



# Policy No. & Title: G106: FSU Elections – FSU President and FSU Directors Policy

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## 1.1 DEFINITIONS

- *FSU President – Act as Chief Executive Officer (CEO), spokesperson, and official representative of the Fanshawe Student Union (FSU).*
- *Student Administrative Council – Often referred to as S.A.C., which comprises no more than eight (8) Directors. The Student Administrative Council acts as a Board of Directors with oversight of the activities and affairs of the FSU.*
- *FSU Members – All full-time students of Fanshawe College who are actively progressing in a program, as determined by the Office of the Registrar, in accordance with FSU Bylaw 1 (3.2), also referred to as “members”*
- *Slates – A group of candidates who campaign together in multi-position elections on a common platform.*
- *Chief Returning Officer – Often referred to as CRO; the highest governing figure in the administration of the FSU elections, responsible for overseeing and execution of the Election.*

## 1.2 PURPOSE OF FANSHawe STUDENT UNION

In accordance with By-Law No. 1, the purpose of the FSU shall serve as a channel of communication and act as a designate between the student body and Fanshawe College. To provide a means of collaborative negotiation between the students and Fanshawe College, to promote the rights of individual status in compliance with the Ontario Human Rights Code and promote, coordinate and administer social activities, athletic functions and other endeavors.

## 1.3 TYPE OF ELECTION

In accordance with By-Law No. 1, the FSU will hold an election every year to fill one (1) position of President, and eight (8) positions of Directors. The term of office will be from May 1st of the year elected until April 30th of the following year.

## **1.4 NOMINATIONS**

- 1.4.1 Nomination packages will be made available on [www.fsu.ca](http://www.fsu.ca). As a part of their nomination package, all prospective candidates must also complete the FSU Leadership Modules, available at [www.fsu.ca/leadership](http://www.fsu.ca/leadership). Students who complete the modules will receive a Certificate of Completion in their email, which they are required to attach to their nomination package as either a digital PDF or a printed physical copy.
- 1.4.2 Prior to the closing of nominations, candidates must submit all forms contained within the nominations packages;
- 1.4.3 A mandatory All-Candidates meeting will be scheduled prior to the beginning of the campaign period. All candidates, or an assigned representative of the candidate, must attend this meeting. A virtual attendance option will be available. A candidate not attending or sending an assigned representative to the all-candidates meeting will have their nomination terminated. If a candidate or their assigned representative arrives to the All-Candidates meeting 10 minutes late, the candidate will be assessed with a penalty of 10 demerit points and \$40 fine.
- 1.4.4 To support candidates in understanding the eligibility, scope, expectations of their roles, all prospective Director and President candidates will be required to meet with the designate appointed by the CRO prior to the start of campaigning.

## **1.5 QUALIFICATIONS OF FSU PRESIDENT**

In accordance with By-Law No. 1,

- 1.5.1 Each candidate for the position of FSU President shall be a full-time Member of Fanshawe College of Applied Arts and Technology, as determined by the Office of the Registrar;
- 1.5.2 Each candidate must have completed at least one (1) semester as a registered full-time Member at Fanshawe College, during either the Summer or Fall Semester within the current fiscal year (May 1st – April 30th), with a minimum of 2.5 GPA;
- 1.5.3 Each candidate must maintain a 2.5 GPA during the Winter Semester to take office on May 1st;
- 1.5.4 Each candidate for the position of FSU President shall be eighteen (18) or more years of age and have the power to contract;

1.5.5 An FSU President who has served six (6) months or a full term of office from May 1st to April 30th is ineligible to run for re-election in their present position;

Further Position Expectations (see Reference #2 and Section 7.3)

## **1.6 QUALIFICATIONS OF FSU DIRECTOR**

In accordance with By-Law No.1,

1.6.1 Each candidate for the position of FSU Director shall be a registered full-time Member of Fanshawe College of Applied Arts and Technology, as determined by the Office of the Registrar.

1.6.2 Each candidate must maintain a 2.5 GPA during the Winter Semester to take office on May 1st.

1.6.3 Each candidate must maintain a registered full-time Member status during their tenure of office (May 1 – April 30), and maintain a 2.5 GPA for each academic semester;

1.6.4 Each candidate for the position of FSU Director shall be eighteen (18) or more years of age and have the power to contract;

1.6.5 A candidate who previously served as a FSU Director and was removed or resigned from such position is ineligible to run for re-election.

Further Position Expectations (see Reference #3 and Section 5.2)

## **1.7 ELECTION OF FSU PRESIDENT AND DIRECTORS**

The following shall apply to the elections of the President and Directors:

1.7.1 The FSU President and up to eight (8) Directors shall be elected between February 15th and March 30th by secret ballot of all Members of the FSU;

1.7.2 All candidates must agree to allow the CRO to view their academic standing from their last semester to ensure eligibility of the candidate; and agree to allow the CRO to view their Fanshawe College Student Code of Conduct history as filed with the College. The CRO may exclude a candidate based on their offense history. The CRO will consider the severity of the offence; impact on the safety and security of the campus community and determine if the offense materially affects the candidates' ability to fulfill the responsibilities of the position;  
Candidates for FSU President and FSU Director may be subject to police records check for bondable purposes only;

- 1.7.3 The CRO reserves the right to review the eligibility of any candidate who has previously been employed by the FSU and was subject to disciplinary action and/or removal from their position. Based on the nature and severity of the offense, and in consultation with the Hiring Manager, the CRO may determine the candidate to be ineligible to run in the election.
- 1.7.4 Each candidate for FSU Director shall be nominated by at least fifteen (15) Members of the FSU and each candidate for FSU President shall be nominated by at least twenty-five (25) Members of the FSU;
- 1.7.5 Each Member of the FSU shall cast one (1) vote for each vacancy and no Member shall cast more than one (1) ballot. The one (1) candidate for FSU President and the eight (8) candidates for FSU Director receiving the most votes will be eligible to take office as the incoming student leadership team. In the event there is a tie for either position, only the candidates that were tied will continue with their campaigns for a minimum of three (3) days. On the first Monday following the end of the initial election, voting will be allowed for seven (7) hours for students who have not yet voted in the election. If a tie exists after the extension, then the winner will be determined by means of a coin toss facilitated by the CRO.
- 1.7.6 Should fewer than five (5) candidates for Director or one (1) candidate for FSU President exist at the time the nominations have closed, the CRO shall give up to seven (7) calendar days to extend all nominations before notice of an alternative closing of nominations and/or election date;
- 1.7.7 Candidates are not permitted to form a slate, as defined in 1.1. An individual candidate may consult with other candidates and offer their opinion on other candidates to the general student population, but may never campaign for another candidate;
- 1.7.8 If a candidate is a current FSU Director or student employed by the FSU, they may not campaign at any event or activity where they are acting in an official capacity by virtue of their position/employment but they may represent the FSU at official meetings. These candidates may not work any shifts which correspond with the election campaign timeline. The FSU is responsible to reimburse those candidates for the shift payments which were lost during this same timeline to a maximum of fifteen (15) hours per week.
- 1.7.9 If a candidate holds a leadership position within a FSU Volunteer program (i.e., FSU Red Squad, FSU Student Advocates, FSU Class Reps, etc.) or FSU Club, they must temporarily step down from this position during the campaign period,

and notify the Vice President (VP) responsible for club or program oversight (VP Student Engagement, VP Student Life, or VP Advocacy & College Affairs).

1.7.10 All campaign dates including the nomination period, the mandatory All Candidates Meeting, and the online election dates for the FSU President and FSU Directors will be approved by the FSU Board of Directors before November 30th, each year. These rules will also be applied if there is an election for the student representative for the Fanshawe College Board of Governors.

1.7.11 A candidate may not serve concurrently on both the Fanshawe College Board of Governors and FSU Board of Directors.

## **1.8 VACANCIES**

*The following shall apply when the position of FSU President becomes vacant:*

- 1.8.1 While the position is vacant, the duties of the FSU President shall be assumed by the Vice President, Student Engagement;
- 1.8.2 A by-election through secret ballot of all eligible Members must occur no later than October 31st. The FSU Board shall establish a timeline for the by-election, which must commence no later than thirty (30) days from the date the vacancy is declared and be completed within sixty (60) days, unless exceptional circumstances require an extension. If no eligible graduating candidates come forward during a by-election, the FSU Board may appoint an interim FSU President until the next general election.

*The following shall apply to vacancies of FSU Directors:*

- 1.8.3 If the Board is comprised of less than five (5) directors as of May 1st, a by-election through secret ballot of all eligible members must occur no later than October 31st;
- 1.8.4 For any vacancies after October 31st, the FSU Board of Directors may appoint eligible members to fill the vacancy, subject to the conditions outlined in By-Law No. 1 (5.3 h);
- 1.8.5 There will be no vacancies filled beyond March 1st of the current year.

## **1.9 WITHDRAWAL OF A CANDIDATE AND ACCLAMATION**

*A candidate may withdraw their nomination at any time before the election date by notifying the CRO with a written notification to be witnessed by the CRO, and may not re-enter the election after the nomination period has closed;*

- 1.9.1 In the event of a withdrawal of a candidate, should only one (1) candidate remain, the remaining candidate must win a majority of 'yes' votes to be declared the winner of the position.
- 1.9.2 In the nomination process, after any possible extensions, if there is only the required number of candidates for a position(s) then that individual(s) is acclaimed;
- 1.9.3 If a position is acclaimed, the candidate (FSU President) or candidates (FSU Directors or Board of Governors) must win a majority 'yes' votes. The Presidential candidate must have received three hundred (300) total votes cast, the Director's and Board of Governors position must have over one hundred (100) total votes cast for them individually. If candidates individually do not receive this minimum vote requirement, then they have lost the position.

## **1.10 CHIEF RETURNING OFFICER (CRO)**

*The Chief Returning Officer shall:*

- 1.10.1 Be appointed by the S.A.C. Board for all elections and by-elections that involve a secret ballot of all eligible FSU Members;
- 1.10.2 Not be a full-time employee of the FSU;
- 1.10.3 Be impartial to any active candidate and shall not be running for any office or holding any position in the FSU themselves;
- 1.10.4 Appoint deputies to assist with their duties; each of whom shall be a member and/or representative of the FSU, who shall be impartial to any active candidate and shall not be running for office in the FSU.

## **1.11 DUTIES OF THE CRO**

*The duties of the CRO shall be:*

- 1.11.1 To give at least twenty-one (21) calendar days' notice of the election and the positions open;
- 1.11.2 To ensure nominations shall be open for at least 7 (seven) calendar days and shall be closed at least 7 (seven) calendar days prior to the election date and no nomination shall be accepted or changed after nominations have been closed;
- 1.11.3 To ensure that all names of nominees are kept confidential until nominations are closed;
- 1.11.4 To enforce rules for the election (*see Appendix A*);

- 1.11.5 To arrange a schedule for the candidate speeches and assemble the Members of the FSU for said speeches;
- 1.11.6 To ensure a fair election and that all election procedures are followed; if any election procedures are not adhered to the CRO may declare an election invalid;
- 1.11.7 To prevent tampering of the voting process;
- 1.11.8 To retain the election records for 14 (fourteen) calendar days after the election and then destroy them upon the assent of the S.A.C. Board;
- 1.11.9 To receive requests for a re-evaluation of the election, within 5 (five) business days of the last election day;
- 1.11.10 To ensure Members may only vote once and to ensure secure voting procedures through FanshaweOnline;
- 1.11.11 The CRO will have the authority to determine candidate eligibility requirements as per Bylaw #1.
- 1.11.12 In case of dispute, the Elections Act of Ontario, as interpreted by the CRO shall be the final authority.
- 1.11.13 Submit a report of the elections results to the S.A.C. Board.

## **1.12 APPEALS OF CRO DECISIONS OR ELECTION RESULTS**

- 1.12.1 Any candidate wishing to appeal a CRO decision or the election results must present a letter to the S.A.C. Board no sooner than two (2) days and no later than five (5) days after the close of balloting; the letter must contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the results;
- 1.12.2 The S.A.C. Board will appoint a committee of three (3) members (not involved in the election) to hear the appeal and recommend a decision.

## **1.13 REFERENCES**

1. By-Law No. 1
2. FSU President Position Expectations
3. FSU Director Position Expectations
4. Election Act of Ontario





## APPENDIX A

### ELECTION RULES

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#### 2.1 **DEFINITIONS**

- *Non-Arm's Length Parties*: Candidates are responsible for the actions of individuals who have a relationship with them, their hired campaign managers or any student who is an active member of their campaign team and a friend, co-worker or family member who may assist in a candidate's campaign.
- *Fanshawe College Campuses*: Fanshawe College and associated buildings (Z Building and Y Building) and several Campuses which include the Downtown Campus (SDPA and 130 Dundas Street), London South Campus and Regional Campuses primarily located in St. Thomas, Woodstock, Simcoe, Clinton and Goderich.
- *Logo*: A symbol or design adopted by an organization to identify themselves.
- *Fair Market Value*: An estimate of the market value of a candidate's campaign materials or advertising based on what a knowledgeable and willing buyer would pay to a knowledgeable and willing seller.
- *Campaign Manager* - A registered Fanshawe College student appointed by a candidate for President or Director to support campaign planning and activities in FSU elections.
- *Sanction*: A penalty for disobeying an election rule.

#### 2.2 **PURPOSE OF ELECTION RULES**

To establish consistent rules and processes for all candidates to ensure a fair playing field with equal opportunities for all student candidates who engage in FSU Elections.

#### 2.3 **CAMPAIGN INFORMATION**

- 2.3.1 The nomination period, campaign dates and election dates are outlined in the 2026 FSU President and Director Election Schedule.
- 2.3.2 FSU Presidential candidates must not spend more than \$600.00 on advertising and campaign materials for their campaign;

2.3.3 FSU Directorial candidates must not spend more than \$350.00 on advertising and campaign materials for their campaign;

Campaign Restrictions:

- a. No Off-Campus Campaigning (e.g. bus shelters, local eateries, club activities) with the exception of social media;
- b. No campaigning inside FSU food outlets, including but not limited to, The Out Back Shack or Oasis, or any FSU sponsored events;
- c. Door to door campaigning in Residences;
- d. No campaigning at any varsity or intramural activities and no campaign posters may be placed inside any of the college gym spaces.
- e. No campaigning within any classrooms or teaching locations.
- f. No posters may be placed in washrooms.

2.3.4 Candidates or Non-Arm's Length parties may not influence a voter during the voting period. This includes, but is not limited to, compensating or incentivizing students for their votes, being in a student's personal space while voting, or offering them the use of an electronic device so they may vote.

2.3.5 Any employee or representative of the FSU must not wear any paraphernalia supporting or opposing candidates while they are working or representing the FSU. Non-student employees must refrain from endorsing or supporting any candidate during the election period.

2.3.6 FSU Directors must avoid endorsing or supporting a candidate as a representative of the FSU.

2.3.7 The CRO reserves the right to include Fair Market Value of any materials or advertisements that endorse or support a candidate. Where a candidate purchases goods or services at a discounted price or receives them as a donation – the Fair Market Value of the purchase will be included in determining a candidates' expenses;

2.3.8 Candidates cannot use their current FSU position on any campaign materials. Candidates may ask students to re-elect them but cannot reference their current position with the FSU (e.g. FSU Director) on campaign materials.

2.3.9 Any questions or complaints throughout the election must be directed via email to the CRO.

## **2.4 CAMPAIGN POSTERS**

2.4.1 All campaign posters must be displayed on brick or cinderblock walls with masking tape only apart from the Downtown Campus where posters may be hung on tiled walls only. Posters must not be hung in restricted areas, as outlined in Section 2.3.

- A. Only one (1) candidate's poster may be posted per pillar.
- B. Candidates can place a maximum of three (3) posters in a row and must leave at least six (6) inches between each poster.

2.4.2 Candidates can drop off eight (8) posters to the FSU Office (SC1000) to be put up in the Residences.

2.4.2 Posters cannot be larger than 11x17 inches and must be placed at least six (6) inches from another candidates poster (beside, above or below).

2.4.3 Posters must be in good taste and not be obscene or offensive. If concerned about the content, you may have the poster reviewed by the CRO or designate.

2.4.4 Candidates must not use any sign, slogan, logo, emblem, or other item associated with the FSU or Fanshawe College.

2.4.5 FSU Presidential candidates are limited to 250 posters and 250 flyers;

2.4.6 FSU Directorial candidates are limited to 200 posters and 250 flyers;

2.4.7 Posters and flyers must be printed through the Fanshawe College Print Shop.

2.4.8 All printing from the Print Shop will be internally charged back to the FSU. Candidates must keep original receipts and include them with the Election Reimbursement Form as printing costs will count towards the total budget for the campaign;

2.4.9 All candidates or a designated representative must arrive one (1) hour before the official announcement of the FSU Election results in Forwell Hall. Candidates or their representatives will be sent out as teams to remove posters from the walls at the London (Oxford) campus of Fanshawe College. Candidates will be responsible for removing their posters from the other Fanshawe campuses within 24 hours. Candidates who do not attend will be subject to sanctions, as outlined in Section 3.1 and 3.2.5.

#### **2.4.11 CAMPAIGN POSTER INFRACTION NOTIFICATION (PIN)**

- A. If any candidate observes a campaign poster infraction by another candidate, they may report it to the CRO using the Poster Infraction Notification (PIN).

- B. Candidates must have the exact location of the poster infraction, a single photograph of this infraction, and reference the violation as it pertains to the FSU Elections Policy.
- C. Candidates will send all information by email to the CRO and to the candidate that was responsible for the infraction.
- D. After the offending candidate has received a Poster Infraction Notification, they will have twenty-four (24) hours to correct this infraction or they may have sanctions assessed to them by the CRO.
- E. The exception to this rule, if the posters are placed within at least six (6) inches from each other, it cannot be established whose poster was put up first unless there is a photograph of a candidate or campaign team member placing the poster within the six (6) inches.

## **2.5 PROMOTION OF FSU ELECTIONS**

- 2.5.1 Each candidate is encouraged to write a brief biography or election comment to be used on the FSU website, FSU Social Media, and the online voting page;
- 2.5.2 A member of the FSU Student Engagement Team will be present at the All Candidates Meeting to take headshots and video of each candidate which will be used to promote, inform and increase engagement for the FSU Election.
- 2.5.2 Candidates can submit their own professional photo to be used alongside the biography;
- 2.5.3 If a candidate's professional photo is not submitted, the biography will be published without a photo;
- 2.5.4 All information will be printed exactly as it is received. All candidates are required to limit their submission to 250 words;
- 2.5.5 All required information, including name, position sought, biography and professional photo must be submitted electronically.

## **2.6 ELECTION RECEIPTS**

- 2.6.1 Candidates must submit original receipts to the Election Reimbursement Form
- 2.6.2 Completed Election Reimbursement Forms and receipts must be submitted to the FSU Office (SC-1000) prior to the deadline outlined in the 2026 FSU President/Director Election Schedule.

## **2.7 SOCIAL MEDIA**

- 2.7.1 Candidates may use any social media to announce and inform Fanshawe students about their candidacy, two (2) hours after the All Candidates Meeting. Candidates can use this time to recruit students for their campaign, however, social media campaigning is restricted until the official start of campaigning period.
- 2.7.2 Candidates are restricted from purchasing ads from any social media platform before the campaign period. Candidates must inform the FSU of all their social media accounts; these will be reviewed throughout the campaign to ensure compliance to the FSU Election Policy.
- 2.7.3 Candidates must inform the CRO via email, within one (1) hour of all purchases made to a personal social media account (e.g. boosting posts, etc.).
- 2.7.4 Candidates may not use fanshaweonline.ca as a campaigning tool (e.g. mass emailing to classmates or programs are not allowed).

## **2.7 CAMPAIGN TABLES**

- 2.7.2 Campaign Tables may be available in the FSU spaces (Student Centre/Forwell Hall). Tables cannot be moved from the spot that they were originally set up in the space.
- 2.7.3 Tables within College spaces, including the elevator area within the Residences, may be available but must be booked 48 hours in advance.

## **2.8 CAMPAIGN MANAGER**

- 2.8.1 FSU Presidential and Director candidates are able to charge back up to fifty dollars (\$50) for their campaign manager. Each Candidate can charge back one (1) campaign manager.
- 2.8.2 All campaign managers MUST be a registered students at Fanshawe College.
- 2.8.3 All campaign managers MUST send the CRO an email after the election announcement confirming their role as the candidate's campaign manager. This email must include the amount of funds received from the candidate and a complete list of their activities during the campaign.

## **2.9 TRAVEL ALLOWANCE**

- 2.9.1 Candidates may charge back mileage, based on the current km rate, or transportation fare (e.g. UBER) to visit various Fanshawe College campuses.

2.9.2 Candidates may only charge back the return cost/fare from either their home to a Fanshawe Campus or from one (1) Fanshawe Campus to another Fanshawe Campus. A candidate may charge back parking costs.

2.9.3 Candidates are restricted in their travel and parking allowance. The maximum allowance will be capped at 30% of their allotted campaign budget (\$180 for FSU President candidates, \$105 for FSU Directorial candidates).

2.9.4 The CRO will not consider it a slate infringement if two or more candidates chose to use the same transportation and split the costs when visiting out of town campuses.

### **3.1 SANCTIONS**

3.1.1 Where a violation has been determined, the CRO may:

- a. Assign demerit point penalties and resulting fines against a candidate;
- b. Assign multiple penalties where the violation encompasses more than one offence;
- c. Disqualify a candidate from the election automatically or by accumulation of demerit points;
- d. Reduce or eliminate a candidate's reimbursement;
- e. Declare an election void.

### **3.2 DEMERIT POINTS**

#### **3.2.1 REQUIRED MEETINGS**

Failure to attend or send representative to a required meeting	30 points
Being 10 or more minutes late to a required meeting	10 points
Failure to attend/send a representative to the Announcement of Election Results	6 points

#### **3.2.2 CAMPAIGN MATERIALS**

Displaying in an unauthorized area (e.g., not 6 inches apart, not on a brick wall, etc.)	1 point*
Improper Use of Fanshawe/FSU Logo	3 points**
Pre/Post Campaign Materials	6 points **

*\*Up to a maximum often points per location*

*\*\*Up to a maximum of ten points*

*\*\*The first poster will receive six points and each additional poster shall receive one point*

### **3.2.3 CAMPAIGNING**

Failure to submit campaign receipts or exceeding campaign budget	4 points
Same violation in multiple areas	4 points
Improper distribution of campaign materials	8 points
Campaigning in an unauthorized area	10 points
Pre campaigning	10 points
Influencing or incentivizing voters during voting period	25 points

### **3.2.4 FAIR PLAY**

Unsanctioned use of FSU resources	15 points
<i>(Candidates may not use any service or tangible benefits conferred to them as a result of their holding any position with the FSU)</i>	
Gross misrepresentation of facts	5 points
Failure to comply with the spirit and purpose of the election	15 points

### **3.2.5 MONETARY FINES**

In addition to demerit points, candidates will be levied a monetary fine on a per point basis as follows:

FSU President	\$5.00 per point
FSU Director	\$4.00 per point

### **3.2.6 MAXIMUM PENALTY**

A candidate accruing greater than 100% of the allowable demerit point limit as follows will be disqualified:

FSU President	30 points
FSU Director	25 points

### **3.2.7 DISQUALIFICATION**

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.

### **3.3 REFERENCES**

- 3.3.1 Fanshawe College Policy P-208 – Respectful College and Community and Prevention of Harassment and Discrimination.