

2024/2025

NOMINATION PACKAGE

Students' Association General Election

Nominations open at 9:00am on Wednesday, November 22
and close at 4:00pm on Tuesday, February 6

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Notice of Election

As per the Students' Association Elections Policy, a notice of election is hereby given to fill the following positions within the Students' Association.

COUNCILLORS (12)
VICE PRESIDENT ACADEMIC (1)
VICE PRESIDENT EXTERNAL (1)
PRESIDENT (1)

Nominations open at 9 a.m. on Wednesday, November 22 and close at 4 p.m. on Tuesday, February 6.

Voting will take place from February 12th to 15th, 2024. Online ballots will be accessible through the RDP Loop account beginning at 9 a.m. on Monday, February 12th and shall close at 4 p.m. on Thursday, February 15th.

Questions about Elections?

Please contact Marian Young, Governance and Student Support Coordinator, with inquiries regarding the positions and general election questions.

Contact Martin Cruz, Chief Returning Officer, if you have any questions regarding election regulations or inquiries during campaign week.

Marian Young
Governance and Student Support Coordinator

Email: sagov@rdpolytech.ca
Office: 403-356-4964
Office Hours: Monday – Friday, 9 a.m – 4 p.m

Martin Cruz
Chief Returning Officer

Email: cruz-martin@outlook.com
Office: 403-342-3200
Office Hours: By appointment only

Preamble

The **mission** of the Students' Association is to enrich and enhance the quality of student life at Red Deer Polytechnic by providing affordable and quality services, effective political representation, and exciting opportunities for its members.

The SA **strives** to ensure that all students have a positive experience in all aspects of their student experience here at Red Deer Polytechnic.

In short, the Students' Association exists to serve the students! We are a not-for-profit organization that is mandated to exist under the Post-Secondary Learning Act (PSLA). Elected students who sit as members of the Students' Association Council, or the Executive Council lead your Students' Association.

The **Students' Association Council** is the highest **governing body** – they make decisions with the best interest of the Membership in mind regarding the vision, policies, and finances of the Students' Association.

On the other hand, the **Executive Council** is the **representing body** – they represent the students on institutional committees and advocate and lobby on behalf of students to the Red Deer Polytechnic Administration, the City of Red Deer, and the provincial government.

All credit, collaborative, and apprenticeship students are Members of the Students' Association. Please visit the SA website for more information at www.sardp.ca.



Eligibility: Council

Before the closing of nominations, students wanting to become a candidate for the position on **Councillor** must complete and submit the necessary documentations as per the following list **and** the Elections Policy.

To be eligible for Council, the student **must:**

- Be **enrolled** in a minimum of one (1) **credit course** at either the Institution or a collaborative institution during the Fall term,
- In good academic standing,
- Not an employee of the Association,
- Not an employee of the Institution, and
- Not a Community Board of Governors Member

The following must be submitted by the nomination deadline:

- Completed **Nomination Forms:**
 - 20 signatures and corresponding valid student ID numbers of current Association Members, **excluding** the candidate.
 - The candidate's name, student ID number, contact information, and signature.
 - Date of the nomination.
 - Your Official Agent's name, student ID number, and contact information.
 - Completed Consent for Use of Personal Image, Video, and Information.
- **Proof of Enrolment** that is dated between **January 15, 2024 and February 6, 2024.**
- **A professional photo** to be used as part of Election marketing materials submitted to sagov@rdpolytech.ca via email.
- **A profile** of no more than 150 words for social media purposes AND **a profile** of no more than 500 words for use on the Association website submitted to sagov@rdpolytech.ca.

Eligibility: Executive Council

Those wanting to become candidates for an Executive Council position must complete and submit the necessary documentation as per the following list [and](#) Elections Policy.

To be eligible for Executive Council, the student **must:**

- Have achieved a **GPA of at least 2.0** during the **most previous Winter term or most recent Fall term (if not enrolled during the most recent Winter term)**,
- Be **enrolled** in a minimum of one (1) **credit course** at either the Institution or a collaborative institution during the applicable term the Election is taking place in,
- Have not previously served three (3) elected terms as an Association Executive. However, one may let their name stand as a candidate if four (4) years have elapsed since serving their third term.

The following must be submitted by the nomination deadline:

- Completed **Nomination Forms:**
 - 20 signatures and corresponding valid student ID numbers of current Association Members, **excluding** the candidate.
 - The candidate's name, student ID number, contact information, and signature.
 - Date of the nomination.
 - Completed Consent for Use of Personal Image, Video, and Information.
 - Your Official Agent's name, student ID number, and contact information.
- **Unofficial Transcript** from the Winter 2023 term – **candidates must have a Winter 2023 term GPA of at least 2.0 to be eligible to run (or a Fall term GPA of at least 2.0 if they did not enroll in most recent Winter term.)**
- **Proof of Enrolment** that is dated between **January 15, 2024 and February 6, 2024.**
- **A professional photo** to be used as part of Election marketing materials submitted to sagov@rdpolytech.ca via email.
- **A profile** of no more than 150 words for social media purposes AND **a profile** of no more than 500 words for use on the Association website submitted to sagov@rdpolytech.ca.

What does a Councillor do?

As a Councillor, attending meetings will become a norm. The Students' Association Council is expected to meet at least twice during the summer months and bi-weekly between September and April. Councillors are also required to sit on at least one Council Committees of the Students' Association. But, don't worry! The Chairperson for the committees will try to schedule the meetings to accommodate everyone's schedule.

No experience is required. Joining Council is a great opportunity for those looking to learn about governance, finances, and how a non-profit organization operates. Council is also great for those interested in meeting new people, networking, and enhancing the student experience on campus!

There will be training, teambuilding, and most importantly, an opportunity for newly elected Councillors to ask questions.

All Councillors and Executive Council MUST attend the MANDATORY Council Orientation on May 18 from 9:30am – 4:30pm

How about the Executive Council? What do they do?

Each office has different responsibilities, and they vary from year to year depending on the on-going changes within the political and social landscape of post-secondary institutions. As the official representatives of the students at Red Deer Polytechnic, all members of the Executive Council (President, Vice President Academic, and Vice President External) are the official lobbyists of the Students' Association. They must also perform other duties as outlined in the Bylaws and Policies to the best of their abilities, with the interest of all Association Members in mind. The Vice President Academic and Vice President External work a 20-hour work week.

All Executives MUST attend the MANDATORY Executive Retreat from May 1 - 3

For more info on the specific job descriptions, please visit the SA Website, refer to the SA Bylaws (included in the Appendix), or meet with the Governance and Student Support Coordinator.

If elected, you will be required to transition into your role in April at dates and times that will be determined with your predecessor. In addition, you will be **required to attend** the following:

Students' Association Annual Awards Ceremony

Tuesday, April 16 at 10:00am in The Loft

Transfer of Power

Tuesday, April 30 at 2:00pm in the Far Side Bar & Grill

Executive Retreat

Wednesday, May 1 to Friday, May 3

Council & Executive Orientation

Saturday, May 18 from 9:30am – 4:30pm in The Loft

Mandatory All Candidates Meeting

After all forms are submitted you and/or your campaign As soon as all forms and documents have been submitted to the Governance and Student Support Coordinator and eligibility has been confirmed, all candidates are **required** to attend a mandatory meeting set by the Chief Returning Officer. All candidates and/or their Official Agent must attend the mandatory All-Candidates Meeting. Failure to attend the meeting shall result in **immediate disqualification**. This year's All Candidates Meeting will be held in **The Loft** on **February 6, 2024 at 5 p.m.**

We strongly encourage that if you are interested in either Executive Council or a Councillor position that you attend an Election Info session prior to the close of nominations.

Monday, January 29 from 2:30pm – 3:30pm in The Loft
Friday, February 2 from 2:00pm – 3:00pm in The Loft

Thursday, February 1 from 10:00am – 11:00am in The Loft
Monday, February 5 from 4:30pm – 5:30pm in The Loft

Campaign Guidelines

The Students' Association is an organization that focuses on the well-being of all its Members. As such, we expect all candidates, their supporters, and Election staff to conduct themselves appropriately and in the spirit of fair competition.

Campaign Week begins after the **MANDATORY** All Candidates Meeting on February 6, 2024 and will conclude at 4:00 p.m on Thursday, February 15, 2024.

- ALL campaign materials **MUST** be approved by the Chief Returning Officer or designate
- ALL Association offices, services, and businesses are off limits. This includes the SA bulletin boards, The Lift, The Loft, the Far Side Bar & Grill, and the SA Office.

Candidate's Profile

Each candidate is asked to submit two (2) personal profiles that will be used for Election marketing. **A profile** of no more than **150 words** for use on Association social media accounts and **a profile** of no more than **500 words** for the use on the Association website need to be submitted to the CRO no later than 4:00pm on Tuesday, February 6.

These profiles will be published as submitted and profiles will cut off at the maximum word allotment.

To write a profile, include information about yourself (program you're enrolled in, where you're from, your passions and hobbies, etc), why you have chosen to run for that specific position, why students should vote for you, what you would like to accomplish if elected, etc.

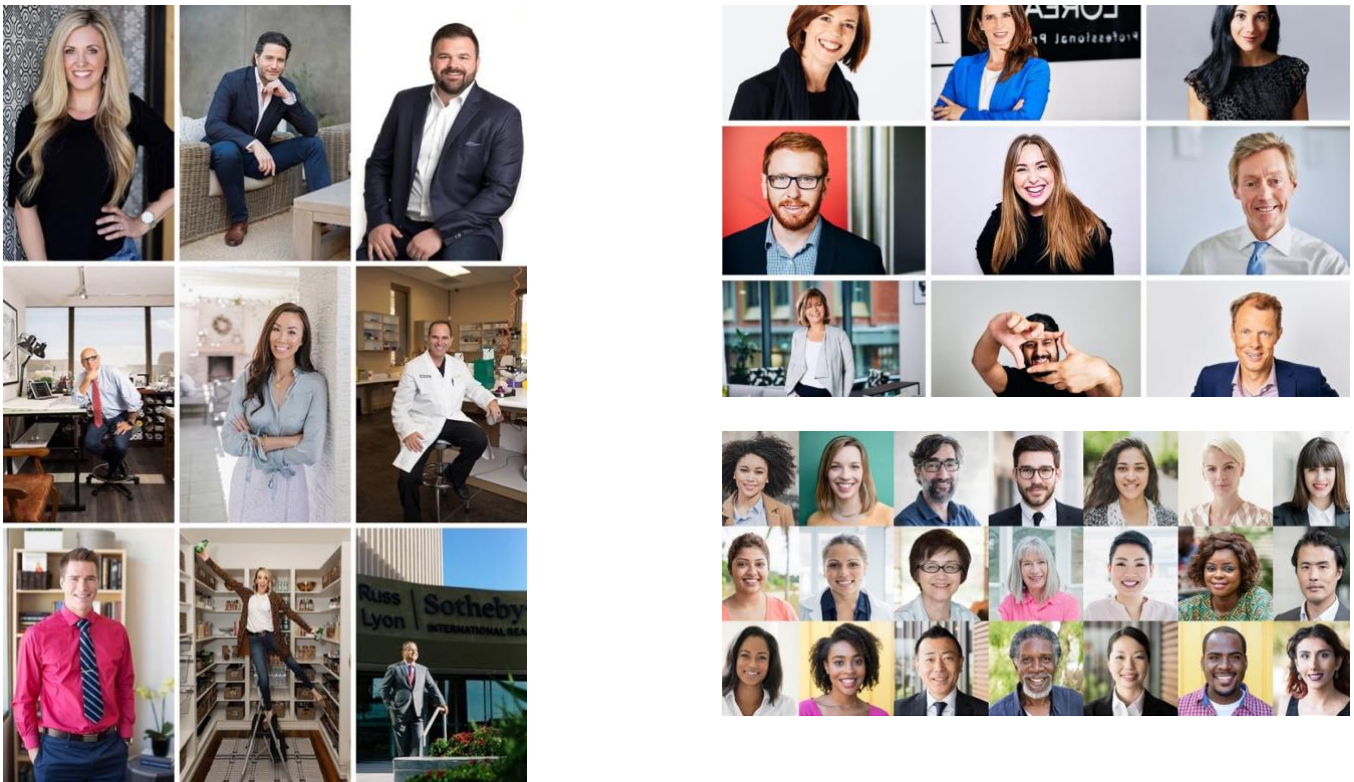
Candidate Photos

Candidates are required to submit one (1) vertical professional photo of themselves no later than 4:00pm on Tuesday, February 6.

What to consider with your candidate photo:

- Be mindful of the background of your photo. For example, you do not want a background that is too busy, with other people in the background, etc
- Ensure you are wearing appropriate clothing. For example, you do not want to wear a tube top as it would appear that you are not wearing any clothing, be mindful of the language and wording on clothing, etc
- Ensure that you are the focus of the photo, not the background
- Do not wear sunglasses. If you wear eyeglasses, be mindful of the glare on the lenses
- Ensure you take the photo in good lighting
- Smile!

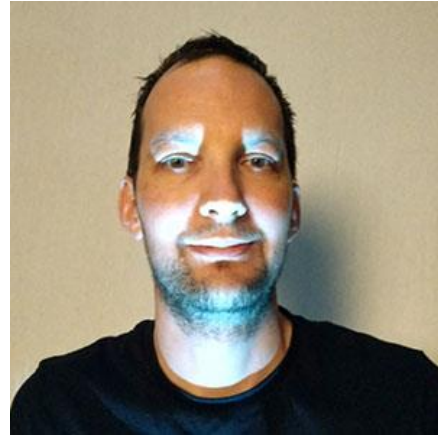
Examples of good headshots:



Examples of bad headshots:



Bad Headshots



Pre-approval of Campaign Materials

All materials **MUST** be approved by the CRO or designate. Print Materials will be signed by the CRO or designate **after** approval at the All Candidates Meeting or during campaigning. We would strongly recommend getting your materials digitally **PRE-APPROVED** by emailing the CRO after your nomination package has been submitted but before you print any materials.

Candidates may not publish or display materials prior to the official campaign period. All materials must receive approval from the CRO. Please see the Election Campaign Regulations & Guidebook for details.

Election Events

The election staff members have organized events for voters to hear their candidates and meet them.

Coffee & Cookies with the Candidates

Thursday, February 8 from 11:00am – 1:00pm
at the SA Stairs

Pizza with the Candidates

Tuesday, February 13 from 11:00am – 1:00pm
In the Forum

Election events are not mandatory; however, we encourage all candidates to attend and invite their campaign teams for support!

Voting

Students will have the opportunity to vote from **9 a.m Monday, February 12th to 4 p.m Thursday, February 15th.**

All Members of the Association (credit, collaborative, and apprenticeship students) are eligible to vote. Ballots are accessed through the Red Deer Polytechnic Loop accounts with the subject line **"VOTE NOW: 2024 Students' Association General Election."**

Results Announcements

Election Results will be announced in the Far Side Bar & Grill (unless otherwise stated) at 5 p.m on Thursday, February 15th. We encourage all candidates and their supporters to join in the celebration.

The following pages must be completed, detached, and submitted to the Governance and Student Support Coordinator in person – room 2010 or electronically at sagov@rdpolytech.ca.

You may keep the remainder of the package for reference, as well as the following checklist. It is the responsibility of the candidate to submit required documentation by the set deadline AND attend mandatory election events.

Checklist

By the close of nominations:

	Nomination Forms Completed: Nomination Form, Candidacy Endorsement Form, and Self-Declaration Form.
	Proof of Enrollment and Winter 2023 Transcript. Executive Council candidates must submit Winter 2023 Transcript and Executive Council and Council candidates must submit Proof of Enrollment.
	Completed Consent for Use of Personal Image, Video, and Information.
	Professional Photo.
	Winter Term Class Schedule.
	150-word Campaign Profile completed. For SA use on social media
	500-word Campaign Profile completed. For SA use on the Association website.
	Nomination Package and documentation submitted in-person or electronically to Governance and Student Support Coordinator by deadline.
	Read the Bylaws and Election Policies.
	Attended an Information Session to learn about the roles and responsibilities of the positions.

Prior to Campaigning:

	Attend the MANDATORY All Candidates Meeting.
	Sign and date Acknowledge of Election Conduct Form.
	ALL marketing materials approved by the Chief Returning Officer or designate.

After Campaigning:

	Removed all campaign materials by deadline.
	Attend the Results Announcement.

Nomination Form

CANDIDATE INFORMATION – please print clearly	
NAME:	Phone #:
EMAIL:	Student ID #:

OFFICE SOUGHT – please check one position	
<input type="checkbox"/>	Councillor (12)
<input type="checkbox"/>	Vice President Academic (1)
<input type="checkbox"/>	Vice President External (1)
<input type="checkbox"/>	President (1)

OFFICIAL AGENT – please print clearly	
NAME:	Phone #:
EMAIL:	Student ID #:

I have read and will abide by the Bylaws, Policies, and regulations set forth by the Students' Association. I also understand that I am responsible for ensuring that my Official Agent and Campaign Team are aware of and abide by the Bylaws, Policies, and regulations.

I will conduct my campaign with integrity, fairness, and respect for others and property.

Signature of Candidate

Date

Acknowledgement of Receipt *FOR SA ELECTIONS STAFF USE*	
Received by:	
Date:	

Candidacy Endorsement Form

Note: All sections of this form **MUST** be completed in full. Forms with missing information will not be accepted. This form **MAY NOT** be typed, as signatures are required to be valid.

We, the undersigned, do hereby nominate _____ (name of nominee), who has met the eligibility requirements as per Association Bylaws & Policies, to fill the Students' Association Executive Council/Councillor (circle one) with the Students' Association.

Please print clearly

	FIRST & LAST NAME	STUDENT ID #	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Acknowledgement of Receipt *FOR SA ELECTIONS STAFF USE*	
Received by:	
Date:	

Self-Declaration

I, _____ (print name) put my name forward to run for the position of _____ (insert sought after position) in the 2024-2025 Students' Association General Election.

If elected, I will act to the best of my abilities and will fulfill the roles and responsibilities awarded to me by virtue of my position.

I recognize that the Students' Association of Red Deer Polytechnic values diversity and inclusion and serves its members of all race, nationality, colour, religion, age, sex, sexual orientation, gender identity and expression, marital and family status, and disability. I agree to conduct myself in a professional, inclusive manner.

I declare that I will abide by the Students' Association of Red Deer Polytechnic's Bylaws, Policies, and regulations.

By signing below, I acknowledge that I have read and that I understand the campaign requirements and commit to upholding the integrity of the 2024-2025 Students' Association General Election.

Declared by: _____ (print name)

Signature of Candidate

Date

Acknowledgement of Receipt *FOR SA ELECTIONS STAFF USE*	
Received by:	
Date:	



Students' Association of Red Deer Polytechnic

100 College Boulevard, Box 5005
Red Deer, AB T4N 5H5

403-342-3200 | sardp.ca

CONSENT FOR USE OF PERSONAL IMAGE, VIDEO, AND INFORMATION

Your personal image, which may include photographs and audio or video recordings, and the personal information you provide below is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act of Alberta and will be protected in compliance with the act. The personal image and information you provide is only collected and used for the purposes stated below. If you have any questions about the use of this personal information, please contact SARDP's Marketing department, Students' Association of Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5. Telephone 403-342-3200. Email sageneral@rdpolytech.ca.

PROJECT INFORMATION (For SA Office Use Only)	
DATE	
Tuesday, February 6, 2024	
PROJECT CONTACT NAME	
Marian Young	
PROJECT CONTACT EMAIL	PROJECT CONTACT PHONE NUMBER
sagov@rdpolytech.ca	403-356-4962
SPECIFIC PURPOSE OR USE OF IMAGE/INFORMATION	
Images and bios will be used to create awareness of the 2024/2025 Students' Association General Election and will be shared on social media and the SA website.	

AUTHORIZATION

By signing this form, I understand that I am giving authorization to the Students' Association of Red Deer Polytechnic to use my personal image, video, and information (or the personal image and information of my child) in print and electronic documents or productions deemed appropriate by the Students' Association of Red Deer Polytechnic for the promotional, educational, and/or informational purposes that were stated above. I agree to the Students' Association of Red Deer Polytechnic modifying and reproducing the originals, in part or whole, as they are sole property of the Students' Association of Red Deer Polytechnic. I acknowledge by signing below that I have read and understood the contents of this form and have voluntarily consented to the use and disclosure of my personal image and information in accordance with the Freedom of Information and Protection of Privacy Act of Alberta.

AUTHORIZATION INFORMATION (For SA Office Use Only)		
LAST NAME	FIRST NAME	MIDDLE INITIAL
DATE OF BIRTH	RDP STUDENT ID NUMBER	
PHONE NUMBER		
EMAIL ADDRESS		
NAME OF PARENT/GUARDIAN (if the individual is under the age of 18)		
SIGNATURE (of individual or parent/guardian if the individual is under the age of 18)	DATE	

SARDP Policies

Elections

Amended August 8th, 2023
Council
Motion #: 23-24-24-C

POLICY STATEMENT:

1. As per the PSLA and Association Bylaws, an election shall be held to elect Councillors and members of Executive Council.
2. Association Elections are maintained with the highest standards of fairness, equality, and transparency. The Association expects all those involved in the elections to adhere to the Elections Policy and Procedures.
3. Elections shall be conducted in a timely, efficient, and legitimate manner. Council and Executive Elections are conducted on-line; if necessary, a paper ballot process may be utilized.

DEFINITIONS:

1. The definitions in the Association Bylaws (“Bylaws”) are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for Executive Council or Council Position.
3. Campaigning is defined as working in an organized and active way to influence persons to vote for and/or against a particular candidate and/or platform.
4. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
5. A Campaign Team shall be defined as the Official Agent and/or persons chosen by a Candidate and registered with the Association for the purpose of publicly endorsing and/or campaigning on behalf of said candidate. Election teams must be comprised of Members of the Association.

POLICY:

1. Nominations
 - 1.1 General Election: Nominations shall open no later than February 1 and remain open for at least seven (7) days.
 - 1.2 By-election: Nominations shall open no later than November 15 and remain open for at least seven (7) days.
 - 1.3 Nomination Packages shall be available at the Association office. Each nomination package shall include:
 - 1) Chief Returning Officer (CRO) contact information and office hours
 - 2) Election Calendar

- 3) Candidacy Endorsement Form
- 4) Self-Declaration form
- 5) The Election section of the Bylaws and Policy
- 6) Other materials deemed necessary by the CRO

1.4 Nomination Package must be submitted to either the CRO or their designate. Nomination Package shall be considered complete and valid if they contain the following and have been validated by the CRO:

- 1) A signed Self-Declaration Form including a statement of consent to act if elected, and agreement to abide by the Bylaws and Association policies.
- 2) A Candidacy Endorsement Form with the name, signature, and corresponding valid student ID number of no less than twenty (20) current Red Deer Polytechnic students.
- 3) Name, signature, and student ID number of the candidate.
- 4) Date of nomination
- 5) Name, student ID number (must be a member of the Association), and contact information, of any Official Agents, if applicable.
- 6) Candidate's phone number and email address.
- 7) Required academic documentation:
 - a. For Councillor positions, proof of current enrolment at the Institution or a Collaborative Institution
 - b. For Executive Council positions, proof of current enrollment at the institution, and a copy of the candidate's transcript for the applicable academic term at the Institution.

1.5 All nominated candidates and/or their official agent must attend the mandatory All-Candidates Meeting.

2. Insufficient Nominations

2.1 In the event that there are twelve (12) or fewer nominations for Councillor positions, those candidates shall each be put to a "Yes/No" vote on the ballot.

- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
- 2) In the event that there are insufficient acclamations to fill all Councillor positions, said positions shall be filled as per the Vacancy Policy.

2.2 In the event that there is only one nomination for an Executive Council position, the said candidate shall be put to a "Yes/No" vote on the ballot.

- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
- 2) In the event that the said candidate fails to garnish sufficient support, said position shall be filled as per Vacancy section of the Association Bylaws.

3. Chief Returning Officer (CRO)

3.1 The Executive Director or their designate is responsible for ensuring a CRO is in place for all Association Elections and Referenda. The Executive Director or their designate shall determine the length of the CRO's term, which shall last until at least the end of the contestation period.

3.2 The CRO is responsible for upholding the Association Bylaws, Policies, procedures, and election regulations.

3.3 The CRO or designate shall have discretion on all campaign issues not specifically referenced in the Association Bylaws, Policies, procedures, and regulations.

3.4 The CRO must be neutral and does not need to be a Member of the Association.

3.5 The CRO or designate shall:

- 1) Appoint at least one (1) non-partisan Deputy Returning Officer (DRO), at least one week prior to the close of nominations;
- 2) Prior to the opening of nominations, review and/or create nomination packages;
- 3) be responsible for scrutinizing and approving nominations;
- 4) confirm eligibility for all candidates;
- 5) approve the online ballot and confirm that the online voting system is available to all eligible voters;
- 6) chair the All-Candidates Meeting;
- 7) oversee the candidate conduct during campaigning;
- 8) approve and monitor election activity;
- 9) review, investigate, and adjudicate any election complaint reports received;
- 10) review, investigate, and adjudicate any contestation reports received from a candidate; and
- 11) submit a report to Council outlining the information from the election as well as policy and operational recommendations.

4. Deputy Returning Officer (DRO)

- 4.1 The CRO Shall determine how many DROs are needed for each election period. Current Councillors, Executive Council members, and full-time Association employees are not permitted to be a DRO.
- 4.2 At least one DRO must be an eligible voting Member of the Association. Said DRO shall cast the tie-breaking vote for all positions in order of preference.
- 4.3 The CRO shall determine the length of the DRO's term; however, it must last until at least the end of the contestation period.
- 4.4 At least one DRO shall assist the CRO with arbitrating complaints and reports of contestation.
- 4.5 The DRO shall also perform duties as assigned by the CRO.

5. Campaigning

- 5.1 Campaigning shall last for a period of at least eight (8) days.
- 5.2 Official campaigning shall begin once nominations close and after the CRO or designate has held the mandatory All-Candidates Meeting.
- 5.3 Association full time employees and members of the Executive Council – including those seeking re-election – are not permitted to be an Official Agent or a member of any campaign team for any candidate.
- 5.4 Current Association part time employees are prohibited from endorsing any candidates or their campaign(s) while on shift. Current Association part time employees who are candidates are prohibited from campaigning while on shift.
- 5.5 Candidates with pre-existing social media relationships with Association full and part time employees, Councillors, Executive Council Members, and other candidates are permitted to retain these relationships during campaigning -- provided Association full time employees, Councillors and Executive Council Members do not publicly endorse or promote the candidate's campaign.
- 5.6 The Candidate and their Official Agent shall be the only official representatives for the candidate's campaign for the purposes of administration and regulation.
- 5.7 The Association does not recognize campaign slates, where a *Slate* consists of a group of Candidates running in the election with the expectation that if one candidate wins their position, all candidates on that slate also win their positions.

6. Candidates Conduct

- 6.1 This Policy applies to Candidates, their Official Agents, and members of their campaign teams during the Election's campaigning period until the end of the Election Contestation period has passed, and includes, but is not limited to:
- 1) Internal meetings;
 - 2) External meetings;
 - 3) Classroom Visits;
 - 4) Table Hours;
 - 5) Hallway conversations; and/or
 - 6) External Functions and/or events.
- 6.2 Campaigns are to be conducted in a conscientious and diligent manner with integrity, accountability, and transparency.
- 6.3 Fit for Work: Candidates are required to be fit for work at all times while campaigning and shall never be impaired while campaigning. Impairment can be caused by a range of causes and includes impairment from the use of drugs (including the use of prescription or non-prescription drugs, and/or the use of legal or illegal drugs), the consumption of alcohol, or by any other impairment (i.e., fatigue).
- 6.4 All Candidates have a responsibility for maintaining high standards of personal behaviour and for ensuring that others have the opportunity to exist in an atmosphere free of harassment, discrimination, or violence.
- 6.5 The Association prohibits discrimination based on the grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and/or sexual orientation as per the Alberta Human Rights Commission.
- 6.6 The Association has zero tolerance regarding messages or activities of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and prejudice.
- 6.7 Any proven allegations of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and/or prejudice will result in immediate disqualification.
- 6.8 Each Candidate must sign an Acknowledgment of Election Conduct Form (Appendix A). Official Agents cannot sign on their behalf

7. Ballots

- 7.1 Ballots are constructed through an online platform.
- 7.2 A single paper ballot shall be constructed for the purpose of the DRO's tie-breaking vote(s).
- 7.3 Each ballot shall:
- 1) Contain the names of all candidates as submitted in the Nomination Package, corresponding with the position sought.
 - 2) Be arranged alphabetically in order of surnames for each respective position. If two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.
- 7.4 The withdrawal deadline for all positions is 4:00 p.m. on the last Friday preceding the start of polling. Withdrawals must be in writing and addressed to the CRO. Candidates who withdraw after this deadline may appear on the ballot; votes for said candidate shall not be valid. Only valid ballots shall be acknowledged in the official results.

8. Voting

- 8.1 Voting shall be conducted through an online voting platform by way of a secret ballot.
- 8.2 Only Members of the Association shall be eligible to vote.
 - 1) In the event that a student is not on the eligible voters list, is unable to access the online voting platform, and believes themselves to be eligible, the student must provide proof of registration directly to the CRO or their designate. The CRO shall then make arrangements for that member to access a ballot.
- 8.3 Eligible voters may vote for:
 - up to twelve (12) Councillors, and
 - one (1) candidate for each Executive Council position.
- 8.4 Access to the voter's list shall be restricted to the CRO or designate and the Association Executive Director.
- 8.5 The voting period must be no less than 48 business hours. The voting period shall be published by the first day of nominations.
- 8.6 Voting by proxy is prohibited.
- 8.7 Voter intimidation, voter suppression, voter impersonation, and vote buying are strictly prohibited, and any proven allegations will result in immediate disqualification.
- 8.8 Candidates and their Official Agents are prohibited from providing devices to voters for the purpose (either directly or indirectly) of accessing the ballot and voting.
- 8.9 The CRO may make arrangements for dedicated voting stations on campus during the voting period.
 - 1) Candidates and their Agent(s) are prohibited from loitering at voting stations.
 - 2) Only the CRO, the DRO, election staff, and verified volunteers may remain at voting stations.

9. Ballot Counting and Results

- 9.1 Ballots shall be tallied by and according to the online voting platform at the close of voting.
- 9.2 The results document shall be accessed and downloaded from the online voting platform by the CRO and witnessed by the Association Executive Director. A copy of the results shall be submitted to the Association's third-party auditing firm for reporting purposes.
- 9.3 Election results shall remain confidential until announced to the Membership by the CRO or designate.
- 9.4 Election Results will remain unofficial until the end of the Contestation period has passed without incident, or until any and all Contestations and/or Complaints have been finalized.
- 9.5 Any Member of the Association may request a copy of the results document once the results have been deemed official.

10. Tied Vote

- 10.1 A designated DRO shall cast their ballot for candidates prior to the opening of voting via a paper ballot. The Executive Director shall be the custodian of the DRO's ballot.
- 10.2 In the event a tie vote is confirmed, the DRO's vote shall be considered the deciding vote.

11. Campaign Complaints

- 11.1 The CRO may issue sanctions to Candidates or any Official Agents who are deemed to be in violation of any election related Bylaws, Policies, and regulations.
- 11.2 Official Complaints must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.
- 11.3 Any Member of the Association may bring forward a suspected violation as per the following process:
 - 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.
 - 2 Read and understand the Investigation Procedure ([Appendix C](#)).
 - 3) Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
 - 4) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the complaint requires further action as per the Investigation Procedure ([Appendix C](#)).
- 11.4 Frivolous or vexatious complaints will not be tolerated.
- 11.5 Any complaints regarding the CRO or other Election staff must be submitted to the Executive Director.

12. Penalization and/or Disqualification

- 12.1 Any candidate in contravention of the Association Bylaws, Policies, regulations, or procedures set by the CRO, may be penalized and/or disqualified by the CRO or designate.
- 12.2 Any activities or actions deemed inappropriate by the CRO may result in penalization and/or disqualification.
- 12.3 Penalties for contravention of Association Bylaws, Policies, and/or election regulations may include, but are not limited to:
 - 1) a written warning;
 - 2) suspension from campaigning;
 - 3) confiscation or deletion of campaign materials;
 - 4) the imposition of limitations or prohibitions on any or all campaign activities; for a specified period of time; or
 - 5) disqualification
- 12.4 Any decision made by the CRO that results in penalization up to, but not including, disqualification, is final and cannot be appealed.
- 12.5 Any decision made by the CRO that results in disqualification may be appealed to the Judicial Review Committee as per the Terms of Reference.

13. Contested Elections

- 13.1 Elections may be contested on the following grounds:
 - 1) Deliberate violation of Election Bylaws, policy, and/or regulations;
 - 2 Candidates Eligibility;
 - 3) Counting irregularities;
 - 4) Mistakes in the electoral roll; and
 - 5) Any activities that may call into question the integrity of the voting process.
- 13.2 Contestations must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.
- 13.3 Only Candidates may contest an election as per the following process:
 - 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.

- 2 Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
- 3) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the contestation requires further action as per the Investigation Procedure ([Appendix C](#)).
- 4) Read and understand the Election's Investigation Procedure ([Appendix C](#)).

13.4 Frivolous or vexatious complaints will not be tolerated.

14. Election Report

14.1 The CRO must submit a report to the Executive Director no later than two (2) weeks after the election results are deemed official.

15. Deletion of Voter Information

15.1 Once the election results are deemed official, the Executive Director shall ensure all voter information is removed from the online voting platform and the DRO's ballot is destroyed.

Appendix A – Acknowledgement of Election Conduct Form

As an Candidate participating in an Association Election, I hereby acknowledge that I have read and understood the Association Election Policies and relevant Bylaws and regulations, and I agree to adhere and follow these in my behaviour and actions at all times during the election period.

I understand that I am responsible for the conduct of my Campaign Team for the duration of the election.

I understand that I should consult the Chief Returning Officer and/or Governance Coordinator if I have any questions about or am unclear about any item in the Election Policies, relevant Bylaws, and regulations.

I acknowledge that revisions to the Election Policies, relevant Bylaws, and regulations may occur from time to time and all such changes will be communicated through formal means. I understand that such revised or updated information supersedes existing policies, practices, or processes.

I understand that violations of the Election Policies, relevant Bylaws, and regulations may result in immediate and serious disciplinary action up to and including disqualification from the election.

I certify that this is a true and correct statement by my signature below:

_____	_____	_____
Name of Candidate	Date	Signature

_____	_____	_____
Name of CRO	Date	Signature

cc: Chief Returning Officer or Designate
Individual signing the document

Appendix B – Election Complaint/Contestation Form

PREAMBLE

All Members of the Red Deer Polytechnic community have the right to make a complaint regarding an Election Candidate, their Campaign Team Members, and the Election Staff.

Only Election Candidates have the right to Contest an election.

INSTRUCTIONS

To submit a complaint regarding an Election Candidate or campaign team member, or to contest an election, please:

1. Read the Association's Election Policy, Bylaw, and regulations.
2. Contact the Association's Governance and Student Support Coordinator at (403) 342-3200 or sagov@rdpolytech.ca for assistance in filling out this form.
3. Ensure that the contact information that you provide on this form, including email, phone, and/or mailing address are accurate. The contact information you provide on the form will be the method used to communicate with you.
4. Complete the form with as much detail as possible, including any supporting documentation.
5. Follow all instructions on the form.
6. Email the completed and signed form to the Chief Returning Officer at cruz-martin@outlook.com or the Association Governance and Student Support Coordinator at sagov@rdpolytech.ca or drop it off in an addressed and sealed envelope marked "Atten: CRO - Confidential" at the Association Office located in room 2010.

Contact Information

Last Name	First Name	Middle Name
Phone Number	RDP ID Number (If Student)	
Email Address		
Is this a Contestation or Complaint?		

Information

Who are you making the allegation against? (Please include as much information as possible. i.e., name, role/title, etc.)
When and where did the incident occur? (Please include date, time, and location)
What Association Policy, Bylaw, or regulation has been breached by the individual? (Include policy name and number if known)
Provide an account of the incident, including what happened and when it occurred. (Provide as much detail as possible in your description of the events, attach additional pages if necessary)

--

Please describe any attempts at informal resolution.

NOTE: Informal resolution may not be appropriate for every situation. If you did not seek informal resolution, please leave blank.

--

Were there any witnesses to the incident? If so, please list. (Include names and contact information, if known)

--

Have you discussed the incident with any other individuals? If yes, who?

--

Do you require any accommodations? (Including a support person)

Signature	Date
-----------	------

Acknowledgement of receipt (for use of SA Staff)

Received By	Date
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Procedure

INVESTIGATION

Council

Adopted August 8th, 2023

Purpose

The purpose of this procedure is to outline the investigative process followed by the Chief Returning Officer and Election Staff when an allegation is made regarding a breach of election related Bylaws, Policies, procedures, and/or Regulations.

Definitions

1. The definitions in the Association Bylaws (“Bylaws”) are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for an Executive Council or Council Position.
3. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
4. For the purpose of this procedure, an individual who submits a Complaint/Contestation Form may be referred to as a “complainant” during the investigation process.
5. For the purposes of this procedure, an individual who is alleged to have breached Association Bylaws, Policies, and/or election regulations may be referred to as a “respondent” during the investigation process.

Process

1. Following receipt of a Complaint/Contestation Form, the CRO and relevant members of the Elections team will assess the complaint to determine if the complaint and /or contestation has grounds to proceed. This determination will be made within one (1) business day.
2. An investigation will be initiated when the allegations potentially violate the Association Bylaws, Policies, or election regulations and there is sufficient information upon which to base an investigation.
3. The CRO will function as an investigator to fact find and is responsible for determining if there is a breach.
4. Determining culpability and discipline will be the responsibility of the CRO.

Investigation

1. An investigation must be resolved within ten (10) business days.
2. To conduct a fair and thorough investigation, the respondent will be provided the complainant’s name and the particulars of the complaint. The respondent will be offered an opportunity to respond.
3. Both the complainant and the respondent will be interviewed separately by the CRO and any relevant members of the Elections team.
4. Individuals who have relevant information regarding the investigation (witnesses) will also be interviewed.
5. Each interviewee has the right to be accompanied by a support person if they wish.
6. If deemed necessary, the CRO may issue a Notice to the Membership to request information.
7. When the investigation is complete, the investigator will submit a report to the Executive Director, which includes the allegations, the parties’ responses, findings of fact, and any decision made by the CRO.

8. In consideration of applicable privacy laws, the CRO will provide a copy of the decision to the complainant and respondent via a decision letter which will include reasons for the decision, a summary of the investigation, and any recourse to be taken. A copy of the decision letter will also be given to the Executive Director.
9. Investigations will be concluded within the prescribed timeline unless documented and extenuating circumstances warrant an extension.

Accommodation

If anyone involved in the investigation process has accommodation needs, they are encouraged to disclose their requirements to the Association and/or investigator.

Excerpt from SARDP Bylaws:

Article 5: Elections

- 5.1 The General Election shall be held no later than March 30 for Councillor and Executive Council positions.
 - 5.1.1. Nominations for the General Election shall open no later than February 1.
- 5.2 If necessary, a By-Election may be held no later than November 30 for vacancies in the following Executive Council positions:
Vice President Academic
Vice President External
 - 5.2.1. Nominations for the By-Election shall open on no later than November 15.
- 5.3 Insufficient nominations and vacancies for either Executive Council or Council shall be filled as per policy.

Article 6: Students' Association Council

- 6.1 Governance of the Association
Council shall be the governing body of the Association. Council shall govern from May 1 to April 30.
- 6.2 Governing Structure:

Board of Directors:	Students' Association Council
Officers:	President, Vice President Academic, Vice President External, Executive Director
Executive Council:	President, Vice President Academic, Vice President External, Executive Director
- 6.3 Powers and Duties of Council:
 - 6.3.1 Council shall be responsible for the advancement of the Association's objectives.
 - 6.3.2 Council shall have vested in all of the necessary legislative, administrative and executive power for the proper management of the affairs of the Association.
 - 6.3.3 Council shall have the power to conduct all actions necessary and expedient in carrying out the objectives and affairs of the Association.
 - 6.3.4 Council shall have the power to control, deal with, and expend all monies collected through fees levied against the Membership of the Association.
 - 6.3.5 Council shall be under no obligation to refund fees collected from Members that are withdrawing from the Institution if withdrawal does not conform to Institution policy respecting withdrawal dates.
 - 6.3.6 Council shall have the power to expel any Member of the Association who is deemed to have seriously violated any portion of the Association's Bylaws and/or Policies.
 - 6.3.7 Council shall approve an annual budget for the Association.
 - 6.3.8 Council shall approve the audited financial statements of the Association.
 - 6.3.9 Council shall make policies, rules, and regulations for operating the Association and using its facilities and assets.
 - 6.3.10 Council shall, when deemed necessary, sell, dispose of, or mortgage any or all of the property of the Association.

6.3.11 Council shall, without limiting the general responsibility of Council, delegate its powers and duties to the Executive Council or the Executive Director.

6.5 Eligibility:

6.5.1 Any Member of the Association may let their name stand for a Councillor position unless they are a full-time employee of the Association.

6.5.2 Any member of the Association may let their name stand for nomination by Council and appointment by the Minister as the Board of Governors student member at large if they are:

1. Enrolled in a minimum of one (1) credit course at either the Institution or a collaborative institution during the fall and winter terms,
2. In good academic standing,
3. Not an employee of the Association,
4. Not an employee of the Institution, and
5. Not a Community BOG Member.

6.5.3 It is the responsibility of the Executive Director or designate to ensure a Council Chairperson is in place for the Association

6.6 Duties and Responsibilities of Council Members

6.6.1 Councillors

Councillors shall:

1. Ensure that the opinions and concerns of their student constituents are represented in the decision making of the Council, by engaging with the Membership.
2. Promote the interests of the Membership and put the interests of Membership above their own interests.
3. Participate in at least three Association events per fall and winter term.
4. Maintain confidentiality.
5. Perform other duties as provided for in the Bylaws or the Policies and/or as assigned by action of the Council, including but not limited to:
 - (a) Sitting on at least one (1) Council Committee
 - (b) Attending meetings prescribed by the Executive Council.
 - (c) Assisting Executive Council in their duties.
 - (d) Attending Council meetings.
 - (e) Submitting an end-of-term report as per Policy.

Article 7: Executive Council

7.4 Eligibility

7.4.1 General Elections (President, the Vice President Academic, and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the most previous Fall term or most recent Winter term (if not enrolled during the most recent Fall term).
2. They have not previously served two (2) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their second elected term.

3. They are not current full time or salaried employees of the Association

7.4.2 By-election (Vice President Academic and Vice President External)

Any member of the Association may let their name stand as a candidate for these positions if:

1. They have achieved a GPA of at least 2.0 during the most previous Winter term or most recent Fall term (if not enrolled during the most recent Winter term).
2. They have not previously served two (2) elected terms as an Association Executive. However, one may let their name stand as a candidate if four years have elapsed since serving their second elected term.
3. They are not current full time or salaried employees of the Association

7.4.3 The Executive Director is eligible for membership on Executive Council by virtue of their employment with the Association as ex-officio.

7.5 Executive Job Descriptions

7.5.1 The Executive Council shall:

1. Be responsible for upholding and maintaining the Bylaws and Policies of the Association for the effective and efficient administration of the Association.
2. At all times hold their responsibilities to the Association and its Members in highest priority
3. Perform, to the best of their abilities, all duties necessary or as provided for in these Bylaws and Policies, or as may be assigned by Council for the effective administration of the Association and the betterment of its Members.
4. Maintain confidentiality.
5. With the exception of the Executive Director,
 - (a) Be the official lobbyists of the Association.
 - (b) Be responsible for hiring, dismissal, performance evaluations, and salary reviews relating to the employment of the Executive Director.
 - (c) Be a member of the Institution's consultation committee responsible for tuition fees as per the PSLA.
 - (d) Perform their duties as outlined in the Executive Job Description Policy.
6. Not be an officer or executive of any student group during their term in office.
7. Not be employed by Red Deer Polytechnic during their term in office.

7.5.2 The President shall:

1. Be responsible for the administration of the Association according to the Bylaws and Policies of the Association by:

- (a) Ensuring the implementation of any revisions to Bylaws and Policies of the Association.
 - (b) Ensuring the due observation of the Bylaws and the Policies.
 - (c) Interpreting the Bylaws and Policies of the Association.
 - (d) Be responsible for calling all General, Special General, Council, and Executive Council Meetings and presiding over Executive Council Meetings.
 - (e) Be responsible for preparing agendas for all General, Special General, Council, and Executive Council Meetings.
 - (f) Ensuring that all motions passed at General, Special General, Council, and Executive Council Meetings are carried out in a timely manner.
2. Be a signing authority on all Association bank accounts and official documents.
 3. Be the official spokesperson for the Association.
 4. Chair Executive Council meetings.
 5. Chair the Bylaw Amendment Review Committee.
 6. Be a student member on the institution's Board of Governors.
 7. Facilitate and promote participation of the Association with faculty, administration, government, and other organizations deemed beneficial to the Association.
 8. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Government issues
 - (c) Cost of education
 - (d) Recipient selection for Senior Awards (i.e.: GH Dawe Memorial)
 - (e) Diversity & inclusion
 9. In consultation with the Executive Council, ensure the annual performance review of the Executive Director is conducted between January 1st and February 28th.
 10. Perform any other duties as directed by Council and as outlined in Policy.

7.5.3 The Vice President Academic shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Assist the President in the duties of their office and assume the responsibilities of the President in their absence, as per Vacancy Bylaw.
4. Be a member of Academic Council.
5. Chair the Academic Council Student Caucus.
6. Guide students through the academic appeals process.
7. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Academic policy development & review
 - (c) Academic curriculum development & review
 - (d) Teaching & learning
 - (e) Admissions, enrolment, & retention
 - (f) Academic misconduct
 - (g) Research

8. Perform any other duties as directed by Council and as outlined in Policy.

7.5.4 The Vice President External shall:

1. Be an Officer of the Association.
2. Be a signing authority on all Association bank accounts.
3. Chair the Mental Health Committee
4. Be the Association's official representative for all external advocacy organizations of which the Association is a member.
5. Serve on Institution Committees that pertain to:
 - (a) Hiring
 - (b) Ancillary services
 - (c) Sustainability
 - (d) Facilities management
 - (e) Campus planning
 - (f) Alumni relations
 - (g) Student safety
 - (h) Mental Health & Wellness
6. Perform any other duties as directed by Council and as outlined in Policy.