# Chief Returning Officer Report
# Spring 2016

VUSAC, BoR, VUS, & VCC Elections
&
Levy Referendum

Saambavi Mano

Chief Returning Officer: Saambavi Mano
Assistant Chief Returning Officer: Seraphina Vasilodimitrakis-Hart

Elections and Appeals Committee
Anne Urbancic (Victoria College Faculty Representative)
Marcel Danesi (Victoria College Faculty Representative)
Bergita Petro (Office of the Dean of Students Representative)
Scott Johnston (Office of the Dean of Students Representative)
Allison Broadworth (Alumni Representative)
Katie Owens (VCU Commuter Representative)
Julia Gilenko (VCU Commuter Representative)
Hamboluhle Moyo (VCU Residence Representative)

Table of Contents

<center>Election Dates</center>

**Monday, March 7th, 2016**
Nominations open

**Wednesday, March 7th, 2016**
Elections information session

**Thursday, March 10th, 2016**
Elections information session

**Monday, March 14th, 2016**
Nominations close at the start of the all-candidates meeting, and campaigning begins once it has ended

**Tuesday, March 15th, 2016**
Mandatory poll clerk meeting

**Wednesday, March 16th, 2016**
Candidate statements due

**Friday, March 18th, 2016**
Town Hall, financial statements due, and campaigning ends at 11:59 PM

**Saturday, March 19th, 2016**
Voting begins online at 12:01 AM

**Wednesday, March 23rd, 2016**
Voting ends at 11:59 PM

**Thursday, March 24th, 2016**
Results announced to candidates

**Friday, March 25th, 2016**
Appeals period ends and official results are posted outside the VUSAC office and on the VUSAC website

## Pre-Nomination Period

The Spring 2016 Elections were the tenth Victoria University elections since the implementation of the Chief Returning Officer (CRO) position. It was my second time serving as CRO including the Fall 2015 elections.

I signed up with the voting.utoronto.ca system on February 18th and submitted a signed letter from the Co-Presidents, the Vice-President External, and the Vice-President Internal to confirm that I would be returning as CRO.

I started advertising for the elections online through the Facebook Elections Forum and various Victoria University Facebook groups a week before the nomination packages went out, and posters made by the Communications Coordinator went up the day after nominations opened.

## Nomination Period

I received a total of 16 nominations: 2 for President/Co-Presidents, 2 for Vice-President External, 2 for Vice-President Internal, 2 for Vice-President Student Organizations, 3 for Scarlet & Gold Commissioner, 1 for Arts & Culture Commissioner, 1 for Sustainability Commissioner, 1 for Academic & Professional Development Commissioner, 1 for Commuter Commissioner, and 1 for Board of Regents representative. Four of these nominations doubled, tripled, or quadrupled to include nominations for Board of Regents representatives, Victoria College Council members, and Victoria University Senate members. Two candidates – one for Scarlet & Gold Commissioner and one for Commuter Commissioner – later dropped out and one was disqualified for failing to send any poll clerks to the Mandatory Poll Clerks' Meeting. This brought the total nomination count to 13. I went through the entire nominations package during the All-Candidates Meeting, outlining all rules and explaining how to budget campaigns.

## Campaign Period

The campaign period started after the All-Candidates Meeting on Monday March 14th. The Elections Forum was very active in terms of questions being asked and answered, but there were some issues with it, which I will be addressing in my recommendations.

I gave out 8 warnings, 3 strikes, and 1 disqualification, and none of the penalties were appealed. Town Hall, which was graciously catered by VOCA, ran for four hours. All candidates introduced themselves with one-minute speeches and were then asked questions for their respective positions. We had questions from both the audience and the forum, and the Town Hall was livestreamed on Youtube for those who could not make it.

<u>Voting Period</u>

I spoke to Kristen Wallace, the Student Life Coordinator for Campus Clubs and Organizations, and signed up with the voting website well in advance of the elections. I also obtained the UtorIDs of Pro-Fac students from the Dean's Office and uploaded them to the voting system.

Voting was set to open online on Saturday March 19th at 12:01 AM and close on Wednesday March 23rd at 11:59 PM, but we ran into issues very early on. I was informed by a VCU member that the referendum question was not on the ballot, voters could not pick more than one Board of Regents representative, and the questions had been jumbled on the ballot. I attempted to set up a new election, but for some reason, the system would not let me access the voter lists, and the only person who could vote in these new elections was me. After trying out various different things to fix the system (including using the slightly outdated Fall 2015 voter lists and setting the election up on the referendum system), I decided that the best option would be to allow the elections to run as they were and hold separate elections for the levy referendum and Board of Regents representatives. We needed to have the new VUSAC voted in before the end of March and since the levy referendum and Board of Regents elections were not time sensitive, it would not affect them as much as it would affect the student council.

I met with Kristen from Student Life in person on Tuesday March 22nd and prepared a new election for the levy referendum and Board of Regents representatives. Those elections opened on Wednesday March 23rd at 12:01 AM and closed on Sunday March 27th at 11:59 PM.

Two polling stations were set up at the Goldring Student Centre entrances, one polling station was placed in the Burwash Dining Hall, and one polling station was set up at E.J. Pratt Library. I avoided locations that were

outlined in the Elections Operating Policy but received little traffic, such as Old Vic. E.J. Pratt Library loaned VUSAC two laptops and two Chromebooks for the elections. Voting was advertised on the VUSAC elections forum, on the VUSAC website, and using voting posters created by Communications Coordinator Alice Sluchenkov.

I notified candidates of the elections results before 1:00 AM on Thursday March 24th. I reminded them that the results were tentative, as the 48 hour appeal window had not yet passed. I did not receive any appeals for the final results, so I was able to pass the results on to the current VUSAC to ratify.

<u>Official Results</u>

Total Votes Cast – 472 of 3273 eligible voters (14%)

Presidents/Co-Presidents

**Rahul Christoffersen and Stuart Norton – 312 votes or 66%**
Chris Knipe – 128 votes or 27%
Spoiled – 32 votes or 7%

Vice-President External

**Stephen Warner – 242 votes or 51%**
George Wilson – 169 votes or 36%
Spoiled – 61 votes or 13%

Vice-President Internal

**Golda Greenspoon – 242 votes or 51%**
William Cuddy – 170 votes or 36%
Spoiled – 60 votes or 13%

Vice-President Student Organizations

**Hannah Brennen – 288 votes or 61%**
Peter Huycke – 124 votes or 26%

Spoiled – 60 votes or 13%

Academic & Professional Development Commissioner

**Nina Christianson – 386 votes or 82%**
No – 25 votes or 5%
Spoiled – 61 votes or 13%

Arts & Culture Commissioner

**Olivia Klasios – 386 votes or 82%**
No – 32 votes or 7%
Spoiled – 54 votes or 11%

Scarlet & Gold Commissioner

**Zahavah Kay – 199 votes or 45%**
Jemimah Raffe-Devine – 184 votes or 39%
Spoiled – 89 votes or 19%

Sustainability Commissioner

**Jamil Fiorino-Habib  – 380 votes or 81%**
No – 38 votes or 8%
Spoiled – 54 votes or 11%

Victoria University Senate Members

**Chris Knipe – 342 votes or 72%**
No – 59 votes or 13%
Spoiled – 71 votes or 15%

Victoria College Council Members

**Chris Knipe – 343 votes or 73%**
Spoiled – 76 votes or 16%
No – 53 votes or 11%

<u>Board of Regents and Levy Referendum Election Results</u>

Total Votes Cast – 215 of 3273 eligible voters (7%)*

Board of Regents Representatives

**Benjamin Atkins – 157 votes or 37%**
**Hannah Brennen – 142 votes or 33%**
**Chris Knipe – 101 votes or 24%**
Spoiled – 24 votes or 6%

Levy Referendum

VUSAC Clubs and Commissions – 149 votes or 69%
Victoria College Drama Society – 146 votes or 68%
Victoria College International Students' Association – 141 votes or 65%
Cost-of-living increase – 128 votes or 59%
ACTA Victoriana – 109 votes or 51%
Spoiled – 23 votes or 11%

* Since the levy referendum did not reach 10% voter turnout, the results will not be considered binding unless VUSAC chooses to ratify results.

Demographics

What year are you in?
1st year – 128 votes or 27%
2nd year – 125 votes or 26%
3rd year – 84 votes or 17%
4th year – 90 votes or 19%
5th year or higher – 17 votes or 4%
Rather not say – 21 votes or 4%
Spoiled – 5 votes or 1%

Are you a commuter or a residence student?
Commuter student – 172 votes or 37%
On-campus residence student – 175 votes or 37%
Off-campus student – 108 votes or 23%

Rather not say – 8 votes or 2%
Spoiled – 7 votes or 1%

How did you first year about the VUSAC Spring Elections?
"VUSAC Elections Forum 2015-2016" Facebook group – 82 votes or 17%
"VUSAC Spring Elections 2016" Facebook event – 34 votes or 7%
Spring Election posters – 38 votes or 8%
Candidate posters/banners – 35 votes or 7%
Attending/hearing about the Town Hall – 5 votes or 1%
Candidate postings on Facebook – 50 votes or 11%
Candidate postings on other forms of social media – 10 votes or 2%
Texts/instant messages from a candidate – 4 votes or 1%
Seeing the on-campus polling stations – 9 votes or 2%
Word of mouth – 139 votes or 30%
None of the above – 20 votes or 4%
Rather not say – 29 votes or 6%
Spoiled – 15 votes or 3%

Communications Coordinator Alice Sluchenkov created an elections results infographic that was widely distributed, both online and throughout the VUSAC office.

Recommendations

In my opinion, there were three major problems with the spring elections this year: the Facebook elections forum, the voting.utoronto.ca voting system, and overall voter turnout.

The Facebook elections forum got quite tense and personal at times throughout the spring elections. VCU members asked fantastic questions of the candidates overall, but there were instances where students were asking inappropriate, irrelevant, or repetitive questions. Furthermore, there was a lot of fighting on the forum, sometimes between candidates, but mostly between potential voters. There was even an instance of two former VUSAC members fighting on the forum. There were also multiple instances of candidates making statements that were deemed to be false or offensive by other candidates, and when I could ask the candidate in question to take down the post, I did. There were situations in which posts were not explicitly false or offensive, so I could not ask the candidates to take them down, but other candidates running in the

elections criticized them publicly. In my opinion, the CRO cannot ask candidates to not reply when they find posts to be false or offensive, since there are no rules in the elections policy against this. My recommendation to future CROs would be to keep a close eye on the forum and ensure that candidates and potential voters are not getting too hostile, but to be cautious about tone policing in the forum, as this would be very undemocratic.

As explained in the Voting Period section, the elections system posed major problems. Though I spoke to Kristen from Student Life about the issue, we still do not have a response as to why the elections system failed. There was also an incident in which the system wiped out votes from several elections being run at the University of Toronto for three days. Thankfully, this issue did not affect Victoria University, but it speaks to how unreliable the system is. My recommendation to future CROs would be to be wary of trusting the voting.utoronto.ca system; if the CRO chooses to change the system, I would recommend starting research into different systems at least four months before the planned election, as it can be a very difficult process.

Finally, voter turnout was a huge problem in the spring elections. VUSAC Spring Elections usually have very high turnouts, but we did not even reach the fall election turnout level. My first recommendation to future CROs would be to advertise nomination packages going out and voting dates at least two weeks in advance of the respective dates. Posters need to be up at least three weeks ahead – there were some issues with miscommunication with the Communications Coordinator about posters this year, and posters ended up going out very late. I would recommend working out poster details at least a month ahead of the elections.

However, the low voter turnout was also influenced by problems within VUSAC itself. There were several instances of VUSAC members discouraging people from running because of personal issues with said candidates or opinions on the capabilities of candidates to fulfill the roles of the positions they were seeking. I had to speak to two current VUSAC members about a complaint I received about them standing outside the door to the VUSAC office and speaking ill about a candidate. There were also instances of members speaking to potential candidates and voters about their negative experiences on council, and in my opinion, there is nothing wrong with them doing so. This points to several larger problems within VUSAC itself, and I strongly hold that these problems need to be fixed before VUSAC looks into increasing voter turnout. It is

very hard for a CRO to promote student council elections when the council itself is discouraging VCU members directly from running and indirectly from voting.

<u>Conclusion</u>

Congratulations to the newly elected members of the VUSAC, BoR, VUS, and VCC! I would like to express my thanks to the poll clerks, who took time out of their busy schedules to help their friends by managing polling stations, the EAC for their valued counsel during the elections, and to the 13 candidates for their enthusiasm and willingness to get involved. I would also like to thank the current council for supporting me personally during the elections.

If anyone has further questions relating to elections, please do not hesitate to contact me at cro@vusac.ca. Future CROs can feel free to contact me with any inquiries at saambavimano@hotmail.com.

Cheers,
Saambavi Mano
VUSAC Chief Returning Officer
2015-2016

# 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. The CRO's responsibility for obtaining the statements ends at 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 limitsvshall 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)

| | | |
|---|---|---|
| Sidney Smith Hall | 10:00 a.m. – 4:00 p.m. | |
| 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. | |
| Gerstein Library | 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.

## Market Value Price Sheet: VUSAC Spring Elections 2016

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. Presidential candidates (including Co-President campaign partners) may spend a total of $100 on their campaigns, with a maximum of $40 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 cro@vusac.ca, by Friday, March 18th, 2015 at 5:15 pm. 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 Ink | $ 0.05 per page |
| 4.25" x 5.5" – Colour Ink | $ 0.20 per page |
| 8.5" x 5.5" Black and White Ink | $ 0.10 per page |
| 8.5" x 5.5" – Colour Ink | $ 0.40 per page |
| 8.5" x 11" Black and White Ink | $ 0.15 per page |
| 8.5" x 11" – Colour Ink | $ 0.60 per page |
| 8.5" x 14" Black and White Ink | $ 0.25 per page |
| 8.5" x 14" – Colour Ink | $ 1.00 per page |
| 11" x 17" Black and White Ink | $ 0.50 per page |
| 11" x 17" – Colour Ink | $ 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 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 glossy paper is used

**Remember to get any posters signed by the CRO, CLC, RLC, or ISLC before photocopying them!**

## Sample Budget

**Candidate Name:** Saambavi Mano
**Position Sought:** Scarlet & Gold Commissioner
**# of Receipts Attached:** 3

| Printed Material | | | | | | |
|---|---|---|---|---|---|---|
| **Category** | **Building** | **Location** | **Units** | **Price per Unit** | **Cost** | **Notes** |
| 11"x17", Colour Ink | Goldring Student Centre | Wymilwood Lounge | 2 | $2.00 | $4.00 | Receipt attached (Vic Express) |
| 11"x17", Colour Ink | Goldring Student Centre | Commuter Lounge | 1 | $2.00 | $2.00 | Receipt attached (Vic Express) |
| 8.5"x11", B&W Ink | Burwash Residence | Upper Burwash | 4 | $0.15 | $0.60 | No receipt (printed at home) |
| 8.5"x11", B&W Ink | Rowell Jackman Hall | Rowell Jackman floors 1 - 4 | 4 | $0.15 | $0.60 | No receipt (printed at home) |
| 8.5"x11", B&W ink on glossy 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** | | | | | $10.00 | |

*(budgets for this section must not exceed $10 and $40 for candidates and presidential candidates, respectively)*

| Other Items | | |
|---|---|---|
| **Item** | **Cost (including tax)** | **Notes** |
| 3' by 6' Broadcloth (banner) | $5.25 | Receipt attached (Fabricland) |
| Paint (banner) | $2.26 | Market value for two small acrylic paints (price at Dollarama) that I already had at home |
| Markers (posters) | $1.13 | Used to colour in B&W posters; receipt attached (Dollarama) |
| **TOTAL** | $8.64 | |

| **Total Budget** | **Cost** |
|---|---|
| Printed Material | $10 |
| Other Items | $8.64 |
| **TOTAL:** | **$18.64** |

*(total budgets must not exceed $25 and $100 for candidates and presidential candidates, respectively)*

# VUSAC Spring Elections 2016 Appeals Form

Name: _____     Date & Time Submitted: _____

Phone #: _____     Contact Email: _____

Infraction Being Appealed (circle one): Warning     Strike     Disqualification

Reason for Appeal & Evidence:
(Information included should be factual and descriptive in nature. Personal or emotional appeals will not be successful.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Feel free to submit a typed page as a PDF, as long as it includes **all** the information included in this form. Please scan and email this form to cro@vusac.ca or drop it off in the CRO mailbox in the VUSAC Office, located in the Goldring Student Centre at 150 Charles Street West, Room 127.
**Appeals must be submitted within 48 hours of issuance of the relevant warning, strike, or disqualification in order to be eligible for consideration by the Elections & Appeals Committee.**

# 2016 Victoria College Elections Package

# Nomination Information and Forms

---

### VUSAC
President/Co-Presidents
Vice President External
Vice President Internal
Vice President Student Organizations
Academic & Professional Development Commissioner
Arts & Culture Commissioner
Commuter Commissioner
Equity Commissioner
Scarlet & Gold Commissioner
Sustainability Commissioner

### Governing Council
*Board of Regents (4 total positions, including 1 Chief position)*
*Victoria College Council (18 positions)*
*Victoria University Senate (2 positions)*

---

*Nominations are due Monday, March 14th, 2016 at 6:00 pm in the VUSAC Office (Room 127 in the Goldring Student Centre). Voting begins at 12:01am on Saturday, March 19th, 2016 and ends at 11:59pm on Wednesday, March 23rd, 2016. Elected candidates will be notified as soon as results are available. Questions may be directed to the Chief Returning Officer (CRO), Saambavi Mano, by email at cro@vusac.ca.*

**Read through the <u>ENTIRE</u> 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.

   - **Presidents/Co-Presidents**

   - **Vice President External**

   - **Vice President Internal**

   - **Vice President Student Organizations**

   - **Academic & Professional Development Commissioner**

   - **Arts & Culture Commissioner**

   - **Commuter Commissioner**

   - **Equity Commissioner**

   - **Scarlet & Gold Commissioner**

   - **Sustainability Commissioner**

   - *4 positions for the Board of Regents, including 1 Chief Board Representative position*

   - *18 positions for the Victoria College Council*

   - *2 positions for the Victoria University Senate*

2. Fill in the attached nomination form and submit one copy to the Chief Returning Officer's mailbox in the VUSAC Office, located in the Goldring Student Centre (150 Charles Street West, Room 127), no later than **Monday, March 14th, 2016 at 6:00 pm. Late submissions will not be accepted**.

3. Candidates may wish to attend the VUSAC meeting before the elections (though it is not mandatory). Meetings generally occur every other Friday inside either the VUSAC office or the Copper Room in the Goldring Student Centre and are always open to all students. The meeting before the Spring Elections will be taking place on **Friday, March 11th, 2016 at 5:30 pm**.

4. Candidates may **NOT** change the terms of their candidacy after the nomination package has been submitted. Candidates **MUST** contact the CRO as soon as possible if they choose to end their campaign.

No previous experience is required. Best of luck!

Saambavi Mano
Chief Returning Officer

# 2016 VUSAC Spring Elections
# Position Descriptions

<u>VUSAC</u>
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. If elected, you will be expected to attend VUSAC meetings regularly. The Council consists of 18 or 19 elected students: 10 or 11 Executive Positions (the President/Co-Presidents, 3 Vice-Presidents, and the Academic & Professional Development, Arts & Culture, Commuter, Equity, Scarlet & Gold, and Sustainability Commissioners) elected in March, and 8 Councillors elected in September. In addition, the Finance Chair, Secretary, Communications Coordinator, and Chairperson are appointed to facilitate the council's day-to-day functions. The current available positions are listed below:

**Presidents/Co-Presidents (1-2 positions available)**
- Spokesperson(s), advisor(s), and ultimate leader(s) of VUSAC
- Accountable for all VUSAC projects, operations, initiatives, and interactions
- Hired over the summer as the VUSAC Office Manager(s) to prepare for the upcoming VUSAC year
- Functional member(s) of the Orientation Executive team
- Represent(s) VUSAC on various external and internal Boards and Review Committees
- Serve(s) as a voting member/voting members of VUSAC and fulfill(s) the duties that follow, such as helping run events and representing general student interests on council

**Vice President External (1 position available)**
- Liaison between VUSAC and Residence Councils, Dean's Office, colleges, and other external bodies
- Maintains relations with external bodies in negotiations and coordination of efforts
- Represent VUSAC at other college or faculty meetings, or UTSU Board of Director meetings
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Vice President Internal (1 position available)**
- Liaison between VUSAC and the Vic community at large

- Maintenance of intra-council operations and relations, assigning of initiatives, and training
- Responsible for maintaining internal memory and policies, as well as planning the council retreat
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Vice President Student Organizations** (**1 position available**)
- Liaison between VUSAC and Vic student groups, including clubs, levy receivers, and associates
- Management of Vic club portfolios and oversight of club operations and functions
- Assisting and advising Vic levy receivers, including maintaining levy portfolios
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Academic & Professional Development Commissioner** (**1 position available**)
- Collaborating with the Dean's Office, Alumni Affairs, and the Registrar in academic and career development initiatives
- Planning and organizing a peer mentor program for Vic students
- Represent student concerns in seeking career development resources and opportunities
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Arts & Culture Commissioner** (**1 position available**)
- Represent student interests in access to artistic and cultural events and programming
- Responsible for the production of The BOB Revue, the Gardiner Gala, Vic Variety Show, and other programming
- Planning excursions, contests, and workshops for artistic expression
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Commuter Commissioner** (**1 position available**)
- Represent commuter interests and concerns, and encourage commuter participation in Vic life

- Co-chair of VOCA, management of VOCA, and planning of various associated programming
- Serves as a voting member of various planning committees and advisory boards
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Equity Commissioner (1 position available)**
- Represent student concerns and social justice issues and advise on inclusivity and accessibility
- Providing educational programs, services, events, and training
- Collaborate with external groups, or other Vic student groups, to promote social awareness
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Scarlet & Gold Commissioner (1 position available)**
- Establish a program of social events for all Vic students
- Planning and hosting one semi-formal event each semester, including Highball
- Collaborate with external groups or other Vic student organizations in social programming
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

**Sustainability Commissioner (1 position available)**
- Represent student concerns regarding global and local concerns such as climate change, energy consumption, and sustainable resource usage
- Establish and maintain sustainable practices and policies for Vic and VUSAC
- Planning programming to increase awareness and engage students in sustainable initiatives
- Serves as a voting member of VUSAC and fulfills the duties that follow, such as helping run events and representing general student interests on council

## Governing Council

### *Board of Regents – BoR (4 positions available, including 1 Chief position)*
- Highest governing body at Vic
- Student representatives serve on subcommittees dealing with specific matters such as property, budgets, fee increases, and student life
- Student representatives are required to actively engage with the Board and their student community to ensure that student issues are heard at Vic's highest administrative levels
- For more details: http://www.vicu.utoronto.ca/about/board.htm

### *Victoria College Council - VCC (13 positions available)*
- Responsible for academics at Vic, including all aspects of teaching and learning that are not under the jurisdiction of the University of Toronto
- Discusses issues and policies relating to the student experience, both inside and outside of the classroom
- For more details: http://www.vicu.utoronto.ca/about/VCC.htm

### *Victoria University Senate - VUS (2 position available)*
- Made up of the Chancellor, President, Alumni, Faculty, and student representatives
- Grants honorary degrees, fellowships, scholarships, and bursaries
- Deals with matters that transcend the Victoria College   Emmanuel College division and are of equal concern to both Colleges and to the broader academic community
- For more details: http://vicu.utoronto.ca/about/Senate.htm

For more detailed information, check out the constitution at www.vusac.ca, email cro@vusac.ca, or attend one of the two information sessions in the Wymilwood Lounge on scheduled for Wednesday, March 9th, 2016 at 2:00 pm or Thursday, March 10th, 2016 at 3:00 pm.

## 2016 VUSAC Spring Elections
## Campaign Rules

**CAMPAIGNING PERIOD:** Campaigning commences at the end of the All-Candidates
Meeting on Monday, March 14<sup>th</sup>, 2016 and ends at 11:59 pm on Friday, March 18<sup>th</sup>, 2016. Candidates may **NOT** change the terms of their candidacy after the nomination package has been submitted. Candidates **MUST** contact the CRO as soon as possible if they choose to end their campaign. "Campaigning" includes putting up new posters or banners, handing out campaign literature, and verbally promoting yourself or any other candidate. Furthermore, **verbal campaigning during the voting period is strictly prohibited**. Candidates may however continue to campaign via personal social media including, but not limited to, Facebook (including profile photos, cover photos, and status updates) and Twitter (including tweets and retweets) during the voting period. All campaigning of this nature MUST be tagged according to guidelines outlined below. 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 and will result in immediate disqualification. Candidates must instead direct voters either to polling stations around Victoria College or to the [voting.utoronto.ca](voting.utoronto.ca) website.*

**CAMPAIGN MATERIALS:** All posters, other printed campaigning materials, and banners **MUST** be initialed by the CRO (Saambavi Mano), the Campus Life Coordinator (Bergita Petro), International Student Life Coordinator (Catriona Brennan), or the Residence Life Coordinator (Shainiya Balachandran). **Candidates are encouraged to bring campaign material to the All-Candidates Meeting to be signed.** Should a candidate have more material to be initialed, the CLC, ISLC, and RLC can be found in their respective offices in the Goldring Student Centre during the day. The CRO also holds regular office hours on Wednesdays from 3:30 pm - 5:30 pm in Room 127 in the Goldring Student Centre. In the event that the CRO, CLC, ISLC, or RLC all cannot be found, other arrangements can be made by emailing [cro@vusac.ca](cro@vusac.ca). Without initials, the material will be removed immediately and candidates will be subject to penalties. Campaign materials may feature clothing affiliated with groups on campus **ONLY** if the clothing belongs to the candidate being promoted. Campaign materials may **NOT** employ the use of any Victoria University logos or University of Toronto logos (including but not limited to the Victoria University crest, the VUSAC logo, and the University of Toronto crest).

**POSTERS:**

- **A MAXIMUM OF ONE** poster per residence floor (for RJ, MargAd, and Annesley) or house (for Upper and Lower Burwash).
    - o 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), for a total of 25.
    - o Bowles-Gandier counts as **one** residence house and the wall facing the east Burwash Dining Hall entrance is considered to be a part of North House
    - o Please note: There will be no postering in elevators.
- **A MAXIMUM OF FIVE** posters in the following building:
    - o Old Vic
- **A MAXIMUM OF FIVE** posters in the following building:
    - o Goldring Student Centre (on the designated student bulletin boards **ONLY**)
    - o Please note: There will be no postering on any glass surface (including windows) or doors in the Goldring Student Centre. Postering in any location in the Goldring Student Centre that is not an approved student postering space will result in penalties at the discretion of the CRO. Any questions about this area should be directed to the CRO **BEFORE** any posters are affixed.
- Posters may not be placed on lampposts, trees, subway stations, glass doors, and any property not belonging to Victoria University or the University of Toronto.
- 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.

**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
- Burwash Dining Hall
- VUSAC office, Dean's office, CRO office, and CLC/RLC offices (no office supplies or services such as printing, use of tape, scissors, pens, markers, etc may be used)
- Dons' Rooms (including doors, bulletin boards, etc)
- Levy and club offices in the Goldring Student Centre

- The Cat's Eye Student Pub and Lounge

**CAMPAIGNING OFF OF VIC CAMPUS:** If a candidate chooses to campaign off of Vic campus, they must notify the CRO **prior** to doing so, they must include any costs in their budget, and they must adhere to the following rules:
- **A MAXIMUM OF ONE** poster per residence floor
- **A MAXIMUM OF FIVE** posters in any other building
- no postering or other campaigning (including verbal campaigning) may occur in the following **NEUTRAL ZONES**:
    - any libraries
    - any dining halls
    - any offices
    - any Dons' Rooms (including doors, bulletin boards, etc)
    - any locations with exclusive access (e.g. fraternities/sororities)

**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.*

**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 Facebook is used to campaign, candidates **MUST** add the CRO (Saambavi Mano) as a "friend", and tag **ONLY** the CRO in **all** election related statuses, posts, notes, and photos.
- **TWITTER:** All campaign-related tweets must be tagged with #VUSACElections and **MUST NOT** include "mentions".
- **INSTAGRAM:** All campaign-related posts must be tagged with #VUSACElections and **MUST NOT** include any tags to potential voters.
- **FACEBOOK AND GOOGLE ADS:** Facebook ads and Google AdSense are permitted, but the wording must be emailed to the CRO in advance, and the cost of the ad must be included alongside the list of other campaign expenses.
- **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 with other candidates, as well as 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.

**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 Co-Chairs, and Governing Council Student Coordinators) Building Presidents, UTSU directors, or staff members (including Food Services employees and Registrarial staff). None of the above people may appear in campaign literature, posters, or other promotional material, **NOR may they serve as poll clerks**. 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.

**CANDIDATE STATEMENTS:** Complete your candidate statement in 100 words or fewer. The CRO (Saambavi Mano) 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 "VUSAC Elections Forum 2015-2016" Facebook group. The statements must be submitted to cro@vusac.ca with "Candidate Statement" and your name in the subject line, no later than Wednesday, March 16th, 2016 at 10:00 pm. Any late submissions will not be included in the online ballot. Candidates are encouraged to submit a statement.

**"VUSAC ELECTIONS FORUM 2015-2016" FACEBOOK GROUP:** All candidates are encouraged to join the Facebook Group, "VUSAC Elections Forum 2015-2016" and to invite all other current Victoria College students to join. Members will be able to join upon registering an email address ending in "@mail.utoronto.ca" to their Facebook account. The group is to be used for students to post questions of **ALL** candidates running for a given position and

for the CRO to post updates. Candidates are encouraged to respond to student inquiries that relate to their prospective position.

**TOWN HALL:** All candidates are **REQUIRED to attend** a Town Hall in NF003 on **Friday, March 18th, 2015 at 5:15 pm**. Candidates will be able to present themselves with a 1 minute 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 **MANDATORY**. Candidates must also stay for the **entire duration** of the Town Hall meeting  candidates should be prepared to stay from 5:15 pm until 10:00 pm. **Failure to do so will result in a strike.** Exceptions may only be made if the CRO is given notice of a legitimate emergency situation.

**ELECTION SPENDING:** All candidates must adhere to the following rules regarding campaign spending:
- Candidates may not spend more than $25 on campaign materials, of which no more than $10 may be spent on photocopied pages and flyers of all sizes and types.
- Presidential candidates may spend $100 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 up to $50 will be reimbursed after the election period. Candidates running together as Co-Presidents must adhere to these same limits, as though they are running as one candidate.
- 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 what 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 scanned copies of dated receipts for expenses during the campaign. These are to be submitted no later than Friday, March 18th, 2016, by 5:15 pm to cro@vusac.ca. Failure to do so may result in immediate disqualification. You must submit a budget, underlined even if you do not have any expenses. Budgetary violations are a serious offense and may result in immediate disqualification.**

**SLANDER:** Slanderous 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 Friday, March 25[nth], 2016 in the Goldring Student Centre outside the VUSAC office, as well as on the official VUSAC website (www.vusac.ca).

**POLL CLERKS:** Review the **ENDORSEMENTS** section above for people who may **NOT** serve as poll clerks. Poll clerks must attend the **Mandatory Poll Clerk Meeting on Tuesday, March 15th, 2016 at 8:00 pm in the Wendy Marion Cecil Atrium inside the Goldring Student Centre**. Should a poll clerk be unable to attend, 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. Candidates 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, without exception. Poll clerks are also highly encouraged to attend Town Hall to support their candidates.

**APPEALS:** Appeals regarding election results (including requests for recounts) may be made up to 48 hours after voting closes. Results are final after 48 hours. Appeals regarding warnings, strikes, or disqualifications may be made up to 48 hours after the candidate in question is notified of the warning, strike, or disqualification. Any appeals received more than 48 hours after this notification will be disregarded.

**REVIEW OF RULES:** A review of the above rules will be made at the All-Candidates Meeting on Monday, March 14st, 2016 at 6:00 pm in the Wymilwood Lounge inside the Goldring Student Centre. If a candidate is unable to attend, they **MUST** send a proxy and submit a written explanation of their absence to the CRO mailbox by 6:00 pm on Monday, March 14th, 2016.

**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 immediate 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.**

## 2016 VUSAC Spring Elections
## Summary of Dates and Procedures

| | |
|---|---|
| Monday, March 7th, 2016 | Nominations open |
| Wednesday, March 9th, 2016 | Elections Information Session, 2 pm (The Wymilwood Lounge inside the Goldring Student Centre) |
| Thursday, March 10th, 2016 | Elections Information Session, 3 pm (The Wymilwood Lounge inside the Goldring Student Centre) |
| Monday, March 14th, 2016 | Nominations close, 6 pm |
| | All-Candidates Meeting, 6 pm (The Wymilwood Lounge inside the Goldring Student Centre) |
| | Campaigning begins, end of All-Candidates Meeting |
| Tuesday, March 15[nth], 2016 | Poll Clerk Meeting at 8 pm (The Wymilwood Lounge inside the Goldring Student Centre) |
| Wednesday, March 16th, 2016 | Candidate Statements due, 10 pm |
| Friday, March 18th, 2016 | Town Hall begins, 5 pm (NF003) |
| | Financial statements due, 10 pm |
| | Campaigning ends, 11:59 pm |
| Saturday, March 19th, 2016 | Voting begins online, 12:01 am |
| Wednesday, March 23rd, 2016 | Voting ends, 11:59 pm |
| Friday, March 25th, 2016 | Appeals period ends, 11:59pm |
| | Results posted outside the VUSAC Office, and on the VUSAC website |

# Nomination Form
Victoria College Spring Elections

**PLEASE WRITE LEGIBLY**

**Name(s) of Candidate(s):** _____

**Student Number(s):** _____ **Year(s) of Study:** _____

**Position(s) Sought:** _____

**Phone:** _____ **Email Address(es):** _____

**Signature(s):** _____


**Nominators MUST be Victoria College Union (VCU) members.** This includes all students of Victoria College, as well as studentswho live in residence at Vic or choose to pay their VCU fees.

|    | 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 with BOTH SIDES COMPLETED to the CRO's mailbox in the VUSAC office by**
**6:00 pm on Monday, March 14th, 2016.**

Candidates may **NOT** change the terms of their candidacy after the nomination package has been submitted. Candidates **MUST** contact the CRO as soon as possible if they choose to end their campaign.

Please provide the contact information for 3 poll clerks, each of whom will be contacted to staff the polling stations on campus for at most **TWO** sets of **two-hour** time periods between Monday, March 21st, 2016 and Wednesday, March 23rd, 2016. 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 | Email Address |
|------|----------------|--------------|---------------|
|      |                |              |               |
|      |                |              |               |
|      |                |              |               |

**A MANDATORY poll clerk meeting will occur on Tuesday, March 15th, 2016 at 8:00 pm in the Wendy Marion Cecil Atrium.**

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 one or more of their own poll clerks 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 their candidate receiving strikes and possible disqualification.

**Please detach the previous two pages from your Nomination Package and return it with BOTH SIDES COMPLETED to the CRO's mailbox in the VUSAC Office by 6:00 pm on Monday, March 14th, 2016.**