

CSA 2021 Elections timeline - Chronologie des élections de l'AÉEC

	Date	Time-Heure
Nomination forms due Formulaires de nomination doivent être rendus	Friday, Oct. 1 Vendredi 1 octobre	7:00pm 19h00
Candidates meeting Rendez-vous des candidats	Sunday, Oct. 3 Samedi 3 octobre (ZOOM)	4:00pm 16h00
Platform due Plateforme doit être rendue	Monday, Oct. 4 Lundi 4 octobre	12:00pm 12h00
Campaign period begins** Période de campagne commence**	Tuesday, Oct. 5 Mardi 5 octobre	8:00am 8h00
Campaign period ends Période de campagne finit	Wednesday, Oct. 13 Mercredi 13 octobre	9:00pm 20h00
Debate Débat	Sunday, Oct. 10 Dimanche 10 octobre	7:00pm 19h00
Voting Period begins** Période de scrutin commence**	Thursday, Octobre 14 Jeudi 14 octobre	10:00am 10h00
Voting Period ends Période de scrutin finit	Friday, Octobre 15 Vendredi 15 octobre	7:00pm 19h00
Elections Results Résultats des élections	Friday, Octobre 15 Vendredi 15 octobre	10:00pm 22h00

*No more posts. Pages can stay active but must not have any activity. All posters taken down after 24hrs after results announced // Plus de publications. Les pages de campagne peuvent rester actives mais ne peuvent pas avoir de nouvelles activités. Toutes les affiches doivent être enlevées 24 heures après l'annonce des résultats.

**All communication/digital journalism/public relation students will receive an email with a provided link to vote through their uOttawa email account./ Tous les étudiant·e·s en communication, journalisme numérique et relations publiques recevront un courriel à travers leur compte uOttawa avec un lien qui leur permettra de voter.

CSA Electoral Regulations 2021/22 Version (By-Elections)

Proofed by Michelle Skidelsky (VP University Affairs Anglophone) & Jennifer Constant (President)

1. CSA Members

A CSA student is anyone enrolled at the University of Ottawa in the following fields: Major in Communications, Joint Honours Communication and any other disciplines (BA), Honours BA with a specialization in Communication, Digital Journalism, Public Relations, World Cinemas, or Digital Humanities.

2. Eligibility of Candidates

- 2.1 Any CSA member may be a candidate by submitting her/his/their nomination form has been returned to the Chief Elections Officer (CEO) by 19h00 Friday, October 1st, with valid 15 signatures. Additionally, a candidate must be available to attend the All-Candidates meeting on Sunday, October 3rd at 4:00pm, providing a proxy if they are unable to attend.
- 2.2 Bilingualism Requirement
 - 2.2.1 Some positions may have a bilingual language requirement (e.g. President, certain director positions, etc). In this case, a candidate will be eligible for a bilingual position by presenting one of the following proofs :
 - i) Have completed at least 50% of their university courses in the language required for the position.
 - ii) Have attended a high school where the primary of instruction language is the same as is required for the position.
 - iii) Have obtained a certificate from the University's Official Languages and Bilingualism Institute (OLBI) indicating that the candidate is competent in the required language for the position (i.e. Second Language Certification Test or equivalent).
- 2.3 Linguistique Requirement
 - 2.3.1 Some positions require a certain level of language (e.g. Vice-President of University Affairs Anglophone or Francophone). In this case, a candidate

will be eligible for a French or English position by presenting the following proof:

- i) Have completed at least 50% of their university courses in the language required for the position.

2.4 Age Requirement

- 2.4.1 It is required that all candidates for the position of Vice President of Social Affairs be of the required legal drinking age in Ontario at the start of their mandate to ensure proper functioning of all CSA social events. It is possible that the Elections CEO may require proof of identification to verify a candidate's age.

3. Volunteers and Official Representatives

- 3.1 Any undergraduate student of the University of Ottawa can be an official representative or volunteer on a candidate's campaign provided that they follow the electoral rules. Outgoing executive members of the CSA, any other recognized student body or UOSU may not be volunteers or official representatives.
- 3.2 No candidate or potential candidate may cooperate or collaborate in any way in other candidates' electoral responsibilities (including but not limited to campaigns, class presentations). The formation of slates or any other unofficial alliance between candidates will be regarded as a violation of this rule.
- 3.3 All candidates must e-mail the CEO stating the names of their official representatives and volunteers by 8h00 on Wednesday, October 6th. Additional volunteers can be added until Thursday, October 7th at 23h59. Candidates must register all volunteers or official representatives with the Elections CEO after which they may begin to campaign on behalf of the official candidate. All volunteers must respect the rules outlined in this document.

4. Timeline

4.1 Nominations

- 4.1.1 The nomination form must have a minimum 15 signatures from CSA members.

4.1.1.2 Current executive members and other candidates cannot sign nomination forms. These will not be counted towards the minimum requirement.

4.1.2 Nomination forms are due by October 1st at 19h00.

4.1.3 Candidates will be notified of the status of their eligibility by October 2nd by 23h59.

4.2 Mandatory All-Candidates Meeting

4.2.1 A mandatory all-candidates meeting will take place at 4:00pm on Sunday, October 3rd.

4.2.1.1 Any candidate who cannot attend the meeting must send a proxy, and must notify the CEO beforehand.

4.3 Official List of Candidates

4.3.1 An official list of candidates will be posted on the CSA Elections web page and on the Facebook page by the time of the All-Candidates Meeting.

4.4 Electoral platforms

4.4.1 Candidates' electoral platforms must be submitted to the CEO no later than Monday, October 4th, at 12pm through email elections@aeec-csa.ca.

4.4.2 Platforms will be posted on the CSA Elections web page.

4.4.3 All platforms must be 600 words or less, in their entirety (ideally 300 English / 300 French). Candidates may draft longer versions of their platform to share in their campaigns, however, only the summarized version (600 words) will be made available by the CSA.

4.5 Polling days

4.5.1 Polling days will take place on October 14th and 15th online. An email will be sent to the CSA mailing list with a ballot by 10h00 October 14th. The voting portal will close at 19h00 on October 15th.

4.5.2 If the candidates so choose, they may vote during the polling period.

4.6 The Campaign

- 4.6.1 Campaigns may begin at 8h00 on Tuesday, October 5th to Wednesday, October 13th at 21h00. No campaigning will be permitted outside the official campaign period. Campaigning outside the prescribed time and dates will result in a penalty at the CEO's discretion.
- 4.6.2 In order to promote a more sustainable election period, no paper posters, flyers, banners or other printed materials will be used for campaigning purposes throughout the campaign period. Candidates are welcome to use social media, class presentations, etc.
 - 4.6.2.1 Candidates found to be using paper products for their campaign will be issued a warning by the CEO and will be obligated to immediately take down their paper campaign materials.
- 4.7 The Debate
 - 4.7.1 The CSA will facilitate one debate during the election period. All candidates are encouraged to attend the debate. The debate shall be held on Sunday, October 10th at 19h00 over Zoom. Candidates who fail to show up to the debate are not entitled to a proxy however; candidates may prepare a 600 word statement to be read by the CEO or an appointed designate (moderator).
- 4.8 List of Electoral Expenses
 - 4.8.1 A complete list of candidate electoral expenses, including receipts, must be returned (or scanned/emailed) to the CEO by Monday, October 18th at 10h00.
- 4.9 Miscellaneous
 - 4.9.1 Should candidates choose to drop out of the elections you must do so before noon on Thursday, October 7th. Candidates must inform the CEO by email.
 - 4.9.2 Dates and times may be subject to change at any time. Candidates are responsible for staying up to date on timetables.

5. Electoral Expenses

- 5.1 Candidates are allowed to spend up to \$25 campaign related expenditures.
- 5.2 Candidates must keep receipts of all electoral expenses to prove that they did not exceed the \$25 limit.

6. Resources

- 6.1 Candidates are not allowed to use CSA resources for the purpose of their campaign.
 - 6.1.1 However, candidates who are current CSA Executive members may continue to fulfill their roles and responsibilities of their mandate, including attending office hours, running scheduled events, and acting in their official capacities.
- 6.2 Candidates cannot use any UOSU resources. This means that resources from other RSGs, clubs or services cannot be used for the purpose of the campaign. University administration resources are not allowed as well.

7. Communications with the Chief Electoral Officer

- 7.1 The CEO can be contacted at any time by e-mail at: elections@aeec-csa.ca

8. Content of Electoral Platforms, Posts and Presentations

- 8.1 Candidates must refrain from making or exhibiting defamatory comments against an opponent, another student or a particular group of students. Candidates who violate this rule will be subject to immediate disqualification.
- 8.2 All written content must be supplied in equal parts English and French.

9. Class Presentations

- 9.1 Candidates and volunteers may do presentations in class with the professor's approval.

10. Voting

- 10.1 Students will vote by confidential ballot issued to them through the online voting platform, ElectionBuddy.
 - 10.2 Each CSA member may only vote once.
 - 10.3 Votes will be counted in accordance with the CSA constitution.
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11. Ballot Counting, Results and Recounts

- 11.1 Ballots will be counted by the CEO via the online platform.
 - 11.2 No candidate will be elected by acclamation. If a candidate runs uncontested, a majority “YES” vote is still necessary for a candidate to be elected. .
 - 11.3 As soon as the results are official (see , they will be emailed to all members of the Communication Students' Association as well as posted to the Facebook page and all other appropriate channels.
 - 11.4 Official results will be posted Friday October 15th, 2021 by 10:00 pm.
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12. Conduct During Voting Days

- 12.1 Candidates are strictly prohibited from campaigning during voting days. Violation of this rule will result in a disqualification from the election.

13. Complaints

- 13.1 Any complaints about a candidate or the elections must be sent in writing to the Elections CEO
 - 13.1.1 Complaints will only be deemed valid once received by the CEO in writing. Complaints sent via Facebook, Twitter or other social media outlets will not be considered or deemed valid.

14. Sanction

- 14.1 Penalties ranging from a simple warning to a withdrawal from the election can be issued by the CEO to a candidate if she / he / they, or her / his / their team violates the electoral rules.
- 14.2 Candidates found utilizing third party advertising will face disciplinary action at the discretion of the CEO.

15. Complaints

- 15.1 Any CSA member has until 17h00 on Sunday, October 17th, 2020 to contest the election results.
- 16.2 In order to contest the results, an e-mail or written request must be sent to the CEO.

16. Online Campaigning

- 16.1 Web sites are allowed and are counted as an electoral expenditure.
- 16.2 The use of virtual communities (e.g.Facebook) is allowed. The CEO must be one of the administrators for any group or pages created by a candidate. Sponsored posts must be accounted for in the list of electoral expenses provided by the candidate.

17. Third Party Advertisements

- 17.1 Reproducing campaign materials through third party advertising is strictly prohibited during the election.
- 17.2 Candidates found utilizing third party advertising (i.e. paying for followers, spam accounts, etc) will face disciplinary actions as per section 14.2 of the rules.

18. The Chief Electoral Officer

- 18.1 The Chief Electoral Officer shall be appointed by the President of the CSA according to section 5.2.1 of the Constitution.

- 18.2 The CEO is responsible for making themselves available through email, and will address all emails sent to the elections@aeec-csa.ca email within 24 hours. If candidates wish to have an in-person meeting with the CEO, they may request one through email.
- 18.2 The CEO will use his/her/their best judgement to issue penalties in a case-by-case fashion.

19. Discrepancy in language of this document

- 19.1 If a discrepancy occurs in the Electoral Regulations between the English and French versions, the English version will take precedence.