**HSA ELECTIONS PACKAGE**

**Elections 2018**

This document contains information regarding the election of the 2018/2019 Haskayne Students’ Association (HSA) Executive Committee. Any questions can be directed to Kenya Rasmussen, Chief Returning Officer (CRO).

**1. Seven (7) Positions Open for Election**

Six (6) to seven (7) Haskayne students will be elected to fill the following positions;

1. President;

2. Vice President Academic;

3. Vice President External;

4. Vice President Marketing;

5. Vice President Operations & Finance;

6. Up to two (2) Vice President(s) Student Life.

Terms of office commence on Tuesday, May 1st, 2018 and terminate on Thursday, April 30th, 2019. Position descriptions are posted on the HSA Website at hsaucalgary.com. Nomination forms are available upon request from Kenya Rasmussen, CRO, at hsapresident@ucalgary.ca.

**2. Elections Timeline**

* Monday, March 5th, 2018
  + Nomination forms become available
* Saturday, March 10th, 2018
  + Candidate packages released via email
* Friday, March 16th, 2018
  + Candidate packages due by 4:00PM in NuWest Commons
* Monday, March 19th, 2018
  + Campaigning begins at 9:00AM
  + Candidate platforms and photos posted on the Candidates' Board in NuWest Commons and on the HSA website
* Tuesday, March 20th, 2018
  + Online voting opens at 9:00AM
  + HSA Candidates' Forum at 11:30AM in the BMO Forum
* Friday, March 23rd, 2018
  + Online voting closes at 1:00PM
  + Campaigning ends & all campaign materials must be removed by 1:00PM (by candidates)
  + Votes verified by 2:00PM
  + Election results announced at 3:00PM (all candidates must be present, location TBA)

**3. Candidate Package**

**IMPORTANT:** To receive the nomination forms on March 10th, please provide your [details here](https://goo.gl/forms/5GTW1roy5SiFpgtw2).

All nominees are required to submit the following documents in a sealed envelope to the Chief Returning Officer (CRO), Kenya Rasmussen, “HSA Elections, ATTN: Kenya Rasmussen” on **Friday, March 16th, 2018 between 1:00 PM - 4:00PM**, in **NuWest Commons, Scurfield Hall.**

1. A completed nomination form;

2. A hard copy colour photograph of the candidate (4” x 6”);

3. A hard copy platform (500 words or less and fitted onto 1 page); platform should list the candidate’s full name, year of studies, and degree program.

Additionally, an electronic copy of the following should be emailed to the CRO, Kenya Rasmussen, at hsapresident@ucalgary.ca by **Friday, March 16th, 2018 at 4:00PM.**

1. Colour photograph of the candidate in .jpeg format;

2. Candidate platform (500 words or less) in .pdf format; platform should list the candidate’s full name, year of studies, and degree program.

**If both of the above requirements are not completed by 4:00PM on Friday, March 16th, 2018, it will be up to the discretion of the CRO to determine if the candidate will be permitted to run in the election.** Platforms and pictures of all candidates will be posted on the Candidates’ Board in NuWest Commons, Scurfield Hall, and on the HSA website on Monday, March 19th, 2018.

**4. Candidate Qualifications**

* May have been a member of the HSA Council or may currently be sitting on the HSA Council;
  + In the event that the candidate has been removed from a position on the HSA Council at any point during his/her involvement, the individual must gain approval of two of the following individuals prior to being eligible to run in the election:
    - Current President
    - Current Vice President Operations & Finance
    - HSA Faculty Advisor
  + Note: It is **not** necessary for a candidate to have been a member of the HSA Council to run in the election.
* Registered in an undergraduate academic program at the Haskayne School of Business;
* Will be returning to the Haskayne School of Business as a **full-time student** for both the **fall and winter semesters** for the 2018/2019 academic year;
* Will be in Calgary for a majority (**no less than 70 days**) of the summer during his/her term;
  + If this requirement cannot be met, permission to run must be granted by the CRO;
* Must submit a platform (500 words or less) and complete the nomination form including

1. Forty (40) nomination signatures from current students at the Haskayne School of Business;
2. One (1) nomination signature from a current faculty member of the Haskayne School of Business;
3. One (1) nomination signature from a current HSA Faculty Advisor;
4. One (1) nomination signature from the member of the HSA Senior Executive currently holding the desired position, or two (2) signatures if the desired position is Vice President of Student Life, in addition to the HSA President.

* Candidate may apply for one executive position only;
* For the duration of the transition period (Friday, March23rd, 2018 to Monday, April 30th, 2018), successful candidates are obligated to shadow outgoing executives whenever possible by attending meetings and events for which they will be responsible in the 2018/2019 academic year as deemed necessary by the outgoing executive.
* Successful candidates are **required** to attend the Haskayne Leadership Summit, and the HSA Executive Transition.

1. **Campaign Rules**

* Campaigning will begin Monday, March 19th, 2018 at 9:00 AM. No formal campaigning is permitted prior to this date and time (social media including Facebook and Instagram, posters, word-of-mouth, etc.). Campaign materials, including any social media materials, must be taken down by Friday, March23rd, 2018 at 1:00PM;
* Candidates are allowed to spend a maximum of $50.00 of their own money on their campaign;
* Posters may be attached with tacks and staples only. Posters attached with tape will be removed;
* Posters may only be placed in appropriate poster areas;
* No posters shall be placed on the Candidates’ Board;
* All posters must be in good taste and will be removed if inappropriate;
* Instructor permission must be granted if candidates wish to make classroom presentations;
* Violation of any of the above could result in disqualification, at the discretion of the CRO.

1. **Campaigning Procedures**

The CRO will ensure that all campaigning rules are followed.

* Candidates are **required to speak** at the Candidates’ Forum on Tuesday, March20th, 2018 at 11:30AM. Speeches will be a maximum of 3 minutes followed by a brief question and answer period moderated by the CRO;
* No positions will be won by acclamation. If there is only one candidate seeking a position, or less than three candidates seeking the Student Life positions, there will be an approval/disapproval (yes/no) option on the ballot for that position;
* If an elected position has no candidate by Friday, March16th, 2018 at 4:00PM, a bi-election will be held for that position.

1. **Voting and Ballot Counting Procedures**

* Elections will take place online from Tuesday, March 20th, 2018 at 9:00AM to Friday, March 23rd, 2018 at 1:00PM

**ANY QUESTIONS MAY BE DIRECTED TO THE**

**HSA PRESIDENT AND CRO, Kenya Rasmussen, AT** HSAPRESIDENT@UCALGARY.CA.