

WILFRID LAURIER UNIVERSITY

# STUDENTS' UNION

A stylized blue bird logo, possibly a falcon or hawk, facing right. The bird is composed of solid blue shapes, with a sharp beak and a long, curved tail. The logo is positioned to the right of the word 'UNION' in the main title.

## **NOMINATION PACKAGE**

### **STUDENTS' UNION**

BOARD OF DIRECTORS

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## What Position Am I Running For?

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The Students' Union is a **not-for-profit organization** governed by a **Board of Directors**. This governing body determines the overall strategic purpose of the Students' Union and provides broad organization oversight.

The Students' Union Board of Directors is made up of 12 undergraduate students, with 2 spots reserved for individuals studying on the Brantford campus.

As members of the Board, your responsibilities are to:

- Participate in training and put into practice the Policy Governance (Carver Model) system of corporate governance;
- **Prioritize attendance at all Board meetings;**
- Prepare for Board meetings by reading materials in advance in order to make informed decisions and positively contribute to respectful debate;
- Understand that while individual directors will bring their respective questions, opinions, and suggestions to debate, the Board makes a collective decision through majority vote;
- Avoid conflict of interest with respect to the Board's fiduciary responsibility;
- Participate in evaluation of operational performance and self-evaluation of the Board's performance based on established metrics;

As a candidate for the Board of Directors, you **DO NOT** need to develop a platform. Instead, you should focus on explaining to your fellow undergraduate students how you will carry out the responsibilities outlined above:

- Have you reviewed the Policy Governance resources provided?
- Will you prepare for, and attend meetings?
- What are the individual characteristics you will bring to the Board that will contribute to constructive teamwork and productive debate?

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## Key Dates:

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- **Nomination Packages due** – January 14, 2024 at 11:59pm
- **All Candidates Meeting** – January 15, 2024, at 7:00pm.
- **Campaign period** – January 22, 2024, at 8:00am to January 30, 2024, at 7:30 am
- **Pre-Campaign Period Marketing Material Approval** – January 17, 2024, to January 21, 2024
- **Voting Days** – January 30, 2024, at 8:00am to February 1, 2024, at 8:00pm.
- **Results Night** – January 26, 2024, at 9:00pm.

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## Expenditures and Reimbursements:

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Candidates for Students' Union Board of Directors are limited to expenses, sponsorships, and gifts-in-kind totalling **\$150**.

The Chief Returning Officer or their designate must approve in advance all promotional materials used for campaigning, regardless of the medium.

Candidates will be reimbursed for 100% of approved campaign expenses unless the maximum allowable limit is surpassed.

Candidates are required to submit receipts in order for campaign materials to be reimbursed.

Candidates who wish to utilize posters on campus for campaigning are limited to a maximum of **50** copies (You are responsible for following Laurier's poster policy and for removing all posters following the election).

All social media platforms (accounts) intended for campaigning and promotional use must be declared, approved, and registered with the Chief Returning Officer, or their designate prior to use.

**\*\*It is your responsibility to review the 2024 Election Policy in detail to understand all campaigning and expenditure guidelines, and the process for demerits and appeals\*\***

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## Required Documents:

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In this package you will find the documents that you are required to complete and submit in order to fulfill your nomination and qualify as a candidate:

- Nomination Form**
- Proof of Registration**
- Proof of Age**
- Signature Page**
- Choice of Agent**
- Proof of Registration – Agent**
- Scrutineer Registration Form (optional)**

In addition, you are required to read the **2024 Elections Policy** and utilize it as your guide for campaigning.

To better understand the Students' Union and the Board of Directors you are strongly encouraged to familiarize yourself with:

- Students' Union Constitution
- Students' Union Strategic Plan 2020-2025
- Policy Manual 2023-2024
- Board of Directors Manual 2023-2024
- Policy Governance Guide

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## Frequently Asked Questions

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### **Is the Students' Union a student government?**

No, the Students' Union is a non-profit organization with a membership that includes all Wilfrid Laurier Undergraduate students.

### **Who can run for the Students' Union Board of Directors?**

All students registered in an undergraduate program at Wilfrid Laurier University are eligible for election.

### **Can I run for more than one position?**

If you are running for the Students' Union Board of Directors, you are not permitted to also run for President and CEO.

### **Can individuals who are interested in being elected to the Board of Directors speak with current Students' Union staff members?**

Yes, Students' Union staff members are generally available to chat with you about their roles.

### **Is a Director of the Board like being a Member of Parliament or Member of Provincial Parliament?**

No, serving on the Students' Union Board of Directors is a similar experience to volunteering for other community not-for-profit organizations, like the Sexual Assault Support Centre of Waterloo Region or the Brant Historical Society.

### **Is the Board of Directors a paid position?**

No, being a member of the Board of Directors is a volunteer position.

### **How long are Directors on the Board?**

Directors of the Board are elected to one-year terms but may continue to seek election for as long as they remain fee paying members of the Students' Union (Laurier undergraduate students).

### **How often does the Board of Directors meet?**

Typically, the Board of Directors meets monthly during the Spring/Summer term, and bi-weekly during the Fall and Winter terms.

## What is the time commitment to be a Director of the Board?

Directors are required to attend monthly or bi-weekly Board meetings and participate in other sub-committee tasks. In addition, Directors should expect to set aside time in advance of meetings to read agenda packages and complete any required preparation in advance.

## What is the purpose of the Board of Directors?

The Board of Directors is the Students' Union's governance body, based on the [Policy Governance](#) system (the Carver Model). The role of the governing body is to:

- Represent the interests of the undergraduate students at Laurier.
- Determine the overall strategic purpose and value of the Students' Union.
- Monitor the performance of the organization through the President & CEO as instructed by the guidelines outlined in the Students' Union Policy Manual.
- Self-monitor the Board's own performance and adherence to the governance practices set out in the Policy Manual.
- Continually assess the suitability of the Policy Manual as a set of operating instructions provided to the President and CEO as the sole representative of the operations team, and the Board for its own self-governance.

## What does a Director of the Board do?

Directors prioritize the interests of all Laurier undergraduate students when making decisions at the Board table, and when monitoring the performance of the organization through the President & Chief Executive Officer. Each student serving as a Director must:

- Prioritize attendance at Board of Directors meetings.
- Properly prepare for meetings, including careful review of agenda packages.
- Recognize that Directors are **NOT** a student politician, they are members of a not-for-profit governing body.
- Recognize that the Board acts as a collective entity, and that Directors don't exercise individual authority over the organization or President & CEO.
- Make decisions that represent the best interest of Laurier undergraduate students based on the guidelines set out in the Students' Union Policy Manual.
- Monitor the performance of the organization through the President & CEO based on the guidelines set out in the Policy Manual.
- Support the legitimacy and authority of final decisions made by the Board, regardless of an individual Director's personal position.
- Respect the confidentiality of certain topics and discussions.

## How does voting work?

Voting is conducted by electronic ballot through your Laurier student credentials.

## What is a “CRO”?

The Chief Returning Officer (CRO) oversees the general conduct and execution of the elections on behalf of the Students’ Union Board of Directors.





## Nomination Form

Candidate Name: \_\_\_\_\_

Seeking Election for Director of the Board

WLU Student #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

I, \_\_\_\_\_, hereby declare my candidacy for the Students' Union Board of Directors. I understand and will comply with the Election Policy, and all other relevant policies and procedures of the Students' Union and Wilfrid Laurier University. In support of my candidacy, I have completed and submitted the required documents contained in this nomination package.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

*All Board of Directors Nominations must be accompanied by 10 signatures*

**THIS FORM MUST BE RETURNED IN PERSON TO THE SU DESK AT THE STUDENTS' UNION OFFICE IN BRANTFORD OR WATERLOO (ATTN: CHIEF RETURNING OFFICER) OR BY EMAIL TO [sucro@wlu.ca](mailto:sucro@wlu.ca) AND [suboardchair@wlu.ca](mailto:suboardchair@wlu.ca) BY JANUARY 14, 2024 at 11:59pm.**





## Proof of Registration

Candidate Name: \_\_\_\_\_

WLU Student ID: \_\_\_\_\_

I, \_\_\_\_\_, understand and will comply with the Election Policy and all other relevant policies and procedures of the Students' Union and Wilfrid Laurier University. **By signing this document, I allow the Students' Union to confirm with Wilfrid Laurier University that I am currently a registered undergraduate student at Wilfrid Laurier University and will remain registered for the Winter 2024 academic term.**

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE RETURNED IN PERSON TO THE SU DESK AT THE STUDENTS' UNION OFFICE IN BRANTFORD OR WATERLOO (ATTN: CHIEF RETURNING OFFICER) OR BY EMAIL TO [sucro@wlu.ca](mailto:sucro@wlu.ca) AND [suboardchair@wlu.ca](mailto:suboardchair@wlu.ca) BY JANUARY 14, 2024 at 11:59pm.**



## Proof of Age

I, \_\_\_\_\_, will be the age of 18 on or before January 30, 2024.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

*\*This form must be submitted with a copy of government identification bearing the Candidate's name and date of birth.*

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## SIGNATURE PAGE

This form must be endorsed by 10 members of the Students' Union. It is recommended that you get more signatures than required, as some students may not qualify (e.g. Graduate Students).

***We, the undersigned, nominate \_\_\_\_\_ (name of the Candidate) for the position of Director of the Board.***

	Printed Name	Student Number	Signature
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**ALL SIGNATURES MUST BE FROM CURRENT LAURIER UNDERGRADUATE STUDENTS.**



## Choice of Agent

I, \_\_\_\_\_ choose

\_\_\_\_\_ to represent me as my official Agent in the 2024 Students' Union Annual General Meeting. As official Agent, the above person has my permission to act on my behalf if need be. I understand that I am responsible as a Candidate for the actions of my Agent and will be accountable for their behavior on my behalf during the campaign period.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, accept the position of

Official Agent for the campaign of \_\_\_\_\_.

As official Agent, I understand that I am bound by the same rules, regulations, policies and procedures as the above-named Candidate.

Signature of Official Agent: \_\_\_\_\_

WLU Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

*Proof of Registration for the official Agent must be submitted with this form. Any incomplete submissions will not be honored.*

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## Proof of Registration - Agent

Agent Name: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Agent's WLU Student #: \_\_\_\_\_

I, \_\_\_\_\_, understand and will comply with the Election Policy and all other relevant policies and procedures of the Students' Union and Wilfrid Laurier University. **By signing this document, I allow the Students' Union to confirm with Wilfrid Laurier University that I am currently a registered undergraduate student at Wilfrid Laurier University and will remain registered for the Winter 2024 academic term.**

Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM MUST BE RETURNED IN PERSON TO THE SU DESK AT THE STUDENTS' UNION OFFICE IN BRANTFORD OR WATERLOO (ATTN: CHIEF RETURNING OFFICER) OR BY EMAIL TO [sucro@wlu.ca](mailto:sucro@wlu.ca) AND [suboardchair@wlu.ca](mailto:suboardchair@wlu.ca) BY JANUARY 14, 2024 at 11:59pm.**



## Scrutineer Registration Form (Optional)

\*You are not required to register a Scrutineer\*

Candidates may choose to select up to 10 Scrutineers who are students attending Wilfrid Laurier University. All Scrutineers must be registered with the Chief Returning Officer by **January 22, 2024**.

Please be reminded that a candidate is responsible for the actions of their Scrutineer(s), and any violation of the Election Policy by the Scrutineer(s) will result in a violation for the candidate.

**We, the undersigned, understand and will comply with the Election Policy and all other relevant policies and procedures of the Students' Union and Wilfrid Laurier University.**

	Printed Name	Student Number
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The portion below is to be filled out by the candidate.

I, \_\_\_\_\_, hereby submit for approval the application of the above members of the Corporation as **Scrutineers** for my campaign.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

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**ALL SIGNATURES MUST BE FROM CURRENT LAURIER UNDERGRADUATE STUDENTS.**