



University Students' Council

Nomination Package

2026/27 USC Fall By-Election

Contents

Introduction	3
Elections Staff Contact Information	3
Important Dates	4
Campaign Spending Limits	5
General Campaign Rules	6
Mandatory Requirements.....	6
Pre-Campaigning	6
Campaigning	6
Permitted Campaigning	7
Requires Permission	7
Volunteers	8
Collusion	8
Tables & Boothling.....	9
Classroom Speaking	9
Election Forums.....	9
Media Interviews.....	9
Forms	10
USC Election Policies	15

Introduction

It is your responsibility to be familiar with all materials contained in this package and make a good-faith effort to uphold all relevant guidelines and rules. It is also your responsibility to ensure that you and anyone volunteering for your campaign hold yourselves to the highest standards of behavior toward members of other campaigns.

The following positions are available for nominations in the **Fall 2026 By-Election**. Students' Council members representing these faculties:

- Arts & Humanities (x1)
- Health Science - Foods and Nutrition (x1)
- FIMS Councillor (x1)
- Music Councillor (x1)
- Social Science Councillor (x5)

If you wish to run for any of these vacancies in Fall 2026, this nomination package is your guide to participating in the By-Election. For more information on Students' Council, Please contact the USC.

If you have any questions or concerns around elections or this nomination package, please contact **Dane Ferry**, Manager of Government Services (dane.ferry@westernusc.ca)

Elections Staff Contact Information

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John McNair, *Elections Investigator & the Elections Governance Board* / electionsgov@westernusc.ca

Important Dates

YOU MAY SEPARATE THIS PAGE FROM THE PACKAGE FOR YOUR RECORDS.

IMPORTANT DATES		NOTES
September 21, 2026	Nomination period opens at 12:00 A.M. for President, faculty presidents, constituency representatives (councillors).	
September 25, 2026	Nomination period closes at 11:59 P.M.	
September 24, 2026	Mandatory All Candidates' Advisory Meeting at 6:00 P.M. in the McKellar Room (UCC 290) . An optional Zoom link will be provided, upon request, to candidates who cannot attend the ACM in person. However, the candidate must still have a designated proxy to attend in person.	To validate a proxy, candidates must email the proxy's full name and UWO email to dane.ferry@westernusc.ca by September 23th at 6:00 p.m.
September 30, 2026	Campaign period begins at 12:00 A.M.	
October 5, 2026	Electronic polling opens at 8:00 A.M.	Campaigning may continue as usual EXCEPT within sightline of designated polling stations and subject to section 3.6 of the USC Electoral Code.
October 7, 2026	Campaign period ends at 7:59 P.M.	
October 7, 2026	Electronic polling closes at 8:00 P.M.	
October 8, 2026	Candidate Expense Report (with all original receipts) due by 8:00 P.M.	
October 8, 2026	EGB to release election results at 8 P.M. Virtually on the USC website.	Results may be released up to three (3) days after the ballot closes, in accordance with By-law #2.

FOR ANY QUESTIONS RELATING TO THE BY-ELECTION,
USE [CONTACT FORM](https://westernusc.ca/get-involved/usc-elections/) ON OUR WEBSITE (https://westernusc.ca/get-involved/usc-elections/)

Campaign Spending Limits

Per Regulation, the following spending limits currently apply to contesting these Seats.

Position	Spending Limit
President	\$1,500.00
Vice President Candidate	\$400.00
Faculty President Candidate	\$400.00
Divisional Candidate (Faculty Councillor)	\$200.00
Senate Candidate	\$100.00
Board of Governors Candidate	\$100.00

Candidates must submit a detailed expense report, even if they spend no money, using the Expense Allowance Form available online through the USC website. Remember to submit by **Sat, Oct 9 at 8:00 PM** as a hard deadline.

General Campaign Rules

Except for elements grounded in Bylaw, these rules may be amended by the USC board or General Council; any amendments will be emailed to all candidates and primary volunteers.

Mandatory Requirements

All-Candidates Meeting

Attendance is required. Missing it (or sending an unapproved delegate) makes you ineligible.

Training

Candidates and campaign volunteers must follow all USC, University, and legal rules.

Pre-Campaigning

Candidates and volunteers may not engage in any campaign activities between the close of nominations and the beginning of the campaign period. During this time:

- Candidates are allowed to make social media pages with the usernames related to the campaign. For example, '[Candidate Name] for [Position Contested]'.
- Candidates are allowed to invite people to follow or like their page but must not post or share anything or have a profile picture.
- Candidates or campaign managers must not share any articles, posts or news regarding the USC elections by internal or external media.

Campaigning

- No campaigning or distribution of materials before the official campaign start.
- During Balloting Period Campaigning is allowed but not within sightline of polling stations, and you may not interfere with voters.
- No campaigning in USC offices, club spaces, Council Chambers, or during Council/Committee meetings.
- Posters only on USC-approved boards (max size 11" × 17").
- No leaving flyers on desks, tables, or unattended surfaces.

General Campaign Rules

Permitted Campaigning

Campaigning is permitted only in areas directly overseen by the USC. This includes:

- **USC-designated election poster boards** (maximum poster size 11" x 17").
- **General public/common areas of the University Community Centre (UCC)**, with the following **exclusions**:
 - USC administrative offices and workspaces (staff, executives, volunteers).
 - Clubs spaces.
 - Council Chambers.

Requires Permission

Campaigning in the following spaces is **not permitted without prior permission** from the relevant University or building administrator:

- Any University library or administrative building.
- Any classroom during scheduled instruction (requires the instructor's permission).
- Any residence, including University-owned residences and fraternity/sorority houses leased from the University.
- Any building or land not owned or operated by the USC or the University.
- Any University parking lot.

General Campaign Rules

Volunteers

Campaign Volunteers, means any individual, or group whether compensated or not, who assists a Candidate with campaigning, including but not limited to distributing Campaign Materials, promoting online content, or staffing campaign events.

- Candidates are responsible for the actions of their volunteers and may be subject to penalties for their volunteers' conduct.
- Candidates must ensure that all volunteers engaging in **campaign activities** are aware of all **bylaws, regulations, and rules** pertaining to the **by-election** and maintain compliance throughout the **campaign period**.
- Volunteers act on behalf of the candidate, and their behaviour is considered a direct reflection of the candidate.
- Candidates must maintain an up-to-date **volunteer list** (names, emails, and phone numbers) and provide it to the **EGB** within **8 hours** if requested.
- The volunteer list must be updated within **6 hours** of any changes during the election.
- Volunteers cannot use **USC/University resources** gained from jobs or roles (e.g., mailing lists, office space).
- **USC Executives, AVPs, Interns, or Coordinators** cannot volunteer or endorse.

Collusion

Candidates are free to endorse each other, but are prohibited from acting as a volunteer for any other candidate. Candidates are also prohibited from sharing resources, posters, banners, budgets, etc.), with any other candidate.

General Campaign Rules

Tables & Boothing

The USC will reserve a certain amount of tables in the UCC Atrium for Presidential Candidates as space permits. It will make all other table bookings available on a first-come, first-served basis. More information will be provided at the All Candidates Meeting.

Classroom Speaking

Candidates must have the instructor's permission before speaking in any classroom at the start or end of a class. Posting in academic or club group chats may be considered a moderate offence.

Election Forums

The USC has no official election forum or event involving all candidates aside from the Mandatory All Candidates Meeting where elections information is presented. Any candidate who wishes to participate in forums not organized by the USC may do so. Please note that the Gazette Debate is not an official USC sanctioned event, however participation is encouraged.

Media Interviews

Candidates are free to speak to campus-based media and beyond but may not speak as representatives of the USC.

Forms

Both forms must be completed and submitted to the elections portal on the USC website by **Friday September 25, 2026 at 11:59 PM**. These forms are:

- **Candidate Information and Declaration - pg. 11**
- **List of Nominators (ie. Signature Sheet) - pg. 13**
- **Candidate Agreement and Acknowledgement - pg. 14 and 15**

In person applications are no longer accepted, please reach out to usc_elections.usc.ca if you require accommodation.

Here is the **link to the Google Doc form** if you prefer that option

NOMINATION FORM

FACULTY COUNCILLOR

of the University Students' Council (herein the "USC")

Nominations close:
Friday, September 25, 2026 at 11:59 P.M.

THIS FORM IS NOT VALID UNLESS COMPLETED IN FULL AND SUBMITTED VIA ONLINE
UPLOAD (<https://westernusc.ca/get-involved/usc-elections/candidates>) THROUGH THE
CANDIDATE PORTAL BY **11:59 P.M. on September 25, 2026.**

If you experience issues with your submission, email
dane.ferry@westernusc.ca

Please note:

A candidate may only run if they are a part or full-time undergraduate student for at least two consecutive semesters as outlined in USC By-Law #1.

REQUIRED INFORMATION:

Name (Last, First):

Preferred Name (Optional):

Gender Pronoun (Optional):

Phone Number:

Student Number:

UWO Email (@uwo.ca):

Faculty (Ex. Health Science):

Preferred Email :

London Address:

Constituency (Ex. Nursing):

NOMINATION SIGNATURES:

This form is not valid unless **each** of the signatures below is that of an undergraduate student registered **at Western University in the constituency in which you are seeking election**. Eligibility of the nominators will be verified with the registrar's office. Please note: five (5) signatures are required; however you may collect up to eight (8) signatures.

	Full Name (Print)	Signature	Student No.	E-mail (@uwo.ca)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

FACULTY COUNCILLOR CANDIDATE AGREEMENT & ACKNOWLEDGEMENTS

1. I, a registered full or part-time student at the University of Western Ontario, agree to allow my name to be placed on the ballot for the office of representative of the University Students' Council (USC) and, if elected, will fulfill the obligations set forth by the USC and the Faculty Council I represent.
☐ Yes
☐ No
2. I agree to abide by all electoral rules and procedures set out in By-Law #2, the Electoral Code, other applicable USC Elections Policies and Procedures, and by the electoral procedures explained at the All Candidates' Advisory Meeting.
☐ Yes
☐ No
3. I understand that I must attend the mandatory All Candidates' Advisory Meeting in person on September 24th, 2026 at 6:00 PM EST, or have a designated proxy attend on my behalf. Failure to attend in person or designate a proxy will result in automatic disqualification as outlined in s.2.1.3.2 of the USC Electoral Code.
☐ Yes
☐ No
4. I understand that I must provide written notice to the Elections Governance Board's (EGB) designate (**dane.ferry@westernusc.ca**) via email should I require a proxy to attend the All Candidates' Advisory Meeting on my behalf at least 24 hours in advance of the aforementioned meeting date and time.
☐ Yes
☐ No
5. I consent to the release of my information (name, photo, etc.) by the USC, its related media channels and the EGB for election-related purposes.
☐ Yes
☐ No
6. If elected, I agree to attend all future mandatory training sessions (dates to be provided).
☐ Yes
☐ No
7. If elected, I acknowledge that my @westernusc.ca email address will be published on the USC website.
☐ Yes
☐ No

8. **DUAL DEGREE STUDENTS ONLY** (if applicable): I, a registered full or part-time student at the University of Western Ontario, have received written approval from the EGB or its designate to run in a faculty different from what is listed under the Registrar's office prior to the Close of Nominations on September 25, 2026 at 11:59 PM.

☐ Yes

☐ No

Nominee Signature: **x** _____ Date: _____

Witness Signature: **x** _____ Date: _____



Elections Governance Board Balloting Procedure

Authority: Elections Governance Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: November 21, 2023; September 29, 2021	
Related Document(s):	
Review Committee(s): Governance Committee, USC Board of Directors	
Delegates: Senior Manager, Advocacy and Government Services	

1. SCOPE

- 1.1. This document outlines the proper procedures for developing the ballot for the fall and spring elections..
- 1.2. Terms used in this document shall be defined in the same manner as in By-law #2.

2. THE BALLOT

- 2.1. The Fall and Spring ballots shall include the following questions, with electors able to abstain from any or all questions on the ballot without risk of spoiling the ballot:
 - 2.1.1. Fall Elections: the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and referendum/plebiscite question(s), if applicable.
 - 2.1.2. Spring Elections: the names of Presidential candidates; the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and referendum/plebiscite question(s), if applicable.

3. DEVELOPING THE BALLOT

- 3.1. The following criteria must be met when developing the layout of the ballot:

- 3.1.1. The names of the candidates running in divisional elections shall be listed under their respective constituency, with names being automatically randomized by the voting platform on each voter's ballot. The names of the candidates for the USC Presidency shall be listed in automatically randomized order by the voting platform on each voter's ballot.
 - 3.1.2. Candidates' preferred name and pronouns, if listed on their nomination form, shall appear on the ballot as approved by the EGB or designate . If no preferred name is listed on the candidate's nomination form, their legal name, or a reasonable variation thereof, shall appear on the ballot.
- 3.2. The layout of the ballot shall be inspected by the EGB or designate prior to balloting to ensure that it conforms with the criteria set out in this document.
- 3.3. All candidates will have an opportunity to review the ballot no less than seventy-two (72) hours before balloting.
 - 3.3.1. Any candidate who, after inspecting the ballot, has concerns about the layout of the ballot, may address those concerns in writing to the independent investigator for consideration by the EGB .
 - 3.3.2. Any concerns regarding the ballot must be submitted to the EGB no less than forty eight (48) hours before balloting opens.
 - 3.3.3. The independent investigator and EGB shall provide a timely written response, and unresolved issues shall be adjudicated under the Electoral Code's complaints and violations procedure. Complaints will be acknowledged for triaging within twenty-four (24) hours of the submission.



Election Governance Board Campaign Finance Procedure

Authority: Elections Governance Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2025
Previous Amendments: November 8, 2024; November 21, 2023; September 29, 2021	
Related Document(s):	
Review Committee(s): Governance Committee, USC Board of Directors	
Delegates: Senior Manager, Advocacy & Government Services; Senior Manager, People and Development	

1. SCOPE

1.1. This procedure shall specify:

1.1.1. The proper procedures for setting candidate spending limits, tracking Candidate spending, and administration of reimbursements.

1.1.2. The standards that the Electoral Governance Board (EGB), as defined in the USC's Electoral Code, shall use to govern its interactions with Candidates relating to matters of campaign finances.

2. DEFINITIONS

2.1. For the purpose of this policy, in addition to definitions from **Bylaw #1**, **Bylaw #2**, and the USC's **Electoral Code**, these terms shall be defined as follows:

2.1.1. **Fair Market Value:** The typical price, without special concessions or discounts, that is available to all persons.

2.1.2. **Campaign Materials:** Any physical or digital item created, distributed, or used to promote a Candidate.

2.1.3. **Contribution:** Any goods, services or privileges donated, in whole or part, to a Candidate or their campaign. This can include both monetary and non-monetary contributions, such as discounts, gifts, or volunteer work.

2.1.4. **Expenses:** Costs incurred by or on behalf of Candidates for campaign purposes.

2.1.5. **Specialized Venues:** Locations that are not typically used for common campaign activities or events that are chosen for their unique characteristics or appeal. These venues may include, but are not limited to:

1. High-profile or exclusive event spaces, such as concert halls, theaters, or private clubs.
2. Locations outside of common public areas (e.g., city parks or university spaces), such as professional studios, private properties, or rented facilities tailored for media production.
3. Any venue that incurs a significant cost due to its distinct nature, location, or amenities beyond those needed for standard campaign purposes.

2.1.6. **Non-Traditional Promotional Strategies:** Unconventional methods or platforms used to promote a campaign that go beyond standard practices. These may include, but are not limited to:

1. The use of innovative technology, such as mobile apps, augmented reality (AR), or virtual reality (VR) campaigns.
2. Viral marketing tactics, such as flash mobs, guerilla marketing, or large-scale stunts aimed at drawing attention to the campaign.
3. Paid influencers, partnerships, or endorsements not typically used in standard candidate campaigns.
4. Use of digital platforms or media channels outside of typical social media or website advertisements (e.g., podcasts, professional video platforms, or live-streamed events with special features).

3. MANAGER OF ELECTION FINANCE

3.1. The Manager of Election Finance shall be designated by the EGB from among its members or appointed staff support to be responsible for tracking Candidate spending and calculating reimbursements on behalf of the EGB.

3.2. The Manager of Election Finance shall be responsible for ensuring that the Independent Investigator and the EGB are notified of any Candidates that violate financial regulations as per this procedure and the USC's Electoral Code.

4. SETTING SPENDING LIMITS

4.1. Spending limits for each candidate will be confirmed by the EGB at least 7 days before the Campaign Period begins and announced through:

- 4.1.1. A press release;

- 4.1.2. An email to all candidates;
- 4.1.3. The Mandatory All-Candidates meeting before the campaign period
- 4.2. Spending limits for Candidates' expenses and contributions, combined, shall be as follows:
 - 4.2.1. Each Presidential Candidate has a spending limit of \$1,500.00.
 - 4.2.2. Each Divisional Candidate, excluding Faculty President candidates, has a spending limit of \$200.00.
 - 4.2.3. Each Faculty President Candidate has a spending limit of \$400.00.
 - 4.2.4. Each Vice-Presidential Candidate has a spending limit of \$400.00.
 - 4.2.5. The spending limit for Senate and Board of Governor Candidates shall be determined by the Secretary of the University.

5. CONTRIBUTIONS AND EXPENSES

- 5.1. Candidates shall have a spending limit for the campaign consisting of the sum of expenses and contributions.
- 5.2. Expenses shall be defined as costs incurred by, or on behalf of, a Candidate for goods, privileges, or services for use in their election campaign.
 - 5.2.1. If a Candidate receives a good, privilege, or service at a discounted price that is not available to the public, both an expense and contribution shall be recorded: The expense shall be recorded as the amount paid, and the contribution shall be recorded as the difference between the fair market value of the good, privilege, or service as defined in Section 2.1.1. and the actual amount paid for that same good, privilege, or service.
- 5.3. Contributions shall be defined as goods, privileges, or services donated or given in whole or in part to a Candidate or their campaign for the purposes of campaigning. A Candidate shall not accept cash, cheque, or any other monetary equivalent in any amount as a contribution.
 - 5.3.1. If the contributor supplies goods and services, the value shall be determined at Fair Market Value, as per its definition in section 2.1.1.
- 5.4. Special Rules for Expenses and Contributors:
 - 5.4.1. Where an item is purchased for use during the Campaign Period, but not entirely consumed, the cost shall be declared for the entire item, regardless of the amount of the item that remains unconsumed.

- 5.4.2. Candidates will be required to declare expenses or contributions for the production of Campaign Material and media, including but not limited to videos, mobile apps, or graphics, but only the costs of making said product available to the public.
- 5.4.3. If a professional, even if the professional is a Campaign Volunteer, who would normally charge for a service provides a service to a candidate for free, the value of the service is considered to be a Contribution.

6. ELIGIBLE REIMBURSEMENT

- 6.1. The Manager of Election Finance shall be responsible for maintaining a record of each Candidate's eligible reimbursement throughout the Campaign Period.
- 6.2. A Candidate's eligible reimbursement shall be calculated as the sum of eligible expenses. Candidates will not be reimbursed for goods, privileges, or services received through contribution.
 - 6.2.1. A disqualified Candidate will not be reimbursed for their expenses.
- 6.3. Candidates will only be reimbursed for items which are directly related to their campaign and for which they provide original receipts. Any item deemed not to be an appropriate campaign expense may be excluded from reimbursement by the EGB or the USC's Senior Manager Finance.
- 6.4. Adjustments to reimbursement shall only be made following a finding of violation by the EGB under the USC's Electoral Code. The Manager of Election Finance may recommend adjustments, but final determination rests with the EGB.
- 6.5. The Senate and Board of Governors Candidates will not be reimbursed by the USC for their campaign expenses.
- 6.6. The Manager of Election Finance shall keep a record of all eligible reimbursement calculations on file for thirty (30) days following the closing of balloting.
- 6.7. Eligible Reimbursement Categories:
 - 6.7.1. Only expenses directly and clearly necessary for campaign activities are eligible for reimbursement. These include, but are not limited to:
 - 1. Printing for Posters, flyers and promotional materials;
 - 2. Website hosting or digital platform fees;
 - 3. Venue rental for campaign events held in London, Ontario;
 - 4. Distribution costs for campaign videos and media such as social media ads or website hosting; and

5. Rental costs for electronic equipment supplied by the USC.

6.8. Prohibited Expense Categories:

6.8.1. Expenses considered ineligible for reimbursement include, but are not limited to:

1. Travel expenses outside of London, Ontario, unless directly related to a campaign event open to the public in London, Ontario;
2. Personal clothing or costumes for campaign materials except for campaign specific uniforms such as branded shirts; and
3. Equipment purchases or rentals such as cameras, microphones, or lighting.

6.9. Pre-Approval for Unusual Expenses

6.9.1. Candidates must obtain pre-approval from the Manager of Election Finance for any expenses that fall outside of standard categories. These include, but are not limited to:

1. Specialized venues for media production; and
2. Non-traditional promotional strategies.

6.9.2. Candidates are required to submit detailed documentation for all expenses related to these expenses, including:

1. Written justification for how the expense directly supports the campaign; and
2. Receipts or invoices clearly linked to the campaign that include the total cost of the purchase, date of purchase and name of the provider.

7. TRACKING EXPENSES AND CONTRIBUTIONS

7.1. Candidates will use tracking sheets provided by the EGB for all expenses and contributions and submit original receipts.

7.1.1. Candidates who fail to use designated tracking sheets shall not be reimbursed for the Candidate's campaign expenditures.

7.2. All Candidates shall submit to the EGB original receipts of all expenses and contributions by the end of balloting.

7.2.1. Failure to submit receipts by the deadline will result in an automatic reduction in the Candidate's eligible reimbursement by five (5) per cent per business day that the submission is late.

7.3. The EGB shall ensure all receipts and tracking sheets are directed to the Manager of Election Finance for review.

- 7.4. The EGB may request interim submission of receipts or tracking sheets before the close of balloting.
- 7.5. The Manager of Election Finance and any EGB member chosen to assist them shall review each Candidate's tracking sheet to ensure that Candidates have not exceeded their spending limits, have original receipts for all expenses, have only listed expenses that can be considered appropriate, and have adhered to any other relevant provisions in **Bylaw 2** and/or the USC's **Electoral Code**, as applicable.
- 7.6. The Manager of Election Finance shall inform the EGB of any irregularities in expenses or contributions lists
- 7.7. In addition to Section 5, the Manager of Election Finance shall produce a list of expenses and/or contributions flagged as inappropriate for the EGB to approve. Any expenses deemed inappropriate by the EGB shall not be reimbursed.
- 7.8. The Manager of Election Finance has the authority to approve any and all expenses and contributions lists in which no irregularities have been noted .
- 7.9. The Manager of Election Finance shall keep all expenses and contributions records on file for thirty (30) days after the close of balloting in case a candidate wishes to contest their reimbursement.

8. ISSUING REIMBURSEMENT

- 8.1. The Manager of Election Finance shall provide a list of Candidates and the amount they are to be reimbursed along with a completed cheque requisition form to be signed by the Senior Manager Finance no later than 14 days, including Reading Week and other holidays, after the close of balloting.
- 8.2. At the same time as section 8.1, the EGB shall inform Candidates of the amount they are scheduled to be reimbursed, including a list of excluded expenses.
- 8.3. Candidates shall be reimbursed for the amount equal to their eligible reimbursement, less any outstanding loans.
- 8.4. Reimbursement cheques shall be made available for pickup at the USC Front Desk no later than 21 days after the close of balloting.
- 8.5. The EGB shall notify all Candidates eligible for reimbursement when cheques are available.
- 8.6. Any cheques that have not been picked up from the Front Desk and have stale-dated shall not be reissued.

9. CAMPAIGN LOANS

9.1. A Presidential Candidate may obtain an interest-free loan for the spending limit established in section 4.2 of this procedure, by applying to the Senior Manager, Finance.

9.1.1. Any loans granted pursuant to this section must be repaid, subject to any amount reimbursed, within 30 business days from the close of balloting

10. ENFORCEMENT AND VIOLATIONS

10.1. Any violation of this procedure or the associated Bylaw #2 may result in the adjustment or denial of eligible reimbursement.

10.2. Any violation of this procedure may be referred to the EGB under the USC's Electoral Code.

10.3. The EGB may impose sanctions, including demerits, reimbursement reductions, or disqualification.

10.4. In the event of a conflict between this Procedure and the USC Electoral Code, the Electoral Code shall prevail. This Procedure is intended to complement the Electoral Code by governing administrative aspects of campaign finances.



Elections Governance Board Nomination Procedure

Authority: Elections Governance Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: November 8, 2024; September 29, 2021, December 4, 2015, January 1, 2013	
Related Document(s):	
Review Committee(s):	
Delegates:	

1. SCOPE

- 1.1. This document outlines the proper procedures for receiving, processing, reviewing, and verifying nomination forms.
- 1.2. This document specifies the standards and procedures that the Elections Governance Board (EGB) shall use to determine whether a candidate is eligible to run for election.
- 1.3. Terms used in this document shall be defined in the same manner as in By-law #2 and the USC's Electoral Code.

2. DEFINITIONS

- 2.1. **Signature:** An endorsement that verifies the support or consent of the signer.
 - 2.1.1. **Electronic Signature:** A digitally signed endorsement that mimics a handwritten signature. This can be achieved by using a stylus, mouse or web application to create a digital version of the handwritten signature, or by scanning a handwritten signature and uploading it to the digital document. Typed names entered into a name field will not be accepted.
 - 2.1.2. **Handwritten Signature:** A physical signature, manually written on a paper document using a pen or other writing instrument.

3. PREPARATION OF FORMS

3.1. The EGB with the support of USC staff shall produce a nomination form for prospective Candidates.

3.1.1. There shall be separate forms for the President, Constituency President, Constituency Councillor, and Vice-Presidents External and University Affairs. All forms for Senate and Board of Governors elections shall be produced and handled by the University Secretariat.

1. The Secretariat shall establish specific nomination requirements and procedures for Senate and Board of Governors candidates, which may differ from the standard USC nomination procedures.

3.1.2. The USC shall not produce forms for elections that it does not administer.

3.2. Nomination forms shall include fields for prospective candidates to provide the following information:

3.2.1. Full, legal name.

3.2.2. Preferred name, optional.

3.2.3. Pronouns, optional.

3.2.4. Student number and Western email (for purposes of verifying eligibility).

3.2.5. Alternate email (if preferred email is not Western).

3.2.6. Phone number.

3.2.7. London address.

3.2.8. Constituency (in which the individual is registered and running in).

3.2.9. Signatures, student numbers, and emails of students acting as nominators.

3.3. Required Nominators

3.3.1. A Presidential nomination form must be signed by fifty (50) Students from any constituency to be valid.

3.3.2. A Constituency President Nomination form must be signed by twenty-five (25) students in the relevant constituency to be valid.

3.3.3. A Vice-President External or University Nomination form must be signed by twenty-five (25) Students from any constituency to be valid.

3.3.4. A Constituency Representative Nomination form must be signed by five (5) Students in the relevant constituency to be valid.

- 3.4. Nomination forms shall contain the following agreements for the individual to fill out and sign:
- 3.4.1. An agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures.
 - 3.4.2. An agreement to allow candidate information as it appears on the form to be released by the USC for the purpose of elections.
 - 3.4.3. An agreement to allow the USC to release the candidate information as it appears on the form to other members of Council should the candidate be elected.
 - 3.4.4. An agreement to allow the USC to release the candidate information as it appears on the form to members of the public should the candidate be elected.
- 3.5. Nomination forms shall include any pertinent information relating to campaigning dates, voting dates, and the Mandatory All-Candidates Meeting that any prospective Candidates would need to attend or be aware of.

4. AVAILABILITY OF FORMS

- 4.1. The EGB shall make nomination forms available to the student body on the date specified by the USC's Legislative Calendar for the opening of nominations.
- 4.2. The EGB or designate shall work with relevant USC staff to develop a strategy for advertising the availability of nomination forms to the public.
- 4.3. The EGB or designate shall take reasonable steps to inform prospective Candidates of how they can self-verify they are eligible to run in a given constituency.
 - 4.3.1. The information can be found by logging into Student Centre and following the links to "My Program."

5. FORM COLLECTION

- 5.1. All nomination forms shall be submitted to the USC, EGB, or their designate. Records outlining the time a nomination form was officially submitted will be kept by the EGB to ensure they are received on or before the nomination deadline.
- 5.2. The EGB or designate may collect forms at any time during the nomination period. The EGB or designate shall be responsible for the safekeeping of all forms.
- 5.3. Any forms collected regardless of when they were collected, shall be kept on file by the EGB until 30 days following the close of balloting.

6. CANDIDATE VERIFICATION

- 6.1. At the start of the nomination period the EGB, investigator or designate shall, in conjunction with the USC's Information Services Department, request a list of individuals registered as full or part-time undergraduate or professional students at the University from the Registrar's Office. This list shall be used as the official voters list for the elections period.
 - 6.1.1. The EGB or designate shall request this list to be divided by program or faculty, depending on the divisions up for election (i.e., for an election in the Faculty of Science the EGB or designate must also ask for a list of students in the Medical Science program as well).
 - 6.1.2. The EGB or designate shall request that all students currently away on exchange at other institutions be included on the list.
- 6.2. The EGB or designate shall verify all nomination forms against the list described in section 5.1 by comparing the individual's unique email login or student number against the list.
 - 6.2.1. The EGB or designate shall ascertain that the individual appears in the list and has filed a nomination form in the proper constituency.
 - 6.2.2. The EGB or designate shall ascertain that the individual has met all of the eligibility requirements as outlined in By-law #2 and the USC's Electoral Code.
- 6.3. Where there is reasonable suspicion that a prospective Candidate does not meet the "two semesters" criterion contained in By-law #2, the EGB or designate shall ask the Registrar's Office to verify that the individual (by email or student number) appears on the Ministry of Training, Colleges and Universities list prepared the previous semester.
 - 6.3.1. The EGB or designate shall compile a list of all prospective candidates under suspicion and forward the list of prospective Candidates (including email and student number) to the Registrar's Office at the conclusion of the nomination period.
 - 6.3.2. The Registrar's Office shall inform the EGB or designate whether the prospective Candidates could be verified before the start of the Campaign Period.
- 6.4. The EGB or designate shall work towards contacting all prospective Candidates prior to the start of the campaign to inform them that their nomination form has been verified; however, there may be delays in confirming nomination forms that are submitted on the final day of the nomination period. Should the form not be verified, the EGB, Independent Investigator or designate shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.
 - 6.4.1. Should a nomination form be unable to be verified due a clerical error, the EGB, Independent Investigator or designate may verify the nomination form on the advice of the prospective Candidate.

- 6.4.2. There will be a 12 hour grace period for students after the close of nominations to amend any clerical errors on forms that have already been submitted prior to the close of nominations.

7. FINAL CANDIDATES LIST

- 7.1. The EGB or designate shall provide a list of verified Candidates, sorted by division, to the following persons and/or groups:

7.1.1. Personnel overseeing the USC Front Desk.

7.1.2. Designated USC Staff member(s) supporting the elections verification process.

7.1.3. Campus media outlets (i.e., The Gazette, CHRW, Western TV, etc.).

- 7.2. The EGB or designate shall ensure the list of verified Candidates appears on the website and on the USC's elections portal.

8. CANDIDATE PERSONAL INFORMATION

- 8.1. The EGB, Independent Investigator or designate shall provide designated USC elections staff with the nomination forms of all successful Candidates after the results have been announced to the public for the purposes of recording Candidates' information for Council. The designated Staff Member(s) shall return all forms to the EGB after the information has been processed.



Elections Policy on Dual Degree Students

Authority: Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: January 12, 2024;	
Related Document(s):	
Review Committee(s):	
Delegates:	

PURPOSE

This Policy is established pursuant to articles 5.4. and 6.7. of Bylaw #2 (collectively, the "Articles").

1. REQUESTS TO CHANGE CONSTITUENCY

1.1. Where an eligible elector, pursuant to either of the Articles, requests to be a Candidate and/or vote in a constituency other than their default constituency, the elector's request must be in the form and manner prescribed by the EGB.

1.1.1. For greater certainty, any request made other than in the form and manner prescribed by the EGB is not a valid request.

1.1.2. Without limiting the generality of the foregoing, any request made pursuant to either of the Articles must specify the constituency in which the elector wishes to be a Candidate and/or vote.

1.2. The EGB or designate shall publish the required form and manner of requests made pursuant to either of the Articles no later than the day on which nominations open.

2. PROCESSING OF REQUESTS

2.1. The EGB shall designate one or more USC Staff to review the official registration information of any requestors.

2.2. The EGB or designate(s) will review the official registration information of the requestor to confirm that the requestor is (1) enrolled in a dual degree program and (2) that the constituency in which the requestor requested to be a candidate and/or vote is one of the two constituencies that form part of the dual degree program.

2.2.1. In the case of a request by an eligible elector to be a candidate in a constituency other than their default constituency, the EGB's designate will notify the EGB of their findings with respect to both of the aforementioned requirements.

1. Where the EGB's designate notifies the EGB that the requestor satisfies both of the aforementioned requirements, the EGB shall approve the requestor's request and shall notify the requestor that they may become a candidate in the constituency requested, and only in that constituency, subject to all other requirements for candidacy.
2. Where the EGB's designate notifies the EGB that the requestor does not satisfy one or both of the aforementioned requirements, the EGB shall reject the requestor's request and shall notify the requestor that they may not become a candidate in the constituency requested.

2.2.2. In the case of a request by an eligible elector to vote in a constituency other than their default constituency:

1. Where the EGB's designate finds that the requestor satisfies both of the aforementioned requirements, the EGB's designate shall approve the requestor's request on behalf of the EGB and shall notify the requestor that they may now vote in the constituency requested, and only in that constituency.
2. Where the EGB's designate finds that the requestor does not satisfy one or both of the aforementioned requirements, the EGB's designate shall reject the requestor's request on behalf of the EGB and shall notify the requestor that they may not vote in the constituency requested.



University Students' Council Of Western University

USC Electoral Code

Authority: Elections Governance Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: N/A	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

WHEREAS the University Student Council of the University of Western Ontario, as a student-led organization, exists to support, improve and enhance the student experience at the University of Western Ontario.

AND WHEREAS the University Student Council of the University of Western Ontario's mission is to enhance the educational experience and quality of life for all undergraduate students of the University of Western Ontario.

AND WHEREAS the University Student Council of the University of Western Ontario is concerned with the development, learning, and experience of the students of the University of Western Ontario.

AND WHEREAS the students of the University of Western Ontario share a responsibility to promote and uphold the integrity and accessibility of a democratic, efficient, fair and impartial electoral process.

AND WHEREAS the University Student Council of the University of Western Ontario should have an electoral system which commands respect, takes into account the interest of its stakeholders, including its membership, fosters responsibility and ensures accountability through meaningful consequences and learning.

NOW THEREFORE, the University Student Council enacts:

1. DEFINITIONS

- 1.1. **Balloting Period** means the period of time during which eligible students may cast their votes, commencing at 8:00 a.m. on the first day of voting and concluding at 8:00 p.m. on the final day of voting, or as set annually by the USC.
- 1.2. **Campaign Materials** means any material, regardless of format, that promotes or opposes any Candidate.
- 1.3. **Campaign Volunteer** means any individual, or group whether compensated or not, who assists a Candidate with campaigning, including but not limited to distributing Campaign Materials, promoting online content, or staffing campaign events.
- 1.4. **Campaign Period** means the designated days during which a Candidate may campaign as set out in the Electoral Code and/or elections calendar.
- 1.5. **Candidate** means any Student who has been duly nominated and approved to run for office in a USC election or referendum.
- 1.6. **Complainant** means an individual who submits a formal complaint to the EGB alleging a violation of the Electoral Code.
- 1.7. **Electoral Governance Board (EGB)** means the body composed of the Independent Investigator and such student members as may be appointed, which is responsible for adjudicating alleged violations of the Electoral Code.
- 1.8. **Electoral Offence** means any action or omission by a Candidate or Campaign Volunteer that contravenes the provisions of this Code.
- 1.9. **Independent Investigator** is an individual hired to serve in its role by the USC.
- 1.10. **Mandatory All-Candidate Meeting** means the meeting organized by the USC to provide Candidates with information regarding electoral rules, timelines, and procedures, with respect to elections, to which attendance is a condition of candidacy.
- 1.11. **Student** means any individual with undergraduate status registered at the University of Western Ontario, King's University College, Huron University College, or Western affiliated academic unit unless otherwise specified.
- 1.12. **University** means the University of Western Ontario, King's University College, Huron University College, or Western affiliated academic unit unless otherwise specified.
- 1.13. **University Student Council** means ("USC") means the University Students' Council of the University of Western Ontario, a student-led, not-for-profit corporation, duly incorporated pursuant to the laws of the Province of Ontario.

2. MANDATORY TRAINING

2.1. All-Candidates Meeting

- 2.1.1. All Candidates must attend and certify that they attended the Mandatory All-Candidates Meeting which shall be scheduled and administered in accordance with the annual elections timeline as determined by the USC.
- 2.1.2. Candidates who do not attend the Mandatory All-Candidates Meeting and certify that they have done so, shall not be eligible to seek election.
- 2.1.3. Where a Candidate is unable to attend the Mandatory All-Candidates Meeting due to a reasonable and justifiable reason, the determination of which is wholly reserved to the EGB, the Candidate may seek approval from the EGB to designate a delegate to attend on their behalf. Approval for a delegate must be requested no later than 24 hours prior to the Mandatory All-Candidate Meeting, unless otherwise approved by the EGB.
 1. Delegates must be formally designated in writing and are responsible for ensuring the Candidate receives all information provided at the meeting.
 2. Failure by either the candidate or their approved delegate to attend shall result in ineligibility to run.

2.2. All members of the EGB shall attend training, as prescribed by the USC.

3. GENERAL RULES FOR ELECTIONS AND REFERENDA

3.1. General Responsibility of Candidates

- 3.1.1. Candidates shall be responsible for the action(s) of any Campaign Volunteer(s) unless the Candidate satisfies the EGB that they (1) did not direct the action, (2) could not have reasonably foreseen that the actions would occur and/or (3) could not have reasonably stopped the action.
- 3.1.2. Candidates shall at all times be committed to and respect the principles of fair and ethical campaigns and elections.
- 3.1.3. Candidates shall at all times act in good faith.
- 3.1.4. The Candidate shall compile and maintain an up-to-date list of names, emails and phone numbers for all Campaign Volunteers
 1. Should the EGB request a list of Campaign Volunteers from a Candidate, the Candidate shall provide said list to the EGB within eight (8) hours of the request.
 2. Any changes to a candidates list of Campaign Volunteers shall be recorded on said list during the Election Period.

3. Deletion from the list shall be marked by striking through the volunteer's name, similarly, any additional shall be marked by an underline. In either event, an effective date shall be noted for each amendment
- 3.1.5. The Candidate shall provide the EGB with an amended list of Campaign Volunteers within six hours of any changes during the Election Period. Deletion from the list shall be marked by striking through the volunteer's name, similarly, any additions shall be marked by an underline. In either event, an effective date shall be noted for each amendment.
- 3.1.6. It is the responsibility of the Candidate to ensure that their campaigning and Campaign Materials conform with all policies and regulations of the USC, the University, and with all municipal, provincial and federal laws and regulations.
- 3.2. Resources Acquired From Previous Roles at the University or the USC**
 - 3.2.1. Candidates and Campaign Volunteers are not entitled to use in their Campaign or Campaign Materials, any service, tangible benefits, or resources conferred on them by virtue of holding any position at the University or the USC. This includes but is not limited to: mailing lists, office space, office supplies, equipment, advertising space, social media platform and secretarial services.
 - 3.2.2. Any student who is a USC Executive, Associate Vice-President, Intern or Coordinator, cannot endorse a Candidate or be a Campaign Volunteer during the Campaigning or Balloting Periods of the Election.
- 3.3. Pre-Campaigning**
 - 3.3.1. Candidates and Campaign Volunteers are not permitted to campaign or distribute Campaign Materials prior to the Campaign Period.
- 3.4. Cross-Campaigning**
 - 3.4.1. Candidates must maintain separate finances, and produce unique Campaign Materials.
 - 3.4.2. Candidates may not endorse other Candidates.
 - 3.4.3. Candidates may not be a Campaign Volunteer for any other Candidate.
- 3.5. On-Campus Campaigning**
 - 3.5.1. Candidates shall not campaign in the USC main offices (including but not limited to, the workspace or office of any staff, executive or volunteer), clubs spaces, or Council Chambers, or during any meeting of Council or the Standing Committees of Council, regardless of the location.

3.5.2. Approved Campaign Materials, including posters, may only be posted on poster boards that are reserved by the USC and designated as an election poster board. Any campaign material posted in an area designated by the USC for Campaign Materials, like posters, shall not exceed a size greater than 11"x17".

3.5.3. Physical Campaign Materials shall not be distributed to vacant surfaces throughout the University (i.e. Candidates and or their Campaign Volunteers may not leave Campaign Materials on desks in libraries, or tables in eateries, etc.).

3.6. Campaigning During the Voting and Balloting Periods

3.6.1. While the polls are open, Candidates and Campaign Volunteers are permitted to continue Campaigning as normal, pursuant to the following restrictions:

1. All Campaigning shall be prohibited within the sightline of all Designated Polling Stations, and
2. No Candidate or Campaign Volunteer, or other party, shall: cause a disturbance, interfere, or attempt to interfere, with an individual's right to vote; or coerce, or attempt to coerce, a vote through the use of intimidation, or otherwise.

3.6.2. Candidates and their Campaign Volunteers shall not establish their own polling station or solicit votes.

4. SPECIFIC ELECTORAL OFFENCES

4.1. The burden of proof for electoral offences shall be on the balance of probabilities.

4.2. A Candidate and/or Campaign Volunteer who conspires with another to commit an offence is deemed to have committed the Electoral Offence.

4.3. A Candidate and/or Campaign Volunteer who intends to commit an Electoral Offence and does or fails to do something with said intent is deemed to have committed the Electoral Offence.

4.4. Electoral Offences may be mild, moderate or severe.

4.5. The EGB may penalize a Candidate including through the issuance of demerit points.

4.6. Mild Offences

4.6.1. Mild offences may be categorized and defined as procedural or technical violations with limited scope or consequence.

4.6.2. Mild offences will not typically provide a meaningful advantage to a Candidate.

4.6.3. Mild offences may include, but are not limited to,

1. Campaigning or posting Campaign Materials before the Campaign Period.

2. Placing Campaign Materials, including posters, in unapproved or restricted locations.
3. Using incorrect campaign material formats, including exceeding the poster size limit of 11"x17".
4. Failing to update the Candidate's Campaign Volunteer list within the prescribed time.
5. Sending general campaign messages without the option to unsubscribe and/or without proper consent.
6. Tabling in an unreserved location.
7. Using a personal email account for campaign-related communication.
8. Leaving campaign flyers unattended in a public space.
9. Playing music at a campaign event above permitted decibel levels without disrupting classes or polling stations.
10. Misidentifying election deadlines or nomination rules without misleading others.

4.7. Moderate Offences

- 4.7.1. Moderate offences may be categorized and defined as substantive violations that may provide unfair advantage to a Candidate.
- 4.7.2. An offence may further be categorized as moderate where it is a repeat mild offence, or requires context to evaluate intent.
- 4.7.3. Moderate offences may include, but are not limited to,
 1. Continued campaigning in restricted areas after prior warning.
 2. Cross-campaigning.
 3. Distributing misleading or unverified information about another Candidate that is not defamatory or malicious.
 4. Refusing to cease campaigning within sightline of a physical polling station, if one is erected.
 5. Posting content that unfairly discredits the electoral process.
 6. Submitting inaccurate financial declarations but which are not fraudulent.

7. Repeated use of unapproved or inappropriate Campaign Materials.
8. Use and/or continued use of resources acquired from previous roles at the University or the USC
9. Failing to remove Campaign Materials after the end of the Campaign Period.
10. Communicating or amplifying messages by other Candidates in a way that implies an endorsement.
11. Hosting events on behalf of multiple Campaigns or slates of Candidates, whether intentional or not.
12. Misuse of club or academic platforms to promote a Campaign, including but not limited to, posting to a group chat with club authority.
13. Sharing partially edited or context-removed screenshots of another Candidate's platform.
14. Organizing an on-campus Campaign event without the required booking or safety approvals.

4.8. Severe Offences

- 4.8.1. Severe offences may be categorized and defined as serious offences involving safety, legality, discrimination, or systemic manipulation of the electoral process.
- 4.8.2. Severe offences will typically result in significant penalties or disqualification.
- 4.8.3. Severe offences may include, but are not limited to:
 1. Voter intimidation or coercion.
 2. Harassment or discrimination.
 3. Ballot tampering or voter interference.
 4. Impersonation of a voter, Candidate, the EGB or a member of the EGB, or the USC.
 5. Coordinating votes through a slate, coalition, or party system in violation of slating rules.
 6. Bribery.
 7. Coordinated disinformation campaigns.

8. Unauthorized access to election software, tools, or backend voting systems.
9. Campaigning within a secured or confidential campus setting without appropriate permission.
10. Releasing or misusing personal student data.
11. Creating fraudulent documents.
12. Threatening harm to others in the context of elections.
13. Sharing explicit or private content of another Candidate in an effort to defame or intimidate.
14. Using official USC communication channels to endorse or criticize a Candidate.
15. Violating confidentiality agreements or tampering with investigation evidence.
16. Leveraging identity-based intimidation, including but not limited to, doxing or targeted slurs.

4.9. Factors to Consider on Classification of Electoral Offences

- 4.9.1. Despite the above-noted offence classification examples as mild, moderate or severe, the EGB shall use the following factors to inform its decision as to how the offence shall be classified:
 1. Scope of offence impact on the election,
 2. Severity of the violation, and
 3. Intent and behaviour risk.

5. SANCTIONS AND DISQUALIFICATION

- 5.1. The EGB shall sanction Candidates in accordance with the Electoral Code.
- 5.2. The EGB may provide sanction as follows:
 - 5.2.1. Minor Elector Offences are punishable by:
 1. One demerit point but not more than two demerit points.
 2. Despite the above, in the event the Electoral Offence was a *bona fide* mistake and does not meaningfully prejudice another Candidate, a written warning may be provided in lieu of demerit points.

3. Not more than one written warning may be given to a Candidate per electoral cycle.
- 5.2.2. Moderate Electoral Offences are punishable by not less than one demerit point but not more than 4 demerit points.
- 5.2.3. Major Electoral Offences are punishable by not less than four demerit points.
- 5.3. Twelve demerit points shall be the threshold for disqualification of a Candidate on the basis of accumulated demerit points.
- 5.4. If a Candidate in any Election is disqualified, the process for determining a winner shall be as follows:
 - 5.4.1. If a winning Candidate in any Election is disqualified, the Candidate who received the greatest number of votes and who has not been disqualified shall be deemed the winner.
 - 5.4.2. If preferential voting was used, the disqualified Candidate shall be removed and their votes will be reallocated as though they had not been on the Ballot and the Candidate who receives the greatest number of votes and who has not been disqualified shall be deemed the winner.
- 5.5. Disqualification of a Candidate shall not take effect until the Candidate has had an opportunity to exhaust their right of appeal.

6. SANCTIONS ON CANDIDATES WHO WITHDRAW PRIOR TO THE COUNTING OF THE VOTES

- 6.1. A Candidate who withdraws their candidacy prior to the counting of the votes but who committed an Electoral Offence may be sanctioned by a reduction in their reimbursement entitlements outlined in the Election Governance Committee Campaign Finance Procedure policy.
- 6.2. Just because demerit points are issued prior to withdrawal, it does not mean that the Candidate cannot be sanctioned in the manner outlined in this section.

7. STUDENT CODE OF CONDUCT

- 7.1. If a student's actions fall within the scope of the University's Western University Code of Student Conduct, the complainant may file a complaint through Western's Student Code of Conduct complaint procedure.

7.2. This would not preclude investigation or intervention by the EGB.

8. EGB TERMS OF REFERENCE

8.1. Composition

8.1.1. The EGB shall be composed of:

1. A third-party independent investigator (the “**Independent Investigator**”), voting, and
2. A maximum of six (6) student election governance board members (“**EGBM**”s), voting.

8.1.2. If there are no EGBMs, the EGB may be solely composed of the Independent Investigator.

8.2. Hiring of EBG Members

8.2.1. The Independent Investigator shall be an independent contractor appointed by the USC People and Development Team.

1. The independent Investigator will be engaged on an as-needed-basis, for the purposes of implementing the Electoral Code
2. The appointment of the Independent Investigator shall remain in effect until such time, if any, as the USC or Board of Directors determines a new appointment is required

8.2.2. The EGBMs shall be students hired through an open application process administered by the USC People and Development Team. The hiring panel shall include at least one (1) student member of the USC Board of Directors as a voting member. Appointments shall be for a term of one (1) academic year.

8.3. Meetings

8.3.1. Meetings shall be called and convened by the Independent Investigator and be held at a location specified by the Independent Investigator, or virtually, as appropriate.

8.3.2. During the Campaign Period and Balloting Period, the EGB shall hold daily meetings.

8.3.3. The Independent Investigator shall give the following notice to the EGBMs prior to a meeting of the EGB:

1. During the Campaign Period and Balloting Period, the Independent Investigator shall give the EGBMs six hours’ notice.

2. Outside of the Campaign Period or Balloting Period, the Independent Investigator shall give the EGBMs forty-eight hours' notice.

8.3.4. All meetings of the EGB shall be closed to members of the public unless specifically invited by the Independent Investigator.

8.3.5. Quorum shall be a majority of the filled voting members of the EGB.

9. ELECTION VIOLATION PROCEDURE

9.1. Receipt of Complaints

9.1.1. All complaints of a violation being or having been committed shall be submitted to the EGB, via the USC's online submission form, and contain the following:

1. The name of the Candidate against whom the complaint is being made,
2. The Complainant's name and contact information, including a telephone number and University issued email address,
3. The names of applicable witnesses and contact information,
4. Particulars with respect to the allegations underlying the complaint, including any and all evidence and documents available to the Complainant or which could reasonably be obtained by the Complainant,
5. Certification by the Complainant that they will promptly respond to the EGB if contacted but in any event no later than twenty-four (24) hours after having been contacted by the EGB.
6. A signed acknowledgment by the Complainant that:
 - a. filing vexatious or defamatory complaints may result in referral to the University for conduct review,
 - b. failure to provide sufficient detail, evidence, or witness information may result in the complaint being dismissed or deemed inadmissible for investigation.

9.1.2. If a Complaint is received by the EGB but does not comply with the requirements of the Electoral Code, it may be considered by EGB at its discretion.

9.1.3. Complaints must be submitted to the EGB:

1. within 24 hours of the offence taking place and/or being discovered, but
2. no later than four hours following the end of the Balloting Period.

- 9.1.4. The EGB shall discard any complaint that, on its face, appears to be frivolous, vexatious, or otherwise, in the sole discretion of the Independent Investigator, have no prospect of success.
- 9.1.5. The Independent Investigator reserves the right to discard any complaint where:
1. The complainant refuses to be identified by the EGB, or
 2. If there is reasonable suspicion that the allegation only aims to delay or distract the EGB from processing legitimate allegations.
- 9.1.6. The EGB shall not be obligated to inform a Candidate of allegations against them until the legitimacy of the allegation is verified and there is sufficient evidence to conduct an investigation.
- 9.1.7. All complaints shall be reviewed by the Independent Investigator.
- 9.1.8. **Threshold Determination:** upon receipt of a complaint the Independent Investigator shall:
1. Determine if the Complaint is in compliance with the requirements of the Electoral Code, including but not limited to:
 - a. The timeline requirements for submitting the Complaint, and
 - b. The requirements outlined in section 9.1.1.
 2. The Independent Investigator, upon receipt of a Complaint, which complies with the requirements outlined in the Electoral Code, shall determine if the Complaint is one that is within the EGB's jurisdiction to consider and shall only proceed if it is.
 3. If the Complaint is not within the EGB's jurisdiction, the Independent Investigator shall advise the Complainant and close the EGB's file.
 4. If the Complaint is within the EGB's jurisdiction, the Independent Investigator shall provide a preliminary classification and direct or conduct an investigation.
- 9.1.9. **Preliminary Classification and Investigation:** Upon the Independent Investigator's determination that a Complaint is within the EGB's jurisdiction, the Independent Investigator shall assign a preliminary offence classification of a potential: mild, moderate, or major and direct an investigation pursuant to section 4 of the Electoral Code.
- 9.1.10. The Independent Investigator shall make a threshold determination and preliminary classification within forty-eight (48) hours of receipt of the Complaint.

9.2. **Withdrawal of Complaints**

- 9.2.1. A Complaint may be withdrawn by a Complainant any time prior to the completion of the EGB's investigation.
- 9.2.2. The EGB retains the authority to continue its investigation if it determines that the alleged violation warrants further examination, regardless of the Complainant's withdrawal.

9.3. **Investigation of Alleged Electoral Offences**

- 9.3.1. The EGB shall not divulge the status of an ongoing investigation to any individual who is not a member of the EGB, including the Complainant or the Candidate being investigated. The EGB's investigation shall remain private and confidential, except as is necessary to complete its investigation.
- 9.3.2. Where a Complainant prejudices the integrity of the EGB's investigation, the Independent Investigator retains the right to terminate the investigation and close the EGB's file.
- 9.3.3. Where the Independent Investigator has ordered an investigation be commenced, and two attempts have been made to contact the Complainant, and no response has been received, within the timeline outlined in section 9.1.1.5 of the Electoral Code, the Independent Investigator may dismiss the complaint without further investigation, and without providing the Complainant further notice.
- 9.3.4. The EGB shall document its investigations in writing.
 - 1. Evidence such as screenshots, emails, written statements and/or notes about verbal statements must be included, when collected.
- 9.3.5. **Investigator Assigned:** Investigations initially classified by the Independent Investigator as a potential
 - 1. Mild and moderate offences may be assigned to an EGBM or conducted by the Independent Investigator, as the Independent Investigator sees fit.
 - 2. Severe offences shall be conducted by the Independent Investigator.
 - 3. EGBMs shall not be assigned to investigate any offence where there is a perceived or actual conflict of interest.
- 9.3.6. **Investigations:**
 - 1. Where investigations are assigned to an EGBM, the EGBM shall conduct a preliminary investigation pursuant to the Independent Investigator's instructions

and guidance and the EGBM shall report to the Independent Investigator throughout their investigation.

2. Investigations and investigation reports shall be completed within the below timeline, barring exceptional circumstances:
 - a. Offences triaged as mild: within twenty four hours
 - b. Offences triaged as moderate: within one to two days
 - c. Offences triaged as severe: within three to four days
3. In the event an EGBM does not provide a report within the time prescribed, the Independent Investigator shall assume carriage of the Complaint, promptly investigate and provide a report to the EGB.
4. The Independent Investigator may assume carriage of an investigation originally assigned to a EGBM.
5. Investigation reports shall be provided to the EGB.

9.3.7. **Decisions of the EGB:** Following an investigation, the EGB shall make a decision as to whether or not the Candidate has committed an offence under the Electoral Code.

1. Decision shall be rendered by a panel of:
 - a. two EGBMs and the Independent Investigator or
 - b. four EGBMs and the Independent Investigator
2. Decisions shall be rendered by majority vote of the EGB.
3. Where there are not the necessary number of EGBMs able or available to vote, the Independent Investigator shall render the decision.
4. An EGBM shall not be permitted to vote if there is a perceived or actual conflict of interest.
5. If the Candidate is found to have committed an offence under the Electoral Code, the EGB shall:
 - a. Make a determination as to whether the offence is a mild, moderate or severe offence, and
 - b. If appropriate, issue a sanction pursuant to the Electoral Code.

9.4. Notice of Verdict

9.4.1. Where the EGB finds that there has been a violation of the Electoral Code, the EGB shall make the details of the violation public and produce a written decision as soon as possible but no later than twenty four hours of having made its decision.

1. Written decisions may be subject to redactions to protect the privacy of various stakeholders involved in the investigation.

2. The written decision shall be posted on the USC Elections website.

9.4.2. Where the EGB finds that the Candidate did not violate the Electoral Code, the EGB shall

1. Inform the Candidate, and

2. Inform the Complainant.

9.5. Close of Investigation

9.5.1. All records pertaining to closed investigations shall be turned over to the USC along with the final decision of the EGB.

9.5.2. Once an investigation has been closed, it shall not be reopened unless new evidence which was not previously known or could not reasonably have been known, that substantially alters the facts of the case.

9.5.3. No investigation shall be re-opened more than seven days following the close of balloting.



Referendum Policy

Authority: Board of Directors	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: N/A	
Related Document(s):	
Review Committee(s): Elections Governance Board, Governance Committee	
Delegates:	

1. DEFINITIONS

- 1.1. **Electoral Governance Board (EGB)** means the body established under the USC Electoral Code responsible for administering and adjudicating elections and referenda.
- 1.2. **Elections Calendar** is the timeline for elections released each year as established annually in accordance with the Electoral Code.

2. GENERAL

- 2.1. The administration of this policy is vested in the EGB, which may designate staff support as required. .
- 2.2. The results of any referendum shall be binding on the USC unless the results affect the **Letters Patent** of the USC or unless, by implementing the directive of the referendum, the Board of Directors would be breaching its fiduciary obligations to the corporation.
 - 2.2.1. To change the USC's corporate objectives via referendum, first Council must pass a motion supporting the change.
- 2.3. The results of any referendum shall be binding only if a minimum of 20% of the undergraduate student body votes in the referendum.
 - 2.3.1. Declined and spoiled ballots shall count toward the vote count for quorum The number of students in the student body shall be the November FTE count provided by the Western University Registrar.

2.4. The passing of a referendum motion by Council will trigger the creation of a Referendum Subcommittee of the EGB .

2.5. All referendums will be included in the Spring Election and follow the same timeline for nominations, campaigning and balloting as outlined in the Election Calendar.

2.5.1. Council may resolve to hold a special referendum on a timeline that differs from the timeline outlined in the Election Calendar if, at the discretion of Council, the referendum topic requires immediate action.

2.6. Voting for all referendums shall use the same service provider as the USC Elections.

3. INITIATION OF REFERENDUMS

3.1. All referendums are initiated by Council.

3.2. Council may initiate a referendum on any issue through a motion of Council duly passed by a simple majority of those present and voting.

3.2.1. The process for initiating a referendum is as follows:

1. A Councillor or group of Councillors must consult a minimum of 200 students across a minimum of three faculties. The referendum proposal presented to Council must include proof and results of consultation. Signatures of participating students should be included in the proposal.
2. The Councillor or group of Councillors seeking to bring forward their referendum proposal must consult with the USC President, the Chair of the Board of Directors, and the Senior Manager, Advocacy and Government Services before bringing forward their proposal. Note that this consultation process does not guarantee support for the referendum or the proposal's success.
3. The Councillor or group of Councillors must present a referendum question in the form of a yes or no question.

3.3. A referendum must be brought no later than the November Council cycle.

4. REGISTERED INTEREST PARTY

4.1. Registered interested parties are entitled to campaign for any side in any referendum or plebiscite. More than one registered party may represent each official side.

4.2. Any group may request recognition as a registered interest party provided that the following conditions are met:

4.2.1. They are Western University undergraduate student(s) approved by the EGB , autonomous from the USC

- 4.3. Non-Western students and other third parties are not permitted to join a registered interest party.
- 4.4. All applications for status as a registered interest party must be submitted to the EGB by the end of the candidate nomination period, as noted in the Elections Calendar released by the EGB .
 - 4.4.1. The EGB will refer to the **Registered Interest Party Procedure** when approving applications.
- 4.5. Subject to the following, all registered interest parties, including the USC, when applicable, are deemed candidates and bound by the campaign rules and sanctions set out in the USC Electoral Code and this policy when representing their side of the issue.
 - 4.5.1. All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that a registered interest party authors them.

5. USC-SPONSORED SIDE

- 5.1. Where the USC is interested in the outcome of a referendum, the Council can campaign or appoint someone to campaign on behalf of a particular side.

6. INFORMATION-BASED CAMPAIGN

- 6.1. Where the Council supports the provision of information to the electorate, the USC, by a simple majority vote of Council, may provide financing for an information-based campaign in accordance with election financing rules.

7. FINANCES

- 7.1. Registered interest parties may apply to the EGB for the funding available for their official side.
- 7.2. Each official side shall be entitled to funding up to 100% of the Presidential campaign limit as established.
- 7.3. Registered interest parties shall be entitled to spend 20% of their allowed budget on research material and administrative costs.
- 7.4. All official sides and registered interest parties shall present a complete financial statement to the EGB within 72 hours of the close of balloting.

8. APPEALS OF REFERENDUM RESULTS

- 8.1. Any appeals of the validity of any referendum results shall be heard by the Appeals Board and governed by the procedures in the **Appeals Board Policy**.
 - 8.1.1. Notice and grounds for appeal shall be submitted in writing to the Appeals Board no later than 4:30 PM, two (2) days after referendum results are released to the public.

8.2. In the event of conflict between this Policy and the USC Electoral Code, the Electoral Code shall prevail with respect to campaigning, offences, finances, and enforcement



Registered Interest Party Procedure

Authority: Board	Date Ratified: September 24, 2025
	Next Review Date: September, 2028
Previous Amendments: April 26, 2023;	
Related Document(s): Bylaw #2, USC Electoral Code	
Review Committee(s): Governance Committee, Board of Directors	
Delegates: EGB ; Senior Manager, Government Services	

1. PURPOSE

A Registered Interest Party is any group that requests recognition to advocate for a particular side in a referendum. This procedure serves to indicate how a registered interest party is formed to campaign in a referendum.

2. FORMATION

- 2.1. When applying to be a registered interest party, a group must prepare a written submission indicating how they will be directly affected by the result of the referendum.
- 2.2. All applications for status as a registered interest party must be submitted to the EGB by the end of the candidate nomination period.
- 2.3. Any group may request recognition as a registered interest party provided that the following conditions are met:
 - 2.3.1. They are a Western University student group, or party approved by the EGB , autonomous from the USC;
 - 2.3.2. They do not include non-Western students or other third parties; and
 - 2.3.3. They have an official spokesperson designated to the EGB.

2.4. Recognition decisions shall be made by the EGB. Appeals of such decisions may be brought in accordance with the appeal process established in the USC Electoral Code.

3. GUIDELINES

3.1. Registered interested parties are entitled to campaign on behalf of any side in any referendum or plebiscite. More than one registered party may represent each official side.

3.2. Once a Registered Interest Party has been approved they are treated as a candidate and are therefore bound by the campaign rules, offences, and sanctions set out in the USC Electoral Code and by the rules and procedures governing referenda.

3.3. All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that they are authored by a registered interest party.

3.4. In the event of a conflict between this Procedure and the USC Electoral Code, the Electoral Code shall prevail.



Western University | Division of Housing
and Ancillary Services

USC Campaigning in Residence

Effective: 01/26/2015

Last Updated: 04/15/2025

PREAMBLE

This information should be shared with the Chief Returning Officer (CRO) of the USC prior to the USC campaign period in February.

The CRO at the University Students' Council (USC) organizes large elections cycle each year. Given that over 5000 students live in main campus residences at Western, residents are often a key target audience for vote garnering efforts during the campaigning process. With that in mind, this policy has been drafted to protect and preserve residents' rights to privacy and comfortable housing on campus.

The purpose of this policy is to outline the rules and regulations that apply to candidates in elections governed by the USC, whether they are students who live in residence or not.

Visiting Candidates – Summary of Guidelines

Visiting candidates are welcome to campaign in public areas of the residences during the USC campaign period only, from Monday to Friday, between 12:00 pm and 10:00 pm. Candidates can book a space in a high-traffic area of the residence (such as a table outside the Dining Hall or building entrance), or make arrangements to campaign in the residence floor lounges. For fire and safety reasons—and to reduce congestion—bookings and prior arrangements must be made by contacting the Front Desk of each building at least two days in advance. Door-to-door campaigning is also permitted, although there are some stipulations as outlined below. Candidates may contact the Residents' Council President to speak at a Council meeting.

Housing's policy regarding campaigning in residence is reviewed on an annual or as needed basis. We reserve the right to make changes at any time. We wish you success with the upcoming election.

POLICY

On top of the stipulations laid out below, all Candidates of elections governed by the USC are expected to adhere to USC By-Law II when engaging in campaigning activities in Residence.

Campaigning in Residence

Candidates of elections governed by the USC (hereafter referred to as Candidates) are expected to adhere to the following guidelines:

- If a Candidate or associated volunteer has previously received a Notice of Trespass that would otherwise prohibit them from entering a residence building, the Candidate must obtain express written consent of the Residence Life Coordinator to campaign in Residence;
- Candidates may bring **no more than two volunteers** with them into any building at any given time. **Candidates and their associated volunteer(s) must stay together as a single group throughout their time in the building.** That is to say that volunteers may *not* campaign separately or ahead of the Candidate;
- Candidates and their associated volunteers must sign-in at the Front Desk upon entering the building, and sign-out upon exiting the building. Any Candidate whose name does not appear on the list provided by the CRO will not be permitted to campaign in the building. Candidates will be expected to provide photo ID upon their arrival;
- Candidates and their associated volunteers who sign-in at the Front Desk will be provided with a guest badge in the form of a name tag. The name tag will be marked with the date and the time of their arrival;
- Candidates may campaign in a door-to-door fashion during the USC campaign period only. Within the dates determined by the CRO, Candidates are welcome to campaign **door-to-door from Monday to Friday between 4:30pm and 8:30pm.** To respect the privacy of residents, no door-to-door campaigning is permitted outside of those hours. Candidates are **not** required to inform the Residence Life Coordinator of the dates and times they plan to campaign, but they must be accompanied by a Resident of the building;
- Candidates may campaign in public areas of the residence buildings during the USC campaign period only. Within the dates determined by the CRO, Candidates are welcome to campaign **in public areas from Monday to Friday between 12:00pm**

(noon) and 10:00pm. Candidates are **not** required to inform the Residence Life Coordinator of the dates and times they plan to campaign;

- Candidates must not knock on doors with any signage indicating a preference for no campaigning;
- Candidates may book a table in high traffic areas of the residence (e.g., the Dining Hall, the lobby) by contacting the appropriate Front Desk at least two days in advance;
- Candidates are permitted to speak at wing/floor/unit/house meetings if they are invited by a student leader living in the building and on the wing/floor/unit/house in question. If the wing/floor/unit/house meeting falls outside the times outlined above, the Candidate may speak at the meeting but may not continue to campaign after the meeting;
- Candidates may approach Residents' Council Presidents to arrange an opportunity to speak at a Council meeting.

Printed Materials and Social Media

Candidates are expected to adhere to the following guidelines:

- Candidates are limited to two copies of one poster per building. Designated locations will be used to display campaign posters. Posters will be submitted to the Administrative Coordinator (AC) within Residence Life & Education (residencelife@uwo.ca) for approval. If the poster is approved, the Candidate will deliver posters to the Front Desk of the building where they would like the items displayed. Posters must be accompanied by written proof of approval - an email from the Administrative Coordinator (AC) is sufficient. If the poster is not approved, the Administrative Coordinator (AC) will inform the Candidate and the CRO;
- Candidates may not leave any materials behind for students who do not answer their door. This includes items taped to doors or slid under them. Any materials found to have been distributed in such a manner will be recycled, and the CRO will be notified;
- In compliance with USC By-Law II, no materials may be left in common spaces (i.e. on tables in the Dining Hall). Any materials that are left in common spaces will be recycled, and the CRO will be notified;
- Candidates who have booked a table (as per stipulations outlined above) may distribute materials only to students who interact freely with the Candidate. Materials may not be left behind;
- Residents who support a particular Candidate may post any reasonable number of materials on their own doors (see the **Decorations in Residence Policy**);

- Candidates will return to buildings in which they campaigned to remove all physical materials, in accordance with USC By-Law II. Materials that have not been removed within the timeframe outlined in USC By-Law II will be removed and recycled and reported to the CRO. Residents who choose to post materials on their own doors in support of a Candidate will be responsible for removing those materials;
- Candidates and their associated volunteers are not permitted to post on Residence managed social media platforms, whether they are Residents or not.

PROCEDURE

The information contained in this policy is to be shared with the CRO of the USC prior to the beginning of the USC campaign period. This policy applies to all positions whose election is governed by the USC (PVP, Faculty Council Presidents, Senate positions, etc.). A comprehensive list of positions and candidates is available through the CRO.

The CRO at the USC will provide a list of all Candidates in advance of the campaign period.

For fire and safety reasons, all campaigning in Residence (by invitation or arrangement) as outlined above is to be arranged at least two business days in advance of the intended activity. These arrangements ought to be made through the appropriate Front Desk.

This policy is to be reviewed on an annual basis.

All questions from Candidates regarding omissions, areas of confusion, or any discrepancies between the **USC Campaigning in Residence Policy** and USC By-Law II should be directed to the CRO, who will direct them to the Director of Residences or designate. All other questions from the CRO regarding the Policy can be forwarded to the Director of Residences or designate. All questions from student leaders in residence seeking clarity on the Policy can be forwarded to the Programming Coordinator(s) within the Residence & Education Team.

Front Desk Staff

Visiting Candidates may campaign in residence during the regular campaign period only, from **Monday to Friday, between 12:00pm (noon) and 10:00pm**. Door-to-door campaigning is only permitted from **Monday to Friday, between 4:30pm and 8:30pm ONLY**.

1. Candidates and their associated volunteers must check in at the Front Desk upon arrival and again before departure. Front Desk staff will consult the list of candidates provided by the CRO prior to signing anyone in. Any Candidates not on the list will not be permitted to campaign in residence. If a Candidate believes that they should be included on the list, and if a mistake has been made, they should liaise with the CRO, who will ensure the list is updated accordingly.
2. While in the building, all Candidates and their associated volunteers will wear a guest badge. Blank badges will be kept at each Front Desk and may be printed from a template in a shared folder accessible to all Front Desk staff. The Administrative Coordinator in the Residence Life Office will provide Front Desk staff with name badge stickers and the updated template.
3. Front Desk staff will record the date and time of the visit on each name badge, so that they cannot be reused by Candidates.
4. Candidates who wish to book tables in lobbies must make prior arrangements with Front Desk staff using normal booking procedures.
5. Residence Life Coordinators (RLCs) do not need to be consulted for permission to campaign in Residence provided the above procedures have been followed.
6. Front Desk staff may inform Will Uhl by email (wuhl@uwo.ca) of any Candidate(s) and/or associated volunteer(s) who have not followed the guidelines in this policy. Will Uhl in turn will inform the CRO (cro@uscavp.com).