



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

# **Executive Committee Winter 2023 Election Nomination Package**

Positions available:

President

Vice President Academic

Vice President External

Vice President Operations & Finance

Vice President Student Life



## February 2023

Mon	Tue	Wed	Thu	Fri
30 Nominations open.	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20 Family Day- University Closed	21 Reading Week	22 Reading Week	23 Reading Week	24 Reading Week
27 Nominations close at 4:00 p.m.  All candidates meeting at 5:00 p.m.	28			

## March 2023

Mon	Tue	Wed	Thu	Fri
		1	2 Candidate photo & video due by noon.	3
6 Approved campaign material can be distributed beginning at 6:00 a.m.  Campaigning begins	7 Campaigning	8 Campaigning  Meet the Candidates tabling 11:00 a.m. to 2:00 p.m. – The Lookout	9 Campaigning  Candidate Forum 3:30 p.m. to 5:00 p.m. – The Lookout	10 Campaigning
13 Campaigning  Expenditure reports & campaign samples due by 4:00 p.m.	14 Election day  Campaigning	15 Election day  Campaigning	16 Election day  Campaigning  Removal of campaign material by 5:00 p.m.	17
20	21	22	23	24
27	28	29	30	31

# IMPORTANT ELECTION INFORMATION

## 1. Election Officials:

**CHIEF RETURNING OFFICER (CRO):** (Responsible for approval of ALL campaign material and all election rulings)

Josh Stock

samucro@macewan.ca

**RETURNING OFFICER (RO):**

Alan Honey

Rm. SA-301

780-633-3449

honeya@macewan.ca

## 2. Eligibility

In order for a student to be considered eligible to run for a position they must meet the following criteria:

- A SAMU Member
- In good academic standing with MacEwan University (first-term students are exempt from this)

## ELECTION TIMELINES

<b>Tuesday Jan. 30</b>	Nominations for the Winter 2023 Executive Committee Election open. All required forms are available online.
<b>Monday Feb. 27</b>	Nominations close. All required forms must be submitted to the RO, via the elections website (samu.ca/elections), by <b>4:00 p.m.</b> RO is responsible for forwarding nominations to CRO. <b>Late nominations will not be considered.</b>
<b>Monday Feb. 27</b>	All candidates, or their representative, must attend an <b>All Candidates Meeting</b> at 5:00 p.m. in the Council Chamber.
<b>Thursday, Mar. 2</b>	Candidate photo and video must be submitted by noon. A submission link will be provided at samu.ca/elections. Photo (headshot only) must be in .jpeg format. Video must be in .mp4 format, vertical orientation, and in as high quality as possible.
<b>Monday Mar. 6</b>	Campaigning begins. Approved Campaign Material can be distributed.
<b>Wednesday, Mar. 8</b>	Meet the Candidates tabling (11:00 a.m. – 2:00 p.m. in The Lookout.)
<b>Thursday, Mar. 9</b>	Candidate forum (3:30 p.m. – 5:00 p.m. in The Lookout.)
<b>Monday Mar. 13 (by 4:00 p.m.)</b>	Copies of all campaign material to be used and Expenditure Reports are due in to the CRO/RO. ** Expenditure reports must be submitted in pdf format via the elections website (samu.ca/elections).  <b>** Failure to submit expenditure report and/or campaign materials will result in immediate disqualification from the election by CRO.</b>
<b>Thursday Mar. 16</b>	Campaigning ends at 4:00 p.m. By 5:00 p.m. on Mar. 16 all campaign material must be removed from campus. <b>Failure to do so may result in disqualification from the election.</b>
<b>Tuesday Mar. 14 – Thursday Mar. 16</b>	<b>Election Days.</b> Polls will be open.
<b>Mar. – Apr. 2023</b>	Job shadowing of current Executives.
<b>Sunday Apr. 23 – Friday Apr. 28</b>	<b>MANDATORY</b> Executive Committee Changeover Retreat (all incoming execs are <u>required</u> to attend)
<b>Saturday Apr. 29</b>	<b>MANDATORY*</b> Students' Council Refresher (8:30 a.m. - 6:00 p.m.)
<b>May 2023 (exact dates TBD)</b>	<b>CAUS Changeover conference</b> – President & Vice President External to attend.

\* Per policy.

## **General Information about Executive Committee**

### **What is the Executive Committee?**

The Executive Committee is a group of five full-time student executives, elected in the winter term of each year. It consists of the President, the Vice President Academic, the Vice President External, the Vice President Student Life and the Vice President Operations and Finance. Collectively, it has the authority to use the powers of the association within the guidelines set out by the Students' Council in bylaws and policy. It is responsible for directly overseeing the work of the General Manager of the Students' Association of MacEwan University. Each executive is given responsibility for advising the Executive Committee and Students' Council on their particular portfolio.

### **What does it take to be an Executive of the Students' Association of MacEwan University (SAMU)?**

Executives are responsible for serving at least 35-hours per week in the performance of their duties throughout a 12-month period. Many of the responsibilities will be after-hours. In particular, members of the Executive Committee attend meetings of Executive Committee, Students' Council, and such other committees that they volunteer for or are assigned to. At the start of the year a great deal of travel will be required as they are oriented into their positions. Executives are also required to maintain good academic standing with MacEwan University in at least one credit per semester during the fall and winter terms and are not allowed to take more than one course per term.

Personally, an Executive needs to be able to adapt to change, work well with groups, be a good communicator, and be a strong critical thinker. They are expected to accept responsibility for things that must be delegated to others. They will be expected to both work toward the continuing projects of SAMU, and to develop and implement initiatives of their own. They will provide reports to their peers in the Students' Council and will be held accountable by the other members of the Executive Committee as well.

Most importantly, they must be willing to adhere to the bylaws, policies, and procedures of SAMU, and to work toward the success of the association in achieving its goals.

### **Why should I run for Executive Committee?**

There are a number of tangible and intangible benefits from being a member of Executive Committee. You will meet many interesting people, work with them to solve challenging problems, and gain a great deal of valuable experience. You will receive a salary and benefits. Most importantly, you will get the opportunity to make a lasting impact on an important student institution.



## Excerpt of Applicable Bylaws

### **Executive Committee**

#### **Authority**

35 The Executive Committee of SAMU, hereinafter referred to as "Executive Committee", holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws.

#### **Composition**

36 Executive Committee consists of five Executives, including a President and four Vice Presidents.

#### **Powers**

##### **General Manager**

37 Executive Committee has the exclusive authority to select, negotiate the employment contract of, provide direction to, review the performance of, and release the General Manager.

##### **Legal**

38 Executive Committee has the exclusive authority to conduct legal proceedings on behalf of SAMU.

##### **Contracts and Signing Authority**

39 Executive Committee has the authority to negotiate, terminate, and sign contracts and documents on behalf of SAMU. Unbudgeted contracts over \$10,000.00 and contracts which exceed a one-year commitment must be approved by Students' Council. Employment contracts are exempt.

##### **Procedures**

40 Executive Committee may approve Procedures that set expectations for SAMU consistent with these bylaws and with Students' Council Policies, and monitor adherence to those Procedures.

### **Responsibilities**

#### **Reporting**

41 Executive Committee reports to Students' Council.

### **Meetings**

#### **Calling Meetings**

42 Meetings of Executive Committee are held on the call of any Executive.

#### **Frequency**

43 Meetings of Executive Committee will occur no less than twice per month.

#### **Quorum**

44 Quorum for any Executive Committee meeting is a simple majority of all current voting members.



## Executives

### Qualification for Office

**45** Executives must be General Members at the time of their election or appointment, and in good academic standing with Grant MacEwan University throughout their elected term.

### Elections

**46** Elections for Executives are held every year.

### Terms

#### Term Beginning

**47** The term of an Executive starts on May 1st following their election, or on the date of appointment by Students' Council.

#### Term Ending

**48** The term of an Executive ends on April 30, upon receipt by SAMU of a letter of resignation, upon removal from office by the Students' Council, or upon the Executive's ceasing to meet the qualifications for office, whichever occurs first.

### Term Limits

**49** An individual may hold Executive positions for no more than three cumulative terms. An Executive may hold no more than one Executive position per term.

### Responsibilities

#### Reporting

**50** Executives report to Students' Council.

#### Executive Portfolios

##### President

**51** The President is responsible for community and university relations, excluding academic affairs, as well as such other responsibilities as are given in SAMU Policies.

##### Vice President Academic

**52** The Vice President Academic is responsible for academic affairs, as well as such other responsibilities as are given in SAMU Policies.

##### Vice President External

**53** The Vice-President External is responsible for government relations, as well as such other responsibilities as are given in SAMU Policies.

##### Vice President Operations and Finance

**54** The Vice President Operations and Finance is responsible for internal affairs, as well as such other responsibilities as are given in SAMU Policies.

##### Vice President Student Life

**55** The Vice President Student Life is responsible for programming and services, as well as such other responsibilities as are given in SAMU Policies.

**Vacancies**

**56** In the case of an Executive vacancy, Students' Council will solicit a qualified Member for appointment.

**Remuneration**

**57** The Executives are remunerated for their service.



## **Roles and Responsibilities of Elected Representatives Policy**

### **Rationale**

Clear responsibilities for all those in governance roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Clear responsibilities for the members of Students' Council ensure that Students' Council meetings are effective and that the decisions made by its members are well informed.

Clear responsibilities for the Executives ensure the effective fulfillment of duties relevant to their portfolios and hold the Executives accountable to the SAMU membership.

### **Definitions**

**Good Governance** provides strategic direction for SAMU that aligns with its vision as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan.

**Official Position** is a formal stance on a particular issue that has been approved by Students' Council.

### **Expectations**

#### **Roles and Responsibilities of Members of Students' Council**

- 1 Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2 Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3 Members of Students' Council consult and represent the student body.
- 4 Members of Students' Council participate in Town Hall meetings, Students' Council meetings, committees, and related SAMU business.
- 5 Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.-
- 6 Members of Students' Council participate in mandatory training sessions.
  - 6.1 A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
  - 6.2 In the event that a member of Students' Council fails to be present for a mandatory training session that member will be automatically removed from office.
    - 6.2.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.
- 7 Members of Students' Council participate in Town Hall meetings.
  - 7.1 A member of Students' Council must attend at least 80% of a regularly scheduled Town Hall meeting in order to be counted as present for that meeting.
    - 7.1.1 A member of Students' Council who is absent from a Town Hall because they are attending to official SAMU business is excluded from this requirement.

**7.2** In the event that a member of Students' Council fails to be present for a regularly scheduled Town Hall meeting that member will be automatically removed from office.

**8** Members of Students' Council participate in Students' Council meetings.

**8.1** A member of Students' Council must attend at least 80% of a regularly scheduled Students' Council meeting in order to be counted as present for the meeting.

**8.1.1** A member of Students' Council who is absent from a Students' Council meeting because they are attending to official SAMU business is excluded from this requirement.

**8.2** In the event that a member of Students' Council fails to be present for at least 80% of the regularly scheduled Students' Council meetings that member will be automatically removed from office.

**9** Members of Students' Council participate in additional tasks as assigned by Students' Council.

**10** In the event a member of Students' Council is automatically removed from office they may apply to Students' Council for reinstatement.

**10.1** A written application for reinstatement must be submitted to the Students' Council Reinstatement Committee (SCRC) through the Governance Office within 7 business days of their removal from Students' Council to be considered.

**10.2** An application for reinstatement must include all pertinent information, including opportunities to make up for lost engagement, that will help the SCRC render a recommendation to Students' Council.

**10.3** Students' Council will consider an application for reinstatement at their next regularly scheduled Students' Council meeting and will decide by formal motion based on the recommendation from SCRC. This motion requires at least 2/3 voting in favour to pass.

**10.4** Applicants for reinstatement must attend the Students' Council meeting where their application is being considered.

**10.5** Reinstated members of council will retain their previous committee appointments if the vacancies created by their removal have not yet been filled.

### **Roles and Responsibilities of Members of Executive Committee**

**11** Members of Executive Committee represent SAMU by acting in accordance with all official positions.

**12** Members of Executive Committee maintain regular office hours.

**13** Members of Executive Committee provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

**14** Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.

**15** Members of Executive Committee participate in the orientation of their successors.

**16** Members of Executive Committee serve on the university committee on tuition and fees.

**17** Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

### **Roles and Responsibilities of the President**

**18** The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.

**19** The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.

**20** The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

#### **Roles and Responsibilities of the Vice President Academic**

**21** The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.

**22** The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.

**23** The VPA is knowledgeable on, and advises Students' Council and SAMU membership of MacEwan's academic affairs. The VPA is the main contact for students who sit on university committees, and assists students who are pursuing academic grievances and appeals.

#### **Roles and Responsibilities of the Vice President External**

**24** The Vice President External (VPE) is responsible for developing the external advocacy priorities for SAMU, and engages with relevant external stakeholders (including elected government officials) on matters concerning SAMU and its members.

**25** The VPE serves as the official SAMU representative for all external advocacy organizations of which SAMU is a member.

**26** The VPE is knowledgeable on, and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

#### **Roles and Responsibilities of the Vice President Operations and Finance**

**27** The Vice President Operations and Finance (VPOF) is the direct contact for the internal affairs of SAMU, including SAMU Building operations, financial planning, governance, and administration.

**28** The VPOF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. In the event of a vacant Board of Governors Student Representative position, the VPOF will fill the position.

**29** The VPOF is knowledgeable on, and advises Students' Council and SAMU membership of SAMU finances and internal operations.

#### **Roles and Responsibilities of the Vice President Student Life**

**30** The Vice President Student Life (VPSL) is the direct contact for the non-academic affairs of SAMU, including SAMU's programs, services, clubs, and events.

**31** The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs, including student services, campus activities, and acts as the liaison regarding the student experience.

**32** The VPSL is knowledgeable on, and advises Students' Council and SAMU membership of SAMU programs, services, student groups, events, and MacEwan's non-academic affairs.



## **Elections and Referenda Policy**

### **Rationale**

Elections and referenda should be fair, open, and transparent.

Detailed procedures should exist to govern the elections and referenda process.

### **Definitions**

**Campaign materials** are materials used by a candidate and all those acting on their behalf in campaigning.

**Campaigning** is the process undertaken by a candidate seeking election whereby that candidate seeks to promote their desire to hold office, and what they intend to do if elected to office. Campaigning also encompasses the process undertaken by a candidate who seeks to influence the outcome of a particular referendum question.

**Campaign expenses** are the costs incurred by a candidate and all those acting on their behalf during their campaign and for the purposes of that campaign.

A **candidate** is a qualified person who seeks to obtain an elected position or a person who seeks and registers a specific outcome for a referendum question.

The **Chief Returning Officer** is a person who is not a member of SAMU and is charged with responsibility for ensuring that the elections and referenda proceed according to Bylaws, Policy, and Procedure.

### **Expectations**

**1** The administration of elections and referenda are fair and impartial.

**2** A Chief Returning Officer (CRO) is appointed by Students' Council.

**3** The CRO provides a written report to Students' Council on the outcomes of elections and referenda.

**3.1** The CRO will attend the Students' Council meeting at which the report is provided and be available to answer questions.

**4** Campaign materials are approved by the CRO.

**5** The duration and scope of campaigning is limited and defined.

**6** The value of campaign materials allowed for use in elections and referenda is limited and defined.

**7** Reimbursement may be provided for a portion of candidates' campaign expenses.

**8** A grievance and appeal process exists.

**9** Awareness of all aspects of elections and referenda is promoted by SAMU.

**10** Opportunities are provided for students to interact with all candidates.

**11** MacEwan University requirements regarding campaigning are adhered to.



## Procedure - Elections

### Rationale

Regulations that detail the existence and responsibilities of elections officers and the processes whereby elections are carried out ensure that the election of student leaders is transparent, accountable, and fair.

### Definitions

**Campaign events** include gatherings, by public invitation or announcement, in which promotion of a candidate's campaign or the distribution of campaign materials takes place.

A **Campaign expense** is anything used during a campaign, excluding volunteers, that has a monetary value whether purchased or donated. The CRO will determine monetary value, based on fair market value, where an itemized receipt is not submitted.

**Campaign materials** include posters, banners, and other materials or services claimed on an expenditure report.

A **candidate** is an individual campaigning for the purpose of being elected.

A **Catalog** is defined as a list of all submitted materials for a complaint including any pertinent information such as the type of material (ie: photo of poster, photo of banner, screenshot of ad) location of the material (ie: facebook, second floor building 7)

**Disciplinary action** can be a warning, fine, and/or disqualification.

### Regulations

#### Impartiality

- 1 All elections officials are required to sign a pledge of impartiality in the performance of their duties.
- 2 Elected representatives may not officially endorse a candidate or campaign.
- 3 All SAMU employees and elected officials may not volunteer for a candidate or campaign during work hours, or use SAMU resources to support a candidate campaign.

#### Chief Returning Officer

- 4 The term of the Chief Returning Officer (CRO) is from the date of appointment to the end of April.
- 5 The CRO receives an annual honorarium of \$1500.
- 6 No voting member or SAMU staff member may serve as the CRO.
- 7 The CRO is responsible for ensuring the operation of open, fair, and impartial elections in accordance with bylaws, policy, and procedure.
- 8 Subsequent to each election, the CRO is responsible for submitting a written report to Students' Council that confirms the results of the election, reports on the processes used, gives suggestions for future improvements, and provides any additional information the CRO deems relevant.
- 9 The Governance Advisor serves as the Returning Officer (RO).

**9.1** In the event that the CRO cannot fulfill their duties the responsibilities will temporarily fall to the RO until the CRO returns or is replaced.

- 10 The CRO may appoint a Deputy Returning Officer (DRO) in consultation with the General Manager.



**11** The RO/DRO is responsible for the hiring of polling clerks. If requested, the General Manager provides support to the CRO/RO in obtaining candidates for the position of polling clerk.

**12** The CRO receives complaints and interprets bylaws, policies, and procedures pertinent to the operations of elections.

**13** The CRO may impose disciplinary action against a candidate.

**14** The CRO responds to all interpretation and approval requests within 24 hours.

**14.1** Interpretations will be communicated to all candidates.

**15** The Governance Office liaises with the CRO during the budgeting process to ensure adequate funding is in place for the operation of elections.

## **Nominations**

**16** The nomination period for elections begins on a date determined by the CRO and ends no sooner than two weeks thereafter. Nominations must close at least nine days prior to the first polling day.

**17** Individuals wishing to nominate themselves for candidacy may do so during the nomination period. Candidates are nominated when the CRO verifies that their nomination forms have been completely and correctly filled out. Nomination forms are not accepted after the end of the nomination period.

**18** A valid nomination requires potential Councillor and Executive Committee election candidates to submit information, via approved submission method, demonstrating eligibility, the endorsement from 10 members nominating them for election, and a declaration of intent to stand for election, to hold office should they win the election, and to abide by the bylaws, policies, and procedures of SAMU.

## **Campaigns**

**19** Candidates must act in a professional manner that reflects the values of SAMU during all stages of the election process.

**20** Campaign materials may not be distributed until 6:00 a.m. on the Monday of the week prior to polling.

**21** Candidates must adhere to the bylaws, policies, and procedures of SAMU.

**22** Participation in prohibited activities during the campaign period may lead to the disqualification of a candidate.

**22.1** Candidates may not use, nor may they knowingly allow others to use, SAMU or MacEwan University resources for campaigning, except those designated by election officials.

**22.2** Candidates or supporters may not disburse items that have value beyond their campaigning function.

**22.3** Candidates and their supporters may not knowingly campaign within 5 meters of a student who is voting in order to maintain the integrity and secrecy of individual ballots.

**22.4** Candidates may not campaign during class time without prior approval from the instructor. It is the responsibility of the candidate to inform the instructor that equal opportunity to campaign must be given to all candidates.

**22.5** Candidates may not incur campaign expenses of more than \$250 in their campaigns.

**22.6** Candidates and their supporters may not misrepresent fact or deface another candidate's campaign materials.

**22.7** Candidates may only campaign on social media platforms approved by the CRO

**22.7.1** A list of approved social media platforms will be provided to all candidates prior to the start of campaigning.

**23** Any campaign event that requires MacEwan University assistance is facilitated through SAMU. Where the CRO deems a campaign event to be inappropriate, that event may not take place.

**24** Using campaign materials off-campus is not permitted.

**25** Campaign events may not take place off campus.

### **Campaign Expenses**

**26** Candidates must maintain and submit records, via approved submission method, of all campaign expenses, including itemized receipts, to the CRO.

**26.1** Candidates incurring no expenses are required to submit a zero balance expense report.

**27** Candidate expense records are due to the CRO by 4:00pm on the business day prior to voting beginning.

**27.1** On submission of expense reports, the candidate may incur no further campaign expenses. Candidates found incurring further campaign expenses face disciplinary action from the CRO.

**28** Failure to submit expense reports results in disqualification.

**29** The campaign expenses of eligible candidates are reimbursed. Reimbursement may be withheld if candidates do not remove their campaign materials on time, or, if elected, fail to attend at least 80% of the training for their positions.

**29.1** Any fines incurred during the election process will be deducted from the balance of the candidate's reimbursed campaign expenses.

**29.2** Any outstanding fines not covered through reimbursement will need to be paid in full to SAMU.

### **Campaign Materials**

**30** Materials to be displayed or distributed to students must be approved by the CRO or their appointed designate.

**30.1** Candidates found distributing unapproved campaign material face disciplinary action from the CRO. The CRO has the right to refuse authorization of campaign materials for reasons of appropriateness and legality.

**31** Campaign posters and banners are placed in accordance with the requirements of MacEwan University, as outlined by the CRO.

**32** Candidates may put up no more than 30 campaign posters. Campaign posters may not exceed 11" by 17" in size and must include the name of the candidate, the position being sought, the voting dates, and information about where to vote.

**33** Candidates may display no more than three banners. Banners may not exceed 6' by 3' in size and must include the name of the candidate, the position being sought, the voting dates, and information about where to vote.

**34** Candidates may distribute approved campaign material prior to submitting their campaign expense report.

**35** Campaign materials that shall not be permitted include food, drinks, money in any form, gift cards, or anything deemed inappropriate by the CRO.

**36** Candidates are responsible for recycling all campaign materials where applicable.

### **Election Periods**

**37** Councilor elections take place in October and Executive elections take place in March.

**37.1** The CRO confirms the election dates.

### **Candidate Withdrawal**

**38** A candidate may withdraw their name from an election by submitting to the CRO a signed letter or email declaring that they are withdrawing.

### **Election Marketing Requirements**

**39** The nominations period, campaigning, formal interaction with candidates, voting days, and election results are marketed by SAMU including:

**39.1** posters on SAMU bulletin boards and in other areas within MacEwan University;

**39.2** banners within MacEwan University;

**39.3** information on the SAMU website; and

**39.4** updates to SAMU social media.

**40** SAMU provides a forum for candidates to be heard and for the membership to speak with the candidates. The moderator of the forum is impartial.

### **Polling Stations**

**41** The RO/DRO, in consultation with the CRO, is responsible for determining the location of polling stations operated by an impartial polling clerk appointed by SAMU.

**41.1** Polling stations may either be fixed or mobile.

**42** The CRO ensures that polling stations provide voters with an opportunity for votes to be cast privately.

**43** On voting days, election officials remove all campaign material found within 10 meters of a fixed polling station.

**44** In the case of paper ballots, two election officials operate each polling station. One election official operates each polling station in the case of electronic ballots.

**45** In the case of paper ballots, the CRO provides absentee ballots for students who cannot vote on scheduled polling days. Absentee ballots are available one week prior to the first day of polling.

### **Tiebreak**

**46** In the event of a tie, the CRO facilitates a coin toss to decide the winner, as witnessed by the tied candidates.

**47** In the event of a yes/no vote a candidates must receive a simple majority to be considered successful.

### **Complaints**

**48** Complaints regarding candidates violating bylaw, policy, or procedure are submitted to the CRO in writing before or during the campaign.

**49** A complaint that is considered by the CRO must include the following information:

**49.1** The name of the person filing the complaint and their MacEwan email address;

**49.2** The name of the candidate who is allegedly in violation of election rules;

**49.3** The section section of SAMU policy, procedure, or any other applicable laws that have been allegedly violated;

**49.4** A description of the violation with supporting evidence; and

**49.5** A catalog of all submitted evidence.

**50** Incomplete complaints will not be considered and the complainant will be informed as such.

**50.1** The CRO may dismiss any complaints that are frivolous, vexatious, trivial, vindictive, or unsubstantiated.

**51** The CRO will investigate all complaints and inform all involved parties of the decision within 24 hours from the receipt of the complaint.

**51.1** Decisions will include facts of the complaint, including the relevant policy or procedure in violation, any directives from the CRO, any timelines associated with completing the directives, and the decision in the case of failure to meet those timelines.

**51.2** If a decision cannot be reached within the prescribed 24 hours the CRO will inform the parties involved in the complaint of the circumstances and may extend this deadline once by an additional 24 hours.

## **Appeals**

**52** Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.

**52.1** The appeal must include the following information:

**52.1.1** The name of the person filing the appeal and their MacEwan email and student ID number.

**52.1.2** The decision that was made, of the bylaw, policy, or procedure that was broken;

**52.1.3** An explanation as to why the decision was incorrectly made, or how the bylaws, policy, or procedure was broken; and

**52.1.4** All other documentation regarding the appeal must be provided at the time of appeal.

**53** Once an appeal has been received the governance office will work to form the Governance Investigations Committee who will adjudicate the appeal process.

**53.1** The governance office will supply all necessary documentation to the committee to come to a final decision.

**Appendix A: Infraction Guidelines\***

\*This appendix provides guidelines for the CRO but is not to be considered exhaustive.

<b>Example Infraction</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Defacing other candidates campaigning material	Disqualification		
Exceeding \$250.00 on campaigning materials	Disqualification		
Distributing campaign material prior to campaign period	Disqualification		
Not reporting all campaign expenses	Disqualification		
Failure to pay fine	Disqualification		
Slander or harassment of opponents publicly or on social media	Up to \$150 or disqualification		
Utilizing promotional items with intrinsic value	Up to disqualification		
Campaigning off campus with campaigning events	\$100 up to disqualification		
Failure to adhere to postering guidelines	Warning	Up to \$25	Up to disqualification
Knowingly campaigning within five meters of a student who is currently voting	Warning	Disqualification	
Moving other's materials	Warning	Disqualification	
Not removing campaigning marketing materials after election	\$20 + \$5 per poster, etc.		

Please note: Committing multiple offences may result in disqualification.



## **Excerpt of Applicable Committees Policy**

### **Election Appeals**

**6** Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.

**6.1** The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.

**7** GIC will review all supporting documents pertaining to the appeal.

**8** The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.

**9** GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.

**10** GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.

**10.1** In event the successful candidate is disqualified the runner up will be declared the winner.

**11** If GIC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

### **Composition**

**12** Voting members of the committee are an individual with a legal background from the community at large, a Student at large, and a MacEwan staff member.

**12.1** Members are only appointed when a complaint or appeal is made.

**12.2** Members are appointed by the Chair upon the recommendation of the Governance Office.

### **Committee Operations**

**13** The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

**14** A Governance Office representative serves as the recording secretary for the committee.

**15** In the case of a Formal Complaint against an Elected Representative, the third-party mediator, or a Human Resources consultant may also serve as a resource to the committee

**16** Meetings of the committee are held when a formal complaint or appeal has been submitted.

**17** The deliberations and minutes are confidential and kept with the Governance Office representative.

**18** Quorum for the committee is all voting members.

**19** In the case of elections appeals, decisions of GIC are final and binding on SAMU.



## NOTICE OF GRIEVANCE

Use this exact format if you have to submit a grievance on the election procedure, or action(s) of your fellow candidate(s). The CRO will only deal with concerns submitted in writing, (either hard copy or email) and will respond in writing (either hard copy or email).

You must be specific, cite bylaws and/or policies involved, and attach any evidence you might have to corroborate your grievance. You should also submit your grievance within 24 hours of the occurrence.

1. SUPPOSED VIOLATION:
2. DATE AND TIMES INVOLVED:
3. CANDIDATES/CAMPAIGNS INVOLVED:
4. FURTHER COMMENTS:
5. SUGGESTED ACTIONS:

SAMPLE

Contact Info:

Submitted by:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**The following pages should  
be completed, then detached  
and submitted to the SAMU.**

**Keep the rest of the book for  
reference during the election  
process.**





CAMPAIGN EXPENDITURE REPORT

Each Candidate running for Executive Committee is allowed to spend a maximum of \$250 for the purpose of campaign expenditures. You will be reimbursed up to \$250 of this amount.

This form must list campaign expenses and have original receipts attached where applicable and be submitted along with samples of all campaign material to the RO by 4:00 p.m. on Monday March 13, 2023.

Candidate's Name: \_\_\_\_\_

<u>ITEM</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total with GST \_\_\_\_\_

I \_\_\_\_\_ declare this to be a true and actual report of all my campaign expenditures for the Winter 2023 Executive Committee Election.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*NOTE\*\*\* This form MUST be submitted digitally with attached receipts by 4:00 p.m. on Monday Mar. 13, 2023 to be eligible to remain in the election. Submission must be made at samu.ca/elections. No expenses may be garnered by the candidate after submission of this report. Reimbursement cheques will be issued by Apr. 27, 2023.





ELECTION CANDIDATE ELIGIBILITY FORM

In order for a student to be considered eligible to run for a position they must meet the following criteria:

- \*Be a member of the Students' Association of MacEwan University (ie. paying SAMU fees)
\*In good academic standing with MacEwan University (if a continuing student)

DATE: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_
NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_
CELL PHONE: \_\_\_\_\_
EMAIL ADDRESS(ES): \_\_\_\_\_

POSITION SOUGHT: President [ ]
VP Academic [ ]
VP External [ ]
VP Operations & Finance [ ]
VP Student Life [ ]

Campaign Manager's Name (if applicable): \_\_\_\_\_

Campaign Manager's Phone and Email: \_\_\_\_\_

I have received a complete SAMU Election Package and have read and understood the materials and election rules, including the appropriate bylaws, policies, and procedures of the Students' Association of MacEwan University, contained in this package. I realize that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines and agree to abide by any additional rulings that the CRO may deem necessary to ensure the fairness of this election.

Further, I authorize the Returning Officer to confirm my eligibility to stand for election, by verifying the qualifications outlined at the top of this page, through official MacEwan University records.

SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: In order to be declared an eligible candidate, this form must be received electronically by the Returning Officer at your Students' Association NO LATER than 4:00 p.m., Monday Feb. 27, 2023. Late submissions will not be accepted. Submission must be made at samu.ca/elections.





**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

## **CANDIDATE BIO**

**Must be submitted electronically at [samu.ca/elections](http://samu.ca/elections) in WORD format.**

Candidate bio will be printed as submitted. **No grammatical or spelling corrections will be made.** It is encouraged that you have a friend proofread your profile before submission.

You have a **strict maximum of 150 words total** (not including your name or program) for your **entire submission**. Late submissions (ie. after 4:00 p.m. on February 27, 2023) will not be accepted.

Please use the position sought and your surname when saving your file. Ex: **VpsiSmith.docx**, **not** candidateprofile.docx.

**Your profile MUST be submitted electronically to the R.O. by 4:00 p.m., Monday Feb. 27, 2023.**





**ELECTIONS NOMINATION FORM\***

We, the undersigned, being bona-fide members of the Students' Association of MacEwan University, nominate \_\_\_\_\_ to run for \_\_\_\_\_ in the Winter 2023 Executive Committee election.

Name	ID No.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Candidate's Signature

\* To be an eligible candidate for an Executive Committee position requires the endorsement of at least 10 SAMU members (ie. MacEwan University students who have paid any amount of the SAMU Membership fee for the Winter 2023 academic term). Illegible, incomplete, or incorrect (ie. student ID # must match student name) endorsements will not be accepted as a valid endorsement. Failure to submit 10 valid endorsements will make the candidate ineligible.

**Candidate to complete and sign form, and then submit it to the R.O. electronically at [samu.ca/elections](http://samu.ca/elections).**





