



Capilano Students' Union



Nomination Package

Guide to the CSU's General Election

Last updated on February 26, 2019

About this Document

This document, the CSU General Election Nomination Package, seeks to inform potential CSU general election candidates about the CSU, the general election, and the positions available. If you decide you run, please fill out the last four pages of this document and submit them to the CSU Members Centre (Library 195) by Thursday, March 7 at noon.

This document seeks to serve as a general guide. Candidates and students must abide by the CSU constitution, bylaw, and procedures as well as all directives, decisions, and rulings of the chief returning officer. The full list of rules and regulations are outlined in the CSU's constitution, bylaws, and procedures Manual to be found at: csu.bc.ca/governance. Email the chief returning officer at cro@csu.bc.ca with any questions.

About the CSU

The CSU delivers student services, fosters student live on campus, and advocates on behalf of over the 8,500 Capilano University students in North Vancouver and at kálah-ay, the Sunshine Coast campus.

The CSU hosts a variety of events each year to promote the social, political, recreational, and academic wellbeing of students at Capilano University. Such events include Captivate, the Social Advocacy Faire, and Rock the Boat.

The CSU negotiated the U-Pass programs, provides a health and dental plan to students, and gives resources to clubs and associations on campus.

The CSU is separate from the university. The CSU is student-driven and staff-run – an elected board of directors representing a variety of faculties and constituency groups governs the direction of the organization.

Job Descriptions for Available Positions

Vice-Presidents

Positions available

- vice-president academic
- vice-president equity & sustainability
- vice-president external
- vice-president finance & services*
- vice-president student life

Term and compensation

- \$1,300 per month
- June 1, 2019 to May 31, 2020
- * position is currently vacant – successful candidates have the option of taking the position early

Eligibility

- Must have been registered in at least one credit course at Capilano University, and have paid student society fees, during the current or previous semester.
- May only run for one position at a time.

Duties on the board of directors (all vice-presidents)

- Attend bi-weekly meetings of the Capilano Students' Union board of directors
- Be an active member of at least one committee (they usually meet bi-weekly)
- Make decisions, as a board, in the best interests of the organization

Duties on the executive committee (all vice-presidents)

- Attend executive committee meetings (they usually meet weekly)
- Lead the development of the CSU's strategic plan
- Look for ways to engage and consult with students
- Serve in the role for at least 20 hours a week

Duties of the vice-president academic (individual)

- Ensure student representation on university committees
- Develop and propose the CSU's official positions on academic issues
- Represent the CSU at university ceremonies (such as convocation)
- Maintain relationships with the university's faculty and staff unions
- Represent the CSU to the university board of governors and senate
- Support the relationship between CSU faculty representatives and the university
- Serve on the CSU's campaigns and advocacy committee

Duties of the vice-president equity & sustainability (individual)

- Provide support for the CSU's equity-seeking collectives
- Promote and create programming for the queer and women's resource centres
- Work with the university to ensure support for survivors of sexual violence
- Organize campaigns on social justice and environmental issues
- Lead the development and execution of the CSU's mental health strategy
- Ensure that board colleagues receive anti-oppression training
- Serve on the CSU's collectives committee

Duties of the vice-president external (individual)

- Represent the CSU to provincial and national student organizations
- Meet regularly with federal, provincial, and municipal decision-makers
- Organize the CSU's participation in national and provincial advocacy campaigns
- Lead U-Pass BC negotiations between the CSU and TransLink
- Serve on the CSU's campaigns and advocacy committee

Duties of the vice-president finance & services (individual)

- Oversee the organization's finances, including budgeting and investments
- Promote and develop the CSU's student students
- Help the executive director to build healthy HR systems and labour relations
- Work with the executive director to ensure that the CSU's legal obligations are met
- Serve on the CSU's finance and audit committee

Duties of the vice-president student life (individual)

- Oversee the CSU's events (such as Captivate and Rock the Boat)
- Promote student clubs, and maintain relationships with club leaders
- Use programming and events as a way to support the mental health strategy
- Liaise with the university and its kálax-ay campus on student life and recreation
- Organize intramural and recreation programming
- Serve on the CSU's events and outreach committee

Collective Liaisons & Coordinators

Positions available

- accessibility justice coordinator
- Indigenous students liaison*
- international students liaison
- mature & parent students liaison*
- queer students liaison
- students of colour liaison*
- women students liaison

Term and compensation

- \$300 per month

- June 1, 2019 to May 31, 2020
- * position is currently vacant – successful candidates have the option of taking the position early

Eligibility

- Must have been registered in at least one credit course at Capilano University, and have paid student society fees, during the current or previous semester.
- May only run for one position at a time.
- Candidates for Indigenous students liaison, mature & parent students liaison, queer students liaison, students of colour liaison, and women students liaison must self-identify as a member of the constituent group they seek to represent.

Duties on the board of directors (all collective liaisons & coordinators)

- Attend bi-weekly meetings of the Capilano Students' Union board of directors
- Be an active member of at least one committee (they usually meet bi-weekly)
- Make decisions, as a board, in the best interests of the organization

Duties as collective liaisons and coordinators

- Represent the perspective of their collective to the CSU and the university
- Organize social justice events (like Pride Week and International Education Week)
- Work with other collectives toward intersectional goals
- Work with the VP equity & sustainability to organize awareness campaigns
- Research and raise awareness of social issues
- Support the executives in lobbying for policy changes on social issues
- Organize collective meetings (at least twice per semester)

Faculty and Campus Representatives

Positions available

- arts & sciences representative (x2) *
- business & professional studies representative (x2) *
- education, health, & human development representative
- fine & applied arts representative (x2) *
- global & community studies representative (x2) *
- Sunshine Coast campus representative

Term and compensation

- \$300 per month
- June 1, 2019 to May 31, 2020
- * one or more positions currently vacant – successful candidates have the option of taking the position early

Eligibility

- Must have been registered in at least one credit course at Capilano University, and have paid student society fees, during the current or previous semester.
- May only run for one position at a time.
- Candidates must be declared in the faculty they seek to represent.

Duties on the board of directors (all faculty and campus representatives)

- Attend bi-weekly meetings of the Capilano Students' Union board of directors
- Be an active member of at least one committee (they usually meet bi-weekly)
- Make decisions, as a board, in the best interests of the organization

As faculty and campus representatives

- Represent the perspective of their faculty or campus to the CSU and the university
- Organize meetings with senior administrators and faculty at least once per semester
- Act as an ambassador for the CSU to the wider student body
- Occasionally assist in additional CSU activities and campaigns

Important Dates

Election dates

Nominations period

Tuesday, February 26 at noon to Thursday, March 7 at noon

Nominees must submit completed nomination packages to cro@csu.bc.ca or drop off completed nomination packages with candidate information pages to the desk in the CSU Members Centre (Library 195) by the closing date. Nominations received after this time will not be accepted.

Early nomination package review deadline

Monday, March 4 at noon

Prospective candidates may submit their nomination package for early review to ensure their paperwork is in order. Submit completed packages to cro@csu.bc.ca or drop them off at the desk in the CSU Members Centre (Library 195) before the deadline.

Candidate information sessions

Tuesday, February 26 at noon to 1:00pm, Library 188

Tuesday, March 5 at noon to 1:00pm, Birch 162

Need more information about the CSU and the role and responsibilities of being a board member before submitting your nomination package? Come to this information session to learn more about the CSU and to have all your questions answered.

Candidate orientation

Thursday March 7 at 3:00pm, Maple 116

All candidates are required to attend this candidate orientation meeting prior to campaigning. The chief returning officer (CRO) will provide an overview concerning the electoral procedures as well as other relevant rules and important information you need to know before you begin

campaigning. If you are not able to attend this meeting, you must contact the CRO directly to arrange an alternate meeting time.

Campaign period

Friday, March 8 at 3:00pm to March 21 at 5:00pm

Before campaigning, you must attend a mandatory candidate orientation session, at which time you will receive a copy of the candidate's handbook, which will provide detailed information regarding campaign rules.

Candidate forums

Tuesday, March 12 at noon, CSU Members Centre (Library 195)

Thursday, March 14 at noon, CSU Members Centre (Library 195)

Candidates forums offer an opportunity for candidates to speak to students about their goals and visions for their work at the CSU. Audience members may also ask candidates questions. While attendance at the forum is not mandatory, candidates are strongly encouraged to attend.

Polling period

March 19 at 9:00am to March 21 at 5:00pm

Elections will be held using an online election process, which will be able to be accessed via csu.bc.ca/vote.

Preliminary election results

March 21 shortly after 5:00pm

Ballot tabulating will take place immediately after the polls have closed. Notice of the results will be posted online once the results have been tabulated.

Official results

Subject to any recounts or other appeals required or requested, results will become official as soon as the chief returning officer's report is presented to the CSU's board of directors; the results shall be official and binding upon the society.

Important dates for successful candidates

CSU board of directors orientation and training retreat

June 10-12 (overnight)

Those elected to sit on the CSU board of directors are required to attend an orientation and training retreat.

CSU board of directors meetings

Generally two Fridays per month from 2:30pm to 5:30pm between June 1, 2019 to May 31, 2020

Election Rules at a Glance

Election rules are extremely important to understand and follow. All candidates and students must abide by the CSU constitution, bylaw, and procedures as well as all directives, decisions, and rulings of the chief returning officer. An extract of some of the basic rules are below.

The full list of rules and regulations are outlined in the CSU's constitution, bylaws, and procedures Manual to be found at: csu.bc.ca/governance. Email the chief returning officer at cro@csu.bc.ca with any questions.

Early nomination form check deadline

CSU Procedures Manual: Section XVI, Article 3, Clause 4.c

The chief returning officer may establish an early nomination form check deadline for the purposes of early verification and corrections of nomination packages. No corrections shall be allowed once nominations have closed.

No slates

CSU Procedures Manual: Section XVI, Article 3, Clause 3.c & 6.i.vii

Candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials. A slate shall mean a group of candidates who run for elected office for mutual advantage, use similar slogans, or otherwise act as a slate, real or apparent.

No campaigning outside of campaign period

CSU Procedures Manual: Section XVI, Article 3, Clause 6.a

There shall be an official campaign period beginning immediately after the conclusion of the Candidate Forum until the end of voting in an election

No campaigning within vicinity of polling stations

CSU Procedures Manual: Section XVI, Article 3, Clause 6.b

Campaigning shall not be permitted in the vicinity of any polling station, as determined by the chief returning officer, and the chief returning officer may establish and announce times during which campaigning by any candidates, or any candidates on a given campus, shall not be permitted.

Poster sizes

CSU Procedures Manual: Section XVI, Article 3, Clause 6.d.i

Posters no larger than 30cm x 45cm (11" x 17") may be put up, but no candidate may have more than one poster on any one bulletin board, and all postering must comply with the university's postering procedures and policies; in addition, the chief returning officer may establish further rules for postering.

Classroom speaking

CSU Procedures Manual: [Section XVI, Article 3, Clause 6.h](#)

Candidates are allowed to speak to a classroom, as long as they get permission from the instructor before the class begins, limit talking to five minutes (or less if instructor gives less time). Reminder: the instructor has full control over who is allowed and not allowed to speak to their class.

Don't campaign with these

CSU Procedures Manual: [Section XVI, Article 3, Clause 6.i](#)

Candidates shall not campaign with the use of road signs, leafleting of vehicles parked on campus, treating or gift giving including the distribution of food or drink, distributing or passing around devices that voters can cast a vote on, including mobile phones, tablets and laptops.

Campaign expenses

CSU Procedures Manual: [Section XVI, Article 3, Clause 8](#)

The upper limit for campaign expenses that may be incurred per candidate is \$75 (except campus representatives, which is \$25).

Use of CSU resources

CSU Procedures Manual: [Section XVI, Article 3, Clause 7.c-e](#)

Candidates shall not use the services, materials/resources, space of the CSU unless they are generally available to all members of the CSU, and if the candidate pays the market rate for them, if applicable. CSU clubs shall not spend money or expend resources on behalf of any candidate.

Declaration of expenses

CSU Procedures Manual: [Section XVI, Article 3, Clause 7.c-e](#)

All expenses incurred by each candidate must be submitted and signed within 72 hours after the campaign period (the form will be provided by the CRO). Candidates are strongly urged to contact the CRO with any questions including any rulings prior to getting discounted or free services, or some other organization covering their expenses. Submitting a false or deceptive statement of expenses to the CRO, or failing to submit the expense report by the deadline is a serious offence.

Serious offences

CSU Procedures Manual: [Section XVI, Article 4, Clause 5](#)

For serious offences, the chief returning officer may disqualify a candidate and may also lodge a complaint against the candidate with the board with a view to having the board suspend some or all of the candidate's society privileges.

Candidate Statement

All candidates are encouraged to submit a candidate statement of up to 100 words to the chief returning officer by email by **Friday, March 8 at 10:00pm**. Late submissions will not be accepted.

This statement will be posted at polling stations and on the Capilano Students' Union website as well as submitted to campus publications. Other information you can incorporate into your statement may include an explanation of what makes you a good candidate, why you are running the Capilano Students' Union board of directors, a description of your goals, and some of the issues you would like to address while in office.

In order to be approved for distribution, the candidate statement must be text only and must comply with the requirements for campaign materials.



INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION

Election Nomination Form

Sunshine Coast campus representative position requires five signatures. All other positions require 25 signatures. Remit this form to the CSU Members Centre by March 7, at noon.

We, the undersigned, nominate _____			
as a candidate for the position of _____			
#	Name as it appears on Cap ID	Student Number	Signature
1			
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INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION

We, the undersigned, nominate _____
 as a candidate for the position of _____

#	Name as it appears on Cap ID	Student Number	Signature
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INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION

Acceptance of Nomination and Nominee Declaration

Name as it appears on your Cap ID	
Name to appear on ballot (if different from above)	
Student number	
Position for which you are running	
Complete mailing address	
Phone number	
Email	
<p>By signing this form, I accept my nomination as a candidate for the board of directors of the Capilano Students' Union for the position described above. Should I be elected to the CSU board of directors, I authorize the release of my personal information to BC Registry Services as required by the Societies Act , and I agree that the Capilano Students' Union may use my personal information to confirm my eligibility to serve on the board of directors.</p> <p>I, the undersigned candidate, hereby agree that:</p> <ol style="list-style-type: none"> 1. I will abide by the election rules and regulations 2. I am eligible to be a candidate for the position I seek and am prepared to accept the duties and responsibilities of a member of the board of directors 3. I understand that all election-related materials are my responsibility and that all publicity materials used by my campaign must be approved and authorized in advance by the CSU's chief returning officer (CRO); and 4. I have received a list of all deadlines associated with the campaign period. 	
Signature	
Date	



INCLUDE THIS PAGE WHEN SUBMITTING NOMINATION

Personal Information Release Form

Members of the CSU or the campus media may wish to contact you to ask questions about your candidacy and/or for an interview to be published in the campus newspaper. The CSU publishes contact information for candidates running in the elections on our elections page of the website. The CSU requires your consent in order to publish your contact information.

Add any contact information that you would like to be made public below:

Information Type	Information
Name	
Phone	
Email	
Signature	
Date	

INTERNAL USE ONLY	
CRO signature	
Date	