

# UNA ELECTIONS 2021: GUIDE FOR CANDIDATES

## INTRODUCTION

The purpose of this document is to provide information for candidates and prospective candidates for the election of Directors for the University Neighbourhoods Association (UNA). This document provides an overview of nomination procedures, responsibilities, rights and duties of candidates and important information about voting procedures during the elections. The guide also contains key dates for attending required Board orientation processes for successful candidates.

UNA members will elect seven (7) Directors to its Board. All eligible UNA members can vote in this election. The UNA provides several ways to submit ballots. The election process also includes safeguards to ensure all votes remain anonymous, while also applying due diligence related to voter eligibility. The deadline for receiving ballots is 4:30 pm on Tues., Nov. 30, 2021.

## THE UNA'S ROLE

### The UNA as a Neutral Administrator

The UNA will facilitate the announcement of the elections, communications with UNA members, communications with candidates, an All-Candidates Forum and the election process.

The UNA encourages its residents to engage in the democratic process, including running for the UNA Board of Directors, engaging in public debate and discourse, and executing their right to vote, however, the UNA is a neutral party and will not promote, endorse or oppose a candidate nor will it promote or endorse a position closely associated with a candidate.

### The UNA's Trademarks and Logos

The UNA is not affiliated or aligned with any candidates nor platforms, and, as such, it is not permissible to use the UNA's trademarks and logos alongside, or in affiliation with, a candidate's platform, signage or any materials.

## Notification and Communication

The UNA will be notifying members about the election, ballot process and declared candidates as follows:

- Notice of Election
  - Published in the *Campus Resident*, *The Ubyyssey* and on the UNA website.
- Election package, which will include:
  - Ballot
  - Secrecy envelopes
  - Instructions on how to vote
  - Candidate statements
- Website:
  - Election notice
  - Election process, including member requirements and how to submit ballots
  - Candidate statements

- Information on how to attend the All-Candidates Forum
- Email to all UNA members
  - Elections notice
  - Reminders about elections-related events and deadlines
  - List of candidates
- *UNA Community Newsletter*
  - List of candidates
  - Reminders about elections-related events and deadlines
- *The Campus Resident* (September and October 2021 Issue)
  - Candidate statements
- All-Candidates Forum (an All-Candidates Forum hosted by the UNA and moderated by an impartial third party will be held on November 18, 2021, 7-8:30 p.m. via video conference)

## CAMPAIGNING

### Contacting Members During the Election Period

A candidate for election to the UNA Board may, upon application under section 25(3) of the *Societies Act*, be granted, temporary possession and use of electronic information containing an electronic copy of the members' register, listing each member and their name, mailing address, email and phone number, if available, on condition that: (a) the electronic information will be returned to the UNA within three days of the end of the election; (b) the members' information will only be used for the purposes of legitimate election campaigning; and (c) all electronic and paper copies of the members' information will be deleted promptly upon the conclusion of the election.

Communication will be issued to all members of the UNA inviting members to, by notice to the Society, elect not to have their email contact information shared with Candidates, and that the UNA shall not share with Candidates such email contact information of a member who objects.

When emailing members, candidates must conceal the contact list (e.g. by using the Bcc field). Candidate access to the electronic information will be removed after the election, and candidates must delete all copies of membership information within three days of the elections and agree not to share or use the information for any other purpose aside from campaigning.

To access the UNA Membership List, please fill out the "[Candidate Application to Access UNA Membership Register Form](#)" and submit it to the UNA Office Coordinator at [rescalona@myuna.ca](mailto:rescalona@myuna.ca).

### Election Signs and Campaign Materials

Candidates may choose to advertise with signage in the private or public realm.

- a. In the public realm (parks, boulevards, sidewalks, etc.), the UNA reserves the right to remove any campaign signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.
- b. The Board requests that all election signs in the public realm be removed no later than 24 hours after the election.

## Print Media

Candidates may choose to advertise in *The Campus Resident* newspaper and may also advertise in other local publications.

- a. All UNA election candidates will be profiled in the October 2021 issue of *The Campus Resident*. Candidate statements are restricted to 200 words and will be accompanied by the candidate's photograph.
- b. Should a candidate wish to place an advertisement in the October 2021 issue, they may contact the Editor, John Tompkins, at [campusresident@myuna.ca](mailto:campusresident@myuna.ca).

## All-Candidates Forum

An All-Candidates Forum will be hosted by the UNA on Thursday, November 18, 2021 from 7-8:30 p.m. via video conference.

The forum will serve as an opportunity for attendees to ask the candidates questions, and for candidates to engage in an open debate about their platforms and goals should they be elected to the UNA Board of Directors.

## THE ELECTIONS

### Election Process

The election process includes safeguards to protect the integrity of the election by ensuring all votes remain anonymous, while also applying due diligence related to voter eligibility. Only one ballot per member is allowed.

The UNA will be sending election packages to all eligible UNA society members. To be eligible, members must be a resident in one of the neighbourhoods (Chancellor Place, East Campus, Hampton Place, Hawthorn Place or Wesbrook Place) or designated buildings (Central Building or Focal Building), older than 18 years of age and registered as a UNA society member at least two business days prior to the deadline to submit ballots (November 30, 2021).

The election package will contain the following:

1. Instructions on how to vote
2. Candidate statements
3. A ballot with the names of candidates listed,
4. A secrecy envelope, that lacks identifying marks,
5. A certification envelope, on which is printed:
  - A unique envelope number along with space for the voting member to write their name,
  - A space for the voting member to write their residential address,
  - A statement attesting that the voting member is entitled to vote,
  - A statement attesting that the voting member understands that they are entitled to vote only once and that the enclosed ballot is their only vote,
  - A return outer envelope with postage paid and addressed to the University Neighbourhoods Association.

To vote, members must:

1. Vote for up to seven candidates by marking the box to the left of their choices on the ballot. The ballot will be rejected if votes are cast for more than seven candidates.
2. Insert the marked ballot into the secrecy envelope and seal it.
3. Place the sealed secrecy envelope into the certification envelope, seal it and fill out the required information.
4. Place the certification envelope into the return outer envelope and seal it.
5. Choose to submit their ballots by:
  - a. Mail: Drop return outer envelope (with the ballot, secrecy envelope and certification envelope enclosed) in a Canada Post mailbox. Note that the ballot must be received by the UNA by 4:30 p.m. on Tuesday, November 30, 2021 for it to be included in the vote counting. Please allow time for mailing.
  - b. Drop box: Drop return outer envelope (with the ballot, secrecy envelope and certification envelope enclosed) by 4:30 p.m., Tuesday, November 30, 2021, in one of the drop boxes at the following locations:
    - i. Wesbrook Community Centre at 3335 Webber Ln.
    - ii. Old Barn Community Centre at 6308 Thunderbird Blvd.
    - iii. UNA Main Office at 202-5923 Berton Ave.

## Counting and Tallying

Ballots are counted immediately after the deadline for ballot submission (4:30 p.m., November 30, 2021).

The counting proceedings will be overseen by a designated and impartial elections officer.

Candidates may appoint one scrutineer to represent the candidate at counting proceedings. (See section on scrutineers.)

The counting will involve the following procedures:

- The ballot box will be opened by the elections officer.
- Each secrecy envelope will be opened individually.
- The ballot contained therein will be examined to see whether it has been filled out appropriately.
- The votes cast on each ballot will be recorded on the table provided for that purpose.
- The votes for each candidate will be tallied.
- The candidates who are elected as Directors are those who receive the larger number of votes until all positions are filled.
- If two or more candidates receive the same number of votes and, as a result, their election, together with the election of candidates who receive a larger number of votes, would result in more elected candidates than positions to be filled, the candidate or candidates to be elected from among the candidates who receive the same number of votes shall be determined by lot using the method described in section 151(a) to (c) of the Local Government Act, administered by the election official.
- The UNA Bylaws do not allow for more than three Directors to come from a single neighbourhood or designated building, and provisions stated in Bylaw 5.14 and 5.15 will take effect should this situation arise.

- The results of the election will be announced to the candidates that evening and posted on the website by the following day.

### Scrutineers

A candidate may appoint one scrutineer to represent the candidate at counting proceedings. A scrutineer must: 1.) be a UNA member, 2.) not be a family member of the candidates and 3.) have a completed appointment form.

Scrutineers are allowed to watch the sorting and counting of the ballots and make note of any ballots they object to. Only the elections officer, volunteer counters and UNA staff are permitted to handle ballots and other election documents.

If a scrutineer objects to the acceptance or rejection of a ballot, the elections officer must record the objection. However, the elections officer's decision is final and may only be overturned by the UNA Chief Administrative Officer during the certification process.

More information for scrutineers is available in the included "[UNA Elections 2021: Guide for Scrutineers](#)" or visit the [myuna.ca/elections](http://myuna.ca/elections).

### Declaration of Results

Election results will be certified by the elections officer and confirmed by the UNA's Chief Administrative Officer. A list of the successful candidates will be published on the UNA website and emailed to all UNA members as soon as the results are certified. The results will also be published in the *UNA Community Newsletter* and *The Campus Resident*.

## AFTER THE ELECTIONS

Successful candidates will be required to attend a full day orientation session on December 10, 2021 from 8:30 a.m. to 4:30 p.m. and the Inaugural Board Meeting on December 14, 2021 at 5:30 p.m. The first Board Meeting will be held on Tuesday, December 21, 2021 at 5:30 p.m.

## IMPORTANT DATES

<b>September 24</b>	Notice of Election and Call for Nominations
<b>October 8</b>	Deadline for Nominations and Announcement of Candidates
<b>November 8</b>	Mailing of Election Packages to UNA Members
<b>November 18</b>	All-Candidates Forum (via video conference, 7-8:30 p.m.)
<b>November 26</b>	Deadline for Residents to Register to Vote (As per Bylaw 5.10, only persons who are members two business days before the deadline to submit ballots are eligible to participate in the elections.)
<b>November 30</b>	Deadline to Submit Ballots, Ballot Counting and Announcement of Elections Results

## IMPORTANT DATES FOR SUCCESSFUL CANDIDATES

<b>December 10</b>	Board Orientation
<b>December 14</b>	Inaugural Board Meeting
<b>December 21</b>	Board Meeting