**HSA ELECTIONS PACKAGE**

**By-Elections 2020**

This document contains information regarding the by-election of the 2020/2021 Haskayne Students’ Association (HSA) Executive Committee. Any questions can be directed to Akari Maeda, Chief Returning Officer (CRO).

**1. Two (2) Positions Vacant for Election**

Two (2) Haskayne students will be elected to fill the following positions:

1. Vice President Marketing;

2. Vice President Student Life.

Terms of office commence on Friday, September 25th, 2020 and terminate on Friday, April 30th, 2021. Position descriptions are posted on the HSA Website at hsaucalgary.com. Nomination forms are available upon request from Akari Maeda, CRO, at [hsapresident@ucalgary.ca](mailto:hsapresident@ucalgary.ca) and on the HSA Website.

**2. Elections Timeline**

* Wednesday, September 9th, 2020
  + Candidates package released via email and HSA website
* Wednesday, September 16th, 2020
  + Candidate packages due at 11:59 PM (packages must be submitted to the CRO, Akari Maeda, at hsapresident@ucalgary.ca)
* Thursday, September 17th, 2020
  + In case of a competition - Campaigning begins at 8:00AM
  + In case of an acclamation – Statement releases at 8:00 AM. The candidate will win by acclamation and no voting period is required
* Monday, September 21st, 2020
  + HSA Candidates’ Forum at 7:00 PM on zoom
* Tuesday, September 22nd, 2020
  + Online voting opens
* Wednesday, September 23rd, 2020
  + Campaigning ends
  + Online voting closes (time TBD)
* Thursday, September 24th, 2020
  + All campaign materials must be removed by 1:00PM (by candidates)
  + Votes verified by 1:00PM
  + Election results announced at 4:30PM (on zoom)

**3. Candidate Package**

An electronic copy of the following should be emailed to the CRO, Akari Maeda, at hsapresident@ucalgary.ca by **Wednesday, September 16th, 2020 at 11:59PM.**

1. Colour photograph of the candidate in .jpeg format (4” x 6”);
2. A completed nomination form;
3. Candidate platform (500 words or less) in .pdf format; platform should list the candidate’s full name, year of studies, and degree program. **Which can be found** [**here**](https://drive.google.com/file/d/1BBNT2xZhxN2v3LpDOsVggTHaPi2_slfF/view?usp=sharing)

**If both of the above requirements are not completed by Wednesday, September 16th, 2020 at 11:59 PM, it will be up to the discretion of the Chief Returning Officer (CRO) Akari Maeda to determine if the candidate will be permitted to run in the election.** Platforms and pictures of all candidates will be posted on the HSA website on Thursday, September 17th, 2020.

**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 2020/2021 academic year
* Will be able to complete requirements as an executive member, regardless of the area of residence
* 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. Two (2) nomination signatures from a current faculty member of the Haskayne School of Business;
3. 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.

* An individual who completed a term as an interim Vice President in the same year shall be qualified for candidacy with a permission from the President if:

a) The HSA Executive team is required to operate virtually

b) In-person operation is restricted under the University of Calgary’s regulations or governmental health guideline

c) at least 2/3 of the HSA Executive team agrees for candidacy.

* Candidate may apply for one executive position only;
* For the duration of the transition period (Friday, September25th, 2020 to Tuesday, October 6th, 2020), successful candidates are obligated to shadow outgoing executives whenever possible by attending meetings and events for which they will be responsible in the 2020/2021 academic year as deemed necessary by the outgoing executive.
* Successful candidates are **required** to attend the HSA Executive Transition.

1. **Campaign Rules**

* Campaigning will begin Thursday, September 17th, 2020 at 8:00 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 Thursday, September 24th, 2020 at 1:00PM;
* Candidates are allowed to spend a maximum of $50.00 of their own money on their campaign;
* Posters may be posted **online only**;
* No posters shall be placed in a physical form;
* 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.

* In case there are competitions, candidates are **required to speak** at the Candidates’ Forum on Monday, September 21st, 2020 at 7:00PM. Speeches will be a maximum of 3 minutes followed by a brief question and answer period moderated by the CRO;
* If after the nomination period only one (1) candidate has applied, the candidate will win by acclamation. No voting period is required.

1. **Voting and Ballot Counting Procedures**

* Elections will take place online from Tuesday, September 22nd, 2020 to Wednesday, September 23rd, 2020. Detailed time will be communicated via email.

**ANY QUESTIONS MAY BE DIRECTED TO THE**

**HSA PRESIDENT AND CRO, Akari Maeda, AT** [HSAPRESIDENT@UCALGARY.CA](mailto:HSAPRESIDENT@UCALGARY.CA)

NOMINATION FORM

**Haskayne Students’ Association (HSA) By-Elections for Academic Year 2020/2021**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Candidate’s Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Haskayne School of Business Student Nominations (40)**

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| Student Name | Last Two Digits of Student ID # | Signature |
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**Haskayne School of Business Faculty Nomination (2)**

Haskayne Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Haskayne Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Haskayne Faculty Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Haskayne Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**HSA Executive Committee Nominations (2 or 3\*)**

HSA Executive Name(s)\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Currently holding office of desired position)*

*HSA Executive(s)’s\* Signature:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSA President : Akari Maeda

*HSA President’s Signature :* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_