



Capilano Students' Union



Candidate Handbook

Guide to the CSU's By-Election

Last updated on September 10, 2019

About this Document

This document seeks to inform CSU by-election candidates about the CSU, the election, and the positions available. 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 *kálay-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.

About the CBPS

The CSU includes the Capilano Business & Professional Society (CBPS) which is a student-run organization. The CBPS's mission is to enhance the experience for business and professional students in academic, campus and social life. The CBPS is lead by a president and vice-president and is made up of seven associations, including the Capilano Accounting Association, Capilano Communication Association, Capilano Finance Association, Capilano Legal Association, Capilano University Marketing Association, Human Resources Management Association, and International Business Association.

Job Descriptions for Available Positions

Collective Liaisons & Coordinators

Positions available

- international students liaison
- mature & parent students liaison

Term and compensation

- \$300 per month
- October 2019 to May 31, 2020

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 collection liaison positions 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

- business & professional studies faculty representative (x2)
- education, health, & human development faculty representative
- global & community studies representative (x2)
- Sunshine Coast campus representative

Term and compensation

- \$300 per month

- October 2019 to May 31, 2020

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

Capilano Business & Professional Society Representatives

Positions available

- Capilano Business & Professional Society vice-president
- Capilano Accounting Association president
- Capilano Communications Association president
- Capilano Finance Association president
- Capilano Human Resources Management Association president
- Capilano International Business Association president
- Capilano Legal Association president
- Capilano University Marketing Association president

Vice-President

Duties

The CBPS vice-president is responsible for the following:

- providing support to the CBPS president (being the right-hand person);
- being aware of all activities of CBPS;
- supporting the succession planning for CBPS;
- enforcing CSU and CBPS policies and procedures to govern decision practices;
- supporting the implementation of the CBPS strategic plan;
- supporting the implementation of the CBPS marketing plan;

- providing feedback on work performance of presidents' committee members
- supporting the budget process;
- coordinating and monitoring spending of CBPS budget;
- reviewing CBPS monthly financial statements to ensure financial stability and transparency;
- chairing presidents' committee meetings in the absence of the CBPS president;
- scheduling presidents' committee meetings and preparing meeting agendas in the absence of the CBPS president; and
- other duties as required.

Term and compensation

- up to \$200 per semester
- October 2019 to May 31, 2020

Eligibility

Candidates for CBPS vice-president role must meet or exceed the following criteria:

- must be enrolled in a program in the Faculty of Business and Professional Studies during the current academic year and upcoming school year (this is the term that the candidate would be applying to be the CBPS vice-president);
- must have completed one full school term at Capilano University; and
- must be able to meet the commitments and the additional responsibilities of the position without negatively affecting their academic standing.

Preference is given to candidates who have served as a member of the CBPS presidents' committee.

Association Presidents

Positions available

- Capilano Accounting Association president
- Capilano Finance Association president
- Capilano University Marketing Association president
- Capilano Communication Association president
- Capilano Human Resources Management Association president
- Capilano International Business Association president
- Capilano Legal Studies Association president

Duties

The association presidents are responsible for the following:

- be the primary liaison for association members;

- keep in close communication with the CBPS members on CBPS and association activities;
- organize, implement, facilitate and report on events;
- seek ways to improve upon events;
- seek opportunities for future events/partnership events;
- keep the association's "team" motivated, focused, and on the same page;
- ensure the association's "team" understands the association's role in the CBPS strategic plan;
- ensure the association's "team" understands their responsibilities individually, as a "team", and as an association;
- provide updates with respect to CSU and CBPS policies and procedures, as required; and
- other duties as required.

Term and compensation

- up to \$200 per semester
- October 2019 to May 31, 2020

Eligibility

Candidates for association president roles must meet or exceed the following criteria:

- must be enrolled in a program in the Faculty of Business and Professional Studies during the current academic year and upcoming school year (this is the term that the candidate would be applying to be the association president);
- must have completed one full school term at Capilano University;
- must be able to meet the commitments and the additional responsibilities of the position without negatively affecting their academic standing; and
- any additional association-specific criteria.
- Candidates must be declared in the faculty they seek to represent.

Important Dates

Election dates

Nominations period

Tuesday, September 17 at noon to Wednesday, September 25 at 5 PM

Nominees must submit a 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, September 23 at noon

Prospective candidates may submit their nomination package for early review to ensure their paperwork is in order and get a chance to fix any deficiencies in your package. 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, September 17 at noon Birch Building, BR 162

Tuesday, September 19 at noon Birch Building, BR 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, September 26 at noon

All candidates are required to attend this candidate orientation meeting in Maple 116 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

Thursday, September 26 to Thursday, October 10

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, October 1, CSU Members Centre at Noon

Thursday, October 3, CSU Members Centre at Noon

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

Tuesday, October 8 to Thursday, October 10

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

Preliminary election results

Thursday, October 10, after 5 PM

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 meetings (all meetings are held at 2:30 PM)

September 13, 2019

September 27, 2019

October 11, 2019

October 25, 2019

November 1, 2019

November 22, 2019

December 6, 2019

December 13, 2019

January 10, 2020

January 24, 2020

February 14, 2020

February 28, 2020

March 13, 2020

March 27, 2020

April 10, 2020

April 24, 2020

May 8, 2020

May 22, 2020

June 5, 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 orientation 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, September 27 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.

Each statement appears as a single paragraph with no formatting (bold, italics, underline) and no bulleting or other alteration of the text.

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