



## Election Nominations

Policy No. 5.1.1

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2013

### 1. Policy Intent

To ensure that the nomination process for elected positions is conducted in a fair, transparent, and democratic manner.

### 2. Policy Statement

#### 2.1 Nomination Eligibility

The eligibility conditions for elected positions are as follows:

- Be an active member of the Association
- Be nominated by a minimum of ten (10) active members, excluding the nominee
- Have submitted all required supporting documents including but not limited to:
  - \$20 bond
  - Campaign statement
  - Unofficial transcript
  - Nomination form
- Executive Committee positions:
  - Not be an employee of the Association or the University during their term of office
  - Be enrolled in a minimum of 3 and a maximum of 9 credits during their proposed term of office
  - Hold a current grade point average (GPA) of 3.0 or higher.
- Student Leadership Council positions:
  - Not be a contracted and/or salaried employee of the Association and/or the University during their term of office, with the exception of Student Ambassador and Studio Monitor employment positions
    - Be enrolled in a minimum of 3 credits during their proposed term of office
- Hold a current grade point average (GPA) of 2.8 or higher.



## 2.2 Nomination Period

- Nominees for elected positions are entitled to a campaign manager who may plan and conduct the campaign with them
- The Elections Officer shall declare the formal closing of the nomination period and announce the candidates for each position
- Withdrawal from the election race must be made in writing and submitted to the Elections Officer
  - Candidates who withdraw from the election during the campaign period, or those who violate the campaign regulations shall forfeit the \$20 bond

## 3. Scope

This policy applies to any member who is submitting their nomination for an elected position.

## 4. Definitions

<b>Active Member</b>	Any student who has paid in full their Association membership fees
<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>University</b>	Refers to the Alberta University of the Arts

## 5. Forms and Documents

<b>Title</b>	<b>Link</b>
Nomination Form	
Elections Officer Job Description	
SLC Representative Position Description	
President Position Description	
Vice-President Academic Affairs Position Description	
Vice-President External Relations Position Description	
Vice-President Student Life Position Description	



## 6. Responsibilities

### 6.1. Campaign Manager

The major responsibilities of this position are to support the nominee in promoting and running their campaign during the campaign period.

### 6.2. Elections Officer

The major responsibilities of this position are to facilitate oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

### 6.3. Nominee

The major responsibilities of this position are to follow all election regulations and policies during the campaign period.

## 7. Enforcement

- Failure to comply with the aforementioned regulations shall result in the immediate disqualification from the election period
- Contracts for elected representatives shall include mention and confirmation of enrollment in the aforementioned registered credit limits

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted



## Election Schedule

Policy No. 5.1.2

Type of Policy: Governance

Effective Date: February 2019

Last Revised: May 15, 2014

### 1. Policy Intent

To ensure that elections are conducted in a consistent manner, and held to a standard of efficiency.

### 2. Policy Statement

#### 2.1 Elections

- Election notices shall be prominently posted throughout the campus for viewing by all members
- Election notices shall contain the following elements:
  - Dates of the full election period
  - Opening and closing dates of the nomination period
  - Where to find information about the nomination process
  - The date, time and location of the Candidates' Forum
  - The location, dates, and hours for which the polling stations will be open
- The polls shall be open for eight hours on voting days
- All election schedules shall be set according to this policy by the Elections Officer and contain the following mandatory elements:

<b>Notice Period</b>	The notice period shall be one week.
<b>Election Period</b>	Begins after the notice period ends, and continues until the last day of voting.
<b>Nomination Period</b>	Nomination forms may be submitted for one week, starting at the opening of the election period.
<b>Campaign Period</b>	The Campaign period begins when the nomination period closes, and ends after the final vote is announced and shall run for at least one week.
<b>Candidates' Forum</b>	Occurs during the campaigning period.
<b>Election Days</b>	Occur during the last two days of the election period.



## 2.2 Election of the Executive Committee

- Elections for all Executive Committee representatives shall be completed by March 31 of each academic year

## 2.3 Election of Representatives

- Elections for all governing representatives shall be completed by March 31 of each academic year
  - Governing representatives include:
    - i. Student Leadership Council Representatives
      - With the exception of the First Year Studies Representatives who will be elected during the fall election period
    - ii. Board of Governors Student Representative
    - iii. General Faculties Council Student Representative
- Elections for all other representatives at large shall be completed by September 30 of the academic year for which the representative is serving their term
  - Other representatives at large may include:
    - i. Policy Committee Members at Large
    - ii. Finance Committee Member at Large
    - iii. Events Committee Members at Large

## 2.4 By-Election

- In the case of a vacant position(s) a by-election may be held
- By-elections may be held at any time but shall comply with all applicable requirements as outlined in this policy, and be in compliance with the Bylaws

## 3. Scope

This policy applies to the Elections Officer, and any member who is an eligible candidate running for an elected position.

## 4. Definitions

<b>Active Member</b>	Any student who has paid in full their Association membership fees
<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>SLC</b>	Refers to the Student Leadership Council
<b>University</b>	Refers to the Alberta University of the Arts



## 5. Forms and Documents

Title	Link
Nomination Form	
Elections Officer Job Description	
SLC Representative Position Description	
President Position Description	
Vice-President Academic Affairs Position Description	
Vice-President External Relations Position Description	
Vice-President Student Life Position Description	

## 6. Responsibilities

### 6.1. Elections Officer

The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

### 6.2. Nominee

The major responsibilities of this position are to comply with all regulations as set out in the policies and bylaws pertaining to elected positions

## 7. Enforcement

- If the schedule must be amended it shall be approved by the SLC in advance of the election period.

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2014-05-15	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted



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## Election Campaign Regulations

Policy No. 5.1.3

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2013

### 1. Policy Intent

To ensure a set of standard guidelines are provided for election campaigns, and to ensure a fair and democratic election process is conducted.

### 2. Policy Statement

#### 2.1 Campaign Activities

- Candidates shall limit their campaign activity to the campaign period as defined in *5.1.2 - Election Schedule*
- Campaign materials may be posted on the AUArts community bulletin boards for viewing by all AUArts SA members
- Campaign materials shall not be posted in such a way that presents any health, safety, and/or fire hazard
- Materials may not be posted on windows, in washrooms, in elevators and in stairwells
- Candidates are limited to spending a maximum of fifty dollars (\$50) of their personal funds for campaign materials and expenses
- Campaign materials shall be removed within 48 hours after the final vote is announced

#### 2.2 Candidate Promotion

- Candidates' platform statements shall be made available to the AUArts SA members
- The regulations for the candidates' forum are as follows:
  - The time and place of the candidates' forum shall be listed on the notice of elections
  - Each candidate may speak publicly to the AUArts SA membership
  - The order of speeches, and maximum allocated time for speaking shall be determined by the Elections Officer
  - Each candidate shall be granted the same amount of time
  - Speeches shall be made only by the candidate
  - In extreme cases, the candidate may request to the Elections Officer that the campaign manager present the speech





- The Elections Officer may approve such requests if they deem it appropriate
- Multiple candidates for a single position shall be listed alphabetically in any materials required to complete the election process

### 3. Scope

This policy applies to the Elections Officer, and any member who is an eligible candidate running for an elected position.

### 4. Definitions

<b>Active Member</b>	Any student who has paid in full their Association membership fees
<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>Nominee</b>	Refers to a member who is an eligible candidate seeking election
<b>SLC</b>	Refers to the Student Leadership Council
<b>University</b>	Refers to the Alberta University of the Arts

### 5. Forms and Documents

<b>Title</b>	<b>Link</b>
Nomination Form	
Voting Ballot Form	
Elections Officer Job Description	
SLC Representative Position Description	
President Position Description	
Vice-President Academic Affairs Position Description	
Vice-President External Relations Position Description	
Vice-President Student Life Position Description	



## 6. Responsibilities

### 6.1. Elections Officer

The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

### 6.2. Nominee

The major responsibilities of this position are to comply with all regulations as set out in the policies and bylaws pertaining to elected positions.

## 7. Enforcement

- Candidates who are found breaking any of the regulations as stated above shall be subject to disqualification by the Elections Officer
- Disqualified candidates shall not be eligible for an elected position for one (1) full calendar year

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted



## Elections Voting

Policy No. 5.1.4

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2013

### 1. Policy Intent

To ensure that the established voting process is conducted in a confidential and secure manner, and that the counting of ballots produces accurate results.

### 2. Policy Statement

#### 2.1 Voting

- Voting shall be conducted by secret ballot
- Ballots for all positions shall provide a Yes/No option for each candidate
- When applicable, candidates shall be listed in alphabetical order on the ballot
- The Polling Clerk shall confirm active member status by reviewing the complete list of AUArts active members prior to awarding a ballot to the voter
- The only persons allowed in the polling area shall be:
  - Elections Officer
  - Polling Clerks
  - Voting Members

#### 2.2 Counting of Ballots

- Immediately following the close of the poll, the Elections Officer shall convey the ballot boxes to the ballot counting area
- Each candidate may select one (1) scrutineer to oversee the counting of ballots
- The only persons allowed in the counting area shall be:
  - Elections Officer
  - Polling Clerks
  - Scrutineers
- The Elections Officer shall decide the validity of all ballots
- Once the counting of ballots has concluded the Elections Officer shall declare the elected candidates to the membership
- There shall be at least two (2) polling clerks to count the ballots
- Where a discrepancy exists between the results of the polling clerks' total count of votes per candidate, the Elections Officer shall personally supervise a recount



## 2.3 Conclusion of the Election

- The ballots shall remain in sealed boxes for seven (7) days after the conclusion of the election
- Candidates may submit an appeal to the Elections Officer within three (3) days after the conclusion of the election to request a recount of the ballots
- In the event of an appeal the Elections Officer shall oversee the recounting of ballots by the Polling Clerks
- In the event of an appeal new Polling Clerks must be appointed
- If no appeals are filed within the allocated time frame the election results shall be declared final
- After the election is declared final, the ballots shall be destroyed under the supervision of the Elections Officer

## 3. Scope

This policy applies to the Elections Officer, Polling Clerks, and Candidates.

## 4. Definitions

<b>Active Member</b>	Any student who has paid in full their Association membership fees
<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>SLC</b>	Refers to the Student Leadership Council
<b>University</b>	Refers to the Alberta University of the Arts

## 5. Forms and Documents

<b>Title</b>	<b>Link</b>
Nomination Form	
Voting Ballot Form	
Elections Officer Job Description	
SLC Representative Position Description	
President Position Description	
Vice-President Academic Affairs Position Description	
Vice-President External Relations Position Description	
Vice-President Student Life Position Description	



## 6. Responsibilities

### 6.1. Elections Officer

The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

### 6.2. Polling Clerk

The major responsibilities of this position are to comply with all regulations as set out in the related policies, and to fulfill the assigned duties as outlined in the Polling Clerk Job Description.

## 7. Enforcement

- Failure to comply with the aforementioned regulations may result in a second voting period if requested by the SLC
- In such cases where a second voting period is requested, it must be conducted within five (5) business days of the request and comply with all applicable policies, procedures, and bylaws

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted



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## TERMS + CONDITIONS FOR ELECTED/APPOINTED OFFICIALS

Policy No. 5.1.5

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2013

### 1. Policy Intent

To ensure that the terms and conditions for individuals who are elected or appointed to a representative position are outlined in a clear and concise manner.

### 2. Policy Statement

#### 2.1 Contractual Agreement

- All elected and appointed individuals shall sign a contractual agreement with the Association
- All elected and appointed individuals shall complete a Personal Tax Credits Return (TD1 form) at the time of appointment.
- All elected and appointed individuals shall review and sign the following documents:
  - Code of Conduct
  - Conflict of Interest

#### 2.2 Remuneration

- Remuneration is set in accordance with the pay grid for elected and appointed positions
- No advances on pay will be granted to elected or appointed individuals except in extreme circumstances and on the approval of the SLC
- The SLC shall review the pay grid for elected and appointed positions on an annual basis and revise as appropriate
- Executive Committee members shall be paid semi-monthly: at mid-month and month-end. When a payday falls on a non-business day, the payday shall be the business day before the payday
- Honoraria for SLC Representatives shall be paid at month end
- Honoraria for other representative positions shall be paid at the end of the academic year for which they have served
- Pay cheques shall be mailed to the individual or made available for pick-up at the AUArts SA office
- The Association shall deduct any amounts from an individual's cheque that are legally required, including Income Tax, Employment Insurance and Canada Pension Plan



### 2.3 Compliance with Workplace Policies

- Individuals who have been elected or appointed to representative positions shall comply with University policies governing the workplace, including:
  - Respectful Workplace
  - Health and Safety
  - Privacy
  - FOIP

### 2.4 Performance Reviews

- The performance reviews for elected/appointed individuals shall be conducted as follows:

<b>Position</b>	<b>Responsible for Conducting Review</b>
Executive Committee - President	Vice-President Academic with the Executive Director
Executive Committee - Vice-President	President with the Executive Director
SLC Representative	Determined by the SLC
Board of Governors Student Representative	N/A
General Faculties Council Student Representative	N/A
Member at Large	N/A
Chief Returning Officer	N/A
Neutral Facilitator	N/A



## 2.5 Professional Development

- Only elected or appointed members of the Executive Committee may submit proposals for personal professional development opportunities
- Proposals submitted by members of the EC for personal professional development opportunities shall be reviewed and approved by the SLC
- The Association may conduct group professional development opportunities for elected and appointed representatives when deemed appropriate

<b>Benefit to Association</b>	<b>Reimbursement Amount</b>
Benefit to the entire membership	All expenses
Joint benefit to the Association and to the individual representative	Determined on a case by case basis

## 2.6 Resignation and Removal Process

- The resignation or removal of elected and appointed representatives shall be conducted in accordance with the procedures outlined in the Bylaws

## 3. Scope

This policy applies to any member who has successfully been appointed or elected to a representative position.

## 4. Definitions

<b>Active Member</b>	Any student who has paid in full their Association membership fees
<b>Association</b>	Refers to the Alberta University of the Arts Students' Association
<b>Member at Large</b>	Refers to any representative who is not a member of the SLC, or the Executive Committee
<b>Representative Position</b>	Refers to any of the following positions: SLC, Executive Committee, Neutral Facilitator, Chief Returning Officer, Board of Governors student member, General Faculties Council student member, Policy, Finance, and Events committee members at large
<b>SLC</b>	Refers to the Student Leadership Council
<b>University</b>	Refers to the Alberta University of the Arts





## 5. Forms and Documents

Title	Link
Code of Conduct and Conflict of Interest	
Elected/Appointed Contract	
TD1 and TD1AB Forms	
Elections Officer Job Description	
SLC Representative Position Description	
Executive Committee Job Descriptions	

## 6. Responsibilities

### 6.1. Executive Director

The major responsibilities of this position are to prepare any required documents as mentioned above, and to ensure that all representatives understand the outlined contents.

### 6.2. Representative

The major responsibilities of this position are to comply with all regulations as set out in the related policies, and to fulfill the assigned duties as outlined in their respective Position Descriptions.

## 7. Enforcement

- Failure to comply with the aforementioned regulations may result in the removal of the representative from their position

## 8. Related Information

Resource	Link
Governance Policies	

## 9. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted



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