

Students' Councillor Nomination Package

Fall 2024 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 approves bylaws and 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. and 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. They must be willing to adhere to and enforce the bylaws and policies of SAMU.

Why should I run for Council?

- Councillors receive tangible and intangible benefits from their time on Students' Council. Councillors will meet interesting people, face difficult challenges, and gain 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.

IMPORTANT ELECTION INFORMATION

1. People that you will need to know and how to contact them:

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

SA-301

780-633-3449 honeya@macewan.ca

2. ELIGIBILITY

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

- The student must be a member of SAMU (a member of SAMU is a student of MacEwan University that has paid SAMU General Membership fees for the current academic term).
- The student must be in good academic standing with MacEwan University (first year students are exempt from this requirement).

September 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 Labour Day - MacEwan University closed	3 Nominations open.	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 Students' Council (SC) meeting 6:00 p.m. - 8:30 p.m. in The Students' Council (SC) Chamber (SA- 327)	19	20	21	22
23	24	25	26	27	28	29

October 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 National Day for Truth and Reconciliation - No Regular Session Classes	1 Nominations close at 4:00 p.m. All Candidates Meeting at 5:00 p.m. - SC Chamber.	2	3 Candidate bio, photo, and video due by noon (12:00 p.m.)	4	5	6
7 Campaigning begins. Candidate Tabling. 11:00 a.m. - 2:00 p.m.	8 Campaigning. Candidate Tabling. 11:00 a.m. - 2:00 p.m.	9 Campaigning. Candidate Tabling. 11:00 a.m. - 2:00 p.m.	10 Campaigning.	11 Campaigning.	12	13
14 Thanksgiving - University Closed.	15 Campaign Expenditure reports due by 4:00 p.m. to CRO/RO.	16 Campaigning. Polling Day. Polls open at 9:00 a.m.	17 Campaigning. Polling Day. Polls close at 4:00 p.m. Unofficial results distributed.	18	19	20
21	22	23 Students' Council Meeting 6:00 p.m. - 8:30 p.m. in SA-327 (Students' Council Chamber)	24	25	26	27
28	29	30	31	Mandatory Students' Council Orientation/ Training (5:00 p.m. - 9:00 p.m.)	Mandatory Students' Council Orientation/ Training (8:30 a.m. - 7:00 p.m.)	

ELECTION TIMELINES

Tuesday, September 3	Nominations for the Fall 2024 Councillor Nominations open. All required forms available at samu.ca/election .
Tuesday, October 1	Nominations close. All required forms must be submitted by 4:00 p.m. Forms must be submitted online via samu.ca/election .
Tuesday, October 1	All Candidates, or their representative, must attend an All Candidates Meeting at 5:00 p.m. in the Students' Council Chambers.
Thursday, October 3	Candidate bio, photo, and video must be submitted by 12:00 p.m. A submission link will be provided at samu.ca/election . Photo must be in .jpeg format. Video must be in .mp4 format, vertical orientation, and in as high quality as possible.
Monday, October 7 (6:00 a.m.) -	Campaigning begins.
Monday, October 7	Candidate Tabling Event**. 11:00 a.m. – 2:00 p.m. in the Student Lounge (SA-216).
Tuesday, October 8	Candidate Tabling Event**. 11:00 a.m. – 2:00 p.m. in the Student Lounge (SA-216).
Wednesday, October 9	Candidate Tabling Event**. 11:00 a.m. – 2:00 p.m. in the Student Lounge (SA-216).
Tuesday, October 15 (4 p.m.)	Expenditure Reports are due by 4:00 p.m. Expenditure Report form is available at, and must be submitted through, samu.ca/election . Failure to submit expenditure report and/or campaign materials will result in immediate disqualification from the election by CRO.
Wednesday, October 16 - Thursday, October 17	Polls open at 9:00 a.m. Polls close at 4:00 p.m.
Thursday, October 17 (4:00 p.m.)	All campaigning ends. By 5:00 p.m., all campaign material must be removed. Failure to do so may result in disqualification from the election. Unofficial results will be distributed after 4:00 p.m., when available.
Saturday, October 26	MANDATORY* Students' Council Training (8:30 a.m. - 7:00 p.m.)
Saturday, April 26, 2024	MANDATORY* Students' Council Refresher (8:30 a.m. - 6:00 p.m.)

* As per Governance Transition Policy

** Event requires pre-signup.

Relevant Bylaws - Students' Council

Highest Authority

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

Composition

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

Powers

Interpretation of Bylaws

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

Policy

22 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

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

Borrowing Powers

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

25 Students' Council must receive approval from the MacEwan Board of Governors before going forward with any authorization of borrowing funds or pledging SAMU assets as security.

Budget Approval

26 Students' Council gives final approval to the SAMU budget as given in SAMU policies.

Committees

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

Punitive Measures

28 Students' Council has the exclusive power to impose punitive measures on Councillors and Executives for misconduct.

Responsibilities

Annual Report

29 Students' Council approves an Annual Report of SAMU, outlining the activities and status of SAMU for publication.

Consultation

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

Meetings

Regular Meetings

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

Special Meetings

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

Town Hall Meetings

33 Town Hall meetings are held at least once per year as provided in SAMU Policies.

Quorum

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

Regular Resolutions

35 A Regular Resolution of Students' Council may pass with a simple majority vote in favour.

Special Resolutions

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

Open Meetings

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

Councillors

Qualifications for Office

38 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

39 Elections for Councillors are held every year.

Terms

Term Beginning

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

Term Ending

41 The term of a Councillor automatically ends on October 31, unless it is terminated earlier upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councillor, or upon the Councillor's ceasing to meet the qualifications for office.

Vacancies

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



Remuneration

43 Councillors are remunerated for their service as provided in SAMU policies.

Relevant 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.

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.



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11 MacEwan University requirements regarding campaigning are adhered to.

Relevant 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 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 Governance Investigations and Reinstatement Committee (GIRC) 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 GIRC 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 GIRC. 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.

Relevant 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, digital posters, banners, and other materials approved by the CRO, or their appointed designate.

A **Campaign Manager** is a SAMU general member identified by the candidate who is allowed to officially represent a candidate at election meetings or events.

A **Candidate** is a SAMU general member who is nominated to run for an elected representative role or a SAMU general member who is running a campaign for or against a specific referendum question.

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.

The **Returning Officer** is an operational liaison between the Chief Returning Officer and SAMU for elections and referendums.

Regulations

Impartiality

- 1 All elections officials are required to sign a pledge of impartiality in the performance of their duties.
- 2 Elected representatives and full-time SAMU staff 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.

Returning Officer

- 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 RO is responsible for the hiring of polling clerks.

Nominations

- 11 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.
- 12 Individuals wishing to nominate themselves for candidacy, or to run a campaign either in favour or opposed to a referendum question, 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.



13 A valid nomination requires potential candidates to submit information, via approved submission method, demonstrating eligibility, the endorsement from 5 general members nominating them for election, and a declaration of intent to stand for election and to hold office should they win the election, or to run a referendum campaign, and to abide by the bylaws, policies, and procedures of SAMU.

Campaigns

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

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

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

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

17.1 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.

17.2 Candidates or supporters may not disburse campaign materials that have value beyond their campaigning function.

17.3 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.

17.4 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.

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

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

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

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

18 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.

19 Using campaign materials off-campus is not permitted.

20 Campaign events may not take place off campus.

Campaign Expenses

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

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

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

22.1 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.

23 Failure to submit expense reports results in disqualification.



24 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.

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

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

Campaign Materials

25 The CRO has the right to refuse authorization of campaign materials.

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

27 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.

28 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.

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

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

31 Candidates found distributing unapproved campaign material face disciplinary action.

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

Election Periods

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

33.1 The CRO confirms the election dates.

Candidate Withdrawal

34 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

35 The nominations period, campaigning, formal interaction with candidates, voting days, and election results are marketed by SAMU including, but not limited to:

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

35.2 banners within MacEwan University;

35.3 information featured prominently on the SAMU website; and

35.4 updates to SAMU social media.

36 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

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

37.1 Polling stations may either be fixed or mobile.

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

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

40 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.

41 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

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

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

Complaints

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

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

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

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

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

45.4 A description of the violation with supporting evidence; and

45.5 A catalogue of all submitted evidence.

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

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

47 The CRO will investigate all complaints and inform all involved parties of the decision within 24 hours from the receipts of the complaint.

47.1 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.

47.2 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

48 Any SAMU general member may appeal a decision of the CRO or the election results, in writing or via email.



48.1 Appeals of a decision of the CRO must be received by the Governance Office within 48 hours of the issuance of the decision.

48.2 Appeals of the election results must be received by the Governance Office within 48 hours of voting closing.

48.1 An appeal must include the following information or it will not be accepted:

48.1.1 The name of the person filing the appeal and their MacEwan email address and student ID number, as well as their phone number.

48.1.2 The decision that was made, or the bylaw, policy, or procedure that was broken;

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

48.1.4 Any other documentation supporting the appeal.

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

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

Election Budgeting

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

Appendix A: Infraction Guidelines

*This appendix provides guidelines for the CRO but is not to be considered exhaustive and other punitive measure may be made by the CRO.

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 unapproved campaign materials	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.

Complaints

Use this format if you have to submit a complaint regarding the election procedure, and/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, policies, and/or procedures involved, and attach any evidence you may have to corroborate your grievance. You must also submit your grievance within 24 hours of the occurrence for it to be considered.

1. Supposed Violation.
2. Date and times involved:
3. Candidate(s)/Campaign(s) involved.
4. Additional Comments for consideration.
5. Suggested action(s).

Contact Info, including your MacEwan email address, your student ID number, and your phone number.

Submitted by:

Signature

Date

Appeal(s)

Use this format if you have to submit an appeal of a decision made by the CRO or the election results. The Governance Office will only accept an appeal submitted in writing, either hard copy or email.

You must be specific, cite bylaws, policies, and/or procedures involved, and attach any evidence you may have to corroborate your grievance. You must also submit your appeal within 48 hours of the occurrence for it to be considered.

1. The decision that was made, or the bylaw, policy, or procedure that was broken.
2. An explanation of why you believe a decision was made incorrectly, or how the bylaws, policy, or procedure was broken.
3. Any documentation supporting the appeal.
4. Contact Info, including your MacEwan email address, your student ID number, and your phone number.

Submitted by:

Signature

Date

The Governance office WILL NOT accept appeals submitted/received beyond the deadline or that are missing any of the required information.

Students' Council (SC) Schedule 2024-2025*

Meeting Type	Date	Time	Motion/Consultation Submission** Deadline	Report Submission** Deadline
SC Training	October 26, 2024	8:30am-7:00pm		
SC Meeting	November 20, 2024	6:00pm-8:30pm	November 13, 2024 at 4:00pm	November 14, 2024 at 4:00pm
SC Meeting	December 18, 2024	6:00pm-8:30pm	December 11, 2024 at 4:00pm	December 12, 2024 at 4:00pm
SC Meeting	January 15, 2025	6:00pm-8:30pm	January 8, 2025 at 4:00pm	January 9, 2025 at 4:00pm
Town Hall	January 29, 2025*	10:30am-1:30pm		
SC Meeting	February 19, 2025	6:00pm-8:30pm	February 11, 2025 at 4:00pm	February 12, 2025 at 4:00pm
SC Meeting	March 19, 2025	6:00pm-8:30pm	March 12, 2025 at 4:00pm	March 13, 2025 at 4:00pm
SC Meeting	April 16, 2025	6:00pm-8:30pm	April 9, 2025 at 4:00pm	April 10, 2025 at 4:00pm
SC Training	April 26, 2025	8:30am-6:00pm		
SC Meeting	May 21, 2025	6:00pm-8:30pm	May 13, 2025 at 4:00pm	May 14, 2025 at 4:00pm
SC Meeting	June 18, 2025	6:00pm-8:30pm	June 11, 2025 at 4:00pm	June 12, 2025 at 4:00pm
SC Meeting	July 16, 2025	6:00pm-8:30pm	July 9, 2025 at 4:00pm	July 10, 2025 at 4:00pm
SC Meeting	August 20, 2025	6:00pm-8:30pm	August 13, 2025 at 4:00pm	August 14, 2025 at 4:00pm
SC Meeting	September 17, 2025	6:00pm-8:30pm	September 10, 2025 at 4:00pm	September 11, 2025 at 4:00pm
SC Meeting	October 15, 2025	6:00pm-8:30pm	October 7, 2025 at 4:00pm	October 8, 2025 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, scanned, 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: _____

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, policies, and procedures 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 NO LATER than 4:00 p.m., Tuesday, October 1, 2024.

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



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Must be submitted via samu.ca/election.

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 or program) for your **entire submission**. Late submissions (ie. after 12:00 p.m. (noon) on October 3, 2024) 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.docx**.

***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 form MUST be submitted by 12:00 p.m. (noon), Thursday, October 3, 2024.



**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 2024 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.

*Note: candidates are required to receive endorsements from a minimum of 5 students who are members of SAMU. Names & ID numbers will be confirmed through MacEwan University records. Names that do not match ID #s will be considered invalid and will not count toward the 5 endorsements.

Date Submitted

Candidate's Signature

