



RED RIVER COLLEGE

**STUDENTS'**  
**ASSOCIATION**

RED RIVER COLLEGE  
**STUDENTS' ASSOCIATION**  
2019-2020 ELECTIONS  
NOMINATION PACKAGE

*Updated February 14, 2019*

Final approval by the Elections Committee, February 28, 2019:  
Co-Chairs: Lauren Slegers and Kelsey Gillespie  
Members: Anthony Cruz, Jay Michno, Briana Knott, Paradise Chartrand

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# Students' Association Job Descriptions

Taken from the Red River College Students' Association Bylaws.

## ARTICLE 9 – RESPONSIBILITIES OF EXECUTIVE OFFICERS

9.1.01 The Executive Officers of the SA are:

- a) The President as elected by the Members;
- b) The Vice President Academic as elected by the Members;
- c) The Vice President Internal as elected by the Members; and
- d) The Vice President External as elected by the Members

9.1.02 The term of the Executive Officers will commence on the first Monday after Winter Term final exams, and last for a period of one year as set out in the executive commitment letter of acceptance.

- Exact executive officer employment dates are set out in the executive commitment letter of acceptance.

## Roles and Responsibilities

9.2.01 the responsibilities and requirements of the Executive Officers duties are outlined

### 9.2.02 Things all Executive Officers shall do:

- a) be in office for a minimum of 20 hours a week (Vice President), or for a minimum of 30 hours a week (President) while the SA offices are open, plus or minus one hour; and work for a minimum of 30 hours per week during the Summer Office Hours from June-August;
- b) Attend SAB meetings and executive retreats;
- c) Conduct all meetings in accordance with a thorough understanding of the Articles of the SA and of Robert's Rules of Order Newly Revised;
- d) Have knowledge of, and report to the SAB on, all activities of the SA;
- e) Serve as the liaison between the SA and the College's standing committees, as required by the Executive Committee;
- f) Transition the incumbent Executive Officers prior to leaving office, as per the Transitioning Executives Article;

- g) Be a current student, registered in course(s) at Red River College;
- h) Conduct research and investigation into matters pertaining to member concerns;
- i) Promote all SA events and services;
- j) Be responsible for the progress of each committee they are the chair of, and report on this progress to the SAB;
- k) Have a clean criminal record for the past 5 years; and
- l) Perform any alternative duties appointed by the SAB or Executive Committee.
- m) Pledge to engage student members outside the office, in their environment, at all campuses
- n) Be accountable to the executive position job description as outlined in the Letter of Commitment

### **9.2.03 The President of the Association shall:**

- a) Perform duties of an Executive Officer, as appointed by the SAB, in the event an Executive Officer is absent, ill, or incapacitated;
- b) Have the right to be an Ex-Officio member of all committees and sub-organizations of the SA;
- c) Act as alternate Chair at SAB meetings;
- d) Act as Chair of the Executive Committee;
- e) Be responsible for the work of the Executive Director of the Association;
- f) Serve as the liaison with the administration and faculty of the College;
- g) Manage and organize all media relations; and
- h) Be responsible for managing all media relations in consultation with the Executive Committee.

### **9.2.04 The Vice President Academic shall:**

- a) Perform duties of an Executive Officer, as appointed by the SAB, in the event an Executive Officer is absent, ill, or incapacitated;
- b) Act as an advocate for Members in all levels of student appeals;
- c) Be familiar with and follow College policies to properly advise student members with respect to appeals; and
- d) Be responsible for recruiting students to serve as class representatives from all College programs and be the Chair of these meetings.

### **9.2.05 The Vice President Internal shall:**

- a) Perform duties of an Executive Officer, as appointed by the SAB, in the event that an Executive Officer is absent, ill, or incapacitated;
- b) Work with the Executive Director to oversee all monies, securities, notes and other assets of the SA;
- c) Work with the Executive Director to prepare and report financial records;
- d) Ensure the SA's annual budget is prepared, presented and administered in accordance with the SA Articles;
- e) Prepare the annual budget with the Executive Director and present it to the SAB and Members at the AGM;
- f) Be responsible for all duties regarding governing campus clubs, including the approval of club applications;
- g) Be responsible for campus club finances, including accounting, deposits, and cheque requisitions;
- h) Act as Chair of the Finance Committee; and
- i) Ensure minutes of the proceedings of all meetings of the SA be entered formally and retained for safekeeping.
- j) Ensure minutes of the proceedings of all meetings of the SA be entered formally and retained for safekeeping;

### **9.2.06 The Vice President External shall**

- a) Perform duties of an Executive Officer, as appointed by the SAB, in the event an Executive Officer is absent, ill, or incapacitated;
- b) Be responsible for member concerns at Exchange District Campus (EDC);
- c) Be responsible for recruiting students from the Exchange District Campus to serve as class representatives and Chair these meetings;
- d) Approve or deny club applications;
- e) Act as an advocate for members in all levels of student appeals at EDC and all regional campuses; and
- f) Be familiar with and follow College policies to properly advise student members with respect to appeals.

# Elections 2019 Checklist

To be returned to the SA offices no later than **Friday, March 8, 2019 4:00 pm**

- Executive Officer Nomination Form with signatures.
  
  - Positioning Statement – Candidates must submit a positioning statement along with their nomination forms (paper copy)
    - You will need to email your positioning statement in 'Word' format to the Executive Director of the SA ([snachtigall@rrc.ca](mailto:snachtigall@rrc.ca)).
    - Your positioning statement must be no longer than 1000 words and should highlight your platform. Please be aware that these statements will be made available to students during the campaigning and may be published (through our media outlets).
  
  - Signed Candidate Letter of Commitment.
  
  - Signed Candidate Media Permission Form.
  
  - Signed Candidate Campaign Volunteer Form. Any additional/new volunteers may be submitted later.
  
  - Copy of your most recent transcript including your cumulative GPA. *An official transcript is not necessary.*
  
  - Signed Transcript Permission form.
  
  - Criminal Record Check Application Must Be Started
    - *Payment may be reimbursed by the SA through the candidate expenditures sheet*
    - *The application needs to be started with a receipt submitted with this nomination package*
- 
- Candidate Expenditures, must be handed in by ***Thursday March 28, 2019 12pm***
    - *Make sure to keep track of all campaign expenses*
    - *Keep all receipts and hand them in. Candidates will only be reimbursed for original receipts handed in.*

We, the undersigned students, hereby nominate \_\_\_\_\_ (name), currently enrolled in \_\_\_\_\_ (program) at Red River College as a candidate for the position of \_\_\_\_\_ (position) for the Students' Association Executive Elections to be held March 2019.

This \_\_\_\_\_ day of March, 2019

|     | Student's Name | Student Number | Student's Signature |
|-----|----------------|----------------|---------------------|
| 1.  |                |                |                     |
| 2.  |                |                |                     |
| 3.  |                |                |                     |
| 4.  |                |                |                     |
| 5.  |                |                |                     |
| 6.  |                |                |                     |
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| 24. |                |                |                     |
| 25. |                |                |                     |
| 26. |                |                |                     |
| 27. |                |                |                     |
| 28. |                |                |                     |
| 29. |                |                |                     |

\*More signatures are required on the following page\*

I \_\_\_\_\_ (name) nominated for the position of \_\_\_\_\_ (position) do hereby consent to such nomination.

Nominee's Signature: \_\_\_\_\_

We, the undersigned students, hereby nominate \_\_\_\_\_ (name), currently enrolled in \_\_\_\_\_ (program) at Red River College as a candidate for the position of \_\_\_\_\_ (position) for the Students' Association Executive Elections to be held March 2019.

This \_\_\_\_\_ day of March, 2019

|     | Student's Name (print) | Student Number | Student's Signature |
|-----|------------------------|----------------|---------------------|
| 30. |                        |                |                     |
| 31. |                        |                |                     |
| 32. |                        |                |                     |
| 33. |                        |                |                     |
| 34. |                        |                |                     |
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| 44. |                        |                |                     |
| 45. |                        |                |                     |
| 46. |                        |                |                     |
| 47. |                        |                |                     |
| 48. |                        |                |                     |
| 49. |                        |                |                     |
| 50. |                        |                |                     |

I \_\_\_\_\_ (name) nominated for the position of \_\_\_\_\_ (position) do hereby consent to such nomination.

Nominee's Signature: \_\_\_\_\_



# Candidate Letter of Commitment

Having read, understood and accepted the Students' Association Election Policies and bylaws I, \_\_\_\_\_ (name), will let my name stand for the 2019-20 Election Period (March 16th to March 28th, 2019) as an Election Candidate for the position of \_\_\_\_\_ (position) and will uphold the Students' Association Election Policies and Association bylaws. I will uphold the duties and responsibilities assigned as an election candidate and adhere to the decisions of the Elections Committee, Chief Returning Officer, Executive Officers and/or Student Association Board. I will uphold and be accountable to the mission, vision and values of the Students' Association while I am an election candidate. As a student first, running for a student executive SA position, I understand that my actions can affect my standing as a student or my nomination for an executive position and I will allow information to be disclosed to the Association by the College.

I will voluntarily disclose any information about my past and present activities that may affect the Association in a negative way and will provide a criminal record check receipt showing one has been started with my nomination package.

If I am requested to remove any election campaign material (including social media) or have been disqualified by the CRO and/or elections committee from the elections, I will do so immediately. If I do not comply with the CRO direction of campaign material removal, the RRCSA may take measures to remove such content as they see fit.

Without limitation, I provide the RRC Students' Association permission to access the following information directly from Red River College for the purpose of verifying my eligibility as a candidate for the elections as well as it applies to an Executive Position:

- Registration in courses at Red River College
- Inquire into attendance record at Red River College
- Current grade/marks in the courses/tests at Red River College
- Current cumulative GPA
- Any disciplinary, appeal, behavioral contracts or security issues that I am a part of

I expressly authorize Red River College to disclose the foregoing information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Transcript Permission Form

I, \_\_\_\_\_, give permission for the Students' Association to obtain my official Red River College Student transcript as I am nominated for an executive position within RRCSA.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed on the \_\_\_\_\_ day of March, 2019

# Media Permission Form

As a student running in the 2019-20 student election, I will provide and defend my positioning statement, platform ideas, and any comments or promises made during the election process and if elected when in office.

I, \_\_\_\_\_ (name), running for the position of \_\_\_\_\_ (position) give permission for the Students' Association to supply/give RRC, any media outlet, individual requesting, or company my contact information regarding the 2019-20 RRCSA elections as I am nominated for an executive position within RRCSA.

**The media will be supplied with the following contact information:**

Election Candidate Student Name: \_\_\_\_\_

Position Nominated for: \_\_\_\_\_

Election Email Contact: \_\_\_\_\_

Election Phone Number: \_\_\_\_\_

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Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Signed on the \_\_\_\_\_ day of March, 2019

# Candidates Campaign Volunteers

List the volunteers that will assist in your campaign. The candidate will be responsible for all actions and/or comments made by any of the candidate's campaign volunteers.

This form will be handed in prior to the start of Campaigning and be updated immediately if more volunteers are added during the campaign.

**Candidate Name:** \_\_\_\_\_

**Campaign Manager:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Other Volunteers:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Online Campaigning Websites

List all the URLs that were developed and used to campaign during the campaign period. Promotion of these websites will also be considered campaigning material. Failure to comply with online rules and/or submit online URL sites may result in demerits.

You DO NOT have to create new accounts for campaigning however all campaign material must only be posted during the active campaign period as outlined in the nomination package.

All sites MUST be taken down if the candidate is disqualified or withdraws.

Facebook -

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Twitter -

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Instagram -

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Snap Chat -

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You Tube -

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Website -

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## Successful Elections

A successful elections campaign depends quite heavily on the efforts put in by all Executive Candidates. The following list of campaign ideas can be utilized to aid you in your campaign.

- Candidates are allowed to put up a maximum of **50** combined posters on all combined campuses. Posters can be placed on any SA bulletin board around the campus. Candidates should be aware that many academic departments have their own bulletin boards and these may not be used for candidate posters and you may be warned or be given a demerit as outlined in the demerit list, please ask if you are unsure. Posters can be no larger than 8.5"x 11", and must be put up/posted three days (by March 19, 2019, 3pm) prior to the start of election online voting or be subject to demerits. Anything placed/taped/stuck on a bulletin board, will be considered a poster excluding the assigned large banner area and any flyers or handouts.
- Candidates may utilize campaign Handouts/Flyers/Brochures to a maximum of 100. The Handouts may be no larger than 4"x 4" double sided. Candidates should refrain from 'littering' the campus where targeted handing out to individuals in specific areas is preferred. No candidate may 'stuff' lockers or litter the campus or parking lots with handouts.
- All candidates must submit a digital Ad/poster that will be put on the SA TV screens around campus.
- All candidates must put up one banner (larger than a poster) at both NDC and EDC campuses. These large banners are to be placed at each campus, as determined by the Chief Returning Officer. Paint and paper will be supplied to the candidate upon request. Candidates may choose to make/purchase their own large banner(s). Large banners must be put up three days (by March 19, 2019, 3pm) prior to the start of election online voting or be subject to demerits.
- Candidates (or campaign team designate) must show up for the information session on **Monday March 11, 2019 at 12 noon** at the Notre Dame Campus (CM20 - SA Office) or be subject to demerits.
- Candidate posters and positioning statements may be posted by the RRCSA on RRCSA media outlets such as TVs, website, and social media.
- Each candidate or campaign team must participate in the 'all candidates campaign day' (min. 1 hr) at both NDC and EDC during the campaign period as set out in the important date's section. A table will be provided for candidates. During the campaign period, candidates can additionally set up tables in the hallways (at NDC or EDC) by registering with the Advertising Director at NDC. Candidates should register/email [sa\\_advertising@rrc.ca](mailto:sa_advertising@rrc.ca) for a specific time at least one day ahead of time or stop by the SA office and book it directly with the Advertising Director at NDC. If more than one candidate wants to set up in the same location and space does not permit more than one table, the Elections Committee will set up a schedule with the candidates using the space on a rotational basis.
- Candidates may need to meet with the CRO and/or elections committee prior to being approved as a candidate to review their nomination package and answer any eligibility questions.

If a candidate has any questions or concerns, please do not hesitate to contact:

**Lauren Slegers, RRCSA President**

Phone: (204) 632-2474

Email: [sa\\_president@rrc.ca](mailto:sa_president@rrc.ca)

## Demerit Point System

*If a candidate reaches 10 demerits, they will be asked to appear before the Elections Committee and/or CRO to discuss their conduct with possible disqualification of elections. If a candidate reaches 15 demerits, they will be disqualified from the elections.*

- 10 Any slanderous/libel remarks, defamatory comments or unethical behaviour made, or about another candidate, person, or group of people, during any public campaign event. Unethical behaviour will be defined by the CRO in conjunction with the Elections Committee as defined by Section 3.02 Elections Policies and Procedures as well as RRC policies.
- 5 Campaigning outside the campaigning period.
- 5 Failure to put up campaign posters and/or banner at NDC and/or EDC at least three business days prior to voting as set out in the 'successful elections' section.
- 5 Failure to set up campaigning/informational table at The Exchange District Campus and The Notre Dame Campus during the all candidates campaign day as set out in the 'successful elections' section.
- 5 Failure to attend a scheduled meeting, campaign day or speech without a suitable reason and/or notifying the SA President or CRO of the SA within an appropriate time.
- 5 Overspending the maximum campaign spending limit of \$300 (Section 6.08 Elections Policies and Procedures).
- 5 Tampering with another candidate's campaign material (this includes moving a poster so you can put up you own).
- 3 For every \$50 spent over the \$300 maximum as decided by the CRO.
- 3 Any published promotion or aid to other candidates (Section 6.02 Elections Policies and Procedures).
- 3 Not complying with online rules and/or not submitting online URL sites (Section 6.07 Elections Policies and Procedures). Multiple infractions may result in multiple demerits as deemed appropriate by CRO.
- 3 Failure to submit campaign expenditures sheet (Section 6.08 Elections Policies and Procedures).
- 3 Bringing visible campaigning and/or election material into either Students' Association office unless requested by the Elections Committee (Section 3.02 Elections Policies and Procedures).
- 1 Demerit for each poster that is not in compliance with Section 6.03 of the Elections Policies and Procedures to a maximum of 7 demerits.
- 1 Demerit for each handout violation to a maximum of 5 demerits.

# Candidate Expenditures

Candidate NAME: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Submit to the CRO or SA office (CM20/P110) by Thursday March 28, 2019 12pm.

Please list all the expenses incurred through the election campaigning process. Include any costs associated with printed campaign material as well as services/expenses incurred. The services costs will be determined by the student industry standard. Do not include the large SA banner paper, supplies and labor that each candidate received. There is a maximum of \$300 total for all expenses allowed for any campaign. The SA will only reimburse the candidate up to \$100 for receipts handed in (this includes the criminal record check receipt) for material expenditures incurred (Section 6.08 Elections Policies and Procedures). Must be submitted to the CRO or SA office by 12:00pm of the last day of voting (March 28, 2019). There will be no reimbursement of any election expenditures if the candidate is disqualified or drops out.

| Campaign Material Costs (i.e. printing, prizes, t-shirts, etc.) |  |                     |                  |
|---|--|---------------------|------------------|
| Each Receipt must be itemized separately                        |  |                     |                  |
| Cost  | Store  | Description/Service | Receipt attached |
| \$X.XX  | Staples                                      | Poster printing     | Yes / No         |
| 1.  |  |                     | Yes / No         |
| 2.  |  |                     | Yes / No         |
| 3.  |  |                     | Yes / No         |
| 4.  |  |                     | Yes / No         |
| 5.  |  |                     | Yes / No         |
| 6.  |  |                     | Yes / No         |
| 7.  |  |                     | Yes / No         |
| 8.  |  |                     | Yes / No         |
| 9.  |  |                     | Yes / No         |
| 10.   |  |                     | Yes / No         |
| 11.   |  |                     | Yes / No         |
| 12.   |  |                     | Yes / No         |
| 13.   |  |                     | Yes / No         |
| 14.   |  |                     | Yes / No         |
| 15.   |  |                     | Yes / No         |
| 16.   |  |                     | Yes / No         |
| Please NUMBER receipts to correspond with this spreadsheet      |  |                     |                  |
| \$  | Criminal Record Check                        |                     | Yes / No         |
| \$  | <b>Total Spent by Candidate on Elections</b> |                     |                  |

**CANDIDATE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

Internal Purpose ONLY

\$ \_\_\_\_\_ **Total Reimbursed Amount up to \$100**      **Approved By: \_\_\_\_\_ Date: \_\_\_\_\_**



## Important Scheduled Dates

### **Monday March 4**

Nominations Open 8:30am

### **Friday March 8**

Nominations Close 4:00pm

### **Monday March 11**

Candidate Information Session – SA Boardroom (Notre Dame Campus), 12:00pm

**\*\*All candidates/campaign designate must attend\*\***

### **Saturday March 16**

Campaigning Starts 8:30am

Candidates may begin captivating students

### **Monday, March 18**

Speeches at NDC – Cave Lounge 11:30 AM

### **Tuesday, March 19**

All campaign material displayed by 3pm

### **Monday, March 25**

All candidates campaign at NDC – minimum 1 hour (8:30-4pm)

### **Tuesday, March 26**

All candidates campaign at EDC- minimum 1 hour (8:30-4pm)

### **March 22 - 28**

Online Voting opens/sent out Friday March 22nd, 3pm until Thursday March 28, 3pm

### **Thursday March 28**

All expenditures must be submitted to the SA office/CRO by 12:00pm

Winners announced at the election announcement session in The Cave at 4:30pm

### **Tuesday April 2**

All campaigning material/posters/social media must be taken down

#### **\*If elected must also be available:**

- April 3, 5 – 9 pm (SAB Meeting)
- April 27- May 1 (Transition Retreat out of town)
- Mid-May (Planning Retreat out of town)
- Mid-May (CASA Transition Conference)...only 2 selected executives
- Mid-June (Leaders Hall Professional Training)
- June 3-6 (Gallivan Conference in Toronto)...only 2 selected executives
- August TBD...regional Campus visits

# **Elections Policies and Procedures**

*Revised January 2019*

## **SECTION 1: ELECTIONS COMMITTEE**

### **1.01 Membership**

The Elections of Executive Officers shall be the responsibility of the Election Committee which is composed of the following:

- Chief Returning Officer (CRO); and
- Any Executive shall act as Chair; and
- Another Executive shall act as Co-Chair; and
- No less than four and no more than six members of the Students' Association Board
- In the event that the Vice-President(s) are unable or ineligible to serve on the committee, the Executive Committee or the SAB shall appoint a new Co-Chair
- The Executive Director of the Students' Association will act as a consultant and advisor as needed

### **1.02 Appointment**

The committee shall be appointed no later than the October SAB meeting of the current academic year.

### **1.03 Responsibilities of the Election Committee**

The Elections Committee shall:

1. Adhere to and uphold the Association's Bylaws and policies as well as its Mission, Vision, and Values.
2. Conduct themselves in an ethical manner
3. Refrain from advocating on behalf of any candidate during the entire course of the election process
4. Enforce the rules and regulations governing the conduct of nominations, elections, and campaigns for Executive Officers
5. Review the Election Nominations packages, advising all nominees of said rules and regulations in writing
6. Help create a media campaign to encourage students to vote
7. Organize resources to meet the needs of the elections
8. Report to the Executive Committee and the SAB all minutes of meetings and activities of the elections
9. Keep accurate minutes of all meetings and prepare a final year-end report which shall be presented to the Executive Team
10. The Elections Committee must meet on a regular basis during campaigning period to deal with problems arising. All complaints will be heard and resolved by the CRO and/or Elections Committee within two business days of being reported unless further investigation is required
11. Review and recommend changes to the Elections Policy and Procedures

In the event an Elections Committee member wishes to stand for election that member must vacate their position on the Committee upon submission of their Nomination Package. For the duration of the election the Executive Committee may temporarily appoint someone to fill the position from the SAB.

## **SECTION 2: CHIEF RETURNING OFFICER (CRO)**

### **2.01 Responsibilities of the Chief Returning Officer**

The Chief Returning Officer shall:

1. Be a contracted position but cannot be a current/former student of Red River College or a staff member of the SA or College or have any relation to any of the candidates or be affiliated with any student political organizations
2. Be hired or appointed before the start of nominations
3. Ensure a minimum of four polling stations are set up for Executive Office elections
4. Help recruit and oversee poll clerks to operate the polling station with the help of the Election Committee
5. Help develop a schedule of poll clerks to operate the polling station
6. With electronic voting:
  - a. Have a process for each eligible student to obtain a voting email link ballot. Voters must provide their student ID, program and contact info to receive their voting email link providing they meet the eligible criteria
7. Ensure the results are announced using at least two forms of SA medium
8. Act as Master of Ceremonies (MC) at all election related public appearances
9. Approve the voting ballot
10. Assign large hallway banner placement spots. The size of banner is to be determined by the number of candidates.

### **2.02 CRO Contract**

The CRO will be:

- Hired by the Executive Director and approved by the Chair(s) of the Elections Committee
- Required to hold a minimum 40 hour term in office during the campaign period
- Required to be available for an additional 25 hours for meetings, phone calls, and poll clerk training
- Responsible for keeping track of their hours and submit a written summary report following the elections

## **SECTION 3: EXECUTIVE OFFICER CANDIDATES**

### **3.01 Eligibility**

To be eligible for election as an Executive Officer, a person must:

1. Be a registered Red River College student during the academic school year of the election
  - a. Students enrolled in programs with daytime co-op, work/school placement, apprentices are ineligible to run for an executive position.
2. Meet the criteria established for the position as outlined in "Bylaw 5: Members"
3. Be a member in good standing with the Students' Association
4. Not be an executive member, employee, former employee, or Student Association Board member who has been removed from office with cause
5. A cumulative (overall) GPA of 2.5 is required to run for and maintain an Executive Officer position for their full term of office
6. A criminal record check must be submitted or a receipt proving the record check has been started
7. Be willing to make the individual's cumulative (overall) GPA available to the SAB, elections committee, student population, and the RRCSA Executive Director.

### **3.02 Responsibilities of Candidates**

The candidates shall:

1. Adhere to the rules and procedures as outlined in these policies and in the nominations package and adhere to all Students' Association bylaws, policies, and procedures including the Students' Association Mission, Vision, and Values Statement
2. Behave in an ethical manner. Ethical behavior will be defined by the Elections Committee. The CRO will adjudicate breaches of ethical standards in conjunction with the Elections Committee. Their decision will be final. Slander and libel of any sort are strictly forbidden
3. Attend a mandatory candidate information session before becoming an eligible candidate
4. Not bring any visible campaign material into the Students' Association Office (CM20 or P110) and/or campaign out of the SA Office.
5. Refrain from using any Students' Association office space for campaigning purposes
6. Submit a list of campaign managers and staff working for the candidate before campaigning begins. Each candidate is responsible for the actions of the people they choose to represent them
7. Submit all printed materials to the CRO or SA Executive Director for creative content approval, prior to the use in campaigning. It is the candidate's responsibility to ensure all approved content is printed appropriately according to the guidelines.
8. Put up and adhere to campaign materials as outlined in the elections Policy & Procedures 6.03.
9. Supply any online, virtual, computer, Facebook, Twitter, etc. URLs being used for campaigning purposes, allowing the Elections Committee to investigate, ensuring all rules are being followed
10. Adhere to the decisions of the CRO and Elections Committee

### **3.03 Re-Election**

A person who is currently in office and seeking re-election or a different position or a current staff member may remain in office under the condition they do not:

1. Campaign out of their office;
2. Bring campaign materials and/or equipment that are visible into the SA office during elections; and
3. Use any SA office space, material, or positional power for the purpose of preparation or actual campaigning.
4. No member shall be eligible to hold any combination of executive office for a period expanding more than three academic years and no more than two academic years in the same executive position

### **3.04 Student Status**

The President is required to be a part-time student during his/her term in office. The Vice Presidents may remain full-time students but should be strongly encouraged by the Elections Committee to reduce their course loads during their term of office. A part-time student is defined as taking 59% or less of a full course load in their respective program.

### **3.05 Terms of Office**

Executive Officers shall be in office from:

1. April 29, 2019 – End of April 2020 (summer months included) as set out by the RRC academic calendar year and in the executive letter of commitment;
2. During regular business hours of Monday to Friday, 8:30am – 4:00pm;
3. During Summer Operation hours of Monday to Friday, 9 am – 3:30pm;
4. The President must work 30 hours per week during their term of office

5. The Vice Presidents must work 20 hours per week during their term of office
  - a. VPs will work an additional ten (10) hours per week during Summer Operation (10 weeks). Their total weekly hours will be thirty (30) during the Summer Operation.

## **SECTION 4: ELECTION DATES**

### **4.01 Availability**

The Election Committee shall approve dates for opening and closing nominations and election matters.

## **SECTION 5: NOMINATIONS**

### **5.01 Notice**

1. The Chief Returning Officer or Elections Committee Co-Chair will give notice of nominations by a minimum of ten business days before the opening of nominations by two or more forms of SA media. The Elections Committee must begin advertising the Election no later than the first SA Rep meeting of January. Nominations shall be open for a minimum of five business days. If no candidate is nominated, the Elections Committee may choose to extend the nomination deadline for a predetermined time for that specific position only.
2. Candidates may withdraw their nomination from an executive position up to 24hrs prior to voting starting.

## **SECTION 6: CAMPAIGNING**

### **6.01 Participant Regulations**

1. Campaigning shall be open for a minimum period of five school days
2. All candidates shall be elected as individuals
3. All election advertising can contain only one candidate's name or photo
4. At no time can any election advertising make reference of any kind to any candidate other than the candidate the advertising is intended for
5. Support of another candidate is not allowed including but not limited to verbal or written support
6. All campaigning and advertising intended for a specific candidate is the sole responsibility of that candidate
7. Posters and campaign materials may be left up during the voting period, but must be taken down within 3 business day after polls close.
8. Candidates may campaign during the voting period
  - a. Not allowed within 15 meters of stationary voting stations
  - b. Campaigning near mobile voting stations should be avoided
9. Online campaigns may remain open during voting, but must be shut down within the same time frame as other Poster and Campaign Materials. Refer to 6.03.10.

### **6.02 SAB Regulations**

1. No member of the Executive, SAB, Students' Association Staff or College Staff, shall actively campaign on behalf of any candidate written or oral.
2. All members of the SAB must remain impartial during the election process and shall not support any one candidate. SAB members wanting to campaign on behalf of and/or publicly support a candidate should resign from their SAB position or be subject to SAB discipline with removal from the board
3. SAB meetings should not be held during campaigning or poll voting days
4. An SAB meeting will be held no later than April 30 following the close of polls to directly deal with elections issues

### **6.03 Campaign Materials**

1. Candidates may post printed material on SA poster boards around the campus
2. Printed material must have the SA stamp of approval, and be numbered
3. No printed materials are allowed on walls or windows
4. No printed materials are allowed in the libraries, The Ox, The Mercantile, classrooms, cafeterias, or any unauthorized College facility.
5. The Cave and Lockers Lounge and Workshop can be used to campaign and post material
6. Can only be posted on yellow banner SA bulletin boards
7. Posters shall be no larger than 8.5"x11 and numbered from 1-50, to a maximum of 50
  - a. The submitted campaign poster will be used for SA election advertisement.
8. Handouts shall be no larger than 4"x 4" to a maximum of 100
9. Each candidate's material cannot be placed over any other candidate's material or any other material on the board to a limit of one poster per person per board
10. All campaign material (printed/online) must be removed three (3) business days after polls close

### **6.05 RRCSA Media/Advertisement**

1. Candidates will provide their campaign poster and positioning statement which may be used on RRCSA social media sites including but not limited to websites, projector, digital TV's etc.

### **6.06 Radio/TV**

- All costs associated with radio and television advertising will be the candidate's responsibility and must be included in the campaign expenditures form

### **6.07 Technology**

1. Websites and online activities may only be developed and accessible during the campaigning period
2. Promotion of websites will be considered campaigning material
3. The Election Committee must be provided with website addresses, URLs, and viewing access to all content
4. Other technological campaigning must be in accordance with College Policies

### **6.08 Expenditures**

1. Each candidate is permitted to spend no more than \$300 on campaigning and material
2. The Students' Association will reimburse up to \$100 of the allowed \$300 spending for campaign material, including the criminal record check fee.
3. All receipts of expenditure must be submitted to the SA Office or CRO by 12pm on the last day of voting or be subject to demerits and/or discipline up to removal as a candidate
4. No reimbursement will be made unless receipts are handed in
5. The CRO may award three infraction demerits for every \$50 spent over the maximum on top of the five demerits awarded for going over the \$300 budget

## **SECTION 7: VOTING**

### **7.01 Elections Days**

Online Voting Opens: Friday, March 22, 2019 at 3:00pm

Online Voting Closes: Thursday March 28, 2019 at 3:00pm

## **7.02 Who Can Vote and How**

Every eligible member of the Students' Association shall be entitled to one vote for the election of each Executive Officer provided that member:

1. Receives an email invitation through their academic email account to vote online supplying their student number, password
2. Meets the criteria of a SA member in good standing as outlined in the Association bylaws

## **7.03 Ballots**

1. Ballots will be ordered alphabetically by candidates' last name for each position
2. Placement of positions on ballot shall be in the order of President, VP Academic, VP Internal, VP External
3. Candidates running uncontested will have yes/no/abstain options on the ballot with the Yes box first
4. All candidate positions/ballots will include an abstain option

## **7.04 Counting Ballots**

1. With online voting, the CRO, Executive Director or Elections Co-Chairs will retrieve the electronic ballot results from the computer system and print out the results at the close of the voting period

# **SECTION 8: POLL CLERKS**

## **8.01 Requirements**

1. All Poll Clerks should be found prior to voting day
2. With online voting, if a poll clerk has access to student emails or passwords, there must be a second poll clerk present at all times
3. With online voting, mobile stations may not have a copy of student passwords

## **8.02 Responsibilities of Poll Clerks**

A Poll Clerk shall:

1. Remain impartial at all times
2. Only provide information regarding voting procedures and all candidates' names/positions while supervising a polling station
3. With online voting, provide the student with information where to find the web site to vote, or where the information was sent for them to vote online and what is required to vote online
4. Provide eligible students a way to obtain a voting email link ballot.

# **SECTION 9: WINNERS**

The CRO or Elections Committee will contact each candidate and let them know the standing results within 24 hours of the election polls closing. Official results will be published and/or announced in two forms of the Associations' media within two weeks of the election.

# **SECTION 10: DISPUTES**

1. All disputes or concerns must be brought to the Elections Committee within two working days of the occurrence
2. Elections results will be stored with the Students' Association for a period of thirty calendar days after the election. At that point, the information will be filed provided any concerns have been resolved.

3. Candidates must bring all complaints to the CRO and Elections Committee Chair so that the Elections Committee can fully research the dispute in a timely fashion. The Election Committee and/or CRO will make a judgement regarding the dispute and the decision will be final. All disputes will be dealt with by the Election Committee within two school days unless more time is needed to investigate.
4. Any candidate wishing to appeal their demerit assessment(s) may need to meet with the elections committee, CRO and/or ED who will assess the risk to the association where they will make a recommendation to the CRO who will determine the appeal request.

## **SECTION 11: DEMERIT SYSTEM**

The Demerit System provides points to be assessed against a candidate for a variety of infractions. The guideline sets out a list of infractions and corresponding demerits. Upon reaching ten (10) demerits, candidate will meet with the Elections Committee or CRO to discuss issues pertaining to the existing demerits and the impending demerit limit. Upon reaching fifteen (15) or more demerits, the candidate shall be disqualified from the election immediately. Once a candidate is disqualified, they shall not be reimbursed for any expenditures and all election sites shall be taken down. The application of the Demerit System can be found in the Election Nominations Package. The CRO has the right to recommend and enforce demerits that are not specifically detailed in the Demerits section of the Nomination Package. The candidate may not appeal their disqualification to the SAB as the decision of the CRO or Elections Committee is final.

## **SECTION 12: STAFF ELECTION GUIDE**

1. RRCSA staff must remain impartial during the election process where all candidate questions must be directed to the Elections Committee, CRO or designate.
2. Candidates needing more information regarding the election, any candidates or elected student job descriptions may set up a meeting with the Elections Committee Chair(s) or designate through the SA offices.
3. Election Nominations Packages will be available online at rrcsa.ca.
4. The SA/staff will supply each candidate with material (paper/pens/paint/tacks) for their large hallway/atrium banners. Any request for additional candidate campaign banner/supplies (tape, tacks, staplers, pens) must be directed to the Elections Committee, CRO or designate.

## **SECTION 13: RESPONSIBILITIES OF THE PROJECTOR**

1. The Editor-in-Chief will ensure all candidates posters and/ad's get onto the Projector website, as submitted, on the approved day, as set out in the election nomination package.
2. The members of the Elections Committee will not interfere with the editorial content of articles.

## **SECTION 14: CANDIDATE QUESTION, ANSWER, AND SPEECHES**

1. The Elections Committee may require a candidate to prove contested statements and/or claims
2. The CRO or a person designated by the Elections Committee will act as the MC at the public events