



University of Lethbridge Students' Union

Elections Nomination Package



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Overview

The University of Lethbridge Students' Union General Election Nomination Package is intended to provide information about the ULSU, the election and the position available. If you wish to run to fill any of the vacant positions for the May 2025 to April 2026 academic year, Candidates MUST use this document as their guide and complete the relevant forms attached. These forms can be submitted to the Office of the CRO (SU180H) or emailed to su.cro@uleth.ca. Please read the information and instructions carefully before submitting.

The **Office of the Chief Returning Officer (CRO)** includes the Chief Returning Officer, and any other individuals working on behalf of the CRO, such as ULSU office staff and members of the Electoral Adjudication and Oversight Board, as well as any volunteers or employees assisting with election operations. All candidates and campaign team members are expected to maintain a professional and respectful demeanor at all times. Any behavior that is deemed disrespectful, intimidating, or hostile towards individuals associated with the Office of the CRO will not be tolerated. Such actions may lead to penalties, including the potential disqualification of the offending individual or party from participation in the ULSU General Election.

If you have any questions or concerns about the elections or this nomination package, or require any accommodations, please contact the ULSU CRO and/or General Manager. Please Note that the CRO is a part-time staff and as such has limited hours. Please reach out to get their hours.

Elections Staff Contact Information

Chief Returning Officer (CRO), 2025-26: To be announced early February

ULSU General Manager: Cheri Pokarney

Elections Office: SU180

Email: su.cro@uleth.ca

Documents: Can be filed by email or in hard copy. Hard-copy documents can be dropped off at SU180H.

About the ULSU

Introduction

University of Lethbridge Students Union run a General Election where undergraduate students are able to vote to elect the next academic year's General Assembly. If you wish to run to fill any of these vacancies from May 2025 to April 2026, this nomination package is your guide to participating in the General Election.

Vision Statement

The Students' Union, the University of Lethbridge will deliver extraordinary service, facilities, programs and opportunities that exceed the expectations of our students. The Students' Union will be recognized locally, provincially and nationally as a dynamic and innovative leader in the Canadian University Community.

Mission Statement

The mission of the Students' Union is to provide our students, as well as faculty, staff and alumni a portal to the unique University of Lethbridge experience. The Students' Union compliments the academic programs and enhances the overall educational experience and quality of campus life for students and other members of the U of L family.

As the heart of the student community, we are committed to student success by delivering a diverse program of cultural, educational, social and recreational services. We strive to surpass the needs of our multicultural, educational, social and recreational services. We strive to surpass the needs of our multicultural student community, create a positive learning experience, and maintain a healthy balance between academic and leisure activities.

Objectives

- To provide for the administration of the affairs of Students' Union members;
- To foster the development and management of student organizations, and once developed, to affiliate with those institutions in accordance with ULSU legislation;
- To advance the interests of its members and to promote the general welfare of all University of Lethbridge students;
- To promote a liberal education consistent with the mission and vision statement of the University of Lethbridge;
- To advocate for the rights of students without discrimination and particularly without discrimination based on race, color, creed, gender, nationality, place of origin, religion, sexual orientation, age, mental, or physical health, or political beliefs;
- To foster the intellectual growth of all students benefits the individual, the University of Lethbridge Community, and society at large; and,
- To encourage students to engage in intellectual pursuits and active citizenship.

Council Structure

The ULSU consists of two Governing Bodies, the Executive Council and the General Assembly. The Executive Council consists of 5 executive positions, and the General Assembly consists of 16 additional student representatives.

Executive Council

- President
- Vice President Academic
- Vice President Student Life
- Vice President External
- Vice President Operations and Finance

Powers and Responsibilities of the Executive Council:

1. Observe and uphold the objectives of the ULSU.
2. Execute, adhere to, and implement all General Assembly decisions and policies.
3. Oversee the office and the employees of the ULSU.
4. Oversee the regular operations of the ULSU.
5. Authorize and approve general expenditures as defined in the Financial Policy, the Constitution, or any other portion of the ULSU Bylaws and Policies, as within the purview of the Executive Council; be the primary body to present initiatives to the General Assembly; and,
6. Represent all members of the ULSU.
7. One or more member(s) of the Executive Council must participate in, and complete responsibilities associated with the lobby groups that the ULSU subscribes to.

For more information on these roles, please contact the current Executive team:

- Maleeka Thomas, President: su.president@uleth.ca
- Yewoe Sackey Forson, Vice President (Student Life): su.studentlife@uleth.ca
- Yash Dixit, Vice President (Operations and Finance): su.finance@uleth.ca
- Annie Ebenmelu, Vice President (Academic): su.academic@uleth.ca
- Lulya Michael, Vice President (External): su.external@uleth.ca

If you have any questions or concerns around elections or this nomination package, please contact the Chief Returning Officer, at su.cro@uleth.ca

President

Course Allowances & Requirements for the President

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of 1 and a maximum of 2 full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session.

Responsibilities of the President

1. Is the ceremonial head of the Students' Union.
2. Is the official representative of the Students' Union and shall attend seminars, conferences, and general meetings on behalf of the Students' Union.
3. Is responsible for ensuring that the Students' Union is well staffed and run in an organized and efficient manner.
4. Is sole signing authority on all official Students' Union correspondence on matters of political position and opinion and has financial co-signing authority as outlined in the ULSU Constitution.
5. Is responsible for the maintenance of the efficient administration of the affairs of the students' Union.
6. In conjunction with the VP Operations & Finance, oversee all matters related to human resources at the Students' Union.
7. Acts as a liaison between the Students' Union, the University of Lethbridge Faculty, Staff and Administration, and the community.
8. Along with the Executive Assistant, is responsible for the preparation of agendas.
9. Will appoint an external Chair for meetings of the General Assembly, to be ratified by the General Assembly, and will chair meetings of the General Assembly in the Chair's absence.
10. Will chair, or delegate to an appropriate chair, all Town Hall Meetings of the Students' Union, except those relating to Elections and Referenda.
11. May be a delegate to any provincial and federal lobby groups the Students' Union subscribes to.
12. Will ensure that all written reports are completed.
13. Will attend all meetings of the General Assembly, the Executive Council, the University of Lethbridge Board of Governors, the General Faculties Council, the University of Lethbridge Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
14. Will relay all pertinent information to the General Assembly in a timely manner.
15. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation.
16. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
17. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Academic

Course Allowances & Requirements for the VP Academic

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of 1 and a maximum of 2 full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session.

Responsibilities of the VP Academic

1. Is the academic liaison to all active members of the Students' Union on any proceedings of an academic nature.
2. Is the liaison to each Faculty Representative in regard to all faculty and related academic matters.
3. Is tasked with maintaining an awareness of current issues and developments regarding academic matters relevant to the Students' Union and University of Lethbridge students and therefore, leads and coordinates the Students' Union's efforts on academic advocacy.
4. Has the authority to recommend the appointment of student members to University of Lethbridge committees on behalf of the Students' Union.
5. Shall seek to gain student representation on appropriate University of Lethbridge committees if such representation does not exist.
6. Will, in conjunction with the Operations Coordinator, organize an academic speakers' series or event and other activities of an academic nature;
7. Will promote undergraduate research at the University of Lethbridge.
8. Will act as a student advisor concerning Grade Appeals and to the GFC Undergraduate Student Discipline Committee.
9. Will remain current on academic issues and developments, and inform the Executive Council, the General Assembly, and the student body as required.
10. Will attend all meetings of the General Assembly, the Executive Council, the General Faculties Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
11. Will relay all pertinent information to the General Assembly in a timely manner.
12. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation.
13. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
14. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Student Life

Course Allowances & Requirements for the VP Student Affairs

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of 1 and a maximum of 2 full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session.

Responsibilities of the VP Student Affairs

1. Is responsible for ensuring a diverse and engaging experience for all members of the Students' Union through events, clubs, and other activities.
2. Is the liaison between clubs and the General Assembly.
3. Will facilitate communication between the General Assembly and the active members of the Students' Union.
4. Has the authority to discipline Clubs on behalf of the Students' Union to ensure all groups are adhering to the Constitution, Bylaws, and Policies of the Students' Union.
5. Will make presentations to the General Assembly and Executive Council on behalf of Clubs, Clubs Council,
6. Will facilitate the ratification process between Clubs, and the General Assembly by making the paperwork and necessary information readily available.
7. Will ensure that all ratification forms have been reviewed prior to submission to the General Assembly and will address any concerns on behalf of Clubs, at the General Assembly meeting.
8. Will, along with the Executive Assistant, be responsible for the preparation of the agendas for all Clubs Council meetings.
9. Will chair all meetings of Clubs Council.
10. Will be responsible for the orientation of the incoming General Assembly through an annual retreat at which the VP Student Affairs, in conjunction with the other members of the Executive Council will present all relevant materials to the incoming General Assembly.
11. Will coordinate volunteers for all Students' Union events or delegate a representative to do so.
12. Shall be responsible for the effective communication on behalf of the Students' Union to the University of Lethbridge Community.
13. Will, in conjunction with the Operations Coordinator, organize activities, events, and projects of a non-academic nature.
14. Will attend all meetings of the General Assembly, the Executive Council, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
15. Will relay all pertinent information to the General Assembly in a timely manner.
16. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation.
17. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority.
18. Will fulfill any other responsibilities inherent in the legislation of the Students' Union

Vice President External

Course Allowances & Requirements for the VP External

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of 1 and a maximum of 2 full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session.

Responsibilities of the VP External

1. Is tasked with maintaining an awareness of current issues and developments related to all levels of government relevant to the Students' Union and University of Lethbridge students.
2. Is the primary advocate of students to all external stakeholders.
3. Is responsible for promoting the Students' Union to the external community through a variety of projects and events.
4. The VP External has the authority to speak on behalf of the Students' Union when advocating to all levels of government.
5. Shall act as the primary Government Relations Officer of the Students' Union.
6. Is a delegate, normally the primary delegate, to any provincial and federal lobby groups of which the Students' Union subscribes.
7. Is the primary advocate for University of Lethbridge Students to the City of Lethbridge.
8. Will act as the primary policy researcher for all political policies of the Students' Union and/or its affiliated lobby organizations.
9. Will organize activities and events that would outreach to the external community.
10. In conjunction with the Communications Coordinator and Executive Assistant, oversee all methods of communication and technology, including but not limited to: The Students' Union Website; social media; The Students' Union Blog; and Students' Union Press releases.
11. Will organize activities and events of a political nature, with the understanding that these shall be limited to activities and events related to post-secondary education.
12. Will attend all meetings of the General Assembly, the Executive Council, the U of L Senate, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
13. Will relay all pertinent information to the General Assembly in a timely manner.
14. Will be aware of all responsibilities required of him or her in accordance with Students' Union Legislation.
15. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
16. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

Vice President Operations & Finance

Course Allowances & Requirements for the VP Operations & Finance

For Fall and Spring Semesters, each Executive Council member must be enrolled in a minimum of 1 and a maximum of 2 full courses per semester; and, during the Summer Sessions each Executive Council member may take a maximum of one (1) course per session.

Responsibilities of the VP Operations & Finance

1. Is the Chief Financial Officer of the Students' Union and shall uphold all the responsibilities thereof.
2. Is responsible for ensuring that the Students' Union is well staffed, and run in an organized and efficient manner.
3. Has financial co-signing authority as outlined in the ULSU Constitution.
4. Has the authority to ensure that operational policies and legislation of the Students' Union are adhered to.
5. Will, in conjunction with the General Manager and Bookkeeper, monitor the financial situation and accounts of the Students' Union, ensure that accurate records are maintained with respect to all financial
6. and operational matters of the Students' Union and be responsible for all capital maintenance of the Students' Union.
7. Will report the state of pertinent finances of the Students' Union to the General Assembly and Executive Council at each meeting.
8. Will ensure that the financial accounts of the Students' Union are audited annually, commencing no later than 1 month after the fiscal year end, for the information of the active membership of the Students' Union.
9. Will oversee the applications and the approval process of all Students' Union grants.
10. Will oversee operational aspects of the Students' Union Building.
11. Will, in conjunction with the President, oversee all matters related to human resources at the Students' Union.
12. Will be responsible for the coordination of any Students' Union Constitutional, Bylaw, or Policy revisions.
13. Will initiate projects and carry out duties of an operational or financial nature.
14. Will attend all meetings of the General Assembly, the Executive Council, the University Budget Advisory
15. Committee, and various other committees and councils as outlined by the ULSU Bylaws and Policies.
16. Will relay all pertinent information to the General Assembly in a timely manner.
17. Will be aware of all responsibilities required of him or her in accordance with Students' Union legislation.
18. Will ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered his or her first priority; and,
19. Will fulfill any other responsibilities inherent in the legislation of the Students' Union.

General Assembly

- 6 Arts & Science Rep
- 1 Fine Arts Rep
- 2 Dhillon School of Business Rep
- 1 Education Rep
- 1 Health Science Rep
- 1 Indigenous Rep
- 1 International Rep
- 1 Residence Rep
- 1 Calgary Campus Rep
- 1 First year Rep

Powers and Responsibilities of the General Assembly:

1. Observe and uphold the objects of the ULSU;
2. Approve expenditure in accordance with ULSU Legislation;
3. Authorize all new employee positions;
4. Authorize changes to the budget;
5. Authorize expenditures from the Capital Replacement Fund;
6. Serve as a check and balance to the Executive Council;
7. Be well informed of the activities of the ULSU;
8. Serve as the judicial branch of the ULSU, governing all responsibilities regarding discipline of permanent full time employees and the members of the General Assembly; and,
9. Act as representatives of the ULSU.

For more information on these roles, please contact the current Executive team:

- Arts & Science Reps, Alejandro Figueroa, Kimoya Edwards, Angelina Oblak, Emi Mundell, Illham Rwaji, : su.artssci@uleth.ca
- DSB Reps, Bradley Pike, Temiloluwa Fashina: su.dsb@uleth.ca
- Fine Arts Rep, Demi Zalesak: su.finearts@uleth.ca
- Health Science Rep, Noah Wang: su.healthsci@uleth.ca
- International, Moyosoreoluwa Oladoye: su.international@uleth.ca
- Calgary, Parneet Sidhu: su.calgarycampus@uleth.ca
- Residence Rep, Juliana Ford: su.residence@uleth.ca

If you have any questions or concerns around elections or this nomination package, please contact, Chief Returning Officer, at su.cro@uleth.ca

Academic Representatives

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Academic Representatives

1. Facilitate communication between the General Assembly and the active members of the ULSU.
2. Represent the faculty from which they are elected by bringing forth information and perspectives from their respective faculties and the student body.
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda.
4. Foster involvement of the student body in the ULSU and student affairs.
5. Assist in ULSU activities.
6. Submit a monthly report to the President summarizing your activities for that month.
7. All reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month.
8. Sit on at least 1 ULSU committee.
9. Sit on at least 1 University committee.
10. Must volunteer at 2 ULSU functions and/or events each semester.
11. Each Academic Rep has 1 vote on all General Assembly business items.
12. Will fulfill and ensure ULSU legislation is being maintained.
13. Will be voted in by the constituency they will represent thereafter.
14. Must be of the constituency electing him or her.

Indigenous Student Representative

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Indigenous Representative

1. Will facilitate communication between the General Assembly and the Indigenous students of the UofL.
2. Will represent the Indigenous students on the U of L main campus, and bring forth information and perspectives from this group.
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda.
4. Foster involvement of the student body in the ULSU and student affairs.
5. Assist in ULSU activities.
6. Submit a monthly report to the President summarizing your activities for that month.
7. Submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month.
8. Sit on at least 1 ULSU committee.
9. Sit on at least 1 University committee.
10. Must volunteer at 2 ULSU functions, events, or activities each semester.
11. Has 1 vote on all General Assembly business items.
12. Will ensure and maintain ULSU Legislation is being adhered to.
13. Will be voted in by the constituency he or she will represent thereafter.
14. Must be of the constituency electing him or her.

International Student Representative

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the International Representative

1. Facilitate communication between the General Assembly and the international students at the University of Lethbridge.
2. Represent the international students at the University of Lethbridge main campus, and bring forth information and perspectives from this group.
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda.
4. Foster involvement of the student body in the ULSU and student affairs.
5. Assist in ULSU activities.
6. Submit a monthly report to the President summarizing your activities for that month.
7. Must submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each year;
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU legislation is being adhered to;
13. Will be voted in by the constituency he or she will represent thereafter;
14. Must be of the constituency electing him or her.

Calgary Campus Representative

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Calgary Campus Representative

1. Will facilitate communication between the General Assembly and students attending classes at the UofL Calgary Campus.
2. Represent active members of the ULSU attending classes at the U of L Calgary Campus and bring forth information and perspectives from this group.
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda.
4. Foster involvement of the student body in the ULSU and student affairs.
5. Assist with and coordinate Students' Union activities on the U of L Calgary Campus.
6. Help administer the Students' Union Health and Dental plans on the U of L Calgary Campus.
7. Act as a student advisor concerning the Grade Appeal process on the U of L Calgary Campus, in consultation with the VP Academic.
8. Ensure the well-being and good working order of ULSU property and equipment on the Calgary Campus.
9. Submit a monthly report to the President summarizing his or her activities for that month.
10. Submit all reports must be submitted on time in order for the ULSU General Assembly member to receive honoraria for that month.
11. Has 1 vote each on all General Assembly business items.
12. May strike committees on their campus, comprised of student volunteers from their campus to assist with the coordination of events, the collection of information and perspectives, and the discussion of issues pertaining to the ULSU.
13. Will ensure and maintain ULSU legislation is being adhered to.
14. Will be voted in by the constituency they will represent thereafter.
15. Must be of the constituency electing them.

Residence Representative

Course Allowances

Must enroll in at least 1 class during each of the Fall and Spring Semesters and may enroll in as many courses as permitted by the University of Lethbridge.

Responsibilities of the Residence Representative

1. Will facilitate communication between the General Assembly and the students housed in the Residence Buildings at the University of Lethbridge;
2. Represent the students who live in residence at University of Lethbridge, and bring forth information and perspectives from this group;
3. Attend all General Assembly meetings and make informed decisions about the motions put forth on the agenda;
4. Foster involvement of the student body in the ULSU and student affairs;
5. Assist in ULSU activities;
6. Submit a monthly report to the President summarizing your activities for that month;
7. Submit all reports on time in order for the ULSU General Assembly member to receive honoraria for that month;
8. Sit on at least 1 ULSU committee;
9. Sit on at least 1 University committee;
10. Must volunteer at 2 ULSU functions, events, or activities each semester.
11. Has 1 vote on all General Assembly business items;
12. Will ensure and maintain ULSU legislation is being adhered to;
13. Will be voted in by the constituency they will represent thereafter;
14. Must be of the constituency electing them;
15. The candidate must meet all eligibility requirements designated in the Voting and Eligibility Requirements Bylaw, as well as receive the endorsement of the Residence Council, that endorsement being objective and the criteria of which are laid out in the Organization of Residence Students Constitution, Bylaws, and Policies.

Time Requirement & Restrictions

Hour Requirements

- Members of the ULSU Executive Council are required to work a minimum of 35 hours per week, which will include time spent attending Executive Council meetings, General Assembly meetings, and committee meetings.
- Academic Reps, International Student Rep, Indigenous Rep, Calgary Campus Rep and the Residence Rep are required to work a minimum of 10 hours per month, which will include attending all General Assembly meetings;

Office Hours

- Members of the Executive Council shall hold a minimum of 6 office hours each week. These hours shall not fall on only one day;
- All scheduled office hours must occur during regular ULSU hours of operation, 8:30 am - 4:30 pm.

Summer Hours

- General Assembly members are not required to fulfill their duties during the summer months; however, special arrangements may be made if the Executive Council requires assistance to fulfill a duty or complete a project or hold a General Assembly meeting;
- The Executive Council may approve funds as required for representatives who assist during the summer months to receive an honorarium

Restrictions on Secondary Employment

- Members of the Executive Council are permitted to hold part-time employment up to 15 hours per month. Any additional employment must be approved by the General Assembly
- All other members of the ULSU General Assembly are permitted to hold other employment, but arrangements must be made with any other employer to allow the member to attend required meetings

Honoraria

- President & Vice Presidents: \$3126.00 per month gross from May – April; and, Executive Council honoraria are subject to national CPI increase annually
- Academic Representatives, International Student Representative, Indigenous Student Representative, and Calgary Campus Residence Representative: \$150.00 each month gross from September – April
- \$150.00 each per month from May-April if members have been actively involved in their roles during the summer terms.
- General Assembly Members are bound by the Honoria Bylaw they were elected under , and any changes made to this Bylaw will take effect on May 1st of the following year

IMPORTANT DATES & DEADLINES

Event	Date & Time		Location
Nomination Open	Monday, Feb. 3 rd , 2025	8:30AM	Nominations Package can be picked up at SU180 or found at ulsu.ca
Nomination Closes & Nomination Package Deadline*	Thursday, Feb. 13 th , 2025	3:00PM	Drop off at SU180 or Email to CRO
Mandatory Candidates' Orientation Meeting*	Thursday, Feb. 13 th , 2025	5:00PM	TBD
Pre-Campaign Period	Opens: Monday, Feb. 3 rd	8:30 AM	Drop off at SU180 or Email to CRO
	Close: Thursday, Feb. 13 th	3:00PM	
Candidate Bio/photos Deadline*	Thursday, Feb. 13 th ,	3:00PM	Submitted to CRO & Comms
Mandatory Interview* Organize directly with The Meliorist & CKXU	Feb 24 (CKXU)	12:00PM – 4:00PM	SU170
	TBD (Meliorist)		
Campaign Period	Opens: Sunday, Feb. 16 th	8:30AM	Online & On campus
	Closes: Mon March 3 rd	9:00AM	
Executive Council Town Hall*	Tuesday, Feb 25 th	12:00 PM	Markin Hall
General Assembly Townhall & Debate*	Wednesday, Feb 26 th	12:00 PM	Markin Hall

Executive Council Debate*	Thursday, Feb 27 th ,	12:00P M	Markin Hall
Voting Open & Close	Opens: Tuesday, Mar 4 th	9:00 AM	Online
	Closes: Friday Mar 7 th , 3:00 PM	3:00PM	
Expenses Report Due Date*	Initial: Mar. 3 rd , Final: Mar. 12 th	12:00 PM – 12:00 PM	Submit to CRO
Unofficial Results*	Friday, Mar. 7 th ,	5:00 PM	The ZOO

***Means mandatory**

Eligibility of Candidates

Any person wishing to be nominated as a candidate must fulfill all candidacy requirements stated in the bylaw governing the position they wish to be nominated for;

1. Fill out the official ULSU online nomination form. The DEADLINE IS February 13, 2025, AT 3PM.
2. You don't need to get signatures of those who you have listed on the nomination form, but you will need their UofL ID numbers to verify they are an active undergraduate student.
3. Confirm, by clicking the checkbox on the form that you shall comply with all ULSU legislation.
4. Submit the official nomination online form before the closing of the nomination period.
5. Members of the ULSU may only be nominated for one (1) position on the General Assembly per election.
6. Any person who was elected to the General Assembly and then impeached shall not be eligible to be nominated for any position.
7. A candidate's nomination shall not be deemed valid unless the candidate, or a delegate, as approved by the CRO, attends the orientation session as required by the ULSU.
8. If any candidate is not able to attend, they must submit written notification to the CRO at least forty-eight (48) hours before the orientation session; and,
9. The CRO must make a ruling as to the inability of the potential candidate to attend the orientation and must render the decision on and relay the decision to the potential candidate within twenty-four (24) hours of receiving the notice.

NOMINATION MUST KNOW!

Please read the following instructions before filling out this nomination form:

1. Nomination packages can only be obtained in person during office hours of the CRO or the ULSU General Manager or by making an appointment through email at su.cro@uleth.ca
2. Read all contents of this nomination package and fill out all required sections. The nomination form must be completed in its entirety, with NO omissions or errors.
3. Collected personal information will only be used by the CRO, ULSU General Manager & Communications team during the election period and will be kept strictly confidential.
4. Executive Council Candidates must submit a deposit of \$30.00 paid to the ULSU Admin Assistant (Front desk). **This must be completed by the end of the nomination period. This fee is refundable upon the submission of a candidate expense report**
5. Candidates must provide a student ID number to the CRO confirming that the nominees, campaign manager and/or volunteers are Members of the Students' Union. Candidates will also be required to provide a specific screenshot of their Bridge account as instructed below.
6. For persons wanting to be nominated for an Executive Council (EC) position, signatures from at least 35 members of the ULSU (undergraduate students) must be collected through Microsoft Forms **and submitted to the ULSU CRO with your Nomination application.**
7. For persons wanting to be nominated for a General Assembly Member position, signatures from at least 15 members of the ULSU (undergraduate students) must be collected through Microsoft Forms **and submitted to the ULSU CRO with your Nomination application.**
8. Required number of nominators MUST be collected and submitted before nomination ends.
9. Go through the nomination checklist to be sure you have completed all requirements.
10. Submit your completed package along with the marked checklist electronically to su.cro@uleth.ca any time before Thursday, Feb 13th, 3PM. **Late submissions will NOT be accepted.**
11. The office of the CRO will sign the completed package when received. If you do not receive a confirmation email within 48 hours, your package may not have been received. Please email su.cro@uleth.ca to confirm the submission of your package. Please try to have your package into the CRO well ahead of the deadline to avoid being disqualified as a candidate.

12. It is the responsibility of the Candidate to ensure they consult the Office of the CRO with any questions in time to make any necessary changes, additions or corrections to their submitted forms from the Nomination Package prior to the close of nominations **as extensions will not be granted.**
13. After the nomination period ends, candidates **must attend** the All-Candidates Orientation Meeting on Thursday, February 13th, 5:00 PM that will be held in person in the ULSU Council Chambers (SU180). This meeting is mandatory for all candidates and campaign managers. If you cannot attend, you must contact the CRO as soon as possible. **Failure to attend the All-Candidates Orientation Meeting without prior approval from the CRO will result in a candidate failing to meet the nomination requirements and being excluded from participation in the election.**
14. Campaigning begins on **SUNDAY, February 16th, 8:30AM**. Any campaigning prior to this time will be considered pre-campaigning and is subject to penalty by the CRO.

Nomination Form

All forms must be filled out with the correct information and submitted to the Chief Returning Officer:

- **By email at su.cro@uleth.ca in a PDF format OR;**
- **A printed copy can be picked up and submitted at SU180**

Form 1: Candidate Personal Information

Student Full Name: <i>*Must be a registered Ulethbridge undergraduate student</i>			
Student ID number:			
Uleth Email:			
Phone Number:			
Social Media Account? <i>(The ULSU CRO Instagram account will follow you. Ensure you accept the invitation)</i>			
Current Position (if any) with the ULSU?			
Please indicate which position you are submitting an application for by marking the box for one of the following options, choose ONLY ONE. Representatives for GA Council Positions must be of the constituency electing them.			
Executive Council	<input type="checkbox"/> President	<input type="checkbox"/> VP External	<input type="checkbox"/> VP Student Life
	<input type="checkbox"/> VP Academic	<input type="checkbox"/> VP Operations & Finance	
Please note that there are 6 vacant Arts & Science Representatives & 2 vacant DSB Representatives. The First Year Rep position is filled through a by-election in September			
General Assembly	<input type="checkbox"/> Arts & Science Rep	<input type="checkbox"/> Dhillon School of Business Rep	<input type="checkbox"/> Indigenous Student Rep
	<input type="checkbox"/> Fine Arts Rep	<input type="checkbox"/> Education Rep	<input type="checkbox"/> Calgary Campus Rep
	<input type="checkbox"/> Health Science Rep	<input type="checkbox"/> International Student Rep	<input type="checkbox"/> Resident Rep
Residence Vice Presidents	<input type="checkbox"/> VP University Hall	<input type="checkbox"/> VP Coulee View	<input type="checkbox"/> VP Parkway

Form 2: Verification of Eligibility

Verification of Academic Standing

I, _____, the undersigned, declare that I am in good academic standing as a current undergraduate student at the University of Lethbridge and as a Member of the University of Lethbridge Students' Union (ULSU). I authorize the Office of the CRO & the ULSU General Manager to confirm this information with the University of Lethbridge.

Candidate's Signature:

Date:

Please provide a copy (digital or physical) of your verification of enrollment. A copy of this can be obtained from your bridge account or from the Student Enrolment & Registrar's Office (SEARS) located in SU140. Their office hours are 8:30am - 4:30pm Mon-Fri.

Verification of Financial Standing

I, _____, the undersigned, declare that I am in good financial standing as a current undergraduate student at the University of Lethbridge and as a Member of the University of Lethbridge Students' Union (ULSU). I authorize the Office of the CRO & the ULSU General Manager to confirm this information with the University of Lethbridge.

Candidate's Signature:

Date:

*** Please provide a copy (digital or physical) of your bridge student account (account summary by term).** A copy of this can be obtained from your Uleth bridge account or from the Uleth Cash office located in AH178. Their office hours are 9:00am - 3:30pm Mon-Fri.

Form 3: Declaration & Eligibility

I, _____, hereby accept my nomination for the position of _____ within the University of Lethbridge Students' Union (ULSU). In doing so, I affirm that I meet all the necessary qualifications and am fully eligible for this position, in accordance with Bylaw 26, of the ULSU Operations Manual. I have read and understood this nomination package, including all attached Bylaws and Policies. I consent to the collection and disclosure of information placed on these forms. I declare that the information provided on these nomination forms are accurate and true to the best of my knowledge.

I understand that eligibility requirements include, but are not limited to, maintaining the appropriate academic standing, being a current student at the University of Lethbridge, and meeting any other criteria as specified by the ULSU's Legislation. I further declare that I will adhere to all rules, regulations, and policies outlined by the ULSU in fulfilling the responsibilities of this position, should I be elected.

Signed,

Candidate's Signature

Date

Witness Signature

Date

Form 4: Candidate's Campaign Information

Candidate's Bio
(300 words max)

Candidate's Campaign Platform
(300 words max)

I have submitted my photo to su.cro@uleth.ca &
su.communications@uleth.ca

Yes

No

This form must be submitted via email to su.communications@uleth.ca &
su.cro@uleth.ca

Form 5: List of Nominators (Executive Council Position)

#	NAME	EMAIL	STUDENT ID#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			

23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

Form 5.1: List of Nominators (General Assembly Member Position)

#	NAME	EMAIL	STUDENT ID#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Form 5.1: List of Nominators (Residence Vice President)

#	NAME	EMAIL	STUDENT ID#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

NOMINATION CHECKLIST

**All requirements in this checklist should be completed by Thursday, February 13th, 3PM.
*This checklist must be submitted with the Nomination Package**

- Review ULSU Legislation & Election Rules**
 - Read and understand all relevant ULSU documentation, including the *Operations Manual* and *Elections Rules*.
- Nomination Package**
 - Read and fully understand the Nomination Package, including all *Rules & Regulations*.
- Complete Nomination Form**
 - Ensure all information in the Nomination Package is completed, signed, and dated.
- Academic and Financial Standing**
 - Submit proof of good academic and financial standing as required by ULSU.
- **Collecting Signatures**
 - Collect the required number of signatures.
- Nomination Deposit**
 - Pay the required deposit of \$30.00.
- Candidate Bio, Photo & Elections Platform Submission & Social Media Info**
 - Submit your Candidate Bio, Photo & Platform and Social Media Info to the su.communications@uleth.ca & su.cro@uleth.ca
- Campaign Manager and Volunteers**
 - Submit the name and student ID number of your Campaign Manager, along with an initial list of Volunteers, by **Friday, February 14, at 3pm**.
- Mandatory Orientation**
 - Attend the mandatory orientation meeting on Thursday February 13th at 5pm
- Prepare Speeches**
 - Prepare for the townhall speeches, debate and CKUX & Meliorist interview.

Campaigning

Pre-Campaigning

Pre-Campaigning shall be considered to have occurred when any Candidate, or any Campaign team members of a candidate has been found be Campaigning outside of the Campaign Period as defined by the Election Bylaws & Rules. Pre-Campaigning describes prohibited activities. Below are more detailed examples:

Activities permitted during the Pre-Campaigning Period:

- Solicit the support of Members of the ULSU (as defined by the ULSU Bylaws) only for the purpose of collecting signatures for their nomination forms after the opening of the Nomination Period. This is the only form of campaigning allowed at this stage.
- Consult with the Office of the CRO or the members of the ULSU to clarify the election rules, regulations, and timelines to ensure compliance with the election process.
- Candidates may privately consult with Members of the Students' Union, including elected members of the General Assembly, ULSU employees, or university staff, regarding their campaign plans, ideas, or vision. Such discussions must remain private and not public facing.
- Candidates may privately discuss their intention to run for office, but these conversations should be informal and not involve active campaigning or solicitations for votes.
- Candidates can prepare campaign materials (e.g., posters, digital content, etc.) for distribution only after the official Campaign Period begins. They are not permitted to display or distribute these materials until campaigning has commenced.
- Privately recruit campaign members to assist with their campaign, but this must be done in a non-campaigning manner during the Pre-Campaigning Period. A list of recruited members must be submitted to the CRO.
- Organize their campaign team, assign roles, and set up logistics for the campaign period. This includes coordinating efforts, creating schedules, and discussing the structure of the campaign team.
- Candidates are allowed to make social media pages with the username '[Candidate Name] for [Position Contested]', eg: "JaneforPresident" with no bio or description until the campaign period began.
- Candidates are allowed to invite people to follow or like their page but must not post or share anything in relation to their campaign. NO POSTING MUST BE DONE.

Activities prohibited before the Campaign Period (including but not limited to):

- Asking for votes, endorsements, or public support for their candidacy until the official campaign period starts.
- Distribute promotional physical or electronic materials (e.g., Campaign posters or any other branded campaign merchandise) during the pre-campaigning period.
- Participate in public forums, debates, or speeches related to their candidacy or campaign message. These must take place during the official campaign period.
- Post on social media platforms promoting their candidacy, soliciting votes, or sharing campaign bio, slogans or platforms.
- Seek or accept formal public endorsements from student clubs, levy groups, or faculty during the pre-campaigning period.
- Use any funds for campaign purposes until the campaign period officially begins.
- Engaging in support of another Candidate at any point during the election. The elimination of slates prohibits group campaigning or the appearance of support for another candidate by anyone involved.
 - As a clarification, this means a Volunteer can only be on a single candidate's Volunteer List
 - Please Note candidate campaign Slates are not permitted.

During the Campaign Period (Campaigning and Campaign Materials)

- The use of the ULSU office, materials, and/or equipment are not permitted for campaigning purposes.
- Campaign materials will be limited to physical and digital posters, clothing, ribbons, buttons, banners, and/or branded merchandise within the campaign budget.
- The use of the ULSU's or University's logo on your campaign materials is not allowed.
- No printed stickers, flyers or handbills of any kind will be used as campaign material.
- Candidates are permitted to introduce themselves to virtual and/or in person classes or academic sessions during class time based on the following:
 - the professor or instructor approves the introduction.
 - the introduction is no longer than two (2) minutes in length.
 - Must not be recorded.
- All Campaign Materials must include the voting dates (March 4TH and March 7TH).
- Campaign materials may not be used for the spread of any message of hate or include language that is deemed to be offensive or vulgar by the CRO and the ULSU bylaws & policies.
- Campaign Materials may not include any statement, phrase, symbol, image, sound or music that is trademarked or copyrighted without written authorization of the trademark or copyright holder. Written authorization of any trademark or copyright usage must be provided to the Office of the CRO with the materials when submitted for approval. (Including plagiarism eg: Copying in whole or part a slogan, message or speech).
- Every printed advertisement, or other printed materials having reference to an election or referendum will include on its front, in legible form, the name of the candidate or the position on a referendum question.
- Campaign Materials may only be distributed in accordance with the applicable Rules outlined in the ULSU Operating Manual, *Bylaw 27, Section 2*.
- The following are the allowance for posters:
 - No poster may obscure or cover other campaign materials or business signs.
 - All candidates must comply with the building codes set out by the University of Lethbridge.
 - Each campaign will be limited to a maximum of 1 banner per building and 3 in total.

- All Campaign Materials approved by the ULSU and will bear a mark indicating its approval. Any Campaign Materials found without the ULSU's mark of approval shall be removed and the Candidate or group they represent, or support may face penalties up to and including disqualification.
- Candidates are welcome to table on a first-come, first-served basis, prioritizing candidates who have not already had a table slot. More information will be provided at the Orientation Meeting

After the Campaign Period
(Campaigning and Campaign Materials)

- Campaign materials must be removed from Campus by the end of the campaigning period. If candidates' materials are found after campaign has ended, they will be subject to a fine determined by the CRO.

Rules & Regulations

Each candidate shall campaign in a responsible and reasonable manner, including:

1. **Being personally responsible and liable for any damages resulting from their campaign.**
2. **Being responsible for practices that are unfair to other campaigns, as determined by the CRO, are not followed by a candidate's supporters; and,**
3. **Being responsible for complying with the provisions of ULSU legislation and regulations outlined during the orientation session.**
 - The use of violence, harassment, bullying, impersonation, threats and/or intimidation while campaigning is strictly prohibited.
 - Candidates must not engage in campaigning activities or use campaigning materials that promotes and advocate hate, violence, or contempt against any individual or group based on race, ethnicity, religion, sexual orientation, gender identity, ability or personal expression.
 - Campaigning materials and candidates may not promote the excessive consumption of alcohol and or illegal activities.
 - Candidates, volunteers, and campaign teams must adhere to the rules outlined by the ULSU, University of Lethbridge and government laws.
 - Debate and dissent of ideas are permitted; however, campaign activities must not harm the reputation of any individual, the ULSU, or the University of Lethbridge.
 - Current ULSU Executives are not permitted to endorse any candidate.
 - Please **DO NOT** put posters in the following places:
 - Over others' campaign material
 - Painted walls
 - Business signage
 - University or ULSU signage
 - Maps or wayfinding
 - Facilities shutdown notices
 - Public notice board
 - The following campaigning methods are not allowed:
 - Chalk on ground or walls
 - Snow dye

Rules for the Use of Electronic Campaign Materials is as follows:

- Electronic campaigning is permitted for all ULSU Annual General Elections and by-elections. However, **Campaigning through email is not permitted.**
- Once the Campaign Period begins, Candidates may utilize social media to campaign. Each candidate can create one official Facebook, Instagram, TikTok and X page, which must be shared with the CRO.
- The candidate may create their pages no earlier than the date campaign period begins and will not post or upload any new materials to the page once campaigning ends unless it is a “vote” or “Get Out the Vote” post.
- It is important to ensure you don’t have any posts that feature other candidates for the duration of the campaign. Ensure you archive any posts on your feed that have other candidates in them as this will be seen as a Slate.
- Once the Campaign Period begins, you may send solicited messages through Meta (Facebook), X (Twitter), Instagram, and other forms of direct messaging to Members of the Union, to solicit their support to vote for your Campaign. Examples of permitted contents include, but are not limited to the following:
 - a simple statement asking the recipients to vote for you
 - contact information
 - Office of the CRO contact information, including website and social media addresses
 - upcoming election events
 - voting days and online voting link
 - visual representation of your Campaign—i.e., graphics, photographs, videos etc.
- Except as permitted by the CRO, campaigning via individual, mass or unsolicited emails is prohibited.
- Any breach of the rules laid above may result in a penalty up to and including disqualification.

ULSU WEB SPACE

Each candidate will be given space on the Students' Union website for the following information:

- A photo of yourself, preferably a head shot so people can see who you are (1080x1080px minimum) or one that can be cropped.
- Approximately 200 word bio along with the title of the position you are vying for.
- Approximately 500 words on what some of your initiatives would be if are elected.
- Approximately 150 words on what you know about the position you are vying for.

Campaign Expense

- Election candidate may not exceed \$300 expense limit for a campaign, expenses allowable defined in the ULSU Legislation and at the discretion of the CRO
- A fair market value assessment of all donations must be included in the budget of the campaign.
- Each Executive Council candidate will receive a maximum of a \$100.00 reimbursement for campaign expense upon campaign expense report being submitted to the CRO
- The CRO reserves the right to request a clear and complete statement of an individual's campaign expenses.

Campaign Fines

- Should an individual exceed the applicable expense limit, the CRO, on behalf of the ULSU, will fine them \$0.50 for every dollar in excess of the limit.
- If the CRO should find any campaign materials around the campus after campaign end time, they, on behalf of the ULSU, will fine the individual or organization as follows:
 - A maximum fine of \$25.00 per banner.
 - A maximum fine \$10.00 per poster; and,
 - For all other campaign material, a \$5.00 fine per item will be levied.
- Mutilation or removal of any campaign material without authority of the owner or the CRO will result in a \$50.00 fine per instance to responsible candidates.
- Candidates must submit a detailed expense report, **even if they spend no money**, using the Expense Allowance Form available online and from the CRO. Remember that, to receive reimbursement, March 5 at 6PM is a hard deadline.

- Candidates are not allowed to incur any expenses between the reporting deadline and the end of campaigning, unless they are included as an estimate on the initial expense report. No Candidate or side shall incur any campaign expenses within two business days of the end of voting, unless these expenses have been reported in the record that the candidate submitted to the CRO on March 5.

Appendix A: Required Bylaws & Policies

1. [University of Lethbridge Students Union Constitution](#)
2. [Bylaw 26 - General Elections](#)
3. [Bylaw 27-Campaigns for Election Candidates and Referenda](#)
4. [Bylaw 28 - Adjudication of Elections, and Referenda](#)
5. [Bylaw 29 - Election or Referendum Provision](#)
6. [Bylaw 30 - Referenda](#)