

2015 ECA
Elections
Info Package

CONGRATULATIONS!

Hello,

Thank you for taking the time and wanting to get involved with the ECA. My name is Shan Wain, I am the Chief Returning Officer at the ECA. My job is to make sure that the electoral process runs smoothly and fairly, and to make sure that everyone follows the rules. I urge you to read this package right away before continuing with your campaigning plans.

I will be available throughout the electoral process to advise and provide information on electoral processes, so please feel free to contact me. You can email me anytime at cro@ecaconcordia.ca or give me a call at 514-791-8032.

When I am not around you may ask Rim Hamila, Assistant Returning Officer, any questions you may have at aro@ecaconcordia.ca. She will be helping me throughout this process to ensure that all rules and regulations are followed.

In this package you will find:

- CRO Directives
- Important dates
- ECA Standing Regulations (Election related articles)
- Acknowledgement Form
- Requisition Form

With your cooperation we will have great 2015 ECA Elections. Good luck!

2015 ECA Elections Supplemental Directives from the CRO

The following is a supplementary list of directives that I have written to set out this year's guidelines and clarify some of the rules and regulations. They are here to provide clear guidelines to a safe and fair electoral process. They are by no means complete and I may have updates that you will receive by email.

It is YOUR RESPONSIBILITY to read through this entire document, Standing Regulations and By-Laws of the ECA. It is your responsibility to know the rules. When you sign the acknowledgement, you are indicating that you have read and understand these directives and the standing regulations. If you break a rule or do not follow these guidelines you will be sanctioned and potentially disqualified from the elections. Please read the documentation carefully and please abide by it.

Nomination Period and Forms

You have already handed in your nomination form. It will now be checked to ensure that all of the signatures are those of undergraduate ENCS students. Your academic standing will also be verified through the Dean of Students Office to ensure you meet all academic criteria. You will be notified once everything has been verified. You may campaign during this verification process.

Campaigning Period

Campaigning period starts on **March 30th at 12am and ends on April 6th at 11:59pm.**

- You must sign the attached acknowledgement form before you can put up your posters. You must also have your posters approved by the CRO.
- **Remember that candidates in the ECA elections run individually and not in slates like the CSU does. This means you cannot affiliate yourself with another candidate, have the same poster template, poster color, or speak to classes as a group.**

- All posters **must** be approved by the CRO before you are allowed to post them. You may email them to me before printing to avoid extra costs. Once they are approved you can print them and you **MUST** come by the office and get them stamped so they won't be taken down. You can do this during the office hours that can be found at the end of this document.
- Due to the lack of space of bulletin boards poster space there is a limit of **one (1)** poster per bulletin board. I will do my best to get extra bulletin boards on the 8th floor to accommodate our elections.
- Posters can only be placed on bulletin boards only, and only on bulletin boards that are accessible to everyone. This means that glass cabinets on the 9th floor that are unlocked are free to be used.
- In accordance with Concordia's poster policy and my own directives, **NO POSTERS** or other campaign materials may be placed on walls, on glass surfaces, on any ceilings in any elevators or escalators, on painted surfaces, in bathrooms, or in classrooms. If you place a poster on or in one of these places and as a result damage arises (for example you place a poster on a painted surface and removing the poster peels the paint off) you will be held financially responsible.
- You cannot move any posters that are already on the bulletin boards. This goes for ECA candidates, CSU candidates or any other poster that has been stamped by either organization. Anyone caught moving or removing posters will be sanctioned.
- It is forbidden to use any resources belonging to the ECA, its societies, or any other student organization on campus to aid in your campaign.
- If you plan to use facebook as a means of campaigning you must make add "Eca Cro" as a friend to your account. You must also make "Eca Cro" an administrator of any groups related to the elections. This is to ensure that all rules are followed online.
- You may not use any pre-existing mailing lists to send out mass emails about your candidature
- If you have any complaints about issues that arise during the campaign you must send them by email to cro@ecaconcordia.ca. Any complaint or request made in

person will not be considered. Email is the only way to document all issues throughout the campaign.

- Giving out food as a means of campaigning is forbidden. Candy may be permitted, but needs to be approved by myself first.
- A debate will be organized to give voting students the opportunity to raise their opinions and get informed about the elections.
- Once the campaign period ends on **Monday April 6th at midnight** no more campaigning is allowed. You are still encouraged to get as many students as possible to go vote but you are **FORBIDDEN** to encourage people to vote for yourself or any other candidate.
 - **DEBATE:** Will be held on Wednesday, April 1st, 2015. The exact time and location will be e-mailed to you.

Expenses

- **You can incur a maximum of 50\$ for your election expenses. You will be reimbursed up to a maximum of 50\$ for incurred election expenses. All election expenses must be first approved by the CRO.**
- You must submit your requisition form of all election related expenses once the campaigning period is over. Failure to submit the form will result in disqualification. Any candidate that spends over **\$50** will not be reimbursed the amount that was overspent.
- You must submit the requisition form even if you did not spend any money for campaigning.

Voting Period: April 7th – 9th, 2015

IT IS PROHIBITED TO CAMPAIGN DURING THIS PERIOD.

Contact Information

Shan Wain – Chief Returning Officer – cro@ecaconcordia.ca; 514-791-8032

Rim Hamila – Assistant Returning Officer – aro@ecaconcordia.ca; 514-550-4002

Acknowledgement Form

By this point you should have read and understand the CRO's directives as well as the regulations in which govern these elections. You must submit this form prior to commencing your campaigning. Please sign it and return it to one of the election officers. You may also bring it by the ECA office and ask have it put into the elections folder if you cannot make it during the election officers' office hours.

I _____, am running in the Engineering and Computer Science elections for the position of _____ and certify that I have read and understand the CRO's directives and ECA Standing Regulations. I promise to abide by them and am aware of the consequences if I break any of these directives or regulations.

Name:

Signature:

ID #:

Date:
