

# **Nomination Package**

*Referendum Question Party Chair*

■ WLUSU Annual General Meeting  
February 4<sup>th</sup>, 2010

# Nomination Package

## *WLUSU Annual General Meeting*

This nomination package contains important information regarding candidacy and campaigning in the 2010 Annual General Meeting (AGM) to be held on Thursday February 4<sup>th</sup>, 2010. It is **your** responsibility as a Party Chair to know and understand the information within this document, as well as policies and procedures governing elections and any supplemental policies that may be introduced by the WLUSU regarding elections.

If you have any questions, comments, or concerns please contact Nicole Rebry, Chief Returning Officer, at [elections@wlsu.com](mailto:elections@wlsu.com). Questions, comments, or concerns relating to the Brantford campus may be emailed to Jessi Calberry, Head Deputy Returning Officer: Brantford at [brantfordelections@wlsu.com](mailto:brantfordelections@wlsu.com).

NOTE: A supplemental package containing the current election policies is available online and in the WLUSU Offices. All Party Chairs must be familiar with these policies before the elections period commences.

This package should contain **20 pages**.

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## From the Chief Governance Officer...

Potential Referendum Question Party Chairs,

Firstly, I would like to thank you for your interest in the position of Party Chair. It takes a great deal of selflessness, a strong sense of responsibility to one's peers and incalculable dedication to stand as a Party Chair.

Referendum questions put forward a choice to the student body. Usually, the impact of these questions persists for many year and generations of students to come. For example, past referendum questions have created student organizations, allowed for the construction of new buildings on campus or provided funding for new services. For these reasons, significant planning goes into researching and designing these questions.

Likewise, a truly representative referendum process is impossible without the similar planning and sacrifice from Party Chairs and their teams. Therefore, I cannot thank you enough for the contribution of your time and energy in assisting the student body to make an educated decision on the question at hand. I wish you all the best and look forward to your contributions during the campaign period.



Saad Aslam  
Chairman of the Board & Chief Governance Officer  
Wilfrid Laurier University Students' Union

## From the Chief Returning Officer...

Prospective Party Chairs,

On behalf of the entire Elections Team, I would like to thank you for your interest in posing a Referendum Question to the Membership of the Wilfrid Laurier University Students' Union.

As the Chief Returning Officer for this year's election, I am responsible for the general conduct and execution of the election. In cooperation with the Chief Governance Officer on behalf of the Board of Directors, Deputy Returning Officers, and Election Volunteers, a fair and equitable election process can be ensured.

The success of the election does not, however, just depend upon the efforts of the Elections Team. As a Party Chair, you have the duty of ensuring that a professional approach is taken throughout the election process. It is your responsibility to follow the rules and regulations as outlined by the WLUSU policies on Elections and the Code of Conduct. Respectful campaigning during this election will ensure a positive experience for all who are involved. A deep understanding of the policies that govern your particular election is crucial in order for a smooth campaign period to occur.

Please remember that either you or your agent, **MUST ATTEND THE ALL PARTIES MEETING** at 10:30 pm on Wednesday January 20<sup>th</sup>, 2010 in Bricker Academic Building 201 (BA201). Should you have any questions or concerns, please contact me at [elections@wlusu.com](mailto:elections@wlusu.com). The Elections Team is here to support you and ensure that the election is a success.

I wish you all the best of luck with your campaign efforts over the next few weeks! Please feel free to come visit me in my office, located on the 3<sup>rd</sup> floor of the Fred Nichols Campus Centre.

Sincerely,

Nicole Reby  
Chief Returning Officer  
Wilfrid Laurier University Students' Union

## **General Information & Instructions**

### **Information Sessions**

These information sessions are designed to give potential Party Chairs a clear understanding of their roles in supporting or opposing a Referendum Question. There will be current student representatives at the sessions to answer any questions regarding Referenda in general, campaigning, or any other questions you may have.

It is **suggested** that you attend one of the information sessions.

Monday January 11 <sup>th</sup>	10:00pm-12:00am	DAWB 2-105
Tuesday January 12 <sup>th</sup>	10:00pm-12:00am	DAWB 2-105
Wednesday January 13 <sup>th</sup>	10:00pm-12:00am	Brantford Student Centre

### **Close of Nominations**

The forms within this package must be completed in full and returned to the Students' Union offices by **WEDNESDAY JANUARY 20<sup>th</sup>, 2010 AT 12:00 PM (ie. Noon)**. If the forms have not been submitted by that time then your nomination will be considered **invalid**.

*\*NOTE: Forms may be submitted in sealed envelopes to the Front Desk of the WLUSU offices, 3<sup>rd</sup> floor of the Fred Nichols Campus Centre. Brantford students may submit their forms to the Peer Connect Desk of the WLUSU Offices located on the first floor of the Brantford Student Centre.*

### **All Parties Meeting**

This meeting will outline the general procedures of the election and provides potential Party Chairs with vital information for their campaigns. The Chief Governance Officer, Chief Returning Officer/Head Deputy Returning Officer will be present to answer any questions you may have and clear up any questions about policy.

All **potential Party Chairs** must attend this meeting. Any potential Party Chair who is not present at this meeting and has not provided written (or email) notification of their absence to the Chief Returning Officer at least 24 hours prior to the meeting will be **automatically disqualified from the election**.

The meeting will take place **WEDNESDAY JANUARY 20<sup>th</sup>, 2010 AT 10:30 P.M. in BA201** (2<sup>nd</sup> floor of the Brick Academic Building) for Waterloo students, and in the **COUNCIL CHAMBER** (WLUSU Office) for Brantford Students.

## The Campaign Period

The campaign period begins one half hour after the adjournment of the All Parties Meeting on Wednesday January 20, 2010. All campaigning closes at 7:30pm on Thursday February 4<sup>th</sup>, 2010. Campaigning before this period as well as failing to remove all campaign related materials within one half hour after the polls close, will result in a **demerit (1)**. Please consult Election policies on what constitutes as campaigning.

## Contact Information

Each Party Chair must provide a valid e-mail address in his or her nomination package. Notices of meetings, demerits, appeals, and other election related information will be sent via email. It is strongly advised that Party Chairs check their emails regularly. If you fail to do so, you may not receive a demerit notification within 24 hours of the allotted time for appeals and will not have any avenue for redress.

## Demerits and Appeals

The policies and procedure for demerits are stated in **Elections Policy #8**. If you receive a demerit, you will be notified by the Chief Returning Officer or Head Deputy Returning Officer: Brantford via email immediately. All information about the demerit will be recorded in the email and a hardcopy will be at the front desk or your respective WLUSU office by **8:30 am the following day for review**.

If you wish to appeal the demerit, you must provide your reasons in an email or a type-written memorandum to the Chief Governance Officer (CGO), Saad Aslam, by 11:59pm the following day. You may email the CGO at [saslam@wlu.ca](mailto:saslam@wlu.ca) or leave a type-written memorandum in his mailbox in the WLUSU offices on the 3<sup>rd</sup> Floor of the Fred Nichols Campus Centre. When appealing by email, you must also leave a voicemail message by phone stating that you have sent your appeal. The CGO's phone number is (519) 884-0710 x3114.

It is **your** responsibility to ensure that you are following up on any violations, demerits, and appeals.

**NOTE: A Party Chair must be replaced if they receive 7 demerit points and the Party will be disqualified if they receive 10 demerit points. If a party is disqualified, the question will continue regardless.**

## Promotional Materials

Information regarding promotional materials is outlined in **Elections Policy #6**. If you have any doubts about where promotional materials may be placed, please consult an Elections Official.

### Posters

Restrictions on promotional materials are as follows:

Brantford Campus	<ul style="list-style-type: none"><li>• 1 poster per floor in each residence building (13)</li><li>• 2 posters in the Carnegie Building</li><li>• 3 posters in the Student Centre</li><li>• 2 posters in Grand River Hall</li><li>• 1 poster in the Odeon Building</li></ul>
Waterloo Campus	<ul style="list-style-type: none"><li>• 25 posters total in the Academic Buildings (including 1 on the cork board in the Concourse)</li><li>• 1 poster in each residence building</li><li>• 2 posters in the Athletic Complex</li></ul>

Posters must be placed in accordance with the WLU poster policy. You are required to submit a detailed description of all poster locations to the Chief Returning Officer or an Elections Official within 24 hours of placing said posters. You may do this via email.

**\*NOTE: The WLU poster policy for the Waterloo campus is available at:**  
<http://mylaurier.ca/content/documents/Dean%20of%20Students/File/campuspolicy.pdf>

**The WLU poster policy for the Brantford campus is available at:**  
[http://www.wlu.ca/documents/17188/Wilfrid\\_Laurier\\_University\\_Brantford\\_Poster\\_Policy\\_\(full\\_policy\)\\_\\_\(June\\_2006\).pdf](http://www.wlu.ca/documents/17188/Wilfrid_Laurier_University_Brantford_Poster_Policy_(full_policy)__(June_2006).pdf)

If you are currently running for more than one position (ie. WLUSU BOD and WLU Senate) you will still only be allotted the same amount of posters specified above. The number of posters does not double. You may, if you choose, put both positions on your promotional materials. You must have at least 1/3 of your poster allotment for one of the organizations. Therefore you may not use all of your posters for one of the positions and not the other.

The position for which you are applying for and the organization it for must be clearly visible on all promotional materials. Use of any WLUSU Logo, WLUSU Coat of Arms,

the WLU Coat of Arms, any logos associated with WLU or any other trademark or service mark of any other company or individual without express written permission is prohibited. Please refer to **Elections Policy #6 (Section 3)** for more details.

### ***Pamphlets***

Each Party may have a maximum of **500** pamphlets. The maximum dimensions for pamphlets are 8.5" x 11" unfolded. Pamphlets must be handed out on a person-to-person basis, and must bear the stamp of the Chief Returning Officer or an Elections Executive. If running as a slate, one (1) pamphlet counts for each candidate endorsed on a pamphlet.

### ***Websites and Electronic Campaigning***

The Chief Returning Officer (CRO) and Head Deputy Returning Officer: Brantford (HDRO: Brantford) has discretion over what electronic promotional materials constitute campaigning. As such, the CRO/HDRO:Brantford must be aware of and approve any electronic campaign materials before being posted online or the Party will receive a demerit and/or face possible disqualification. Should the Party Chair disagree with the decision of the CRO/HDRO: Brantford, they may appeal said decision by contacting the Chief Governance Officer as noted elsewhere in this document.

Websites, including those provided to Parties by the WLUSU, must be authorized by the CRO/HDRO: Brantford prior to being available online. Facebook and other social networking sites are permitted providing all Elections policies are adhered to and the CRO/HDRO:Brantford is provided with real-time ability to monitor content.

### ***Approval of Promotional Materials***

The CRO/HDRO:Brantford, or an Election Executive must authorize all campaign and promotional materials. The appropriate Governing body for that specific location must also authorize the material (ie. Dean's Office, Residence Life Office, Brantford Campus Operations Department, etc.) Please ensure that all campaign material has a clear space to be stamped. Any printed material that cannot be stamped will not be approved by the Elections Team.

To approve campaign materials, contact the CRO at [elections@wlsu.com](mailto:elections@wlsu.com) or the Head Deputy Returning Officer: Brantford (Brantford specific materials only) at [brantfordelections@wlsu.com](mailto:brantfordelections@wlsu.com) to arrange a meeting time.

### ***Spending Limits and Reimbursements***

A maximum spending limit is stated in **Elections Policy #5 (Section #3)**. If the Party deviates from these spending limits, the Party will receive demerits accordingly. Expenses (with receipts, if not donated material) must be submitted at the time of approval. Failure to do so will result in the Party's promotional material not being approved. If the Party does not assign donated material a value, the CRO/HDRO: Brantford will determine the value and include the expenses on the Party's expenditure form. **You** are solely responsible for keeping track of your expenses; you will not be notified as you approach your limit.

## **Official Agents and Scrutineers**

Each Party Chair has the option of having an Agent, who will be the official representative of the Party Chair. The Agent is seen as one and the same as the Party Chair. As such, the Party Chair is responsible for any punitive actions as a result of any infractions committed by the Party Chair's Agent. Potential Party Chairs must register their agent by **12:00 NOON ON WEDNESDAY JANUARY 20, 2010** using the Official Agent Form. The Proof of Registration form must also be completed by the prospective Agent.

Each Party is entitled to have up to 35 Scrutineers. Scrutineers must be registered by **12:00PM ON WEDNESDAY FEBRUARY 3, 2010** using the Scrutineer Registration Form. Note that the Party is **required** to have a Scrutineer present during ballot counting unless you specifically waive this right by notifying the Chief Returning Officer/ Head Deputy Returning Officer: Brantford in writing or by email.

Please refer to the Elections Policies for more detailed information regarding the role of Agents and Scrutineers.

## **Ballot Counting**

Ballot counting will take place at the Waterloo Campus after the close of polls on Thursday February 4, 2010. Successful questions will pass based on a plurality. Please refer to **Elections Policy #7 (Section 8)** for policies regarding people permitted to be in attendance and the general processes of counting. Results will be announced as soon as the ballots have been counted unless outstanding appeals must be settled. Nobody will be permitted to leave or enter the counting room between the times of the commencement of counting and the announcing of the results without being escorted by a member of the WLUSU Elections Team.

## **Supplementary Code of Conduct**

The following Code of Conduct is implemented as part of the Election Process, and shall be considered an official Election Policy. Violation of this Code of Conduct is subject to demerits at the discretion of the Chief Returning Officer, the Chief Governance Officer and/or the Appeals Committee, and these demerits may be cumulative. No element of this Code of Conduct may contravene or supersede the Elections Policies as ratified by the WLUSU Board of Directors but shall instead serve to further define what is considered acceptable conduct by Candidates during the Election Period.

All Party Chairs, their agents, and associated Referendum Question Party shall:

- Be courteous, polite and respectful to the Electorate, the Elections Team, the Appeals Committee, those Members currently in Office, the Staff of the Wilfrid Laurier University and the Wilfrid Laurier University Students' Union and other Candidates.
- Not harass or otherwise "aggressively campaign" any member of the Electorate regardless of whether or not they have chosen to exercise their vote.
- Refrain at all times from profanity, slander, derogatory statements, or disrespecting the Election Process.
- Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons.
- Not use WLUSU resources for electoral purposes unless explicitly permitted to do so by Policy or a mandate from the Appeals Committee.
- Not Actively Campaign (as defined in Policy) in a WLUSU Business Operation (Turret, Wilfs, C-spot, Terrace, Williams), the University Secretariat's Office or the Laurier Bookstore.
- Not purposefully engage in behaviour that would result in a demerit being issued as outlined in Policy.

**Remember that your campaign is a reflection of the cause you are representing and the others on your Referendum Party. Please exercise common sense and good judgment in making this Election fair for all Parties.**



## Nomination Form

Party Chair Name: \_\_\_\_\_

WLU Student #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby declare my candidacy for Party Chair. I understand and will comply with Election Policies, Procedures, Regulations and Resolutions of the WLUSU Board of Directors (and its designates) that govern Elections. In support of my candidacy I have completed and submitted the required documents contained in this nomination package.

Signature of Party Chair: \_\_\_\_\_

Date: \_\_\_\_\_

*All Party Chair Nominations must be accompanied by 50 signatures.*

**THIS FORM MUST BE RETURNED TO THE WLUSU OFFICE FRONT DESK (ATTN: NICOLE REBRY)/BRANTFORD PEER CONNECT DESK (ATTN: JESSI CALBERRY/ROSS FRASER) BY 12PM ON WEDNESDAY, JANUARY 20, 2010.**



# Proof of Registration

Party Chair Name: \_\_\_\_\_

WLU Student ID: \_\_\_\_\_

This form must be signed below by an employee of the Wilfrid Laurier University Registrar's Office.

**THE ABOVE NAMED PARTY CHAIR IS A REGISTERED PART-TIME OR FULL-TIME UNDERGRADUATE STUDENT AT WILFRID LAURIER UNIVERSITY.**

Registrar's Office Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***THIS FORM MUST BE RETURNED TO THE WLUSU OFFICE FRONT DESK (ATTN: NICOLE REBRY)/BRANTFORD PEER CONNECT DESK (ATTN: JESSI CALBERRY/ROSS FRASER) BY 12PM ON WEDNESDAY, JANUARY 20, 2010.***



## Signature Page

This form must be endorsed by 50 members of the WLUSU for those seeking to be Party Chair.

***We, the undersigned, nominate \_\_\_\_\_ as a Referendum Party Chair.***

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***THIS FORM MUST BE RETURNED TO THE WLUSU OFFICE FRONT DESK (ATTN: NICOLE REBRY)/BRANTFORD PEER CONNECT DESK (ATTN: JESSI CALBERRY/ROSS FRASER) BY 12PM ON WEDNESDAY, JANUARY 20, 2010.***



## Choice of Agent

I, \_\_\_\_\_ choose

\_\_\_\_\_ to represent me as my official Agent in the 2010 WLUSU Annual General Meeting. As official Agent the above person has my permission to act on my behalf if need be. I understand that I am responsible as a Party Chair for the actions of my Agent, and will be accountable for their behaviour on my behalf during the campaign period.

Signature of Party Chair: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, accept the position of official Agent for the Party Chair \_\_\_\_\_.

As official Agent, I understand that I am bound by the same rules, regulations, policies and procedures as the above named Candidate.

Signature of Official Agent: \_\_\_\_\_

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

Date: \_\_\_\_\_

*Proof of Registration for the official Agent must be submitted with this form. Any incomplete submissions will not be honored.*

**THIS FORM MUST BE RETURNED TO THE WLUSU OFFICE FRONT DESK (ATTN: NICOLE REBRY) /BRANTFORD PEER CONNECT DESK (ATTN: JESSI CALBERRY/ROSS FRASER) BY 12PM ON WEDNESDAY, JANUARY 20, 2010.**



Proof of Registration - Agent

Agent Name: \_\_\_\_\_

Party Chair Name: \_\_\_\_\_

Agent's WLU Student #: \_\_\_\_\_

This form must be signed below by an employee of the Wilfrid Laurier University Registrar's Office.

**THE ABOVE NAMED AGENT IS A REGISTERED PART-TIME OR FULL-TIME UNDERGRADUATE STUDENT AT WILFRID LAURIER UNIVERSITY.**

Registrar's Office Signature \_\_\_\_\_

Date \_\_\_\_\_

***THIS FORM MUST BE RETURNED TO THE WLUSU OFFICE FRONT DESK (ATTN: NICOLE REBRY)/BRANTFORD PEER CONNECT DESK (ATTN: JESSI CALBERRY/ROSS FRASER) BY 12PM ON WEDNESDAY, JANUARY 20, 2010.***



## Scrutineer Registration Form

Parties may choose to select up to 35 Scrutineers who are students at WLU. All Scrutineers must be registered with the Chief Returning Officer/Head Deputy Returning Officer: Brantford by **WEDNESDAY FEBRUARY 3, 2010 AT 12 NOON.**

Please be reminded that a Party is responsible for the actions of his or her Scrutineers, and any violation of election policies that is done by a Scrutineer will be assumed as on the Party's behalf, and result in a demerit for that particular Party.

The portion below is to be filled out by the prospective Election Day Scrutineers.

**We, the undersigned, understand and will comply with the Election Policies, Bylaws and Resolutions of the WLUSU Board of Directors and all the contents of the 2010 Elections.**

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The portion below is to be filled out by the Party Chair.

I, \_\_\_\_\_, hereby submit for approval the application of the above members of the Corporation as **Scrutineers** for my Referendum Party.

Signature of Party Chair: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be returned to Nicole Rebry, Chief Returning Officer by 12 noon on Wednesday February 3, 2010. Brantford Candidates may choose to return this form to the HDRO: Brantford, Jessi Calberry, by the same deadline.