

Nomination Package

President

Lazaridis Students' Society (LazSoc)

This nomination package contains important information regarding candidacy and campaigning in the 2019 annual election. It is **your** responsibility as a candidate to know and understand the information within this document, as well as policies and procedures governing elections and any supplemental policies that may be introduced by the LazSoc regarding elections.

If you have any questions, comments, or concerns please contact Alex Watson, 2019 Elections Council Chair, at elections.chair@lazsoc.ca.

General Information

Nomination Packages

The forms within this package must be completed in full and returned to the LazSoc Clubs and Associations Office in Lazaridis Hall (LH1020) by **SATURDAY JANUARY 12th, 2019 AT 11:59PM**. If the forms have not been submitted by that time, then your nomination will be considered **invalid**.

NOTE: Any Candidate or Co-Candidates submitting a Nomination Package must meet all requirements under the **Candidates & Candidates' Representatives Eligibility Policy**.

All Candidates Meeting

This meeting will outline the general procedures of the election and provides potential candidates with vital information for their campaigns.

All **Candidates interested in running for President** must attend this meeting. Should Candidates not be able to attend the All Candidates Meeting, their Agent must be present. Any Candidate who is not present at this meeting and has not provided written (or e-mail) notification of their absence to the Elections Council Chair at least 24 hours prior to the meeting will be **automatically disqualified from the election**. If a Co-Candidate is not present and has not provided notification of their absence, then the pair of Co-Candidates will be **automatically disqualified from the election**.

The meeting will take place on **SUNDAY JANUARY 13th, 2019 at a time and place to be provided to all candidates and their agents**.

Platforms

A summary of your platform (no word limit), must be submitted to the Elections Council Chair via email at elections.chair@lazsoc.ca by **SATURDAY JANUARY 12th, 2019 AT 11:59PM**. If your platform is not submitted on time, you will **not** be allowed to submit a platform later.

More details regarding publicizing and posting your platform will be provided at the Candidates Meeting.

The Campaign Period

The campaign period begins on **TUESDAY JANUARY 15th, 2019 AT 12:01AM**. All campaigning closes on **MONDAY JANUARY 21st, 2019 AT 11:59 PM**. Campaigning before this period as well as failing to remove all campaign related materials 48 hours after the polls close may result in **no reimbursement of campaign expenditures**.

Email Policy During the Campaign Period

During the campaign period Candidates and Agents (if selected) must reply to emails from the Elections Chair and the LazSoc President within 24 hours. If the subject line begins with "URGENT:" all Candidates and Agents must reply within 12 hours. Failure to comply with email policy will result in the Candidate receiving demerit point(s).

Contact Information

Each candidate must provide a valid email address in his or her nomination package. Notices of meetings, demerits, appeals, and other election related information will be sent via e-mail. It is strongly advised that Candidates check their emails very regularly. If you fail to do so, you may not receive a demerit notification within 24 hours of the allotted time for appeals and will not have any avenue for redress.

Demerits and Appeals

The policies and procedure for demerits are stated in **Elections Policy #3**. If you receive a demerit, you will be notified by the Elections Chair via email immediately. All information about the demerit will be recorded in an e-mail by **9:30AM the following day for review**.

If you wish to appeal the demerit, you must provide your reasons in an email to Kara McDowell, 2019 Appeals Committee Chair, at appeals.chair@lazzoc.ca.

It is **your** responsibility to ensure that you are following up on any violations, demerits, and appeals.

NOTE: A Candidate or pair of Co-Candidates will be **disqualified** if they receive **10** demerit points.

Promotional Materials

Information regarding promotional materials is outlined in **Elections Policy #2**. If you have any doubts about where promotional materials may be placed, please consult the Elections Chair.

Posters

Posters must be placed in accordance with the Lazaridis Marketing & Communications poster policy. You are required to submit a detailed description of all poster locations to the Elections Chair within 24 hours of placing said posters. You may do this via email.

The position for which you are applying for and the organization it is located in must be clearly visible on all promotional materials. Use of any WLU logo and Coat of Arms, Students' Union logo, any logos associated with WLU or any other trademark or service mark of any other company or individual without express written permission is prohibited. Please refer to **Elections Policy #2** for more details.

Websites and Electronic Campaigning

The Elections Chair has discretion over what electronic promotional materials constitute campaigning. As such, the Chair must be aware of and approve any electronic campaign materials before being posted online or the Candidate will receive a demerit and/or face possible disqualification. Should the Candidate disagree with the decision of the Elections Chair, they may appeal said decision by as noted elsewhere in this document.

Websites must be authorized by the Elections Chair prior to being available online and the Elections Chair and President must be given administrator privileges to monitor content. Facebook and other social networking sites are permitted

providing all Elections policies are adhered to and the Elections Chair and President is provided with real-time ability to monitor content. Candidates must adhere to the policies outlining the use of social media under **Elections Policy #2**.

The Approval of Promotional Materials

The Elections Chair must authorize all campaign and promotional materials. Please ensure that all campaign material has a clear space to be signed. Any printed material that cannot be signed will not be approved by the Elections Chair. To approve campaign materials, contact the Elections Chair at elections.chair@lazsoc.ca.

Spending Limits and Reimbursements

A maximum spending limit is stated in **Elections Policy #1**. If you deviate from these spending limits you will receive demerits accordingly. Expenses (with receipts, if not donated material) must be submitted at the time of approval. Failure to do so will result in your promotional material not being approved. If you do not assign donated material as a value, the Elections Chair will determine the value and include the expenses on your expenditure form. **You** are solely responsible for keeping track of your expenses; you will not be notified as you approach your limit.

Official Agents

Each Candidate must elect an agent, who will be the official representative of the Candidate. The agent is seen as one and the same as the Candidate. As such, the Candidate is responsible for any punitive actions as a result of any infractions committed by the Candidate's Agent. Candidates must register their agent by **SATURDAY JANUARY 12TH, 2019 AT 11:59PM** using the Official Agent Form. The Proof of Registration form must also be completed by the prospective agent.

NOTE: The Agent must meet all requirements under the **LazSoc Elections Policy**.

Ballot Tallying

Ballot tallying will take place after the close of polls on **THURSDAY JANUARY 24th, 2019**. Results will be announced as soon as the ballots have been tallied.

Prior to the polls opening, the LazSoc President will provide a sealed ballot ranking the candidates in order of preference. In the case of a tie in the presidential election, the paper ballot will be opened by the CRO and the highest ranked candidate will receive the vote.

Candidates wishing to request a recount of the ballots must have a registered scrutineer in attendance for the duration of the ballot tallying on election night.

Supplementary Code of Conduct

The following Code of Conduct is implemented as part of the Election Process, and shall be considered an official Election Policy. Violation of this Code of Conduct is subject to demerits at the discretion of the Elections Council, and these demerits may be cumulative. No element of this Code of Conduct may contravene or supersede the Elections Policies but shall instead serve to further define what Candidates consider acceptable conduct during the Election Period.

All Candidates running for election, their agents and associated Campaign Teams shall:

- Abide by the LazSoc Constitution and Elections Policy for the duration of the Electoral and Campaign period
- Be courteous, polite and respectful to the other Candidates, Campaign Teams, the Lazaridis Students' Society, the Staff and Faculty of the Wilfrid Laurier University
- Not harass or otherwise “aggressively campaign” towards any member of the Electorate regardless of whether or not they have chosen to exercise their vote.
- Refrain at all times from profanity, slander, derogatory statements, or disrespecting the Election Process
- Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons
- Not use LazSoc or Students' Union resources for electoral purposes unless explicitly permitted to do so by Policy
- Not purposefully engage in behaviour that would result in a demerit being issued as outlined in Policy
- Not utilize Clubs & Association resources for the benefit of the Candidate

Remember that your campaign reflects you as a person and your suitability as a Student Representative. Please exercise common sense and good judgment in making this Election fair for all Candidates.

Candidacy Eligibility

In order to be considered a Candidate for the position of Lazaridis Students' Society President, Candidates must meet **all** the following conditions as of January 7th, 2019;

- 1) A full-time undergraduate student from January 7th, 2019 to April 31st, 2020 (Enrolled in a minimum of 3 courses during academic semesters)
- 2) Must be an undergraduate Lazaridis student (In one of the following programs: Business, Economics or a Lazaridis Double Degree)

If choosing to run as Co-Candidates, Co-Candidates should meet all of the above criteria and agree to run as Co-Candidates for the entirety of the Elections and serve as a Co-Presidents team for the entirety of the 2019-2020 fiscal year. Co-candidates must run as a pair and will be elected as a Co-Presidents pair. Candidates cannot run separately and then be elected as Co-Presidents together. Candidates cannot run as Co-Candidates and then have one of the Co-Candidates resign; this will result in both Candidates being removed from the Elections.

In addition to the above criteria, it is advisable that candidates meet one or multiple of the following conditions as of January 7th, 2019, in order to be adequately suited for the role of Lazaridis Students' Society President. *The criteria below are **not** mandatory qualifications for candidacy eligibility however it is **highly** encouraged that a minimum of one of these conditions are met by any prospective candidate).*

- 1) Is the current President of the Lazaridis Students' Society
 - 2) Is currently or has been a Vice-President of the Lazaridis Students' Society
 - 3) Has been a member of the Lazaridis Students' Society Executive Team for a minimum of two years (1.5 years at the time of campaigning)
 - 4) Has been or is the President/Co-President of a Lazaridis Students' Society Club or Association for a minimum of one year (0.5 years at the time of campaigning)
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Presidential Nomination Form: Candidate

Candidate Name: _____

WLU Student Number: _____

E-mail Address: _____

Phone Number: _____

I, _____, hereby declare my candidacy for the position of LazSoc President 2019/2020. I understand and will comply with Election Policies, Procedures, Regulations and Resolutions that govern LazSoc Elections. In support of my candidacy I have completed and submitted the required documents contained in this nomination package. I also verify that I have met program progression requirements and that I am not on academic probation.

As proof of both your registration and age please attach to this document a copy of your most recent Laurier Verification of Enrolment Form (VOE) which can be accessed via LORIS.

Signature of Candidate: _____ Date: _____

All Presidential Nominations must be accompanied by 50 signatures.

THIS FORM MUST BE RETURNED TO THE CLUBS AND ASSOCIATIONS OFFICE (LH1020) IN THE MAILBOX OF THE ELECTIONS CHAIR BY **SATURDAY JANUARY 12th, 2019 AT 11:59PM.**

Presidential Nomination Form: Co-Candidates

Co-Candidate #1

Candidate Name: _____

WLU Student Number: _____

E-mail Address: _____

Phone Number: _____

Co-Candidate #2

Candidate Name: _____

WLU Student #: _____

E-mail Address: _____

Local Phone Number: _____

We, _____ and _____,
hereby declare our candidacy for the position of LazSoc Co-Presidents 2019/2020.
We understand and will comply with Election Policies, Procedures, Regulations
and Resolutions that govern LazSoc Elections. In support of our candidacy we
have completed and submitted the required documents contained in this
nomination package. We also verify that we have met program progression
requirements and that we are not on academic probation.

*As proof of both your registration and age please attach to this document a copy
of your most recent Laurier Verification of Enrolment Form (VOE) which can be
accessed via LORIS.*

Signature of Co-Candidate #1: _____ Date: _____

Signature of Co-Candidate #2: _____ Date: _____

All Co-Presidential Nominations must be accompanied by 50 signatures supporting both candidates as a pair.

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11:59PM.**

Signature Page

This form must be endorsed by 50 members of the LazSoc (defined as any student within the Lazaridis School of Business & Economics) community for those running for LazSoc President.

We, the undersigned, nominate _____ (name of the Candidate) for the position of LazSoc President.

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Choice of Agent

I, _____ choose _____ to represent me as my official agent. As official agent the above person has my permission to act on my behalf if need be. I understand that I am responsible as a Candidate for the actions of my Agent, and will be accountable for their behavior on my behalf during the campaign period.

Signature of Candidate: _____

Date: _____

I, _____, accept the position of official Agent for the campaign of _____.

As official Agent, I understand that I am bound by the same rules, regulations, policies and procedures as the above-named Candidate.

Signature of Official Agent: _____

WLU Student ID Number: _____

Date: _____

As proof of both your agent's registration and age please attach to this document a copy of their most recent Laurier Verification of Enrollment Form (VOE) which can be accessed via LORIS.

THIS FORM MUST BE RETURNED TO THE CLUBS AND ASSOCIATIONS OFFICE (LH1020) IN THE MAILBOX OF THE ELECTIONS CHAIR BY **SATURDAY JANUARY 12th, 2019 AT 11:59PM.**