

Candidate Election Guidelines

Purpose:

The purpose of this policy is to outline the rules and regulations that all candidates follow during the nomination and election process.

Policy:

Nominations

- For spring elections, the SU C.R.O. shall determine and announce the deadlines for the nominations of candidates prior to the end of November each year, to occur not fewer than thirteen (13) days before the date of the election. Should conditions arise where elections cannot be held in conjunction with the SU elections, the D.R.O. shall be responsible for determining and announcing the nomination deadlines.
- The Executive Director of the Augustana Students' Association shall produce nomination packages which shall contain, at minimum
 - Complete and current copies of all election bylaws, policies, rules, and regulations;
 - Nomination papers soliciting the name, contact information, and student identification number of the proposed nominee, the position the nominee wishes to contest, and nomination papers soliciting the names, years, signatures, and student identification numbers of a least fifteen (15) members as nominators;
 - Contact information for the D.R.O.;
 - The time, date, and location for the candidates meetings; and
 - The expectations for promotional materials on campus.
- Valid nomination packages shall contain:
 - A signed acceptance of the nomination by the proposed nominee;
 - A signed letter from the proposed nominee's faculty confirming that they are in good academic standing under University regulations;
 - A statement, signed by the proposed nominee, identifying the name under which they wish to appear on the ballot, papers soliciting the names, years, signatures, and student identification numbers of at least fifteen (15) members identifying themselves as; and
 - A platform statement that summarizes their position as a prospective ASC member. This statement will be posted around campus for the benefit of the voters.
- Prospective candidates may publically declare their intent to run when nominations officially open but their nomination will not be promoted by the DRO until official documents are received.
- Candidates are able to withdraw their nomination by notifying the DRO up until 9:00 a.m. on the day before polls open.

Campaign-Regulations

- All candidates must attend the mandatory candidates' information session, which will be held immediately after nominations close. At the candidates' meeting, the D.R.O. shall, at minimum
 - Review all relevant bylaws, policies, rules, and regulations, including this policy, and respond to any questions;

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- Announce the time and date of the commencement of campaign activities, to occur no fewer than seven (7) days before the date of any vote.
 - Announce the time and dates of any forums scheduled;
 - Announce the time and dates of any other required meetings that take place, including vote counting meetings if required;
 - Take attendance; and
 - Create a register listing the members for each plebiscite and referendum side and well as the manager for each.
- No manager, volunteer, or candidate shall engage in campaign activities between the nomination deadline or Students' Council initiation of a plebiscite/referenda and the commencement of the campaign period.
- Where two (2) or more candidates submit names that are either identical or so similar as to be effectively indistinguishable, the candidates shall provide the D.R.O. with their preferred names for the ballot within forty-eight (48) hours of the nomination deadline. Where the D.R.O. is not provided a preferred name by the candidate, the D.R.O. shall determine and announce what name each of the two (2) candidates shall use.
- Each candidate shall act reasonably and in good faith, and specifically shall
 - Ensure that each volunteer engaging in campaign activities on their behalf is aware of all bylaws, rules, regulations, and orders;
 - Ensure that each volunteer is in compliance with all bylaws, regulations, and orders while engaging in campaign activities on their behalf; and
 - Report any contravention of a bylaw, rule, regulation, or order to the D.R.O. immediately.
- Candidates are responsible for their supporters. If a supporter violates the principles of these guidelines an investigation shall be launched by the DRO. If the supporter is found to be acting negatively on behalf of a candidate, the candidate will be held responsible for the supporter's actions.
- A candidate or side in an ASA election may distance themselves from a third party in the event the third party effectively conducts campaign activities under the following conditions:
 - the candidate or side must demonstrate to the D.R.O. that the third party acted without consent of the candidate or side; and
 - the candidate or side must demonstrate to the D.R.O. that steps have been taken to distance themselves from the third party and to attempt to halt unauthorized campaign activity by that third party.
- Should a candidate or side demonstrate the conditions specified above to the D.R.O.'s satisfaction, the candidate or side would not be subject to punitive fines as a result of the third party's action, but could still be subject to counterbalancing fines.
- No individual candidate or side shall make use of any resource that is not
 - available to all candidates and sides;
 - general volunteer labour or expertise; or
 - accounted for as part of the candidate's or side's campaign expenses.
- No two (2) or more candidates or sides shall jointly use resources, including tables, posters, banners, and budget but excluding volunteers.
- No candidate or side shall, without the explicit permission of the D.R.O. engage in

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any campaign activity

- in any space managed by the ASA including the office and the boardroom;
 - in a University library;
 - in a classroom during a class unless the candidate first obtains permission of the professor responsible for the class;
 - in any residence space that is not publically accessible including dorm floors and buildings, bathrooms, and floor lounges, but excluding entrance forums, the dish, and communal labs and social spaces;
 - in any residence space without the permission of the Residence Coordinator; and/or
 - in any building or on any land not owned or operated by the University of Alberta.
- Candidates, or volunteers associated with their campaign, shall not:
 - Provide voters with an electronic device on the day of the election for the purpose of voting;
 - Solicit, touch, or otherwise handle a voter's electronic device on the day of the election for the purpose of voting; or
 - Solicit, steal, borrow, use or otherwise handle another students' CCID or password for the purpose of voting.

Expense Reporting:

- Candidates running in executive and students' council elections are restricted to spending \$250.00 of their own money, including donations, on their campaign.
- Sides in referendums and plebiscites are restricted to spending \$500.00 of their own money, including donations, on their campaigns.
- Each candidate and side shall keep an up to date and accurate record of all campaign expenses they incur, and shall be responsible to the D.R.O. for all such campaign expenses.
- Each candidate and side shall submit to the D.R.O. the record of their expenses no more than twenty-four (24) hours after voting ends.
- Where the D.R.O. determines that a candidate or side has exceeded or falsified its campaign expense limit
 - the candidate or side manager for the side shall be disqualified;
 - the candidate or side shall be prohibited from engaging in further campaign activities;
 - notice of this shall be publically posted with the campaign expense records;
 - the violation will be communicated directly to the candidate or the side's side manager in question; and/or
 - the D.R.O. may recommend to the Student Review Board that further action be taken against the candidate, side's side manager, and/or volunteers.
- The D.R.O. shall review all campaign expense records and include summaries in their final report to council.
- The D.R.O. shall assess a penalty to a candidate or side who does not submit their expense reports within the time limit outlined above.

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Campaign Materials:

- All campaign materials must be approved in form, content, and cost by the D.R.O. before they may be used in campaign activities. Any campaign material posted without the approval of the D.R.O. will be removed. The D.R.O. will indicate the proper method(s) of approval at the Candidates' meeting.
- Campaigning must not unduly interfere with the daily life of Augustana students or deface Augustana Campus property.
- Candidates and sides wishing to have campaign materials approved shall provide the D.R.O with all copies of the materials and 24 hours' notice before they plan to put the materials out.
- The D.R.O. shall not approve campaign materials that:
 - have more than a nominal value when distributed;
 - cannot be removed at the end of the Campaign;
 - are likely to permanently damage or alter property; or
 - contains profanity, nudity, slander, sexism, racism, religious discrimination, other content deemed discriminatory by the D.R.O. and/or violence. At their own discretion, the D.R.O. has the authority to deny any campaign material approval request.
- Candidates may not remove or alter any other candidate's material. Where a candidate contravenes this point, the D.R.O. shall impose a counter-balancing fine.
- No campaign materials shall be displayed in such a way as to obscure another candidate's or side's campaign materials. Where a candidate contravenes this point, the offending materials shall be destroyed by the D.R.O. and the D.R.O. may assess an additional penalty to the candidate if appropriate.
- All campaign material must be removed by candidates by 9:00 p.m. on the last day of voting.
- Campaign materials of any kind are prohibited within a 6 meter radius of any polling station.
- The DRO has final and absolute say as to where ASA and SU Candidates can post materials.

Posters & Other Physical Campaign Material:

- Posters are not allowed:
 - On any bulletin boards not otherwise reserved for students;
 - On any official ASA run bulletin board;
 - On windows, doors, cement pillars, or drywall;
 - Anywhere already listed in the Campaign Materials section.
- Any advertisements done outdoors, including, but not limited to, lawn signs, chalk art, or banners, must be approved by the D.R.O. prior to seeking faculty permission.
- Under no circumstance can posters or other campaign materials be posted on the main floor of the forum.
- The D.R.O. shall set a minimum distance required between posters or signs belonging to the same candidate or side.

Campaigning on Social Media

- Any campaign activity involving social media or internet activity shall not commence

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or exist between the nomination deadline or Students Council initiation of a plebiscite/referendum and the commencement of the campaign period. Social media and internet activity with the sole purpose of preparing campaign activities, campaign material, or to solicit volunteers may be undertaken during the pre-campaign period, so long as it is kept private.

- Like physical materials, campaign materials used on Facebook and other social media platforms, must be approved by the Deputy Returning Officer before being made public.
- Candidates wishing to use social media in their campaign must adhere to the following procedures:
 - Candidates who wish to create a group or fan page on Facebook must add the DRO as a friend and appoint them as an administrator of any elections-related page. Any candidates posting updates on Twitter or other social media platforms must also inform the DRO of such, and will be followed by the DRO.
 - Discussion boards and “wall posts” will be monitored by the DRO or any assigned Elections Employee and posts deemed inappropriate may be removed.
 - Candidates must remove any online campaign source, or send proof of intent to remove their sources to the D.R.O, by 9:00 p.m. on the last day of voting.

Polling:

- No one may influence voters at the polling stations. Attendants at the polling stations are responsible for enforcing voter privacy.
- On the last day of polling, all candidates are required to attend the results announcement. If a candidate is unable to attend, they must inform the DRO and have the option of appointing a scrutineer to attend in their place. Results of the election will be posted around campus for student consumption, following the approval of the DRO.
- All candidates running in a non-contested ballot must have 50% plus one (simple majority) of the popular vote to be successful.

Conflicts of Interest & Endorsements:

- Any member, with the exception of the C.R.O, the D.R.O.s, and incumbent members of Students' Council who are not also candidates, shall be free to endorse any candidate.
- Incumbent members of Students' Council are allowed to endorse sides in a Students' Union Election, but not in any ASA referendum or plebiscite.
- Current ASC members may not assist candidates with campaigning, beyond word of mouth.
- If a candidate is a current Executive member, they are not permitted to use their respective Executive ualberta email for campaigning purposes.
- If the candidate is a current member of ASC with access to the ASA offices they shall

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not use the materials or equipment available for campaign purposes. Additionally, the use of the ASA as storage space for campaign materials is strictly prohibited.

Discipline

- All infractions of the Election Guidelines shall be subject to policy 2.5.3 Candidate Discipline and Dismissal.