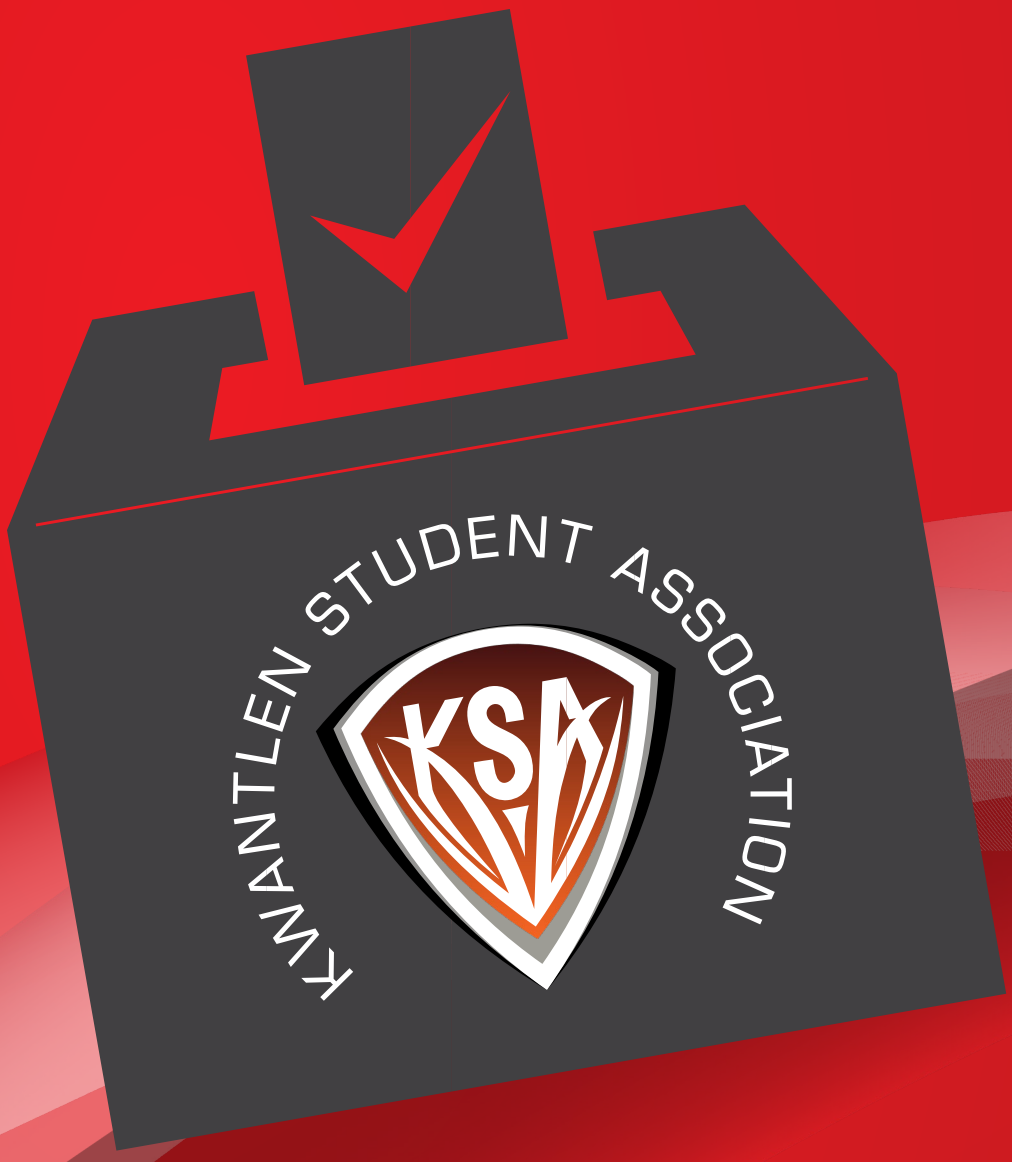
KSA Council

Nomination Package



2022 KSA General Election

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What Is The KSA?

The Kwantlen Student Association is a non-profit organisation incorporated under the Society Act, independent of Kwantlen Polytechnic University. We actively seek out ways to enhance campus life; to ensure that your academic rights are upheld; to lobby KPU, the provincial government, and other external organisations to ensure the best possible conditions for students; to deliver student services to enhance your experience and success at KPU; and to be responsible stewards of resources.

As a student at Kwantlen Polytechnic University, you are also a member of the Kwantlen Student Association. As part of a students' union, you have access to resources, services, advocacy, and support students might not otherwise have. Come visit us at the KSA office on any campus to learn about what KSA events and campaigns are underway, and how you can get involved.

In summary, the KSA:

- Runs great services through our volunteer programs
  (KSA Volunteers, Street Team, Campaigns, Peer Support)

- Hosts fun events
  (Movie Marathons, Video Game Tournaments, Open Mic Nights, Welcome Week, etc)

- Makes sure students' voices are heard at all levels of government
  (Though lobbying at the municipal, provincial, and national levels)

- Organizes many of the services students utilize every day
  (U-Pass, Health and Dental, GrassRoots, Peer Support, etc)

- Works with KPU to make Kwantlen a great place for students to learn and grow

We provide students with opportunities to volunteer, make friends, start clubs, pursue goals, and much more..

Why Should You Get Involved?

There are lots of reasons to get involved with student representation, but here are a few that really stand out:

1) **Create Change.**
   As a student representative, you'll have a chance to learn about the workings of the postsecondary world, to identify that world's strengths and weaknesses, and to advocate to change things for the better.

2) **Meet people.**
Student representation gives you a chance to meet others who are as driven as you are. You'll also interact with students who are full of inspiring ideas, and who are committed to making your goals a reality. Be part of a dynamic team working together on everything from high-level lobbying-work to planning fun events for mental health awareness week.

3) **Gain experience.**
As part of our team, you'll gain invaluable experience in lobbying, media relations, financial management, policy development, public relations and teamwork. Give yourself an edge in the working world.

4) **Help out.**
Whether it's by lobbying for better academic programs or approving programs that provide emergency aid to students in need, you can help your fellow students by looking out for their interests. Help us make sure that student fees are used in ways that students find valuable.

5) **Grow.**
Emerge from your experience in student representation with more knowledge, more professional skills, new friends and maybe even new goals for your schooling and career path. What have you got to lose?

How Can You Get Involved?

Four ways to get involved with the KSA:

1) **Clubs.**
This is as simple as starting a new club or joining an already existing club. There are several clubs already in operation. All the clubs at KPU are organized under the KSA and are helping with the KSA's mandate. Email clubs@kusa.ca or studentlife@kusa.ca if you have any questions regarding clubs.

2) **Volunteer.**
We have several programs that are always looking for some volunteers. If you're new to volunteering, we have the START program. If you're looking for more interaction, we have the Street Team. If you'd love to help out with a full campaign, we have the Campaigns team. Those are just a few of our programs that are always happy to train and get new wonderful students. Email volunteer@kusa.ca if you have any questions regarding our volunteer initiatives.

3) **Committees.**
If you're looking to get more involved on a deeper level, try coming out and being a part of the KSA's Committees! There are 8 committees that have student members that advise Council on which directions to take. Go to https://kusa.ca/committees/ to check out the different committee options and email appointments@kusa.ca if you have any questions about them.

4) **Council.**
Now, if you really want to get involved as much as you can, join the KSA's Council! Being on Council is definitely the hardest of the 4 options but has by far the most return. As a member of Council you will be a part of the highest governing body and be a part of the legal authority of the KSA. Council is filled with students elected by our members (KPU Students), and it establishes and reviews the mission, vision, strategic plan, and community goals and objectives. Being a part of the KSA's Council starts with this package. You will need to run in an election, and win! This package contains all the directions on how to run in the Spring 2022 Election. We hope you run for one of our positions!

Job Description For Council Members

Key Responsibilities:

- Members of Council are first and foremost directors of the Society and owe their first duty to the Society.
- Each voting member of Council is entitled, and expected, to sit as a voting member on at least one (1) Committee of Council.
- Each member of Council shall be responsible for the orientation of their successor.
- Directors must submit a monthly written report to Council on their activities as Directors, by the end of day Tuesday, the week of each monthly Council meeting.
- Directors must submit a monthly written report to the Vice-President, Finance & Operations on their activities as directors by the 25th of each month.
- Directors are expected to contribute to the good governance and operations of the Society in the following areas:
    - Actively submitting agenda items for committee meetings
    - Attending KSA and KSA-related events
    - Promoting KSA programs, services and initiatives
    - Supporting the recruitment of KSA committee members (students-at-large).
- **Directors are expected to keep their Fridays free from 10:00 am to 4:00 pm for regularly scheduled Council and Committee meetings; and shall attend every meeting of Council**.
- **Directors are expected to check their designated Society email account at least once per regular business day for pressing or time-sensitive Council business.**

The Election Process Timeline

NOMINATION PERIOD
Friday, February 11th, at 10:00am to Thursday, November 24th at 12:00pm (Noon)

NOMINATION PRE-CHECK DEADLINE
(Allows for your package to be verified so you may correct any errors or omissions)
Friday, February 18th, 2022 at 12:00 pm (Noon)

NOMINATION DEADLINE
Thursday, February 24th, at 12:00pm (Noon)

ALL CANDIDATES MEETING
Monday, February 28th, 2022 at 12:00pm on [Zoom]

CAMPAIGN PERIOD
Monday, February 28th, 2022 at 1:00pm to Thursday, March 17th, 2022

POLLING STATION STATEMENT AND PHOTO DEADLINE
Friday, March 4th, 2022 at 12:00pm (Noon)

VOTING PERIOD (Online via Simply Voting)
Tuesday, March 15th to Thursday, March 17th, 2022.
From 10:00am on Tuesday to Thursday at 9:00pm

CAMPAIGN MATERIAL REMOVAL DEADLINE
Friday, March 28th, 2022

EXPENSE DECLARATIONS DUE
Sunday, March 20th, 2022 at 9:00pm

Available Positions

For the Spring 2022 Election

Campus Representatives (5 positions)

Civic Plaza Campus Representative (1)
Langley Campus Representative (1)
Richmond Campus Representative (1)
Surrey Campus Representative (1)
Tech Campus Representative (1)

Constituency Representatives (7 positions)

Indigenous Students Representative (1)
International Students Representative (1)
Mature Students Representative (1)
Students with Disabilities Representative (1)
Queer Students Representative (1)
Students of Colour Representative (1)
Women's Representative (1)

Faculty Representatives (14 positions)

Academic and Career Advancement Representative (1)
Arts Representative (3)
Business Representative (5)
Design Representative (1)
Health Representative (1)
Science and Horticulture Representative (2) Trades
& Technology Representative (1)

Are You Eligible For Office?

Requirements For All Positions:

- Must be a member and have paid KSA member fees by being:
    - Registered in at least 1 credit course at KPU in the current or previous two semesters; or
    - In Continuing Education studies at KPU; or
    - In another program approved by the KSA

  (KSA Bylaws Article 2, Clause 2)

- Must not be a member in bad standing or expelled by the KSA
  (KSA Bylaws Article 2, Clause 8 and 9)

- Must not have been disqualified from a KSA election in the last calendar year
  (KSA Regulations Section 11, Article 5, Clause 6)

- Must be at least 18 years of age, but may be 16 or 17 years of age
  (Societies Act, SBC 2015, c.11 ,s. 44(1)) (KSA Bylaws Article 9, Clause 14)

- Must not be an undischarged bankrupt, found by any court to be incapable of managing your own affairs, or convicted under certain charges covered by the Societies Act of BC.
  (Societies Act, SBC 2015, c.11 ,s. 44(3))

Faculty Representative Specific Requirements:

- Must be registered in the faculty you are running for
  (KSA Regulations, Section XI, Article 3, Clause 2.e.)

Campus Representative Specific Requirements:

- Is either:
    - Taking at least one class on the campus they are running for; or
    - Took at least one class on the campus they are running for in a previous semester; or
    - Lives in the city of the campus they are running for.

  (KSA Regulations, Section XI, Article 3, Clause 2.d.)

Constituency Representative Specific Requirements:

- Must self-identify as a member of the Constituency
  (KSA Regulations, Section XI, Article 3, Clause 2.c.)

Instructions On How To Run

- READ THIS ENTIRE PACKAGE CAREFULLY -

- **Candidates and students are expected to comply with the KSA Bylaws and Regulations as they relate to the electoral process, and to comply with the instructions and decisions of the Chief Returning Officer. A violation of any election rule may result in penalties and may result in disqualification of a candidate.**

- Completed Nomination packages (**Nomination Forms along with a signed Candidate Declaration found in this package**) must be placed in an envelope addressed to THE CHIEF RETURNING OFFICER, then sealed, and the Candidate's Student ID number must be written on the outside of the envelope. No faxes or emails will be accepted.

- Completed Nomination packages **must be personally delivered by the candidate** to a Kwantlen Student Association Main Office, or the KSA Member Services Office of your choice (Langley, Surrey, Richmond, or Cloverdale) during office hours. **Please bring your student ID to verify your identity matches the package upon delivery.**

- Only the Chief Returning Officer or Member Services Office staff may accept completed packages; **do not deliver nomination forms to any other individual**.

- Candidates who have submitted completed Nomination packages are urged to email the Chief Returning Officer (elections@kusa.ca) to ask for a confirmation that their Nomination package has been received. The Chief Returning Officer cannot be responsible for lost or misdirected Nomination packages.

- Late Nomination packages are not permitted by the Chief Returning Officer and candidates who submit late Nomination Forms will not be confirmed by the Chief Returning Officer, except as per KSA Regulations Section XI Electoral Procedures Article 3, 2(l).

- **PRE-CHECK DEADLINE** - If you would like to have your completed Nomination package reviewed so you may correct any errors or omissions (recommended), the complete package must be received by the **Pre-Check Deadline**. Candidate nomination packages will be reviewed in the order they are received. Any candidate whose nomination package fails to meet the criteria will be contacted if time allows and provided with an opportunity to address deficiencies. Any deficiencies must be corrected and resubmitted to the Chief Returning Officer prior to the close of nominations.

- **AT THE CLOSE OF NOMINATIONS** - Any candidate's nomination package, including a reviewed package, that does not comply with the KSA Bylaws and Regulations **will not be confirmed**. If potential candidates do not properly complete and sign their Candidate Declaration forms, they **will be disqualified**.

- All confirmed candidates are invited to attend the All Candidates Meeting with the Chief Returning Officer on Monday, February 28th, 2022 at 12:00 pm via Zoom. This meeting is not mandatory but encouraged to learn about campaign rules and the electoral process.

- Complaints must be in writing and must meet all requirements and be in the form described in the by-laws and regulations and be delivered to the Chief Returning Officer by filling out and submitting the complaint form (https://tinyurl.com/kusa-election-complaint). All complaints must be received before the end of 72 hours after the close of balloting.

- Complaints and their subsequent investigation will have extremely short deadlines, typically 24 – 48 hours to provide requested information or responses.

- Appeals of the rulings on any complaint must be received by the Chief Returning Officer by email within 24 hours of issuing the ruling; and the 24-hour appeal period begins when the complainant is notified of the decision.

Election Rules

With any election comes a set of rules. All candidates and students must abide by all KSA Bylaws and Regulations and all directives, decisions and rulings of the Chief Returning Officer. The full list of rules and regulations are outlined in the KSA's Bylaws and Regulations on their website https://kusa.ca/current-documents/.

Some, but not all, of the rules you must follow are below. This is a serious process, you should read the KSA's Bylaws and Regulations before emailing the Chief Returning Officer at elections@kusa.ca with any questions.

- **Kwantlen Student ID Required To Vote.**
  Each student wishing to cast a ballot must show valid Kwantlen Student ID; no other ID will be accepted and no vouching will be permitted, and that Student ID number must appear on the student list provided by the Registrar's office. *(KSA Regulations, Section XI, Article 3, Clause 2.h.)*

- **No Slates.**
  Candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials or campaigning in elections as a slate. A slate shall mean two or more candidates running for the elected office in a coordinated fashion to achieve a mutual advantage in the election.
  (KSA Regulations, Section XI, Article 3, Clause 2.h.)

- **Nominations May Be Withdrawn.**
  Nominations may be withdrawn by each student that submitted their nomination package by notifying the Chief Returning Officer through email using the email address included in the nomination package at any point before 12:00 am the day voting booths open.
  (KSA Regulations, Section XI, Article 3, Clause 2.n.)

- **No Campaigning Outside Of Campaign Period.**
  With respect to elections, campaigning outside of the Official Campaign Period shall be prohibited.
  (KSA Regulations, Section XI, Article 4, Clause 3)

- **No Campaigning Within Vicinity Of Polling Stations.**
  Campaigning shall not be permitted in the vicinity of any polling station, and the CRO may establish and announce times during which campaigning by any candidates, or any candidates on a given campus shall not be permitted.
  (KSA Regulations, Section XI, Article 4, Clause 4)

- **Poster Sizes.**
  Posters no larger than **30cm x 45cm (11" x 17")** may be put up, but no candidate may have more than one poster on any one bulletin board, and they must follow all KSA and KPU Poster policies. The CRO may establish further rules as needed.

(KSA Regulations, Section XI, Article 4, Clause 6)

- **Necessary Information.**
  All campaign materials must contain what the election is for, the position you are running for, and the dates, times, and locations of the all the polling stations.
  (KSA Regulations, Section XI, Article 4, Clause 8)

- **Classroom Speaking.**
  Candidates are allowed to speak to a classroom, as long as they get permission from the instructor before the class begins, limit talking to 5 minutes (or less if instructor gives less time). Reminder, instructor has full control over who is allowed and not allowed to speak to their class.
  (KSA Regulations, Section XI, Article 4, Clause 9)

- **Don't Campaign With These.**
  Candidates shall not campaign with the use of road signs, leafleting of vehicles parked on campus, treating students in any way, bribery, harassment, or any campaigning that discriminates against any person on the basis of race, religion, physical sex, gender, identity, gender expression, sexual orientation, nationality, language, socio-economic status, physical disability, or mental disability.
  (KSA Regulations, Section XI, Article 4, Clause 10)

- **No False Information.**
  No person shall circulate false information concerning dates, times, or locations of polling.
  (KSA Regulations, Section XI, Article 4, Clause 11)

- **Campaign Expenses.**
  The upper limit for campaign expenses that may be incurred per candidate is **$75.00**.
  (KSA Regulations, Section XI, Article 4, Clause 16)

- **The Use of KSA Resources.**
  Candidates shall not use any of the KSA's resources for the election unless they are generally available to all KSA members, and the candidate pays the market rate for the service/material/resource. Clubs of the KSA shall not spend money or use their resources on behalf of any candidate.
  (KSA Regulations, Section XI, Article 4, Clause 14)

- **Declaration of Expenses.**
  All expenses incurred by each candidate must be submitted and signed within **72 hours** after the Campaign Period (The form will be provided by the CRO). Candidates are strongly urged to contact the CRO with any questions including any rulings prior to getting discounted or free services, or some other organization covering their expenses. Submitting a false or deceptive statement of expenses to the CRO, or failing to submit the expense report by the deadline is a serious offence.
  (KSA Regulations, Section XI, Article 4, Clause 18)

- **Serious Offences.**
  For serious offences, without limiting the discretion of the CRO to reasonably determine the appropriate penalty, the CRO may disqualify a candidate and may also lodge a complaint against the candidate with Council with a view to having Council initiate proceedings to suspend some or all of the candidate's Society privileges.

  (KSA Regulations, Section XI, Article 5, Clause 5)

Checklist For Candidates

❑ Are you a Member in good standing of the Kwantlen Student Association, with your Student ID number appearing on the University's official list?

❑ Have you completed a Nomination Form with at least 25 signatures from valid nominators who are also KSA members in good standing (it is recommended to get extra signatures to be sure you meet this requirement)? **Note: Typed signatures will not be accepted as a valid signature**

❑ Have you read, completed, signed, and dated the Candidate Declaration and included it with your Nomination package?

❑ Have you considered delivering your Nomination package prior to the Pre-Check deadline in order to ensure your package is reviewed prior to the close of nominations so you can correct any errors or omissions?

❑ Have you placed your completed Nomination package in an envelope and sealed it?

❑ Is your Student ID number written on the outside of the envelope?

❑ Is the envelope addressed to the KSA Chief Returning Officer?

❑ Do you have your KPU Student ID card to bring with you when you deliver your package?

❑ Did you personally deliver your package to a KSA Member Services Office?

❑ Did you email the Chief Returning Officer to report that you have submitted a Nomination package?

❑ Have you received a confirmation email from the Chief Returning Officer within 24 hours of dropping off your nomination package? If not, please email elections@kusa.ca.

Candidate Statement and Photograph

You are permitted an opportunity to have a 500-character limited Candidate Statement appear at each place of polling, on the KSA website, and possibly submitted to The Runner for publication. Please e-mail an electronic copy of your statement and your photo to elections@kusa.ca before **March 4th, 2022**.

If you miss this deadline, neither your statement nor your photograph shall be posted at the polling places or on the KSA website.

Examples of information you can include are: an explanation of why you are running for the position on the KSA's Council, a description of your goals, or an issue you would like to address while in office.

The statement must be text only and must comply with the requirements for campaign materials.

Any words over the 500-character limit will be cut without consideration.

FOR MORE INFORMATION, PLEASE CONTACT
Ron Laufer, Chief Returning Officer

Email: elections@kusa.ca

PLEASE SUBMIT ALL PAGES AFTER THIS FOR YOUR NOMINATION SUBMISSION

Spring 2022 General Election Nomination Package

The Nomination Package and Candidate Declaration
Must Be Returned As Instructed By:
Thursday, February 24th, 2022 at 12:00 pm (Noon)
Term of Office: April 1st, 2022 – March 31st, 2023

Please note: Candidates will not be confirmed if their Nomination Forms contain the signatures and information of fewer than twenty-five (25) KSA Members in good standing **(NOTE: Typed signatures will not be accepted as a valid signature)**. Late Nomination forms will not be permitted or accepted, except per Section XI Article 3, 2(I) of the KSA Regulations.

The Chief Returning Officer recommends you gather more than the required number of nominator signatures to ensure you have 25 valid KSA member nominators. Once the nomination period closes, there will be no opportunity to amend this list or alter your Nomination package. Feel free to attach additional copies of the Nomination Forms to your Nomination package. It is your responsibility to ensure you have the required number of valid signatures and have properly completed and signed the candidate declaration form.

To the Chief Returning Officer, Kwantlen Student Association

We, the undersigned members of the Kwantlen Student Association, nominate _____ (*Print Name*) as a candidate for election to the position of _____ (*Print Position*).

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Candidate Declaration

By my signature below, I hereby accept nomination as a candidate for election in the Kwantlen Student Association 2022 General Election. I certify that, to the best of my knowledge, I fulfill the stipulated nomination requirements, including those listed in the revised Regulations, approved by Council on August 27, 2021. I agree to abide by the rules and procedures as described in the Constitution, Bylaws, Regulations and Procedures of the Association, and to abide by and obey all directives and decisions of the Chief Returning Officer. I certify that I have read this package carefully and I fully understand the Bylaws and Regulations related to this election and understand the duties and obligations of the position for which I intend to stand for. I have completed the Nomination Form honestly and completely. I know of no reason why I am not eligible to put my name forward as a candidate for election. I understand that the Chief Returning Officer shall have complete discretion and authority to conduct elections in any manner they see fit, if it is in accordance with KSA Bylaws and the Regulations, and I commit to always abiding by their direction and decisions. I further certify that, if elected, I will, to the best of my ability, complete the term of appointment for the position.

Each candidate must indicate the position in which they are seeking to be a candidate and must confirm the truth of the statement that applies to that position (**please check one**):

❑ I am a candidate for Constituency Representative and I confirm that I am a Member of the Society and I confirm that I am a member of the Constituency that I seek to represent.

❑ I am a candidate for Campus Representative and I confirm that I am a Member of the Society who:

(i) is taking at least one class on the campus for which I seek to represent, or

(ii) took at least one class on the campus for which I seek to represent in the previous semester, or

(iii) lives in the city in which the representative campus that I seek to represent is located.

❑ I am a candidate for Faculty Representative and I confirm that I am a Member of the Society registered in the faculty that I seek to represent.

Name as it appears on your student card: _____

Name to appear on the ballot (if different from above): _____

Program: _____ Email: _____

Address: _____ Cell Phone: _____

City: _____ Postal Code: _____

Student ID Number: _____

Signature: _____ Date: _____

Candidates may attend an All Candidates Meeting on:
Monday, February 28, 2022 at 12:00pm online via [Zoom].
Attending the meeting is highly recommended.
*Campaigning is **NOT** permitted until AFTER 1:00pm on Monday, the 28th day of February, 2022.*

KWANTLEN STUDENT ASSOCIATION

KSA

kusa.ca

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