

Winter 2024 By-Elections Package

Trent Durham Student Association



TRENT DURHAM
STUDENT ASSOCIATION

Nominee Name	
Position	

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Winter 2024 By-Election

Nomination Period:

---- Nomination Opens: Monday March 25th at 10am ----

---- Nomination Closes: Friday March 29th at 2pm ----

Candidate Information Sessions:

---- Appointment Bookings Available after package is approved during Office Hours----

Campaign Period:

---- Campaigning Opens: Monday April 1st at 12.01am ----

---- Campaigning Closes: Friday April 5th at 3pm ----

Voting Period:

---- Voting Opens: Thursday April 4th at 12.01am----

---- Voting Closes: Friday April 5th at 3pm ----

Review/Results Announcement:

----- Monday April 8th -----

Election 101

Step 1: Read the package contents and applicable TDSA policies which can be found on our website at <http://www.mytdsa.ca>

Step 2: Email "elections@mytdsa.ca" to declare your interest in running.

Step 3: Receive an email back with a link for you to share on socials and send to students asking for their nomination. You require 26 unique nominations from TDSA members (Trent Durham Undergraduate students) to qualify. When you have 26 TDSA members (the names will be confirmed with the registrar) you will be notified. The signatures can be gathered physically or electronically through Google Forms.

Step 4: Submit the completed Applicant Information & Eligibility Contract, Proof of Validation Form, and Campaign Agreement to "elections@mytdsa.ca".

Step 5: Receive an acceptance from the Chief Electoral Officer. They will review the application, confirm the validation requirements have been met, and that the nomination form has a minimum of 26 Trent Durham Student signatures.

Step 6: Attend a Candidate Information Session. Appointments will be conducted online via Zoom and all candidates will receive a link to book their appointment following successful package approval. **Applicants must complete an information session before campaigning.**

Step 7: Submit Campaign Platform, Promotional Materials, and any additional documentation to the Chief Electoral Officer before commencement of the Campaign Period.

Step 8: Commence responsible campaigning during the span of the election.

Step 9: Attend the candidate debate on Zoom or arrange for a pre-recorded session with the Chief Electoral Officer. **Students who need assistance with developing something for the Candidate Debate may contact the Chief Electoral Officer for support. The TDSA is dedicated to making campaigning accessible and inclusive for all students.**

Required Documents

The following documents shall be submitted to the Chief Electoral Officer before the nomination period expiration date:

- Applicant Information & Eligibility Contract
 - Campaign Agreement
 - Campaign Platform Outline (if applicable)
 - Candidate Good Faith Agreement
 - 26 Nominations through Google Forms, or physical signatures

Available Positions

1. Board of Director Member (7 positions)

For more information about the available positions and responsibilities, please review the job descriptions and TDSA bylaws.

Poster and Advertisement Policy

A candidate may submit an advertisement or poster (electronic or physical) to the Trent Durham Student Association to be reviewed. The Chief Electoral Officer shall review the advertisement(s) and/or poster(s) and submit a response to the individual requesting approval no later than two (2) business days. **A candidate does not require individual permission for every electronic communication, but the Chief Electoral Officer is available to review these items if requested. All postings whether online or physical are subject to the same rules as below. Any candidate in violation of these conditions is at risk of infraction.**

An advertisement shall be permitted if consistent with this policy, with the applicable University policy or protocol, and has been approved. The Trent Durham Student Association possesses the right to remove or deny any advertisement or poster that is incompatible with the following guidelines:

1. The following shall not receive approval or be allowed to be posted anywhere on campus. Materials to be posted may not:

- display trademarks and/or reference to illegal drugs;

- contain material that would be in violation of the TDSA-Operating Policy;
- contain material that is obscene, pornographic, vulgar, libelous, racist, homophobic, transphobic, or sexist;
- contain material directed to incite violations of the Student Code of Conduct;
- contain commercial and/or promotional material sponsored by non-Trent entities;
- general solicitation without the appropriate approval.

2. An advertisement or poster may be printed in any language provided it contains a literal, legible, and reasonably sized English translation on the same advertisement. The name of the sponsoring organization must appear in English on all advertisements.

3. No advertisement or poster is permitted to obstruct the plain view of any other advertisement/poster.

4. The University reserves the right to remove advertisements or posters posted pursuant to this policy, which materially disrupt or interfere with the normal activities of the University.

5. Postings by external agencies and organizations will not be authorized unless the event is sponsored by a recognized student organization or a University department and has been properly approved by the Trent administration and/or Trent Durham Student Association.

6. Posting on bulletin boards must display a Trent Durham Student Association stamp. Any postings without a stamp will be removed and discarded.

7. Solicitations of any type are not permitted on the university campus, with the exception of organizations having made contractual arrangements with either a University department and/or Trent Durham Student Association.

Applicant Information & Eligibility Contract

Any Trent University Durham student wishing to submit their candidacy for a TDSA Executive, or Board of Director position must complete the following form and submit it to the TDSA office during the Nomination Period of the respective election.

Applicant Information

Candidate's Name	
TDSA Position	
Student Email	
Address	
Student Number	
Signature	

General Eligibility Contract

Signing the contract herein indicates agreement to the following requirements and obligations of the position outlined below:

1. If elected, the individual shall be a member of the board of directors of the Trent Durham Student Association for a term commencing on May 1st and terminating on April 30th;
2. The employee shall be a current student during the election period
3. During the individual's term they will:
 - a. Devote such time and effort as may be reasonably required to perform the duties outlined in the job descriptions and/or in accordance with the bylaws and policies assigned by the Board of Directors;
 - b. Disclose to the Board of Directors any other employment or business activity;
4. The individual's term shall terminate upon death or inability or failure to perform the duties required by the contract herein; or with written notice of resignation given to the Board of Directors;
5. The individual shall be truthful in obtaining twenty-six (26) current students' names and signatures as outlined in the nomination package;
6. The individual additionally agrees to the job-specific requirement of their desired position as stated in the Job Descriptions and Employment Policy at the time of the election.
7. Candidates agree that the job descriptions may change before the term of office commences.

I have read and agreed to the terms of requirements and obligations outlined in the General Eligibility Contract.

Signature	Date
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Campaign Platform Outline

Candidates running for executive positions are asked to submit a Campaign Platform prior to the Campaign Period. The Campaign Platform will outline the principle goals the candidate will be campaigning upon leading up to the election.

The submitted Campaign Platform will act as a formal declaration of each candidate's principle goals and may be used by the candidate or the Board of Directors during the candidate's term with performance evaluations.

This platform is expected to be submitted before the All Candidates Debate - the date of which will be communicated to the applicants at the time of their Candidate Information Session.

I have read and agreed to the terms of requirements and obligations outlined in the Campaign Platform Outline.

Signature	Date
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Candidate Good Faith Agreement

I hereby agree that I have read and understood the policies, bylaws, agreements and restrictions of reasonable and appropriate campaigning.

I agree that my campaign shall be conducted in a manner consistent with the highest standards of respect, transparency, honesty, and ethical behavior, and will take all reasonable steps to ensure my campaign is conducted as such.

I agree that all those appointed to represent my campaign including myself and those that meet the definition of the *"non-arm's length" party, shall abide by the rules and regulations stipulated in election policy and the bylaws of the Trent Durham Student Association and Trent University. I agree that the responsibility of educating those representing my campaign of the policies and bylaws governing the election shall be mine.

In signing I agree that I am running with the best intention of students at heart and will represent them to the best of my ability, providing honest and truthful answers to any question posed during the election period. In agreeing to the above article I also agree that the Chief Electoral Officer and Elections committee have the right to request a meeting and make reasonable requests to ensure that this agreement is being followed to its fullest extent.

*Non-Arm's Length Parties are defined as an individual or group that can be shown to have publicly campaigned with a Candidate, campaigned using a Candidates approved physical materials, performed Campaign-related tasks that are not Campaigning on behalf of the Candidate, had their actions which are deemed in violation of the agreement defended by the candidate, in the context of an election, had their online content shared or substantively endorsed by a candidate or by another Non-arm's length party.

I have read and agreed to the terms of requirements and obligations outlined in the Candidate Good Faith Agreement.

Signature	Date
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Proof of Validation Form

By providing my signature, I hereby acknowledge that the candidate listed below has submitted the:

1. Applicant Information & Eligibility Contract
2. The Campaign Platform Outline (if applicable)
3. Candidate Good Faith Agreement

Additionally, I have verified the successful nomination of the candidate with 26 unique Trent Durham Student Association member signatures.

I hereby approve this nomination package and the applicant may move forward with the candidate information session and campaigning.

Nominee Name	
Position	

Chief Electoral Officer Signature	Date
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Student Name	Student Number	Student Email