

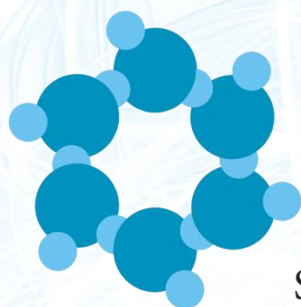
March 2014 ISSS Elections Package

CCIS 1-150

780 492 2099

iss@ualberta.ca

www.iss.ca



ISSS
The Interdepartmental
Science Students' Society

March 2014 ISSS Election Package

Introduction: *The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience.*

The ISSS is managed by six student volunteers called the Executive. Its direction is guided by eight student representatives called the Council.

Each Executive and Councillor is elected annually in a March Election, while vacant spots and First Year Councillors are elected in a September Election. Elections are run by the ISSS Elections Representative, in collaboration with the Students' Union. Each candidate may spend up to \$25.00 on his/her campaign, which will be reimbursed by the ISSS.

Positions: The positions available for contest in this March Election are:

- One (1) ISSS President
- One (1) Vice President Academic
- One (1) Vice President Administration and Finance
- One (1) Vice President Community
- One (1) Vice President Programming
- One (1) Vice President Services
- Two (2) Second Year Councillors
- Two (2) Third Year Councillors
- Two (2) Fourth Year Councillors

Deadlines and Important Dates: There are a number of important deadlines to be aware of during the campaign period. Missed deadlines can result in a penalty or disqualification.

Campaign and Elections Information Workshop – Wednesday March 5th, 2014 @17:00

- An optional meeting will be held for any prospective candidates that will attend to discuss strategies and talk with experienced persons.
- Location: TBA

Nomination Forms Due – Monday March 10th, 2014 @ 17:00

- Nomination forms must be handed in to the ISSS office at CCIS 1-150
- Nomination forms may be submitted any time before this date, or on this date, during ISSS office hours.
- Candidates have the option of submitting their maximum 175 word biography and photo electronically, to elections@iss.ca.

Candidates Meeting – Monday March 10th, 2014 @ 17:00

- All candidates who submit a nomination package must meet this day at 17:00 with the Elections Representative to review campaigning rules.
- Location: TBA

Campaigning Begins- Wednesday March 12th, 2014 @ 00:00

- All campaign materials must be preapproved by the ISSSER via email BEFORE campaign materials are publicly released.

- A candidate may not accrue more than \$25.00 in campaign expenditures. Campaigns that exceed the amount of \$25.00 will be subject to disqualification.
- All receipts must be submitted to the Elections Representative for reimbursements.
- An expense form, which is attached, must be submitted to the ISSSER before polling stations open. Candidates that submit expense forms after this time are subject to financial penalties which may result in disqualification (see attached procedural sections).

Campaign materials:

- Tape, markers, pens and pencils will be available for use in the ISSS office.
- Tack board can be obtained from Supply and Management Services and it is free of charge for all students to use. This will be acceptable for use by all candidates.
- Food coloring will not be allowed for use by any of the candidates.
- Fire Proof Spray will be available in the ISSS office for candidates to use.
- Chalk is acceptable for all candidates to purchase and use for their own campaigns.
- Posters, Facebook pages, and websites are all accepted for the campaign.

Election Forum – Monday, March 17th, 2014 @ 17:00

- Candidates will get the chance to introduce themselves in person to the student body by making a short speech and answer any questions about their campaign.
- Location: TBA

Campaign Expense Form Due – Wednesday March 19th, 2014 @ 17:30

- Hand in to the office in CCIS 1-150
- Receipts **MUST** be attached.

Campaigning Ends- Friday March 21st @ 17:00

- All campaign materials (posters, Facebook events, etc) must be removed.

Voting - Thursday and Friday March 20th and 21st, 2014

- Polling stations and online voting open.

Results Party – Friday, March 21st, 2014 @ 18:30

- Location: TBA

Rules: A listing of all relevant rules, including eligibility criteria is attached to this document. They should be read through thoroughly before submitting a nomination form.

ISSSER: The ISSS Elections Representative for this election is Zainab Ijaz. If you have any questions or concerns, she can be contacted at elections@iss.ca,

Nomination Package

Name: _____

Student ID Number: _____

Faculty: _____

Department: _____

Program of Study: _____

Year of Study: _____

Email Address: _____

Telephone Number: _____

Position Contested: _____

Signature: _____

I have heard about and/or attended the Science Elections & Governance (**SEG**) Days: Yes No

Signature confirming the faculty and year of study from a member of the Faculty of Science office in

CCIS 1-001: _____

Nomination Package Continued

Please submit a candidate profile picture electronically to elections@iss.ca with your **FULL NAME in the subject or body.**

Candidate profile: In **175 words or less**, present a summary of why a science student should elect you to your desired position. This profile will be posted online at www.iss.ca:

Signatures of Nomination from 10 undergraduate students in the Faculty of Science:

Name	Faculty	ID Number	Signature

Expense Reporting Package

Candidate Name _____

Please separate this sheet from the package to track your expenses throughout your campaign.

All campaign expenses must be recorded on this form. It must be submitted to the Elections Representative, **EVEN IF NO EXPENSES ARE ACCRUED BY THE CANDIDATE**, before the deadline outlined in this package to the ISSS office. (CCIS 1-150).

Item Description	Unit Cost	Quantity	Total

The following excerpts from the ISSS Constitution and Procedures Manual pertain to: the roles of Executives and Councillors, attendance requirements of Executives and Councillors, and elections policies and procedures. You are responsible for being aware of the information contained below.

4 EXECUTIVE

4.1 Preamble

4.1.1 Executive members are responsible for representing and serving the membership of the ISSS. Their day-to-day actions and decisions must conform to the mandate of the ISSS.

4.2 Membership

4.2.1 The Executive consists of 6 members:

4.2.1.1 President

4.2.1.2 Vice President Academic

4.2.1.3 Vice President Administration and Finance

4.2.1.4 Vice President Community

4.2.1.5 Vice President Programming

4.2.1.6 Vice President Services

4.3 Powers and Responsibilities

4.3.1 Each Executive member must:

4.3.1.1 Dedicate a minimum of one hour per week during the Fall and Winter semesters to office hours.

4.3.1.2 Submit a descriptive and guiding transition report by April 30 of his/her term.

4.3.1.3 Attend Council meetings.

4.3.1.4 Record minutes at Council meetings, on a rotating basis.

4.3.1.5 Attend SAGMs.

4.3.2 The President

4.3.2.1 Coordinates the overall affairs of the ISSS, of the Executive, and of the Council.

4.3.2.2 Encourages regular reflection and visioning within both the Executive and the Council.

4.3.2.3 Acts as the external voice of the ISSS on non-academic issues.

4.3.2.4 Coordinates SAGMs.

4.3.2.5 Coordinates the transition of any incoming Executive or Councillor.

4.3.2.6 Has joint signing authority for all ISSS financial transactions.

4.3.2.7 Must attend COSSA meetings.

4.3.2.8 Must attend COFA meetings.

4.3.3 The Vice President Academic

4.3.3.1 Supports and connects Members serving in representative roles in university governance.

- 4.3.3.2 Coordinates all data collection from members to guide ISSS activities and researched student priorities.
- 4.3.3.3 Acts as the external voice of the ISSS on academic issues.
- 4.3.3.4 Manages and develops ongoing services of the ISSS that benefit students' academics and career preparation.
- 4.3.3.5 Liaises between the ISSS and the Students' Union.
- 4.3.3.6 Must attend COSSA meetings.
- 4.3.3.7 Must attend COFA meetings.

4.3.4 The Vice President Administration and Finance

- 4.3.4.1 Prepares agendas and prepares for Executive meetings, Council meetings, and SAGMs.
- 4.3.4.2 Manages intra-organizational communication systems.
- 4.3.4.3 Records minutes at SAGMs, and promptly posts all meeting minutes on the ISSS website.
- 4.3.4.4 Oversees the maintenance and upkeep of the ISSS website.
- 4.3.4.5 Maintains a functional and welcoming ISSS office.
- 4.3.4.6 Has joint signing authority for all ISSS financial transactions.
- 4.3.4.7 Accounts for the funds of the ISSS through keeping accurate records of revenues and expenditures in proper financial statements.
- 4.3.4.8 Prepares the annual base budget.
- 4.3.4.9 Collaborates with Executives to ensure the financial resources to support their projects are available and sustainable.
- 4.3.4.10 Develops relationships with external partners and donors.

4.3.5 The Vice President Community

- 4.3.5.1 Communicates with and engages the various student communities within the Faculty of Science.
- 4.3.5.2 Recognizes and provides support to COSSA groups, fostering community and collaboration.
- 4.3.5.3 Prepares and distributes regular newsletters.
- 4.3.5.4 Recruits, manages, and recognizes ISSS volunteers.
- 4.3.5.5 Manages all ISSS marketing, design, promotion and branding.

4.3.6 The Vice President Programming

- 4.3.6.1 Plans and oversees community-building events for Members.
- 4.3.6.2 Plans and oversees the welcoming of new Members during Orientation.

4.3.7 The Vice President Services

- 4.3.7.1 Manages and develops ongoing non-academic services of the ISSS.
- 4.3.7.2 Pursues revenue-generating activities through the provision of non-academic services.
- 4.3.7.3 Has joint signing authority for all ISSS financial transactions.

4.4 Meetings

- 4.4.1 The Executive shall meet weekly during the Fall and Winter semesters.

- 4.4.2 The Executive shall meet biweekly during the Spring and Summer semesters.
- 4.4.3 An Executive who is unable to attend an Executive meeting will be considered present if he/she uses video or telephone conferencing to participate in the meeting.
- 4.4.4 Quorum shall be two-thirds of the Executive, unless there are two or more vacant positions, in which case quorum shall be three Executives.
 - 4.4.4.1 If quorum is not met, discussion may occur, but no motions may be passed. The meeting shall be limited to discussion of ongoing projects, and shall not include any decisions on spending, or future plans.
- 4.4.5 Only Executive members present are allowed to vote, and each Executive member is entitled to exactly one vote.
- 4.4.6 All motions require a Two-Thirds Majority in favour in order to pass, unless there are two or more absences or vacant Executive positions, in which case the motion shall require three votes in favour in order to pass.
- 4.4.7 At least twodays notice must be given to Members before an Executive meeting. At this time a draft of the agenda must be made available to all Members.
- 4.4.8 Only Executives may propose motions.
- 4.4.9 The role of chairperson of the meeting will rotate through the Executive.
- 4.4.10 Executive meetings are open to all Members.
- 4.4.11 The Executive may make a motion to move in-camera.
 - 4.4.11.1 The Executive reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.
 - 4.4.11.2 No motions shall be passed during an in-camera portion of a meeting, with the exception of a motion to go ex-camera.
 - 4.4.11.3 No minutes shall be kept during an in-camera portion of a meeting, with the exception of documentation of a motion to go ex-camera.

4.5 Election or Appointment

4.5.1 Eligibility

- 4.5.1.1 Any Member is eligible to run for an Executive position.
- 4.5.1.2 A Member shall not hold more than one elected position, Executive or Council.
- 4.5.1.3 The term of an Executive shall run from May 1 to April 30 of the following year.
 - 4.5.1.3.1 If elected or appointed after May 1, the Executive member's term will run from the day of election or appointment to the following April 30.

4.5.2 Transition

- 4.5.2.1 Transition documents must be available to the appropriate elected Executive by May 15.
 - 4.5.2.1.1 If elected or appointed after May 1, the Executive member must be

provided transition documents no later than 15 days after gaining the position.

4.6 Resignation or Removal

4.6.1 A Vice President can resign for any reason by submitting a written notice of resignation to the President.

4.6.1.1 The President can resign for any reason by submitting a written notice of resignation to the Vice President Administration and Finance.

4.6.2 An Executive member can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting, or a quorate SAGM. Dismissal is immediate.

4.6.2.1 A notice of motion to remove an Executive must be submitted in writing at least seven days in advance of the meeting to the chair of the meeting where the motion is to be voted on.

4.6.2.2 Reasonable effort must be made by that chair to give timely notice of intent to remove the Executive to that Executive.

5 COUNCIL

5.1 Preamble

5.1.1 Each Councillor is responsible for guiding the organization in a way that reflects the mandate of the ISSS. Their duties are to link Members to the services and opportunities provided by the ISSS, to guide the financial resources of the ISSS, and to hold the Executive accountable to Members.

5.2 Membership

5.2.1 Council consists of eight members:

5.2.1.1 Two first year representatives.

5.2.1.2 Two second year representatives.

5.2.1.3 Two third year representatives.

5.2.1.4 Two fourth or later year representatives.

5.3 Powers and Responsibilities

5.3.1 Each Councillor must:

5.3.1.1 Dedicate a minimum of two hours per week during the Fall and Winter semesters to office hours.

5.3.1.2 Serve as a Director, following the process outlined in the Procedures Manual.

5.3.1.3 Record minutes at an Executive meeting, on a rotating basis.

5.3.1.4 Attend SAGMs.

5.3.2 Council

5.3.2.1 Ensures that the Executive fulfills their constitutional duties.

5.3.2.2 Approves, in advance, all expenditures of the ISSS in excess of \$200.00.

5.3.2.3 Approves the ISSS annual base budget.

5.3.2.4 Approves plans for any projects proposed by the Executive.

5.4 Meetings

- 5.4.1 Council shall meet biweekly during the Fall, Winter, Spring, and Summer semesters.
- 5.4.2 Each Executive must report on his/her activities since the last meeting of Council.
- 5.4.3 An Executive or Councillor who is unable to attend an Executive or Council meeting will be considered present if he/she uses video or telephone conferencing to participate in the meeting.
- 5.4.4 Quorum shall be two-thirds of Council, unless there are four or more vacant Council positions, in which case quorum shall be three Councillors.
 - 5.4.4.1 If quorum is not met, no motions may be passed. The Council meeting shall be limited to discussion of ongoing projects and shall not include any decisions on spending, or future plans.
- 5.4.5 Only Councillors present are allowed to vote, and each Councillor is entitled to exactly one vote.
- 5.4.6 All motions require a Two-Thirds Majority in favour in order to pass, unless there are four or more absences or vacant Council positions, in which case the motion shall require three votes in favour in order to pass.
- 5.4.7 At least three days notice must be given to Members, including Executive members and Councillors, before a Council meeting. At this time a draft of the agenda must be made available to all members.
- 5.4.8 Only Executives or Councillors may propose motions.
- 5.4.9 The role of chairperson of the meeting will rotate through Councillors.
- 5.4.10 Council may make a motion to move in-camera.
 - 5.4.10.1 Council reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.
 - 5.4.10.2 No motions shall be passed during an in-camera portion of a meeting, with the exception of a motion to go ex-camera.
 - 5.4.10.3 No minutes shall be kept during an in-camera portion of a meeting, with the exception of documentation of a motion to go ex-camera.
- 5.4.11 Council meetings are open to all Members.

5.5 Election or Appointment

5.5.1 Eligibility

- 5.5.1.1 Any Member that has provided proper documentation of their year of study is eligible to run for the Councillor position whose term corresponds with the appropriate year of study.
- 5.5.1.2 A Member shall not hold more than one elected position, Executive or Council.
- 5.5.1.3 A Councillor's term runs from May 1 to April 30 of the following year. If elected or appointed after May 1, the Councillor's term will run from the day of election or appointment to the following April 30.

5.6 Resignation or Removal

- 5.6.1 A Councillor can resign for any reason by submitting a written notice of resignation to the President.
- 5.6.2 A Councillor can be removed for any reason by a Two-Thirds Majority vote of a quorate SAGM. Dismissal is immediate.
 - 5.6.2.1 A notice of motion to remove a Councillor must be submitted in writing at least seven days in advance of the meeting to the President.
 - 5.6.2.2 Reasonable effort must be made by the President to give timely notice of intent to remove the Executive to that Executive.

8 ELECTIONS

- 8.1 The ISSS elections process shall be transparent, accessible, and fair.
- 8.2 Every Member, except the ISSSER, is permitted to cast a single vote for each Executive or Councillor position open to contest.
 - 8.2.1 The ISSSER casts a ballot which is only used to break ties.
- 8.3 Council shall appoint an ISSSER to co-ordinate and organize elections by May 15.
- 8.4 The ISSSER must:
 - 8.4.1 Be a Member of the ISSS throughout his/her term.
 - 8.4.2 Not be a current Executive or Councillor.
 - 8.4.3 Not run for Executive or Council during his/her term.
 - 8.4.4 Sign a disclosure agreement where he/she shall agree to declare all associations, biases and potential conflicts of interest, including prejudice or partiality for a particular candidate, to the President throughout his/her term.
- 8.5 The ISSSER's term will normally last from May 15 to April 30.
- 8.6 The ISSSER can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.
 - 8.6.1.1 A notice of motion to remove the ISSSER must be submitted in writing to the President at least two days in advance of the meeting where the motion is to be voted on.
- 8.7 The ISSSER will be paid a monetary competitive rate, as determined by Council when appointing the ISSSER.

11 ATTENDANCE

11.1 Preamble

- 11.1.1 An attendance sheet will be updated by the VPAF.
- 11.1.2 Executives and Councillors must attend Executive or Council meetings where they are required to take meeting minutes.
 - 11.1.2.1 Excused absences guidelines outlined in §11.3 still apply to Executives and Councillors required to take meeting minutes.

11.2 Tracking and Late Arrivals

- 11.2.1 Missed attendance shall be indicated on the meeting minutes by the minute-

taker at two points: once ten minutes after the meeting is called to order and once when the meeting is adjourned – henceforth known as attendance points.

11.2.1.1 There will be a ten minute grace period after the meeting is called to order where no absence will be accrued should an Executive or Councillor arrive within that period.

11.2.1.1.1 A one-half (1/2) absence will be accrued if an Executive or Councillor does not arrive within the grace period.

11.2.1.2 A one-half (1/2) absence will be accrued if an Executive or Councillor is marked as absent at the meeting's adjournment.

11.3 Excused Absences

11.3.1 An Executive or Councillor may be absent at a meeting if he/she:

11.3.1.1 Is suffering from a physical or mental illness that leaves him or her unable to attend classes.

11.3.1.2 Has a prearranged meeting, appointment, or event, and has made reasonable effort to reschedule the prearranged event.

11.3.1.3 Has a pressing family emergency.

11.3.2 The Executive or Councillor must provide written notice to the VPAF no later than one day after the meeting with a description of why he/she is/was unable to attend.

11.3.2.1 Every effort must be made to provide notice as soon as the absence is known.

11.3.2.2 The VPAF must notify the chairperson of any received written notices of absence before the meeting begins.

11.3.3 The absence will be deemed excused by a Two-Thirds Majority vote of the meeting's voting body.

11.3.4 Councillors can appoint a proxy by providing written notice to the VPAF at least one day in advance of the meeting.

11.3.4.1 Proxies must be a current Science student registered at the University of Alberta as indicated by Bear Tracks.

11.3.4.2 Written notice must be provided to the VPAF at least one day in advance of the meeting confirming that the proxy is a current Science Student registered at the University of Alberta.

11.4 Unexcused Absences

11.4.1 If an Executive accrues five (5) or more absences without being excused, the chair of the next Council meeting shall make a motion to remove that Executive.

11.4.2 If a Councillor accrues five (5) or more absences without being excused, the Councillor will be notified by the President of his/her removal and replenishment procedures will be followed as outlined in §9.5. Dismissal is immediate.

17 ELECTIONS

17.1 General

17.1.1 A Member that meets the eligibility requirements as outlined in the Constitution is entitled to run for no more than one (1) position at a March Election or a September Election.

17.2 Timing of Elections

17.2.1 A “March Election” is where all Councillor and Executive positions, except First Year Councillors, are open for contest.

17.2.1.1 It shall be held concurrently with the Students’ Union Councillor elections in March, as per the Students’ Union Bylaw 2000.

17.2.2 A “September Election” is where the only Councillor and Executive positions open for contest are the ones that are unfilled as a result of a vacancy, resignation, resignation en masse or removal, as well as First Year Councillor positions.

17.2.2.1 It shall be held concurrently with Students’ Union Councillor by-elections in September, as per the Students’ Union Bylaw 2000.

17.3 The ISSS Elections Representative

17.3.1 Selection

17.3.1.1 The ISSSER shall be hired based on:

17.3.1.1.1 Interest in the position,

17.3.1.1.2 Experience with the ISSS and similar student groups,

17.3.1.1.3 Understanding of the rules surrounding ISSS elections, and

17.3.1.1.4 Skill sets deemed necessary for the position.

17.3.1.2 The President is responsible for advertising the availability of the ISSSER position.

17.3.2 Responsibilities

17.3.2.1 Market March Elections and September Elections to all Members.

17.3.2.1.1 The ISSSER may contact the design team to assist with the creation of nonpartisan marketing materials.

17.3.2.2 Hold at least three (3) hours of office hours before the nomination deadline, and one (1) hour after the nomination deadline and before voting days for each election.

17.3.2.3 Make available and accessible a nominations package as described in section §17.5 of the Procedures Manual fifteen (15) days before the nomination deadline for a March Election or a September Election.

17.3.2.4 Accept and collect nomination packages until the nomination deadline.

17.3.2.5 Verify that a candidate meets the eligibility criteria as per the Constitution.

17.3.2.6 Approve or reject any campaign materials within one (1) day of submission.

17.3.2.7 Communicate with the Students’ Union Chief Returning Officer to coordinate the use of the SU’s online voting system.

- 17.3.2.8 Review campaign expenses, and approve or reject campaign expenses within five (5) days of the election as outlined in §17.6.4.
- 17.3.2.9 Ensure that all physical campaign materials are removed within a reasonable time period after voting concludes.
- 17.3.3 Powers
 - 17.3.3.1 The ISSSER has the authority to interpret, clarify, and enforce the sections of the Constitution and Procedures Manual that govern ISSS elections.
 - 17.3.3.2 The ISSSER may reject an incomplete, falsified, or ineligible nomination form.
 - 17.3.3.3 The ISSSER may investigate accusations of a candidate breaching the sections of the Constitution and Procedures Manual that govern ISSS elections.
 - 17.3.3.4 The ISSSER may, with written reason, financially penalize or disqualify a candidate for breaching the sections of the Constitution and Procedures Manual that govern ISSS elections.
 - 17.3.3.5 The ISSSER may reject any campaign materials that violate §17.6.3 of the Procedures Manual.
- 17.3.4 Incapacitation
 - 17.3.4.1 The ISSSER must provide notification to the President of any incapacitation at least fifteen (15) days before the nomination deadline for a March Election or a September Election.
 - 17.3.4.2 In the event that the ISSSER is unable to carry out their duties, a Provisional ISSSER will be appointed by Council.
 - 17.3.4.2.1 The Provisional ISSSER will be appointed no later than seven (7) days after a notice of incapacitation has been given from the ISSSER.
 - 17.3.4.2.2 The Provisional ISSSER assumes all powers and responsibilities of the ISSSER as defined in §17.3.2 and §17.3.3.
 - 17.3.4.2.3 The Provisional ISSSER shall be paid an amount deducted from the ISSSER's honorarium as decided by Council.
 - 17.3.4.2.3.1 The amount shall be calculated based on the amount of time spent on March Elections and/or September Elections.
- 17.3.5 Termination
 - 17.3.5.1 Council must terminate an ISSSER if he/she:
 - 17.3.5.1.1 Is charged and/or convicted of a criminal offence as outlined the Criminal Code of Canada during his/her term, and/or
 - 17.3.5.1.2 Is charged and/or convicted of an offence as outlined in Code of Student Behavior of the University of Alberta during his/her term, and/or
 - 17.3.5.1.3 Has been unable or unwilling to fulfill the responsibilities of the ISSSER as outlined in the Constitution and Procedures Manual.
 - 17.3.5.2 After the dismissal of an ISSSER, a new ISSSER must be immediately

appointed by Council through the procedures outlined in §17.3.1.

17.4 Appeals

17.4.1 If a Member wishes to dispute a decision of the ISSSER, he/she must email the President indicating the nature of their appeal.

17.4.2 The President will inform Council of the appeal, and schedule a special Council meeting to occur within forty-eight (48) hours.

17.4.2.1 The ISSSER and the complainant must be given at least twenty four (24) hours' notice of the meeting.

17.4.3 At this meeting, Council will hear the case of the complainant and the ISSSER, and based on the governing documents of the ISSS, make an appropriate decision.

17.4.3.1 All decisions are made by a Two-Thirds Majority vote.

17.4.4 If a Councillor is running in a current Election, then he/she must abstain.

17.4.5 If quorum of three (3) voting Councillors is not met, Executives not running in a current Election will be randomly selected to fill the remaining spots.

17.5 Nomination Packages

17.5.1 The nomination package must contain:

17.5.1.1 A summary of the ISSS's mandate,

17.5.1.2 Contact information for the ISSSER,

17.5.1.3 A summary of the positions available for contest,

17.5.1.4 A copy of all relevant sections from the Constitution or Procedures Manual pertaining to Elections, Attendance, the Executive, and the Council,

17.5.1.5 The deadline to submit nomination forms, the dates that a candidate may use to campaign, the dates of the election, and any other important scheduling information,

17.5.1.6 A form which solicits the name, faculty, department, program of study, year of study, email address, telephone number, student ID number, the position contested, and the signature of the candidate,

17.5.1.6.1 The form must have a section where a member of the Faculty of Science office must sign to verify the faculty and year of study of the candidate

17.5.1.7 A form which solicits the signatures of ten (10) Members. The form must state that they endorse the candidate for the position that they are contesting, and must solicit the Member's names, faculties, ID numbers, and signatures, and

17.5.1.8 A form which solicits a maximum one hundred seventy-five (175)-word candidate profile and a candidate profile picture.

17.6 Campaigning

17.6.1 Deadlines

17.6.1.1 Voting shall occur concurrently with Students' Union Councillor elections in March and Students' Union by-elections in September.

- 17.6.1.2 The nomination deadline for September and March Elections shall be the Friday at least one (1) week before voting begins.
- 17.6.1.2.1 Nomination packages submitted after the deadline will not be accepted.
- 17.6.1.3 An approved candidate may begin campaigning on the Monday following the nomination deadline.
- 17.6.1.4 An approved candidate must cease all campaigning activities at the conclusion of voting.
- 17.6.1.5 An approved candidate must submit a campaign expense report to the ISSSER by a deadline set by the ISSSER on the day before polling stations open.
- 17.6.2 Locations
- 17.6.2.1 A candidate may not campaign in:
- 17.6.2.1.1 Any business or service operated by the Students' Union or ISSS.
- 17.6.2.1.2 A University library.
- 17.6.2.1.3 A classroom during a class unless they first obtain the permission of the instructor.
- 17.6.2.1.4 In any residence.
- 17.6.2.1.5 In any building or on any property not owned or operated by the University, the Students' Union, or the ISSS.
- 17.6.2.2 Campaigning shall not occur within six (6) meters of voting stations.
- 17.6.3 Materials
- 17.6.3.1 All campaign materials must be approved by the ISSSER before being purchased or used in a candidate's campaign. This includes, but is not limited to posters, Facebook pages, websites, and personal items.
- 17.6.3.2 The ISSSER shall publish a list of accepted materials for use during campaigning prior to the Nominations Deadline.
- 17.6.3.3 The ISSSER shall inform candidates of materials provided by the ISSS and will ensure that campaign materials are fairly and equally distributed.
- 17.6.3.4 A candidate shall not use campaign materials that:
- 17.6.3.4.1 Have more than nominal value when distributed.
- 17.6.3.4.2 Cannot be removed at the end of the campaign.
- 17.6.3.4.3 Are likely to permanently damage or alter property.
- 17.6.3.4.4 Violate the Code of Student Behaviour, or any Federal, Provincial, or Municipal Law.
- 17.6.3.4.5 Contain libelous, defamatory, obscene, or otherwise inappropriate content.
- 17.6.4 Expenses
- 17.6.4.1 A candidate's campaign expenses include all amounts paid for items used for campaign materials.
- 17.6.4.2 A candidate shall not accrue more than twenty-five (25) dollars in

campaign expenses.

17.6.4.3 All printed materials are expensed to a candidate's campaign at non-discounted prices as quoted by SUBprint.

17.6.4.4 All campaign expenses must be reported, and receipts must be provided, to the ISSSER.

17.6.4.5 Campaign expenses will be reimbursed in full, provided proper receipts are submitted, and the expense limit is not exceeded.

17.6.5 Fines

17.6.5.1 Any financial penalties administered by the ISSSER shall reduce the candidates' total allowable amount of campaign expenses.

17.6.5.2 The candidate's campaign shall be fined three (3) dollars for any campaign materials used without the approval of the ISSSER.

17.6.5.3 The candidate's campaign shall be fined three (3) dollars for each online material displayed before campaigning begins.

17.6.5.4 The candidate's campaign shall be fined one (1) dollar for each printed material remaining public displayed before campaigning begins.

17.6.5.5 The candidate's campaign shall be fined five (5) dollars if no campaign expense report is submitted, or is submitted after the deadline.

17.6.5.6 The candidate's campaign shall be fined five (5) dollars for each instance of campaigning in restricted locations as defined in §18.6.2.

17.6.6 Disqualifications

17.6.6.1 A candidate shall be disqualified for any action that unfairly and significantly harms another candidate's campaign.

17.6.6.2 Any candidate exceeding their campaign expense limit shall be automatically disqualified.

17.6.6.3 A candidate shall be disqualified if they:

17.6.6.3.1 Are charged and/or convicted of a criminal offence as outlined in the Criminal Code of Canada following their submission of their application and/or,

17.6.6.3.2 Are charged and/or convicted of an offence as outlined in the Code of Student Behaviour of the University of Alberta following the submission of their application.