

**Nomination and Information Package**



# Table of Contents

Page 3	<b>By- Election Information</b>
Page 4	<b>Positions</b>
Page 5	<b>Candidate Instructions</b>
Page 7	<b>By-Election Timeline</b>
Page 8	<b>Nomination Form</b>

## **By-Election Information**

Included in this package are general guidelines, instructions for the by-election process, and the nomination form. Please read through the University of Regina Graduate Students' Association (URGSA) Constitution and Bylaws to understand the roles and responsibilities of the positions to be filled.

### **Chief Returning Officer (CRO)**

To maintain a fair and democratic process, the URGSA is required to retain a Chief Returning Officer to oversee the By-election process. This person is in charge of ensuring that URGSA Constitution and Bylaws are followed and that any disputes and conflicts are dealt with properly. If you have any questions or concerns regarding the By-election, please feel free to consult the Chief Returning Officer.

## **Chief Returning Officer Contact**

**URGSA@uregina.ca**

## Positions

This by-election seeks to fill the following representative positions of the University of Regina Graduate Students Association:

VP Academic  
VP Social and Education Programming  
Member-At-Large

### **NOMINATION**

### **DEADLINE**

Tuesday, July 12th, 2016 at  
11:59PM

Please email all completed nominations **and** candidate profiles to  
[URGSA@uregina.ca](mailto:URGSA@uregina.ca)

# Candidate Instructions

## **Campaigning Information and Regulations**

As many graduate students are often off campus or are distributed amongst the University of Regina population, campaigning to our entire student body can be difficult using traditional approaches. The URGSA seeks to ensure that the student body is well informed about the nominated candidates seeking By-election. In addition, we seek to encourage informed participation of voters by providing candidate profiles directly to the entire graduate student body in addition to voting instructions.

### Campaigning Period

Campaigning for the By-election will begin:

**Wednesday July 13th, 2016 at 9:00AM**

Campaigning for the By-election will end:

**Monday, July 25th, 2016 at 11:59PM**

### Candidate Profiles

The candidate profile for each candidate will be printed by the CRO. Profiles of no more than 250 words, typed and double-spaced, and one photo (JPEG, BMP, or TIFF format) of the nominee should be submitted with the nomination package for each candidate. Photos should provide an accurate likeness of the candidate and should be suitable for publication. Please attach the photo as a separate file and not within the body of the candidate profile.

Candidate profiles and photos should be submitted along with the nomination package. Candidates are responsible for proofreading their profiles/platforms, and submitted profiles will be printed as received by the CRO. Candidate profiles and photos that are submitted after the nomination deadline will NOT be accepted.

The CRO will display the candidate profiles on the URGSA bulletin board during the campaign period. The CRO will also prepare a candidate booklet based on these profiles. This booklet will be emailed to all registered graduate students via email and will be considered the official list of nominees, and may be displayed within the University.

### Posters

Because of the restricted board space available to the URGSA, **no campaign or candidate posters**, other than those posted by the CRO, will be permitted on campus during the campaigning period.

### Social Media

Candidates may use social media to campaign during the campaign period. **All campaigning (online or otherwise), however, must cease on and during the voting period.**

### Other

- No stickers will be permitted;
- Candidates may not spend more than \$20 CDN total on campaigning materials;
- No painting or chalking on buildings and sidewalks;  
Messages on blackboards/whiteboards are permitted;
- Off-campus advertising is not permitted (besides social media, email, and word of

- mouth);
- The logos of the URGSA or the University of Regina must not be used by any candidate; and,
  - No active campaign will be allowed on polling days.

### **Voting Information and Rules**

Electronic voting will be conducted through a UR Self-Service survey.

Electronic Polling for the By-election will begin: **Tuesday, July 26th, 2016 at 9:00AM**

Electronic Polling for the By-election will end: **Thursday, July 27th, 2016 at 11:59PM**

Electronic voting will be operated under the following rules:

- Only graduate students currently registered (Spring/Summer 2016 and Fall 2016) will be permitted to cast a ballot.
- Votes will be tabulated by the Registrar's office and published as soon as possible after the electronic polls close.

## By-election Timeline

<b>Call for Nominations</b>	<u>Submission by Email</u>	July 12 <sup>th</sup> , 2016 at 11: 59PM
<b>Candidate Profiles Due</b>	<u>Submission by Email</u>	July 12 <sup>th</sup> , 2016 at 11:59PM
<b>Campaign Period</b>		July 13 <sup>th</sup> , 2016 at 9:00AM to July 25 <sup>th</sup> , 2016 at 11:59PM
<b>Voting Period</b>	<u>Online</u>	July 26 <sup>th</sup> , 2016 at 9:00AM to July 27 <sup>th</sup> , 2016 at 11:59PM

## Nomination Form

To be used for all URGSA executive positions. To be submitted to **URGSA@uregina.ca**, with the **Subject: 2016 URGSA By-Elections**.

I nominate \_\_\_\_\_, a member of University of Regina Graduate Students' Association, for the elected position of \_\_\_\_\_.

By signing below, as a nominating voter, I certify that I am a current member of the Graduate Students' Association and that I do fully endorse the nominated individual to the position declared above.

Name	Student ID	Signature

Candidate's name as it should appear on the ballot:

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### CANDIDATE'S ACCEPTANCE

I \_\_\_\_\_ do hereby accept this nomination to the position of \_\_\_\_\_ and declare my intention to run for by-election in the 2016 URGSA By-Election with voting to be held on July 26<sup>th</sup>-27<sup>th</sup> of 2016.

I am aware of the responsibilities and duties of the position I am seeking nomination for and I am well prepared to undertake those duties in service to the graduate student population.

I agree to abide by the By-laws, policies, rules and regulations of the Graduate Students' Association and take full responsibility for the conduct of my campaign, my representatives, and any other materials or agents I may engage.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Candidate Info – (Confidential, for election official and CRO use only)

Email:

Phone:

Student ID: