University of the Fraser Valley Student Union Society

Nomination Package: Board Representatives

2017 General Election

DEADLINE: FEBRUARY 17 2017, 11:59PM
Eligibility Checklist

- Read the Election Timeline (pg. 3) and confirmed availability for all necessary dates.
- Fully completed all parts of the Declaration of Intent (pg. 4).
- Read and signed the Election Eligibility Verification Form (pg. 5).
- Read and signed the Electoral Candidate Contract (pg. 6).
- Read the Election Rules (pg. 7).
- Read the Responsibilities of a Board Member (pg. 10)
- Submit a candidate statement

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Submit completed packages through either of the following options. Only pages 1-6 and the candidate statement need to be submitted:

Via email to the Chief Electoral Officer: elections@ufvsus.ca

SUS Offices
1. SUB 1109 – 33844 King Rd (Closes for the weekend on February 5 at 5pm)
   Abbotsford BC V2S 7M8

2. CEPA 1422 – 45190 Caen Ave (Closes for the weekend on February 4 at 3pm)
   Chilliwack BC V2R 0N3

For office use only

I certify that this candidate has properly completed the nomination package and that I have verified they are eligible to stand for election to the UFV Student Union Society Board of Directors

Chief Electoral Officer __________________________ Date __________________________
Election Timeline

Nomination Period: January 30, 2017 to February 17, 2017
- Submit your nomination packages to elections@ufvsus.ca or a SUS Office
- Also available for nomination are student seats on the UFV Board of Governors (2) and Senate (4). Visit www.ufv.ca/secretariat/elections for more info. One student Governor and one student Senator also will sit on the SUS Board

Review Period: February 20, 2017 to February 24, 2017
- The Chief Electoral Officer will review all packages to confirm eligibility and contact candidates
- An information session will take place this week for all candidates
- Use this time to prepare campaign materials and a candidate statement, but no campaigning is permitted

Campaign Period: February 27, 2017 to March 19, 2017
- Get out there and meet students!
- All Candidate Meetings will be held during this period (details TBD)

Voting Period: March 21, 2017 to March 24, 2017
- Voting will occur online through myUFV

Announcement & Ratification: March 28, 2017 at 6pm in SUB 3102

Transition Period:
- All successful candidates are must attend the last Board Meeting of the current term (April 25, 2017)
Declaration of Intent

Full Name: ________________________________________________

Student Number: __________________________________________

Address: _________________________________________________

City: _____________________________________________________

Postal Code: ______________________________________________

Phone: ___________________________________________________

Email: _____________________________________________________

Position Sought:
(select only one)

| ☐ | Aboriginal Representative |
| ☐ | College of Arts Representative |
| ☐ | Faculty of Access and Open Studies Representative |
| ☐ | Faculty of Applied and Technical Studies Representative |
| ☐ | Faculty of Health Sciences Representative |
| ☐ | Faculty of Professional Studies Representative |
| ☐ | Faculty of Sciences Representative |
| ☐ | School of Graduate Studies Representative |
Elections Eligibility Verification Form

Only members of the Student Union Society (“the Society” and “SUS”) in good standing may seek election to the SUS Board of Directors. The Members of the Society are all individuals who have registered in at least one credit course at UFV for the current semester and who have paid membership fees to the Society.

All candidates intending to run for any position in the 2017 General Election must complete and return the following waiver. This waiver authorizes the SUS Chief Electoral Officer to check the candidate’s eligibility by verifying the candidate is a current student at UFV in good standing, has a minimum CGPA of 2.0, meets any other eligibility requirements (as applicable), and that UFV security has no current charges against the candidate. Should the candidate successfully attain a position on the SUS Board of Directors, this waiver also authorizes the SUS Board of Directors to verify their student status on a continuing basis throughout the academic year. No student may run for office until this waiver has been returned to the SUS Chief Electoral Officer.

Elected candidates will be required to attend Board Meetings on a regular schedule. This requirement is the reason Directors of the Society received priority registration. All successful candidates will be expected to arrange their schedules to accommodate Board Meetings.

I, ____________________________ (print full name), hereby authorize the SUS Chief Electoral Officer to verify that I am a current student at UFV in good standing, have a minimum CGPA of 2.0, meet any other eligibility requirements (as applicable), and that UFV security has no current charges against me. Should I successfully attain a position on the SUS Board of Directors as a result of this election, I further authorize the SUS Board of Directors to verify my student status on a continuing basis throughout the academic year. I understand that, should I fail in my bid to become a SUS director, this waiver will only be utilized during the 2017 General Election period.

__________________________________
Signature of Candidate

__________________________________
Date
ELECTORAL CANDIDATE CONTRACT

As a candidate in the 2017 General Election I confirm that I have read and agreed to the election rules contained in this Election Package, and online at www.ufvsus.ca/elections. I also realize that my failure to follow the rules will result in sanctions against my election campaign which may include the removal of my candidacy. I further realize that even if I have been removed as a candidate in the election, my continued lack of compliance of the above rules may result in further sanctions, including prohibiting involvement in future elections. I am also aware that groups or individuals that break the above rules while campaigning on my behalf may also result in me receiving the sanctions mentioned above.

By signing this contract I agree to conduct all of my campaigning in a respectful manner and will not spread any hate-speech or intentional lies against any group, organization, or individual. I fully understand that even my actions while not campaigning, off campus, or online, may still be deemed to represent my election campaign and those actions may result in the above sanctions against me if my actions violate the above clauses.

If successful, I fully and honestly intend to fulfil the duties of the position I seek for the entire term for which I am elected.

___________________________________________
Name of Candidate

___________________________________________
Signature of Candidate

___________________________________________
Date
Election Rules

EFFECTIVE: August 7 2014

AMENDED: December 15 2015

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS
- Elections Policy
- Electoral Oversight Policy

Below are the rules for candidates in Student Union Society elections. It is your responsibility to read and comply with all of the election rules. Ignorance is not an excuse for rule violations. The Chief Electoral Officer will determine rule violations and will issue sanctions to candidates that violate the rules.

Good luck with your campaign!

Section 1: Candidates must meet certain eligibility requirements to participate in SUS elections, including to:
- Be a current Member in Good Standing of SUS, which requires candidates to:
  - Be enrolled in at least one for credit course in the current semester
  - Have paid SUS fees for the current semester
- Intend to continue to fulfil the above requirements for the duration of the term of office
- Meet the specific eligibility criteria for any positions with a specific constituency, when applicable.
  - For example, the College of Arts Rep must be studying towards a degree/declared major within the program areas of the College as listed by UFV, or a current executive member of an association within one of those program areas.
- Maintain a minimum cumulative GPA of 2.0

Please note that candidates must continue to meet these criteria for their duration of their term of office. If, once elected, a Board Member fails to meet an eligibility criteria, they will be placed on a leave of absence or required to resign, depending on the criteria lacking.

Section 2: Candidates must run as individuals with their own platforms and ideas. To ensure this during the election, candidates cannot do the following:
- Officially run as a slate or party with other candidates
- Ask the University of the Fraser Valley staff or faculty for endorsement or campaign aid.
Examples of this include, but are not limited to, displaying or distributing campaign materials in staff dedicated areas, UFV staff verbally advocating for a candidate, displaying materials on UFV media accounts (including social media, TV screens, and computer desktops)

- Ask any SUS staff member or director for endorsement or campaign aid, or using SUS resources.
  - This includes both permanent and student staff (including all services), and current Board Members (voting and non-voting)
- Use promotional materials that suggest that they have sponsorship or endorsement from UFV, SUS, any club, association, and/or on-campus or off-campus organization.

**Section 3:** The SUS election takes place during regular scheduled classes. Although SUS elections are very important to our organization, we do not want to interrupt the studies of our student membership at large. To that end, candidates cannot do the following:

- Campaign during any part of the election that is not the campaign period.
- Violate UFV’s Poster Policy or the SUB Operating Policies.
- Campaign during a scheduled UFV lecture or lab session for more than 5 minutes per class, or without permission from the instructor.
  - Candidates presenting during a class must state that their instructor is not endorsing them by allowing them to speak.
- Post material in designated classroom/lab/teaching space.
- Display posters that have not been approved by the Chief Electoral Officer and/or have not been stamped at the front desk of a SUS office.

**Section 4:** It is important that the SUS members can be made aware of each candidate and their platforms. Because of this, we require candidates to do the following.

- Attend at least one election info session.
- Submit a written candidate’s statement for publication.
- Candidates must attend and participate in at least one All Candidates Meeting.
  - Candidates are expected to communicate with their instructors beforehand if there are time conflicts with lectures or labs. Proof of this communication will be required if a candidate has to miss required sessions due to class conflicts.

**Section 5:** To ensure fairness and validity in all SUS elections.

- A candidate must not spend more than $125 on their campaign, or fail to submit an expense report to the Chief Electoral Officer by the end of the campaign period.
- A candidate must not campaign using any food, or liquid consumables.
• A candidate must not offer any sort of direct incentive (bribe) to any student(s).
• A candidate must not harass, threaten, or bully any student to vote for or endorse them.
• A candidate must not harass, threaten, or bully the Chief Electoral Officer, or any member of the Electoral Committee.
• A candidate must not intentionally lie, or spread false information about the University, SUS, or other candidates.
• A candidate must not set up or have supporters set up their own mobile polling stations in order to get more votes for specific candidate(s).
• A candidate must not distribute any partisan campaign materials or campaign inside Baker House, except during a campaign event is organized by the Chief Electoral Officer.

**NOTE**  If a group or individual violates the above rules in support of a candidate, then the candidate in question may still be subject to sanctions, as determined by the Chief Electoral Officer.

If you have any questions or concerns about the campaign rules, or if you have witnessed violation of the above rules, please email the Chief Electoral Officer at elections@ufvsus.ca.
Responsibilities of a Board Member

EFFECTIVE: November 24 2007 AMENDED: March 21 2014

AUTHORITY: Governance Committee RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

Purpose
This policy lists the responsibilities and duties of all members of the SUS Board of Directors.

Responsibilities
1. A director must act honestly, in good faith, in the best interests of the society, and exercise the care, diligence, and skill of a reasonably prudent person, in exercising the powers and performing the functions of a director.

2. A director who is, directly or indirectly, interested in a proposed contract or transaction with the Society must disclose fully and promptly the nature and extent of the interest to each of the other directors.

4. To understand that the role of the Board is to act as an oversight body, and is not involved in the day-to-day operations, administration, or management processes.

5. To represent the Faculty or group of students the director is elected to represent (i.e. Faculty of Arts rep should represent students in academic programs under the Faculty of Arts),

6. To behave respectfully and professionally toward other board members, student union staff, and members both publically and privately (this includes all forms of media such as news articles and social media platforms).

7. To speak freely at Board meetings, but support policies, programs and decisions once established.

8. To recognize the President as the primary spokesperson for The Society, and as the only person authorized to speak for the Board or the Society.

9. To ensure that legal, regulatory and accountability obligations are met.

10. To attend and participate in all Board and General Meetings.

11. To miss no more than three (3) Board meetings in a year.

12. To work within the AGM approved SUS budget.

13. To acquire a working knowledge of the BC Society Act, SUS Bylaws and Policies, Robert’s Rules, and any other items governing the business of the Society.

14. Be aware of current issues concerning your Faculty or community for which you were elected and bring them to the Board when necessary.