**2025 UMSCO Election Candidate Package**



**March 25 - 26, 2025**

# Section A: Letter of Introduction

Welcome to the UMSCO Election Package for the President and Vice President positions. I would like to thank you for your interest in being involved in your community.

This Candidate’s Package is your guide to participating in the election. Please ensure that your copy is complete and that you have read the following pages carefully. Contents include:

A. Letter of Introduction

B. Candidate Package Instructions

C. Election Timeline

D. Election Regulations & Guidelines

E. Official Candidate Form

**Please carefully note the deadlines set out in the election timeline.** Please fill out and return the official candidate forms via email and one-page summary as soon as possible. Incomplete application forms will not be returned, and there will be **no extensions** granted. If you encounter any problems, please bring them to my attention immediately so they can be resolved before the deadline.

I look forward to working with you throughout the campaign and election, and encourage you to contact me at stagumsco@gmail.com if you have any questions or concerns.

**Best of luck,**

**Gilbert Eretchabor**

**UMSCO President 2024 - 2025**

# Section B: Nomination Package Instructions

**These instructions do not constitute the complete nomination package. In order for your nomination to be accepted, you must complete and submit the Official Candidate Form (Section E), which includes** Candidate Information & Declaration AND a one-page summary of the goals, initiatives, and intent for running to be UMSCO President or Vice President.

You must return the completed application form via email to cro@aspercsa.com no later than:

**March 15th, 2025 at 11:59pm**

Only official forms will be accepted.

There will be no extensions granted for late forms.

# Section C: Election Timeline & List of Forums

**Important Dates and Times:**

| **Event** | **Date** | **Time** |
| --- | --- | --- |
| Nomination Period Begins | March 13th, 2025 | 9:00 AM |
| Nomination Period EndsSubmit: 1. Signed Official Candidate Form
2. One-Page Summary
 | March 15th, 2025 | 11:59 PM |
| All Candidates Meeting | March 17th, 2025 | 5:00 PM |
| Campaign Period Begins | March 18th, 2025 | 9:00 AM |
| Campaign Period Ends | March 25th, 2025 | 9:00 AM |
| Voting Period Begins | March 25th, 2025 | 9:00 PM |
| Voting Period Ends | March 26th, 2025 | 5:00 PM |
| Election Results Announcement | March 27th, 2025 | 10:00 AM |

*\*\*Candidates should attend any and all candidate meetings scheduled by the [STAG PRESIDENT]. Candidates who fail to attend any candidate meetings shall be deemed ineligible unless a candidate’s representative is present, and a reasonable written or email notice is given to the Chief Returning Officer in advance. This includes an “All Candidates Meeting”, which will mark the beginning of the campaign period.\*\**

# Section D: Election Regulations & Guidelines

Please find the Election Regulations & Guidelines following this brief introduction, which outlines the election procedures. **You must read** the rules and regulations in order to proceed as a candidate for the position of President or Vice President.

Contact Information

* UMSCO President: Gilbert Eretchabor
	+ stagumsco@gmail.com
* Chief Returning Officer (CRO): [INSERT NAME OF CSA CRO]
	+ cro@aspercsa.com

# CSA Election Regulations & Guidelines

## 1.01 Election Procedure

(01) UMSCO holds elections for the following position: President, Vice President

(03) The elections are facilitated by the outgoing UMSCO President and CSA CRO.

## 1.02 Candidate Requirements

(01) In order to be a candidate, a person must:

* (i) Be registered for courses as a full-time or part-time student in the Asper School of Business during the upcoming fall and winter semesters.
* (ii) Register for at least one class in each term of their tenure.Candidates who are employed on a co- op term confirmed through the Asper Co-Operative Education. Program or currently studying out of the country through the Asper Exchange Program are also eligible.
* (iii) Submit the following materials:
	+ A signed *Official Candidate Form*
	+ a one-page summary of the goals, initiatives, and intent for running to be President or Vice President

(02) If the President decides to run again, the responsibilities outlined will fall to the Vice President. If both the President and Vice-President run for re-election, please consult the CSA Vice President Internal.

## 1.03 Candidate Vacancies

(01) If an open position receives no candidate applications by the deadline for nominations, the position will not be elected in the current round of elections and the elections team will be responsible for organizing an alternate round of elections.

## 1.04 Slates

(01) No candidates may run in slates. All candidates must run individually and cannot coordinate campaigns or marketing material.

(02) Candidates found to be collaborating on their campaigns will be disqualified from the election.

## 1.05 Candidate Meetings

(01) All candidates and their campaign managers, if applicable, must be present at any and all meetings called by the President.

(02) Candidates who are unable to attend a meeting scheduled by the President are deemed ineligible unless they submit written notice within three hours of the start of the meeting and provide a proxy to attend in their place.

(03) Candidates who send a proxy representative are deemed to have been in attendance for informational purposes, and as such, no special consideration will be given for violations of rules discussed at meetings which a candidate did not themselves attend.

(04) Immediately following the close of the nomination period, the President shall call an informational meeting (the “**All Candidates Meeting**”) which all candidates must attend to:

(i) Review the relevant governing documents and respond to questions about the same.

(ii) Announce any methods that shall be regularly used to communicate with campaigns.

(iii) Deal with any other topics deemed necessary by the President.

(05) Attendance will be taken at the All Candidates Meeting.

## 1.06 Voter Eligibility

(01) UMSCO Members who are enrolled at the [Asper School of Business or University of Manitoba] are eligible voters as part of the UMSCO Election.

(02) A listing of currently enrolled UMSCO Members and student numbers will be obtained from the UMSCO mailing list. In order to be eligible to vote, the student must be present on this list.

## 1.07 Campaign Materials

(01) No candidate may distribute or use, and the CRO cannot approve, campaign materials which:

* (i) Contain libel or slander (based on consultation with legal counsel if necessary).
* (ii) Are factually incorrect.
* (iii) Violate any federal or provincial statute, or any University rule, regulation, policy, or procedure.
* (iv) Are discriminatory or derogatory towards any person(s) based on the characteristics listed in section 9 (2) of the Manitoba Human Rights Code.
* (v) Bear any logo representing any student group organization including but not limited to UMSU, the Asper School of Business, the CSA, or any STAG.
* (vi) All campaign materials misrepresented in a manner befitting the Asper School of Business. If the UMSCO President feels that any piece of material is found to be questionable (inappropriate), it may be removed without warning. The candidate will not be allowed to replace it with new material.

(02) Campaign materials may include, but are not limited to: graphics, pamphlets, leaflets, brochures, and cards. Campaign materials may convey a candidate’s name, image and/or platform.

(03) All campaign material must also clearly indicate the date and time of the voting period as well as the electronic voting web address, if applicable, in legible format.

(04) Candidates are permitted to campaign on Drake Centre TV screens. Digital signage must be 1920pi x 1080pi and will be considered one campaign material. TV screen requests are made [here](https://form.asana.com/?k=JaYebOZk060IgbmBeRX91A&d=476628546379778) prior to the date listed in the election timeline.

(05) The President must approve all campaign materials. The President may establish a method for seeking approval of campaign materials in advance of the All Candidates Meeting to allow enough time for production of the materials with the affixed approval watermark. If a candidate has new material that he or she would like to distribute at a later date, it must be reviewed and approved by the President before it may be distributed.

(06) No posters are permitted anywhere in the Drake Centre or in its adjoining tunnels.

(07) Any quantity of handheld materials such as pamphlets, leaflets, brochures, and cards may be produced. Such materials cannot be left on tables or other similar locations throughout the school; they must be distributed directly to individuals.

(08) No campaigning is permitted through internal University / Faculty / CSA / STAG mailing lists.

(09) Under no circumstances will stickers / adhesives be allowed for use as campaign material.

(10) No campaigning may be conducted at student booths in the Drake Centre

(11) Distribution of campaign material into lockers is strictly prohibited.

(12) Social media (including but not limited to Facebook, Twitter, Instagram, Snapchat, etc.) may be used; however, all social media profiles must be made public and no private group on any form of social media may be used (including but not limited to a private Facebook group or event, for example). If a candidate’s personal social media profile is used for campaigning purposes, they are also required to be made public for the duration of the campaign and election period.

(13) All campaign materials, digital and on social media must be removed from public view within 24 hours of the conclusion of voting.

## 1.09 Campaign Expense

(01) A campaign expense is defined as a cost incurred to create campaigning material for the purpose of the respective election. UMSCO does not reimburse candidates for campaign expenses. Total campaign expenses should not exceed $X per candidate.

## **1.10** **Campaigning Rules**

(01) Campaigning whereby candidates or volunteers on their behalf approach individuals in-person to market themselves or remind others about an election in any way (“In-Person Campaigning”), may only be conducted within the Drake Centre.

(02) In-Person Campaigning may not be conducted within the Albert D. Cohen Management Library located on the 200 level of the Drake Centre or the Sony Study Centre located on the 300 level of the Drake Centre.

(03) In-Person Campaigning may only be conducted during the established Campaign Period which ends at 9:00 am on the first day of voting. Online campaigning using social media and other online methods may continue through until close of the Voting Period.

(04) Candidates may receive volunteer assistance from any other persons, so long as there is no exchange of money or other benefits offered. **Volunteers may not actively campaign for more than one candidate in any combination of portfolios.**

(05) Volunteers who are campaigning on behalf of a candidate are subject to the same rules as the candidate. Violations of any of the election rules outlined in this constitution or implemented for a specific election by a candidate’s volunteer will have the same effect as if the candidate violated the rule themselves. These violations by a volunteer can result in action being taken by the President against the candidate, up to and including disqualification of the candidate.

(06) Candidates are permitted to introduce themselves to classrooms / academic sessions during class time based on the following:
 (i) The professor or instructor approves the introduction.
 (ii) The introduction is no longer than two (2) minutes in length.

(iii) Candidates do not directly solicit votes during classroom talks; rather, they may only encourage students to vote.

(07) Candidates may continue to display graphics up to the end of the Voting Period.

## **1.11** **Voting Process**

(01) All UMSCO Elections will be conducted by electronic voting method. Only the CSA CRO may have access to set up and monitor the electronic voting system during the course of an election.

(02) The CRO must use the electronic voting platform which must be established with candidates at the *All Candidates Meeting.*

(03) Voting for all contested positions shall be conducted using instant-runoff voting. For each position, voters will rank their choices in order of preference.

(04) Vote counting for contested President and Vice President will be conducted electronically as follows:

* (i) Ballots are initially counted for each elector's top choice.
* (ii) If a candidate secures more than half of the votes in the first round, the candidate wins.
* (iii) If a candidate does not secure more than half of the votes in the first round, the candidate in last place is eliminated and removed from consideration.
* (iv) The highest ranking remaining choices are then counted again.
* (v) The process repeats itself until one candidate receives more than half the votes in a particular round.

Election results must remain secret until close of the election period. No person, including the CRO, is permitted to view the results prior to the close of the voting period.

## 1.12 Grievances and Complaints

(01) All grievances and complaints shall be directed in writing to the CRO. Upon receipt of a complaint, the CRO shall determine the appropriate procedure for investigating the merits of the grievance or complaint.

(02) Where the CRO determines that the rules established by the President or the rules outlined herein have been violated, the CRO along with the STAG Elections Committee, will convene to discuss how to proceed with the matter.

## **1.13 Disqualification**

(01) If a candidate is disqualified under any of the Elections rules in this article, they will be unable to run for any elected position for a one year period (up to and including the UMSCO Elections in the next year). They may still apply for appointed positions and may run for an elected position after the one year period expires.

# Section E: Application Form

All sections of this form (CANDIDATE INFORMATION and ACCEPTANCE & SIGNATURE) AND a one-page summary of their reason for running must be completed, signed and emailed to **Stagumsco@gmail.com no later than March 15th, 2025 at 11:59pm**. The following personal information will only be used by the President during the election period and will be kept strictly confidential.

| **CANDIDATE INFORMATION** |
| --- |
| Name: |
| Student Number: | Phone Number: |
| Personal email: |

**Please circle the position for which you will be running:**

| President | Vice President |
| --- | --- |

| **ACCEPTANCE & SIGNATURE** |
| --- |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do state that I am enrolled in the I.H. Asper School of Business, have read and understood the rules and regulations governing the conduct of the UMSCO Elections, have submitted a one-page summary, and do hereby accept the responsibility to be a candidate for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Candidate Signature: |