

1. Purpose and Scope

This document outlines the procedure and regulations which governs the 2026 election for the University of Regina Students' Association, based on principles of democracy, accessibility, and transparency, and that the Association is duty-bound to ensure that electoral processes are fair and democratic.

Each member must adhere to each of the following regulations and procedures, which expand on the instructions for elections established by the URSA Constitution, for the sake of the 2026 election.

2. Definitions

For the purposes of this bylaw, the following definitions shall apply.

- 2.1. "The Association" - The University of Regina Students' Association Inc., sometimes shortened to URSA.
- 2.2. "Election" - The process by which executive offices are granted as determined by the democratic will of the student body.
- 2.3. "Office" - the position of any executive officer as defined by the constitution.
- 2.4. "Member in good standing" - Any member of URSA who is not currently expelled or suspended, who has paid their membership dues, and is not otherwise disqualified by Association bylaws.
- 2.5. "Term" - the duration of time for which an executive officer is entitled to hold their office.
- 2.6. "Plurality Voting" - The method of election whereby voters may indicate their support for a single candidate for each elected office, and the candidate with the greatest number of votes amongst those running for a particular office shall be the winner.
- 2.7. "The Elections and Referenda Committee" - The ad hoc elections committee of student representatives who are responsible for adjudicating and directing this election, as outlined in section 8, hereafter referred to as "The Elections Committee"
- 2.8. "Candidate" - A member of the association who is seeking office and whose candidacy application was accepted.
- 2.9. "Endorsement" - The act of giving obvious public approval or support of another candidate

- 2.10. “Nomination” - The process through which a member seeks to become a candidate for an elected position or sit on a Referendum committee
- 2.11. “Nominee” - A person seeking candidacy during the Students’ Association elections
- 2.12. “Campaign” - Any activity or effort to get people to vote for or against a candidate, electoral campaign, or position in a referendum.
- 2.13. “Online platforms” - Websites and any internet-based technology, and/or mobile applications which enable users to create and share content and/or participate in social networking.
- 2.14. “CRO” - The Chief Returning Officer of The Association, responsible for overseeing and conducting elections, as outlined in section 9.
- 2.15. “Campaign Expenses” - monetary costs incurred by candidates to create and promote campaigning materials and/or events.
- 2.16. “Campaign Materials” - handbills or similar materials designed to sway opinion in the course of a campaign designed by or with candidates
- 2.17. “Pre-campaigning” - the advertisement and/or promotion of candidacy done by or with a candidate prior to official notice of who candidates are.
- 2.18. “Election period” - The dates approved by the Elections Committee that include the Nomination Period, Campaign Period, and Voting Period.
- 2.19. “Nomination Period” - The period when members of URSA go through the process of nomination.
- 2.20. “Campaign Period” - The period when approved candidates carry out Active Campaigning.
- 2.21. “Voting period” - The days when members are able to cast their votes.
- 2.22. “Active Campaigning” - Any act where a vote is solicited by the candidate or their Executive and General Campaign Teams during the Election Period.

3. Authority

No part of this bylaw in any way overrides the contents of the URSA constitution, and in cases where conflict may occur between this bylaw and the constitution, the constitution shall take precedence.

4. Code of Conduct

- 4.1. It is expected that all candidates, members of referenda committees, and members of the Elections Committee understand and abide by the rules and regulations set herein at all times.

- 4.2. In spite of any differences or disagreements that may arise during a particular Election or Referendum, all participants are expected to maintain decorum at all times, and to be polite, courteous, respectful, and refrain from discrimination.
- 4.3. All campaigns are to be conducted in good faith, and in the spirit of fairness. In addition to upholding the principles of honesty, mutual respect, and fair competition, examples of bad faith behaviour or actions can be referred to in the **Demerit Point System** (See Section 14)
- 4.4. It is expected of the URSA executives to avoid any actions that could unfairly influence the election process, and to uphold the values of professionalism, responsibility, and trust. This aligns with the URSA mission to protect and maintain the integrity of the Association.
- 4.5. Proven violations of this or of any other provision, in part or in whole, of any governing document of URSA will be subject to sanctions as deemed appropriate by the Elections Committee. The Elections Committee is expressly empowered to, based on a positive result of an investigation, faithfully assign penalties enumerated herein or disqualify a candidate, or campaign team, or a referendum team from the Election.

5. **Offices**

The five offices for public election within URSA as outlined by the constitution are the offices of:

- 5.1. President
- 5.2. Vice-President of Finances
- 5.3. Vice-President of Internal Affairs
- 5.4. Vice-President of External Affairs
- 5.5. Vice-President of Student Life

6. **Voting and Method of Election**

- 6.1. All members of the Association in good standing are entitled to vote in Association Elections.
- 6.2. The method of election shall be plurality voting.
- 6.3. Voting shall be made accessible to all members of the association electronically.
- 6.4. Voting shall remain open for at least 72 hours.

- 6.5. Ballots for voting shall have clearly differentiated lists of candidates for each elected office
- 6.6. The tallying of votes and confirmation of results shall lay in the hands of the elections committee and any volunteers they take on.

7. Timeline of Election

- 7.1. Nomination Period: the nomination period shall last from March 23 to March 29, with all nomination submissions completed by 11:59pm CST on the final day. A notification of the nomination period pursuant to section 11 of this policy, will be sent out to members on the 23rd and again on the 26th.
- 7.2. The Confirmation of Candidacy: From March 30 to March 31, the Elections Committee shall prepare the list of all candidates seeking office who have met the criteria laid out in section 10. They shall email each nominee notifying them of their successful or unsuccessful nomination, and the reason why if it is the latter case
- 7.3. Campaigning Period: On April 1, notice will be sent to all members supplying them with a list of candidates for each office. This will start the campaigning period, which will last until voting closes.
- 7.4. Voting: Voting will open 12:01am April 8th and close 11:59pm April 10th
- 7.5. Post-Vote: From April 12-13th The Elections Committee will ratify the results of the election, assess any infractions of this policy as necessary, and present the results to the Association for publication.

8. Elections Committee

An Elections Committee shall be formed to direct, oversee, and receive reports on the election, as well as to affirm the final results.

- 8.1. The committee shall consist of members appointed by the Association
- 8.2. The determined members of the committee may not seek office for the election cycle which they preside over
- 8.3. The committee will be the primary body to which the CRO reports and coordinates the electoral process.

- 8.4. The committee members will each be awarded an honorarium for their services to the Association on the condition that the member in question be listed as in attendance for at least two thirds of the committees meetings
 - 8.4.1. The amount of the honorarium shall be \$150 to each such qualifying member
- 8.5. The committee shall be the adjudicating body for the purposes of the election it presides over, including the evaluation of nominees, procedural fairness and transparency
 - 8.5.1. In this pursuit, the committee may assign demerit points for offenses against this policy, pursuant to section 15
- 8.6. The committee may recruit volunteers to assist them and their CRO in their work on the condition that all such volunteer work is documented
- 8.7. The committee may issue directives to the current executive officers of the association for the sake of facilitating and adjudicating the election they preside over
- 8.8. The committee may work with external entities to promote the election for the sake of voter turnout
- 8.9. In the execution of their role, the Elections Committee shall act impartially and shall not show or promote bias towards any candidate, campaign team, or referendum team.

9. The Chief Returning Officer

There will be a Chief Returning Officer who will assist the Elections Committee and help facilitate the election process, deferring to the committee in all matters of decision making and discretionary authority

- 9.1. The CRO may not be any of the following:
 - 9.1.1. A current student of the University of Regina
 - 9.1.2. A trustee of the Association, or
 - 9.1.3. A current officer of the Association
- 9.2. The CRO will work alongside and report to the committee for the purposes of the election they preside over.

- 9.3. The CRO is required to issue a report declaring the validity of results to the committee prior to the announcement to members.
- 9.4. The CRO will independently verify the application of nominees to determine if they meet eligibility requirements and notify the Elections Committee of their findings

10. Eligibility for Office

Several conditions may impact an individual's eligibility for office.

- 10.1. To be eligible to run and hold office, an individual must:
 - 10.1.1. Be a full time student.
 - 10.1.2. Be a member in good standing
 - 10.1.3. Have completed at least 30 credit hours as an undergraduate at the university of regina, or at least 9 credit hours as a graduate student
 - 10.1.4. Possess a 75% UGPA
- 10.2. Individuals may only run for one office at a time
- 10.3. The current officers of the organization are ineligible to run for office
- 10.4. Eligibility for Vice-President Finance requires specific criteria:
 - 10.4.1. They have received a passing grade in at least two (2) university-level courses at the 200 level in accounting, economics, actuarial science, or business administration OR demonstrable experience (with a reference) managing a successful budget in a student or community organization.
 - 10.4.2. In the event that a potential nominee does not meet these requirements, special application may be made to the Elections Committee in their nomination package explaining their circumstance, and the Elections Committee may decide to accept their nomination on the grounds thus reasoned.

11. Notice of Election

Upon the calling of an election, notice shall be immediately sent out to all members through email containing the following:

- 11.1. Context of the election

- 11.2. A solicitation for candidates and information relevant to this solicitation and application, and
- 11.3. A link or other form of direction to this policy

12. Nomination of Candidates

To be listed on the ballots as a candidate, an individual must apply for nomination.

- 12.1. Applicants must submit to the committee their application after receiving the notice of election, which will include a fillable form to be submitted to the Elections Committee by way of email to elections@ursa-students.ca
- 12.2. Applications must include:
 - 12.2.1. The applicant's full legal name
 - 12.2.2. The applicant's name as they wish for it to appear on the ballot
 - 12.2.3. Their program and year of study
 - 12.2.4. Their student identification number
 - 12.2.5. An email or similar method of written contact for the committee to contact the applicant
 - 12.2.6. The office which the applicant intends to run for
 - 12.2.7. The applicant's express consent to have their academic transcript reviewed
 - 12.2.8. The names and student numbers of five other students who support your nomination
- 12.3. Applicants are responsible for ensuring that the information on their application is accurate and complete.
 - 12.3.1. Failure to provide accurate and complete information may result in a rejected nomination, disqualification of candidacy, or overturning of election result in the applicant's favour depending on the facts at hand

13. Campaigning

Upon the finalization of the list of candidates, a notice must be sent to all members containing the names of candidates and the offices which they seek, thus starting the campaigning period.

- 13.1. Candidates are afforded equal opportunity to campaign
- 13.2. Candidates shall be treated as “secondary groups” for the purposes of access to URSA poster boards and similar spaces as defined by the Association’s other policies
- 13.3. Candidates are not allowed to spend more than \$500 on campaign expenditures and the committee must be made aware of all expenditures made during the process of election
- 13.4. Candidates must refrain from pre-campaigning
- 13.5. The following **DOES NOT** constitute pre-campaigning:
 - 13.5.1. General discussion of student politics, URSA governance, or issues affecting the student body, regardless of when such discussion occurs;
 - 13.5.2. Publicly expressing interest in running for a position within URSA, including informal or casual statements made to other students, on social media, or at student events;
 - 13.5.3. Encouraging other students to consider running for a position within URSA;
 - 13.5.4. Organizing, attending, or participating in any meeting, forum, or discussion related to student governance reform, electoral reform, or URSA policy, regardless of when such activity occurs; and
 - 13.5.5. Any activity that is part of an individual's ordinary duties as a student, student leader, club executive, or member of a subject-based student government.
- 13.6. The following **DOES** constitute pre-campaigning:
 - 13.6.1. Putting up posters, signage, or other campaign-related public displays on campus prior to the campaigning period.
 - 13.6.2. Door knocking in residence buildings or other buildings where one or more URSA members reside for the specific purpose of promoting an election campaign.
- 13.7. Candidates must inform the committee of all social media platforms and websites they will be using in the course of their campaign, as well as the specific usernames/handles, where applicable.

- 13.8. Campaigning material must include accurate voting information on the time(s) and day(s) of voting.
- 13.9. Campaign material must not:
 - 13.9.1. Contain libel
 - 13.9.2. Violate any federal, provincial, or municipal legislation or bylaw
 - 13.9.3. Violate any University of Regina regulation, policy, or procedure
 - 13.9.4. Be discriminatory or derogatory to another candidate or protected class

14. Transition of Office

A transition period shall occur between the outgoing office holders and incoming office holders to ensure a smooth and continuous flow of governance, transfer of knowledge and skills, and strategic alignment.

- 14.1. The outgoing officers will hold office until June 30. The Incoming officers will assume office July 1.
- 14.2. The incoming officers will learn from and attend meetings of the outgoing officer whose office they will be assuming.
- 14.3. The incoming officers will be entitled to any training materials which the Association may possess during this time.
- 14.4. The outgoing officers shall remain as advisors until the start of the fall semester but will hold no decision-making authority upon the incoming officers' assumption of office.

15. Demerit Systems

- 15.1. In the process of a campaign, the Elections Committee may assign demerit points to a candidate or campaign team if they are found to be in violation of this policy
- 15.2. A candidate or campaign team may be assigned a maximum of 10 demerit points before they are disqualified via the eleventh demerit point
- 15.3. The standard for the awarding of demerit points shall be at least a two-thirds majority of the Elections Committee

- 15.4. Allegations of actions worthy of demerit points must be substantiated with non-hearsay evidence, which is to be provided to the Elections Committee.
 - 15.4.1. Allegations made without evidence may be investigated at the discretion of the Elections Committee. Any decision made as a result of this investigation must be based on reproducible evidence gathered thereafter.
- 15.5. If allegations of the following actions are confirmed, demerit points will be awarded as described:
 - 15.5.1. Excess of campaign spending: For every \$15 over the \$500 expenditure limit, rounded up, the committee shall assign 2 demerit points
 - 15.5.1.1. All donations and/or campaign expenses funded or covered by entities who are not candidates will count towards the \$500 expenditure limit and must be reported to the Elections Committee.
 - 15.5.2. Failure to declare expenditure: For every expense a candidate or campaign team incurs which they do not declare, the Elections Committee shall award 2 demerit points, or, in the event that a reasonable evaluation of the undeclared expense estimates it to have been equal to or greater than \$100, they may award 4 demerit points
 - 15.5.3. Purposefully and significantly misrepresenting a candidate's own character or statement(s), or the character or statement(s) of another candidate/team/committee shall yield a penalty of 10 points
 - 15.5.4. Impersonation of another candidate, team, or committee shall yield a penalty of 11 points
 - 15.5.5. Campaigning outside of the Campaign Period in a way not permitted by year-round allowable partisan activities specified in URSA's guiding documents shall yield a penalty of 2 points per instance.
 - 15.5.6. Impeding, coercing, intimidating, or otherwise unduly influencing students' attempts to vote shall yield a penalty of 11 points.
 - 15.5.7. Impeding, coercing, intimidating, or otherwise unduly influencing the Elections Committee's efforts to facilitate and adjudicate the election shall yield a penalty of 11 points.

- 15.5.8. Purposely infiltrating a campaign for the purposes of breaking rules and getting the campaign disqualified shall result in the perpetrator being banned from participating in URSA elections as a candidate, volunteer, or member of an URSA political party for two (2) years.
- 15.5.9. Vandalizing or damaging another's campaign posters, or moving another campaign's posters without the campaign's consent, shall yield a penalty of 1 point per poster vandalized, damaged, or moved without authorization.
 - 15.5.9.1. An URSA member not part of a campaign team caught vandalizing or damaging campaign posters, or moving another campaign's posters without the campaign's consent, shall be banned from running for office in getting involved in campaigns for two (2) years, and must reimburse the campaign for the costs of the damaged posters.
 - 15.5.9.2. A non-member caught vandalizing or damaging campaign posters, or moving another campaign's posters without the campaign's consent, shall be banned from URSA spaces for four (4) years.
- 15.5.10. Putting one's campaign poster entirely or partially on top of another campaign's poster shall yield a penalty of 1 point per instance.
- 15.5.11. A candidate, prospective candidate, campaign team member, or any individual or group acting on behalf of a candidate or campaign, or individual or group seeking to influence the outcome of an election, offering, providing, promising, or facilitating any gift, payment, service, incentive, or other benefit of value to any member of the URSA electorate or the Elections Committee in exchange for, or with the intention of influencing, their vote or adjudication in any URSA election, shall yield a penalty of 11 points per instance
 - 15.5.11.1. For the purposes of this clause, a bribe shall not include the provision of free food or refreshments at a campaign event that is open to all members of the electorate, provided that attendance at such an event is not conditioned on any commitment to vote in a particular manner.
- 15.5.12. Other actions not listed, but which violate the spirit of a free, fair and democratic election, may, in extraordinary circumstances, be deemed as worthy of demerit points by the Elections Committee, but in no case may any one instance of such an act be worth more

than four demerit points, as determined by the Elections Committee.

15.6. Any such infraction as described above may be reported to the Elections Committee by way of emailing elections@ursa-students.ca

15.7. Candidates may appeal their demerit points should their total exceed or meet a total of 11.

15.7.1. This appeal will be ruled upon by the interim coordinating committee

16. Dispute of Election

16.1. In the event of a disputed process or outcome of an election, or non-compliance of a candidate with the regulations of this bylaw, URSA members may submit a complaint and evidence within thirty days of the announcement of the election outcome to the Association. The complaint must:

16.1.1. Not be made anonymously

16.1.2. Be made by a member of the Association, and

16.1.3. Contain non hearsay evidence which substantiates the claims made.

16.2. The Association, if it believes there is sufficient cause for concern, may convene the entirety of the student senate.

16.2.1. The motion put before the senate shall be whether to over-turn the result of the election based on available evidence, and this motion requires a two-thirds majority in favour to pass.

16.2.2. A failed motion to overturn the results shall result in an affirmation of the results, which may not be contested again using the same set of evidence as was first presented.

16.3. In the event that a protest successfully overturns an election result, the office shall go to the candidate with the second greatest vote count.