

CUSA^X elections

CUSA 2025 General Election Campaign Guidelines

Introduction

These guidelines are meant to provide information regarding the 2025 General Election, and provide further explanation of various processes and requirements that are set out in the [Electoral Code](#) (hereinafter referred to as the Code). These guidelines provide information and rules that are meant to supplement those that are set out in the Code, and in no way replace any provisions of the Code. It is the responsibility of all prospective candidates, candidates, and referendum campaign committees to familiarize themselves with the Code, and all other relevant policies.

Fairness in Elections

The role of the Chief Returning Officer is to ensure the election runs in an orderly and fair fashion and culminates in returning a result to CUSA that the electorate is satisfied is fair. All candidates and campaign committees are asked to ensure they are running a campaign that they can be proud of should they be successful. Candidates have more influence than any other group over the tone of this election, and they are encouraged to think about how they want their affiliation with CUSA, and this election campaign, to be remembered. To be in the most powerful positions within CUSA is to be a part of an organization that has had a productive and fair election campaign.

Campaigning

Campaign period: Monday January 27 to Thursday February 6, 5:00pm.

Social Media

The Code makes no distinction between online/digital platforms and physical/in-person platforms (S. 38(2)). Candidates and campaigns should conduct themselves appropriately and respectfully when campaigning through any social media or other online platforms. Social media posts or messages that are harassing, malicious or inappropriate in nature may be penalized and ordered to be removed. A good rule of thumb to follow is: if it isn't acceptable to say or do in-person, it isn't acceptable to write or post online.

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Campaign Expenses

Candidates and campaigns who incur campaign expenses, including receiving in-kind (i.e. free) goods and services, are required to account for such expenses and complete a [Report of Campaign Expenses](#) (S.40). The completed report must be submitted to the CRO no later than 72 hours after the end of the voting period - Sunday February 9 - 5pm. If a candidate or campaign has incurred no expenses, they still must inform the CRO of such.

Limits: candidates and campaign committees must strictly adhere to the campaign expense limits that are prescribed by Policy, and listed below. No spending can occur beyond these limits, and doing so will result in penalization or disqualification (S.103).

- Presidential Candidates - \$800
- Councillor Candidates - \$100
- Referendum Campaign Committees - \$568

Campaign Materials

As per S.38(3.5) Councillor candidates and their campaigns are not permitted to hand out any campaign material.

Any campaign materials handed out (by Presidential or Referendum Campaign Committees) must be paper based, with all non paper-based materials prohibited. However, this distribution of paper materials may not be excessive so as to cause a nuisance to members of the University community, create a health or safety risk, disrupt the flow of pedestrian traffic on campus, or damage the environment. Campaign materials should be distributed to physical people, and may not be passively left around campus in public spaces (for example you may not leave your campaign materials and/or posters on cafeteria tables/chairs). Posters used by Presidential or Referendum Campaign Committees must also be paper based. Further information surrounding posters can be found further below in these Guidelines.

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The CRO may penalize any candidate or campaign for the illegal use or distribution of campaign materials under S.86.5 of the Code, including for violating the provisions of these guidelines.

Tabling

Candidates will have the opportunity to table from 9am - 4pm for five days from Monday, January 27th - Friday, January 31st in the Nideyinan Galleria. Tables will be designated for candidates and their campaign volunteers only. [Sign-up must be done in advance using this form](#), on a first-come first-served basis, with the first 4 tables being reserved exclusively for the Presidential candidates. Councillor candidates can access the remaining tables.

It is the responsibility of the candidate to ensure the table is monitored, and candidates are welcome to decide not to use this opportunity or to fail to monitor their table, without prejudice.

Posters

Presidential candidates may put up posters, as well as referendum campaign committees who shall be considered as a singular “candidate” for the purposes of this section. All posters must be in compliance with Carleton University’s [Posting Policy](#), and the guidelines set out in this section. Posters in non-compliance with the Policy may be removed by University Facilities Management or other parties, and CUSA bears no responsibility for any damages or costs incurred on a candidate from such a removal. Additionally, candidates with posters that are found to be in non-compliance with the Policy or these guidelines may be penalized by the CRO by up to 2 demerit points.

Posters may only be affixed on campus to existing bulletin boards and existing wall spaces specifically designated for postings, as detailed in the categories further below. University policy prohibits posters being affixed to any areas not specifically designated for publicly displayed posters, including walls, pillars, doors, windows or bathroom stalls. Bulletin boards specifically used for displaying information that is a legal requirement of an employer under the *Ontario Occupational Health and Workplace Act* may not be used for posting campaign posters. Candidates may not mount new bulletin boards.

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Candidates and their campaigns who choose to put up posters must do so in a way that is courteous and respectful of their fellow candidates and of the broader university community. This means that existing posters, including posters of other candidates, may not be damaged, vandalized or removed, nor may a poster be put up overtop of an existing poster. To ensure enough display space remains for other candidates, posters may not be over 11X17 in size and are generally limited to one poster per bulletin board per candidate. Additional posters may be affixed to certain boards, as detailed in the categories below. Posters must be removed within 72 hours of the end of the voting period, and disposed of properly.

Similar to the guidance on social media posts, posters should be respectful in both graphics and language. Posters that are harassing, malicious or inappropriate in nature may be penalized and ordered to be removed.

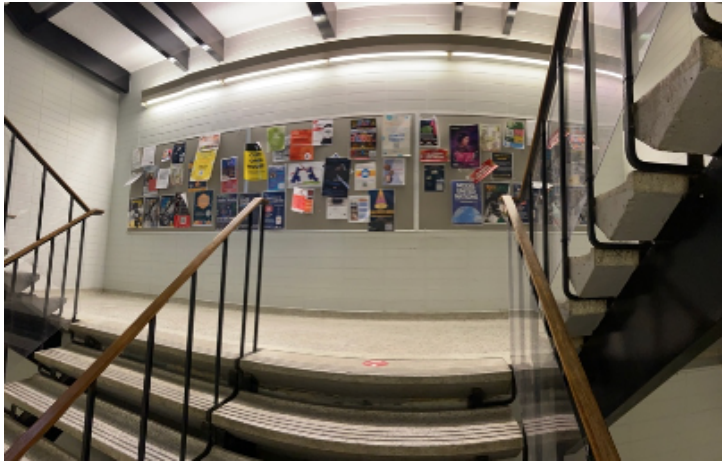
Category 1: Campus Residence & Residence Commons Spaces (minus the two Boards which fall under Category 2)

Posters are allowed in only a few types of spaces in Residence & Residence Commons, one of which is outlined under "Boards titled University News & Events" in the next section. The other two are Special Board allowances and residence room doors.

a) Special Board Allowances in Residence Commons

- Untitled Board in the staircase from the tunnels to Residence Commons. The board is three panels wide. Candidates may only use the far left panel, but any other posters in the far left panel that are not related to the election may be relocated to the far right and/or centre panel.

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- Untitled Board in the tunnel level of Residence Commons. Candidates are welcome to use the Board, but no existing posters can be removed by.



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b) Residence Room Doors

- Bedroom doors may have posters as long as the occupants adhere to the following:
 - Using adhesive that will not leave a permanent mark/remove paint on doors;

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- That all occupants agree with the poster(s); and
- That the poster(s) is/are flat against the door so it does not pose any fire hazards.
- Posters may never be put on glass or prevent someone from seeing through a space (like a peephole).
- No posters are permitted anywhere in residence buildings other than on residence room doors, unless prescribed elsewhere in this guidance.

Category 2: Campus (minus Residence & Residence Commons Spaces, but including two Boards in Residence Commons)

Posters are only automatically allowed on three types of Boards on campus, as detailed in sub-categories a, b and c below. They may be allowed on additional boards (sub-category d) at the candidate's own risk and subject to any rules or requirements the applicable poster board manager has.

a) Boards titled "University News & Events"



Boards listed below must be used in compliance with the campus Posting Policy, which means overlapping posters, posters for past events, posters that are more than a month old, posters not fully on the board, commercial posters, and more than one poster for each initiative/event per board is not permitted. This means that each candidate is only permitted to have one poster per board.

Please note the University regularly fully cleans off these Boards, and they will not change their practices for the CUSA Election. Candidates & Committees may want to ensure they have extra posters to repost after a cleaning, and CUSA bears no responsibility for any University disposal of candidate posters.

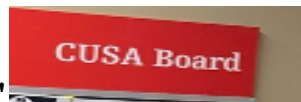
- Patrick's Building (Level 1 – public hallway)
- Teraanga Commons #1 (Level 2 – public hallway)

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- Teraanga Commons #2 (Level 1 – public hallway)
- Mackenzie Building (Level 2 – public hall 2200)
- Minto Case Building (Level 2 – public corridor)
- Richcraft Hall (Level 1 - in corridor which lends to tunnels)
- Nesbitt Biology Building (Level 2 – public hallway 213/236)
- Steacie Building (Level 2 – public hallway 202)
- River Building (Main level – Steacie Building junction)
- Herzberg Building (Level 2 – public hallway 2220)
- Loeb Building (Level 2 – public hallway)
- Social Science Research Building (Level 1 – public hallway 122)
- Paterson Hall (Level 1 – public corridor)
- Dunton Tower (Level 1 – public hallway)
- Azrieli Pavilion (Level 2 – public hallway 173)
- Nideyinàn (Level 4 - near Campus Card Office and Booster Juice)
- Nideyinàn (Level 4 – Galleria) (titled "General Information")



b) Boards titled "CUSA Board"



CUSA Boards are denoted with either the “CUSA Board” text as pictured above, or a CUSA plaque with a CUSA logo (often a very old CUSA logo. CUSA Boards will prioritize elections content during the election period and therefore candidates may remove any non-elections content at will to prioritize their own poster needs. When possible, candidates should strive to relocate the poster elsewhere, rather than removing.

- Nideyinàn (Level 1 - beside entrance to Ollie’s)

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- Subject to space availability, each candidate is permitted up to 1 poster on this board
- Nideyinàn (Level 1 - beside vending machine near bookstore)
 - Subject to space availability, each candidate is permitted up to 1 poster on this board
- Nideyinàn (Level 3 - by entrance to service centres)
 - Subject to space availability, each candidate is permitted up to 1 poster on this board
- Nideyinàn (Level 5 - near elevator)
 - Subject to space availability, each candidate is permitted up to 5 posters on this board
- Tunnel between Tory and Paterson Hall (giant orange board)
 - Subject to space availability, each candidate is permitted up to 5 posters on this board

c) Untitled Boards or wall paint installations titled "Postings"



Locations within this category are significantly large, and as such, space issues are not anticipated. Within reason, candidates may post multiple and many posters in each location.

- Untitled: Nideyinàn (Level 4 - between Galleria/The Wing & Roosters)
- "Postings": University Centre Building (Level 1 - in the tunnels)
- "Postings": Herzeberg Laboratories (Level 1 - in the tunnels)

d) Other Boards on Campus, not Included in the Above 3 Sub-Categories

In addition to the detailed list of boards in sections a, b and c of Category #2, many additional posting boards exist on campus that are not managed by CUSA or fall under the scope of the University's Posting Policy (such as those specifically identified and

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marked as belonging to a University faculty or school, or other group). These boards may be used by candidates, subject to the same general terms of these Guidelines and a maximum of 1 poster per board, at their own risk and subject to any additional rules or regulations the proper authority for managing the board has made. CUSA can not guarantee the managing authorities of these boards will allow election posters, and any requests for removal must be respected.

Category 3: Off-Campus

In addition to the high-level guidance provided here, and the provisions of the Electoral Code, posters off campus must comply with any applicable municipal bylaws and/or private building regulations (i.e. a Condo Board's Bylaws).

Authority

These guidelines are issued by the Chief Returning Officer under the authority of S. 20 (f) of the Code, and shall be considered regulations/procedures for the good administration of this election. They may be amended or supplemented by the CRO at any time, with notice given to all candidates, as issues arise during the election period.

Issue date: January 21, 2025