) the date, time and location of the all candidates' forum*

## **4. Eligibility**

1 The electoral committee shall determine the eligibility of all nominees.

- a. Nominees for any position on the executive committee must be members of the Union.
- b. Nominees for the position of Disabilities Liaison, First Nations Students', Women's, or Queer Liaison must be a self-identified member of the respective constituency
- c. Nominees for the position of International Students' Liaison must be a current or former international student.

2 In order to seek election to the executive committee, members must be nominated by not less than five (5) other members of the Union.

3 Members of the Union shall not hold or seek election to more than one (1) 'at-large' position on the executive committee at any one time.

## **5. Conduct of Candidates**

### ***BYLAW VII /4. Conduct of Candidates***

***a) Candidates shall abide by all bylaws and policies as well as regulations established by the electoral committee.***

1. Candidates shall be required to attend the all candidates forum. Failure to attend is grounds for disqualification.

- a. Candidates may be granted an exception on receipt of proof for academic or employment obligations, or health issues.

2. Candidates shall not have an unfair advantage over other candidates:

- a. candidates running for re-election shall not be shown any special treatment by the electoral committee,
- b. candidates shall not use the equipment at the Union to their unfair advantage

3. Candidates shall not run in slates, real or apparent. A slate shall mean a group of 2 or more candidates who run for elected office on a similar platform for mutual advantage.
  - a. For further clarity, but without limiting the generality of the above, the following slate-like activities shall be prohibited:
    - i. appearing on another candidate's campaign materials, including but not limited to posters, banners, flyers, handouts, and websites;
    - ii. producing posters or other campaign materials that resemble those of another candidate in colour, branding, design, or appearance;
    - iii. using the same slogan or slogans as one or more other candidates.
  - b. at its discretion, the Electoral Committee may prohibit other activities it decides are slate-like
  - c. candidates are expected to campaign independently, but if joint campaign activities including but not limited to classroom announcements, leafleting, and other campaign activities do occur, they must be reported to the Electoral Committee. At its discretion, the Electoral Committee may approve such activities or order them to cease.

## **6. Campaigns**

1. Candidates may use the Union computers, photocopiers, and scanners for the creation of their campaign materials. If a candidate wishes to use other equipment, the campaign materials must be in accordance with the Bylaws and policies of the Union.
  - a. A schedule will be posted in the Union office for candidates to book computer and scanner time; use of this schedule for Union equipment is mandatory.
2. All original election material must be presented to the electoral committee, by the candidate, for authorization. Any election materials failing to be so approved will be removed and disciplinary action may be administered.
  - a. The following is the minimum language required for campaign materials:
    - i. Candidate's name and position running for;
    - ii. that it is a CSU election; and
    - iii. the polling dates and locations.
  - b. All campaign materials will be free of hateful, phobic or demeaning language and graphics.
3. Candidates may create no more than 150 photocopied campaign materials to distribute on campus, including posters and leaflets; there is a limit of a maximum of 15 posters of 11"x17".
  - a. The Union will provide the paper for candidates' use. Each candidate will be assigned a specific poster paper colour, other than white or black. All campaign materials must be in this colour and photocopied in black and white.
4. All election material must be posted in appropriate areas, these are limited to the Union bulletin boards;
  - a. materials may be posted until 11:59pm on the last day of polling
  - b. no candidate materials may be posted within 10 meters of the polling station
5. Candidates may include a copy of their poster and return the candidate campaign sheet to the electoral committee prior to the first day of polling. This information will be posted near the polling booth for the voter's information.
6. The order of the candidate's appearance at the all candidates forum will be determined by

random draw.

## **7. Consequences of Misconduct**

1. Violation of the Bylaws and/or policies by a candidate shall result in a warning or disqualification from the current elections.

a. Due to the severity of violating Bylaws, any infractions thereof shall result in immediate disqualification; and,

b. Any infraction of policy, unless otherwise specified, shall result in a warning. If the offence continues or a second infraction committed disqualification shall result.

2. If the electoral committee, after discussion, decides to issue a warning or disqualify a candidate, the chairperson shall notify the affected candidate within twenty-four (24) hours of the decision being made.

3. In cases of disqualification: the results, with the permission of the candidate, shall also be communicated to the executive committee, all candidates, and a notice prominently displayed at the polling station. Such notices shall include the following information:

a. Candidate's Name

b. Date, Time, Location, and Bylaw or Policy infraction committed.

c. A short description of the infraction

d. A short explanation of electoral procedures in relation to this issue

e. Contact information of the electoral committee (in case of appeal hearing)

4. If the candidate declines to provide permission only sections 3.a and e shall be made public, however, the full details – as listed above, shall be provided to Members of the Union upon request.

## **8. Disciplinary Appeals**

1. Candidates disciplined for misconduct shall have the right to appeal such decision. In order to do so, the candidate must submit the request within seventy-two (72) hours from the notice of the warning or disqualification.

2. Upon receiving a request for appeal, the electoral committee will convene a special public meeting at the earliest convenience of both the committee members and the candidate. Once scheduled, notice shall be served to the executive committee, all candidates, and a notice prominently displayed at the polling station – if voting continues,

3. The meeting shall be conducted with all attention to providing a fair and just forum. As such, the meeting shall follow the schedule as outlined below:

a. Presentation of the facts by chairperson

b. Candidate's Opening Remarks

c. Statements of Witnesses

d. Question Period conducted by the Chair

e. Other Remarks

f. Committee's Closing Remarks

- g. Candidate's Closing Remarks
- h. Deliberations (Committee only, in-camera)

4. The decision of the electoral committee in appeal shall be binding. Candidates, however, have the opportunity to raise any decision of the electoral committee at a General Meeting of the Union.

5. If it transpires that a candidate wins the appeal and the committee overturns the disqualification, the candidate shall receive an apology from the committee and elections shall be re-held for the single position. The electoral committee shall dispense with the call for nominations and campaigning, and shorten the call for elections in the interest of timeliness; such that the schedule of elections shall be as follows:

- a. Seventy-two (72) hours notice of elections; and,
- b. not less than twenty-one (21) hours of polling over a period of three (3) weekdays.

6. If any member of the electoral committee stands as a witness to the offence or exists in any other conflict of interest, said member shall be replaced for the duration of the appeal process by the chairperson of the Union or designate.

## **9. Appointment of Polling Staff**

1. The electoral committee shall be responsible for appointing polling staff as required for the proper administration and conduct of the election.

2. The electoral committee member-at-large shall be required to help out at the polling station a minimum of six (6) hours, in addition to other required electoral committee duties and responsibilities.

3. Before assuming duties, the electoral committee shall inform the polling staff of electoral procedures, policies, and bylaws.

4. Polling staff shall not be nor become a candidate while holding their position.

5. Polling staff will preserve the secrecy of the ballot in accordance with these policies.

## **10. Voting by Secret Ballot**

### ***BYLAW VII /9. Voting by Secret Ballot***

***a) If only one (1) nomination is received for a particular office, members shall be asked on the ballot to approve or disapprove of the candidate. The candidate must receive the approval of the majority of the ballots cast to be declared duly elected.***

***b) Where positions are contested, the candidate receiving a majority of votes cast shall be declared elected.***

***c) In order to exercise a vote members must be present at the time the vote is put. Votes by proxy shall not be allowed.***

1. Voting during an election must be by secret ballot. Proxy voting is not allowed.
2. The electoral committee shall decide the form of the ballot, provided that the candidates for each office be listed in alphabetical order by surname.
3. An elector must meet the following requirements in order to obtain a ballot:
  - a. The person must be present at the polling station;
  - b. the person must present a valid Capilano University student card or government-issued picture identification upon which is written the full name and address;
  - c. the information on the person's identification must match the information listed in the voters list; and,
  - d. the person must not have already voted in the same election.
4. Each person present at a place at which an elector exercises the right to vote, including persons present at the counting of the vote, must preserve the secrecy of the ballot and, under no circumstance shall someone:
  - a. interfere with a person who is marking a ballot;
  - b. attempt to discover how another person has voted;
  - c. communicate information regarding how another person voted or marked a ballot; or,
  - d. induce a person, directly or indirectly, to show a ballot in a way that reveals how the person voted.
5. The electoral committee or polling staff, must ensure that the polling station has at least one voting booth that is arranged in such a manner that electors may mark their ballots screened from observation by others and without interference.
6. When an elector is in a voting booth to mark a ballot, no other person may observe or be in a position to observe the ballot being marked, unless – as an exception – a person is permitted to assist an elector who is otherwise unable to mark a ballot because of physical disability or difficulties with reading or writing.
7. As an exception to the above subsection, an electoral committee or polling staff member may permit a person to assist an elector who is otherwise unable to mark a ballot because of physical disability or difficulties with reading or writing.
8. The electoral committee shall be responsible for determining a generally inaccessible location at the end of each voting day ensuring the security of the ballots, ballot boxes, voters list and other election materials and equipment required for election proceedings for the duration of the voting period.

## **11. When and Where Counting is to be Done**

### ***BYLAW VII /5. When and Where Counting is to be Done***

- a) The counting of the votes on ballots for an election must not take place until the close of general voting for the election, but must take place as soon as possible after this time.***
- b) The electoral committee must notify the candidates in an election, at least twenty-four (24) hours in advance of the commencement of the counting, of the place and time the counting of votes is to be conducted.***

## **12. Who May be Present at Counting**

### *BYLAW VII /6. Who May be present at Counting*

- a) The electoral committee and a staff resource must be present while counting proceedings are being conducted.*
- b) Candidates in an election are not entitled to be present when counting proceedings for the election are being conducted.*
- c) Where the votes on ballots for an election are being counted, one (1) scrutineer for each candidate in the election is entitled to be present.*
- d) No persons other than those referred to in subsections (a) and (c), and election officials taking part in the counting may be present when counting proceedings are being conducted, unless permitted by the electoral committee.*

1. A candidate's scrutineer must be a member of the Union.
2. If a candidate intends to have a scrutineer present when ballots are being counted, the candidate must submit the scrutineer's name to the electoral committee a minimum of 48 hours before the conclusion of the polling period.

## **13. Counting of Ballots**

1. As each ballot for an election is considered, it must be placed in such a manner that the persons present at the counting are able to see how the ballot is marked.
2. A ballot must be rejected in total if it appears that the ballot physically differs from the ballots provided by the electoral committee.
3. Counting must proceed as continuously as is practical and the votes must be recorded.

## **14. Rules for Accepting Votes and Rejecting Ballots**

The following are marks that are to be accepted and counted as valid votes for an election:

- a) a cross, a tick or any other obviously deliberate and intentional mark in the space provided beside the name of the candidate or candidates.
- b) A cross, a tick or any other obviously deliberate and intentional mark that is out of or partly out of the space provided, as long as the mark is placed in such a manner as to indicate clearly the intent of the elector to vote for a particular candidate.

## **15. Election Results**

### *BYLAW VII /7. Election Results*

*The electoral committee may make public preliminary results of an election as soon as all*

*votes on ballots have been counted.*

*a) Unless contested, the election results shall be made official upon ratification at the next meeting of the Executive Committee.*

## **16. Recounts and Appeals**

### ***BYLAW VII /8. Recounts and Count Result Appeals***

*a) A candidate may request a recount of votes cast, provided such request is made in writing to the electoral committee within seventy-two (72) hours following the committee's announcement of election results.*

*b) There shall be an automatic recount of votes cast if the vote spread between candidates is less than five.*

## **17. Election Complaints & Documentation**

1. All formal election complaints shall be submitted in writing to the electoral committee, through the electoral committee mailbox.

2. The electoral committee shall be responsible for dealing with all formal election complaints.

3. The electoral committee is responsible for,

a. formally recognizing and considering any formal election complaint submitted in writing during, or between elections;

b. determining the validity of the complaint;

c. responding to and taking action, if necessary, upon the complaint; and,

d. documenting and maintaining a file of all formal election complaints and the corresponding formal responses and actions taken.

4. A nominee or candidate may appeal any decision of the electoral committee to a general meeting of the Union.

# **BYLAW VI - BOARD OF DIRECTORS OF THE UNION**

## **1. The Executive Committee**

The board of directors of the Union shall be known as the executive committee.

## **2. Term of Office of Members of the Executive Committee**

- a) The At-Large Members of the Executive Committee
  - i) shall take office upon ratification of the report of the electoral committee at the first executive committee meeting following their election, as per Bylaw VI
  - ii) may remain in office until the conclusion of the first executive committee meeting following the regularly scheduled election held closest to the one (1) year after their election.
  - iii) must be members of the Union during their term of office

- b) The Student Representatives on the Capilano University Board of Governors
  - i) shall take office upon ratification to the Capilano University Board
  - ii) must be members of the Union during their term of office.

- c) The student representatives on the Capilano University Senate
  - i) shall take office upon ratification to the Capilano University Senate
  - ii) must be members of the Union during their term of office.

## **3. Composition of the Executive Committee**

The Executive Committee shall be comprised of:

- a) the following at-large positions:
  - i) Educational Issues Coordinator;
  - ii) Environmental Issues Coordinator
  - iii) First Nations Students' Liaison

- iv) International Students' Liaison
- v) Queer Students' Liaison
- vi) Social Activities Coordinator
- vii) Social Justice Coordinator
- viii) Students of Colour Liaison
- ix) Students' with Disabilities Liaison
- x) Women's Liaison

- b) the (2) Student Representatives on the Capilano University Board of Governors; and
- c) the (4) Student Representatives on the Capilano University Senate

## **4. Meetings of the Executive Committee**

- a) The executive committee shall meet at least twice per month.
- b) The agenda for each executive committee meeting will be posted in the Student Union Office no later than twenty-four (24) hours prior to the executive committee meeting.
- c) The quorum required for the transaction of business at an executive committee meeting shall be fifty-one percent (51%) of currently elected members, but never less than three members.
- d) Subject to any special resolutions of the Union the most recent edition of Roberts' Rules of Order shall govern the conduct of all meetings of the executive committee.
- e) Meetings of the executive committee shall be open to all members of the Union, provided that the executive committee be permitted to move "in-camera" in extraordinary circumstances.
- f) Meetings of the executive committee shall be scheduled by;
  - i) resolution of the executive committee; or
  - ii) the Chairperson upon request of three or more members of the executive committee.
- g) In order to exercise a vote members of the

executive must be present at the time the vote is put. Votes by proxy shall not be allowed.

h) The minutes of executive committee meetings shall be posted in the Student Union Office.

### **5. Executive Committee Remuneration**

The remuneration to be paid to the members of the executive committee shall be such amounts as the membership may determine by special resolution.

i) Executive members shall be remunerated up to a monthly maximum of \$1000.00, subject to compliance with the following:

- a) completion of a monthly work report; and
- b) carry out responsibilities and duties as defined in the Union bylaws, policies and procedures.

### **6. Leave-of-absence for Executive Committee Members**

Subject to the will of the executive committee, individual members of the executive committee may be granted leave-of-absence from the executive committee for a period of up to one semester during their term on the executive committee.

## **BYLAW VIII - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

1. The executive committee shall be familiar, and comply with the provisions of the Society Act of British Columbia.

2. The executive committee shall receive, budget, administer, and have audited, all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of the Union.

3. The executive committee shall prepare and present an annual budget to the membership of the Society for ratification at a general meeting of the Union.

4. The executive committee shall be the recognized medium of communication between the Union and:

- a) The Board of Governors and administration of Capilano University;
- b) Other constituent groups within the University;
- c) The general public; and
- d) Other students' unions with which the Union is associated.

5. The executive committee shall be responsible for the hiring and direction of all staff of the Union.

6. The executive committee shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill executive committee positions.

7. The executive committee shall present to the Annual General Meeting of the Union a report detailing the activities undertaken by the Union during the previous year.

8. The executive committee shall present to the Semi Annual General Meeting of the Union a written progress report of activities within the Union to date.

9. The executive committee shall maintain an up-to-date policy manual for the Union.

10. Members of the executive committee shall not vote on matters where a personal conflict of interest exists.

11. The executive committee may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Union.

12. The executive committee shall select from amongst its members a person to act as spokesperson for the Union.

13. The executive committee shall ensure that all appropriate documents are filed with the Registrar of Companies as outlined in the Societies Act of British Columbia.

14. The executive committee shall assign the following portfolio positions to members of the executive committee:

- a) Executive Committee Meeting Chair;
- b) Representative on the Federation's Provincial Executive Committee;
- c) Staff Relations Officer
- d) University Relations Coordinator
- e) Capilano Students' Union representative on the University Board of Governors; and
- f) Capilano Students' Union representative on the Capilano University Senate

# Fall 2011 Election Nomination Form

Capilano Students' Union – Canadian Federation of Students Local 05



## Nominee's Declaration

I, the undersigned, hereby agree to abide by the election regulations as outlined in the Capilano Students' Union Bylaws, Policies, and Nomination Package. I am eligible as a candidate for the position I seek and I am prepared to accept the duties and responsibilities of the position. I understand that all election-related materials are my responsibility and that all publicity materials used in my campaign must be approved and signed by the Electoral Committee. I have received a list of all deadlines associated with the campaign period.

Name of Candidate: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Position solicited: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Date and time: \_\_\_\_\_

**This nomination form, along with your optional candidate information page (if submitting), must be submitted to the Capilano Students' Union office (Maple 116), by 1:00 pm Friday September 23rd, 2011.**

You can contact the electoral committee at [elections@csu.bc.ca](mailto:elections@csu.bc.ca)

# Fall 2011 Election Nomination Form

Capilano Students' Union – Canadian Federation of Student's Local 05

We, the undersigned, nominate and support \_\_\_\_\_  
(name of candidate)

as candidate for the position of \_\_\_\_\_  
(position solicited)

<i>Please Print Clearly - Do Not Leave Any Fields Blank</i>			
	<b>Name</b> <small>(as it appears on registrar's list)</small>	<b>Student Number</b>	<b>Signature</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			

**Candidates must receive at least five nominations from CSU members (current students) to run for election.** Ten spaces are provided as a back-up measure in case any of the collected nominations are either invalid or missing information.

## Candidate Information Page

**- This Candidate Information Page is optional and should be returned with your nomination sheet, if you choose to submit one.**

If you would like to submit this info please provide it, typewritten, and printed on 8.5 X 11 paper. This page will be displayed at the polls and on the website to inform voters about you and why you're seeking a position on the CSU Executive Committee.

- Please include:
- \* **Name**
  - \* **Position Sought**

- Examples of information you can include:
- \* **Explain why you are running for this position on the Capilano Students' Union Executive Committee.**
  - \* **Describe what your goals, while in your elected position, are.**
  - \* **Describe a key issue facing students and what work you would do to address this issue.**

Please feel free to be creative with this information using different fonts etc.

# PERSONAL INFORMATION RELEASE FORM

The Electoral Committee requires your consent in order to publish your contact information. Please read carefully the following declaration, and indicate which forms of contact information you consent to being made public during the election:

*I hereby authorise the Capilano Students' Union to publish the following contact information on its website for the duration of the Fall 2011 CSU Executive Committee Elections:*

**Name of Candidate:**

**E-mail Address:**

X

\_\_\_\_\_  
Signature of Candidate

**Date:**

*Additionally, I authorise the Capilano Students' Union to provide the Capilano Courier with the following phone number for the purposes of contacting me during the Fall 2011 Executive Committee Election:*

Phone Number:

X

\_\_\_\_\_  
Signature of Candidate

**Date:**

## FOR INTERNAL USE ONLY

X

\_\_\_\_\_  
Authorised Electoral Committee Member

**Date:**