

Nomination Package

WLUSU Faculty Association President

School of Business & Economics Students' Society

 WLUSU Annual General Meeting
February 4th, 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 4th, 2010. It is **your** responsibility as a Candidate 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@wlusu.com. Questions, comments, or concerns relating to the Brantford campus may be emailed to Jessi Calberry, Head Deputy Returning Officer: Brantford at brantfordelections@wlusu.com.

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

This package should contain **20 pages**.

Contents

Contents.....	pg. 2
From the Chief Governance Officer.....	pg. 3
From the Chief Returning Officer.....	pg. 4
General Information and Instructions.....	pg. 5
-Candidate Information Sessions.....	pg. 5
-Close of Nominations.....	pg. 5
-All Candidates Meeting.....	pg. 5
-Platforms.....	pg. 6
-The Campaign Period.....	pg. 6
-Contact Information.....	pg. 6
-Demerits and Appeals.....	pg. 6
-Promotional Materials.....	pg. 7
-Official Agents and Scrutineers.....	pg.9
-Ballot Counting.....	pg.9
Supplementary Code of Conduct.....	pg.10
A Brief Overview of Positions Open for Election.....	pg.11
-President, School of Business & Economics Students' Society	
Nomination Form.....	pg.12
Proof of Registration.....	pg.13
Proof of Age.....	pg.14
Signature Page.....	pg. 15
Choice of Agent.....	pg.18
Proof of Registration-Agent.....	pg.19
Scrutineer Registration Form.....	pg. 20

From the Chief Governance Officer...

Potential Candidates,

First and foremost, I would like to thank you for your interest in running for an elected position. I know from personal experience it can be an extremely daunting task and for most individuals the thought of standing for election never comes close to entering their mind.

Each individual at Laurier brings with them their own character and unique life experiences. These translate into diverse voices that are desperately needed amongst the decision making bodies at this post-secondary institution to ensure veritable representation. Laurier is often credited with offering a holistic student experience and student representation is a key piece of the student experience puzzle. Without effective representation, the portrait of the Laurier student experience is harshly bleak.

While it is true the risks in running for office may seem inundating, I can assure you that the potential rewards far outweigh them. They include but are in no way limited to; gaining new skills, meeting new friends and making positive contributions to Laurier and the community at large. To give you some perspective, I have been intrigued with and involved in various levels of politics for as long as I can remember. Despite that, I have lost far more elections than I have won. In fact, the only time I ever finished first was in my 2009 campaign for the WLU Board of Governors. However, if I had decided not to run in one of those elections, it is very feasible I would not be the one writing this letter.

In the coming weeks, **your** fellow students will look forward to **your** thoughts, ideas, and initiatives. They will look forward to seeing **your** campaign posters and speaking with **you**. **You** have every reason to run for an elected position. If **you** have made it this far in reading this letter I know **you** will put **your** name forward for nomination. After all, **you** are only a few pen strokes away from it. Yes **you** can – and **you** will.

“Elections belong to the people. It is their decision. If they decide to turn their back on the fire and burn their behinds, then they will just have to sit on their blisters”. - Abraham Lincoln



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

From the Chief Returning Officer...

Prospective Candidates,

On behalf of the entire Elections Team, I would like to thank you for your interest in running for election to a position in a Wilfrid Laurier Students' Union Faculty Association.

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 Candidate, 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.

In addition to the Faculty Association President elections, the members of the WLUSU will be electing a Board of Governors, Senate, Board of Directors, Brantford Campus Council, and a President. Your attention to policy and your patience is requested as the Election Team does its best to help you in your quest to be elected.

Please remember that you **MUST ATTEND THE ALL CANDIDATES MEETING** at 10:30 pm on Wednesday January 20th, 2010 in Bricker Academic 201 (BA201). Should you have any questions or concerns, please contact me at 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 3rd floor of the Fred Nichols Campus Centre.

Sincerely,

Nicole Rebry
Chief Returning Officer
Wilfrid Laurier University Students' Union

General Information & Instructions

Candidate Information Sessions

These information sessions are designed to give interested potential Candidates a clear understanding of the various roles and responsibilities for all positions which are open for election. There will be current student representatives at the sessions to answer any questions you may have regarding time commitments, present roles, campaigning, or anything else pertaining to the position. These information sessions will be run each WLUSU Faculty Association currently soliciting candidates for election.

It is **MANDATORY** that you attend the session run by the Faculty Association for which you are seeking election.

Information regarding the date and location of these information sessions will be provided to all candidates by the relevant Faculty Association at least 48 hours prior to the beginning of the session.

Close of Nominations

The forms within this package must be completed in full and returned to the Students' Union offices by **WEDNESDAY JANUARY 20th, 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 a sealed envelope to the Front Desk of the WLUSU offices, 3rd floor of the Fred Nichols Campus Centre. Brantford students may submit their forms in sealed envelopes to the Peer Desk of the WLUSU Offices located on the first floor of the Brantford Student Centre.

All Candidates Meeting

This meeting will outline the general procedures of the election and provides potential candidates 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 Candidates must attend this meeting. Any Candidate 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 20th, 2010 AT 10:30 P.M. in BA201** (2nd floor of the Brick Academic Building) for Waterloo students, and in the **COUNCIL CHAMBER** (WLUSU Office) for Brantford Students.

Platforms

A summary of your platform (250 words) must be submitted via email to the Chief Returning Officer at elections@wlusu.com by 12:00 pm on **THURSDAY JANUARY 21st, 2010**. Platform summaries that exceed the maximum length will be cut off with a slash. If your platform summary is not submitted on time, you will **not** be permitted to submit a complete platform.

A complete platform (no length limit), conforming to your summary, must be submitted to the Chief Returning Officer via email by 5:00 pm on **MONDAY JANUARY 25th, 2010**. If your complete platform is not submitted on time, you will **not** be allowed to submit a platform at a later time.

More details regarding publicizing and posting your platform will be provided at the All Candidates Meeting.

The Campaign Period

The campaign period begins one half hour after the adjournment of the All Candidates Meeting on Wednesday January 20, 2010. All campaigning closes at 7:30pm on Thursday February 4th, 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)**.

Contact Information

Each candidate 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 Candidates 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 or leave a type-written memorandum in his mailbox in the WLUSU offices on the 3rd 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 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 Candidate will be **disqualified** if they receive **10** demerit points.

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

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 is 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 Candidate may have a maximum of 100 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 Candidate will receive a demerit and/or face possible disqualification. Should the Candidate disagree with the decision of the CRO or HDRO: Brantford, they may appeal said decision by contacting the Chief Governance Officer as noted elsewhere in this document.

Websites, including those provided to Candidates 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@wlusu.com or the HDRO: Brantford (Brantford specific materials only) at brantfordelections@wlusu.com to arrange a meeting time.

Spending Limits and Reimbursements

A maximum spending limit is stated in **Elections Policy #5 (Section #3)**. If you deviate from these spending limits you will receive demerits accordingly. Expenses (with receipts, if they are not donated material) must be submitted at the time of approval. Failure to do so will result in your promotional material not being approved. If you do not assign donated material a value, the CRO will determine the value and include the

expenses on your expenditure form. **You** are solely responsible for keeping track of your expenses; you will not be notified as you approach your limit.

Candidates for Faculty Association Presidents shall not incur expenses and have donated materials in excess of one hundred twenty five dollars (\$125) and are subject to the demerit system outlined in **Elections Policy #5**.

Official Agents and Scrutineers

Each Candidate has the option of having an Agent, who will be the official representative of the Candidate. The Agent is seen as one and the same as the Candidate. As such, the Candidate is responsible for any punitive actions as a result of any infractions committed by the Candidate's Agent. Candidates 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 candidate is entitled to have up to two (2) Scrutineers for each ballot station in which votes are being collected for the corresponding Faculty Association. Scrutineers must be registered by 12:00PM ON WEDNESDAY FEBRUARY 3, 2010 using the Scrutineer Registration Form. Note that you are required to have a Scrutineer present during ballot counting unless you specifically waive this right by notifying the Chief Returning Officer in writing or by email.

School of Business & Economics Students' Society: Up to two (2) Scrutineers.

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. The successful Candidates will win 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 Candidates running for election, their agents and associated Campaign Teams 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), 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 you as a person and your suitability as a Student Representative. Please exercise common sense and good judgment in making this Election fair for all Candidates.

A Brief Overview of Positions Open for Election

The following is a brief description of the positions within the WLUSU available for Election during this Annual General Meeting. The Elections Team would like to remind Candidates that this is by no means a complete list of responsibilities or a full description of the positions listed below. You are encouraged to do your own research before running for election.

School of Business & Economics Students' Society President *(1 Position Available)*

The President of the School of Business & Economics Students' Society (SBESS) is directly in charge of the operations of the SBESS and its registered clubs (SBE Clubs). Working with the School of Business & Economics (SBE) Coordinator of Undergraduate Affairs and the SBESS Executive Council, the President oversees and manages all events and services offered by the SBESS and its clubs. The President is the chief spokesperson of the Society and is in frequent communication with SBE Administration, the WLUSU (particularly the WLUSU Assistant Vice President of Campus Clubs and Faculty Associations), SBE Clubs and SBE students.

For more information on the SBESS and its constitution and by-laws, please refer to <http://www.sbess.ca>.



Nomination Form

Candidate Name: _____

Seeking Election for: (circle position that applies)

School of Business & Economics Students' Society President

WLU Student #: _____

E-mail Address: _____

Local Phone Number: _____

I, _____,
hereby declare my candidacy for the position(s) circled above. I understand and will comply with Election Policies, Procedures, Regulations and Resolutions of the WLUSU Board of Directors (and it's designates) that govern Elections. In support of my candidacy I have completed and submitted the required documents contained in this nomination package.

Signature of Candidate: _____

Date: _____

Faculty Association President Nominations must be accompanied with 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

Candidate Name: _____

WLU Student ID: _____

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

THE ABOVE NAMED CANDIDATE 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.



Proof of Age

I, _____, will be the age of 18
on or before February 4, 2010.

Signature of Candidate: _____

Date: _____

**This form must be submitted with a copy of government identification bearing the Candidate's name and date of birth.*

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 10 currently registered undergraduate students of the Wilfrid Laurier University.

We, the undersigned, nominate _____ (name of the Candidate) for the position of _____.

	Printed Name	Student Number	Signature
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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 Candidate for the actions of my Agent, and will be accountable for their behaviour on my behalf during the campaign period.

Signature of Candidate: _____

Date: _____

I, _____, accept the position of official Agent for the campaign of _____.

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: _____

Candidate 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

Candidates may choose to select up to 2 (two) Scrutineers for each polling station accepting votes for the corresponding Faculty Association and each Scrutineer must be a WLU student. All Scrutineers must be registered with the Chief Returning Officer by **WEDNESDAY FEBRUARY 3, 2010 AT 12 NOON.**

Please be reminded that a candidate 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 candidates behalf, and result in a demerit for that particular candidate.

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.

	Printed Name	Student Number	Signature
1			
2			

The portion below is to be filled out by the candidate.

I, _____, hereby submit for approval the application of the above members of the Corporation as my **Scrutineers.**

Signature of Candidate: _____

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.