



## **Agenda**

Meeting of the Concurrent Education Students' Association Council

Sunday, November 13<sup>th</sup>, 2016

6:00 PM, Dunning 12

1. **Motion #1** - Adoption of the Agenda of the meeting of November 13<sup>th</sup>, 2016  
Moved by: Jena Bowden  
Seconded by: Jacob Gardhouse
2. **Motion #2** - Approval of the Minutes of the meeting of October 30<sup>th</sup>, 2016  
Moved by: Jena Bowden  
Seconded by: Jacob Gardhouse
3. **Speaker's Business**
4. **Guest Speaker – AMS**
5. **President's Report**
6. **Vice Presidents' Reports**
  - a. Vice President (Internal)
  - b. Vice President (External)
7. **Executive Administrator's Report**
8. **Events Director's Report**
9. **Marketing and Design Director's Report**
10. **Treasurer's Report**
11. **Academic Affairs Commissioner's Report**
12. **Equity Affairs Commissioner's Report**
13. **Senator's Report**
14. **AMS Representative's Report**
15. **Year Representatives' Reports**
  - a. First Year Representatives
  - b. Second Year Representatives
  - c. Third Year Representatives
  - d. Fourth Year Representatives
16. **CESA Clubs Director's Report**
17. **QCE Chair's Report**



## 18. Head Teach's Report

## 19. Statements by Members

- a. Academic Feedback Report – Katey Day

## 20. Question Period

## 21. New Business

- a. **Motion #3** - Agnes Benidickson Tricolour Award Committee Member

Appointment

*That CESA Council appoint a member of CESA Council and Extended Council to sit on the Agnes Benidickson Tricolour Award Committee*

Moved by: Carma Steenkamp

Seconded by: Jacob Gardhouse

- b. **Motion #4** - Trump Can't Run for Exec Admin

*That CESA Council approves the changes made to the Elections Policy Manual as outlined in Appendix: Trump Can't Run for Exec Admin*

Moved by: Sherri Patterson

Seconded by: Jacob Gardhouse

## 22. Discussion Period

- a. CESA Exec and Elections

## 23. Speaker's Last Word

## 24. Adjournment



## **President's Report**

**Jacob Gardhouse**

Hi Council!

I hope you've been enjoying November so far. Week 10 is upon us, and this is the second last meeting of the semester!!! Here are some updates from me:

### **Meeting with Don regarding the Con-Ed Academic survey**

Katey and I will be meeting with Don on November 18<sup>th</sup> to go over the results from the survey that the committee produced. Katey has worked extremely hard on this project and we are excited to share these results, which Council will see tonight during Katey's presentation, with the Faculty of Education.

### **Fall Term Break**

The Fall Term Break Task Force recently visited Assembly to gain input from student leaders on what a Fall Term Break should look like. Also, a Town Hall meeting was hosted on Thursday November 10<sup>th</sup> to gain further student input. If anyone has questions on these developments, please ask myself, the AMS reps, or Scott, we're completely open to questions and discussions.

### **Con-Ed Week**

GPS recently collaborated with our interns regarding their future projects as well as Con-Ed Week. This is always an exciting time of year, so please stay tuned to learn more about the events and initiatives that will take place that week.

### **Umbrella**

I've had some exciting meetings with my umbrella recently, and I'm looking forward to attending an upcoming Senate meeting. Working with my umbrella is definitely my favourite part of this position so far and I'm looking forward to what we can do throughout the rest of the year.

Thanks for reading my report,  
Jacob



## Vice President (Internal)'s Report

**Carma Steenkamp**

Hi everyone!

The semester is really moving along, keep it up and hang in there!

### [Year Reps]

I will be meeting with the year reps in the coming week to start planning the Inter year Cosmic Dodgeball event during Con-Ed Week. Keep your eyes open for the fun events that are still yet to come from the year reps!

### [Athletic Coordinators]

BEWICs is coming up so stay tuned for registration information as it becomes available. Bursary applications closed on November 6.

### [Intern]

Amanda is taking over the sending of the Weekly Email. All future weekly email blurbs (due by Friday at midnight) should now be sent to Amanda. Prof Reps should be up and running soon.

### [ASUS]

At Thursday's meeting, there was the finalization of the ASUS Journal of Indigenous Studies as well as another closed discussion on the Truth and Reconciliation Community Consultation regarding eliminating barriers to the post-secondary education of Indigenous populations at Queen's. There was a closed discussion on ASUS Honoraria. The Orientation leaders were ratified:

Academics & Campus Support Chair: Nolan Ross

Community Awareness, Respect, and Engagement Chair: Leah Slater

Socio-Cultural Chair: Ellen Seyers

Operations Chair: Alex Mack

### [Faculty Board]

# Concurrent Education Students' Association

Queen's University, Kingston



Faculty Board met two weeks ago discussing the proposed academic calendar dates for the next school year, a new graduate program for Gender Studies, and a proposal about evaluating the potential closing of the Bachelor of Physical Health and Education Program, all of which went was passed.

Have a great week! Please contact me if you have any questions or have anything you want to talk about!

Carma Steenkamp

Vice-President (Internal)



## **Vice President (External)'s Report**

**Sherri Patterson**

HERE IS MY REPORT BAE:

HEY HEY HEY! Happy start of Week 10 (lol wut). The External Umbrella has been busier than usual over the past 2 weeks and I'm really excited for you to hear what everyone has been up to!

\*\*\*\*TELC\*\*\*\*

TELC this month was very uneventful. Both Don and Rebecca were away so it was mostly comprised of student reps. I met the ESS President and ESS Reps which was nice and we talked a lot about their Federation Day activities and not much else, so I didn't really have much to contribute. Federation Days are development days for B.Ed students during which there are presentations from school boards and the ministry.

\*\*\*\*PRAC QUESTIONS SURVEY\*\*\*\*

I met with Allison Mackey (Student Services) and Tammy O'Neil (PRAC Office) to discuss holding a PRAC Resource event for first and second year students like we held last year. We decided that instead of this event, we would send out a survey to Con-Ed students where they could ask any questions they had about PRAC. The information will be compiled and then sent out to students in an FAQ format. We are also thinking that there will be an explanation of the new program sent to first and second years as well just to ensure they have some sort of idea of what's going to be happening in their B.Ed year. Depending on the questions asked, Tammy may revisit classrooms/we may hold the event if it is necessary. Yael and I are going to be working on this together so if you have any questions/ideas, please let us know!

\*\*\*\*EXTERNAL UMBRELLA\*\*\*\*

WOW WHAT A COUPLE OF WEEKS! Between the Community Dinner, QCE Registration, and event planning, we've had quite a busy time. Everything went off without a hitch and I am extremely proud of the work everyone has put into making these a success.

The thought of week 10 has me really missing my family, but then I remembered I have all of you and for that, I am extremely grateful.

Coffee is always good and always needed so lets be friends.

Sherri



## **Executive Administrator's Report**

**Jena Bowden**

Howdy!

I hope you all had a stellar week 9 and you are ready to jump right into week 10!

Almost all of the new council members have been Office Hour trained, so you should now be able to leave your partner to go to the bathroom if you need to! ☺ However, they have not been added to the SLC list to get keys yet, so if you have a morning office hour please keep that in mind. They should be officially added by the end of the week though.

Just a note about the office, please remember EVERY night to put the pop money and the iPad in the locked shelf. There has been lots of money in the pop money container recently and I have come into the office at night and it is still sitting at the desk. Please just keep in mind that it needs to be put away.

Sean and I have started having Bi-weekly meetings with Mathew from ASUS and some of the other Exec Admin/Speaker/CEOs from different faculties. At the last week we discussed different policies surrounding elections. Sean and I have found the meetings to be very helpful.

Peace

Jena



## **Events Director's Report**

### **Emilie Watson**

Hello hello hello!

So sorry I couldn't be with you all today, but I hope you had a wonderful weekend and that this meeting is awesome so far. Here's what Events has been up to recently...

### **Community Affairs Coordinators**

Our third annual Community Dinner was yesterday! Thank you so much to all of the people who volunteered, made donations, and contributed in any other ways that helped to make it such a success. For details, refer to Sherri's oral report. Thanks! Thank you cards for sponsors will be going out soon, and a very heartfelt thank you to everyone who contributed to the event. It was hugely successful and we thank everyone for their support in giving back to our Kingston community.

In other Community Affairs news, Lindsey and Jessica are already looking to their next endeavours, which will be starting shortly, so stay tuned for that!

### **Workshop Coordinators**

Anjini and Jessee are in the process of getting the certificates from their (very successful) fall workshop week! They should be sent to participants in the next little bit, and then they'll be turning their focus to their workshop weekend in the winter.

### **Social Affairs Coordinators**

Madison and Olivia are in the process of planning their next social and we would love to see you there! The date is currently set for Thursday December 1<sup>st</sup>, details TBA. They're also working hard to finalize some details for formal that we can't wait to share with you.

### **Homecoming Alumni Director**

Ishta is continuing to tie up the loose ends from her big weekend a few weeks ago and is currently in the process of providing feedback to the Alumni Office.

That's it for me! Thanks, everyone 😊

Emilie





## **Marketing and Design Director's Report**

### **Oshaen-Lynn Swartz**

Hey Council,

Still not much currently happening on my end. I receive marketing request forms, make graphics and events, post on Facebook – you know the drill. Although I did recently meet up with Rona, the ASUS Marketing Officer, and we discussed using one another's online presence to market large events to appeal to the larger audience. We think this could be really useful, and hope to take advantage of it in the future.

Otherwise, all is dandy.

### **IT Admin**

John continues to update the website.

### **B.Ed Spread**

Check out October's edition of B.Ed Spread and make sure you're aware of which month you're obligated to contribute.

### **Merchandise**

Thanks for Cameron, all merchandise logistics have been settled and orders put it! Look forward to cool new swag, including a new and improved mug with a slick new slogan. Thanks to everyone who bought Con-Ed clothing. We look forward to seeing you sport your Con-Ed pride.

### **Photography**

Celine and Emily took photos for all Council members who don't already have photos on the CESA website last Sunday. They should be watermarked and put up on the website very soon. Photos are being taken this Sunday at the Community Dinner and will be on the CESA FB page soon too.

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Queen's University, Kingston



And most importantly, I urge you all to put away your pumpkin spice in lieu of peppermint to welcome the approaching holidays ;)

That's it, that's all,

Oshaen



## **Treasurer's Report**

**Joyce Chiang**

Hey Council,

Not a whole lot to say other than business as usual. Very excited for our new Con-Ed merch which Cam has ordered that will be coming in.

I am currently in the process of doing financial reviews which will be available preferably before or during the exam period. If you would like yours to be up to date, that means you must forward me the payments/expenses you have made.

I have also created a Reimbursements Box in the office as some people had trouble finding the envelopes (which got messy). It's fun and blue. 😊

Stay rad,

Joyce



## **Academic Affairs Commissioner's Report**

**Katey Day**

Hey CESA Council/Extended Council,

Wow! Week 9 is over!! Congratulations on making it through  $\frac{3}{4}$  of first semester! ☺ Here are some updates from me:

### **ACADEMIC FEEDBACK COMMITTEE**

The team has finished analyzing results and I have finished writing the Academic Feedback Report for the Faculty of Education. Jacob and I will present it to the Faculty of Ed once Don is back from Tanzania! I will be presenting the report during "Statements by Members", so will elaborate more then!

### **ACADEMICS CAUCUS**

I attended my first Academics Caucus Meeting on Tuesday November 1<sup>st</sup>. We discussed some projects Leah, the AMS Academic Affairs Commissioner has been working on including appeal fee advocacy and ancillary fees. Please let me know if you have any questions or want more details about either of these subjects.

### **CON-ED STUDY DAYS**

I am beginning to plan "Con-Ed Study Days" for exam time. Last weekend I sent out a survey to first year students where they had the opportunity to indicate their preference of courses that will be included in the subject specific sessions. I will keep you posted as more details are finalized for this event!!

That's all for now! Take care and enjoy week ten! ☺

Katey Day

Academic Affairs Commissioner



## **Equity Affairs Commissioner's Report**

**Kerri Lee**

Hello everyone! 😊

**\*~\*~ Important: Positive Space Sticker voting will take place at the end of this week \*~\*~!**

Keep an eye out on the council Facebook page and your CESA e-mails – I will be sending out more specific information and instructions on how the online voting will work. Also, please read the second paragraph in this report titled “Positive Space Sticker Voting”. Thank you!

### **Bursaries:**

BEWIC Bursaries have now closed. The BEWIC Bursary Committee met last week to distribute money to successful applicants. We are pleased to report that all applicants received the amount of money that they had requested.

### **Positive Space Sticker Voting:**

Positive Space Training sessions are now complete. Thank you to Mike Young who facilitated Positive Space Training for us over the past few weeks. It is a really important training and I appreciate your attention, engagement, and open minds during the trainings. If you would like more information regarding Positive Space at Queen's, I highly encourage that you check out their Facebook page or website: <http://www.queensu.ca/positivespace/home>.

As you know, all members of CESA will be participating in a vote for the positive space sticker this upcoming week. The survey will be sent via SurveyMonkey and you will have 24 hours to submit it. We will be posting a detailed document on the council Facebook page as well as to your CESA e-mails as a reminder of what the Positive Space Program is about, and what it means if CESA votes to become a participant of the Positive Space Program (the vote must be unanimous in order for CESA to display the sticker).

We will be holding extra office hours this upcoming week in the Con-Ed Office. We welcome you to drop by if you have any questions, concerns, or if you would just like to discuss or chat!

### **Equity Caucus:**

I attended the third Equity Caucus meeting last Wednesday and we had an opportunity to give each other updates. There are some great things happening at Queen's in regards to Equity initiatives and we discussed a topic that Lea will be bringing up in the next AMS Assembly.

### **Upcoming events:**

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Queen's University, Kingston



Afsheen and I met with with Avery and Lily from EQIP (Education on Queer Issues Project) last week to plan out a project in collaboration with them. EQIP is awesome – check them out on Facebook at <https://www.facebook.com/equipqueens/?fref=ts> (you can also drop by their office which is located in the JDUC). We will be having a panel event in collaboration with EQIP during the last week of January about LGBTQ+ issues in the classroom (“Things I wish my teacher had known”). We are really excited about this and we will be keeping you all very updated!

***“You’re off to great places! Today is your Day! Your mountain is waiting, so... get on your way!” ~Dr. Seuss***

Kerri Lee

Equity Affairs Commissioner



## **Senator's Report**

**Scott Kell**

Hi Everyone!!

The Fall Break Survey is out. A town hall happened on Thursday while I was working. Other consultation sessions are being held, and I will run the CESA one soon if not on Sunday (aka right now)\

No Senate meeting till the 29th so no news on that front.

Thanks



## **AMS Representative's Report**

**Tiffany Wong & Carla Namkung**

Hi everyone,

Here are some updates from the AMS Assembly meeting on November 3rd:

Fall Term Break:

Queen's Fall Term Break Task Force shared concerns in regards to the recommendation for the implementation of a Fall term break at Queen's and expressed that it is only practical to:

- redistribute the 11 days we have from orientation week (7 days) and the exam study days (4 days)
- consider running classes and orientation week events simultaneously (as some other universities do)

Students are asked to fill out a survey at [queensu.fluidsurveys.com/s/FTB/](https://queensu.fluidsurveys.com/s/FTB/) to help the task force determine how students prioritize fall term break, orientation week, and exam study days.

Hiring and Appointment Policy:

Hiring and Appointment Policy is now amended so that first year international students are now not exempt from the lottery system.

Cheers,

Carla Namkung and Tiffany Wong





## **First Year Representatives' Report**

**Jathorsan Lingarajan & Makenzi Mellon**

Hey everyone,

Sorry I (Makenzi) cannot attend the meeting Sunday!

We had a meeting on Thursday with Katie Day to discuss combining our ideas for our 2<sup>nd</sup> (hopefully) upcoming event, which would be a Psych 100 study session!

We have as well just posted a poll regarding everyone's movie preferences for our Con-Ed movie night event so far mean girls is winning (our favourite)!

Other than that not much is going on, we are very excited about our first event on November 17 we are advertising lots in hope to have an awesome turn out!

We hope everyone has a great week!

Love MAKTHORRY

(Makenzi and Jathorsan)



## **Second Year Representatives' Report**

**Chloë Demizio & Alexandra da Silva**

Hello Everyone!

We hope week nine has treated you well! As we approach the end of this semester, here's what we have planned:

### Final Fall Year Event

We very recently submitted the event form for our final event of the semester, which will hopefully taking place in a couple of weeks. This event will be styled as one of the recently popular "paint nights" and our painting instructor is none other than the wonderful Bob Ross! We hope to see all of you wonderful Con-Ed '19s there!

### Year Reps Meeting

We are very excited to meet with all the other year reps to get better acquainted and beginning planning some fun con-ed week events!



## **Third Year Representatives' Report**

**Sebastian Faudemer & Matt Rowland**

Hey everyone!

So as you know by now clothing sales have ended, but that is not the end of us just yet! We have sent the order form to spencer are just waiting to hear back for when the clothing will be coming in. As of right now it seems like we will be getting it either end of week 11 or around mid week 12, so either way we are still hoping to have clothing out before christmas. Our last year event was a fun movie night, but now it is time for us to work on the next event which we are planning to have in week 12 and are thinking karaoke. That's all for this report. Until next time!

Stay classy,

**Sebastian Faudemer and Matthew Rowland**



## **Fourth Year Representatives' Report**

**Gillian McMurry & Erica Pasternak**

Hello everybody!

How is week nine over already? We hope that you are all doing well and that your assignments are not overwhelming you too much. We don't have much to report, although we were very pleased with the success of the latest year-event which occurred this past Monday. Many people came out to the Board Game Potluck and loads of games were played. One thing we did learn though is that next time we provide snacks, we should bring more cookies because those were a huge hit :P

Have great weeks 10 and 11!

Love,

~Erillian~

Erica Pasternak and Gillian McMurray ☺



## **CESA Clubs Director's Report**

**Erin Silverberg**



## **QCE Chair's Report**

**Seane Thorman**

Hey everyone!

Thank you to all of those who successfully registered for QCE 2017! We are very excited about the group of delegates this year and cannot wait to see all of them at conference. If tickets are not sold out by the time I am reading this report, this is a friendly reminder that there are office procedures for registering delegates in the office. Remember to promote conference to all your friends!

As registration closes we are in the process of finalizing the details for conference. We will be having our last fundraiser Saturday, November 26, as we are co-hosting a Hip Hop Saturday with The Underground. Keep your eye out for the 50 line skip tickets we will be selling in the ARC.

That is all for now! Happy Sunday!

Until next TIME,

The Queen's Conference on Education 2017 Executive Team



## **Head Teach's Report**

**Emma Soars**

Hi all,

the semester is almost over!! Oh my!

Not too much to report. The rest of Exec and I are working on our transition manuals and will be transitioning Incoming Exec sometime before December. I am also currently working on a report of our week for SOARB which is going smoothly!

A few weeks ago Jena sent out a feedback survey to applicants and we are excited to receive the feedback so we can continue to review the hiring process.

I have just about finished up all of my feedback meetings. I believe they went well and I encourage anyone to seek me out if they have any further questions or concerns!



## **New Business**

### **Appendix: Trump Can't Run for Exec Admin**

*From the CESA Elections Policy Manual*

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#### **ARTICLE 1. ELECTIONS MEETINGS**

##### 1.01 Election Information Meeting

###### 1.01.01 The CEO shall,

- (a) book a room for the Election Information Meeting,
- (b) notify all Association members of the Election Information Meeting before the first day of the nomination period,
- (c) announce via email all of the registered candidates and the positions for which they are running on the first day of the campaign period,

1.01.02 An Election Information Meeting shall take place before the nomination period begins, during which the CEO shall:

- (a) review all of the important election dates,
- (b) ensure all candidates have the most recent version of the Elections Policy Manual and Article 4 of the Constitution,





(c) review the Elections Policy Manual and Article 4 of the Constitution,

(d) answer any questions with concern to the Elections Policy Manual and Article 4 of the Constitution,

(e) provide their contact information for further questioning of the Elections Policy Manual and Article 4 of the Constitution,

(f) review and clarify sanctions.

## 1.02 Candidates Forum

1.02.01 The Candidates Forum shall be hosted by the CEO at least three days prior to the end of the campaign period.

1.02.02 The CEO shall notify all Association members of the Candidates Forum on the first day of the campaign period. This email shall also contain the structure of the meeting.

1.02.03 The Candidates forum is mandatory for all individual candidates, and at least one member of a candidate team. Should a candidate be unable to attend due to extenuating circumstances, they may send a proxy in their stead.

(a) Proxies may read an opening statement for their respective candidate, but may not take part in the question period.

(b) The validity of extenuating circumstances shall be at the discretion of the CEO.

1.02.04 The structure of the meeting at the Candidates Forum shall be at the discretion of the CEO.

1.02.05 The candidates for each respective position shall speak in alphabetical order according to their last names.

1.02.06 Each candidate shall begin with an opening statement.

1.02.07 Each Executive candidate team shall be allowed ten (10) minutes for their joint opening statement.

1.02.08 Each candidate running for the position of Executive Administrator shall be allowed five (5) minutes for an opening statement.



1.02.09 Each candidate running for the positions of Q-CESA Representative, Alumni Representative or an individual running a CESA Referendum question shall be allowed three (3) minutes for an opening statement.

1.02.10 Each candidate team running for the positions of Year Representatives shall be allowed three (3) minutes for their joint opening statement.

1.02.11 Once all of the opening statements have been completed for a specific position, the question period for the individuals running for that position shall commence.

1.02.12 This forum is not a debate and as such, candidates may not ask questions of other candidates running for the same position.

1.02.13 All questions shall be addressed to all candidates running for the same position.

1.02.14 The number of questions taken shall be at the discretion of the CEO.

1.02.15 Each candidate or candidate team shall be allowed one (1) minute to answer each question.

1.02.16 The order in which the candidates answer the questions shall alternate for every question asked beginning with the first candidate who spoke.

## **ARTICLE 2. CAMPAIGNING**

### **2.01 Class Talks**

2.01.01 Any classroom appearance shall be cleared through the Professor or Lecturer in advance of the scheduled time, proof of which must be forwarded or sent to the CEO.

(a) This contact may be made during the nomination period.

2.01.02 All content shall be consistent with previously approved campaign material and shall not convey negative messages or sentiments towards other candidates.

2.01.03 Class talks shall be no more than five (5) minutes in length.

2.01.04 The distribution of campaign paraphernalia shall be permitted during class talks, to those individuals who request it.

### **2.02 Platform E-Mail**



2.02.01 Platforms of all the candidates shall be collected and approved by the CEO by the first day of the campaign period. The Executive Administrator may be consulted as needed throughout the approval process.

2.02.02 Each platform email shall be no more than 600 words.

2.02.03 Notwithstanding Subsection 2.02.02, the Executive candidates' platform email shall be no more than 1000 words.

2.02.04 The CEO shall send the platform email to all Concurrent Education students at least two days prior to the candidates forum.

2.02.05 This email shall contain a reminder about the Candidates Forum as well as the dates and times of the voting days.

### **ARTICLE 3. CAMPAIGN MATERIALS**

#### **3.01 Campaign Materials**

3.01.01 Campaign materials are defined as any items that intentionally publicize and/or promote a candidate or candidate team.

(a) Posters

i) Candidates shall be permitted to print a maximum of twenty-five (25) posters.

ii) Poster size shall not exceed 11 inches by 17 inches.

iii) Prior to display, all posters shall be approved by the bodies appropriate to the desired display location such as MCRC, JDUC, Libraries, etc.

(b) Stickers

i) No candidate shall use promotional stickers while campaigning.

(c) Websites

i) Candidates are permitted to launch campaign websites, which may remain up and available throughout the campaign and voting periods.



ii) Website content shall not be altered or deleted after 8:00 p.m. on the final day of campaigning.

(d) E-mail

i) Emails to Con-Ed students regarding a promotion of an individual's or group's candidacy, as well as reminders to vote, are prohibited.

ii) Candidates may only use email as a medium through which to campaign if they are directly responding to an individual's query. Such responses can only be replied back to the individual who sent the query to the Candidate(s).

iii) The right to send mass emails regarding elections is reserved solely for the CEO.

(e) Social Media

i) Candidates are permitted to launch campaign materials on social media platforms, including but not limited to Facebook, Instagram, and Twitter at the discretion of the CEO.

ii) Social media content may remain up and available throughout the campaign and voting periods.

iii) Social media content shall not be altered or deleted by candidates after 8:00 pm on the final day of campaigning.

iv) All social media pages and their content must be approved by the CEO prior to being made public on the first day of campaigning; however the CEO does not need to approve each individual post, as long as the post does not contain any new campaign materials, as defined in 3.01.01.

v) The CEO shall be made an 'Administrator' on social media accounts and pages, whenever possible, before they are made public

vi) notwithstanding 3.01.01 e) iv), the CEO reserves the right to delete, or request the deletion of posts with incorrect elections information or other violations of the Elections Policy Manual.

3.01.02 Campaign materials may be prepared before the campaigning period begins, but shall not be displayed until the first day of the campaigning period.

3.01.03 New campaign materials may be developed during the campaign period, but still must be approved by the CEO prior to its distribution.



3.01.04 All graphic campaign materials shall be approved by the CEO and the Executive prior to printing.

3.01.05 No candidate or candidate team may spend more than \$20.00 on campaigning. This limit includes any external sources of funding.

(a) All bills shall be saved and presented at the end of the campaign period to

prove that candidate or candidate team spending did not exceed \$20.00.

3.01.06 Candidates shall be reimbursed for their campaign materials or spending. 3.01.07 Candidates shall not interfere in any manner with the campaign materials of other candidates.

3.01.08 No campaign materials shall be placed on trees, utility poles or off campus.

3.01.09 Notwithstanding subsection 3.01.01(c) and 3.01.01(e) all candidates shall be required to remove all of their campaign materials by 8:00 p.m. on the last day of campaigning.

#### **ARTICLE 4. FALL ELECTIONS**

4.01 The Fall Elections shall follow a modified election policy as outlined below for the positions of First Year Representative to the AMS, First Year Representatives, and those positions deemed applicable under Section 4.10.05.02 of the CESA Constitution.

4.02 The CEO shall:

(a) Inform all Association members of the available positions via the Association website, an email sent via the Listserv, the Frosh Handbook, and an announcement during Frosh Week, preferably at Academics on West and/or the CESA Pizza Lunch.

4.03 An Election Information Meeting shall take place before the nomination period begins, during which the CEO shall:

(a) review all of the important election dates,

(b) review the Elections Policy Manual and Article 4 of the Constitution,

(c) answer any questions with concern to the Elections Policy Manual and Article 4 of the Constitution,

(d) provide their contact information for further questioning of the Elections Policy Manual and Article 4 of the Constitution,



(e) make nomination forms available.

4.04 The nomination period shall extend from the time of the distribution of nomination forms until the end of the first week of class, at which time nomination forms will be due to the CEO.

4.06 Campaigning will begin at 12:00 a.m. of the first campaigning day, which shall proceed in accordance with Articles 2 and 3 of this document and Article 4 of the Constitution.

4.07 All first year elected positions shall be elected by first year students notwithstanding the First Year Rep to the AMS who shall be elected by all members of the Association.

4.08 Notwithstanding the above, the Elections Policy Manual and Article 4 of the Constitution shall be followed.

#### **ARTICLE 5. RESTRICTIONS ON CANDIDACY**

5.01 Candidates running for the position of Executive Administrator shall not be eligible to run in the election if they are on exchange, or otherwise not on Queen's campus during the semester in which the position is elected.

(a) This restriction is applied in order to comply with Section 2.01.01 (j) in the Job Description Policy Manual