

UTM Election Campaign Posting Guidelines for participants in student society and governance elections

Individuals posting election-related campaign material should ensure that postings are prepared, displayed, and removed in accordance with the following guidelines along with instructions provided by the elections officers appointed by the relevant student society or governing body (UTMSU, UTSU, UTMAC, Residence Council, UTMAGS, Governing Council, Campus Council, etc.). Note that these guidelines restrict unauthorized postings and ensure that authorized postings do not detract from campus safety and attractiveness.

UTM-provided maps highlighting acceptable areas for election campaign postings are available from UTM Student Affairs for elections officers of the relevant student societies and governing bodies. Since elections of student societies and governing bodies may overlap, UTM and election officers may limit the number, size and location of posters to allow for all candidates' reasonable use of the limited posting spaces available.

Electioneering postings are prohibited on and must not block:

- Glass doors, windows, and other glass surfaces
- Safety equipment, including fire alarm activators/pulls, fire hose cabinets, fire extinguishers
- Electrical outlets and fixtures, thermostats
- Floors, stairs, ceilings, classroom doors, blackboards, bulkheads/piers, seating
- Bathroom stalls, plumbing fixtures, dispensers, mirrors
- Way-finding, safety, and other signage
- Computer screens, monitors, phones, intercoms, display cases, showcases, digital screens
- Vending machines, copiers, printers, change machines, card readers
- Building exteriors, fences, trees, boulders, trash receptacles, poles, parking meters and ticket dispensers, walkways, permanent signage
- UTMSU-managed or department-managed bulletin boards assigned for specific messaging.

Also

- Postings must not be staked into the ground
- Postings must not be attached to wood or glass surfaces
- Postings must not block or interfere with the use of passageways or cause issues with accessibility
- Free-standing banners, cut-outs, sandwich boards and hanging banners must not be used
- Duck/Duct tape, packing tape, self-adhesive stickers, and decals may not be used anywhere
- Helium-filled balloons must not be distributed or used

Postings and their adhesives **must not mark, leave residue or damage the underlying surfaces**. If you are unsure of a surface's suitability, consult UTM Facilities (905-828-5301) in advance of posting.

- For cork bulletin boards and tack strips, use tacks or push-pins. Do not use a staple gun, nails, tape, straight-pins or glue/adhesives.
- For painted surfaces, unpainted cement surfaces, including floors, use painter's tape and light-weight paper. Do not use adhesive putty, masking tape or packing tape.
- For outdoor sidewalks, use chalk but only in uncovered areas.

Postings that are in violation of these guidelines may be removed and disposed of at any time. The University is not responsible for any costs related to damage or destruction of postings, and may seek reimbursement of its costs for related cleaning and/or repairs from the student organization responsible for the election, which may choose to pass costs on to the relevant candidate(s), sponsor(s) and/or the individual(s) posting the material.

Building	ID (please refer to attached floor plans)	Location	Surface
Davis Building			
	DV1.1	DV corridor adjacent to/across from DV2068	cinder block walls
	DV1.2	DV main (2nd) floor across from UTMSU Poster Board	portable sign boards (3)
CCT			
	CCT 1.1	CCT 1st floor Atrium - adjacent to stairs down to ground level	portable sign boards (4)
	CCT 1.2	CCT ground level Atrium	polished concrete pillars/columns
Kaneff Centre/Innovation Complex			
	KN 1.1	adjacent to KN137; Blackwood Gallery	cinder block walls
	KN 1.2	hallway; adjacent to KN132	cinder block walls
	KN 1.3	entrance from MiWay stop; adjacent to KN127	cinder block walls
Instructional Centre			
	IB 1.1	under staircase; across from Second Cup	portable sign board (1)
	IB 1.2	adjacent to washrooms and lecture hall DH120	portable sign boards (2)
Deerfield Hall			
	DH 1.1	under staircase	existing wall mounted bulletin board
	DH 1.2	end of eating area (1020E); along back wall	portable sign boards (2)
Maanjiwe nendamowinan			
	MN 1.1	lower entrance of the Grand Hall	portable sign board (1)
	MN 1.2	upper entrance of the Grand Hall	portable sign board (1)

	Portable Boards
	Permanent wall/structure

APPROVED POSTER AREA
(mount on cinder block wall)

ENTRANCE FROM
FIVE MINUTE WALK

APPROVED POSTER AREA
(mount on movable display board only)

APPROVED TABLING LOCATION

THE MEETING PLACE











