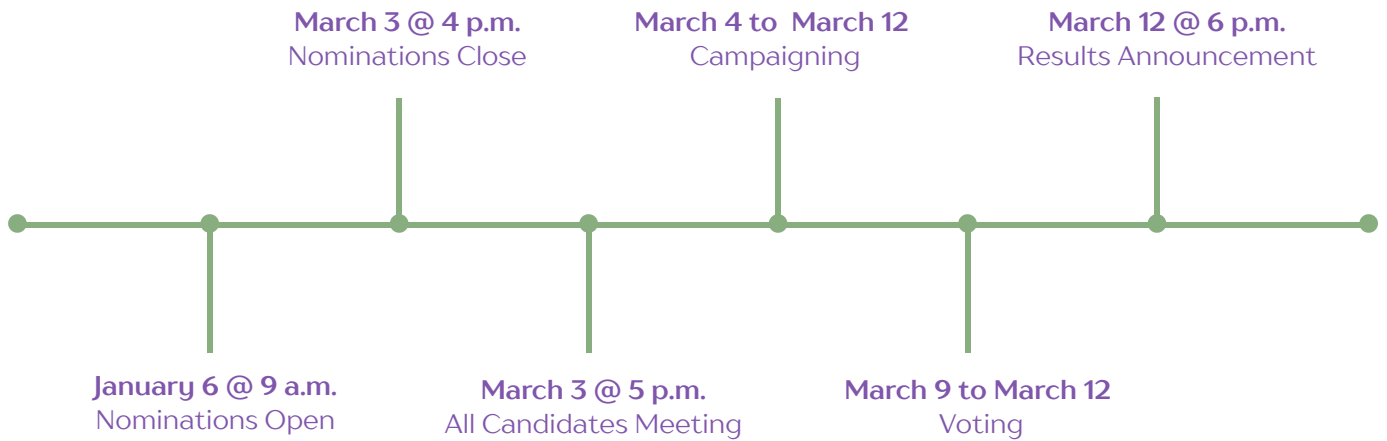




Students' Association

General Election Nomination Package



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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 (10)
VICE PRESIDENT ACADEMIC (1)
VICE PRESIDENT EXTERNAL (1)
PRESIDENT (1)

Nominations open at 9 a.m. on Tuesday, January 6th 2026, and close at 4 p.m. on Tuesday, March 3rd, 2026.

Voting will take place from March 9th to 12th, 2026. Online ballots will be accessible through a student's MyRDP account beginning at 7 a.m. on Monday, March 9th and shall close at 5 p.m. on Thursday, March 12th.

Questions about Elections?

Please contact Marian Young, Election Administrator, with inquiries regarding the positions and general election questions.

Contact Martin Cruz, Chief Returning Officer, if you have any questions regarding election regulations or process.

Marian Young
Election Administrator

Email: sagov@rdpolytech.ca
Phone: 403-356-4964
Office Location: Room 2010A

Martin Cruz
Chief Returning Officer (CRO)

Email: sa.elections@rdpolytech.ca
Phone: 403-342-3200
Office Hours: By appointment only

Mission, Vision & Values

Our Mission

The Students' Association is dedicated to elevating the student experience at Red Deer Polytechnic by offering essential services, effective political representation, and impactful opportunities to enrich their educational journey.

Our Vision

The students at Red Deer Polytechnic are empowered to thrive in a learning environment where access and connection inspire transformative discovery, encourage a sense of community, and provide opportunities that foster a memorable experience.

Our Values

Affordability & Accessibility

We believe that access to quality education and essential student supports should be barrier free and affordable.

Community & Diversity

We embrace and celebrate the individuality of our Members and foster an inclusive, accessible, and safe community, recognizing that diversity enriches our lives.

Transparency & Accountability

We are accountable to our Members and transparent when making decisions on behalf of our Membership.

Sustainability & Continuity

We are committed to sustaining our organizational continuity by building and maintaining strong relationships, practicing good governance, and prioritizing continuous growth.

Wellness & Inclusion

We invest in the mental, spiritual, and physical wellness of our Members and foster a culture of inclusion, belonging, and growth.

Preamble

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 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:

It is expected that students wanting to become a candidate have read and understood the Association Bylaw and Election Policy.

Council

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

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

Executive Council

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 RDP or a collaborative institution during the applicable term the Election is taking place in,
- Have not previously served two (2) 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 second term.
- Not be an employee of the Association.
- Not be an employee of Red Deer Polytechnic.
- Not a Community Board of Governors Member

Positions on Council and Executive Council are twelve (12) month terms. Individuals considering running for one of these positions should be aware that they are making a commitment to a twelve (12) month term, starting May 1. To hold one of these positions, you must be a current student at Red Deer Polytechnic. If you will not be returning as a student in either the Fall or Winter term, you will be unable to remain in your position.

What does a Councillor do?

Councillors serve one-year terms from May 1 to April 30. 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 Committee of the Students' Association.

Councillors have a responsibility to represent the concerns and interests of the Membership in all decision-making and to promote the interests of the Membership above their own.

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 30, 2026 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 ongoing 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, while the President works a 30-hour work week.

All Executives MUST attend the MANDATORY Executive Retreat from May 1 - 4

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 Election Administrator.

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

Council & Executive Transfer Ceremony
Friday, April 10 at 4:30pm in The Loft

Executive Retreat
Friday, May 1 to Monday, May 4

Council & Executive Orientation
TBD from 9:30am to 4:30pm in The Loft

Mandatory All Candidates Meeting

Once all forms and documents have been submitted to the Election Administrator and eligibility has been confirmed, all candidates are **required** to attend a mandatory meeting set by the Chief Returning Officer – **All Candidates Meeting** on **Tuesday, March 3rd at 5:00pm**. All candidates 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 **March 3rd, 2026 at 5 p.m.**

Campaign Guidelines

It is expected that all candidates, their supporters, and Election staff conduct themselves appropriately and in the spirit of fair competition.

Campaign Week begins immediately after the All Candidates Meeting on March 3rd, 2026, and will conclude at 5:00 p.m on Thursday, March 12th, 2026.

Campaign Guidelines outline the expected conduct of candidates and their campaign teams, along with Election Bylaws and policies.

An acknowledgement of the Election Conduct Form must be signed at the All Candidates Meeting.

Official Agents

Candidates may appoint a Member of the Association (a current credit or apprenticeship RDP student) as an Official Agent. The name and contact information of the appointee must be included on the Candidate Nomination Form. The Official Agent must consent to their appointment by signing the appropriate section of the Candidate Nomination Form. If a change of appointment is made, the candidate must immediately notify the Chief Returning Officer in writing of the name and contact information of the new Official Agent.

The CRO will only recognize registered Official Agents.

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 at the polling stations.
- **A profile** of no more than **500 words** for use on the Association website

Profiles must be submitted to the Election Administrator by 4:00 p.m. on Wednesday, March 4th.

Profiles will be published as submitted and profiles will be cut off at the maximum word or time 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 asked to submit one (1) vertical professional photo of themselves no later than 4:00 p.m. on Wednesday, March 4th, 2026.

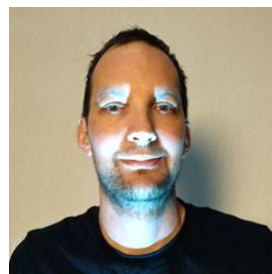
What to consider with your candidate photo:

- 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:



Candidate Videos

Candidates may submit a video that is must be no longer than 2-minutes to be shared on Association social media accounts no later than 4:00 p.m. on Wednesday, March 4th, 2026.

Videos must meet the following requirements:

- Must be filmed vertically (up and down), not horizontally (sideways)
- Film videos with the phone on your camera (not on Instagram, TikTok, etc) to ensure video quality
- Do not add GIFS, music, or much text

What to consider with your candidate video:

- Filming in different locations or angles
- Engaging your audience
- Being clear with your communication

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 must 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.

Voting

Students will have the opportunity to vote from **7 a.m Monday, March 9th, 2026 to 5 p.m Thursday, March 12th, 2026.**

All Members of the Association (credit, collaborative, and apprenticeship students) are eligible to vote. Ballots are accessed through students' MyRDP account. Eligible voters will receive an email to their RDP accounts from the Association to encourage voting.

Results Announcements

Election Results will be announced in the Far Side Bar & Grill (unless otherwise stated) at 6 p.m on Thursday, March 12th. We encourage all candidates and their supporters to join in the celebration.

The following forms must be completed, detached, and submitted to the Election Administrator in person or electronically by 4:00 p.m. on March 3rd, 2026 to the Election Administrator.

Detach and submit ONLY the required documents. Please keep the remainder of the Nomination Package for reference.

Checklist

Note: All sections of this form **MUST** be completed in full. Forms with missing information will not be accepted.

By the close of nominations, candidates must read the Bylaws and policies and submit their nomination package containing:

	Nomination Forms Completed:	
	<ul style="list-style-type: none"> • Self-Declaration Form • Candidacy Endorsement Form 	
	Executive Council candidates must submit:	Council candidates must submit:
	<ul style="list-style-type: none"> • Fall 2025 Transcript • Winter 2026 Proof of Enrollment 	<ul style="list-style-type: none"> • Winter 2026 Proof of Enrollment
	Completed Consent for Use of Personal Image, Video, and Information.	
	Professional Photo. For SA promotional use.	
	150-word Campaign Profile completed. For SA promotional use.	
	500-word Campaign Profile completed. For SA promotional use.	
	2-minute Campaign Video completed. For SA promotional use.	

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.

SARDP Policies

Amended February 10th, 2025

Council

Motion #: 24-25-118-C

ELIGIBILITY: For eligibility requirements for Council and Executive Council positions, please refer to the Association Bylaws

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.

ELIGIBILITY:

1. As per Association Bylaw:
 - 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.
 - 7.4.1 General Elections and Spring By-election (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 not exceeded the Executive Term Limits.

2. 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).
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 not exceeded the Executive Term Limits.
2. 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).
3. They are not current full time or salaried employees 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 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.

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 ten (10) Councillors, and
 - one (1) candidate for each Executive Council position.
- 8.4 In the event that there are ten (10) or fewer nominations for Councillor positions, those candidates shall each be put to a “Yes/No” vote on the ballot.
- 8.5 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.
- 8.6 Access to the voter’s list shall be restricted to the CRO or designate and the Association Executive Director.
- 8.7 The voting period must be no less than 48 business hours. The voting period shall be published by the first day of nominations.
- 8.8 Voting by proxy is prohibited.
- 8.9 Voter intimidation, voter suppression, voter impersonation, and vote buying are strictly prohibited, and any proven allegations will result in immediate disqualification.
- 8.10 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.
- 8.11 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 In the event that there are 11 or more candidates running for Council positions, the 10 candidates with the highest number of votes at the close of voting shall be declared the winner.
- 9.3 In the event there are 10 or less candidates running for Council positions, the individual candidates must garner at least 50%+1 “Yes” votes in order to be elected to the position.
 - 1) In the event that there are insufficient nominees to fill all Councillor positions, said positions shall be filled as per the Vacancy Policy.
- 9.4 In the event there are 2 or more candidates running for an Executive Council position, the candidate with the highest number of votes at the close of voting shall be declared the winner.
- 9.5 In the event there is 1 candidate running for an Executive Council position, the individual candidate must garner at least 50%+1 “Yes” votes in order to be elected to the position.
 - 1) 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.

- 9.6 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.
- 9.7 Election results shall remain confidential until announced to the Membership by the CRO or designate.
- 9.8 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.
- 9.9 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.

Related Documents:

Appendix A - Acknowledgement of Election Conduct Form

Appendix B - Election Complaint/Contestation Form

Appendix C – Investigation Procedure

Self-Declaration

Note: This form must be completed in full and **may not** be typed.

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

I, _____ (print name) put my name forward to run for the position of _____ (insert sought-after position) in the 2026-2027 Students' Association General Election.

I have read and declare that I 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 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.

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.

By signing below, I acknowledge that I have read and that I understand the campaign requirements and commit to upholding the integrity of the 2026-2027 Students' Association General Election.

Signature of Candidate

Date

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

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

Candidacy Endorsement Form

Note: This form must be completed in full and **may not** be typed.

We, the undersigned, do hereby nominate _____ (name of nominee), who has met the eligibility requirements as per Association Bylaws & Policies, run for the position of _____ (insert position) with the Students' Association.

Please print clearly

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

Acknowledgement of Receipt *FOR SA ELECTIONS STAFF USE*

Received by:	
Date:	



Students' Association of Red Deer Polytechnic

100 Donald 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, March 3 rd , 2026 to April 30 th , 2026	
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 2026/2027 Students' Association General Election on print materials, social media and the SA website and may be used after the Election period for recapping the year.	

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		
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	