

UMSU GENERAL ELECTION 2018 CANDIDATE NOMINATION PACKAGE



**PREPARED BY THE OFFICE OF THE CHIEF
RETURNING OFFICER**

Version 3.0 (effective February 5, 2018 08:30)

Important Dates

**Dates and times can be subject to change.*

	Date/ Time Period	Location
Nomination Period:	February 5, 2018, 08:30 - February 16, 2018, 16:30	
All Candidates Meeting:	February 16, 2018, 16:45	UMSU Council Chambers -176 Helen Glass
Pre-Campaign Period:	February 5, 2018, 09:00 - February 26, 2018, 08:59	
UMFM 60 Second PSA	February 19 & 20, 2018 - See Rule 9.V.	310 University Centre
UMFM Q&A:	February 21, 2018, 12:00 - See Rule 9.V.	310 University Centre
Printed Campaign Material Guarantee (February 26, 09:00)	Submit by: February 21, 2018, 13:00	Hand into CRO
The Manitoban Interview	February 22 & 23, 2018 Email for appointment time: video@themanitoban.com	
Email Blast Deadline	February 25, 2018	Email to CRO
On The Floor Campaigning:	February 26, 2018, 09:00 - March 7, 2018, 08:00	
Campaigning Period:	February 26, 2018, 09:00 - March 9, 2018, 16:30	
Community Rep Forum:	March 1, 2018, 11:00	Fireside Lounge
Bannatyne Forum:	March 5, 2018, 11:00	Brodie Atrium
Fort Garry Forum:	March 6, 2017, 11:30	Engineering Atrium
Advanced Polls:	N/A	
Voting Days:	March 7, 2018, 08:30 - March 9, 2018, 16:30	
Expenses Due Date:	Initial: March 6, 2018 Final: March 9, 2018	Email CRO
Unofficial Results Meeting:	March 9, 2018, 17:00	UMSU Council of Chambers-176 Helen Glass
Daily Campaign Meetings:	March 1, 2018 - March 9, 2018 @ 09:00	523 University Centre
Remove Campaign Materials	March 9, 2018 by 20:00	

In addition to these **Supplementary Rules please read the **Election and Referendum Manual of the University of Manitoba Students' Union** found at: <https://umsu.ca/wp-content/uploads/2017/07/Election-and-Referenda-Manual.pdf>*

**Nomination Forms can be found in Appendix 10 of this document.*

** There is **NO** campaigning during the **Nomination** and **Pre-Campaign Periods**. Not limited to Volunteers, any individual found to be Campaigning on behalf of and at the direction of any Candidate, Slate or Side may result in penalties for the Candidate, Slate or Side including potentially leading to a disqualification.*

**There shall be no on the floor campaigning on voting days.*

Supplementary Rules

1. Definitions Used in Supplementary Rules

- A. "All Candidates Meeting" shall be defined as a meeting held on the last day of the Nomination Period at a time and place determined by the Office of the CRO.
- B. Banners shall be defined as Section I (1) (c) of the Election and Referendum Manual of the University of Manitoba Student's Union.
- C. "Bylaws" shall be defined as the official Bylaws of the University of Manitoba Students' Union.
- D. "Campaign" shall be defined as per Section I (1) (d) of the Election and Referendum Manual of the University of Manitoba Student's Union.
- E. "Campaigned" or "Campaigning" shall be defined as the execution of a Campaign or the use of Campaign Materials or any other information designed to gain support for any Candidate, Slate or Side.
- F. "Campaign Manager" includes any Member of the Union identified by a Candidate, Slate or Side as their Campaign Manager for the purposes of the election rules.
- G. "Campaign Materials" includes any created objects (physical, digital, or audio) that solicit support or opposition for a particular Candidate, Slate, or Side.
- H. "Campaign Period" shall be as defined as the period between 09:00 on February 26, 2018 to 16:30 March 9, 2018.
- I. "Candidate" shall be as defined by Section I (1) (h) of the Election and Referendum Manual of the University of Manitoba Students' Union , and furthermore shall be defined as any person who has submitted their completed forms from the Nomination Package, including all required information and deposit to the Office of the CRO; and who have been deemed by the CRO to have qualified to appear as a standing Candidate for an elected office on the ballot in the general election barring disqualification in accordance with the Bylaws and Supplementary Rules of the University of Manitoba Students' Union.
- J. "Election Rules" shall be defined as the Election and Referendum Manual of the University of Manitoba Student's Union, as well as these Supplementary Rules.
- K. "Member(s) of the Union" shall be as any person designated as a member as

constituted by the University of Manitoba Students' Union Act R.S.M. 1990, c. 203.

- L. "Nomination/Registration Period" shall be as defined as the period of time between 08:30 on Monday, February 5, 2018 to 16:30 on Friday, February 16, 2018, during which relevant sections of the Nomination and Registration Packages may be submitted to the Office of the CRO.
- M. "Nomination/Registration Packages" shall be defined, as a package of written information, which shall be available to any Member of the Union at the opening of the Nomination Period, the details of which are included in the referenced Bylaw and any other material deemed appropriate by the Office of the Chief Returning Officer.
- N. "Rules" shall have the same meaning as "Election Rules".
- O. "Side(s)" shall be as defined by Section I (1) (n) of the Election and Referendum Manual of the University of Manitoba Students' Union, and furthermore shall be defined as any group of one or more Members of the Union who have submitted their completed Side registration package, including all required information and deposit to the Office of the CRO; and who have been deemed by the CRO to have qualified to represent the 'yes' or 'no' Side with regard to any referenda questions which are to appear on the ballot in the general election barring disqualification in accordance with the Bylaws and Supplementary Rules of the University of Manitoba Students' Union.
- P. "Slates" shall be as defined by Section I (1) (o) of the Election and Referendum Manual of the University of Manitoba Students' Union, and furthermore shall be defined as any group of Candidates who are running together with the aim of being elected to serve together as a group in the offices for which they have been nominated and for which they will appear on the ballot in the UMSU Election.
- Q. "Supplementary Rules" shall be defined as the contents of this document and any other amendments introduced by the Office of the Chief Returning Officer, which are supplementary to the UMSU Bylaws.
- R. "Third Party Advertisements" shall include any material, endorsement, monetary or other support of a candidate, slate, or side coming from a group or individual who is not a member of the union.
- S. "Volunteer(s)" shall be as defined by Section I (1) (p) of the Election and Referendum Manual of the University of Manitoba Students' Union and furthermore shall be defined as any member of the union who is campaigning or scrutineering on behalf of a candidate, slate or side.

- T. "Volunteer List" shall be defined as a document submitted to the CRO once a candidate, slate or side has begun their recruitment of Volunteers during the **Nomination or Pre-Campaign Periods**; which includes the full names and student numbers of the individuals of the union who are campaigning or scrutineering on behalf of a candidate, slate or side.

2. The Office of the Chief Returning Officer (CRO)

- A. The office of the CRO encompasses the Chief Returning Officer, Deputy Returning Officer(s) and any other employees or volunteers working on behalf of the Chief Returning Officer including but not limited to supervisors and poll clerks.
- B. No Candidate, Slate, Side or Volunteer shall act in any way that is disrespectful, intimidating or hostile/violent towards the Office of the CRO.
- C. Any actions which are found to be in contravention of Supplementary Rule 2.B. shall result in penalties up to and including disqualification of the offending party from participation in the UMSU election.

3. Pre-Campaigning

- A. Pre-Campaigning shall be considered to have occurred when any Candidate, Slate or Side or any Volunteer has been found to have Campaigned outside of the Campaign Period as defined by the Election Rules.
- B. Candidates, Slates and Sides may, before the **Campaign Period**;
- i. subject to "iv." below, solicit the support of members of the Union, on their own behalf or on behalf of another Candidate in their Slate, as defined by Bylaws, after the opening of the Nomination Period for the express purpose of collecting signatures for nomination forms;
 - ii. consult with the Office of the CRO;
 - iii. consult privately with Members of the Union, including elected officers of the Union or any other student council or association, employee of the union or employee of the university regarding their Campaign;
 - iv. privately discuss their intention to run as a Candidate or as a member of a Slate, or to register a Side, with friends or groups of no more than five;
 - v. prepare Campaign Materials for distribution upon the start of the Campaign Period;
 - vi. privately recruit (a) volunteer(s); and
 - vii. may use Social Media to message groups of no more than five people for the purpose of forming a Slate or soliciting volunteers, who have solicited a response from them or who they are already friends with or who already

follow them.

- C. Candidates, Slates and Sides must, before the Campaign Period;
 - viii. subject to “vi.” submit a Volunteer List to cro@umsu.ca as they are privately recruiting (a) volunteer(s);
 - ix. and must keep the CRO informed when a new Volunteer is added to the Volunteer List.

- B. Prohibited activities shall include, but are not limited to:
 - x. openly expressing an intention to run or register as a Candidate, Slate or Side through the media or in any other public forum;
 - xi. soliciting nominations prior to obtaining a Nomination Package from the Office of the CRO and outside the defined Nomination/Registration Period;
 - xii. the distribution of any Campaign Materials or Campaigning prior to the start of the official Campaign Period;
 - xiii. making presentations or speeches to groups of more than five Members of the Union with regard to a Candidate’s candidacy, a Slate or Side or qualifications of a Candidate or merits of a referendum Side from the beginning of the Nomination Period;
 - xiv. displaying, erecting, posting (or causing to be displayed, erected or posted) physically or electronically, any Campaign Materials as defined in the Election Rules.

4. Nominations and Registration of Sides

- A. Nomination and Registration Packages shall be available during the Nomination Period from
 - i. the Office of the CRO – 102-O University Centre, or
 - ii. online at: umsu.ca, or
 - iii. UMSU Offices - 101 University Centre

- B. Completed Nomination and Registration Packages must be submitted to the Office of the CRO in their entirety along with all required documentation and deposit at the close of nominations, no later than **16:30 on Friday, February 16, 2018.**

- C. Candidates must submit a **deposit of \$50.00** to the Cashier’s Office in UMSU Offices 101 University Centre. The deposit can be made in cash or with a debit card and will be returned after the last day of voting. This can be done at the beginning of the Pre-Campaign Period.

- D. Nomination Packages received after the deadline or incomplete packages will not be accepted under any circumstances.

- E. Candidates, Slates and Sides may request that the Office of the CRO verify the information on their or any other Candidate, Slate or Side's submitted forms from the Nomination Packages.
- F. It is the sole responsibility of the Candidate, Slate or Side to ensure that the Nomination Packages are completed properly and in their entirety. Candidates, Slates and Sides may consult the Office of the CRO prior to the close of nominations to review and ensure that their packages are completed properly.
- G. It is the responsibility of the Candidate, Slate or Side to ensure they consult the Office of the CRO with any questions in time to make any necessary changes, additions or corrections to their submitted forms from the Nomination and Registration Packages prior to the close of nominations as extensions will not be granted.
- H. Nominations will not be officially recognized if the Candidate, Slate or Side and their Campaign Manager(s) (if applicable) fail to attend the All Candidates Meeting scheduled for **16:45 on Friday February 16, 2018**, following the close of nominations.
- I. Failure to attend the All Candidates Meeting without prior approval from the CRO will result in a Candidate, Slate or Side failing to meet the nomination requirements and being excluded from participation in the UMSU election.

5. Access to UMSU and University Facilities

- A. Candidates, Slates and Sides are barred from using UMSU resources to aid in their Campaign, create Campaign Materials or gain an unfair advantage over any opposing Candidate, Slate or Side unless approved by the Office of the CRO.
- B. All Candidates and their Campaign Managers are required to deposit with the CRO any and all keys, cards, or other methods of access to any building or room on any Campus, except for
 - i. A Candidate's or a Campaign Manager's personal residence or the residence of a significant other; and
 - ii. A Candidate's or a Campaign Manager's place of employment outside of UMSU.
- C. Items deposited will be returned following the election.
- D. Candidates, and Campaign Managers who have access to resources not available to all Members of the Union, including but not limited to, email lists and office space, will not have access to these resources during the campaign period.

- E. Members of the current UMSU executive, and other candidates that hold elected positions must request permission from the CRO to act out duties of the position. Duties include, but are not limited to attending meetings, and presence in office space.
- F. The CRO shall, where possible, assign office space to each Candidate, Slate and Side.
- G. Office space shall be assigned first to Slates, then to individual Candidates for executive positions, then to Sides, then to Candidates for community representative positions.

6. Mandatory Meetings

- A. All Candidates, Slates, authorized representative(s) of Sides, and Campaign Managers will be required to attend the All Candidates Meeting.
- B. The CRO may require Candidates, Slates and authorized representative(s) of Sides and Campaign Managers to attend any meetings deemed mandatory by the CRO.
- C. Daily Campaign Meetings are deemed mandatory Meetings by the CRO.
- D. Failure to attend any mandatory meeting may result in penalties up to and including disqualification.
- E. Permission may be granted by the CRO to miss any mandatory meeting up to 24 hours in advance of the scheduled meeting time. The 24-hour notice period may be waived in the event of emergency situations as deemed appropriate by the CRO.

With the exception of the All Candidates Meeting, Candidates, Slates and Sides may send one representative or Campaign Manager to attend a mandatory meeting on their behalf.

7. Communication

- A. Any communication, advice or direction given between the Office of the CRO and any member of a Slate, or Campaign Manager, or member of any Side committee shall be deemed to have been between all members of that Slate, Campaign or Side.
- B. It is the responsibility of those selected to represent any Candidate, Slate or Side to the Office of the CRO to communicate any pertinent information to the members of their Campaign, Slate or Side committee.
- C. All complaints, inquiries, and communication on behalf of Candidates, Slates, Sides, or

any representative thereof, to the office of the CRO shall be in writing, unless otherwise stipulated by the office of the CRO.

- D. Oral communication on behalf of the CRO is deemed to be of the same force and effect as written communication.

8. Volunteers

- A. The Volunteer List must be submitted during the Pre-Campaign Period as a Candidate, Slate or Side begins to recruit Volunteers.
- B. All Candidates, Slates and Sides shall submit a regularly updated list of Volunteers to the office of the CRO (via email).
- C. All Campaign Volunteers and Campaign Managers must be Members of the Union. Third party volunteers are not permitted.
- D. People found to be Campaigning on behalf of and at the direction of any Candidate, Slate or Side while not being on the volunteer list may result in penalties for the Candidate, Slate or Side for which they are Campaigning up to and including disqualification.
- E. All Candidates, Slates and Sides are directly responsible for the conduct of their Volunteers. Any conduct which is in contravention of any Election Rules will be considered to have been undertaken by the Candidate, Slate or Side for which the Volunteer is Campaigning, and penalties will be assessed and applied to said Candidate, Slate or Side.
- F. It is the responsibility of all Candidates, Slates and Sides to ensure their Volunteers are aware of and comply with all Election Rules, Bylaws, Supplementary Rules and Appendices.

9. Campaigning and Campaign Materials

- A. Campaigning may occur only during the official Campaign Period.
- B. Candidates are permitted to introduce themselves to classrooms / academic sessions during class time based on the following:
 - (i) The professor or instructor approves the introduction.
 - (ii) The introduction is no longer than two (2) minutes in length.
 - (iii) Candidates do not directly solicit votes during classroom talks; rather, they may only encourage students to vote.

- C. **Printed/ copied Campaign Materials (posters, handouts etc.) must include the voting dates (March 7, 8, & 9) and the online voting link: umsu.simplyvoting.com**
- D. The use of violence or intimidation while campaigning is strictly prohibited.
- E. Negative campaigning, attack advertisements, or any campaign material that does not focus specifically on the candidate that the material is meant to endorse will not be permitted and will be subject to penalty, up to and including disqualification.
- F. Campaign materials may not include any statement, phrase, symbol, image, sound or music that is trademarked or copyrighted without written authorization of the trademark or copyright holder.
- G. Written authorization of any trademark or copyright usage must be provided to the Office of the CRO with the materials when submitted for approval.
- H. Campaign material may not promote or make hate speech or use language that is deemed to be offensive or vulgar by the CRO.
- I. No Candidate, Slate or Side may request materials from the UMSU Digital Print & Copy Centre directly.
- J. Printed Campaign Materials will be produced through the Office of the CRO. No Candidate, Slate or Side may print their own materials without written authorization of the CRO.
- K. No unauthorized Campaign Materials may be distributed. Distribution of unauthorized campaign materials shall be subject to penalties up to and including disqualification.
- L. Campaign materials may only be distributed in accordance with the applicable Rules. Any posters hung on any University of Manitoba Campuses must comply with the Protocol for Hanging Posters at the University of Manitoba.
- M. **Materials to be printed/copied must be submitted electronically or in hard copy to the CRO by 13:00 on February 21, 2018 in order to guarantee delivery for 09:00 on February 26, 2018.**
- N. Requests for additional campaign materials will be printed as soon as possible and Candidates will be notified when they are ready to be claimed.

- O. All Campaign Materials approved by the Office of the CRO will bear a mark indicating CRO approval. Any Campaign Materials found without the CRO's mark of approval shall be removed and the Candidate, Slate or Side they represent/support may face penalties up to and including disqualification.
- P. Permission may be granted by the office of the CRO to have produced, any materials that the UMSU Digital Print & Copy Centre cannot produce. In the event that a Candidate, Slate or Side requires off campus services for the production of materials, the request must be made to the Office of the CRO and must include the materials to be produced, cost, and proposed vendor.
- Q. Any request for materials that cannot be produced at the UMSU Digital Print & Copy Centre will need to be presented with two additional quotes for similar services. The CRO reserves the right to solicit independent quotes.
- R. Posters:
- i. Posters must comply with the rules under Section XIX (4) of the Election and Referendum Manual of the University of Manitoba Student's Union as well as all other rules pertaining posters to posters found in the ERM;
 - ii. Posters will be subject to limits regarding placement and total number of posters allowed per candidate;
 - iii. Posters will also be limited in total numbers to 20 posters per candidate in University Centre and a maximum of 10 posters in any other building on campus, up to a total of 100 posters per candidate;
 - iv. Posters must not be hung in any tunnel or the basement of any building leading to a tunnel as per University of Manitoba protocol, unless the building policy allows for such posting;
 - v. No poster shall be larger than 17 inches on the long edge and 11 inches on the short edge;
 - vi. Posters must comply with Supplementary Rule 9.D;
 - vii. Posters must comply with Supplementary Rule 9.H;
 - viii. Posters shall be fixed to walls using masking tape;
 - ix. Posters shall be fixed to bulletin boards using tacks;
 - x. In addition to the cost of printing, Posters produced for free or at a reduced cost will be assessed a minimum fee based on the apparent production value according to Appendix 7 Figure 7.2.
- S. Banners:
- i. Each Executive Candidate, Community Representative Candidate, and Registered Referenda Side may hang up to one banner;
 - ii. Banners may only be produced at the UMSU Digital Print & Copy Centre;
 - iii. Each banner produced will be deemed to have a fair market value of \$40.00, and will be produced by the UMSU Digital Print & Centre at a cost of \$40.00;

- iv. Each banner must be made of vinyl;
 - v. No banner shall be larger than 3 feet by 8 feet;
 - vi. Banners must comply with Supplementary Rule 9.D;
 - vii. Banners must comply with Supplementary Rule 9.H;
 - viii. In addition to the cost of printing, Banners produced for free or at a reduced cost will be assessed a minimum fee based on the apparent production value according to Appendix 7 Figure 7.2.
- T. Videos:
- i. Videos greater than 60 seconds in length must be approved by the CRO before being disseminated;
 - ii. Videos produced for free or at a reduced cost will be assessed a minimum fee based on the apparent production value according to Appendix 7 Figure 7.1;
 - iii. Videos must comply with Supplementary Rule 9.D.
- U. Third party campaigning or advertising will not be allowed in any form, campaigning is limited to campus campaigning and social media.
- i. Paid advertisements on social media sites such as Facebook, Instagram and Snapchat may be considered to be social media campaigning and not third party campaigning, provided that they are accounted for in the Election budget of the Candidate, Slate or Side.
- V. Public Service Announcements (PSAs):
- i. PSAs on 101.5 UMFH will be provided free of charge and will run on a rotating basis throughout the Campaign Period. All PSAs must be produced by UMFH. Appointments for production timeslots can be made by contacting the UMFH Program Director, Michael Elves or Station Manager, Jared McKetiak at info@umfm.com or (204) 474-7027;
 - ii. All content and scripts for PSAs must be pre-approved by the Office of the CRO, and all finished PSAs must be submitted to the CRO to ensure adherence to the approved script.
- W. All Candidates, Slates and Sides are permitted to Campaign and post Campaign Materials on Facebook, Instagram and Twitter. Usage of personal Facebook accounts and Facebook groups and/or pages is permitted. YouTube is permitted to be used as a host for videos to be posted to Social Media.
- i. The above must comply with Supplementary Rule 9.D.
- X. All Candidates, Slates and Sides are prohibited from Campaigning;
- i. In non-public venues (e.g. University of Manitoba residences);
 - ii. Within a clearly marked area around the designated polling station;

- i. There will be no on the floor campaigning on voting days. Penalties may be increased if offence takes place around the polling station.
 - iii. In a University of Manitoba library or within 10 feet of any entrance to a library;
 - iv. In any UMSU business or Exclusive UMSU space.
- Y. Failure to account for any and all campaign material expenses will result in penalties and/or disqualification.
- Z. Outdoor Signage;
 - i. Rulings will be made on a case-by-case basis.

10. Campaign Expenses and Limits

- A. Overall Campaign expense limits will be as follows;
 - i. \$350.00 maximum per Executive Candidate
 - ii. \$350.00 maximum per Community Representative Candidate
 - iii. \$400.00 maximum per Registered Referenda Side
- B. The above campaign expense limits are the only funds that are to be used during the campaign process. Funds contributed by third parties on behalf of or at the request of a candidate are strictly prohibited. Understanding that interested third parties may act of their own free will, candidates who encounter support of a prohibited nature must seek the immediate removal or counteraction of this support. Failure to do so within a 24-hour period has the potential to severely impact the results of an election and these issues must be addressed at once. Failure to seek immediate removal or counteraction within a 24-hour period may result in penalties being assessed against the Candidate, Slate or Side up to and including disqualification by the CRO.
- C. All Candidates, Slates and Sides shall submit to the Office of the CRO by **12:00 on March 6, 2018** a complete listing and totaling of all Campaign expenses including any receipts for reimbursement of preapproved expenses. The final expense accounts are due on March 9, 2018.
- D. UMSU shall reimburse all Candidates, Slates and Sides the full value of any CRO approved receipts, which shall be available for pick up from the UMSU Cashier's office no later than two weeks following the posting of official election results.
 - i. An amount less than the full value of CRO approved receipts may be reimburse if penalties are present (See Appendix 6)
- E. Reimbursement for food and beverage costs incurred for Volunteers shall be limited to 25% of the total budget allocation for each Candidate, Slate or Side.

- F. For an adequate reimbursement, all Candidates, Slates and Sides must submit a copy of their receipt. All campaign materials must be bought during the Election Period.
- G. Single Campaign expenses of more than \$100.00 must be paid for directly by UMSU and will only be paid providing that:
 - i. The expenditure is pre-approved by the CRO,
 - ii. The Candidate has complied with all Election Rules, and
 - iii. The expenditure is a legitimate Campaign expense and that any product procured for the Campaign which remains will become the property of UMSU following the election.

11. Complaints

- A. The following shall be the process by which Complaints are filed, received, and ruled upon:
 - i. The Complainant must submit a Complaint to the CRO using the prescribed form within forty-eight (48) hours of the alleged breach of the Election Rules.
 - ii. If the Complaint is found to be validly submitted, the CRO shall send a copy to any other parties named in this Complaint and continue this complaint procedure.
 - iii. The CRO shall investigate the Complaint using whatever means are at their disposal. This investigation shall include requesting a written response to the Complaint from any party alleged to have committed a breach of the Election Rules.
 - iv. The CRO shall issue a written ruling on a Complaint. This written ruling shall:
 - i. be sent to all parties to the Complaint via e-mail; and
 - ii. be posted as soon as possible at the office of the CRO, on the Election Website and at UMSU's offices.
 - v. Written rulings on a Complaint shall be required to be issued by the CRO within twenty-four (24) hours if the Complaint was received between 06:00 Monday and 16:30 Friday, or within forty-eight (48) hours if the Complaint was received between 16:30 Friday and 06:00 Monday.
 - vi. Any penalties assigned by the CRO as a result of their ruling shall take effect immediately unless stated in the CRO's ruling.
- B. The following do not require a written complaint and shall be brought to the CRO's attention immediately upon being discovered:
 - a violation regarding the required number of poll clerks at a polling station.
 - b complaints regarding pre-campaigning.
- C. All Complaints must be filed electronically by submitting, in writing, an official complaint with any and all photos, screen shots, names and phone numbers of witnesses or any other evidence as may be available.

- D. For more information, see Election and Referendum Manual Section XV and XVI

12. Penalties and Disqualifications

- A. Candidates, Slates and Sides shall be immediately disqualified for the following violations:
- i. Tampering with polling stations, ballots, balloting or voting procedures,
 - ii. Exceeding the Campaign expense limits,
 - iii. Falsifying campaign expense accounts,
 - iv. Colluding with another Campaign (not including members of their own Slate),
 - v. Not attending the All Candidates' Meeting,
 - vi. Vandalism or collusion with other parties to promote vandalism.
- B. Examples of penalties for these violations are further outlined in Appendix 6.
- C. Demerits given to Candidates, Slates and Sides can reduce the monetary amount reimbursed by UMSU following the election.
- D. Penalties and demerits, up to and including disqualification are at given at the discretion of the CRO.
- E. Penalties shall be issued in order to counterbalance the offence that was committed.

13. Amendments

- A. These Supplementary Rules, excluding those outlined in the UMSU Bylaws, may be amended by the CRO at any time without notice.
- B. Amendments to the Supplementary Rules will take effect as of 09:00, the day after they are announced by the CRO.

14. Scrutineers

- A. Candidates/Slates/Sides may have scrutineers present at the polling location in accordance with the Bylaws and Supplementary Rules. Oaths must be administered to each scrutineer in attendance at the time they take up their position at any polling location.
- B. Candidates/Slates/Sides may have scrutineers present when the CRO and Governance Coordinator first view the elections results. Oaths must be administered to each scrutineer in attendance at the time of the results viewing.

15. Challenges to Supplementary Rules

- A. Challenges to the Supplementary Rules may be made in writing to the Office of the CRO up to and including the last day prior to the Campaign Period. Changes to the Supplementary Rules remain at the discretion of the CRO, unless they are deemed to be a breach of the Bylaws as determined by the Judicial Board.

- B. Candidates, Slates and Sides are solely responsible for knowing and adhering to the UMSU Bylaws, Supplementary Rules to the Bylaws and any Amendments to the Supplementary Rules. The Bylaws are available from the CRO's office and on the UMSU website.

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Appendix 1: CRO Rules for the Use of Digital Campaign Materials

Nomination and Pre-Campaign Period:

(February 5, 2018, 09:00 - February 26, 2018, 08:59)

- Candidates, Slates or Sides who wish to use Social Media (Facebook, Twitter, Instagram, Vine, Snapchat, YouTube, Periscope, etc.) to Campaign must provide their account information to the CRO and allow the Office of the CRO accounts to follow/friend their accounts, with full access.
- Private messages may be sent through email, Facebook, and other forms of direct messaging to Members of the Union, to solicit volunteers.
- You may send messages to all volunteers included on your Campaign Volunteer List, as submitted to and updated with the Office of the CRO for the express purpose of managing your Campaign, provided that these messages are visible only to the volunteers. Submit your Volunteer List as soon as you begin to recruit Volunteers. Update the CRO as you continue to recruit Volunteers.

Campaign Period:

(February 26, 2018, 09:00 - March 9, 2018, 16:30)

- a. Once the **Campaign Period** begins you may send solicited messages through email, Facebook and other forms of direct messaging to Members of the Union, to solicit their support to vote for your Campaign. Examples of permitted contents include, but are not limited to the following:
 - i. A simple statement asking the recipients to vote for you
 - ii. Contact information
 - iii. Office of the CRO contact information, including website and social media addresses.
 - iv. Upcoming Elections Events
 - v. Voting days, online voting link and locations of stations.
 - vi. Visual representation(s) of your Campaign i.e. posters, photographs, videos etc.
- b. Once the **Campaign Period** begins, Candidates, Slates and Sides may utilize Social Media to campaign. YouTube is permitted to host videos to be posted to Social Media. Campaigning is permitted on personal Facebook pages as well as Facebook 'groups' and 'pages'. Examples of permitted contents include, but are not limited to the following:
 - i. A simple statement asking the recipients to vote for you
 - ii. Contact information
 - iii. Office of the CRO Elections Website and Office of the CRO Elections Facebook address
 - iv. Upcoming Elections Events
 - v. Voting days, locations and hours
 - vi. Visual representation(s) of your Campaign i.e. posters, photographs, videos etc.

Please note, “tagging” Social Media campaign material with anyone other than a fellow slate member is strictly prohibited. All actions will be moderated for content and must adhere to the Election Rules.

- c. Except as permitted by the CRO, campaigning via mass or unsolicited emails is prohibited.
- d. Except as set out in the Election Rules, CRO approval is not required for Social Media Campaigning. However, all content promoted via Social Media must adhere to all Election Rules.
- e. Failure to follow the foregoing, including any final agreements reached at the All Candidates Meeting, may result in Penalties up to and including disqualification.

Appendix 2.a.: Environmental Health & Safety

Poster Guideline

Posters, banners, and related material can easily create a fire hazard. Winnipeg Fire Prevention Branch inspects the University campus on a regular basis – a common problem is poster accumulations in tunnels, stairwells, and on bulletin boards. To assist us in providing a safer environment, the Winnipeg Fire Prevention Branch and the University's Environmental Health and Safety Office (EHSO) recommend the following:

Requirements for placing a poster on a Bulletin Board:

1. Posters must be placed as flat as possible and tacked down on all four corners.
2. Posters must be placed within the edges of the bulletin board. No posters may be outside the edges or hanging from the bottom of the bulletin board.
3. Posters must be single layered. Posters may not overlap.

Requirements for placing a Poster not on a bulletin board:

1. Cannot be in a tunnel.
2. Cannot be in a stairwell.
3. Cannot be on a Fire Door or Glass adjacent to a Fire Door.
4. Cannot be pasted to wall.
5. Must be single layered.
6. Must be tacked or taped down as flat as possible and on all four corners.
7. Must be removed if they become torn or damaged.
8. Must be removed once the event or reason for poster has expired.
9. Consultation with Environmental Health and Safety Office (EHSO) is recommended prior to the placement of Large Posters, Banners, etc.
10. Election Posters:
 - a. Must meet above requirements.
 - b. Excessive numbers of posters in one area may be removed.

Appendix 2.b.: University Centre Poster Policy (UofM Admin Policy)

1. All posters must be approved, stamped and dated by a staff member in the Answers Information Booth and put up only on bulletin boards on the first and second levels of University Centre.
2. All posters must comply with the University of Manitoba Respectful Work and Learning Environment Policy.
3. Advertising that contravenes the University of Manitoba Campus Alcohol Policy and Procedure will NOT be accepted.
4. Posters must not make reference to, nor contain images depicting violence or hate messages, or deemed offensive by community standards.
5. Advertising will NOT be accepted for a liquor function held off campus. Advertising for a non-university, community-oriented event off campus will be accepted if there is no liquor advertised and no admission is charged.
6. Advertising that contravenes the University of Manitoba Commercial Advertising Policy will NOT be accepted.
7. Advertising for off-campus restaurants and retail businesses, or for services that are available on campus, will NOT be accepted.
8. Advertising will NOT be accepted for employment opportunities unless directed through the Student Counselling & Career Centre, Room 474 University Centre.
9. Posters must NOT be put on brick, concrete, glass, wood or painted surfaces.
 - a UMSU may put posters on brick and concrete walls and poles only for the following events/timeframes:
 - i Two weeks of Orientation
 - ii Celebration Week
 - iii UMSU and Student Council Elections
10. The bulletin board across from the Dental Centre is for Chaplains' Office use only.
11. UMSU will be responsible for managing posters placed around "UMSU Street" on the third floor of University Centre, so long as they are NOT in contravention of points 2 through 8 above.
12. Posters found unapproved, or in areas other than designated bulletin boards will be removed and recycled.
13. Posters should be no larger than 18" x 24" and no more than 10 posters will be approved per event.
14. Posters are not to overlap or cover other posters, nor be placed beyond the edges of the bulletin board. Posters placed in such a manner will be relocated or removed.
15. Posters will be authorized for a maximum of two weeks. Posters will be cleared after the two weeks has expired.
16. Posters must be attached to bulletin boards by tacks or masking tape behind the poster. No staples are allowed. Posters mounted with staples will be removed.

Posters approved by Answers are authorized only for use in University Centre. Each building has its own poster policy and questions should be directed to the Dean's/Administration Office in that building.

Appendix 3.a.: UMSU Digital Print & Copy Centre Pricing

Item Description		PAPER	Size	Unit Price
Black & White Printing	single-sided	White	8 1/2 x 11	\$ 0.0315
Black & White Printing	single-sided	White	8 1/2 x 14	\$ 0.0425
Black & White Printing	single-sided	White	11 x 17	\$ 0.0580
Black & White Printing	double-sided	White	8 1/2 x 11	\$ 0.0570
Black & White Printing	double-sided	White	8 1/2 x 14	\$ 0.0730
Black & White Printing	double-sided	White	11 x 17	\$ 0.1060
Colour Printing	single-sided	White	8 1/2 x 11	\$ 0.1500
Colour Printing	single-sided	White	8 1/2 x 14	\$ 0.3000
Colour Printing	single-sided	White	11 x 17	\$ 0.4000
Colour Printing	double-sided	White	8 1/2 x 11	\$ 0.3000
Colour Printing	double-sided	White	8 1/2 x 14	\$ 0.6000
Colour Printing	double-sided	White	11 x 17	\$ 0.8000
Extras	<i>(Add to the prices above)</i>			
Binding - Spiral		Small	8 1/2 x 11	\$ 0.6500
Binding - Spiral		Medium	8 1/2 x 11	\$ 0.7500
Binding - Spiral		Large	8 1/2 x 11	\$ 1.5500
Shrink-wrapping	per item			\$ 0.4500
Card Stock		White	8 1/2 x 11	\$ 0.1200
Card Stock		Bright Colour	8 1/2 x 11	\$ 0.1500
Card Stock		Glossy	8 1/2 x 11	\$ 0.2500
Card Stock		Pastel Colour	8 1/2 x 11	\$ 0.1200
Card Stock		Black	8 1/2 x 11	\$ 0.4000
Card Stock		White	11 x 17	\$ 0.2400
Card Stock		Glossy	11 x 17	\$ 0.5000
Card Stock		White	8 1/2 x 14	\$ 0.2400
Cover		Plastic	8 1/2 x 11	\$ 0.6000
Booklet Set Up				\$ 2.5000
Booklet Saddle Stitch				\$ 0.1000
Booklet Folding	Per 1000 Sheets	Min \$2.50		\$ 8.5000
Cutting	Per 4 cuts			\$ 2.5000
Drilling	Minimum Charge			\$ 2.5000
Folding	Per 1000 Sheets	Min \$2.50		\$ 7.5000
Padding	Per Pad			\$ 0.5000
Time Charge	per hour/per staff			\$ 30.0000
Collating	per hour/per staff			\$ 30.0000
Stapling – machine				\$ 0.0100
Scoring	plus \$2.50 set-up			\$ 0.1000

UMSU Digital Print & Copy Centre can provide services not listed above. For information on these services please contact The Office of the CRO. DO NOT DIRECTLY CONTACT THE UMSU Digital Print & Copy Centre

Appendix 3.b.: Example of Printing Form

Please give as much information as possible when requesting printing from The Office of the CRO

(Request template from the CRO)

	Description	Ink Colour	Sides	Paper Type	Paper Size	Quantity	Extras	Others
	<i>Posters / Handbills</i>	<i>B&W Colour</i>	<i>Double/Single</i>	<i>Cardstock/Regular</i>	<i>8 1/2x11/11x17</i>	<i>Before Cuts</i>	<i>Cutting/Binding</i>	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

DO NOT DIRECTLY CONTACT THE UMSU Digital Print & Copy Centre

Appendix 4: Polling Locations and Hours

THESE ARE A ROUGH ESTIMATE AND ARE SUBJECT TO CHANGE.

DO NOT DISTRIBUTE TO STUDENTS AT-LARGE.

Location	Wednesday, March 7		Thursday, March 8		Friday, March 9	
	Start	End	Start	End	Start	End
UC	9:00	16:00	9:00	16:00	9:00	16:00

Appendix 5: Communication with CRO/DROs

Office Hours posted on the door of 102-O University Centre. The office hours for CROs and DROs will inevitably be irregular during the campaign period. Matters arise that require our attention out of the office. Generally, I prefer emails. Putting things in writing means we're all on the same page. If the matter is quite urgent, call or text Cassandra directly.

Title	Name	Email	Phone Number
Chief Returning Officer	Cassandra Kiernicki	cro@umsu.ca	204-770-0757
Deputy Returning Officer	TBA	TBA	TBA

Other ways we communicate:

Type	URL	Content (examples)
Web	umsu.ca/2018-umsu-election	Election Rules Forms
FB	www.facebook.com/umsuvotes/	Info for Voters: Forums Voting time and locations

Campaign materials that need printing must be approved by the CRO. Campaign materials can be presented to the CRO during the Pre-Campaign Period. Please meet with the CRO (USB) or send your campaign materials for approval of a watermark (email, Google Drive etc.). **For posters use masking tape on walls with the exception of banners where removable adhesive strips are permitted.**

Candidates / Slates **must** send their Volunteer List to the CRO as soon as they begin recruiting Volunteers. This can happen during the Nomination or Pre-Campaign Periods. Candidates / Slates may begin to assemble a list of volunteers to assist with the preparation of campaign materials at any time of the Election Period. Such requests must be made in private (in person or using private messaging platforms). Only once a person agrees to assist may Candidates / Slates add them to a Volunteer List and to any form of group messaging or private group platform. This private platform must only be used for communication related to the preparation of the campaign and all conversation and materials exchanged must remain private until the start of the Campaigning Period. It is **your** responsibility as Candidates to communicate and interpret the Election Rules to your Volunteers.

Appendix 6: Demerit System

The following values are merely guidelines. The CRO retains full discretion to substitute other values or penalties as they see fit. For offences committed by a volunteer(s) and/or campaign manager(s), resulting penalties will be given, in full, to each candidate in the slate.

Violation	Penalty		
Willful abuse of Election Rules	5 – DQ		
<i>Pre-Campaigning</i>			
1 st Offence	5		
2 nd Offence	10		
3 rd Offence	15		
4 th Offence	15		
Any Further Offence	DQ		
<i>Campaign Materials</i>			
Posting unapproved campaign materials	10		
Failure to Comply with University Protocol or Supplementary Rules for hanging and location of posters and materials.	5 - 15		
Negative Campaigning	10		
Third Party Advertisement (SR 9.N.)	10		
<i>Campaigning</i>			
Failure to attend All Candidates’ Meeting without CRO approval	DQ		
Failure to attend Daily Campaign Meeting w/o proxy of CRO approval	10		
Failure to attend other meetings called by CRO	20		
Failure to provide CRO with all methods of access to buildings or rooms on campus	15		
Non-UMSU member volunteering	20		
Member campaigning for candidate without being registered volunteer	10		
On the floor campaigning on voting days	15		
Campaigning within 20 feet of Polls on voting days	15 - DQ		
Direct interaction with an individual voting	15 - DQ		
Failure to direct questions to UMSU staff/volunteers on voting days	10		
Campaigning in prohibited location	10		
Campaigning Aggressively or threatening	15		
On the floor campaigning on voting days	15		
Damage to UMSU or University property	10 - DQ		
Over campaign expense limits (SR 10.A.)	DQ		
Number of Demerits	Reduction of Reimbursement	Number of Demerits	Reduction of Reimbursement
1-5	\$0.00	36-40	\$100.00
6-10	\$0.00	41-45	\$120.00
11-15	\$0.00	46-49	\$140.00
16-20	\$20.00	50	Disqualification
21-25	\$40.00		
26-30	\$60.00		
31-35	\$80.00		

Appendix 7: Fair Market Value Examples

Figure 7.1

Video Matrix						
	Videos Lasting 60 seconds or less		Videos Lasting Between 1 minute and 1 minute 30 seconds		Videos Lasting 1 minute 31 seconds or greater	
No Post Production	Minimum Budget Impact	\$ -	Minimum Budget Impact	\$ -	Minimum Budget Impact	\$ -
	Expenses	Receipt Amount	Expenses	Receipt Amount	Expenses	Receipt Amount
Amateur Post Production	Minimum Budget Impact	\$ -	Minimum Budget Impact	\$ 15.00	Minimum Budget Impact	\$ 40.00
	Expenses	Receipt Amount	Expenses	Receipt Amount	Expenses	Receipt Amount
Professional Quality	Minimum Budget Impact	\$ 15.00	Minimum Budget Impact	\$ 40.00	Minimum Budget Impact	\$ 75.00
	Expenses	Receipt Amount	Expenses	Receipt Amount	Expenses	Receipt Amount

Amounts above will be applied for each candidate in a slate, for each video created by a slate.

Figure 7.2

Posters & Banners			
Minimal Production Value	Minimum Budget Impact		Plus the cost to print decided on by the Copy Centre
	Expenses	Receipt Amount	
Amateur Post Production	Minimum Budget Impact	\$ 10.00	Plus the cost to print decided on by the Copy Centre
	Expenses	Receipt Amount	
Professional Quality	Minimum Budget Impact	\$ 25.00	Plus the cost to print decided on by the Copy Centre
	Expenses	Receipt Amount	

Amounts above will be applied for each candidate in a slate, for each poster or banner design created by a slate.

Appendix 8: Example of Budget Tracking Sheet

(Request template from the CRO)

Budget Tracking Sheet				SLATE NAME	
Item	Expenses	Budget Impact			
A short description of the product or service	This is what you paid, and what you will be reimbursed for products and services	This is the Fair Market Value that CRO assesses the products and services to be worth	HOW MANY CANDIDATES IN SLATE		
1	Example. Video Production	\$ 50.00	\$ 75.00	1	
1		\$ -	\$ -		
2		\$ -	\$ -	NAMES OF CANDIDATES	
3		\$ -	\$ -		
4		\$ -	\$ -	1	PRES
5		\$ -	\$ -	2	VPSS
6		\$ -	\$ -	3	VPF
7		\$ -	\$ -	4	VPA
8		\$ -	\$ -	5	VPE
9		\$ -	\$ -	Submit This Regularly With Receipts	
10		\$ -	\$ -		
11		\$ -	\$ -		
12		\$ -	\$ -		
13		\$ -	\$ -		
14		\$ -	\$ -		
15		\$ -	\$ -		
16		\$ -	\$ -		
17		\$ -	\$ -		
18		\$ -	\$ -		
19		\$ -	\$ -		
20		\$ -	\$ -		
21		\$ -	\$ -		
22		\$ -	\$ -		
23		\$ -	\$ -		
24		\$ -	\$ -		
25		\$ -	\$ -		
26		\$ -	\$ -		
27		\$ -	\$ -		
28		\$ -	\$ -		
29		\$ -	\$ -		
30		\$ -	\$ -		
31		\$ -	\$ -		
32		\$ -	\$ -		
33		\$ -	\$ -		
34		\$ -	\$ -		
35		\$ -	\$ -		
To Be Reimbursed		\$ -	Remaining Budget		
		\$ -	\$ 350.00		

Appendix 9: Music

Music used as campaign material including music used in videos will be accepted if the playback is “Viewable Worldwide” according to;

https://www.youtube.com/music_policies

If the audio is not listed as “Viewable Worldwide,” written authorization of any trademark or copyright usage must be provided to the Office of the CRO with the materials when submitted for approval.

Appendix 10: Nomination Form

This Nomination Form (Appendix 10) must be completed in its entirety, with no omissions or errors. You can hand in the form to the CRO directly or scanned and emailed to cro@umsu.ca **no later than 4:30 pm on February 16, 2018**. The following personal information will only be used by the CRO during the election period and will be kept strictly confidential. Candidates must also attend an All Candidates' meeting at **4:45 pm on February 16, 2018, in the UMSU Council Chambers, 176 Helen Glass**. This meeting is mandatory for all candidates and campaign managers —if you cannot attend, you must contact the Chief Returning Officer as soon as possible. If you have any further questions, please contact the Chief Returning Officer at cro@umsu.ca, or in person at 102-0 University Centre. Campaigning begins at 09:00 on Monday February 26, 2018. **ANY CAMPAIGNING PRIOR TO THIS TIME WILL BE CONSIDERED PRE-CAMPAIGNING AND SUBJECT TO PENALTY BY THE CHIEF RETURNING OFFICER.**

Full Name (how you wish it to appear on the ballot):	Student Number:
Email:	Phone Number:

Please clearly circle which position you are interested in;

- | | |
|---------------------------------------|--|
| President | Indigenous Students' Representative |
| Vice President External | International Students' Representative |
| Vice President Student Services | LGBTQT* Representative |
| Vice President Advocacy | Women's Representative |
| Vice President Finance and Operations | Accessibility Students' Representative |

If you are running for an Executive Position and belong to a Slate, please print the name of the Slate you reside to (the CRO will approve the name):

NOMINATION REQUIREMENTS & PROCESS

To have your nomination validated by CRO, you must;

1. Complete this form in its entirety, with no omissions or errors, including the collection of the signatures of at least **100 other UMSU members for Executive Candidates** and **15 for Community Representative Candidates**.

I accept the nomination for the University of Manitoba Students' Union, and state that I am eligible for the position I am nominated for.

(Candidates Signature)

(Date)

We, the undersigned members of UMSU nominate _____ for the

- | | |
|-------------------------------------|--|
| President | Indigenous Students' Representative |
| Vice President External | International Students' Representative |
| Vice President Student Services | LGBTQT* Representative |
| Vice President Advocacy | Women's Representative |
| Vice President Finance & Operations | Accessibility Students' Representative |

#	Name	Signature	Faculty & Year of Program	Student #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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15				
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23				
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25				

Sheet ____ of ____