

``TITLE: Candidacy and Campaigning Policy

Policy No.: B2520

Category: Council and Self-Governance

Effective Date: July 12, 2013

1.0 POLICY

Members who wish to stand for election for Langara Students' Union (LSU) Council must meet LSU candidacy requirements and processes to be declared official candidates and have their names appear on the ballots. Additionally, throughout the pre-campaign and campaigning period, candidates must conduct themselves in a manner becoming of LSU representatives and consistent with the regulations of this policy. Misconduct may result in disqualification. Finally, elected members and/or incumbents must complete additional steps prior to becoming official members of Council such as signing the Code of Conduct and swearing the Oath of Office.

Per Bylaw Article 9.1.1 (iv), the Chief Returning Officer (CRO), if any, has the authority to change or cause to be changed this Policy as the CRO sees fit to conduct elections or by-elections, so long as the changes do not contradict LSU Bylaws.

2.0 RATIONALE AND PRINCIPLES

- 2.1 It is important to the fairness and integrity of the electoral process to have and enforce uniform rules that apply to all candidates and those seeking candidacy.
- 2.2 As a member-led organization Langara Students' Union (LSU) promotes a high level of Council accountability and it is in members' best interest to have individuals held to high standards of ethical behaviour and conduct.
- 2.3 It is important that the electoral process and rules reflect the values and mission statements of LSU as referenced respectively in Policies A1002 and A1001.
- 2.4 This Policy provides greater detail about the candidacy and campaigning so that those seeking election know how to appropriately conduct themselves.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

This Policy applies to LSU members who wish to run for election for LSU Council. It mainly deals with LSU processes and member conduct expectations throughout the electoral period.

This Policy does not apply to the eligibility screening process, but rather picks up where Policy B2510, Electoral Eligibility leaves off.

3.2 Definitions

3.2.1 **Members At Large (MAL)**

Members At Large representatives attend each Council meeting to develop and implement programs, services, activities and initiatives that create a welcoming environment for, and promotes the education, awareness and inclusion of, issues impacting students who may otherwise face discrimination or barriers to successful social inclusion and integration. Members At Large serve year-round, even when Council is not in session. There are seven elected Members At Large positions. Three of the seven General Members are designated to serve as the International Students' Representative, Aboriginal Students' Representative, the Diversity and Inclusion Representative. The three designated positions and the four General Representatives collectively are the Members At Large Representatives as per Bylaw 6.2.2.

3.2.2 **All-Candidates Forum**

An event held during the election campaigning period where candidates can introduce themselves, share their platform statements, and answer questions from member present.

3.2.3 **Application and Applicant**

The 'application' refers to the documentation submitted as well as the completed and signed forms as may be required at the time of application. This includes a resumé, curriculum vitae (or similar), cover letter, list of references combined with their contact information, and any other documentation provided. Likewise, the member submitting the application is referred to as the 'applicant.'

3.2.4 **Candidates and Candidacy**

Candidates are individual LSU members who have (a) met the requirements of eligibility as may be required per Policy B2510, Electoral Eligibility, and (b) who have successfully completed additional steps and met requirements and criteria as set out in this policy. Candidacy refers to the state of being an official electoral candidate for a specific position on LSU Council.

3.2.5 **Campaigning and Campaigning Period**

Campaigning refers to the act of directly or indirectly promoting oneself for election. The Campaigning Period is the time between the confirmation of candidacy of individual candidates (when campaigning is open) and the close of the campaigning period.

3.2.6 **Chief Returning Officer**

The CRO is an impartial third-party that is hired on contract to ensure the integrity of the election process and the conduct of open, fair, and impartial elections, by-

elections and referenda in accordance with Langara Students' Union (LSU) Bylaws, policies, and procedures.

3.2.7 Members At Large

Members At Large are elected, voting members of Council and are responsible for attending Council meetings, responsibly exercising their vote, and serving on at least two Committees of Council. Council members serve only when Council is in session, which is usually October through April, unless special meetings are called. Out of the seven (7) "Members At Large" seats on Council, three (3) are reserved on a preferential basis for members who identify as students who are international, Aboriginal and who represents Diversity and Inclusion membership constituency on campus as per Bylaw article 6.2.2

3.2.8 Electoral Committee

The Electoral Committee is a standing committee of Council with the roles, composition and powers as set out in Policy B2025, *Electoral Committee Terms of Reference*.

3.2.9 Executive Director

The Executive Director (ED) is the only hired employee of Council and is included in the Collective Bargaining Agreement. The ED is responsible for leading all LSU operations and supporting Council members who have programming, service and project portfolio duties. Staff report to the ED, unless Council opts to not hire an ED, in which case Council is supported directly by Staff.

3.2.10 'In Good Standing'

Per Bylaw Article 2.4, a member 'in good standing' is one who has met the requirements for membership and is not otherwise suspended or expelled from membership in the Union. Per Article 2.1, this also means that the member is a student of Langara who has registered in at least one (1) three-credit course for the current College semester and paid fees to the Union.

3.2.11 Executive Board

The Executive Board members are elected, voting positions on Council who work very closely with the ED, if any, and Staff. The Executive Board have oversight and managing duties and serve year-round. Listed alphabetically, the Executive Board of LSU are the President, Vice President Finance and Administration, Vice President Internal, Vice President Student Life, and Vice President External Affairs collectively the Executive Board.

3.2.12 Nominee and Nominator

A nominee is an LSU member in good standing who has been duly nominated for candidacy for a specific position on Council in an election or by-election. A nominator is a LSU member in good standing who has duly nominated a nominee for candidacy in an election.

3.2.13 Pre-candidacy Period

The pre-candidacy period is the time between the announcement of election or by-election and the Call for Nominations.

3.2.14 Qualifying Period

Members who would like to become candidates for an Executive Board position or A designated position such as the Aboriginal Student Representative or the International Student Representative must satisfy that they meet certain requirements as set out in Policy B2510, *Electoral Eligibility*. The Qualifying Period refers to the span of time when those members are being screened for eligibility for candidacy. There is no qualifying period for those seeking candidacy as non-designated Member At Large positions.

3.2.15 Screening Period

The Screening Period takes place at the same time as the Pre-Candidacy Period but it is a different process. The Screening Period commences at the end of the Qualifying Period and refers to the time span when a Screening Sub-committee of the Electoral Committee ensures that those who wish to run for an Executive Board or designated Member At Large position meet certain baseline criteria as set out in Bylaw and Policy. There is no Screening Period for those who seek candidacy for non-designated Member At Large position.

3.2.16 Screening Committee

The Screening Committee refers to the Electoral Committee or designated screening group or individual responsible for making decisions on eligibility requirements as described in Policy B2510, *Electoral Eligibility*.

3.2.17 Staff

Staff refer to those who are employed as Regular Staff under the Collective Bargaining Agreement.

4.0 REGULATIONS**4.1 Accessing Information**

4.1.1 As elections take place at the start of the Fall semester which is the busiest time of year for LSU, members are encouraged to access as much information about elections on-line.

4.1.1.1 All electoral information and policies will be posted on the LSU website as of the date the elections or by-elections are announced. Additionally, users can print copies of LSU Bylaws and policies available on the website.

4.1.1.2 LSU Staff do their utmost to keep up with front desk traffic, but members who wish to get information in-person are asked to keep in mind that immediate service cannot be guaranteed during this busy time.

- 4.1.2 Members who would like to be nominated but require extraordinary assistance or accommodation in accessing forms and/or completing the nomination requirements on account of a disability may ask for additional assistance by contacting the LSU front desk no later than two (2) days prior to the close of nominations. However, in no event can LSU staff, volunteers or Directors collect nomination signatures on behalf of members seeking election.

4.2 Nomination Requirements

- 4.2.1 Nominees must be members of LSU 'in good standing.'
- 4.2.2 Nominees cannot be an employee of LSU.
- 4.2.3 Nominees may only be nominated for one (1) position, and that position must be made clear on the nomination form prior to collecting nominations from fellow LSU members.
- 4.2.4 Nominees for the Executive Board positions, International Students' Representative and Aboriginal Students' Representative must have already passed the pre-candidacy eligibility screening process as set out in Policy B2510, *Electoral Eligibility*. The Electoral Committee or CRO will confirm that they are on the approved eligibility list. In no event will those who have not been screened and approved for eligibility during the Qualifying Period be considered for nomination for Officer and Advisor positions, unless the CRO has decided in advance to extend the deadline for eligibility screening.
 - 4.2.4.1 Members running for the Member At Large non-designated positions do not need to be screened for eligibility per policy 2510, *Electoral Eligibility*, however, those wishing to run for one of the "Reserved Member At Large Positions" per Bylaw 6.2.2 (i), (ii), (iii) must identify as a student who is international or Aboriginal.
- 4.2.5 Nominees must submit the official LSU 'Nomination Package' by the published deadline. No exceptions.
 - 4.2.5.1 The Nomination package is available at the LSU front desk.
 - 4.2.5.2 Members wishing to run in the election or by-election must be nominated by not less than fifteen (15) other LSU members 'in good standing.' Furthermore, for verification purposes, the nominators must legibly complete the nomination form using their full legal name and student ID number.
 - 4.2.5.2.1 Nominees are encouraged to collect more than fifteen (15) nominees in the event that the status of a nominator cannot be

verified or is determined to be ineligible to nominate the candidate.

4.2.5.2 Nominees are not given an opportunity to collect more nominator signatures and information if the nominee fails to achieve fifteen (15) eligible, verifiable nominators.

4.2.5.3 For verification purposes, full legal name of the nominee must appear on the nomination form and the personal information on the form must be legible. If member wishes to run using their adopted name or nickname, this name will appear in brackets on the ballot beside their legal name. Nominees must fill out and submit a change of name request form with their nomination packages.

4.2.5.4 Accurate and up-to-date contact information must be included on the nomination form. All communication to the nominee applicants will be directed to the email and/or phone addresses as submitted on the form. Failure on the part of the nominee applicant to submit accurate information or submit updated contact information is not a grounds to challenge any ruling of the Electoral Committee, the CRO, the DRO or LSU Staff.

4.2.5.5 Nominees must prove that they are members of LSU in good standing by producing a valid Langara College Student Photo Identification Card (Student ID Card). Furthermore, since the Student ID Card does not have an expiry date, the nominee must also submit a copy of their "My Langara" class schedule.

4.2.5.6 Platform statements must be submitted in person with the nomination packages by the nominee no later than the nomination deadline. No exceptions.

4.2.5.7 Nomination forms must be completed and signed by the member seeking nomination.

4.2.5.8 Nominations will include a signed statement that the nominee (should they be meet nomination requirements and be declared an official candidate) will abide by all LSU electoral rules, procedures, conduct requirements, policies and Bylaws. Failure to do so will result in immediate rejection of the nomination application.

4.2.5.9 Submission of a nomination package does not guarantee approval of the nomination.

- 4.2.6 Nominees are not official candidates until their nomination packages have been processed and approved.
 - 4.2.6.1 Nomination packages are processed by the Electoral Committee under the direction of the CRO, or Staff under the Direction of the Electoral Committee.
 - 4.2.6.2 Decisions of the Electoral Committee, CRO or Staff assigned to process nomination packages will be communicated to the nominee using the contact information on the form.
 - 4.2.6.3 A nominee deemed an 'eligible candidate' becomes an official candidate upon the date that written confirmation is sent from the Electoral Committee or CRO as appropriate. The names of approved nominees will be added to the list of candidates. This list is published.
 - 4.2.6.4 A nominee deemed an 'ineligible candidate' is denied candidacy for the election upon the date that notification from the Electoral Committee or CRO is sent. Ineligible candidates are not permitted to campaign, nor will their names appear on the electoral ballot.
- 4.2.7 Candidacy and Campaigning Requirements
 - 4.2.7.1 Candidates will follow all electoral regulations found in LSU Bylaws, policy and other rules as published. This includes adhering to LSU Policy C1000, *Member Code of Conduct*. The CRO has complete authority to oversee the elections and regulate appeals. Candidates must conduct themselves in a respectful manner throughout the election.
 - 4.2.7.2 All candidates must attend an 'All Candidates Forum.'
 - 4.2.7.2.1 Failure to fully attend the All Candidates Forum will result in immediate disqualification of that candidate.
 - 4.2.7.3 Campaigning may only occur during the posted dates approved for campaigning.

PLEASE NOTE: Section 4.2.7.4 has been temporarily suspended by Council and replaced with the following:

Be it resolved that section 4.2.7.4 of Policy B2520: Candidacy and Campaigning be suspended for the duration of the Fall 2018 Election;

Be it further resolved that for the duration of the Fall 2018 Election, the following policy will apply regarding online campaigning:

- (a) Candidates may engage in online campaigning, subject to the other provisions of Policy B2520; Candidacy and Campaigning. This includes, but is not limited to, the use of Facebook, Twitter, Youtube, and other social media.
- (b) Candidates may not send unsolicited emails or other electronic messages to electors, including through the use of emails mailing lists.
- (c) Candidates may not use the online resources of the LSU, of clubs, or of other student organizations when campaigning.
- (d) Notwithstanding any other provision in Policy B2520: Candidacy and Campaigning, candidates may engage in online campaigning during the polling period.

4.2.7.4 In accordance with Bylaw Article 9.16.3, online nominations, campaigning and elections are not permitted. This means that no computerized, electronic or social media campaigning is allowed.

4.2.7.5 Candidates must campaign on their own behalf: No campaign managers are allowed. This promotes equal opportunity for all candidates.

4.2.7.6 Candidate's campaign is prohibited from defaming any Student, Member, Director, Langara College faculty, staff of LSU, Candidate or any other person, whether orally, through campaign materials or otherwise as per Bylaw 9.8.2.

4.2.7.7 Campaign expenses must not exceed the maximum \$30 limit including items donated as part of the candidates' campaign materials.

4.2.7.8 No campaigning may occur after the campaign period is closed and/or polling is taking place.

4.2.7.9 Candidates will spend no more than the amount permitted by the Electoral Committee on campaign expenses as communicated in the nomination package. This is at the candidate's own expense.

4.2.7.9.1 Upon request, Candidates must produce receipts accounting for all campaign expenses.

4.2.8 The Electoral Committee and/or DRO, reporting to the CRO, or Staff, reporting to the Electoral Committee monitor candidate conduct and compliance with electoral rules and regulations.

4.2.8.1 Those found to be in violation of any of the candidacy and campaign rules will be disqualified by the CRO per LSU Bylaw 9.1.1 (iv) and 9.13.1. The disqualified candidate will not be eligible for election.

4.2.8.2 No candidate is allowed to harass, intimidate, belittle, threaten the CRO, DRO, Elections Committee members, polling sitters, LSU volunteer, board members of the LSU and/or LSU Staff. The CRO has the authority to disqualify candidates who violate the LSU policies and Bylaws as outlined in Bylaw 9.1.1 (iv).

Candidates will be disqualified for the following misconduct:

- (i) sending unwanted persistent communication that is, abusive, demeaning, derogatory.
- (ii) Engage in communication or conduct that is perceived as bullying, threatening or intimidating.
- (iii) Disruptive, loud, and/or aggressive conduct at the polling station, election events or at the LSU office.

4.2.8.3 Members wishing to alert the Electoral Committee of candidate or campaign mis-conduct must do so in person or in writing by contacting the Chief Returning Officer at cro@lsu.bc.ca. If there is no CRO then communication should be sent to the Electoral Committee.

4.2.9 Candidates must remove all campaign materials on display including posters by the deadline posted and always prior to when the polls open.

4.2.9.1 Candidates' platform statement will remain on the LSU website.

4.3 Conduct During Polling

4.3.1 At the close of the campaign period candidates must cease all campaign efforts. Candidates must *adhere to clause 4.2.8.2 of this policy*.

4.3.2 Candidates found campaigning during polling will be disqualified from the election.

4.4 Appeals

4.4.1 Per Bylaw Article 6.7.1, disqualified candidates are permitted to appeal the decision provided certain conditions are met.

4.4.1.1 Rejected or disqualified candidates will have seventy-two (72) hours or until the close of campaigning and voting, whichever is sooner, to appeal the decision.

4.4.1.2 Disqualified candidates address their appeal to the CRO (cro@lsu.bc.ca), if any, or the Electoral Committee, if no CRO is in place. Appeals must be submitted in electronic format by email or in print format in person to the LSU head office by the deadline. Appeals must be signed by the disqualified candidate. No exceptions will be made unless arranged in advance directly and in writing with the CRO.

- 4.4.1.3 Appeals will include the full legal name of the disqualified candidate.
 - 4.4.1.4 Appeals will cite the reason for appealing the disqualification, including any counter-evidence available.
 - 4.4.1.5 The CRO, at his or her sole discretion, will determine how the case will be deliberated and make the final ruling. Unless otherwise communicated in writing, the CRO will be the only point of contact with the member appealing the decision during this time.
 - 4.4.1.6 The CRO may delegate any of the appeal processes or tasks to the Electoral Committee. If this is delegated, the decision of the Electoral Committee is final.
 - 4.4.1.7 The CRO will inform the DRO of all outcomes and involve the DRO at any point deemed appropriate and necessary.
 - 4.4.2 Candidates who are disqualified in the fall election are not eligible to run in another election or by-election of the same academic year. Candidates who are disqualified in a by-election are not eligible to run in another election or by-election held during the same or following semester.
 - 4.4.2.1 The DRO will be in charge of keeping records in accordance with the *BC Personal Information Privacy Act* and LSU policies on privacy and confidentiality. Furthermore, the DRO will bring forward the record of decisions to the CRO in future election cycle(s).
- 4.5 Withdrawals
- 4.5.1 Candidates may withdraw themselves from the election or by-election.
 - 4.5.1.1 Candidates who wish to withdraw must do so in writing, addressed to the CRO, and received no later than forty-eight (48) hours prior to when the polls open.
 - 4.5.1.2 For logistical reasons, notices of withdrawal received later than 48 hours prior to when the polls open will not have their name removed from the ballot.
 - 4.5.1.2.1 Votes cast in favor of the withdrawn candidate will not be counted toward the results for that position.
 - 4.5.1.3 Candidates who have withdrawn cannot re-enter the same election or by-election.

4.6 Changes to Electoral Schedule

4.6.1

4.6.2 The CRO may change or extend the dates of elections or any of the deadlines leading up to election polling as the CRO deems fit.

4.7 Related Policies

C1000 Code of Conduct

B2510 Eligibility

FACT SHEET

Relevant Dates

Approved: July 12, 2013
Effective: July 12, 2013
Review Date: April 1, 2013 (tentative)

History

July 12, 2013 This is a new policy approved by Council resolution to support the updated Bylaws which came into effect on March 1, 2013.

Related Policy

A1001 Mission Statement
A1002 Values Statement
B2000 - 2011 Roles and Duties Policies for Directors
B2025 Electoral Committee Terms of Reference
B2500 Elections, By-elections and Referenda
B2510 Electoral Eligibility
B2530 Chief Returning Officer
B2050 Stipends and Timesheets
B1003 Council Code of Conduct
B1005 Oath of Office
B1006 Discipline

References and Acknowledgements:

Not applicable.

Signed: _____

Print Name: _____

Position on Council: _____

Date: _____