



University of Toronto Students' Union

Board of Directors 2020 Fall Election Nomination Package

12 Hart House Circle
Toronto, ON M5S 3J9

Please carefully read all sections of this nomination package. It is your responsibility to be aware of all key dates, contacts, and election details noted below. **Please note that all times listed are based on Eastern Time.**

Contact Information

The 2020 Fall Election is run by the Elections and Referenda Committee, a committee of the Board of Directors of UTSU. The day-to-day operation of the 2020 Fall Election is the responsibility of the Chief Returning Officer (CRO). Please refer to the UTSU Elections website page at www.utsu.ca/elections, or contact the Office of the Chief Returning Officer if you have questions or concerns:

Spencer Robertson, Chief Returning Officer
12 Hart House Circle (UTSU Office)
cro@utsu.ca



UNIVERSITY OF TORONTO
STUDENTS' UNION

2020 Fall Election Nomination Information Package Content

- [] Board of Director Election Schedule (pg 2)**
- [] Candidate Eligibility Guidelines (pg 3)**
- [] Important Details (pg 4)**
- [] Board of Directors Vacancies (pg 5)**
- [] Request for Accommodation (pg 5)**
- [] Request for Expense Reimbursement (pg 5)**

Board of Directors Election Schedule - IMPORTANT DATES - 2020 Fall Election

Nomination Period

Nomination Period Opens	Friday, October 2nd, 09:00am
Nomination Period Closes	Friday, October 9th, 5:00pm

Silent Period

Silent Period begins	Friday, October 9th, 5:00pm
Silent Period ends	Monday, October 12th, 9:00am

All Candidates Meeting

Mandatory All Candidates Meeting	Saturday, October 10th, 2:00pm online
----------------------------------	---------------------------------------

Campaigning

Online Campaign Period Begins	Monday, October 12th, 9:00am
Online Campaign Period Ends	Monday October 19th, 5:00pm

Voting

Voting Period Begins	Saturday, October 17th, 12:01am
Voting Period Ends	Monday, October 19th, 5:00pm

Results

Official Announcement of Election Results	Wednesday, October 21st at 4:00pm
---	-----------------------------------

Dates and times are subject to change. Changes will be posted on the UTSU website at www.utsu.ca.

Candidate Eligibility Guidelines

To be eligible as a candidate*, a nominee must do the following:

*Note: A valid candidate must be a member of the University of Toronto Students' Union, the requirements can be found in Bylaw II – Membership:

The members of the Union shall be:

- a. *All individuals who have registered full-time in a program leading to a degree, diploma, or certificate, are taking the equivalent of a full-time course load at the University of Toronto for the current session, and who have paid membership fees to the Union.*
- b. *Registered students of the Toronto School of Theology.*
- c. *Membership is only valid for the session paid.*
- d. *Members of the Executive Committee during their respective terms in office, including the Executive Director of the Union.*

1. **Nomination Form**

Division I and II Director Nomination Forms must be signed by at **least twenty-five (25)** Student Union members. Nomination signatures must be submitted to the online form (**to be sent to candidates via email**) by the close of the nomination period at 5:00pm on Friday, October 9th, 2020. **Signatures MUST be from the constituency in which the nominee wishes to run.**

It is recommended that you obtain **MORE** signatures than is minimally required, as each name is verified to ensure full-time undergraduate status and payment of UTSU fees in the appropriate constituency. If one or more names are found to be invalid, the extra names will then be taken into account.

2. **Attend the All Candidates Meeting**

The All Candidates Meeting takes place online on Saturday, October 10, 2:00pm.

Location: Online (**information will be sent to successful candidates**).

Attendance for the duration of the meeting is mandatory for either a candidate or their proxy. If a candidate or proxy is unable to attend, appropriate arrangements must be made with the CRO in advance of the All Candidates Meeting. Failure to attend the meeting in person or by proxy or meet with the CRO will result in disqualification.

A number of topics will be addressed at the All Candidates Meeting, including a review of the Election Procedure Code, Election schedule, and the duties and functions of Election officials. Members of the UTSU Elections and Referenda Committee will be present to answer questions regarding the Elections or administration of the ballot.

Candidates who are unable to attend the All Candidates Meeting may send an authorized representative to this Meeting to act on their behalf. A proxy form for the authorized representative is included within this package.

Please Remember In order to be eligible to run in the 2020 Fall Election, you must:

Attend the All Candidates Meeting on Saturday, October 10, 2:00pm.

Location: Online (**information will be sent to successful candidates**).

1. OR Send someone to attend the meeting for you (a proxy) if you are unable to attend.
2. OR Make appropriate arrangements with the CRO prior to or within 24 hours of the Meeting.

Important Details

Candidacy Statement

Candidacy Statements will be posted on the UTSU website during the voting period. You must submit your candidate statement via email to cro@utsu.ca by the end of the nomination period on Friday, October 9th, 5:00pm, for it to be valid. **Candidate Statements must be submitted either as an attached Word file or be clearly indicated within the body of an email – the former is preferable.**

Candidate Statements must comply with the following requirements:

- Must be a maximum of 100 words in length and
- Must be a maximum of 750 characters in length

Please double-check your spelling and grammar, as submissions will be posted exactly as received with the UTSU assuming no responsibility for errors. The CRO will review the statements and not post those deemed to be factually incorrect. Changes to statements will not be allowed unless required of the candidate by the CRO. You may choose not to submit a statement. Late submissions may result in candidacy statements not being posted.

Election Code

The Elections are governed by the Bylaws, Policy Manual and Elections Procedure Code of the University of Toronto Students' Union. Nominees will be familiarized with the Election Procedure Code at the All Candidates Meeting.

No Pre-Campaigning

Nominees should be aware that it is a violation of the Elections Procedure Code to campaign prior to the opening of the campaign period on Monday, October 12th, 9:00am. A strong penalty, up to and including disqualification, will be levied to any candidate who pre-campaigns.

The Elections Procedure Code defines campaigning as **“any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.”** This may therefore include flyers, posters, public statements, speeches, emails, or websites.

Submitting Receipts for Reimbursement

When submitting receipts for reimbursement, candidates must show the date of expense, supplier, purpose/ item, and amount. Candidates who do not incur any reimbursable expenses must file an attestation to that effect with the CRO. Please refer to Article VI of the Elections Procedure Code for limits and further details.

Board of Directors Vacancies 2020 Fall Election

Position Title	Seats Available
Division I	
Director, Innis College	1
Director, Computer Science	1
Director, Humanities	1
Director, Mathematical and Physical Sciences	1
Director, Rotman Commerce	1
Director, Transitional Year Programme	1

Position Title	Seats Available
Division II	
Director, Faculty of Applied Sciences and Engineering	2
Director, Faculty of Dentistry	1
Director, Faculty of Nursing	1
Director, Toronto School of Theology	1
Director, Professional Faculties at-large	1

Request for Accommodation 2020 Fall Election

Should you require accommodation for the 2020 Fall Election please contact the CRO at cro@utsu.ca.

Request for Expense Reimbursement 2020 Fall Election

Please submit proof of expenses related to the 2020 Fall Election to the CRO at cro@utsu.ca.

Failure to provide proof of expense may impact your payment.