



University of Toronto Students' Union

Board of Directors 2016 Fall Elections Nomination Package

12 Hart House Circle
Toronto, ON M5S 3J9

Please carefully read all sections of this nomination package. It is your responsibility to be aware of all key dates, contacts, and election details noted below.

Contact Information

The 2016 Fall Elections are run by the Elections and Referenda Committee, a committee of the Board of Directors of UTSU. The day-to-day operation of the 2016 Fall Elections is the responsibility of the Chief Returning Officer (CRO). Please refer to the UTSU Elections website page at www.utsu.ca/elections, or contact the Chief Returning Officer if you have questions or concerns:

Katie Thibault, Chief Returning Officer
12 Hart House Circle (UTSU Office)
cro@utsu.ca



University of Toronto Students' Union

2016 Fall Elections Nomination Information Package Content

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Board of Directors Election Schedule

Nomination Period

Nomination Period Opens	Friday, September 30, 2016 at 9:00am
Nomination Period Closes	Thursday, October 6, 2016 at 5:00pm

Silent Period

Silent Period begins	Thursday, October 6, 2016 at 5:00pm
Silent Period ends	Monday, October 10, 2016, at 9:00am

All Candidates Meeting

Mandatory All Candidates Meeting	Saturday, October 8, 2016 at 11:00am <i>Location: 12 Hart House Circle, Toronto</i>
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Campaigning

Online and In Person Campaign Period Begins	Monday, October 10, 2016 at 9:00am
In-person Campaign Period Ends	Monday, October 17, 2016 at 11:59pm
Online Campaign Period Ends	Thursday, October 20, 2016 at 6:30pm

Voting

Voting Period Begins	Tuesday, October 18, 2016 at 12:00am
Voting Period Ends	Thursday, October 20, 2016 at 6:30pm

Results

Announcement of unofficial Results	Saturday, October 22, 2016
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Dates and times are subject to change. Changes will be posted on the UTSU website at www.utsu.ca.

Candidate Eligibility

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

*Note: A valid candidate must be a member of the University of Toronto Students' Union, the requirements can be found in Bylaw II – Membership:

The members of the Union shall be:

- a. *All individuals who have registered full-time in a program leading to a degree, diploma, or certificate, are taking the equivalent of a full-time course load at the University of Toronto for the current session, and who have paid membership fees to the Union.*
- b. *Registered students of the Toronto School of Theology.*
- c. *Membership is only valid for the session paid.*
- d. *Members of the Executive Committee during their respective terms in office, including the Executive Director of the Union.*

1. Submit a Nomination Form – Obtain a Receipt

Division I and II Director nomination forms must be signed by at **least twenty-five (25)** Union members and submitted to the CRO or designate by the close of the nomination period at 5:00pm on Thursday, October 6, 2016.

Each nomination form will legibly display the name and student number of the nominee, as well as the name, signature and student number of each nominator. It is recommended that you obtain **MORE** signatures than is minimally required, as each name is verified to ensure full-time undergraduate status and payment of UTSU fees in the appropriate constituency. If one or more names are found to be invalid, the extra names will then be taken into account.

2. Attend the All Candidates Meeting

The All Candidates Meeting takes place, on Saturday, October 8, 2016 11:00am.
Location: **12 Hart House Circle, Toronto, UTSU Office**

Attendance for the duration of the meeting is mandatory for either a candidate or their proxy. If a candidate or proxy is unable to attend, appropriate arrangements must be made with the CRO in advance of the All Candidates Meeting. Failure to attend the meeting in person or by proxy or meet with the CRO will result in disqualification.

A number of topics will be addressed at the All Candidates Meeting, including a review of the Election Procedure Code, Election schedule, and the duties and functions of Election officials. Members of the UTSU Elections and Referenda Committee will be present to answer questions regarding the Elections or administration of the ballot.

Candidates who are unable to attend the All Candidates Meeting may send an authorized representative to this Meeting to act on their behalf. A proxy form for the authorized representative is included within this package.

Please Remember

In order to be eligible to run in the 2016 Fall Elections, you must:

Attend the All Candidates Meeting on Saturday, October 8, 2016, 11:00am.

Location: ***12 Hart House Circle, Toronto, UTSU Office***

1. OR Send someone to attend the meeting for you (a proxy) if you are unable to attend.
2. OR Make appropriate arrangements with the CRO within 24 hours of the All Candidates Meeting.

Important Details

Candidacy Statement

Candidacy Statements will be posted on the UTSU website during the voting period. You must submit your candidate statement as part of your nomination package **and** also via email to cro@utsu.ca by the end of the nomination period, Thursday, October 6, 2016 at 5:00pm, for it to be valid. Candidate Statements must be in a plain text format (e.g. Word) – the use of HTML is not allowed.

Candidate Statements must comply with the following requirements:

- Must be a maximum of 100 words in length
- Must be a maximum of 750 characters in length

Please double-check your spelling and grammar, as submissions will be posted exactly as received with the UTSU assuming no responsibility for errors. The CRO will review the statements and not post those deemed to be factually incorrect. Changes to statements will not be allowed unless required of the candidate by the CRO. You may choose not to submit a statement. Late submissions may result in candidacy statements not being posted.

Election Code

The Elections are governed by the Bylaws, Policy Manual and Elections Procedure Code of the University of Toronto Students' Union. Nominees will be familiarized with the Election Procedure Code at the All Candidates Meeting.

No Pre-Campaigning

Nominees should be aware that it is a violation of the Elections Procedure Code to campaign prior to the opening of the campaign period on Monday, October 10, 2016 at 9:00am. A strong penalty, up to and including disqualification, will be levied to any candidate who pre-campaigns.

The Elections Procedure Code defines campaigning as “**any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.**” This may therefore include flyers, posters, public statements, speeches, emails, or websites.

Board of Directors Vacancies

Position Title	Seats Available
DIVISION I	
Innis College	1
Transitional Year Program (TYP)	1
DIVISION II	
Ontario Institute for Studies in Education of the University of Toronto (OISE)	1
ACADEMIC DIRECTORS	
Mathematical and Physical Sciences	1

Detailed position descriptions and requirements are available on the Elections website at www.utsu.ca/elections.

Nomination for Position on UTSU Board of Directors

DIRECTOR POSITION: _____

We the undersigned, being full-time undergraduate students of the University of Toronto and having paid our UTSU fees for the current year, do hereby nominate: (PLEASE PRINT)

Name*:

Full Address:

Telephone:

Student Number:

Email:

Email 2:

Important Note: It is your responsibility as the candidate to be reachable by the above telephone number and emails, from the close of the nomination period on Thursday, October 6, 2016, at 5:00pm to at least 24 hours before the start of the All Candidates Meeting on Saturday, October 8, 2016 at 11:00am. The elections staff will make reasonable efforts to contact you during this period, notifying you of your eligibility for candidacy in the 2016 Fall Elections.

AT LEAST 25 NOMINATORS ARE REQUIRED FROM THE APPROPRIATE CONSTITUENCY FOR DIRECTORS. Please return this form to the UTSU office during regular office hours – it may not be submitted by fax or email. For additional information visit www.utsu.ca/elections or email cro@utsu.ca.

Deadline: This form must be submitted to the CRO by *Thursday, October 6 at 5:00pm* at 12 Hart House Circle.

*As to appear on the ballot

Nomination for Position on UTSU Board of Directors - Continued

We the undersigned, being full-time undergraduate students of the University of Toronto and having paid our UTSU fees for the current year, do hereby nominate

(name) _____, (student number) _____

for the UTSU Board of Directors' position of _____.

PRINT NAME	STUDENT #	SIGNATURE
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____
16 _____	_____	_____
17 _____	_____	_____
18 _____	_____	_____
19 _____	_____	_____
20 _____	_____	_____

This sheet may be copied to submit more nominations.

Authorized Representative (Proxy) Information Form

For those Nominees not attending the All Candidates Meeting

I, _____, a nominee for _____,
(Name) (Board of Directors Position) being
unable to attend the All Candidates Meeting on Saturday, October 8, 2016 do
hereby authorize _____ to act on my behalf for the
(Authorized Representative)
duration of the All Candidates Meeting. I am further aware that as my official representative at
this meeting, any decisions or actions taken by that individual shall be binding on my behalf.

Name: _____
Position: _____
Signature: _____ Date: _____

RECEIPT

Please ensure your nomination form is fully completed.

Name: _____

Name of Staff: _____

Signature: _____

Location: _____ Time: _____ Date: _____

(Receipt: Return to candidate)