

Chief Returning Officer Report

Fall 2013

VUSAC AND VCC ELECTIONS

Samantha Parks

Chief Returning Officer Report

Chief Returning Officer: Samantha Parks

Elections & Appeals Committee Membership

Voting Members

- Sheila Cook (Victoria College Faculty Representative)
- Marcel Danesi (Victoria College Faculty Representative)
- Samantha Hartlen (Office of the Dean of Students Representative)
- Scott Johnston (Office of the Dean of Students Representative)
- Gabrielle Blais-Jones (Alumni Representative)
- Angela Zhang (VCU Commuter Representative)
- Owen Casselman (VCU Commuter Representative)
- Tegan Hansen-Hoedeman (VCU Residence Representative)

Assessor Members

- David Kitai (Assistant Chief Returning Officer)
- Kathleen Walsh (VUSAC Vice-President Internal, VUSAC Representative)

Table of Contents

TABLE OF CONTENTS	1
ELECTION DATES	2
PRE-NOMINATIONS PERIOD	3
NOMINATIONS PERIOD	4
CAMPAIGNING PERIOD	5
VOTING PERIOD	5
ELECTIONS AND APPEALS COMMITTEE	6
OFFICIAL RESULTS	7
RECOMMENDATIONS	8
CONCLUSION	10
APPENDIX I: ELECTIONS OPERATING POLICY	11
APPENDIX II: MARKET VALUE PRICE SHEET	13
APPENDIX III: SAMPLE BUDGET.....	14
APPENDIX IV: OFFICIAL RESULTS	15
APPENDIX V: APPEALS FORM	15
APPENDIX VI: NOMINATIONS PACKAGE	15
APPENDIX VII: ELECTIONS FLYER.....	26

Election Dates

Wednesday, September 4th, 2013

Nominations open at 9:30am

Tuesday, September 10th, 2013

Elections Information Session, 6:00pm (Wymilwood Lounge)

Thursday, September 12th, 2013

Elections Information Session, 5:00pm (Wymilwood Lounge)

Friday, September 13th, 2013

Nominations close at 5:30pm

All-Candidates Meeting at 6:00pm (Music Room)

Campaigning begins immediately after the All-Candidates Meeting

Sunday, September 15th, 2013

Candidate statements due at 5:30pm

Monday, September 16th, 2013

Poll-Clerk Meeting at 9:15pm (Wymilwood Lounge)

Friday, September 20th, 2013

Elections Town Hall/VOCA Dinner at 6:00pm (Cat's Eye)

Monday, September 23rd, 2013

Campaigning ends at 11:59pm

Tuesday, September 24th, 2013

Voting begins at 12:01am on voting.utoronto.ca

Friday, September 27th, 2013

Financial statements due at 5:30pm

Voting ends at 8:00pm

Saturday, September 28th, 2013

Results announced to candidates

Monday, September 30th, 2013

Appeals period ends at 9:30am

Tuesday, October 1st, 2013

Elections and Appeals Committee meeting to ratify election results & posting of results

Pre-Nominations Period

The Fall 2013 Elections were the seventh Vic elections since the implementation of the Chief Returning Officer (CRO) and Elections and Appeals Committee (EAC) system following the Spring 2010 Elections. This was my first experience as CRO.

I was hired by the Elections Hiring Committee on Thursday, August 15th, 2013; I met with Jelena Savic, president of VUSAC, via Skype on Tuesday, August 20th, 2013 to begin preparations for the elections. It was decided on that I should hold regular office hours to encourage candidates to speak with me first about any and all concerns. To accomplish this, I set six hours of regular office hours and was available by appointment on two weekdays, as well as often being in my office during other times; I also set a 4-hour email response time to encourage candidates to email me.

I contacted David Kitai on August 28th after a recommendation from the Elections Hiring Committee to ask if he would be interested in the position of Assistant Chief Returning Officer (ACRO). Although this position's duties are not well defined in the constitution, and the only CRO in recent memory to use an ACRO had not yet written their CRO report, I asked David to be in charge of publicity as well as the general running of the election as I felt that it would be a good use of his skills and could make up for some skills that I lack (particularly with social media).

There was a lack of both a transition report and an official CRO report from the CRO of the Spring 2013 elections; as such, there was a delay in getting access to the CRO email account as well as a general transfer of knowledge. While the Spring 2013 CRO Report was eventually finished and sent to me on September 16th, some of the logistics of organizing the election were delayed because of the lack of transference of knowledge. For instance, I applied for access to the voting.utoronto.ca system on September 15th—well later than the recommended 2-3 weeks to set up the system required by Campus Groups.

The elections began on schedule with the first meeting of the EAC on August 29th, 2013 to approve election dates. The EAC unanimously decided to approve the election dates, with some minor changes. Small changes to the campaign rules were also approved, including lowering the allowed poster limit in the Goldring Center and limiting postering to three locations (Wymilwood Lounge, Commuter Lounge, Wendy Cecil Atrium) as well as including a rule to specify the type of tape to be used in order to limit damage to the walls. The EAC also approved my setting up an “official” CRO Facebook account to use for these and future elections; this account would be passed on to all future CROs along with other accounts.

The only major overhaul to the system as it was previously set up was to the position of poll clerk. Recommendations from previous CROs, as well as my own experiences as a poll clerk in previous elections, led me to want to reform the position. The EAC unanimously approved that candidates should still provide three volunteers, who would be assigned to either poll clerk (as in the traditional method set out by

previous elections) or to be an election volunteer. Election volunteers would be assigned a place on campus, either at Victoria College or at Sidney Smith Hall, and would hand out elections flyers to passers-by. This would take the place of extra polling stations at these locations. As there was no actual description of a poll clerk's function in the campaign rules as previously set out, I did not modify any of the wording of the nominations package from previous years. The EAC also approved the inclusion of a contest on the elections flyer (see Appendix VII) handed out by election volunteers; VCU students could fill out the bottom of the flyer post-voting and submit it for a chance to win a free Highball ticket. The Highball ticket was donated by VUSAC.

Nominations Period

The nominations period lasted for 10 days, opening during Orientation Week and ending on the first Friday of term. I made myself visible at Orientation Week, including manning a "Victoria College Elections" booth that was placed beside the VUSAC booth during Clubs Fair, and handed out a large number of Nominations Packages (see Appendix VI). Posters were also placed inside campus buildings and residences announcing that nominations were open. I also held office hours during the nominations period, and had several potential candidates come and talk to me about campaigning, rule clarifications, and concerns.

I received a total of 21 nominations. All races were contested, with 13 candidates for Member-at-Large (8 positions available, including two reserved for first-year students), 3 candidates for Scarlet & Gold Commissioner (1 position available), 2 candidates for Clubs Commissioner (1 position available), and 3 candidates for Victoria College Council (3 positions available, including two reserved for first-year students).

During the All-Candidates Meeting, a very thorough review of the rules laid out in the Nominations Package occurred, as well as a detailed look at a sample campaign budget (see Appendix III) and the Market Value Price Sheet (see Appendix II) that had been included in the Nominations Package. While outlining the rules, I tried to explain the reasoning behind why those rules were in place so that they seemed less arbitrary to candidates who had not experienced previous elections at Victoria College. For instance, there was questioning of why Burwash Hall is a "neutral zone" with no campaigning allowed; after explaining that rule was to ensure a fair competition between commuters and residence students, the rule seemed less arbitrary and more fair.

The All-Candidates Meeting concluded with a walkaround of "acceptable poster locations" in the Goldring Center. Campaigning began at the end of the All-Candidates Meeting.

Campaigning Period

Thanks to the thorough overview of campaign rules during the All-Candidates Meeting as well as the wealth of precedents on which I could draw for examples to give candidates of what not to do, there were very few disciplinary measures to be taken. I made several rounds of residences and Vic buildings to check posters; other than a few violations outside of the “acceptable postering areas” in the Goldring Center, I did not have to issue many disciplinary measures. I issued one disqualification, for a candidate who had all three of their poll clerks fail to attend or send a proxy to the mandatory poll clerk meeting; this left 12 candidates for Member-at-large. I issued 4 warnings to 4 candidates for poster violations in the Goldring Center. Neither the disqualification nor any of the warnings were appealed.

The Elections Town Hall was co-run with the VOCA Dinner on Friday, September 20th. It was relatively successful—although I had never attended a Town Hall and therefore had little to compare it to. The format was the same as in years previous: all candidates for a position would introduce themselves with a speech, followed by a Q&A session from the audience. Three candidates couldn’t attend, one due to a family event and two due to illness. All candidates who attended gave great speeches and presented themselves well. The Town Hall was limited to two hours because of booking constraints with the Cat’s Eye; for this reason, time limits were strictly followed for speeches and responses which made the Town Hall end in a timely manner.

There was generally less print campaigning during these elections than in the past; many candidates decided to use social media and word of mouth instead of posters to promote themselves, which seemed effective. There was also a Facebook group (“VUSAC Fall 2013 Elections Forum”) set up for candidates to campaign via Facebook; the format there was similar to the Town Hall in that voters could ask questions of all candidates for a certain position instead of directing their question at one candidate in particular.

Voting Period

Voting opened online Tuesday, September 24th at 12:01am. From Tuesday, September 24th to Friday, September 27th, polling stations were set up at two locations: the Goldring Center and Burwash Dining Hall, each with a laptop on loan from Pratt Library. Election Volunteers were sent to one of two locations to hand out flyers: Victoria campus (outside Northrup Frye), and Sidney Smith Hall. Although there were not polling locations set up at all 5 locations recommended by the Elections Operating Policy, I feel that the Election Volunteers made up for the missing polling stations that have been generally rarely used in the past.

All candidates respected the no-campaigning during voting rule. However, I issued 6 strikes to 6 candidates for failure of their poll clerk or election volunteer to attend

their shift. None of these were appealed; however, several candidates did not seem concerned about the strikes acquired this way, as they told me they did not think it would harm their candidacies.

The voting process was straightforward and things generally ran themselves thanks to the voting.utoronto.ca system. I did not create paper ballots after making sure the VCU lists were current and uploading the Professional Faculty students myself, and no issues with the voting system arose.

I was notified almost immediately after the polls opened that there had been a typo in a candidate's surname (an inclusion of an extra "s"). This was entirely my fault; however, there had already been several votes cast and I was unwilling to discard those votes in favour of restarting the election. I informed the candidate that I was sure it would not affect their campaign; the EAC was given an email vote and it was agreed upon that the elections should not be stopped for this type of minor error. In the end, the candidate's campaign was not severely affected and so this decision was not appealed.

Voting was advertised via a special Listserv sent by the Victoria College Registrar, postings on the Victoria College Facebook group by myself and VUSAC members, as well as by candidates themselves. I did receive complaints that it was not advertised enough to prospective voters, which is something to look into for future elections. I also received comments that the contest running parallel to the elections (to win a free Highball ticket for voting) was a good way to get people interested in voting.

Budgets were due at 5:30pm on Friday, September 27th in order to give me time to review them before notifying candidates of the results. Three candidates failed to submit budgets on time; they were each given 1.5 strikes and the deadline was extended to 9am on Saturday September 28th. All three submitted budgets and avoided disqualification.

Voting closed at 8:00pm on Friday, September 27th. I notified candidates of the results via phone on the morning of Saturday, September 28th. I did not notify candidates immediately because of the constitutionally mandated limited 48-hour appeal window. I did not want to close appeals on a Sunday night in case a candidate wished to talk to me about appealing, and I did not want to give candidates more than 48 hours to appeal; to that effect, I notified candidates between 9am-10am on Saturday, September 28th and closed the appeals process at 9:30am on Monday, September 30th.

Elections and Appeals Committee

The appeals process closed at 9:30am on Monday, September 30th. This was more than 48 hours after voting closed, but was 48 hours after candidates had been

notified of the results. The soonest the Elections and Appeals Committee could meet following this time was on Tuesday, October 1st at 6:00pm.

Of the 14 issuances of discipline during these elections, none were appealed. All candidates seemed satisfied that the discipline they received was issued as a result of their actions or failure to act. As all of the discipline issued was related to technicalities (such as postering areas or failure to submit a budget) or the missed shifts of poll clerks/election volunteers, all discipline was straightforward.

I received one appeal regarding the results of the Scarlet & Gold Commissioner election after the polls had closed. The appeal asked for the retroactive disqualification of a candidate due to a technicality of procedure. It was based on my acceptance of a candidate who had submitted their nomination form after the 5:30pm deadline, although in advance of the All-Candidates Meeting; based on past precedent and the Elections Operating Policy (see Appendix I), nomination forms should have been accepted up until the time of the All-Candidates Meeting. It was a mistake on my part to have scheduled a half-hour break between those two events. Candidates who submitted their nominations form to me personally were told of this mistake; in the end, I accepted two nomination forms after the 5:30pm deadline but before the beginning of the All-Candidates Meeting. The EAC determined that there was no merit to the appeal to retroactively disqualify a candidate as it had both been filed well after the event in question, and because no one candidate was given preferential treatment with the extension of the deadline. A recommendation was made to clarify the campaign rules for future elections to reiterate that all decisions made by the CRO can be subject to appeal by candidates, but that those must be done in a timely manner.

Official Results

Total votes cast – 520 of 3675 eligible voters (14.15% turnout)

Spring 2013 turnout – 500 of 3553 (14.07%)

Fall 2012 turnout – 364 of ??? (10%)

Spring 2012 turnout – 510 of 3571 (14.28%)

Fall 2011 turnout – 517 of 3625 (14.26%)

Spring 2011 turnout – 410 of 3470 (11.82%)

Member-at-Large (8 positions available, 2 must be first years)

- 1. Anastasia Langiano (225 votes; 11%)**
- 2. Alan McCallum (221 votes; 11%)**
- 3. Ashley Harripersad (210 votes; 11%)**
- 4. Conor Tangney (192 votes; 10%)**
- 5. Ally Scandolo (183 votes; 9%) [First Year]**
- 6. Lucinda Qu (163 votes; 8%) [First Year]**
- 7. Robert Fan (161 votes; 8%)**
- 8. Kate Dotsikas (143 votes; 7%) [First Year]**
- Mahmoud Bitar (131 votes; 7%)

- 10. Sean Kudryk (123 votes; 6%)
- 11. Gena Stephen (106 votes; 5%)
- 12. Tighe Anderson (101 votes; 5%)

Spoiled: 28 (1%)

Scarlet & Gold Commissioner (1 position available)

- 1. **Sebastien Hart (186 votes; 36%)**
- 2. Sabrina Lupul (178 votes; 34%)
- 3. Kimberly Villacorta (61 votes; 12%)

Spoiled: 95 (18%)

Clubs Commissioner (1 position available)

- 1. **Dan Binyamin (213 votes; 41%)**
- 2. Julie Zhang (190 votes; 37%)

Spoiled: 117 (23%)

Victoria College Council (3 positions available)

- 1. **Leelan Farhan (290 votes; 32%)**
- 2. **Martin Marchiori-Wong (252 votes; 28%)**
- 3. **William Choi (226 votes; 25%)**

Spoiled: 140 (15%)

Recommendations

In general, I think that nominations and voting could have been better advertised. While there was a lack of a VUSAC Listserv until September 26th—which limited advertising via email—I think there could have been more posters placed on campus, as well as letting Orientation Leaders know the timeline for elections so that they could advertise it to incoming frosh. I received a couple complaints from members of the VCU after nominations had closed (and one after campaigning had ended) that they had not been aware that the VUSAC elections were happening. I think that improving advertising, both online and in physical form, should be a priority for the next elections.

I received a lot of questions from candidates, at both the All-Candidates Meeting and afterwards, wondering why some rules were instituted; in particular, I was asked many questions regarding the rule against campaigning during the voting period; I had to dig a little to find the answer, but it was satisfying to both myself and the candidate who asked the question to be able to give an answer that proved the rule was not arbitrary, but rather was a result of actions committed during a previous election. While the CRO reports detail actions undertaken by CROs, they are not always explicit on the rationale the CRO used to come to their decisions; as the

CRO/EAC system matures, the institutional memory of some students and past CROs are lost. I recommend the creation of one internal document for the CRO outlining precedents that led to the creation or modification of campaign rules, as well as the campaign questions they were asked and the answers they gave, so that all future elections can be consistent.

The format of the Town Hall was kept in line with years previous. While I think this was effective for the Fall elections—particularly with the number of candidates competing for MAL—I recommend reevaluating this style for the Spring elections to a debate-style for Executive positions.

I asked that all Election Volunteers sign out at the VUSAC office and let me know how their experience had been, to gauge the success of the venture. While I heard both positive and negative experiences, on the whole the volunteers seemed happy that they were actively doing something to promote elections instead of sitting at a polling station. It also gave me a way to interact with volunteers and ask them for their recommendations for the position of Election Volunteer for future elections. I recommend doing this for future iterations of the Election Volunteer position.

One recommendation from a volunteer was the creation of a “vote counter” that could be updated as people voted so that all voters could see in real time the percentage of votes cast; I really recommend this idea for future elections, both because I was often asked about the vote count and to make a visual impact on potential voters.

Another recommendation from a volunteer was the creation of candidate videos, to be uploaded online, in order to give voters a more interactive voting experience. While I appreciate the sentiment of this idea, I feel that it is beyond my skill level; should a future CRO wish to pursue this idea, I would support it whole-heartedly.

The idea of a contest for voters seemed to run well. I talked to many people who were not in first year who had never voted before, but cast a ballot for a chance to win the contest. Although it was a concern that people would spoil their ballots simply for a chance to enter the contest, the number of spoiled ballots was not much higher than it has been in previous elections and so I am satisfied that getting voters to log into the system for any reason—even a contest—is more effective than not. I would recommend the continuance of this system in the Spring elections, so as to better gauge the effect it has on voter turnout.

For future elections, the student spaces on Vic campus have shifted away from the Birge-Carnegie building to the Goldring student center. I recommend updating the Elections Operating Policy to reflect that change. As well, given my experience organizing the elections with a lack of either a transition report or a CRO report, I

recommend the creation of a more specific, non-binding document to guide the CRO for future elections outlining the logistical steps that must be undertaken to run a successful election.

The Constitution stipulates that the EAC should be assembled by the Elections Hiring Committee (S3;ss.d.); however, I assembled the EAC for the fall elections by contacting the non-VCU members from last year (who all agreed to return) and by soliciting recommendations from the Campus Life Coordinator, the Vice President External, and the President of VUSAC for the VCU positions. I agree that there is a danger inherent to the CRO choosing the committee, as this committee is designed to oversee the actions of the CRO and, if necessary, be critical of those actions. However, there is also inherent difficulty in attempting to recruit enough people to sit on the committee during the summer months. I recommend reevaluating the process of the appointment of members to the EAC in order to both ensure the fairness of the selections and to ease the burden of the CRO in finding members willing to sit on the committee at short notice.

Conclusion

In general, I was satisfied with how well the elections went. All campaigns were thoughtful, and I was very glad to only issue discipline for technical violations, such as poster violations, budgets, and missing poll clerks/election volunteers. All candidates conformed to the rules regarding conduct during campaigning and, in the event of any question, contacted me before they acted.

I am very happy that voter turnout is on the rise again after a slight dip last year, as well as the performance of first-year candidates for MAL, who won three positions without needing adjustment for them being in first year.

I wanted to thank a number of people and groups:

Firstly, thanks to all 20 candidates who showed their willingness to be involved in the Victoria community through their campaigns. It was a joy to watch people who have so much to offer demonstrate their enthusiasm in so many different ways.

Secondly, thanks to all 60 poll clerks and election volunteers, who volunteered time out of their days to promote and administer elections, sometimes for candidates they didn't even know.

Thirdly, thanks to members of VUSAC, who answered elections-related questions when I was not available and directed poll clerks and election volunteers to the right places when I could not. In particular, thanks to Kathleen Walsh for allowing me to ask inane questions about her experiences with elections over the past three years.

Fourthly, thanks to the Elections and Appeals Committee for volunteering their time and for making sure these elections were as fair as possible for all candidates.

Fifthly, thanks to past CRO Rob Rubbini, who answered all of my questions with grace, even if they were somewhat incomprehensible, and gave me the chance to see a very different perspective on some campaign questions.

Lastly, thanks to David Kitai, without whom I would have been an underfed ball of stress. Thanks for putting up with me, even if all I needed some days was to say my decisions out loud without accepting any input whatsoever.

Congratulations to all victorious candidates! If anyone has any questions regarding this report or the elections that have just finished, please do not hesitate to email me at cro@vusac.ca. All future CROs are also always welcome to contact me at litfoh@gmail.com.

Thanks,
Samantha Parks
VUSAC Chief Returning Officer
Fall 2013

Appendix I: Elections Operating Policy

Victoria University Students' Administrative Council (VUSAC) Elections Operating Policy

- S1) This document serves to advise the Chief Returning Officer and Elections and Appeals Committee on matters concerning VUSAC elections and campaign rules.
- S2) Candidates' Meetings and Statements
 - ssa) A meeting shall be held by the CRO with all candidates on the same business day as nominations close, immediately after nominations close:
 - i) The CRO shall have received all candidate statements by this time. Candidates who miss the all-candidates' meeting risk disqualification.
 - ii) The CRO shall set a deadline for the receipt of candidates' statements and shall publish them at the expense of the VUSAC for distribution at all polling stations on election day.
 - iii) Candidates running for VUSAC president shall be allowed 200 words for their statements. All other candidates shall be allowed 100 words for their statements.
 - ssb) During Candidate Forums, questions from outside of the VCU shall be fielded at the discretion of the CRO.
- S3) Polling Regulations

- ssa) The CRO is responsible for the supervision of all polling officers and ensuring that each polling officer is aware of all rules and regulations. All polling officers must be students of Victoria College as stipulated in Article II of the Constitution. The CRO shall draw up a list of polling officers complete with student numbers, signatures and initials prior to election day. A copy of these shall be made available to each member of the Judiciary.
- ssb) No polling officer shall remain at a polling station for more than four hours at a time.
- ssc) No polling officer shall attempt to influence the decision of the voter. Failure to comply may result in the immediate disqualification of his or her candidate.
- ssd) Each candidate is responsible for providing three polling officers and failure to do so may result in immediate disqualification from the election. If there exists an insufficient number of polling officers, nominees and members of the VUSAC may be asked to provide additional polling officers.

S4) Campaigning Rules

- ssa) Campaign Spending
 - i) Presidential candidates may not spend or have spent on their behalf more than one hundred dollars.
 - ii) Candidates for all positions other than the VUSAC President may not spend or have spent on their behalf more than twenty-five dollars.
 - iii) Goods and services received free or at a discount shall be included at their estimated market value as determined in advance by the CRO. Services contributed by students shall not be included.
 - iv) All candidates are required to produce receipts for expenditures by 5:00 p.m. the day the campaign ends. Candidates for the position of the VUSAC President shall subsequently be reimbursed for 50% of their campaign expenses, up to 50 dollars.
 - v) Any candidate who exceeds the spending limit will be immediately disqualified from the election.
- ssb) Campaigning through the VUSAC caucus list or through the list-servs of any VUSAC-recognized club is not permitted.
- ssc) Candidates may place no more than one poster per residence floor and only in the designated poster areas.
- ssd) Candidates may place no more than ten posters in each of the following buildings: Birge-Carnegie, Old Vic, Northrop Frye, and Sidney Smith Hall. Poster exceeding these limits shall be destroyed and may result in the disqualification of the candidate.
- sse) No candidate shall remove the campaign literature of other candidates.
- ssf) Slanderous campaigning by a candidate shall result in his or her immediate disqualification.

S5) Voting apparatus shall be placed in the following locations according to the following schedule for all voting days:

- ssa) Birge-Carnegie 10:00 a.m. – 5:00 p.m.
 Burwash Dining Hall 11:00-2:00 p.m.; 4:30 p.m. – 7:30 p.m.

Northrop Frye Hall 10:00 a.m. – 4:00 p.m.

- S6) In the event of a two-way tie, the candidate shall be selected by lot in a public space, to be adjudicated by the CRO and the Elections and Appeals Committee.
- S7) The CRO shall make a reasonable attempt to notify all candidates personally before announcing results.
- S8) The CRO shall undertake to publicize the results of the election, including the number of votes received in favour of each candidate, by directing news releases to appropriate parties and by posting notices on bulletin boards.
- S9) All ballots must be destroyed by the CRO after 48 hours after the termination of counting unless otherwise notified by the Elections and Appeals Committee.

Appendix II: Market Value Price Sheet

Market Value Price Sheet for VUSAC Fall Elections 2013

Market value is assigned by the CRO – candidates may find cheaper copies or printing services elsewhere, but are required to submit a list (including receipts) detailing the number of copies printed and other services used so that they may be assessed at market value. **For the purposes of fairness between candidates, budgets will be determined by the market value assigned by the CRO listed below, NOT by the actual prices paid by candidates (including printing at home).**

Reminder about budgets: candidates may spend a total of \$25 on their campaigns, with a maximum of \$10 dedicated to printed or photocopied pages and flyers of all sizes and types. Any goods or services received for free or at discounted prices must be included in the list of expenses. You must submit a budget to the CRO's mailbox (located in Goldring 155) by Friday, September 27th at 5:30pm. You must still submit a budget even if you do not have any expenses. Budgetary violations are a serious offence and may result in immediate disqualification.

Item	Market Value
4.25" x 5.5" Black and White	\$ 0.05 per page
4.25" x 5.5" – Colour	\$ 0.20 per page
8.5" x 5.5" Black and White	\$ 0.10 per page
8.5" x 5.5" – Colour	\$ 0.40 per page
8.5" x 11" Black and White	\$ 0.15 per page
8.5" x 11" – Colour	\$ 0.60 per page
8.5" x 14" Black and White	\$ 0.25 per page
8.5" x 14" – Colour	\$ 1.00 per page

11" x 17" Black and White	\$ 0.50 per page
11" x 17" – Colour	\$ 2.00 per page
Handouts (Candy, Drinks, etc)	Cost paid by candidate
Banner Making Materials (Paint, Fabric, etc)	Cost paid by candidate

Notes

- This list is not comprehensive; candidates with unusual or unlisted budget items should contact the CRO at cro@vusac.ca to determine budget procedures if any uncertainty exists
- For any of the above listed page prices, add \$0.05 per page if cardstock or glossy paper is used

Appendix III: Sample Budget

Candidate Name: Samantha Parks
Position Sought: Scarlet & Gold Commissioner
of Receipts Attached: 3

Printed material	Building	Location	Units	Price per unit	Cost	Notes
11x17, Color	Goldring Center	Wymilwood Lounge	2	\$2	\$4	Receipt attached (Vic Express)
		Commuter Lounge	1	\$2	\$2	Receipt attached (Vic Express)
8.5x11, B&W Ink	Burwash Residence	Upper Burwash	4	\$0.15	\$0.60	No receipt (printed at home)
		Lower Burwash	4	\$0.15	\$0.60	No receipt (printed at home)

8.5x11, B&W ink on colored paper	n/a	n/a	14	\$0.15 + \$0.05 = \$0.20	\$2.80	Cut up into cards to hand out; no receipt (printed at home)
Total					\$10	

(all candidates must have been under \$10 in this section)

Other Items	Cost (including tax)	Notes
Cloth (banner)	\$5.25	Receipt attached (Fabricland)
Paint (banner)	\$2.26	Market value for two small acrylic paints (price at Dollarama) that I had at home already
Markers (posters)	\$1.13	Used to color in B&W posters; receipt attached (Dollarama)
Total	\$8.64	

Total Budget	Cost
Printed Material	\$10
Other Items	\$8.64
Grand total:	\$18.64

(total budgets must not exceed \$25 for all candidates)

Appendix IV: Official Results

Appendix V: Appeals Form

Appendix VI: Nominations Package

2013 Victoria College Elections Package

Nomination Information and Forms

VUSAC MALs
Scarlet & Gold Commissioner
Clubs Commissioner
Victoria College Council

Nominations are due Friday, September 13th, 2013 at 5:30pm in the VUSAC office. Voting begins at 12:01am on Tuesday, September 24th and ends at 8:00pm on Friday, September 27th. Questions or concerns may be directed to the Chief Returning Officer (CRO), Samantha Parks, by e-mail at cro@vusac.ca.

Read through the entire elections package carefully!

1. The following positions are open for election: **Only positions in bold are mutually exclusive. It is possible to run for the bolded VUSAC positions as well as the italicized governing council positions.**
 - **Eight (8) VUSAC Members-at-Large**
 - **One (1) Scarlet & Gold Commissioner**
 - **One (1) Clubs Commissioner**
 - *Three (3) seats for the Victoria College Council*
2. Fill in the attached nomination form and submit one copy to the Chief Returning Officer's mailbox, located in 150 Charles St. West (Goldring Centre), Room 155 (CRO office), no later than Friday, September 13th, 2013 at **5:30pm. Any late submissions will not be accepted.**
3. When collecting signatures for your nominations, ensure they **are MEMBERS OF THE VICTORIA COLLEGE UNION (VCU)**. This includes all students of Victoria College, as well as students who live in residence at Vic or choose to pay their VCU fees.
4. There will be a **mandatory All-Candidates Meeting on Friday, September 13th, 2013 at 6:00pm.** The meeting will be held in Wymilwood Lounge. Failure of Candidates to attend this meeting will result in disqualification. If it is absolutely impossible for you to attend this meeting, a written statement explaining your absence must be submitted to the CRO's mailbox **by 5:30pm on Friday, September 13th, 2013** and you **MUST** send someone in

your place. This person will serve as your proxy. You are responsible for getting yourself up to speed on what was discussed at the All-Candidate's Meeting through your proxy. Failure to do so may lead to warnings, strikes, and possible disqualification (see below).

5. Complete the candidate statement in 100 words or less. The CRO (Samantha Parks) reserves the right to edit statements for length. The statements will be published for viewing online along with the ballot. They will also be published on the VUSAC website (www.vusac.ca) and on the Victoria College Fall Elections Facebook group.
6. **The statements must be submitted electronically via email to cro@vusac.ca with "candidate statement" and "your name" in the subject line no later than Sunday, September 15th, 2013 at 5:30pm.** Any late submissions will not be included in the online ballot. Candidates are encouraged to submit a statement.
7. **There will be a mandatory Poll Clerks meeting on Monday, September 16th, 2013 at 9:15pm.** The meeting will be held in the Cat's Eye. Candidates will receive one strike for every poll clerk who does not attend the poll-clerk meeting. **If a poll clerk cannot attend this meeting, a proxy must be sent in their place. Candidates may proxy for one or more of their poll clerks. Proxies are responsible for getting poll clerks up to speed on what was discussed at the Poll Clerks meeting. Failure to do so may lead to warnings, strikes, and possible disqualifications (see below).**
8. All candidates are invited to a Town Hall at the Cat's Eye on **Friday, September 20th, 2013 at 6:00pm.** Candidates for VUSAC MAL and Governing Councils will be able to present themselves with a one (1) minute speech. VUSAC executive candidates will be allotted two (2) minutes for a speech. The CRO reserves the right to alter speaking times at the Town Hall Meeting. There may or may not be questions from the audience. This meeting is not mandatory but **VERY HIGHLY** recommended.
9. Candidates must have posters and other printed campaigning material initialed either by the CRO (Samantha Parks), the Campus Life Coordinator (CLC, Samantha Hartlen), the International Student Life Coordinator (ISLC, Catriona Brennan), or Residence Life Coordinator (RLC, Bergita Petro). Candidates are encouraged to bring material to the All-Candidates meeting. Should a candidate have more material to be initialed, the CLC, ISLC, and RLC can be found in their respective offices in the Goldring Centre during the day. The CRO also holds regular hours in Goldring 155 (across from The Strand) from 4:00pm-6:00pm on Monday, 10:00am-12:00pm on Wednesday, and 3:00pm-5:00pm on Friday. In the event none of the CLC, ISLC, or RLC can be found, other arrangements can be made by emailing cro@vusac.ca.

Campaigning begins at the end of the All-Candidates Meeting on Friday, September 13th, 2013, and will continue until 11:59pm on Monday, September 23rd, 2011. Any candidate found campaigning during the voting period will be severely penalized and/or disqualified.

Elected candidates will be notified as soon as results are available. All elected VUSAC members must attend the VUSAC Meeting on Saturday, October 5th, 2013 during the VUSAC fall retreat.

Questions or concerns may be directed to the CRO by e-mail at cro@vusac.ca. Good luck!

Samantha Parks,

Chief Returning Officer

2013 VUSAC Fall Elections Position Descriptions

VUSAC

The Victoria University Students' Administrative Council (VUSAC) serves and represents the full--time and part-time undergraduate students at Victoria College to ensure the best possible undergraduate experience. VUSAC meets every fortnight for two to three hours. If elected, you will be expected to attend VUSAC meetings regularly!

The Council consists of 19 elected students; 11 Executive Positions (the President, two Vice-Presidents, Clubs, Communications, Commuter, Education & Equity, Arts & Culture, Scarlet & Gold, Special Projects, and Sustainability) elected in March, and 8 Members-at-Large elected in September. In addition, the Finance Chair and Chairperson and appointed to facilitate the council's day-to-day functions.

Clubs Commissioner (1 position)

The Clubs Commissioner is the go-to person for anything relating to Vic's clubs! This includes supporting the clubs with whatever help they need, being the contact person between the clubs and VUSAC, and helping to coordinate club activities and events.

Scarlet & Gold Commissioner (1 position)

The Scarlet and Gold Commissioner is responsible for planning parties and events throughout the year, including Highball and Winterfest. Taking advantage of the new spaces we have on campus, and places in the city outside of campus, the S&G Commissioner helps to foster a unique community at Vic.

Members-at-Large (8 positions, including 2 reserved for first-year students)

The Member-at-Large (MAL) is a voting member on the council, who is responsible for helping to organize events and activities throughout the year. In addition to assisting Commissioners with their roles, the MALs will be able to shape their roles by taking on responsibilities unique to their interests.

Victoria College Council (3 seats)

The framework of our governance at Victoria University in the University of Toronto is found in the Victoria University Act, which creates four governing bodies within the University: the Board of Regents; the Senate; the Council of Victoria College; and the Council of Emmanuel College.

The Victoria College Council is responsible for academics at Vic, including all aspects of teaching and learning that are not under the jurisdiction of U of T. The VCC discusses issues and policies relating to the student experience, both inside and outside of the classroom. This is a unique chance for student representatives to shape their academic experience!

Members of the Board of Regents, VCC and the VUS are elected by the constituency they represent, for example: faculty, alumni of Victoria and Emmanuel College and students. The coming elections will also elect students that will sit on the VCC. These include:

- 3 seats for the Victoria College Council (including two seats reserved for first year students)

For more detailed information, check out the constitution at www.vusac.ca, email president@vusac.ca, email cro@vusac.ca, or attend one of the two information sessions in the Cat's Eye. They are scheduled for Tuesday, September 10th, 2013 at 6:00pm and Thursday, September 12th, 2013 at 5:00pm.

2013 VUSAC Fall Elections **Campaign Rules**

CAMPAIGNING PERIOD: Campaigning commences at the end of the All Candidates Meeting on Friday, September 13th, and ends at 11:59pm on Monday, September 25th, 2013.

“Campaigning” includes putting up new posters or banners, handing out campaign literature, and verbally promoting yourself or any other candidate. Furthermore, **campaigning during the voting period is strictly prohibited**. Candidates found in violation of these rules will be disqualified.

A candidate encouraging others to vote on the candidates' personal laptops or electronic devices qualifies as campaigning. Candidates must instead direct voters either to polling stations around Vic or to the voting.utoronto.ca website.

ELECTION SPENDING: All candidates must adhere to the following rules regarding campaign spending:

- Candidates may not spend more than twenty-five (\$25) dollars on campaign materials, of which no more than ten (\$10) dollars may be spent on photocopied pages and flyers of all sizes and types.
- Presidential candidates may spend one hundred (\$100) dollars on campaign material, of which no more than forty (\$40) dollars may be spent on photocopied pages and flyers of all sizes and types. Half of their expenses (50%) up to \$50 will be reimbursed after the election period.
- Goods and services received for free or at a discounted price must be detailed and included in the candidate's official list of expenses. The CRO will value such goods and services at estimated market value and they will count toward the \$25/\$100 limit regardless of if the candidate has actually had to pay. (See: Market Value Price Sheet)
- **All candidates must provide the Chief Returning Officer (CRO) with a list detailing ALL expenses, free goods and services at their estimated market value, and dated receipts for expenses during the campaign. These are to be submitted no later than Friday, September 27th, 2013, by 5:30pm in the CRO Mailbox in the CRO's office**

(Goldring 155). Failure to do so may result in immediate disqualification. You must submit a budget, even if you do not have any expenses. Budgetary violations are a serious offense and may result in immediate disqualification.

CAMPAIGN MATERIALS: All posters or banners **MUST** be initialled by the CRO (Samantha Parks), the Campus Life Coordinator (Samantha Hartlen), International Student Life Coordinator (Catriona Brennan) or the Residence Life Coordinator (Bergita Petro). Without initials, the posters will be removed immediately and candidates will be subject to penalties.

POSTERS:

- **A MAXIMUM OF ONE** (1) poster per residence floor (for RJ, MargAd, and Annesley) or house (for Upper and Lower Burwash).
 - This means you need the following numbers if you plan to put one on every floor or in every house: RJ (8), Marg Ad (6), Upper Burwash (4), Lower Burwash (4), Annesley (3).
 - Please note: Bowles-Gandier counts as ONE (1) residence house.
 - Please note: The wall facing the east Burwash Dining Hall entrance is North House
- **A MAXIMUM OF TEN** (10) posters in the following building:
 - Old Vic
- **A MAXIMUM OF SEVEN** (7) posters in the following building:
 - Goldring Centre (Wymilwood Lounge, Commuter Lounge, lounge area outside the VUSAC office)
 - Please note: There will be no postering on any glass surface (including windows) or doors in the Goldring Centre.
 - Please note: There will be a walkthrough of acceptable postering areas in the Goldring Centre during the All-Candidates Meeting in the event of questions about these areas.
- Posters may not be placed on lampposts, trees, subway stations, glass doors, and other property not belonging to the University of Toronto or Victoria University.
- Posters may not be placed in neutral zones (see below).
- All postering inside campus buildings **MUST** be done with either masking tape or painter's (green) tape. Any other forms of affixing posters may be subject to penalties at the discretion of the CRO.
- A poster is defined as any campaign material attached to walls, doors, or otherwise affixed to a surface. Campaign material may be slipped under residence doors, but may not be left visible in swipe key slots or other locations.

Random checks of postering rules will be made by the CRO and Elections and Appeals Committee (EAC). Posters exceeding these limits or outside sanctioned areas will be destroyed and will result in penalties.

Removing or tampering with other candidate's posters is strictly prohibited and will result in immediate disqualification.

NEUTRAL ZONES: The following areas are neutral zones. No postering or other campaigning (including verbal campaigning) may occur in these zones:

- Pratt & Emmanuel College Libraries

- Northrop Frye Hall
- Burwash Dining Hall
- VUSAC Office, Dean's Office, CRO office, and CLC/RLC Offices
- Ned's Café (formerly Wymilwood Café)
- Dons' Rooms (including doors, bulletin boards, etc)
- Levy and club offices in the Goldring Centre

ENDORSEMENTS: Candidates are **not** permitted to seek out endorsements from or actively campaign with current VUSAC members, Dons, Assessor Members to VUSAC (including Levy Heads, Orientation CoChair, Governing Council Student Coordinators, Building Presidents, and UTSU directors), or staff members (including Food Services employees and Registrarial staff.) None of the above may appear in campaign literature, posters, or other promotional material. Any candidate found in violation of this rule will be severely penalized.

VUSAC GROUPS AND LISTSERVs: Campaigning through the VUSAC caucus list or through the listservs of any VUSAC recognized group, including clubs and levy receivers, is **NOT** permitted. No campaigning may occur by VUSAC recognized group members at events or activities hosted by those groups.

ONLINE CAMPAIGNING: Some campaigning using websites and social media is permitted:

FACEBOOK: Profile pictures, statuses, and notes are allowed, but the creation of personal Facebook groups, events, or pages is **NOT** allowed. If campaigning occurs using Facebook, candidates **MUST** add the CRO (Samantha Parks) as a "friend", and tag the CRO in all election related notes or photos. Profile pictures and statuses must be changed by 11:59pm on Monday, September 25th, the end of the campaign period.

TWITTER: All campaign related tweets must be tagged with #VUSACElections

FACEBOOK AND GOOGLE ADS: Facebook ads and Google AdSense are permitted, but the wording must be emailed to the CRO (Samantha Parks) in advance, and the cost included in campaign spending submitted to the CRO.

PERSONAL WEBSITES: Personal websites are permitted, but they cannot be linked to any Victoria University affiliated club, levy, or organization. Hosting costs (if any) must be included in a candidate's campaign spending submitted to the CRO.

SLATES: Candidates are not allowed to campaign in a slate or as a team. This includes going door-to-door as a group, and appearing in promotional material, campaign literature, or videos for another candidate.

CHALK: Chalking or similar defacement on any building or sidewalk on the Victoria College campus will result in immediate disqualification.

SLANDER: Slandorous campaigning by a candidate will result in immediate disqualification.

RESULTS: Candidates shall be contacted by the CRO with results as soon as they are available. A reasonable attempt will be made to notify each candidate via phone or text message as to the results of the election before the results are made public.

Results will be officially posted by Tuesday, October 1st, 2013 in the Goldring Centre outside the VUSAC office as well as on the official VUSAC website.

POLL CLERKS: Poll clerks must attend **the mandatory poll clerk meeting on Monday, September 16th, 2013 at 9:15pm in the Cat's Eye**. Should your poll clerk be unable to attend, you may send a proxy in their place. You will receive one strike for every poll clerk or proxy who does NOT attend the poll clerk meeting. Poll clerks must attend their **ENTIRE** poll clerk shift. Failure to attend a shift will result in one strike per poll clerk who does not attend their shift. Exceptions may be made for emergency circumstances. If your poll clerk has an emergency during their shift, the candidate or the poll clerk must notify the CRO as soon as possible. Poll clerks are strongly recommended to sign up for shifts which are not directly preceded or succeeded by classes or other time commitments, as they are responsible for the polling station for the full duration of their assigned hours.

APPEALS: Appeals regarding election results (including requests for recounts) may be made up to forty-eight (48) hours after voting closes. Results are final after forty-eight (48) hours. Appeals regarding warnings, strikes, or disqualifications may be made up to forty-eight (48) hours after the candidate in question is notified of the warning, strike, or disqualification. Any appeals received more than 48 hours after notification will not be accepted.

REVIEW OF RULES: A review of the above rules will be made at the All-Candidates Meeting on Friday, September 13th, 2013 at 6:00pm in Wymilwood Lounge. If a candidate is unable to attend, he or she **MUST** send a proxy and submit written explanation of their absence to the CRO mailbox by 5:30pm on September 13th.

DISQUALIFICATION: Failure to comply with any of the above may result in warnings or strikes (two warnings are equivalent to one strike). Disqualification from the elections will occur if a third strike is issued to a candidate. In the event of serious violations of the campaign rules (i.e. slanderous campaigning, campaigning during the election period, or budgetary violations), the CRO and the EAC reserve the right to immediately disqualify the candidate in question. Lesser events will be dealt with as per the above stated rules.

VIOLATION OF RULES MAY RESULT IN PENALIZATION AS FOLLOWS:

Minor Offense =	Warning
Major Offense =	Strike
Serious Offense =	Immediate disqualification

If a candidate is unsure of whether or not something may violate the campaign rules, and/or requires further clarification, contact the CRO BEFORE acting, otherwise penalties may result.

**2013 VUSAC Fall Elections
Summary of Dates and Procedures**

Wednesday, September 4 th , 2013	Nominations Open at 9:30am
Tuesday, September 10 th , 2013	Elections Information Session, 6:00pm (Cat's Eye)
Thursday, September 12 th , 2013	Elections Information Session, 5:00pm (Cat's Eye)
Friday, September 13 th , 2013	Nominations Close at 5:30pm
Friday, September 13 th , 2013	All-Candidate's Meeting at 6:00pm (Wymilwood Lounge)
Friday, September 13 th , 2013	Campaigning begins at end of All-Candidates Meeting

Sunday, September 15th, 2013
Monday, September 16th, 2013

Candidate Statements due at 5:30pm
Poll-Clerk Meeting at 9:15pm
(Cat's Eye)
Town Hall/VOCA Dinner at 6:00pm
(Cat's Eye)

Friday, September 20th, 2013

Monday, September 25th, 2013
Tuesday, September 24th, 2013

Campaigning ends 11:59pm
Voting begins at 12:01am on
voting.utoronto.ca

Friday, September 27th, 2013
Friday, September 27th, 2013
Saturday, September 28th, 2013
Monday, September 30th, 2013
Tuesday, October 1st, 2013

Voting ends, 8:00pm
Financial statements due at 5:30pm
Results announced to candidates
Appeals period ends, 9:00am
Results posted outside the VUSAC
office, VUSAC website
2013 VUSAC Fall Retreat and first
VUSAC meeting

Friday, October 4th-Sunday, October 6th, 2013

Remember!!

- Detach, complete, and return the last page of this package to the VUSAC office before 5:30pm on Friday, September 13th, 2013.
- Make sure you have emailed your candidate statement to cro@vusac.ca before 5:30pm on Sunday, September 15th, 2013
- Ensure all posters and materials are initialed by the CRO (Samantha Parks), the CLC (Samantha Hartlen), the ISLC (Catriona Brennan), or the RLC (Bergita Petro) before being photocopied.
 - The CRO will have set office hours (see below) to approve campaign materials. If none of these times work for you, contact the CRO at cro@vusac.ca to set up a time for signing.
 - The CLC, ISLC, and RLC will be in and around their offices daily so candidates may drop by at their convenience to have their material initialed.
- The CRO will be available to answer questions and initial posters and material at the following times: after the All-Candidates Meeting, during the Town Hall, during office hours in Goldring 155 (4:00-6:00pm on Mondays, 10:00am-12:00pm on Wednesdays, and 3:00pm-5:00pm on Fridays), and always available by email at cro@vusac.ca.
- Ensure your budget is accurate and submitted to the CRO mailbox in the VUSAC office by Friday, September 27th at 5:30pm.

NOTE TO PROSPECTIVE VUSAC MEMBERS – Should you be elected, you will be expected to be available for the following:

- VUSAC Fall Retreat: Friday, October 4th, 2013-Sunday, October 6th, 2013

Good luck and happy campaigning!

Samantha Parks

Nomination Form

Victoria University Students' Administrative Council Fall Elections

PLEASE WRITE LEGIBLY

Candidate's Name: _____

Student Number: _____ Year of Study: _____

Position(s) Sought: _____

Sweater Size: _____ Phone Number: _____

E-mail Address: _____

Signature: _____

Nominators MUST be Victoria College Union Members

	Name	Signature	Student Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please detach this page from your Nomination Package and return it BOTH SIDES COMPLETED to the CRO's mailbox in the CRO Office (Goldring 155) by 5:30pm on Friday, September 13th, 2013.

Please provide the contact information for three (3) poll clerks each of whom will be contacted to staff the polling stations on campus for at most a two-hour time period between Tuesday, September 24th, and Friday, September 27th, 2013. Ensure that your poll clerks are members of the Victoria College Union (VCU). Failure to provide poll clerks will result in DISQUALIFICATION.

Poll Clerks
PLEASE WRITE LEGIBLY

Name	Student Number	Phone Number	E-mail Address

A MANDATORY poll-clerk meeting will occur on Monday, September 16th, 2013 at 9:15pm in the Cat's Eye.

Should your poll-clerk be unable to attend, they **MUST** send someone in their place. This person will serve as a proxy (a candidate may proxy for their poll-clerk at this meeting). **The candidate is ultimately responsible to ensure that the poll-clerk receives all necessary information from the meeting and attends their designated poll-clerk shift during the election.**

Failure of a poll-clerk or proxy to attend the mandatory poll-clerk meeting may lead to strikes and possible disqualification. Failure of a poll-clerk to attend the entirety of their poll-clerking shift on campus during voting may lead to strikes and possible disqualification.

Please detach this page from your Nomination Package and return it BOTH SIDES COMPLETED to the CRO's mailbox in the CRO Office (Goldring 155) by 5:30pm on Friday, September 13th, 2013.

Appendix VII: Elections Flyer



VOTE IN THE VICTORIA COLLEGE ELECTIONS!

Polls are open at voting.utoronto.ca

VOTE! Then enter your name, email, and student number below. Drop off this flyer at the VUSAC Office or any polling station for a chance to win a FREE HIGHBALL TICKET! (\$50 Value)

Name _____.

Email _____.

Student number _____.