

**Trent Central Student Association
Fifth Meeting of the 2023-2024 Board of Directors
Agenda - Sunday, December 3rd, 2023, at 1:00 pm- Online**

1. Call to Order

START TIME: 1:03 PM

This meeting took place online

2. Roll Call

Chair: Rob Monico (he/him)

Present

TCSA President Aimee Anctil (she/her)
VP Campaigns/Equity Alexx Bodden (she/her)
VP University & College Affairs Rovel Rehman (she/her)
Enviro/ Sustainability Commissioner Alyssa Scanga (she/they)
On-Campus Commissioner Moez Khawar (he/him)
Mature Students Commissioner Chase Kilbourne (he/him)
Off-Campus Commissioner Dustin Hannah (he/him)
GC President Emily Johnston (they/she)
OC President Ashley West (they/them)
OC Commissioner Jonathan Naylor (he/him)
LEC Prime Minister Noah Edwards (he/him)
LEC Commissioner Sarah Ovens (they/she)
Traill Commissioner Taylor Labelle (she/her)

Absent

VP Health/Wellness Bri Policicchio (she/her)
Queer Students Commissioner Elias Malcolm (he/him)
Racialized Students Commissioner Furo Ibisiki (she/her)
Part-time Students Commissioner Khidhr Alam (he/him)
GC Commissioner Meet Rajgor (he/him)
Indigenous Students Commissioner Katie Lariviere (she/they)
International Students Commissioner Apoorva Kulkarni (she/her)
Traill President Aidan Cooke (he/him)

Association Staff

General Manager Tracy Milne (she/her)
Resource Manager Wendy Walker (she/her)

Members of the Public

David King (he/him) - Arthur Newspaper

3. Land and Labour Acknowledgement

Chair Monico reads, *“The Trent Central Student Association wishes to acknowledge that we are meeting today on the traditional territories of the Mississaugueeg Anishnaabeg people of Treaty 20 and the Williams Treaty, who have been taking care of this land since creation. As visitors to these lands, we would like to acknowledge the displacement and sacrifices of all Indigenous peoples who lived, learned and gathered here, much like we are today. Peterborough, or Nogojiwanong, as it was originally called, has become home to many, and we would like to recognize the contributions made by other First Nations, Metis and Inuit peoples to this community. We give further thanks to the people of Curve Lake First Nation and Hiawatha First Nations for welcoming us onto this beautiful land. While settler-colonialism is still very evident within the structure of our society and institutions, the TCSA is committed to furthering the work of a de-colonial student union and campus, in partnership with Indigenous university staff, students, and community groups.*

The Trent Central Student Association acknowledges that much of what we know of our society today, including its culture, economic growth, and development, has been made possible by the unpaid labour of Black, Indigenous, and Racialized peoples. While racism is prominent within the structure of our society and institutions, the TCSA is committed to furthering the work of an anti-racist student union and campus in partnership with Black, Indigenous, and Racialized university staff, students, and community groups.”

4. Chairs Remarks

Chair Monico reminds the board that as the winter season begins, stating that taking care of one's health and wellness is very important. He also emphasizes that the association is here to direct students to resources to help them and to use their benefits plan to care for themselves

5. Approval of the Agenda

MOTION: Be it resolved that the agenda for the December 3rd, 2023, Board of Directors Meeting be approved.

Moved: Vice President Bodden moves, Commissioner Kilbourne seconds
Motion carries unanimously.

6. Approval of Minutes

MOTION: Be it resolved that the minutes from the November 12th, 2023, Board of Directors Meeting be approved with the necessary corrections.

Moved: Prime Minister Edwards moves, President West seconds
Motion carries unanimously

7. Executive Reports

President Anctil spoke on the events and advocacy work that they had participated in, including the proposal for a legal clinic in collaboration with Dr. David Penner, the Right On workshop focussing on different areas of students' rights. Their Let's Get Political campaign focuses on the basics of Canadian politics and how to advocate on a local, provincial, and federal level. They also provided an update on the position of the association with regard to ATU 1320's bargaining

through the Transit Solidarity Letter. They spoke about the SWORD personal safety training program students attended to learn about personal safety and general first aid. They have been working on Student Housing advocacy and have spoken to Jen Coulter regarding HR meetings with staff, which have yielded multiple updates. They have discussed the One Stop Shop with the Services Manager, and they have met with Lawrence Lam from Student Affairs regarding concerns and areas where more support is needed. They held an exam care pack event in collaboration with Vice President Rehman, which was catered by Tragically Dipped and included a presentation on Library resources and supports.

The committees that President Ancil attended included the Review Committee, the Off-Campus Housing Advisory Committee and the Student Leaders meeting. In the Policy and Governance Committee, policies on police and militarization were discussed. They worked on the Anti-Racism Conference and details going into organizing that event and attended the CASSC Convocation Sub-committee.

Prime Minister Edwards asked about the student staff union timeline. President Ancil responds, stating that they have been liaising with CUPE and that discussions are going well, but they have not heard back from the staff they have been working with despite reaching out. Prime Minister Edwards proceeded to ask about getting a detailed update about the One Stop Shop. President Ancil responded that they would connect with the Services Manager for a report and bring it back to the Board. Prime Minister Edwards then spoke about the potential for communicating with Trent administration about moving the Open House to a weekend instead of Fridays.

David King asked about the Right On workshop, and whether other community groups would be involved, specifically groups focussed on renters' rights and protesters' rights. President Ancil stated that they have contacted the Peterborough Community Legal Center but have not received a response. King went on to suggest groups to reach out to with regard to this issue.

Commissioner Naylor asked for an update about the meetings with Student Affairs. President Ancil expressed that they are going well and that they are requesting funding for the Anti-Racism Conference, as well as additional support from the university. President Ancil went on to briefly speak about the Punch-A-Lunch Program that provides a \$5 discount on meals in the dining halls, which is available in the main dining halls on campus. Commissioner Kilbourne asked for clarification on the Policing and Militarization policy, and President Ancil explained that this was a policy that the Association currently has, but it is currently under review at Policy & Governance. The committee is hoping to update the policy to better reflect the Association's stance on related issues, including military occupation and genocide. President Ancil expressed that this will be discussed more in January. Resource Manager Walker included that all board members are welcome to attend Policy and Governance meetings, or reach out to them with questions or comments.

Vice President Bodden began by speaking about their committees. They attended the Committee for Undergraduate Petitions, their weekly committee meetings, the Housing Advisory Committee, the Policy and Governance Committee, and the 42nd Annual National General Meeting for the Canadian Federation of Students. Vice President Bodden emphasized the Annual National General Meeting, where two emergency motions were served and a walkout.

They spoke about one of the motions, where a decolonization audit of CFS National was proposed by the Black Caucus and the Circle. This also included the implementation of two chairs to the CFS National executive board from the Black Caucus and from the Circle. The walkout was due to racism within CFS National.

Vice President Bodden went on to speak about the events they planned, mainly, What's Up with Food Insecurity and the Friendship Bracelet and Hot Cocoa Bar, which happened during Exam Care Week.

Commissioner Naylor asked when the next Housing Advisory meeting would be, and Vice President Bodden informed them that they will pass the information along shortly. David King asked about who was responsible for the Exam Care Packages. Vice President Bodden responded that neither them nor Vice President Policicchio are responsible for the Exam Care Packs and elaborated that they fall within the portfolio of the Community Coordinator. Commissioner Kilbourne asked about why the walkout happened during the CFS meeting. Vice President Bodden responded, saying that the staff of CFS national and CFS executives structured the meeting in a way that people were not allotted enough time to speak and had to be called on. This led to people of colour not being granted the floor to speak despite them raising their hands. They then served the emergency motion and walked out to prevent any further debate against the motion once it had passed.

Vice President Rehman began by speaking about their committees. They attended the Senate Teaching Award Subcommittee, where teaching awards were being. They also attended the Student Leaders Meeting with Lawrence Lam and Melanie Buddle, where student leaders were encouraged to share information about their projects and asked whether student leaders needed more training. Vice President Rehman also included a college update stating that Melanie Buddle was the current acting principal of Champlain College during the search for more permanent staff to fill the position. During the CASSC meeting, Vice President Rehman participated in budget training, and there was a discussion on the challenges that the committee is currently facing, including the rise in the cost of living. They attended the Orientation Subcommittee and weekly internal committee meetings. The events they attended include the Kintsugi & Donuts event, the Transit Townhall, and are currently working on Frost Week for the winter semester.

David King requested that Vice President Rehman speak about the issues being faced by the clubs. Vice President Rehman responded, saying that the clubs were not following their own constitution and a decision had to be made on what consequences would be implemented. Prime Minister Edwards asked why the report was not sent to directs prior to the meeting. Vice President Rehman responded saying that they had sent it to the directors in the morning as they were still editing their report. Prime Minister Edwards followed up asking what plans they have regarding advocacy for students who might have COVID-19 during the exam period. Vice President Rehman responded, stating that it has not been on their radar, but that they will look into it shortly

Chair Monico explained that in Vice President Policicchio's absence, other members of the Executive team are welcome to answer questions that they are qualified to answer, but otherwise all questions are to be emailed to the Vice President. Resource Manager Walker read

Vice President Policicchio's report in their absence. They began by detailing the committees that Vice President Policicchio had been involved in. Food Services Advisory Committee Operations and Marketing Working Group where they discussed the Bata Bean and a student project that proposed a 'half-portions' menu for \$6.49. 174 portions were purchased in the first three weeks. They also discussed the punch card system being implemented as a joint program between Food Services and the TCSA. They also attended the Canadian Federation of Students National Conference and other weekly committees.

The event that Vice President Policicchio organized was called "What's Soup with Food Insecurity", and it was run in collaboration with Vice President Bodden.

Commissioner Scanga asked about what system the Bata Bean uses, and Vice President Bodden responded by stating that it uses AI. Commissioner Naylor stated that the half-portion menu is a good idea, as the portions are big for some students. Commissioner Labelle asked whether Graduate students can use the punch cards as well. Resource Manager Walker responded yes because College Offices will give them to anyone. Prime Minister Edwards asked what Vice President Policicchio is planning on doing for both personal health and academics concerning the record-high numbers of COVID-19.

MOTION: Be it resolved that the Board of Directors accept the Executive Reports.

Moved: Prime Minister Edwards moves, Vice President Rehman seconds
Motion carries unanimously

8. Operating Resolutions - Elections

Resource Manager Walker presented the Board notice for the operating resolution change as prepared by the Policy and Governance Committee. They are presenting the changes to the board to be reviewed before presenting the motion in January. The main change implemented was a change in terminology from "Chief Electoral Officer" to "Lead Electoral Officer". Resource Manager Walker also included that either a member of the Board or a TCSA staff member can be appointed as the Deputy Electoral Officer. The larger changes were to clarify and expand upon rules that had already been in place, especially concerning social media. Resource Manager included a guideline on what is considered promoting, and how many accounts candidates are allowed to have per social media platform. Resource Manager Walker also informed the board of the decision to do away with mass messaging as students and other candidates have expressed their discomfort in the past. They also included that candidates are not allowed to use paid promotional advertisements.

Resource Manager also included that the Elections Committee can suspend or terminate the use of social media should there be a failure to uphold community standards, and that campaigning must take place in public, not in private forums or group chats. They also added that new technologies will be navigated carefully, and according to the guidelines outlined in this policy.

Resource Manager Walker stated that materials must be original, accessible and created for the purpose of this election, and that no part of the campaigning shall be an attempt to undermine

the Lead Electoral Officer. Campaigning materials are not to interfere with the operations, and policies of the campus. Sponsorships are not allowed, and all expenses need to be tracked and reported to the Lead Electoral Officer. Resource Manager Walker outlined the restricted spaces where campaigning is not allowed, as well as other practices that are not allowed.

Commissioner Naylor asked about the consequences should AI or ChatGPT be discovered in an election campaign. Resource Manager Walker stated that that would fall to the discretion of the Elections Committee.

Resource Manager Walker stated that the Discipline section is where there have been the most changes. Currently, it is an infraction system, where after 3 infractions, the elections committee can remove the candidate from the ballot. This system is being adapted to be similar to that of U of T's, where, depending on the infraction, the candidate is given a set number of demerit points. After a certain number of demerit points, the candidate can be removed from the ballot. If an infraction takes place, it is brought to members of the elections committee. An investigation is carried out to determine whether an infraction has occurred. A form is sent to the candidates, at which point, the candidate has 48 hours to appeal the infraction. Once received, the elections committee has 48 hours to meet to decide whether to uphold the original decision or appeal it and provide a response. Resource Manager Walker states that complaints cannot be anonymous, but the complainant's name will not be published.

Resource Manager Walker goes on to outline the infractions and penalties and stresses that financial penalties would be included should there be damage to property, but every other penalty would only involve demerit points. Demerit points are assigned in increments of five. They also stressed that disqualifications are made by the Elections Committee, and not just the Lead Electoral Officer. In the elections handbook, there are restrictions to the sizes and quantities of physical campaign materials.

David King asked what qualifies as an endorsement from a club or a group. Resource Manager Walker clarifies that an endorsement is a club or group openly favouring specific candidates over others. Resource Manager Walker specifies that with regards to The Arthur, it is acceptable to do interviews to talk about their campaigns, but it is not acceptable to state that this candidate should be voted for. King went on to ask about whether there are any ways to avoid or mitigate the infractions. Resource Manager Walker states that all the candidates are made aware of the rules in extensive detail during the All Candidates meeting, and they are always encouraged to talk to Walker prior to doing anything.

9. Any Other Business

President Johnston asked about how discussions on the BDS policy are progressing. President Anctil stated that it is being included in the Policing and Militarization discussions, with more work to be done in the future concerning it.

Commissioner Hannah stated that there has been a commissioner who has not attended any meetings thus far. They would like to know what the policy is for removing or replacing a commissioner. Resource Manager Walker stated that they would be reaching out to said

commissioner, and if there is no resolution, Walker may move forward with impeachment in January. Chair Monico requested that Commissioner Hannah be sent the policy for review.

Prime Minister Edwards would like to know who has resigned from the Board since April. Resource Manager Walker stated that they only received three resignations since that time. Prime Minister Edwards adds that the Policy and Governance Committee is looking for a way to expedite the process of removing inactive commissioners from the board.

10. Adjournment

MOTION: Be it resolved that the December 3rd, 2023, Board of Directors Meeting be adjourned.
Moved: Prime Minister Edwards moves, President Johnston seconds
Motion carries unanimously

END TIME: 2:19 PM

Respectfully submitted,

Lisa Ramsamy (she/her)
Boards Secretary

Tuesday November 28th 2023

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the President's Executive Report for the period of November 13th, 2023 to December 3rd, 2023.

Events/Advocacy

Legal Clinic Proposal

- On Nov. 13th, met with Dr. Devin Penner regarding the legal clinic, will be meeting later with Peterborough Community Legal Centre. Looking into possibility of Co-Op program.
- Contacted/met with representatives from different universities about their legal clinics.

Right On Workshop

- Developing workshop for students on learning their rights according to the Student Charter and Canadian Charter. Centering renter's, international students', and protestors' rights.

Let's Get Political

- Developing presentation on the Canadian Politics basics on how to approach student advocacy within local, provincial, and federal levels.

Transit Solidarity Letter

- On Nov. 14th, developed letter to the membership to provide updates about ATU 1320's bargaining.

SWORD Personal Safety Training

- Hosted on Nov. 15th, attendance of over 60 students. Catered by Trent International with the Seasoned Spoon. Provided students with personal safety and first aid materials.

Student Housing Advocacy

- On Nov. 20th, met Jen C. about HR meetings with staff, and new developments for wages, and support.

One Stop Chop Discussion

- Met with Services Manager and Association Resource Manager regarding One Stop Chop on Nov. 20th.

Student Affairs

- Met Lawrence L. regarding student concerns, and areas in need of improvement and support on Nov. 22nd.

Exam Care Packs - Kintsugi & Donuts

- Hosted on Nov. 27th with 65 attendees. Catered by Tragically Dipped. Library representative presented on resources and supports.

Committees

Review Committee

- Met on Nov. 15th for preliminary meeting about the Dean of Humanities and Social Sciences.

Off-Campus Housing Advisory Committee Meeting

- On Nov. 16th, discussed Off-Campus Housing department programming and student issues.

Student Leaders Meeting

- On Nov. 20th, met with student leaders for preliminary meeting, discussed updates within groups.

Policy and Governance

- On Nov. 16th, Nov. 23rd, and Nov 30th reviewed elections policies and policing & militarization policy.

Anti-Racism Conference

- On Nov. 28th discussed on-going tasks and updates from group.

CASSC Convocation Sub Committee Meeting

- Preliminary meeting regarding convocation on Nov. 30th.

Respectfully submitted,
Aimee Anctil (she/her)



President
Trent Central Student Association

Sunday, December 3rd 2023

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below is the Vice-President Campaigns & Equity (VPCE) Report from November 12th, 2023, to December 3rd, 2023.

Committees

Committee for Undergraduate Petitions (CUP)

- We discussed multiple confidential petition cases.

Finance Committee

- We went through applications for funding lines.

Office Updates

- I spoke about myself alongside VPHW attending the 42nd CFS Annual National General Meeting.
- I spoke about the planning for the Challenging Islamophobia Panel.
- I discussed a potential repair fair alongside the environmental and sustainability commissioner, Alyssa.

Events Committee

- I spoke to the destresser about plans for exam care week, which was settled on friendship bracelet making with a hot cocoa bar.

Housing Advisory Committee

- Introductory Meeting about the contents of what the committee is about.

Policy and Governance

- Went through election by-laws and policy and edited/made changes.

42nd Annual National General Meeting (Canadian Federation of Students)

- I represented the Trent Central Student Association (Vice President of Campaigns and Equity) and Bri Policicchio, Vice President of Health and Wellness, from the 24th to the 27th of November, 2023. We met with student unions from all over Canada to discuss the direction of the Federation on a National level.

Events/Advocacy

What's Soup with Food Insecurity

- Alongside VPHW, an event was run with the season spoon to discuss cooking on a budget. This event also launched the TCSA's grocery guide on ensuring students have the tools to shop effectively.

Friendship Bracelet and Hot Cocoa Bar - Exam Care Week

- As a de-stressor, headed by the Community coordinator, I, alongside other members of the Association, have put together an exam care week. I was responsible for the week's Wednesday and chose to have a friendship bracelet event with a hot cocoa bar catered by Chartwells.

Respectfully submitted,
Alexx Boddden (she/her)



Vice-President Campaigns & Equity
Trent Central Student Association

December 3rd, 2023

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President of University and College Affairs (VPUC) Report from November 13th to December 3rd, 2023.

Committees:

- **STAS - Senate Teaching Award Subcommittee**

- Teaching awards that will be presented this year: Symons Award for Excellence in Teaching, Award for Educational Leadership and Innovation (ELI), Award for Excellence in Teaching Assistance, Award for Excellence in Teaching, Online Award for Teaching Excellence, Decimal Awards for Teaching Excellence + Outstanding Graduate Mentorship
- Planning to push ELI award more as it doesn't get enough nominations as the Symons one.
- Discussed the back-end processes of the committee

- **Student Leaders Meeting**

- Meeting with Lawrence Lam (AVP) and Melanie Buddle (Principal Gzowski College)
- Student leaders were requested to share any information on any projects they've been working on
- Student leaders were asked what training they require
- College Updates given by Lawrence Lam; Melanie is acting-president of Champlain College for the time being, as they are searching for a permanent staff to take over.

- **CASSC**

- Budget Training
- Challenges for the committee: funding increases will likely be limited or nonexistent with respect to tuition and government transfers, but expenses continue to rise. Trent has been able to solve this with enrollment increases, but that has its own problems
- The cost of living index has been 1-2% for the last number of years. It jumped to 6.9% last year for the purposes of budgeting.

- **Clubs Committee**
 - Approved/disapproved new clubs
 - Discussion on how to regulate problems occurring with current clubs
- **Orientation Subcommittee**
 - Brief meeting hosted by Ryan Palaro where he went over the budget, events and ideas for this Fall's orientation week
- **Office Updates:**
 - Went over what I have been working on including the events I'm planning and committees I'm sitting on
- **Events Committee:**
 - Plans for townhall - Transit Townhall
 - Updates on Kintsugi & Donuts (Exam Care Week)
 - Frost Week Planning

Events:

- **Kinstugi & Donuts (Exam Care Week)**
 - Hosted in the Event Space as the first event for Exam Care Week; successful event with a good turnout; Bata Library and Rogers as our sponsors.
- **Transit Townhall**
 - Townhall was hosted to inform students about the Transit Strike that was supposed to occur; Aimee answered questions from students and members of the Arthur.

Other:

- Focusing on planning Frost Week for Winter Semester; meetings with other staff on campus to collaborate

Respectfully Submitted,

Rovel Rehman (She/Her)
Vice President University & College Affairs

Sunday November 12, 2023

To the attention of the Trent Central Student Association (TCSA) Board of Directors and membership: below encompasses the Vice-President Student Health and Wellness (VPSHW) Report for the period of November 12, 2023 to December 3, 2023.

Committees

Food Services Advisory Committee Operations and Marketing Working group

- Bata Bean update: The internet connection for the Frictionless Market has been off-line for several days. Chartwells hopes to have it reconnected soon. Extended hours during the exam period.
- A student project was doing an investigation into half portion/lower cost meals. We will offer this through the “small bites” value menu, which provides a meal for \$6.49 at Champlain. Over the first three weeks of the rotating menu, 174 portions were purchased. This will complement the food security program.
- Joint program between TCSA and Food Services, starts Monday Dec 4. Students receive a punch card with five \$5 discounts off a meal that contains a soup, sandwich or entree. Excludes Starbucks, Ceilie, Subway, Tims, Durham. Can be combined with other discounts or programs

Canadian Federation of Students National Conference

- Attended the Canadian Federation of Students Annual National meeting where I learned valuable skills, sat in on meetings and groups which tackled different issues, integrated and mingled with other unions to see what they were offering to students and how we can better serve the membership
- made decisions on different policy and procedures to ensure that CFS is heading in a positive direction

Finance Committee

- We read through applications of funding lines and approved those that met the criteria

Office Updates

- We mainly discussed where we needed support that week such as the committees that I sat on, brainstormed some ideas, and supported others where needed.

Events Committee

- We discussed different events that we were running to assess if we needed any assistance or if there were additional pieces that needed to be supported, I mainly discussed the massage day.

Events/ Advocacy

What's Soup with Food insecurity

- Led an event alongside the VPCE and the seasoned spoon which was a cooking workshop where students learned about cooking on a budget and helpful tips that came alongside that.
- Our grocery guide was launched here and was well received with the workshop with super positive student feedback requesting another event.

Training

no training to report.

Respectfully submitted,
Bri Policicchio (she/her)



Vice-President Student Health & Wellness
Trent Central Student Association

Elections Committee

Mandate:

The Elections Committee shall be responsible for the execution of any election, by-election, or referenda held by the Association for the Association or on behalf of its members. These elections shall be conducted according to the procedures outlined in this and other resolutions and in the by-laws of the Association. Any situation or occurrence that cannot specifically be applied to the resolutions or the by-laws of the Association shall be at the discretion of the Elections Committee.

The Elections Committee shall also be responsible, at the close of each election or referendum, to review elections procedure and make recommendations to the Association's Board of Directors for the future.

Membership:

The membership of the Elections Committee shall be the following:

- i. One member, external to the voting Board of Directors, selected as the Lead Chief Electoral Officer, to act as Chairperson.
- ii. One member, either internal to the Board of Directors or a member of TCSA staff, selected as the Deputy Electoral Officer, to act as Deputy Chairperson.
- iii. Three members, internal to the Board of Directors, selected to be At Large Members of the Elections Committee.
- iv. The Association's BIPOC Student Organizer, to advise on issues of inclusion and diversity within the Association's electoral processes.

Duties and Responsibilities of Members:

1) Lead Chief Electoral Officer

The Lead Chief Electoral Officer shall be ultimately responsible for the execution and coordination of all Association elections, by-elections and referenda:

- i. The Lead Chief Electoral Officer shall act as the Chair of the Elections Committee.
- ii. The Lead Chief Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws regarding elections.
- iii. The Lead Chief Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees, with the aid of the Deputy Electoral Officer. This shall be done in consultation with the Elections Committee when the punishment being considered is disqualification. Minutes of said decision(s) shall be documented and available upon request.
- iv. The Lead Chief Electoral Officer shall be responsible to, and report directly to the Board of Directors. The Lead Chief Electoral Officer shall make a formal written report to the Board at each meeting while elections/referenda are in progress. At the conclusion of each election/referendum the Lead Chief Electoral Officer shall make a formal written

report to the Board of Directors that shall contain a detailed summary of the election and/or referendum process followed, and shall include:

- The names and positions of all candidates or referenda that appear on the ballot.
- The total voter turnout (including a breakdown of votes cast on each day of the voting period).
- A breakdown of the total number of votes for each position or referenda.
- A summary of all Electoral events, promotions and an overall evaluation of the election.
- including the Committee's recommendations for the future.

2) Deputy Electoral Officer

- i. The Deputy Electoral Officer shall act as the Deputy Chair of the Elections Committee.
- ii. The Deputy Electoral Officer shall aid the Lead ~~Chief~~ Electoral Officer in their duties and, in their absence, shall fulfil said duties and shall be vested with the same authority as the Lead ~~Chief~~ Electoral Officer during this time.
- iii. The Deputy Electoral Officer shall be familiar with and act in accordance with Association policy and by-laws regarding elections.
- iv. The Deputy Electoral Officer shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees. All disciplinary action against parties must be done in consultation with the Lead ~~Chief~~ Electoral Officer.

3) At Large Members

- i. At Large Members shall aid the Lead ~~Chief~~ Electoral Officer and Deputy Electoral Officer in any and all aspects of the execution and coordination of all elections and referenda of the Association.
- ii. At Large Members shall be familiar with and act in accordance with Association policy and by-laws regarding elections.
- iii. At Large Members shall be responsible for enforcing compliance with Association procedures and policies by all nominees, candidates, or referenda committees. All disciplinary action against parties must be done in consultation with the Lead ~~Chief~~ Electoral Officer and the Deputy Electoral Officer.

4) BIPOC Student Organizer

- i. Encourage the involvement of Racialized student groups, student-led regional groups and student **constituencies** ~~constituency organizations~~ within the Association's elections to increase the diversity of representation elected to student leadership positions.
- ii. Help to promote understanding of the electoral process, including regular communication of significant dates and deadlines and understanding of major student issues as necessary.

- iii. Assist the elections committee in planning and delivering culturally conscious candidate outreach initiatives.

Meetings:

The Elections Committee shall meet for the first time within one week from the date it is struck. The first order of business of the Elections Committee shall be to review all resolutions and by-laws of the Association relating to elections and referenda and ensure that all members of the Elections Committee have a full understanding of the Association's procedures and practices. The Elections Committee shall then meet at least once per week during the elections period and at least once after the close of the elections/referendum period.

Term:

The Elections Committee shall not be a standing committee of the Trent Central Student Association and, as such, shall be struck on an ad-hoc basis for each election/referendum initiated by the Board of Directors. The term of the Lead **Chief** Electoral Officer and the Deputy Electoral Officer shall commence upon their selection in September and will cease with the conclusion of the Trent Central Student Association Spring Elections and the subsequent elections report to the Board of Directors.

Elections Procedures

The Association and all registered candidates and committees shall adhere to the following procedures for elections and student referendum facilitated by the Association.

All-Candidates Meeting

The All-Candidates Meeting shall take place shortly after the close of the registration period. All candidates, or an authorized representative for each candidate (the candidate must confirm a delegate to act in this capacity) will attend the All-Candidates Meeting in its entirety or arrange to meet with the Lead **Chief** Electoral Officer within seventy-two (72) hours of the close of the registration period.

Furthermore:

- i. It is the candidate's responsibility to obtain all information provided at the meeting through the authorized representative or from the Lead **Chief** Electoral Officer. It is the responsibility of each candidate to understand all information provided at the All-Candidates Meeting.
- ii. Any candidate who fails to attend or send an authorized representative to the All-Candidates Meeting, or fails to meet with the Lead **Chief** Electoral Officer, may be disqualified from the election.
- iii. The topics at the All-Candidates Meeting shall include, but are not limited to:
 - a. The elections process established in the Association's By-laws, Operating Resolutions and Best Practices Manual.
 - b. The Elections schedule.

- c. The duties and functions of the Elections Committee.
- iv. Each candidate, or authorized representatives must agree to a code of conduct, before campaigning that indicates they understand the rules and regulations governing the Association's elections.

Referenda Meeting

A Referenda Meeting will be scheduled at the close of the registration period. All members of a referendum committee must attend the Referenda Meeting or arrange to meet with the Lead ~~Chief~~ Electoral Officer within seventy-two (72) hours of the meeting. A specific meeting for referendum groups may be combined with the All-Candidates Meeting at the discretion of the Lead ~~Chief~~ Electoral Officer.

- i. The topics of the Referenda Meeting shall include, but are not limited to:
 - a. The elections process with regards to the Association By-laws, Operating Resolutions and Best Practices Manual.
 - b. The elections schedule.
 - c. The duties and functions of the Elections Committee.
- ii. Each committee member campaigning on behalf of the referenda question will agree to a code of conduct and indicate they understand the rules and regulations governing the elections.

Candidates, Campaign Team Members, and Referendum Committees

All candidates, campaign team members, and members of referendum committees shall sign a code of conduct after understanding the following regulations:

- i. All campaign staff members and all members of a referendum 'yes' or 'no' committee must be identified to ~~the with~~ the Elections Committee and abide by any agreements made on behalf of a specific campaign group.
- ii. There may be no more than four (4) 'yes' or 'no' committees for any single referendum question. For election candidates, there may be a single 'no' committee. However, this may only occur if the candidate is running uncontested.
- iii. All candidates and committees are permitted one scrutineer to be present during ballot counting. The name, ~~telephone number~~ and email address of the scrutineer must be given to the Lead ~~Chief~~ Electoral Officer by noon on the last day of the voting ~~polling~~ period. If the requested information is not provided to the Lead ~~Chief~~ Electoral Officer, the individual may not be permitted to act as a scrutineer.
- ix. All candidates and committees must submit valid contact information, including telephone number and email address, for the duration of the election period.
- x. All candidates and committees are required to submit an outline of their platform to the Elections Committee in advance of the beginning of the campaign period. Late platform submissions may be grounds for an infraction being issued by the Elections Committee.

Campaigning

- i. All publicity materials must be approved by the Lead Electoral Officer or a representative of the Elections Committee and must bear a symbol of the Association prior to being produced.
- ii. All publicity materials must be acceptable under the Trent University policy on Human Rights and the Association's policies surrounding Discrimination, Harassment, and Oppression.
- iii. Email publicity is permitted but is subject to the following conditions:
 - a. Emails must clearly state the date that the campaign period closes with the understanding that forwarding after that date is not permitted.
 - b. Emails must be pre-approved by a representative of the Elections Committee before being sent.
 - c. The Lead ~~Chief~~ Electoral Officer must be 'cc:'d' on any email publicity being sent by a candidate, campaign team member, or referendum committee member.
 - d. Candidates and campaign team members are not permitted to use previously established distribution lists that may be available to them for the purposes of campaigning without the approval of the Elections Committee.
 - e. Referendum committees shall be permitted to use distribution lists of the organizations that they represent for the purpose of contacting members after seeking approval from ~~a representative of~~ the Elections Committee.
- iv. Other forms of Online campaigning, such as social media, are permitted but are subject to the additional following conditions:
 - A. All forms of social media campaigning must be pre-approved by a representative of the Elections Committee prior to being posted online.
 - B. 'Reactions', 'Likes', 'Upvotes', and other equivalent forms of engagement shall not be considered to be promoting or advancing a candidate or referendum.
 - C. 'Shares', 'Reposts', 'Retweets', and other equivalent forms of engagement that may be considered to be promoting or advancing a candidate or referendum, upon a ruling made by the Lead Electoral Officer.
 - D. Candidates must not employ more than one account per social media platform to campaign. Members must report each account and username to the Lead Electoral Officer prior to being used as a campaigning tool.
 - E. Patterns of engagement, such as abnormally large volumes of specific forms of engagement, may be considered to be promoting a candidate or referendum.
 - F. Individual messages shall not be subject to approval by the Lead Electoral Officer; however, text used for mass dissemination to two (2) or more people must be provided to the Lead Electoral Officer in advance for their records.
 - G. Candidates will not interact with other accounts in a way that may be perceived as irritating or annoying by the recipient. This includes repeated direct messages or follow requests and mass message distributions.
 - H. Candidates shall not run paid promotional ads on social media.

- I. Any URL made specifically for a campaign must be taken offline by the date and time that the campaign period closes.
- v. Upon a recommendation by the Lead Electoral Officer, the Elections Committee may vote to suspend or terminate the use of social media by some or all members participating in an election if community standards are not being upheld.
- vi. Campaigning may only be conducted within online spaces that could reasonably be accessed by any TCSA member, and may not be conducted in private or hidden online groups or accounts that cannot be observed by the Lead Electoral Officer.
 - a. This section need not apply to private messages or team management, such as campaign team group chats or other non-public communications.
- vii. New technologies may, from time to time, pose logistical challenges to the administration and execution of elections. In consultation with the Elections Committee, the Lead Electoral Officer shall be empowered to issue rulings which clarify how certain technologies may be used.
- viii. For any and all campaign materials, they must be original, legible, accessible and high-contrast where applicable, and made available in English.
- Ix. All campaign materials must have been created for the purpose of the election they are to be used in, and must not have been created for a separate purpose, such as a different election, campaign, or activity.
- X. Discussion of other candidates must be limited to the public record or easily verifiable information. Defamation or slander of opponents or other candidates may result in disciplinary procedures.
- XI. No part of any campaigning shall undermine or attempt to undermine the authority and the ability of the Lead Electoral Officer and the Elections Committee to perform their duties, including the voting process.
- xii. No part of any campaigning shall disrupt or interfere with the operations or policies of locations and facilities where campaigning is conducted. Any and all spaces where campaigning is conducted shall be treated with respect.
- xiii. All publicity material must be taken down, and campaigning ceased by the end of the ~~designated campaign~~ electoral period. Any publicity material found outside of this time period may be grounds for disciplinary procedures that are beyond the authority of the Elections Committee.

Campaign Spending

- i. A campaign spending limit of \$150 for election candidates and \$150 for each referenda committee shall be set.

- ii. No outside donations, funding, or other unauthorized assistance may be obtained for the purpose of a campaign. All spending and resource management must be directly conducted by the candidate or referendum committee and under the supervision of the Lead Electoral Officer.
 - iii. The campaign expense form, accompanied by all receipts for campaign materials must be submitted to the Lead **Chief** Electoral Officer by the time indicated on that form.
 - ix. Materials that are either donations or owned by the candidate or referenda committee prior to the elections will be assigned a dollar value based on fair market value by the Lead **Chief** Electoral Officer and shall be calculated as campaign expenses but will not be considered in the calculation of a refund for campaign expenditures.
- X. All expenses must be documented and reported by each candidate to the Lead Electoral Officer. Evidence of incomplete reporting, overspending, or solicitation of external funding will be investigated at the direction of the Lead Electoral Officer.

Restricted Areas and Campaign Conduct

- I. No part of any campaigning shall take place within student residences other than open lobbies and foyers; academic spaces, including Bata Library, Lecture Halls, Seminar rooms and Labs; Food Services or Chartwells spaces, including the Ceilie; private spaces which are not open to the general public; events being operated by the TCSA (with the exception of TCSA Election specific events) or campus groups; any additional space in which the Lead Electoral Officer has ruled forbidding its use; or the TCSA office.
- Ii. Any candidate, campaign team member, or referendum committee member who is found directly or indirectly tampering or disfiguring the publicity of another candidate or committee will be subject to disciplinary procedures.
 - iii. All candidates, campaign team members, or referendum committee members shall not provide personal electronic devices to voters to conduct voting or linger in any area that may be perceived as tampering with the fairness of elections.
 - iv. No candidate or campaigner may collect any credentials or private information from members that could be used to vote on behalf of a member, identify the vote of a member, or otherwise compromise the rights and independence of any member.
 - v. There shall be no slates or mutual organization of any kind between candidates seeking elected office.
 - vi. No candidate may solicit votes or political support (endorsements) from campus clubs, campus-affiliated groups, or external organizations, including Trent University levy groups.
 - a. Furthermore no candidate may solicit votes or political support from individuals or organizations in exchange for any form of promised or implied resources, promotion, or other benefit upon election to the TCSA.

Information

The following information shall be communicated to all candidates and referendum committees in writing and attached to their nomination/registration form:

- i. Copies of all elections by-laws, operating resolutions, and policies determined by the Elections Committee.
- ii. In the case of candidates, copies of all policies and by-laws pertaining to the duties of the position for which they are running.
- iii. A Code of Conduct.
- iv. Mention of the applicability of the Trent University and the Association's policies relating to Human Rights, Discrimination, Harassment, and Oppression and links to them for further context.
- v. The dates, times and locations of all elections related events.
- vi. Registration forms for campaign team members.
- vii. Contact information for each member of the Elections Committee.

Disciplinary Procedures

If any part of the rules outlined herein are reported to be violated by a candidate, a campaign team member, or a referendum committee member, the Elections Committee may choose to initiate the following disciplinary process:

i. Investigation:

The Elections Committee shall request a meeting with those involved to discuss the alleged infraction for the purpose of the action taken by the Elections Committee. Meetings to discuss alleged infractions should be held within 48 hours of the time the infraction was reported. In the event that the infraction has been reported by someone other than a member of the Elections Committee, it will be the responsibility of the Elections Committee to investigate the allegation prior to setting up a meeting of those involved.

ii. Discipline:

If the Elections Committee determines that an infraction has taken place, the infraction will be noted next to the candidate's or committee's platform on the Association's website as a notice to members. Candidates and referendum committees will have 48 hours to appeal an infraction from the time the notice was sent. Appeals must provide an explanation as to why the ruling of the Lead Electoral Officer was incorrect, as well as a desired outcome or remedy. Once received, the Elections Committee shall have 48 hours to convene, consider the merits of the appeal and provide a response. Rulings of the Elections Committee shall remain final. All complaints may not be anonymous; however, the identity of members who submit complaints shall not be published. The indication of the infraction may not appear on the ballot. ~~If a candidate or committee has accumulated a total of three (3) infractions, the Elections Committee has the power to remove them from the election process.~~

iii. Infractions and Penalties

Penalties may be imposed on a candidate upon a ruling made by the Lead Electoral Officer or the Elections Committee and may come in the form of demerit points, disqualification, or financial penalties. Candidates shall be disqualified upon receiving twenty (20) demerit points, regardless of the number of infractions incurred.

Demerit points will be issued in increments of 5, depending on the severity of the infraction and any potential unfair advantage, to candidates and campaign teams by the Lead Electoral Officer or the Elections Committee according to the following schedule:

Violation/Cause for Complaint	Potential Penalty
Non-compliance: Management & Finance	Up to 15 demerit points per offence
Pre-Campaigning	Disqualification
Failure to take a leave of absence	Up to 5 demerit points
Unauthorized campaign materials	Up to 15 demerit points per offence
Failure to report or submit records to LEO	Up to 10 demerit points per offence
Non-Compliance: social media & online forums	Up to 10 demerit points per offence
Unauthorized campaign team members	Up to 10 demerit points per offence
Non-compliance: restricted areas and conduct	Up to 10 demerit points per offence
Unauthorized / vigilante enforcement of rules	Up to 10 demerit points per offence
Frivolous, vexatious, baseless complaints / appeals	Up to 15 demerit points per offence
Mutual organization, cross-campaigning or slates	Disqualification
Endorsements	Disqualification
Violation of law, property damage, grievous harm	Disqualification and possible financial penalty
Egregious violations of fair play/spirit of elections	Disqualification

Furthermore, if a candidate or committee has engaged in behaviours or actions in violation of Trent University and the Association's policies related to Human Rights, Discrimination, Harassment and Oppression, they will forthwith be removed from the elections process regardless of number of demerit points ~~infractions~~ incurred.

Other Elections Procedures

The following procedures shall be observed surrounding elections:

- i. All parts of the Association Elections shall be publicized widely throughout campus and online during the Electoral period.
- ii. The means of distributing ballots to Association Members and counting all ballots cast during the voting period shall be decided by the Elections Committee but is subject to review by the Board in the event of any complaint.
- iii. The Lead ~~Chief~~ Electoral Officer shall compose the ballot before the start of the voting period in consultation with the Elections Committee after confirming the eligibility of each candidate.
- iv. Students are permitted to cast spoiled or declined ballots.
- v. Students wishing to vote in person shall:
 - a. Write in advance of the voting period to the Lead ~~Chief~~ Electoral Officer indicating that they should be taken off the email distribution list.
 - b. Present themselves to the Lead Electoral Officer ~~a member of the elections committee~~ in the TCSA Office during office hours specified during the voting period.
 - c. Present a valid Trent ID card indicating status when they present themselves to vote.
 - d. Cast their ballot privately and place it in an envelope that shall be sealed with a sticker on the outside of the envelope. The sticker will include the date they cast their ballot, a reference number assigned by the Lead ~~Chief~~ Electoral Officer, and the signature of the Lead ~~Chief~~ Electoral Officer.

Ballot Reporting Procedures

- i. Counting ballots and reporting of unofficial results shall be conducted within twenty-four (24) hours of the close of voting.
- ii. Counting shall occur in the TCSA Office.
- iii. In the event of a change of location for counting ballots, all candidates, campaign team members, and referendum committee members shall be notified at least forty-eight (48) hours in advance of the new location where possible.
- iv. Final ballot numbers that are presented to scrutineers shall be reported as the unofficial results to the Board of Directors for ratification.
- v. Counting shall be conducted by a minimum of three members of the Elections Committee, including the Lead Chief Electoral Officer, in the presence of all registered scrutineers.
- vi. Any envelopes containing ballots shall not be opened by anyone other than the Elections Committee when they gather to count ballots.

Security

- i. The Lead ~~Chief~~ Electoral Officer shall be the only person with access to the voting mechanism unless the elections committee approves another individual(s).
- ii. Whenever possible, the Association Eligibility List shall be secured separately from the voting mechanism.
- iii. The Lead ~~Chief~~ Electoral Officer shall request the Association Eligibility List from the Office of Student Affairs and Trent Finance in time for the beginning of the nomination period and shall keep this information confidential in the following ways:
 - a. Ensure the Association Eligibility List and any copies are kept password protected.
 - b. Access to student information will be kept secure by the Lead ~~Chief~~ Electoral Officer and/or any other individuals that the Elections Committee designates.

Ratification

With the exception of quorum in the case of a referenda, the only due cause for elections and or referendum results not being ratified shall be a breach of the processes and duties outlined in the policies and by-laws of the Association due to an unreasonable or irreconcilable error by the Elections Committee.

TO BE INCLUDED IN THE TCSA ELECTIONS HANDBOOK

Restrictions on Physical Campaign Materials

For physical campaign materials, the following restrictions apply:

- Material size shall not exceed 29.7cm x 42cm (11" x 17").
- Materials shall not exceed the quantities specified below:
 - i. Up to 50 posters not exceeding 29.7cm x 42cm (11" x 17").
 - ii. Up to 150 handouts not exceeding 22cm x 28cm (8.5" x 11").
 - iii. Up to 300 handouts not exceeding 10.16cm x 15.24cm (4" x 6").
- All materials must be entirely recyclable and not printed with laminate.
- No material may block, cover, or otherwise obstruct existing material that has already been posted, and shall not be posted where not expressly permitted.
- No stickers or decals
- All materials must be spaced at least one (1) meter (3.3') apart in all directions. Groups of smaller materials, cumulatively not exceeding a size of 29.7cm x 42cm (11" x 17"), may be considered a single material.
- All materials must be removed as soon as possible following the conclusion of an election.
- Any materials under 10.16cm x 15.24cm (4" x 6"), such as business cards, should be handed directly to students and must not be scattered on tables or floors.