University of Toronto Students' Union

Directors-at-Large and Executives
Spring 2024 Election
Nomination Package

The Student Commons
230 College Street
Toronto, ON M5T 1R2

Request for Accommodation

Should you require accommodation for the Spring 2024 Election please contact the CRO at cro@utsu.ca.

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 Spring 2024 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 Spring 2024 Election is the responsibility of the Chief Returning Officer (CRO). Please refer to the UTSU Elections website page at https://www.utsu.ca/elections/, or contact the Office of the Chief Returning Officer if you have questions or concerns: Kyle Ross,
                                                                                                     Chief Returning Officer
                                                                                                     cro@utsu.ca

Spring 2024 Election
Nomination Information Package
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Note: You must submit your intention to run for office using the Declaration of Intent form prior to collecting signatures! For any questions regarding elections, please email the CRO at cro@utsu.ca.

Election Vacancies

Position Vacancies	Seats Available
President	1
Vice-President, Operations	1
Vice-President, Public & University Affairs	1
Vice-President, Student Life	1
Vice-President, Equity	1
Vice-President, Professional Faculties	1
Board Members-at-Large	10

Position profiles outline the roles and responsibilities for each position up for election. Job Descriptions provide further detail including the hiring salary, key responsibilities, accountability, qualifications, learning and benefits of each position. Reading the job description is a requirement of the role prior to submitting your intention to run.

This information is available on our website at:
https://www.utsu.ca/elections/

Election Schedule

Nomination Period

Opens	Thursday February 15, 2024 at 9:00am
Closes	Sunday, February 25, 2024 at 5:00pm

Silent Period

Begins	Sunday, February 25, 2024 at 5:01pm
Ends	Wednesday, February 28, 2024 at 8:59am

All Candidates Meeting

Online	Monday, February 26, 2024 at 5:00pm

Campaigning Period

Opens	Wednesday, February 28, 2024 at 9:00am
Closes	Thursday, March 7th, 2024 at 5:00pm

Voting Period

Opens	Monday, March 4th, 2024 9:00am
Closes	Thursday, March 7th, 2024 at 5:00pm

Official Announcement of Election Results

Wednesday, March 14, 2024

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

Candidate Eligibility Guidelines

A valid candidate must be a member of the University of Toronto Students' Union, the requirements can be found in [Article 1 - Members (page 4)](#).

With occasional exceptions, UTSU Members are full-time undergraduate students of the University of Toronto St. George Campus. You can confirm that you are an eligible, paying member of the UTSU by viewing on your ACORN account whether the UTSU is listed as an incidental fee.

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

1. Complete "[E1 - Declaration of Intent to Run for Office](#)" Form

To run in the upcoming election, you must first submit your declaration of intention to run using the form linked here: https://forms.gle/ehZWM2x8JwrkxVBC7.

The CRO will then contact you to confirm your eligibility and provide you with instructions to collect nomination signatures. You are only permitted to run for one position.

2. Collect Nomination Signatures using the "[E2 - Nomination Form](#)"

Once your candidacy eligibility is confirmed, you will be directed to circulate the nomination form to collect **25 signatures** from Student Union Members. The Nomination form is linked here: https://forms.gle/wtzwwbQc96vDREzB9 Candidates can only be nominated for one position.

Completed Nomination Forms with signatures must be submitted to the CRO by the close of the nomination period at **5:00pm on Sunday, February 25, 2024**.

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.

The CRO will be checking nomination signatures daily and will notify prospective candidates when they have passed the threshold of signatures and are eligible to run in the election.

3. Attend the All Candidates Meeting

The All Candidates Meeting shall take place online on Monday, February 26, 2024 at 5:00pm.

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.

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.

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.

At the meeting, candidates will be provided with form EL 4 to confirm that they were in attendance at the All-Candidates Meeting.

Please Remember
In order to be eligible to run in the Spring 2024 Election, you must:
Attend the online All Candidates Meeting on Monday, February 26th at 5;00pm
OR
Send someone to attend the meeting for you (a proxy) if you are unable to attend,
OR
Make appropriate arrangements with the CRO prior to or within 24 hours of the Meeting.

Campaigning

Candidate Statement

Candidates shall be permitted to submit a candidate statement that will be made equally available by the UTSU to all members voting in an election. Candidate statements will be posted on the UTSU website during the voting period. You may submit your candidate statement via email to cro@utsu.ca by the end of the nomination period on Sunday, February 25th at 11:59pm, in order for it to appear on the website at the beginning of the Campaign Period.

Candidate Statements must be submitted by email from your University of Toronto email address, as an attached Word file, with the subject line stating "Candidate Statement - *your first name, last name*".

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.

No Pre-Campaigning

It is a violation of the Elections Procedure Code to campaign prior to the opening of the campaign period. 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.

Campaign Finances and Request for Reimbursement

Spending Limits

The expense limit for the positions of President and Vice-President candidates is $500.00. The expense limit for Director-at-Large candidates is $200.00.

Spending limits, financial record collection and reporting are detailed in section ERC-005 of the Elections and Referenda Code. It is the responsibility of candidates to ensure they are compliant with the provisions of the Code.

Request for Reimbursement

Please submit proof of expenses related to the Spring 2024 Election to the CRO at cro@utsu.ca. Failure to provide proof of expense may impact your payment.

When submitting receipts for reimbursement, candidates must show the date of expense, supplier, purpose/ item, and amount. Receipts must be attached to the

Candidates who do not incur any reimbursable expenses must file an attestation to that effect with the CRO. The attestation is included on the Financial Report and Requisition for Reimbursement form.

Elections Complaints

Eligible members of the UTSU can submit complaints regarding violations of the Elections and Referenda Code to the CRO using the form linked here: https://forms.gle/iCdZ2fHmikFeRJXw7

Complaints must include fulsome information about the details of the violation, including a citation of the specific section(s) of the code you believe the candidate violated. **Frivolous, vexatious, or baseless complaints are not permitted. Candidates found to be submitting such complaints may be issued demerits, per the guidelines of the code.**

The Elections and Referenda Code can be accessed here: https://www.utsu.ca/wp-content/uploads/2024/01/UTSU-Elections-Referenda-Code-December-2023.pdf

Per the Code, complaints may not be anonymous. Depending on the nature of the complaint, complainant information may need to be shared with the candidate.

Please note that no complaints shall be received any later than seventy-two (72) hours following the close of the voting period.

Once received, the CRO shall have forty-eight (48) hours to consider the merits of the complaint and prepare a response. The CRO shall deliver a written ruling to both the candidate and the complainant. If the complaint is verified and demerit points are assigned, the ruling shall be noted on the website. Information on the penalties for a violation can be found in the Elections and Referenda Code.

Following the ruling of the CRO, a candidate shall have twenty-four (24) hours to appeal the decision to the Elections and Referenda Committee (ERC). Appeals must provide an explanation as to why the ruling of the CRO was incorrect, as well as a desired outcome or remedy. Appeals must be submitted by email to erc@utsu.ca. Once received, the ERC shall have forty-eight (48) hours to consider the appeal and respond. The ERC will deliver a written ruling of the appeal to all candidates, and the results of the appeal shall be noted on the UTSU website.

Election Resources

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.

It is the responsibility of every candidate to comply with all Bylaws, Policies and Elections Procedures.

[UTSU Website - Elections 2024](#)

[Governing Documents of the UTSU](#) **(Including Elections and Referenda Code, UTSU Bylaws, and Applicable Policies)**

[Form EL 1 - UTSU Declaration of Intent to Run for Office - Spring 2024](#)

[Form EL 2 - UTSU Nomination Form - Spring 2024](#)

[Form EL 3 - Appoint Proxy for All Candidates Meeting - Spring 2024](#)

[Form EL 4 - All Candidates Meeting Declaration Form Spring 2024](#)
A digital link to this form will be made available to all attendees at the time of the meeting

[Form EL 5 - Financial Report and Requisition for Reimbursement Form](#)

[Form EL 6 - Elections Complaint Form - Spring 2024](#)