



UWSA BY-ELECTION NOMINATION FORM – 2023

The UWSA's *By-Election* is held every year, allowing a new body of elected officials to represent the undergraduate student population that the UWSA serves. If you're interested in running for a position, visit the [UWSA Election](#) webpage. Complete this package in its entirety and submit it online before the Nomination Period deadline to be eligible.

If you have more questions, contact the Chief Returning Officer (CRO) at crouwsa@uwindsor.ca. Please include the subject line: 2023F – Nomination Question

This form must be returned electronically to: crouwsa@uwindsor.ca with the following:

From: @uwindsor.ca Email MUST be used for all election communications

Subject: 2023 By-Election Nomination – First Last Name

Attached: Completed Nomination Form - Form Named: Nomination Form 2023 - First Last Name

An acknowledgment email serves as an official receipt and only proof of your submission of nomination, issued by the C.R.O. that the submitted nomination form has been approved by the Chief Returning Officer.

Please take some time to review the [Important Documents](#) relating to UWSA Elections. In particular, the [University of Windsor Student Code of Conduct](#), [UWSA Elections Policies](#) and the [UWSA Referendum Policy](#) will be very helpful in answering any questions regarding elections and referendums.

Election Dates:

Notice Of Nomination: Monday, October 1st, 2023

Nomination Period: October 15th, 2023 @ 9:00am - Wednesday, October 25th, 2023 @ 9:00am (all forms must be submitted by this time)

Mandatory All Candidates Meeting: October 26th, 2023 (two sessions, 10:00am-11:00am, and 5:00pm-6:00pm, all candidates must attend at least one of the sessions.)

Campaign Preparation Period: *October 27th, 2023 - October 29th @ 5:00pm.* (All content must be submitted to the CRO no later than 5:00pm on the 29th.)

Campaign Content Approval Deadline: The CRO shall review and inform all candidates whether their content has been approved/denied. All candidates shall be informed no later than Monday, October 30th, 2023 at 11:59pm.)

Campaign Period: Wednesday, November 1st, 2023 at 12:01am - Monday, November 13th, 2023 at 5:00pm

Voting Days: Tuesday, November 14th, 2023 at 9:00am - Wednesday, November 15th, 2023 at 6:00pm

Appeal Period: Wednesday, November 15th, 2023, @ 7:00 PM – Friday, November 17th, 2023, @ 7:00 PM



JOB DESCRIPTIONS

- [PRESIDENT](#)
- [VICE PRESIDENT STUDENT LIFE](#)
- [VICE PRESIDENT STUDENT ADVOCACY](#)
- [VICE PRESIDENT FINANCE & OPERATIONS](#)
- [FACULTY REPRESENTATIVE](#)
- [STUDENT SENATOR](#)
- [BOARD OF GOVENORS REPRESENTATIVE](#)

AVAILABLE POSITIONS

NOTE: You may only submit a Nomination Form for one (1) position.

Director, Faculty of Arts, Humanities, and Social Sciences (1)

Director, Faculty of Nursing (1)

Director, Odette School of Business (1)

Director, Faculty of Human Kinetics (1)

Director, Faculty of Education (1)

Director, Faculty of Engineering (1)

Director, Faculty of Law (1)

Director, School of Dramatic Art (1)

Director, School of Social Work (1)

Director, Schulich School of Medicine (1)

Director, School of Creative Arts (1)

Senate Student Representative (2)

Resident Student Representative (1)

First-Year Student Representative (1)



CANDIDATE INFORMATION, PROOF OF AGE, AND REGISTRATION

FIRST NAME:	
LAST NAME:	
PHONE NUMBER:	
UWINDSOR EMAIL:	
STUDENT NUMBER:	
FACULTY:	
PROGRAM:	
BIRTHDAY (YYYY-MM-DD):	
ADDRESS:	

YES	NO	ARE YOU A FULL TIME UNDERGRADUATE STUDENT (4 OR MORE COURSES)?
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Attach your ENROLMENT CERTIFICATE www.student.uwindsor.ca (login in)
• MY ACADEMICS • SELF SERVICE LETTERS • Save as PDF and attach via email

POSITION NOMINATED FOR

POSITION:	
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STATEMENT OF THE NOMINEE

I, the undersigned, do hereby state that:

1. I hereby declare my candidacy for the position stated above;
2. I understand and will comply with the Election Policies, Regulations, By-Laws, and the Code of Conduct of the UWSA and the University of Windsor;
3. I understand the position as a Director and know that at least 8 hours a month is required of me;
4. In support of my Candidacy, I have completed and submitted the required documents contained in this nomination package.

SIGNATURE OF CANDIDATE	DATE (YYYY-MM-DD)



CANDIDATES REPRESENTATIVE FORM

This information is **only required** if you **cannot** attend the All Candidates Meeting yourself; you may send a representative in your place. If you will be attending the meeting yourself, disregard this form.

CANDIDATE NAME:	
REPRESENTATIVE NAME:	
YEAR OF STUDY:	
STUDENT NUMBER:	
EMAIL:	
FACULTY:	
PROGRAM:	
YEAR OF STUDY:	

YES	NO	ARE YOU A FULL TIME UNDERGRADUATE STUDENT (4 OR MORE COURSES)?
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STATEMENT OF CONSENT FROM THE CANDIDATE

I, the undersigned, do hereby state that:

The above-mentioned Representative will represent me as my official Representative during the All Candidates Meeting;

I will be accountable for their behaviour and actions during the Election Period; and I am a full-time undergraduate student at the University of Windsor.

STATEMENT OF CONSENT FROM CANDIDATE'S REPRESENTATIVE

I, the undersigned, do hereby state that:

I accept the position of the official Representative for the campaign of the name mentioned above.

As an official representative, I understand that I am bound by the same rules, regulations, policies, and by-laws and procedures as the above-named candidate; and I, as a candidate team member must send an email to crouwsa@uwindsor.ca using my UWindsor email confirming my affiliation with the above-mentioned candidate, providing my full name, contact information and faculty.

SIGNATURE OF CANDIDATE	SIGNATURE OF REPRESENTATIVE



CAMPIAGN TEAM

Campaign Team members are Members of the UWSA who aid a Candidate in campaigning activities on campus that involve engaging other students, including handing out fliers, giving class talks, and speaking to students on the Candidate’s behalf. Students who do not engage in these activities are not considered campaign team members. Students involved in the creation of your campaign should be listed as Campaign Team members.

The following activities constitute being a supporter of a Candidate rather than a Campaign Team member. If student involvement is limited to the following activities, they do not need to be added as a Campaign Team member.

- i. Appearing in campaign videos
- ii. Wearing shirts to support a Candidate
- iii. Sharing social media posts in support of a Candidate.

RULES OF FAIR PLAY

Every Candidate must campaign according to the rules of Fair Play. Violating the rules of Fair Play include, but are not limited to, the following:

- a. Breaching generally accepted community standards
- b. Libel
- c. Slander
- d. Coercion of voters
- e. Harassment
- f. General sabotage of another Candidate’s campaign
- g. Malicious or intentional breach of Elections Policy
- h. Persistent attempts to undermine the ability of the Election Officials or Supporting Staff to carry out their responsibilities
- i. Any attempt to undermine the electoral process.

STATEMENT OF CONSENT FROM THE CANDIDATE

I have asked the students indicated below, and they have accepted, to be part of my campaign team. I will be accountable for their behaviour and actions during the Election Period; and I am a full-time undergraduate student at the University of Windsor.

A Candidate cannot add individuals to their Campaign Team after the close of the Nomination Period

FIRST AND LAST NAME	FACULTY	YEAR OF STUDY	STUDENT NUMBER	UWINDSOR EMAIL



CAMPAIGN PLATFORM AND CONTENT

Please provide an outline of your platform – a set of principles, goals, and strategies and the approach you will take to implement them. This should give the voters a clear sense of what you believe in, what issues you think are important, and how you will address them if elected. Be as thorough as possible. Include slogans, or logos, and any digital content for approval (posters, video etc.).

This form is due on the last day of nominations.

You can also email a Word document attachment via email to the CRO (crouwsa@uwindsor.ca).

Subject: 2023F Campaign Content – First Last Name – Position.

NOTE: Attachments should NOT be links to OneDrive/Dropbox/Google Documents. If files are too large, send them to a compressed (zipped) folder.



CAMPAIGN MATERIALS REFER TO ALL ITEMS AND MESSAGES PERTAINING TO A CANDIDATE, INCLUDING WITHOUT LIMITATION:

- a. Hung or posted items such as posters, stickers and banners;
- b. Distributed items such as flyers and other non-perishable goods; and
- c. Communications delivered via broadcast, by email, on websites, on social media platforms, and through other media.

CAMPAIGN MATERIALS MUST NOT:

- i. Be created or distributed in the UWSA head office
- ii. Be hung or posted in University classrooms, lecture halls and seminar rooms
- iii. Overlap or be attached to any hung or posted campaign material of another candidate
- iv. Be hung, posted, handed out, discarded or otherwise distributed in areas set out for polling stations locations, CRO will inform the candidates of the polling station locations prior to the first voting day
- v. Have any direct or indirect reference to an opposing candidate
- vi. Include or incorporate the UWSA or University of Windsor logo
- vii. Have any content that denigrates the spirit of a fair and peaceful democratic election
- viii. Disparage the spirit of a fair and peaceful democratic election

CAMPAIGN MATERIAL APPROVAL

- a) All campaign material must be:
 - i. approved by the CRO
 - ii. approved by the professor or teaching aid where the material is used in class setting.
- b) Approval of campaign materials by the CRO shall be in the form of:
 - i. the ink stamp of the UWSA
 - ii. the signature and initials of the CRO or;
 - iii. a letter signed or stamped by the CRO



CAMPAIGN MATERIAL LIMITATIONS

- a) Candidates running for Executive positions are limited to:
 - i. no more than five (5) hung or posted materials that are not larger than two (2) feet in any direction, within a limit of twenty (20) square feet total;
 - ii. no more than one hundred (100) hung or posted materials in total;
 - iii. no more than two hundred (200) flyers; and
 - iv. no more than five hundred (500) non-paper items.

- b) Candidates running for Director, Senate or Board of Governor positions are limited to:
 - i. no more than three (3) hung or posted materials that are not larger than two (2) feet in any direction, within a limit of twenty (20) square feet total;
 - ii. no more than seventy-five (75) hung or posted materials in total;
 - iii. no more than two hundred (200) flyers; and
 - iv. no more than two hundred and fifty (250) non-paper items.

CAMPAIGN MATERIAL REMOVAL

- a) Candidates shall be responsible for removing all their campaign materials from around the University of Windsor by the end of the day following the last day of the voting period.

- b) Candidates who do not comply with section 70.01 C V. will be subject to reduced campaign expenditure reimbursement or alternate disciplinary action, at the discretion of the CRO.



SOCIAL MEDIA

Social media channels will be linked on the UWSA Candidate webpage including your photo and answers

SOCIAL MEDIA CHANNEL	USERNAME/LINK (PLEASE HYPERLINK IF POSSIBLE)
FACEBOOK:	
INSTAGRAM:	
TWITTER:	
SNAPCHAT:	
LINKEDIN:	
WEBSITE:	
OTHER:	

CANDIDATE HEADSHOT

Include a headshot of yourself without any UWindsor or UWSA logos showing. Do not include your campaign poster as a headshot



SIGNATURE FORM

I, one of the undersigned, am a UWSA member (full time undergraduate, enrolled in 4 or more courses) and do hereby nominate the person named below as a candidate at the pending election for this position.

CANDIDATE NAME:	
POSITON:	

VALID NOMINATIONS REQUIRED FOR VALID NOMINATION PACKAGE SUBMISSION:

- Board of Director - **25** Nominees
- Senator or Board of Governor - **50** Nominees
- Vice President - **75** Nominees
- President - **100** Nominees

NOTE: For Board of Director positions, the nominators must be registered full time undergraduate students from within the same faculty/program/specialized area as the Candidate. Ex. Only full time Computer Science students can nominate a Candidate contesting the Computer Science Representative Position.

NOTE: For Senator/Board of Governor/Vice President or President positions, the nominators must be registered full time undergraduate students but can be from any faculty/program/specialized area.

NOTE: If nomination requirements are not met, the submission will be invalid, and 24 hours will be granted by the CRO to submit a valid nomination package.

NOTE: Having extra nominees is beneficial in case some of the undersigned are not eligible nominees.

NOTE: You are not able to self nominate, it will not count towards the valid nominations required.



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EXPENSE ALLOCATION

Candidates will be reimbursed for their allowable election expenses, provided that they:

- a. Complete a campaign expense allocation form
- b. Collect all original expense receipts
- c. Submit all these items to the CRO within twenty-four (24) hours of the close of the Voting Period.
- d. Failure to submit these items will result in the Candidate’s reimbursement being withheld.

EXPENSE LIMITS

Candidates have the following expense limits:

- i. Executive candidates – three hundred (300) dollars
- ii. Senate and Board of Governors’ Candidates – two hundred (200) dollars
- iii. Director Candidates – one hundred and fifty (150) dollars

Production of all campaign videos will receive a one (1) time expense of ten percent (10%) of the applicable campaign spending limit. Production of all phone and web applications will receive a one (1) time expense of ten percent (10%) of the applicable campaign spending limit.

No expense will be assigned to the use of computers, phones, tablets, or other similar items that confer no special advantage to a Candidate.

To be reimbursed, you must:

- 1. Complete this form
- 2. Submit copies of all original receipts
- 3. Submit the form, and the receipts to the CRO via email within twenty-four (24) hours of the close of the Voting Period

I, the undersigned, hereby understand and will comply with the instructions above

SIGNATURE OF CANDIDATE	DATE (YYYY-MM-DD)

DATE	PAID TO	DESCRIPTION	AMOUNT



CANDIDATE WITHDRAWAL

The completion of this form is only required if you no longer wish to proceed with participating in the electoral process as a candidate.

FIRST NAME:	
LAST NAME:	
PHONE NUMBER:	
UWINDSOR EMAIL:	
STUDENT NUMBER:	
FACULTY:	
PROGRAM:	
BIRTHDAY (YYYY-MM-DD):	
ADDRESS:	

POSITION:	
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STATEMENT OF CANDIDATE WITHDRAWAL

I, the undersigned, do hereby state that:

I declare my withdrawal from the position stated above and the pending election;
I understand and comply with the Elections Policies, Procedures, Regulations, By-Laws and the Code of Conduct of the UWSA and the University of Windsor; and
I must send an email to the Chief Returning Officer confirming my withdrawal.

SIGNATURE OF CANDIDATE	DATE (YYYY-MM-DD)