



[elections@ufvsus.ca](mailto:elections@ufvsus.ca)

University of the Fraser Valley Student Union Society

# Nomination Package:

## Vice President Internal

2021 General Election

**DEADLINE:** February 14<sup>th</sup> at 23:59  
Please email to [elections@ufvsus.ca](mailto:elections@ufvsus.ca)

# Eligibility Checklist

- Read the Election Timeline (pg. 3) and confirmed availability for all necessary dates.
- Fully completed all parts of the Declaration of Intent (pg. 4).
- Read and signed the Election Eligibility Verification Form (pg. 5).
- Read and signed the Electoral Candidate Contract (pg. 6).
- Read the Election Rules (pg. 7) or at [Election Rules](#)
- Read the Responsibilities of a Director (pg. 13) or at [Responsibilities of a Director Policy](#)
- Submit a candidate statement

Submit completed packages via email to the Chief Electoral Officer:  
[elections@ufvsus.ca](mailto:elections@ufvsus.ca)

***For office use only***

*I certify that this candidate has properly completed the nomination package and that I have verified they are eligible to stand for election to the UFV Student Union Society Board of Directors*

\_\_\_\_\_  
Chief Electoral Officer

\_\_\_\_\_  
Date mm/dd/yy

# Election Timeline

**Nomination Period:** *January 27<sup>th</sup> – February 14<sup>th</sup>*

- Submit your nomination packages and Candidate statements to [elections@ufvsus.ca](mailto:elections@ufvsus.ca)

**Review Period:** *February 15<sup>th</sup> – February 19<sup>th</sup>*

- The Chief Electoral Officer will review all packages to confirm eligibility and contact candidates
- Eligible candidates will be contacted to attend a mandatory information session on *February 19<sup>th</sup>*
- Use this time to prepare campaign materials, but no campaigning is permitted

**Campaign Period:** *February 22<sup>nd</sup> – March 12<sup>th</sup>*

- Release your online platforms !
- Candidates Meetings and debates TBA as per CEO discretion

**Voting Period:** *March 15<sup>th</sup> – March 18<sup>th</sup>*

- Voting will occur online through your myUFV email

**Announcement & Ratification:** *March 19<sup>th</sup> & March 20<sup>th</sup>*

**Transition Period:**

- All successful candidates will assume full duties and responsibilities *May 3<sup>rd</sup>*

# Declaration of Intent

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position Sought (select one):

<input type="checkbox"/>	Vice President Internal
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# Elections Eligibility Verification Form

Only members of the Student Union Society (“the Society” and “SUS”) in good standing may seek election to the SUS Board of Directors. The Members of the Society are all individuals who have registered in at least one credit course at UFV for the current semester and who have paid membership fees to the Society.

All candidates intending to run for any position in the 2021 General Election must complete and return the following waiver. This waiver authorizes the SUS Chief Electoral Officer to check the candidate’s eligibility by verifying the candidate is a current student at UFV in good standing, has a minimum CGPA of 2.67, meets any other eligibility requirements (as applicable), and that UFV security has no current charges against the candidate. Should the candidate successfully attain a position on the SUS Board of Directors, this waiver also authorizes the SUS Board of Directors to verify their student status on a continuing basis throughout the academic year. No student may run for office until this waiver has been returned to the SUS Chief Electoral Officer.

Elected candidates will be required to attend Board Meetings once a month. This requirement is the reason Directors of the Society received priority registration. All successful candidates will be expected to arrange their schedules to accommodate Board Meetings.

I, \_\_\_\_\_ (*print full name*), hereby authorize the SUS Chief Electoral Officer to verify that I am a current student at UFV in good standing, have a minimum CGPA of 2.67, meet any other eligibility requirements (as applicable), and that UFV security has no current charges against me. Should I successfully attain a position on the SUS Board of Directors as a result of this election, I further authorize the SUS Board of Directors to verify my student status on a continuing basis throughout the academic year. I understand that, should I fail in my bid to become a SUS director, this waiver will only be utilized during the 2021 General Election period.

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Signature of Candidate

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Date mm/dd/yy

# ELECTORAL CANDIDATE CONTRACT

As a candidate in the 2021 General Election I confirm that I have read and agreed to the election rules contained in this Election Package, and online at [www.ufvsus.ca/elections](http://www.ufvsus.ca/elections). I also realize that my failure to follow the rules will result in sanctions against my election campaign which may include the removal of my candidacy. I further realize that even if I have been removed as a candidate in the election, my continued lack of compliance of the above rules may result in further sanctions, including prohibiting involvement in future elections. I am also aware that groups or individuals that break the above rules while campaigning on my behalf may also result in me receiving the sanctions mentioned above.

By signing this contract I agree to conduct all of my campaigning in a respectful manner and will not spread any hate-speech or intentional lies against any group, organization, or individual. I fully understand that even my actions while not campaigning, off campus, or online, may still be deemed to represent my election campaign and those actions may result in the above sanctions against me if my actions violate the above clauses.

If successful, I fully and honestly intend to fulfil the duties of the position I seek for the entire term for which I am elected.

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Name of Candidate

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Signature of Candidate

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Date

# Election Rules

EFFECTIVE: November 18<sup>th</sup>, 2019

AMENDED: July 29<sup>th</sup>, 2020

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AUTHORITY: Board of Directors

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## RELATED DOCUMENTS

- [Elections Policy](#)
  - [Electoral Oversight Procedure](#)
  - [Electoral Oversight Policy](#)
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The purpose of this document is to be a reference and guide for candidates running in SUS elections or by-elections. It is the candidate's responsibility to read and comply with all Election Rules, as well as Electoral Oversight Policy and Election Policy. The Chief Electoral Officer will determine rule violations and will issue sanctions to candidates that violate the rules.

## Part 1: Definitions

“Board” refers to the SUS Board of Directors

“Candidate” refers to any individual that meets the eligibility requirements of SUS elections and intends to run for a position

“Campaigning” refers to any activity or message that serves to promote a candidate.

“EAC” refers to the Electoral Appeals Committee. “ED” refers to the SUS Executive Director.

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President.

“Members” refers to current members of SUS who are enrolled in at least one class or in the trades program and have paid SUS fees for the current semester.

“SUS” means the Student Union Society at the University of the Fraser Valley.

“UFV” means the University of the Fraser Valley, in the Lower Mainland, in the Province of British Columbia.

## Part 2: Nomination Requirements

### 1. Eligibility

1.1. To be eligible to participate in SUS elections, candidates must meet all requirements:

1.1.1. Be a current member in good standing with SUS, which requires candidates to:

1.1.1.1. Be enrolled in at least one for credit course in the current semester or be enrolled in the Trades program.

1.1.1.2. Have paid SUS fees for the current semester.

1.1.2. Meet the specific eligibility criteria for any positions with a specific constituency, when applicable;

1.1.2.1. For example, the College of Arts Rep must be studying towards a degree/declared major within the program areas of the College as listed by the University of the Fraser Valley (UFV), or a current executive member of an association within one of those program areas.

1.1.3. Maintain a minimum CGPA of 2.67, which is defined as maintaining a GPA of 2.67 in all undergraduate and graduate-level courses taken;

1.1.3.1. Candidates will submit their eligibility requirements to the CEO for approval. Once elected, Executives will continue to submit their eligibility requirements to the ED for verification on a semesterly basis.

1.1.4. Maintain academic good standing;

1.1.5. Maintain ethical standards;

1.2. Candidates must continue to meet these criteria for their duration of their term of office. If, once elected, a Director fails to meet an eligibility criterion, they will be required to resign.

1.2.1. If a candidate is under active investigation over academic misconduct, they will be placed on a leave of absence until the investigation is complete.



## **2. Individuality**

2.1. Candidates must run as individuals with their own platform and ideas; to ensure this, candidates cannot do the following:

2.1.1. Run as a slate or party with other candidates;

2.1.2. Ask other candidates for verbal or otherwise observable endorsement or actionable campaign aid;

2.1.2.1. Verbal advice on campaign strategy and/or conduct is not considered endorsement or aid.

2.1.3. Ask UFV staff or faculty for endorsement or campaign aid;

2.1.3.1. Examples of this include, but are not limited to: displaying or distributing campaign materials in staff dedicated areas, UFV staff verbally advocating for a candidate, displaying materials on UFV media accounts (including social media, TV screens, and computer desktops)

2.1.4. Ask any SUS Staff Member or Director for endorsement, campaign aid, and/or the use of SUS resources.

2.1.4.1. This includes both permanent and student staff (including all services), and current Board Members (voting and non-voting)

2.1.4.2. Use promotional materials that suggest that they have sponsorship or endorsement from UFV, SUS, any club, association, and/or on-campus or off-campus organization.

## **Part 3: Campaigning Rules**

### **3. Campaigning**

3.1. Candidates cannot do the following:

3.1.1. Campaign during any part of the election that is not the campaign period;

3.1.2. Campaign within 50 meters of a voting station;

- 3.1.3. Violate UFV's Poster Policy or SUB Operating Policies;
- 3.1.4. Campaign during a UFV lecture, lab, and/or class;
- 3.1.5. Post material in designated classroom/lab/teaching space;
- 3.1.6. Display posters that have not been approved by the CEO;
- 3.1.7. Spend more than \$200 on their campaign and/or fail to submit an expense report to the CEO Officer by the end of the campaign period;
- 3.1.8. Campaign using any food, or liquid consumables;
- 3.1.9. Offer any sort of direct incentive (bribe) to any voting member;
- 3.1.10. Harass, threaten, or bully any student to vote for or endorse them;
- 3.1.11. Harass, threaten, or bully the CEO, or any member of the Electoral Committee;
- 3.1.12. Intentionally lie, or spread false information about the University, SUS, and/or other candidates;
- 3.1.13. Set up or have supporters set up their own mobile polling stations in order to get more votes for specific candidate(s);
- 3.1.14. Distribute any partisan campaign materials or campaign inside Baker House, except during a campaign event that is organized by the CEO.

3.2. Candidates are required to do the following:

- 3.2.1. Attend the All-Candidates meeting;
  - 3.2.1.1. Candidates are expected to communicate with their instructors beforehand if there are time conflicts with lectures or

labs; proof of communication may be required if a candidate has to miss required sessions due to class conflicts.

3.2.1.2. In the event that a candidate cannot attend the All-Candidates meeting written notice including the reason for absence is required to be emailed to the CEO.

3.2.1.2.1. The candidate must meet with the CEO at their earliest convenience.

3.2.2. Submit a written candidate's statement for publication with their completed Nomination Package.

#### **4. Failure to Comply**

4.1. Failure to comply with any of the rules outlines above may result in the following sanctions:

4.1.1. Written warning.

4.1.2. Limited election materials allowed.

4.1.3. Removal of election materials.

4.1.4. Removal from elections.

4.2. Sanctions are made at the discretion of the CEO.

4.3. Sanctions can be appealed to the Electoral Appeals Committee. See Election Oversight Policy for more information.

4.4. The CEO can sanction a candidate for violations committed by non-candidates acting on behalf of the candidates.

#### **Part 4: Administrative**

#### **5. Contact**

5.1. If you have any concerns about the campaign rules, or if you have witnessed violations of the above rules, please email the following:

5.1.1. Outside of election period: [vpinternal@ufvsus.ca](mailto:vpinternal@ufvsus.ca) or (604) 864-4613

5.1.2. During elections: [elections@ufvsus.ca](mailto:elections@ufvsus.ca) or (604) 864-4613 5.2. If escalation beyond contact with the CEO is required, please request the EAC contact information from the SUS office. This should only be done after communicating with the CEO has failed.

*The Election Policy, Electoral Oversight Policy, Electoral Oversight Procedure, and Election Rules should be read as parts of one whole. The Election Rules are meant to act as a student perspective of participating in the electoral process and should not be taken out of the context of the other policies and procedure.*

# Responsibilities of a Director

EFFECTIVE: December 2019

REVIEW DATE: December 2022

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AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

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RELATED DOCUMENTS:

Conflict of Interest Policy  
Harassment and Discrimination Policy  
In-Camera Policy

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This policy lists the responsibilities and duties of all members of the SUS Board of Directors.

## **Part 1: Definitions**

“Board” refers to the SUS Board of Directors as defined in SUS Bylaw 21

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President

“Other Representatives” refers to elected SUS directors who are not executives

“VPE” refers to the Vice President External of the Student Union Society

“VPI” refers to the Vice President Internal of the Student Union Society

“VPS” refers to the Vice President Students of the Student Union Society

## **Part 2: Duties**

### **1. Legal Duties**

#### **1.1 Fiduciary Duty**

- 1.1.1 Make decisions about the financial, legal, and ethical obligations that the organization must fulfill
- 1.1.2 Act honestly, in good faith, and in the best interests of the Society
- 1.1.3 Look to the long-term interests of the Society, a duty that will vary with the situation at hand
- 1.1.4 The duty to treat individual stakeholders affected by the Society’s actions equitably and fairly

- 1.1.5 Consider what is in the best interests of members, employees, creditors, consumers, governments, and the environment to inform their decision
- 1.1.6 Act in the best interests of the corporation in a fair manner commensurate with the corporation's duties as a responsible corporate citizen
- 1.1.7 Not make decisions where one set of interests, for example the interests of members, prevail over another set of interests
- 1.1.8 Do what is in the best interests of the Society in any particular situation

## 1.2 Duty of Care

- 1.2.1 Ensure the organization has the resources that it requires
- 1.2.2 Be prepared for and attend board meetings

## 1.3 Duty of Loyalty

- 1.3.1 Put the organization's interests above your own
- 1.3.2 Avoid and report conflicts of interest that you may have

## 1.4 Statutory Duties

- i. Ensure compliance with bylaws and legal filings

## 2. Responsibilities

- 2.1 Ensure the organization has a clear mission and that all organizational activities are in support of the mission
- 2.2 Support the senior staff members and ensure effective senior leadership of the organization
- 2.3 Protect and steward the organization's assets; ensure financial and non-financial risks are mitigated
- 2.4 Ensure that the organization has sufficient resources to carry out its mission
- 2.5 Be ambassadors by ensuring that the organization's mission and work is shared widely and consistently
- 2.6 Recognize the President as the primary spokesperson for the Society, and the only personal authorized to speak, or appoint a delegate to speak, for the Board or the Society
- 2.7 Be aware of current issues concerning your Faculty or community for which you were elected and bring them to the Board when necessary
- 2.8 Attend and participate in all Board and General Meetings and miss no more than three Board meetings in a year
- 2.9 Work within the approved SUS budget

- 2.10 All Directors are required to prepare a monthly report to present to Board
  - 2.10.1 SUS Executives are responsible for submitting written reports before meetings that are presented verbally at Board
  - 2.10.2 Other Representatives are responsible for preparing a verbal report to present to Board
- 2.11 Other Representatives are collectively responsible for supporting the SUS Executives, and holding them accountable

### **3. Ethics and Principles**

- 3.1 A Director must act honestly and in good faith, exercising oversight with diligence, prudence, and the care that reflects you are acting in the best interests of the Society
- 3.2 A Director who has personal interests or has relationships with people with personal interests in any Society business, contracts, legal positions, policies, transactions, or strategic decisions must fully and promptly disclose the nature and extent of their conflict of interest to the Board as a whole
- 3.3 A Director must understand and accept that the role of the Society's Board is to act an oversight body, and is not involved in day-to-day operations, administration, or management processes
- 3.4 A Director must behave respectfully and professionally toward other board members, student union staff, and members both publically and privately (this includes all forms of media such as news articles and social media platforms)
- 3.5 Directors may speak freely at Board Meetings, but once the Board has made a decision, the Director must unequivocally support those decisions
- 3.6 Directors must recognize and respect the fact that the President is the primary spokesperson for The Society and is the only person authorized to speak for the Board or the Society
- 3.7 Directors are expected to acquire a working knowledge of the BC Societies Act, the SUS Bylaws and Policies, Robert's Rules, and any other items governing the business of the Society

### **Part 3: Enforcement**

#### **4. Absences & Failure to Respond**

- 4.1 An absence is defined as being absent for the full duration of a meeting, or more than 30 minutes late
- 4.2 A failure to respond is defined as a director failing to answer an inquiry or other response-required communication with forty-eight (48) hours of being contacted

4.3 For the first violation:

4.3.1 The VPI will remind the Director of this policy by email

4.4 For the second violation:

4.4.1 The VPI will remind the Director of this policy by email

4.4.2 The VPI will send a formal letter to the Director by email

4.5 For subsequent violations:

4.5.1 Section 28.2.1 of the SUS Bylaws will be enacted and the process to remove the Director from office will begin

**5. Breach of Confidentiality**

5.1 A breach of confidentiality is defined as a director breaking the terms of their signed confidentiality agreement

5.2 Directors who are proven to have breached confidentiality will have the procedure listed in section 28.2.1 of the SUS Bylaws enacted, which begins to the process to remove the Director from office