

# Candidate Handbook



## Introduction

This handbook is a guide to the UVSS election process, but it doesn't replace the official Electoral Policy. For a full understanding, consult both documents. In case of discrepancies, the Electoral Policy and UVSS Bylaws take precedence. These are available at [uvss.ca/policy](https://uvss.ca/policy).

Section references (e.g., "3.2") typically point to the Electoral Policy, unless otherwise stated.

For any questions or uncertainties, contact UVSS Elections.

Chief Electoral Officer: [election@uvss.ca](mailto:election@uvss.ca)

Other Electoral Officers: [electionstaff@uvss.ca](mailto:electionstaff@uvss.ca)

Book a Meeting: [uvsselections.as.me](https://uvsselections.as.me)

To access hyperlinks, view this document online at [uvsselections.com/handbook](https://uvsselections.com/handbook). In case of discrepancies between the printed and online versions, the online version takes precedence.

---

## Positions Available

### Director-at-Large (8)

There are eight Director-at-Large positions available.

#### Duties

- Attend committee meetings and cast votes on key decisions.
- Hold lead directors accountable for their actions and responsibilities.
- Communicate and engage with other UVSS members – UVic undergraduate students.
- Assist in organizing and supporting events and activities.
- Contribute to the execution of advocacy campaigns on local, provincial, and national levels.

#### Benefits

- Participate in three days of engaging, hands-on group training.
- Commit just two hours a week as a volunteer and earn a \$50 monthly honorarium.
- Enjoy weekly discounts on food and beverages at the SUB.
- Receive complimentary passes to Cinecenta movies.
- Obtain free bus tickets if you're not using a U-Pass.

## Professional Development Opportunities

As a Director, you'll receive training in:

- financial and operations management;
- society governance;
- legal responsibilities;
- student issues advocacy;
- business development;
- non-profit and social enterprise management;
- allyship and accessibility;
- strategic planning;
- marketing and communications;
- non-violent communication;
- inclusive workplace practices; and
- decolonization, anti-sexism, and anti-racism.

## Eligibility

- Candidates must be a member of the UVSS to run for a position.
- Each candidate may only run for one position on the board of directors.
- Those who have served as Lead Director for two years are ineligible to run again.

## How to Run

### Step 1: Choose your Path

**Find your Fit:** Visit the UVSS Elections website and consult this handbook for details on available positions and which is right for you.

### Step 2: Complete the Form

**Get Support:** Gather the full names and Vnumbers of 15 UVic undergrads who support your candidacy. They don't have to support you, just agree that you should be permitted to run.

**Define Your Vision:** What change do you wish to see? Create a compelling platform.

**Submit your Nomination Form:** Submit your nomination form, including a platform and headshot photo.

# Candidate Handbook



## Step 3: Campaign

**Get Campaign-Ready:** Attend the candidate orientation to better understand campaign rules as they're prescribed in UVSS Bylaws and the Electoral Policy. After that, you can start campaigning!

**Meet the Voters:** You'll get a chance to meet other candidates and voters at the Meet-the-Candidates event on Oct 18.

**Get Votes:** Posters, social media, leaflets, buttons... There are countless ways to campaign!

## Important Dates

Event	Date & Time	Notes
UVSS Elections Office Hours	Ongoing	<b>Updated Hours:</b> Visit <a href="https://uvsselections.com">uvsselections.com</a> or the UVSS Elections office in SUB A104 for updated office hours.
Open House	Wednesday, Sep 27 11:00am to 3:00pm (drop in any time)	<b>Q&amp;A:</b> Join our drop-on open house any time, for as long as you like. UVSS Elections staff and UVSS board members will be available to tell you more about how to run and what it's like being on the board.
Nomination Period	Monday, Sep 25 (9:00am) to <b>October 11 at 5:00pm</b>	<b>Nomination Requirement:</b> Gather at least 15 names and Vnumbers from UVic undergraduates who support you. You cannot include yourself in this count. <b>Submission Details:</b> Submit these names and Vnumbers along with a headshot photo and your platform. <b>Deadline:</b> Must submit via the online form at <a href="https://uvsselections.com/nomination">uvsselections.com/nomination</a> by <b>October 11 at 5:00pm</b> .
Campaign Manager Registration Deadline	<b>October 11 at 5:00pm</b>	<b>Campaign Managers:</b> Not required, but if you decide to have one, their information must be emailed to

# Candidate Handbook



Event	Date & Time	Notes
		<p><a href="mailto:electionstaff@uvss.ca">electionstaff@uvss.ca</a> by <b>October 11 at 5:00pm</b> if you did not already include it in your nomination form.</p> <p><b>Submit Info:</b> Send their name, email, and phone number to <a href="mailto:electionstaff@uvss.ca">electionstaff@uvss.ca</a>.</p> <p><b>Restrictions:</b> Cannot be a candidate, referendum proponent, or referendum opponent.</p>
Candidate Orientation	<b>Thursday, Oct 12 (online)</b>	<p><b>Learn the Rules:</b> Hosted by UVSS Elections, this event will go through campaign rules and expectations.</p> <p><b>Mandatory Attendance:</b> You may not start campaigning until after you have attended the candidate orientation.</p>
Campaign Period	<b>Thursday, Oct 12</b> (after candidate orientation) to Wednesday, Oct 25 (5:00pm)	<p><b>Get Votes:</b> You may begin campaigning after you attend orientation.</p> <p><b>Poster Stamping:</b> Visit UVSS Elections staff to have your material approved and stamped.</p>
Platform Revisions Deadline	<b>Friday, Oct 13, 5:00pm</b>	<p><b>Platforms and photos:</b> These were submitted with your nomination form, but you may submit revisions by email to <a href="mailto:electionstaff@uvss.ca">electionstaff@uvss.ca</a> until this deadline.</p> <p><b>Formatting:</b> The voting platform permits text to be bold, italic, and written as bullet points. No colours.</p>
Voter Information Guide Publication	<b>Monday, Oct 16</b>	<p><b>Voter Information Guide:</b> This document includes candidate platforms, voting instructions, and details about the positions.</p> <p><b>Publication:</b> Will be available on the at <a href="https://uvsselections.com/info">uvsselections.com/info</a> on <b>Monday, Oct 16</b>.</p>

# Candidate Handbook



Event	Date & Time	Notes
Meet the Candidates Event	<b>Wednesday, Oct 18</b> <b>(11:30am to 1:30pm)</b> <b>Vertigo (SUB)</b>	<b>Meet the Voters:</b> An opportunity for all candidates to interact with voters and each other, and promote their platforms. <b>Scheduling:</b> Event time will be decided based on when most candidates are available, with the goal to maximize interaction with voters.
Voting Period	Sunday, Oct 22 (9:00am) to Wednesday, Oct 25 (5:00pm)	<b>Click to Cast:</b> Voting will take place online. Ballots will be sent to voters' UVic emails.
Campaign Expense Form Deadline	Wednesday, Oct 25 (5:00pm)	<b>Who Must Complete:</b> Candidates are required to fill out the <a href="https://uvsselections.com/expense">Campaign Expense Form (uvsselections.com/expense)</a> , including scans or photos of all receipts related to campaign expenses. <b>Reimbursement:</b> Candidates may spend up to \$150, of which they may expect to be reimbursed up to \$75.
Unofficial Results Announcement Event	Wednesday, Oct 25 (4:30pm)	<b>Time to Celebrate:</b> Win or lose, you can finally relax. Come to Felicita's for the announcement of the unofficial results!
Remove Campaign Material	Thursday, Oct 26 (5:00pm)	<b>Material Removal:</b> Candidates must deactivate or privatize election-related social media and remove in-person materials within 24 hours of the end of the campaign period.
Complaints Deadline	Saturday, Oct 28 (5:00pm)	<b>Deadline:</b> Candidates and voters have 72 hours after the polling stations close to formally submit any complaints or grievances.

## How to Campaign: A Guide by the Victors

To get comprehensive guidance on how to run a successful campaign, visit [uvsselections.com/campaignguide](https://uvsselections.com/campaignguide). This resource has been crafted by former board members who have firsthand experience in winning elections. The guide covers crucial topics such as creating a compelling platform, designing effective campaign materials, and offers additional valuable tips for a successful campaign.

## Other Key Information

### Elected Term

Those elected will serve a term ending April 30, 2024.

### Policies

The UVSS Electoral Policy and UVSS Bylaws can be viewed at [uvss.ca/policy-bylaws](https://uvss.ca/policy-bylaws).

### Candidate Platform

Your candidate platform outlines who you are and your campaign goals. It should address why you're running for the position and what you plan to accomplish if elected.

**Word Limit:** Director-at-Large candidates have a word limit of 200 words.

## Complaints Process

### Forms

Complaint, response, and appeal forms are located on [uvsselections.com](https://uvsselections.com).

### Infractions

Please review Electoral Policy Part 8: Policy Infractions to ensure you don't accidentally violate Electoral Policy. Potential sanctions include: written warnings, restrictions on materials, or even disqualification.

### Past Reports

If you're interested in what past complaints have been about, you can find every Electoral Report published since 2011 on [uvsselections.com](https://uvsselections.com).

# Candidate Handbook



## Nominators

You can use this optional form to collect names and Vnumbers Include this data when submitting your online nomination form. This **paper form** is **optional** and is provided for your convenience to make it easier to collect numbers before you provide them as part of your online nomination form ([uvsselections.com/nomination](https://uvsselections.com/nomination)).

	Full Name	Vnumber
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

## Need More Information?

We want to hear from you via whatever platform makes you feel most comfortable.

### Email

Chief Electoral Officer

[election@uvss.ca](mailto:election@uvss.ca)

Other Electoral Officers

[electionstaff@uvss.ca](mailto:electionstaff@uvss.ca)

### Connect Online

[uvsselections.com](https://uvsselections.com)

[instagram.com/uvsselections](https://instagram.com/uvsselections)

### Events

[uvsselections.eventbrite.com](https://uvsselections.eventbrite.com)

### Meet

UVSS Elections Office: SUB A104

Book a Meeting (online or in person):

[uvsselections.as.me](https://uvsselections.as.me)