



CAMPAIGNING GUIDE

Everything you need to win an election!

"We assess, advocate, and act on behalf of students' interests in order to foster an exceptional university experience."

-BUSRC Mission Statement

Positions

The first step in running in any election is deciding which position you will be running for. At Bishop's, there are three separate elections, the Executive Election, the General Election, and the Fall Election.

Executive Election

The Executive election serve the purpose of electing members of the SRC's Executive team. These positions require a significant time commitment (approx. 25 hours/week) and involve staying in Lennoxville during the spring and summer. These elections are held in February.

- **President**
- **Vice President Academic Affairs (VPAA)**
- **Vice President Student Life (VPSL)**

General Election

The second elections held are the General Election and take place in March. The General elections serve the purpose of electing members of the Board of Student Representatives (BSR) who represent the student population. The Senators also serve as voting members on the Bishop's University Senate.

Representatives

- **Environmental Sustainability Representative**
- **Ethnic Diversity Representative**
- **Equity Representative**
- **Health and Wellness Representative**
- **International Students Representative**

Senators

- **Business Senator**
- **Education Senator**
- **Humanities Senator**
- **Social Sciences Senator**
- **Natural Sciences Senator**
- **Graduate Senator**

Fall Election

The third set of elections is the Fall Election for the purpose of electing members of the Board of Student Representatives (BSR). These elections are held in September.

Representatives

- **First Year Representative**
- **On-Campus Representative**
- **General Councillor (2 positions)**

Indigenous Student Representative is appointed by the Indigenous Cultural Alliance (ICA).

If any positions from the Executive or General Elections is vacant, the position will be on the ballot for the Fall Election.

**More detailed information about the positions available at www.busrc.com/vote.*

Nomination

The nomination period is purely for fulfilling the requirements for the nomination: no campaigning may be done during this time. Nomination forms signify a candidate's intent to run. Nomination forms will be made available in electronic versions on the date that nominations open. A designated drop-off/submission location will be provided to all potential candidates.

Each candidate shall be nominated as follows: For candidates for any position on the Executive Council, at least twenty (20) signatures of students in good standing. For all other candidates, at least two (2) signatures of students in good standing from their respective constituencies.

For specific rules regarding nominations, please refer to both the SRC Operating Policies, Election Policy 6 – Nominations and Candidate Eligibility, and the Rules and Regulations.

For each election, there will be an Information Session for interested candidates. There will also be a mandatory Candidates Meeting. This is a great place to have all your questions answered.

Other Important Election Bylaws/Operating Policies

The purpose of the SRC Bylaws and Operating Policies are to ensure an equal playing field for all candidates. They outline how, when, and where a candidate may campaign. The bylaws and policies cover important topics such as general election rules, online campaigning guidelines, poster criteria and much more. **It is recommended that you read over these policies before submitting nomination forms, and again during the electoral process.** Some of this information will also be discussed by the CRO and DRO at the mandatory All Candidates meeting.

The elections bylaws and operations policies can be accessed via www.busrc.com/vote.

Who Oversees the Elections?

The elections are organized and run mainly by the CRO (Chief Returning Officer) and DRO (Deputy Returning Officer). The CRO and DRO ensure a fair election by working with the other members of the EAC (Elections Appeals Committee). All members of the EAC, as well as the CRO and DRO, forfeit their right to vote and must abstain involvement from any candidates' campaigns to remain unbiased. In case of a conflict, concern, or appeal about a candidate, or any issues related to the elections, the EAC will investigate and make a final decision about the appeal.

Chief Returning Officer (CRO): Karen Dymond (srcsg@ubishops.ca)

Deputy Returning Officer (DRO): Mackenzie Poulin (srcelections@ubishops.ca)

If you have any questions, do not hesitate to reach out to the CRO or DRO.

Standard Campaigning Materials

“Campaigning” is an activity that serves to publicize or promote an individual, organization, or team's candidacy in an SRC election or referendum. “Campaign materials” are items that publicize or promote an individual's or organization's position. Here are some examples:

Election Posters: Election posters are essential for getting your name out to the candidates. There is no one way to make a poster but printing in attention-grabbing colours helps. While the maximum size is 11”x 17”, it can be advantageous to make smaller posters, as bulletin board space can be limited. Posters can be printed at the print shop downstairs in the SUB. Posters must be approved and stamped by CRO or DRO.

Social Media: Online campaigning is becoming increasingly common through the approved platforms of Facebook and Instagram. If you choose to use social media, you must create a new social media account and handle to promote your campaign, which needs to be pre-approved and you must use the hashtag #bishopsvotes. Be sure to follow the policies, rules, and regulations for social media.

Accent Items: This campaigning method is optional. Whether it's a pin, stickers, treat, or other accessory, voters are more likely to remember you if you do something to stand out from your peers. Just remember that you cannot spend more than \$100 on your campaign.

Handouts: Slips of paper with your name and platform points can be handed out to people you have spoken to. These are valuable for informing voters. They can be handwritten or printed at the print shop downstairs in the SUB.

The official campaign period is subsidized, and only materials produced during this period will be reimbursed. Candidates may spend a maximum of \$100 on their campaign. You may not spend more than this amount. The SRC provides a maximum subsidy of \$30. The expense form and all receipts must be provided to the CRO or DRO by the deadline. This form must be submitted, even if a candidate has no expenditures.

For more information, refer to operating policies, rules, and regulations.

Campaign Ideas

During the campaign period, there are several things that candidates will do every day. Generally, a running for an executive position requires a greater level of intensity. The following actions are just suggestions, feel free to be as creative as you'd like.

- **One-on-ones:** One valuable way to mobilize students to vote for you is to chat with them one on one and tell them what makes your great ideas stand out. It can be intimidating to go up to a group of students and speak to them, but if you are confident in your introduction, it should go well. Note: students have the right to decline conversation. If they do, simply thank them, and move on.
- **Tables in the sub:** You can book a table in the SUB lobby to help promote your campaign and interact with the students. You can do so by completing a form at <https://busrc.com/bookings/>. Please note that while campaigning is allowed until the end of the voting period, tables in the sub are not allowed during the voting period.
- **Social media:** If you have some free time in your day, it would be a good idea to continue networking through your campaign social media accounts and post about

some of the great things you are doing, or plan on doing if elected. Social media is a great tool to help your campaign.

- **Attend candidate meetings:** Anytime the DRO or CRO has a scheduled candidate meeting, it is important to be in attendance to not miss out on any important information.

Any other idea that you have, so long as it conforms with the bylaws and operations policies, feel free to be creative and do it! Initiative and outreach tend to pay off in the form of votes.

Debate Night: How to Succeed in a Forum

Forums and debates are your opportunity to impress voters with your platform, speaking skills and ideas. There is a debate night before the executive elections, but none for the general election. There are a few key things you should know about debates beforehand:

- **Prepare something.** You don't have to have memorized your entire speech, but it's a good idea to know your platform points very well.
- **Speak for a suitable amount of time.** Anticipate how long you will have to speak and ensure you can list off all your key points during this time.
- **Prepare questions.** You may have the opportunity to ask your fellow candidates questions, so come ready!
- **Anticipate questions.** Anticipate questions that may be asked to you. Be aware of the strengths and weaknesses of your platform so you know how to best answer these questions.
- **Try to relax.** How you deliver your ideas is almost as important as what they are. Figure out which method to overcome nervousness works best for you and practice it. Practice makes perfect!

Things to Avoid

Most of these go without saying, but better safe than sorry. Remember that there is a strike policy in place. 1 strike = warning, 2 strikes, you're out.

DO NOT:

- Take down another candidates' campaign posters or damage anyone else's campaign material
- Slander other candidates whether it is done verbally, through campaigns, or online (positive campaigns only)

- Campaign during nomination period
- Come to forums unprepared (ex: debate night)

For more information, refer to Operating Policy Section 1 2.0

Remember: if you are unsure whether you're allowed to do something, your DRO and CRO are here to answer your questions!

Minding Your Mental Health

Campaigning and waiting for election results can be stressful! We encourage you to take care of yourself during the election period.

Here are the resources for you available on campus:

Student Services – call 819-822-9695 or email studentservices@ubishops.ca

Drop by Student Services Monday to Friday 9:00am to 5:00pm. Located on the 2nd floor of the Student Centre, above Doolittle's Co-op. ubishops.ca/student-services/counselling/

Empower Me Mental Health and Wellness Support - 1-833-628-5589

24 hour / 7 day per week confidential counselling support

Disclaimer/Acknowledgements

This is an unofficial guide to running in Bishop's University SRC elections and is meant to help advise beginners about how to prepare for and improve their campaigning. Its use will not guarantee electoral success, and the information it holds does not replace existing rules, policies, or schedules.

The Bishop's University SRC would like to acknowledge the University of Alberta Students' Union whose campaign survival guide inspired ours. Their guide can be accessed at: <https://www.su.ualberta.ca/media/uploads/580/DG-CampaignSurvivalGuide.pdf>

Questions about the elections or this guide can be addressed to:

CRO at srcsg@ubishops.ca

DRO at: srcelections@ubishops.ca