IMI BUSINESS Association: Student Academic Society

Campaigning Guidelines 2020 - 2021

This document has been approved by The Department of Management and serves the purpose to inform candidates of rules that must be followed when campaigning.
Campaigning Period

Campaigning Period February 8 - 14

Voting Period

February 24 - 27
Voting for all positions will be conducted online via https://voting.utoronto.ca
Results announced March 2nd

A candidate may contact the Student Life and Program Assistant with questions to receive the information given at the campaign guidelines if the candidate is unable to attend the session. However, there may be a delay in scheduling a meeting depending on workload.

All candidates, whether present in person or not, shall be responsible for and shall act in accordance with all the information provided in this campaign guideline package.

Campaigning: Candidates for election to the IMI Business Association must abide by all guidelines for Campaigning contained in all the Appendices of these Guidelines and any additional guidelines regarding Campaigning that may be issued by The Department of Management in writing from time to time. Any violation of the guidelines for Campaigning may result in the imposition of sanctions against a candidate by the Committee, including, but not limited to, disqualification from the elections.

Pre-campaigning: No campaigning shall take place until the campaigning period begins. The nominee must receive confirmation that they are an official candidate when the campaigning period begins.

Responsibility of Candidates: Candidates have the responsibility of the actions and violations stemming from such actions, of any non-arm’s-length party, however occurring.

Fair Play: Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or
intentional breach of elections policy, any attempt to undermine the electoral process including interference with materials, candidates, and misrepresentation of facts.

**Adherence to Existing Policy:** It is the responsibility of the candidates that all campaign tactics, materials and / or advertisements conform to all policies and regulations of The University, and with all municipal, provincial and federal laws. Campaign displays and distribution of literature on campus are also subject to the rules and regulation of the University publication Procedure on Distribution of Publications, Posters and Banners at the University of Toronto, Revised September 1998 as well as individual campuses and residences.

**Approval of Campaign Methods:** All campaign tactics, material and / or advertisement need approval by the Student Life and Program Assistant in advance of posting or distribution. To ensure candidates are following guidelines.

**Environmental Protection and Recycling:** All campaign materials, where feasible, must contain the following phrase somewhere in plain sight on the material: “Please pass this on to a friend and recycle/delete by February 14th, 2020 at 5:00 pm”.

**Websites and Online Networks (Facebook, Instagram, Twitter, etc.):** A candidate using a website or online network as a campaign tool is responsible for the moderation of all materials so that they are in accordance with the rules of fair play. Violations of campaigning rules on websites and / or online networks by candidates and / or arm’s-length parties are also subject to the penalties detailed under Violation of Campaign Rules on page 4. Candidates are also responsible for removing and deleting of online comments that violate rules of fair play.

**Cross Campaigning:** Cross campaigning is not allowed between executive candidates in the election governed by this Code. Cross Campaigning is not allowed between members of The Department of Management and or Faculty associated with the program areas. Candidates cannot cross campaign with candidates from other University Student Societies/Clubs including University of Toronto Mississauga Student Union UTMSU. **Note:** Candidates running for other student club position(s) may continue to do so. However the Department of Management and the New Student Society Committee recommends that candidates strongly consider the commitment/work-load of holding two positions within the same academic year. Current academic societies (SMA and UCS) and clubs (DECA, UTM Capital Management, GIR etc..) and/or affiliates are not permitted to endorse any one or more candidate during the campaigning period. Candidates are also not permitted to run in slates (teams) during the campaigning period.

**Campaigning During Voting Period:** Campaigning during voting period **February 24th - 27th, 2020 at 11:59 pm** is not allowed on-campus or online. Voting will be done online via [https://voting.utoronto.ca](https://voting.utoronto.ca)
**Campaigning Using Classrooms/Courses:** Candidates are not allowed to use blackboards, whiteboards, or Quercus to campaign and or post materials. Candidates can campaign outside of classroom prior to the commencement of the lecture and or conclusion of the lecture. Candidates may use the first 10 minutes of the hour (UTM time) to campaign upon approval of the course instructor(s). Candidates cannot use lecture time and go beyond the first 10 minutes. Candidates must contact instructors at least 24 hours prior to the use of first 10 minutes. Candidates must also get approval from the course instructor to make announcements during practical and/or tutorials times. Announcements may be made during the first 10 minutes of practical and/or tutorial times, but not exceed beyond.

**Expense Limits:** Candidates can spend up to a total amount of CAD $100.00 on campaigning. No reimbursements will be provided. Candidate must provide a budget breakdown along with original receipts at the end of the campaign period to the Department of Management.

**Candidate Posters and Campaign Materials:**
The following shall also apply to candidate posters:
- Poster size shall not exceed 11in x 17in
- Following statement on each poster and or digital graphic: "*Please pass this on to a friend and recycle/delete by February 14th, 2020 at 5:00 pm*".
- High-gloss posters are not permitted.
- Laminated posters are not permitted.
- Any other form of non-recyclable poster material is not permitted.
- All text in other languages on campaign materials must have an accurate English translation that appears in equal stature and size.
- Each candidate’s poster may not overlap another candidates’ poster.
- Each candidate may not post one of their posters within one inch (22.5mm) of another one of their own posters or another candidate’s posters and cannot have more than 2 of the same posters consecutively posted beside each other.
- All posters must be removed by February 14th, 2020 at 5:00 pm.

**Campaign Materials:**
- May not overlap or be attached to campaigning materials already affixed to other objects or surfaces.
- May not be allow poster materials to be affixed to surfaces in classrooms or seminar rooms.
- May not be removed from any posted location, legally or illegally, without the authorization of the Student Life and Program Assistant.
- Candidates’ materials may only be removed by that the candidate or person(s) authorized by that candidate.

**Posting Campaigning Material:**
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
Managed or department-managed bulletin boards assigned for specific messaging. Unless approved by the managing department or person.
Postings must not be staked into the ground or 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
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. Refer to the rules for the use of posers and campus map available at:
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.

Distribution of Goods: Candidates may not campaign by distributing goods worth more than $1.00 CAD per unit.

Prohibition of Live Animals: The use of live animals for campaigning is forbidden.

Violation of Campaigning Rules: The CRO shall have the sole authority to enforce the provisions of this Code. The Committee may enforce this Code where no ruling is given by the CRO. The Committee reserve the right to modify any ruling of the CRO. The CRO and the Committee both have the discretionary power to make decisions about issues and events not otherwise covered by this Code.
**Announcement of Results:** The number of votes received by each candidate and appointed candidates that did not have anyone running in opposition will be announced on Monday, March 2nd, 2020 using a method selected by the CRO.

**Ballot Spoiling:** Candidates must have a majority vote for the position they are running in to be elected into the respective position. All voters will be given the option of “Allow Ballot Spoiling” when voting. In the case for any positions, the “ballot spoiled” votes is the majority, the CRO shall set the election for any second or subsequent elections. If the second election also results in a majority “ballot spoiled” votes, the CRO shall consult the New Student Society Committee on how to proceed.

**Equality of Votes:** In the case of a tie, the successful candidate or candidates shall be determined by a second election between or among the candidates receiving an equal number of vote. Candidates will be allowed to re-campainging in cased of a tie. The Department of Management will send out communication regarding the candidates involved in a tie and information about second election. The CRO shall set the election schedule for any second or subsequent elections. If the second election also results in an equality of votes, the CRO shall consult the New Student Society Committee on how to proceed.

**Re-election Schedule (**if required):**
TBD

**Election Timeline:**

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Definitions

Building on Campus: Building owned and / or operated by the University of Toronto Mississauga, or any of the federated colleges /universities.

Ballot Spoiling: Providing the option of a spoiled ballot allows the voter a “protest voice” where no candidate seems suitable.

Campaign Material: Any item, design, sound, symbol or mark that is created or copied in any form in order to and / or likely to influence at least one voter to cast a ballot in favour or in opposition of a candidate.

Campaigning: Any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign.

Candidate: Any individual that has been approved by The Department of Management based on the nomination application.

Committee: Appointed staff, business consultant and recruited students of Student Management Association, Undergraduate Commerce Society, and students from the two program areas; Commerce and Management

Cross Campaigning: Candidate campaigning for another candidate.

CRO: Chief Returning Officer.

Endorsement: Supporting a candidate, through either verbal or non-verbal communication, through the provision of materials, advertisements, or non-financial donations.

Harassment: Shall refer to the definition set out in the Unions’ Operation Policy - Harassment, Sexual Harassment and Discrimination.

Non-Arm’s-Length Party: means an individual or group that a candidate knew, or reasonably ought to have known, would assist that candidate in his / her campaign. Publicly campaigned with a Candidate. Knowingly distributing more than one of the same types of campaign material to an individual shall result in that individual being deemed a non-arm’s-length party.
**Poster:** Refers to print media to be affixed to a surface or displayed for viewing.

**Slate(s):** A slate is a group of candidates that run in multi-seat or multi-position election(s) on a common platform.