

Chief Returning Officer Report

Fall 2015

VUSAC and VCC Elections

Saambavi Mano

Chief Returning Officer: Saambavi Mano

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)

Maria Tereshchenko (VCU Commuter Representative)

Louisa Murray-Bergquist (VCU Residence Representative)

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Election Dates

Monday, September 7th, 2015

Nominations open

Wednesday, September 16th, 2015

Elections information session

Thursday, September 16th, 2015

Elections information session

Monday, September 21st, 2015

Nominations close at the start of the all-candidates meeting, and campaigning begins once it has ended

Tuesday, September 22nd, 2015

Mandatory poll clerk meeting

Wednesday, September 23rd, 2015

Candidate statements due

Friday, September 25th, 2015

Town Hall

Saturday, September 26th, 2015

Financial statements due

Sunday, September 27th, 2015

Campaigning ends

Monday, September 28th, 2015

Voting begins online

Thursday, October 1st, 2015

Voting ends

Friday, October 2nd, 2015

Results announced to candidates

Saturday, October 3rd, 2015

Appeals period ends

Monday, October 5th, 2015

Official results posted outside the VUSAC office and on the VUSAC website

Pre-Nomination Period

The Fall 2015 Elections were the ninth Victoria University elections since the implementation of the Chief Returning Officer (CRO) position. It was my first experience as CRO.

I was hired on April 10th 2015. Instead of having a single transition session, Kathleen Walsh (the previous CRO) and I decided to have several transition sessions in order for me to familiarize myself with the voting system between meetings. I found this to be very helpful, as I also had time to form questions between transition sessions, and I would recommend this for the next CRO transition as well. Kathleen found that office hours had not been well attended, especially during the fall elections, so I set two one-hour sessions a week and made myself available by email regularly. It was impractical to attempt to meet with the Elections and Appeals Committee (EAC) in person, as the beginning of the school year was the busiest time for several EAC members. Instead, I maintained email correspondence with EAC members both before and during the elections.

I met with the VUSAC Co-Presidents and Vice-President Internal in August to set dates for the elections. We decided to stretch the campaign period past Town Hall, allowing candidates to continue campaigning online over the weekend in order to promote voting. I also acquired the documentation necessary to sign up to use the voting.utoronto.ca system, which included a signed letter from the Co-Presidents confirming my hiring, and signed up for the system during the last week of August.

I attended Commuter Orientation and spoke briefly about elections, as it is generally harder to reach the commuter population about student council elections at Vic. I gathered emails from students interested in running for a position and emailed them the nomination packages on September 7th, when nominations opened. I started advertising for the fall elections one week before

Orientation Week through the Facebook Elections Forum and various Victoria University Facebook groups.

Nomination Period

The nominations period lasted two weeks, as required by the VUSAC constitution. I received a total of 28 nominations for VUSAC councillor and 2 for Victoria College Council member. Four candidates for VUSAC councillor dropped out of the race before the All-Candidates Meeting, and one was disqualified for failing to send a proxy to the Mandatory Poll Clerks' Meeting, leaving 23 councillor candidates. I went through the entire nominations package during the All-Candidates Meeting, outlining all rules and explaining how to budget campaigns.

During the nomination period, I received complaints from both residence and commuter candidates about the rule against printing posters using the VUSAC printer. The candidates claimed that it was unfair, seeing as it was many students' only source of cheap colour printing on campus. With approval from the EAC, I decided to allow printing at the VUSAC office once the campaign period started, as long as the other parts of the rule on printing (such as the rule against leaving campaign material in the office) were obeyed. I made it very clear that leaving posters in the VUSAC office (including leaving digital posters on the VUSAC computers) would be a serious violation of the Elections Policy.

Campaign Period

The campaign period started after the All-Candidates Meeting on Monday September 21st. The Elections Forum was fairly active in terms of questions being asked and answered; not all candidates answered questions, but with 23 students running for councillor alone, this was to be expected.

Printing in the VUSAC office ended up posing two major problems during the fall elections. VUSAC ran out of paper twice during campaigning, and though this can also be attributed to the UTSU AGM proxy forms that were being printed at the time, it was decided that the council could not afford to allow candidates to print at the VUSAC office for the next elections. However, the issue more pertinent to the elections was campaign material being left in the VUSAC

office. Several candidates left their posters in the Downloads folder on both VUSAC computers, and one candidate left a poster in the printer. This resulted in a warning and two strikes for three different candidates. One of these strikes was appealed, but the appeal was ultimately struck down by the EAC. I also gave out two strikes for postering violations, and as mentioned previously, a candidate was disqualified for failing to send a proxy to the Mandatory Poll Clerks' Meeting. Neither the strikes nor the disqualification were appealed.

Town Hall was graciously catered by VOCA, and it was very successful, considering the fact that I had to change the format due to the 22 councillor candidates. All candidates, both for VUSAC councillor and for VCC members, gave one minute speeches introducing themselves, but I split the councillor candidates into groups of five and had questions posed to the groups rather than to the collective 22. Questions were then opened up to everyone in case one of the other candidates felt they had a good answer. At the end of the group question period, several questions were asked to all councillors, like they would have been in previous years. VCC questions were asked as usual. In total, Town Hall ran for about three hours.

Voting Period

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 opened online on Monday September 28th at 12:01 AM and closed on Thursday October 1st 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. Voting was advertised on the VUSAC elections forum, on the VUSAC website, and using voting posters created by Communications Coordinator Alice Sluchenkov.

There were initial issues with obtaining laptops for the elections. E.J. Pratt refused to loan out four laptops, citing issues with late returns from last year's elections, but I negotiated to borrow two laptops and two Chromebooks. There

were not many problems with campaigning during the voting period, and for the most part, poll clerks attended their sessions. Almost all candidates informed me if their poll clerks could not make their shifts and found replacements.

Budgets were due on Saturday September 26th by 10:00 PM, and I gave out three strikes for failing to submit budgets on time. Voting closed at 11:59 PM on Thursday October 1st, and because of time constraints set by VUSAC, I notified candidates of the elections results before 1:00 AM that morning. I reminded them that the results were tentative, as the 48 hour appeal window had not yet passed, but councillors-elect were still required to go to the VUSAC meeting the next day. I did not receive any appeals for the final results, so the councillors and VCC members were successfully ratified.

Elections and Appeals Committee

Of the eight issuances of discipline during the elections, one was appealed but ultimately voted down by the EAC. I had several issues with EAC members responding on time throughout the elections. The student representatives were easier to reach, as I could contact them directly if they had not been checking their emails, but it was a little more difficult with the faculty, alumni, and Dean's Office representatives. I will be speaking to the EAC about responding to elections-related emails in a timely fashion.

Official Results

Total Votes Cast – 521 of 3324 eligible voters (15.65%)

Councillor

- 194 – George Wilson (7%)
- 170 – Cricket Cheng (6%)
- 157 – Hannah Brennen
- 151 – Peter Huycke (6%)
- 147 – Carl Abrahamsen (6%)
- 146 – William Cuddy (6%)
- 139 – Miranda Alksnis (5%)
- 131 – Seraphina Vasilodimitrakis-Hart (5%)
- 127 – Zayneb Ragheai (5%)

121 – Zoe Ritchie (5%)
113 – Artimes Ghahremani (4%)
112 – Daniel Neiman (4%)
111 – Katie Pereira (4%)
111 – Stephanie Spagnuolo (4%)
104 – Anju Xing (4%)
99 – Anthony Hope (4%)
96 – Thomas Trimble (4%)
78 – Isaac Khouzam (3%)
75 – Amanda Gosio (3%)
67 – Jose Ceron (3%)
63 – Arden Burrows (2%)
62 – Sam Marrello (2%)
47 – Max Weiss (2%)
7 – No (0%)
5 – Spoiled (0%)

Victoria College Council (VCC) Members

351 – Arden Burrows (44%)
343 – Stephanie Spagnuolo (43%)
53 – No (7%)
49 – Spoiled (6%)

Demographics

What year are you in?

251 – 1st year (46%)
112 – 2nd year (21%)
83 – 4th year (15%)
74 – 3rd year (14%)
13 – 5th year or higher (2%)
7 – Rather not say (1%)
1 – Spoiled (0%)

Are you a commuter or a residence student?

287 – On-campus residence student (52.9%)
173 – Commuter student (32%)
71 – Off-campus student (13%)

- 9 – Rather not say (2%)
- 1 – Spoiled (0%)

How did you first hear about the VUSAC Fall Elections?

- 156 – Word of mouth (29%)
- 113 – Candidate posters/banners (21%)
- 73 – Candidate postings on Facebook (13%)
- 52 – “VUSAC Fall Elections 2015” Facebook event (10%)
- 32 – None of the above (6%)
- 25 – “VUSAC Elections Forum 2015-2016” Facebook group (5%)
- 23 – Seeing the on-campus polling stations (4%)
- 22 – Rather not say (4%)
- 17 – Fall Election dates posters (3%)
- 14 – Attending/hearing about the Town Hall (3%)
- 7 – Candidate postings on other forms of social media (1%)
- 4 – Texts/instant messages from a candidate (1%)
- 3 – Spoiled (1%)

Communications Coordinator Alice Sluchenkov created an elections results infographic that was widely distributed, both online and throughout the VUSAC office. The official charts are included as Appendix IV.

Recommendations

Since I expect to be running the upcoming Spring elections, the following recommendations are more of an outline of what I expect to be changing next semester:

- During the All-Candidates Meeting, conduct a walkaround of acceptable postering locations on Victoria University campus. There was a fair bit of confusion about this during the Fall elections.
- Make an explicit rule in the nominations package prohibiting campaigning in classrooms. I had informed candidates that they would not be allowed to campaign in classrooms for the Fall elections, but it would be thorough to make this change to the election rules.
- Change the requirement for the EAC to meet in person, as this is often not practical.

Conclusion

The 2015 Fall Elections had the highest voter turnout for a fall election in the history of Victoria University elections since the implementation of the CRO position, thanks to the increasing interest in student politics as well as active promotion by VUSAC. I would like to express my thanks to the council for their efforts during the election, both in terms of promotion and general support.

I would also like to thank the 69 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 23 candidates for their enthusiasm and willingness to get involved.

Congratulations to the new councillors and VCC members! 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 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)	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.

Appendix II: Market Value Price Sheet

Market Value Price Sheet: VUSAC Spring Elections 2015

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 Monday, September 28th, 2015 at 5:30 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!

Appendix III: Sample Budget

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

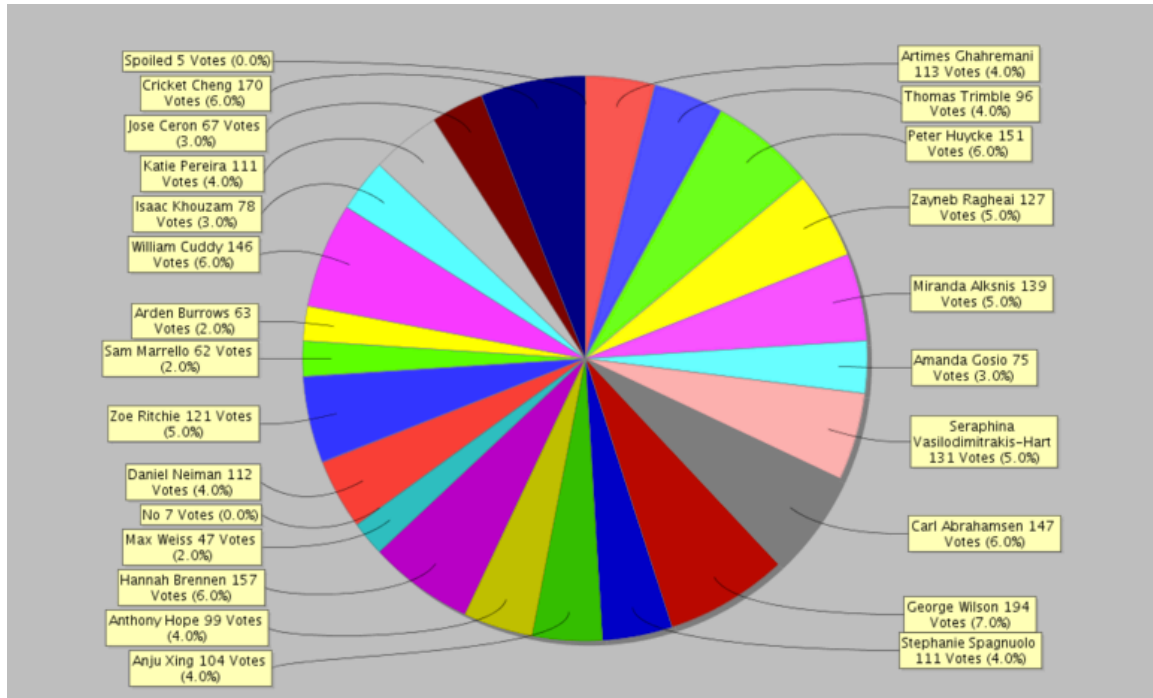
(total budgets must not exceed \$25 and \$100 for candidates and presidential candidates, respectively)

Appendix IV: Official Results

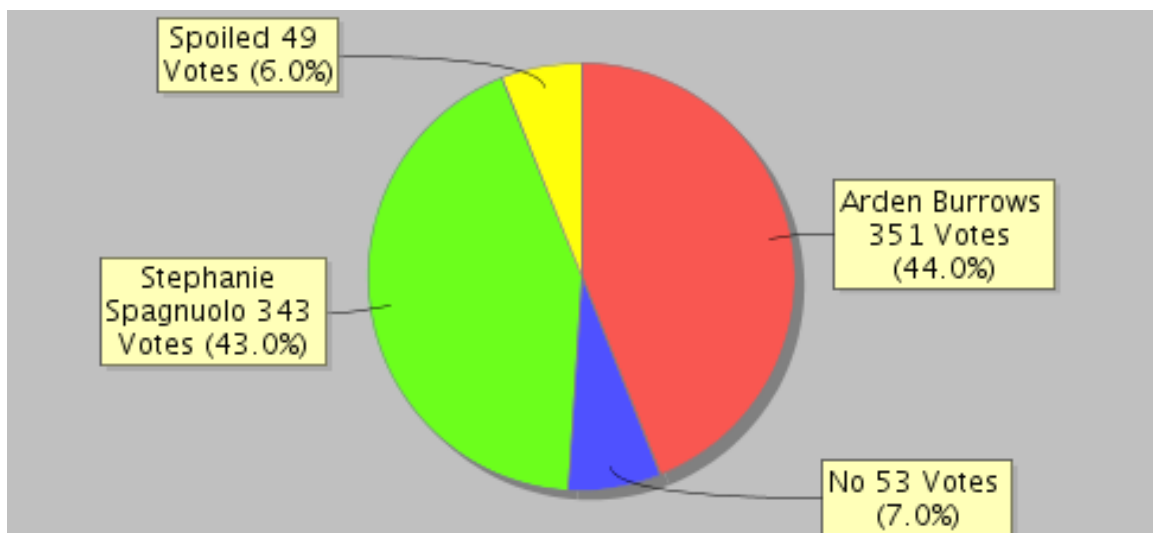
Fall 2015

Total votes cast: 521 (15.65%)

Councillors



VCC Members



Appendix V: Appeals Form

VUSAC Fall Elections 2015 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.

2015 Victoria College Elections Package

Nomination Information and Forms

VUSAC

Councillors (8 positions, 2 reserved for first-years)

Governing Council

Victoria College Council (13 positions)

Victoria University Senate (1 position)

Nominations are due Monday, September 21st, 2015 at 6:00 pm in the VUSAC Office (Room 127 in the Goldring Student Centre). Voting begins at 12:01am on Monday, September 28th, 2015 and ends at 11:59pm on Thursday, October 1st, 2015. Elected candidates will be notified as soon as results are available. All elected VUSAC members must attend the VUSAC Meeting on Friday, October 2nd, 2015. Questions may be directed to the Chief Returning Officer (CRO), Saambavi Mano, by email 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.
 - **8 Councillors**
 - *13 positions for the Victoria College Council*
 - *1 position 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, September 21st, 2015 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 first meeting of the year will be taking place on Monday, September 14th, 2015 at 8:00 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

2015 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. 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:

Councillor (8 positions available, 2 reserved for first-years)

The Councillors (formerly referred to as Members-at-Large) have the most diverse role on Council. They have the opportunity to interact with all positions on Council and assist in the planning and execution of many different events and responsibilities. It provides a great introductory position to VUSAC.

Governing Council

Victoria College Council - VCC (13 positions available)

The Victoria College Council (VCC) is responsible for academics at Vic, including all aspects of teaching and learning that are not under the jurisdiction of the University of Toronto. 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. For more details, visit <http://www.vic.utoronto.ca/about/VCC.htm>

Victoria University Senate - VUS (1 position available)

The Victoria University Senate (VUS) is made up of the Chancellor, President, Alumni, Faculty, and student representatives. The Senate grants honorary degrees, fellowships, scholarships, and bursaries. It 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, visit <http://www.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 scheduled for Wednesday, September 16th, 2015 at 4:00 pm in the Cat's Eye and Thursday, September 17th, 2015 at 4:00 pm in the Wymilwood Lounge.

2015 VUSAC Spring Elections Campaign Rules

CAMPAIGNING PERIOD: Campaigning commences at the end of the All-Candidates Meeting on Monday, September 21st, 2015 and ends at 11:59 pm on Sunday, September 27th, 2015. 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 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 1:00 pm - 2:00 pm and Thursdays 4:00 pm - 5:00 pm in Room 155 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. 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).
 - 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.
 - Please note: 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

- **A MAXIMUM OF FIVE** posters in the following building:
 - Old Vic
- **A MAXIMUM OF FIVE** posters in the following building:
 - Goldring Student Centre (on the designated student bulletin boards **ONLY**)
 - 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

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, Governing Council Student Coordinators, Building Presidents, and 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, September 23rd, 2015 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 at the Cat's Eye in the Goldring Student Centre on **Friday, September 25th, 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 Monday, September 28th, 2015, by 5:30 pm to cro@vusac.ca. 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.

SLANDER: Slandering 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, October 2nd, 2015 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, September 22nd, 2015 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, September 21st, 2015 at 6:00 pm in the Wymilwood Lounge inside the Goldring Student Centre. If a candidate is unable to attend, he or she **MUST** send a proxy and submit a written explanation of their absence to the CRO mailbox by 6:00 pm on Monday, September 21st, 2015.

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.

**2015 VUSAC Spring Elections
Summary of Dates and Procedures**

Monday, September 7 th , 2015	Nominations open
Wednesday, September 16 th , 2015	Elections Information Session, 4 pm (The Cat's Eye inside the Goldring Student Centre)
Thursday, September 17 th , 2015	Elections Information Session, 4 pm (The Wymilwood Lounge inside the Goldring Student Centre)
Monday, September 21 st , 2015	Nominations close, 6 pm All-Candidates Meeting, 6 pm (The Wymilwood Lounge inside the Goldring Student Centre)
Tuesday, September 22 nd , 2015	Campaigning begins, end of All-Candidates Meeting Poll Clerk Meeting at 8 pm (Wendy Marion Cecil Atrium inside the Goldring Student Centre)
Wednesday, September 23 rd , 2015	Candidate Statements due, 10 pm
Friday, September 25 th , 2015	Town Hall begins, 5 pm (Cat's Eye)
Saturday, September 26 th , 2015	Financial statements due, 10 pm
Sunday, September 27 th , 2015	Campaigning ends, 11:59 pm
Monday, September 28 th , 2015	Voting begins online, 12:01 am
Thursday, October 1 st , 2015	Voting ends, 11:59 pm
Friday, October 2 nd , 2015	Results posted outside the VUSAC Office, and on the VUSAC website VUSAC Meeting 5 – 8 pm (All successful VUSAC candidates MUST attend)
Saturday, October 3 rd , 2015	Appeals period ends, 11:59 pm

Nomination Form
Victoria College Fall 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 students who 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, September 21st, 2015.

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, September 28th, 2015 and Friday, October 1st, 2015. 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, September 22nd, 2015 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, September 21st, 2015.