

Councillor Nomination Package

Fall 2021 Election

Positions available for:
14 Councillors



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

General Information about Students' Council

What is SAMU?

- The Students' Association of MacEwan University (SAMU) is a corporation created under the Post-Secondary Learning Act of Alberta as the students' voice in MacEwan University.
- SAMU is a non-profit organization working independently from MacEwan University to support students. Our purpose is to enrich the student experience by focusing on their non-academic needs through an array of student-driven programs and services. We are governed by elected student representatives who set the strategic vision on behalf of students. With support from over 50 full- and part-time staff, we keep our mandate student-focused to achieve the vision. SAMU is proud to be an organization serving students, inspired by students.

What is the Students' Council?

- Students' Council is a governance board.
- The Students' Council is the highest governing body of SAMU. All of the authority given to a Students' Association under the law is vested in Students' Council. Students' Council delegates that authority to the Executive Committee of SAMU. Students' Council recommends bylaws and writes policies that govern the activities of SAMU, setting out expectations on what SAMU will accomplish and monitors those expectations to ensure that they have been met. Students' Council sets direction for SAMU.
- The Students' Council is elected each year by the SAMU membership. All Students' Council members are members of SAMU. Because they are students, they are the true student voice that guides SAMU throughout the year.
- The Students' Council is comprised of 14 Councillors, one (1) Secondary Student delegate and five (5) Executives.

What does it take to be a Councillor?

- A councillor must be able to commit the time required by the Students' Council for meetings. Students' Council meetings are held on the third Wednesday of every month at 6:00 p.m. are typically between two (2) and three (3) hours long. To be an effective member of Students' Council, a councillor will require the time to thoughtfully consider materials provided before meetings, to investigate concerns about those materials and to develop their own suggestions. A councillor should be willing to spend time asking students what they think about the issues that Students' Council is considering and asking students what issues they believe Students' Council should be considering. Councillors are expected to serve on SAMU Committees. Councillors will also be required to attend a mandatory Students' Council orientation and refresher.
- A Councillor must be a good communicator. They must be comfortable saying what they think, even when others may not agree. They must also be able to express disagreement without offending their colleagues. A good councillor is also a strong critical thinker; they carefully consider possibilities, ask questions and make decisions based on the best information they can get. Councillors must also be self-motivated learners; there are skills and techniques specific to working on a governance board that new councillors are expected to quickly learn and apply.
- It is important that members of Students' Council believe in the importance of SAMU and that they have a sincere desire to see it succeed in its mission. They must also be responsible. Elections aside, it is the members of Students' Council that must hold themselves and one another accountable for their own performance, the performance of the Students' Council, and the performance of SAMU as a whole. They must be willing to adhere to and enforce the bylaws and policies of SAMU.

Why should I run for Council?

- Councillors receive a number of tangible and intangible benefits from their time on Students' Council. Councillors will meet interesting people, face difficult challenges and gain a great deal of experience that will be valuable in the future. Councillors will also receive an honorarium for the time spent in meetings.
- Most importantly, councillors will get the opportunity to make a lasting impact on an important student institution.



September 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6 Labour Day - MacEwan University closed	7 Nominations open.	8	9	10	11	12
13	14	15 Students' Council (SC) meeting 6:00 p.m. - 8:30 p.m.	16	17	18	19
20	21	22	23	24	25	26
27 Nominations close at 4:00 p.m. All Candidates Meeting at 4:30 p.m.	28	29	30 Candidate photo and video due at 4:00 p.m.			

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 Campaigning begins.	5 Campaigning. Facebook AMA (1:00 p.m. - 4:00 p.m.)	6 Campaigning. Candidate 'trade show' 11:00 a.m. - 2:00 p.m.	7 Campaigning. Candidate Forum (3:30 p.m. - 5:00 p.m.)	8 Campaigning.	9	10
11 Thanksgiving - University Closed.	12 Campaign Materials & Expenditure reports due by 8:59 a.m. to CRO/RO. Campaigning. Polling Day.	13 Campaigning. Polling Day.	14 Campaigning. Polling Day.	15	16	17
18	19	20 SC Meeting 6:00 p.m. - 8:30 p.m.	21	22	23	24
25	26	27	28 Mandatory Students' Council Orientation/ Training (5:00 p.m. - 9:00 p.m.)	29 Mandatory Students' Council Orientation/ Training (5:00 p.m. - 9:00 p.m.)	30 Mandatory Students' Council Orientation/ Training (8:30 a.m. - 7:00 p.m.)	31

ELECTION TIMELINES

Tuesday, September 7	Nominations for the Fall 2021 Councillor Elections open. All required forms available at samu.ca/scelection .
Monday, September 27	Nominations close. All required forms must be submitted to the RO by 4:00 p.m. RO is responsible for forwarding nominations to CRO. Forms must be submitted online via samu.ca/scelection .
Monday, September 27	All Candidates, or their representative, must attend an All Candidates Meeting at 4:30 p.m. in the Students' Council Chamber (SA-327).
Thursday, September 30	Candidate photo and video must be submitted by 4:00 p.m. A submission link will be provided at samu.ca/scelection . Photo must be in .jpeg format. Video must be in .mp4 format, vertical orientation, and in as high quality as possible.
Monday, October 4 (4 p.m.)	Copies of all campaign material to be used and Expenditure Reports are due in to the CRO by 4:00 p.m.
	Expenditure Report form is available at, and must be submitted through, samu.ca/scelection .
	Failure to submit expenditure report and/or campaign materials will result in immediate disqualification from the election by CRO.
Monday, October 4 (6:00 a.m.) -	Campaigning begins.
Tuesday, October 5	Facebook AMA. (1:00 p.m. – 4:00 p.m.)
Wednesday, October 6	Candidate "tradeshow". (11:00 a.m. – 2:00 p.m. in The Lookout)
Thursday, October 7	Candidate forum. (3:30 p.m. – 5:00 p.m. in The Lookout)
Tuesday, October 12 (8:59 a.m.)	Copies of all campaign material to be used and Expenditure Reports are due in to the CRO by 8:59 a.m.
	Failure to submit expenditure report and/or campaign materials will result in immediate disqualification from the election by CRO.
Tuesday, October 12 - Thursday, October 14	Polls open at 9:00 a.m. Polls close at 4:00 p.m.
Thursday, October 14 (4:00 p.m.)	All campaigning ends. By 5:00 p.m. on October 14, all campaign material must be removed. Failure to do so may result in disqualification from the election.
Thursday, October 28	MANDATORY* Students' Council Training (5:00 p.m. - 9:00 p.m.)
Friday, October 29	MANDATORY* Students' Council Training (5:00 p.m. - 9:00 p.m.)
Saturday, October 30	MANDATORY* Students' Council Training (8:30 a.m. - 7:00 p.m.)
Saturday, April 30, 2022	MANDATORY* Students' Council Refresher (8:30 a.m. - 5:00 p.m.)

* As per Governance Transition Policy

Bylaws - Students' Council

Highest Authority

12 As established within the Post-Secondary Learning Act, all of the powers and responsibilities of SAMU not otherwise assigned in these Bylaws are vested in the Students' Council of SAMU, hereinafter referred to as "Students' Council".

Composition

13 Students' Council consists of fourteen Councillors and five Executives.

Powers

Interpretation of Bylaws

14 Students' Council holds the exclusive authority to interpret the Bylaws in cases of ambiguity.

Policy

15 Students' Council exercises the powers and responsibilities of SAMU by enacting Policies that set expectations for SAMU consistent with these bylaws, and by monitoring adherence to those Policies.

Vision and Mission

16 Students' Council approves the vision and mission of SAMU.

Borrowing Powers

17 Students' Council holds the exclusive authority to authorize the borrowing of funds and the pledging of SAMU assets as security. Such authorization shall be by special resolution.

Budget Approval

18 Students' Council gives final approval to the SAMU budget.

Committees

19 Students' Council may create committees and may delegate to them powers and responsibilities in a way that is consistent with these Bylaws.

Punitive Measures

20 Students' Council has the exclusive power to censure or remove from office Councillors and Executives.

Responsibilities

Annual Report

21 Students' Council provides for the creation of an Annual Report to the Members of SAMU, outlining the activities and status of SAMU.

Consultation

22 Students' Council ensures that it consults with students in the performance of its duties.

Meetings

Regular Meetings

23 Regular meetings of Students' Council are held at least once a month.

Special Meetings

24 Special meetings may be called by any two members of Students' Council with advance written notice of at least one week.

Town Hall Meetings

25 Town Hall meetings are held at least once per year.

Quorum

26 Quorum for any Students' Council meeting is a simple majority of all current voting members.

Special Resolutions

27 A Special Resolution of Students' Council requires two weeks notice of the motion, and at least 75% voting in favour.

Open Meetings

28 Meetings of Students' Council are open to the public.

Councillors

Qualifications for Office

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

Elections

30 Elections for Councillors are held every year.

Terms

Term Beginning

31 The term of a Councillor starts on November 1 following their election, or on the date of appointment by Students' Council.

Term Ending

32 The term of a Councillor ends on October 31, upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councilor, or upon the Councillor's ceasing to meet the qualifications for office.

Vacancies

33 In the case of a Councillor vacancy, Students' Council will solicit a qualified Member for appointment.

Remuneration

34 Councillors are remunerated for their service.

Policy - Elections and Referenda

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.

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.

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

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



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11 MacEwan University requirements regarding campaigning are adhered to.

Policy - Roles and Responsibilities of Elected Representatives

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 Councilor Days, Town Hall meetings, 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. A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
 - 6.1 In the event that a member of Students' Council fails to attend a mandatory training session that member will be automatically removed from office.
- 7 Members of Students' Council attend Town Hall meetings and Students' Council meetings. A member of Students' Council must attend at least 80% of a Town Hall meeting or a Students' Council meeting in order to be counted as present for that meeting.
 - 7.1 In the event that a member of Students' Council is absent for more than 20% of regularly scheduled Town Hall meetings and Students' Council meetings that member of Students' Council will be automatically removed from office.
- 8 Members of Students' Council perform additional tasks as assigned by Students' Council.

Roles and Responsibilities of Members of Executive Committee

- 9 Members of Executive Committee represent SAMU by acting in accordance with all official-positions.
- 10 Members of Executive Committee maintain regular office hours.



11 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.

12 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.

13 Members of Executive Committee participate in the orientation of their successors.

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

15 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

16 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.

17 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.

18 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

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

20 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.

21 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

22 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.

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

24 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

25 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.

26 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.

27 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

28 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.

29 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.

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

Policy - Remuneration of Elected Representatives - Appendix B: Councillor Remuneration

Base Honorarium

1 Councillors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 Councillors who serve on committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.

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.

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

An **Extraordinary Event** is any situation that arises that limits the normal or regular physical access to the MacEwan University campus over an extended period of time for a majority of the SAMU membership and is determined by official motion of Executive Committee. This motion must include the both the reasons for its implementation and state that it is only valid for one election period (Fall Student Council or Spring Executive Committee election period).

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 Councilor and Executive Committee election candidates to submit information, in hard copy form or via approved electronic 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.

18.1 During an Extraordinary Event the Chief Returning officer may approve an alteration to the hard copy submission requirement.

18.2 Any alteration must be communicated publicly.

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, in hard copy form or via approved electronic method, of all campaign expenses, including itemized receipts, to the CRO. Candidate expense records are due to the CRO prior to voting beginning. On submission of expense reports, the candidate may incur no further campaign expenses. Candidates found incurring extra campaign expenses face disciplinary action from the CRO. Failure to submit expense reports results in disqualification.

26.1 During an Extraordinary Event the Chief Returning officer may approve an alteration to the hard copy submission requirement.

26.2 Any alteration must be communicated equally to all candidates.

27 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.

Campaign Materials

28 Materials to be displayed or distributed to students must be approved by the CRO or their appointed designate. Copies of all campaign material must be submitted to the CRO for approval prior to the campaign expense report deadline. 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.

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

30 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.

31 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.

32 Candidates may not distribute any campaign material prior to submitting their campaign expense report.

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

34 Candidates are responsible for recycling all campaign materials where applicable.

Election Periods

35 Councilor elections take place in October and Executive elections take place in March.

35.1 The CRO confirms the election dates.

Candidate Withdrawal

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

Election Marketing Requirements

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

37.1 posters on all SAMU bulletin boards and in other areas within MacEwan University;

37.2 banners within MacEwan University;

37.3 information on the SAMU website; and

37.4 updates to SAMU social media.

38 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

39 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.

39.1 Polling stations may either be fixed or mobile.

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

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

42 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.

43 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

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

Complaints

45 Complaints regarding candidates violating bylaw, policy, or procedure are submitted to the CRO in writing before or during the campaign. Complainants should provide evidence and should reference the bylaw or policy that they feel has been violated.

46 The CRO will investigate all complaints and provide a written response to the complainant with a decision within 24 hours from the receipt of the complaint.

46.1 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.

46.2 Decisions will highlight facts of the complaint and the relevant policy or procedure.

Appeals



47 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.

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

Appendix A: Infraction Guidelines

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

Example Infraction	First Offense	Second Offense	Third Offense
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.

NOTICE OF GRIEVANCE

Use this format if you have to submit a grievance regarding 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 may 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:

Contact Info:

Submitted by:

Signature

Date

Students' Council (SC) Schedule 2021-2022*

Meeting Type	Date	Time	Motion/Consultation Submission** Deadline	Report Submission** Deadline
SC Training	October 28, 2021	5:00pm-9:00pm		
SC Training	October 29, 2021	5:00pm-9:00pm		
SC Training	October 30, 2021	8:30am-5:00pm		
SC Meeting	November 17, 2021	6:00pm-8:30pm	November 9, 2021 at 4:00pm	November 10, 2021 at 4:00pm
SC Meeting	December 15, 2021	6:00pm-8:30pm	December 8, 2021 at 4:00pm	December 9, 2021 at 4:00pm
SC Meeting	January 19, 2022	6:00pm-8:30pm	January 12, 2022 at 4:00pm	January 13, 2022 at 4:00pm
Town Hall	February 2, 2022***	1:00pm-3:00pm***		
SC Meeting	February 16, 2022	6:00pm-8:30pm	February 9, 2022 at 4:00pm	February 10, 2022 at 4:00pm
SC Meeting	March 16, 2022	6:00pm-8:30pm	March 9, 2022 at 4:00pm	March 10, 2022 at 4:00pm
SC Meeting	April 20, 2022	6:00pm-8:30pm	April 13, 2022 at 4:00pm	April 15, 2022 at 4:00pm
SC Training	April 23, 2022	8:30am-5:00pm		
SC Meeting	May 18, 2022	6:00pm-8:30pm	May 11, 2022 at 4:00pm	May 12, 2022
SC Meeting	June 15, 2022	6:00pm-8:30pm	June 8, 2022 at 4:00pm	June 9, 2021 at 4:00pm
SC Meeting	July 20, 2022	6:00pm-8:30pm	July 13, 2022 at 4:00pm	July 14, 2022 at 4:00pm
SC Meeting	August 17, 2022	6:00pm-8:30pm	August 10, 2022 at 4:00pm	August 11, 2022 at 4:00pm
SC Meeting	September 21, 2022	6:00pm-8:30pm	September 14, 2022 at 4:00pm	September 5, 2022 at 4:00pm
SC Meeting	October 19, 2022	6:00pm-8:30pm	October 12, 2022 at 4:00pm	October 13, 2022 at 4:00pm

* Mandatory attendance. Other, non-mandatory, meetings may be added throughout the year.

** All submissions must be emailed to the Governance Office by the identified deadline. Motions & consultation items submitted after the deadline will be added to the SC agenda in the following month.

*** Tentative.

The following pages should be completed, then detached and submitted to the Students' Association of MacEwan University.

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



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

**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
- Be a member in good standing with MacEwan University (if a continuing student)

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

NUMBER OF CREDITS BEING CARRIED THIS SEMESTER: _____

Campaign Manager's Name (if applicable): _____

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 of the Students' Association of MacEwan University, contained in this package. I understand 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 agree to attend both the Students' Council training and refresher sessions as listed in this document.

Lastly, I authorize the Chief 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 by the Returning Officer **NO LATER** than **4:00 p.m., Monday, September 27, 2021.**

COMPLETE FORM, DETACH FROM BOOK, KEEP BOOK FOR YOUR REFERENCE



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Must be submitted via email to honeya@macewan.ca.

Candidate profiles 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 **maximum of 150 words total** (not including your name) for your **entire submission**. Late submissions (ie. after 4:00 p.m. on September 27, 2021) will not be accepted.

Please include the following information with your electronic copy:

Name: _____

Program of studies: _____

Please use your surname when saving your file. Ex: **smith.doc**.

***These categories are suggestions only, but remember you have only 150 words total.**

Reasons for seeking election:

Campaign Goals:

COMPLETE FORM, DETACH FROM BOOK, KEEP BOOK FOR YOUR REFERENCE
This information MUST be submitted to the RO by 4:00 p.m., Monday, September 27, 2021.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

ELECTIONS NOMINATION FORM

We, the undersigned, being bona-fide members of the Students' Association of MacEwan University, nominate _____ to run for a **Councillor** position in the Fall 2021 Councillor election.

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

Candidate to complete and sign form.

Date Submitted

Candidate's Signature

