



The Alberta Public Interest Research Group



ALBERTA PUBLIC INTEREST RESEARCH GROUP

Board Member Elections 2017

NOMINATION PACKAGE

APIRG ELECTIONS OFFICE

DECEMBER 2016 - MARCH 2017



The Alberta Public Interest Research Group

Welcome to the 2017 APIRG Board Member Elections! As the Chief Returning Officer, I'm pleased that you're considering serving on the Board and getting involved with a truly great student institution. I will be presiding over the election procedures in accordance with regulations set by the APIRG Board.

This Nomination Package is your guidebook to participating in the election. It includes the following documents:

- an overview of APIRG
- a description of the roles and responsibilities expected of Board members
- a nomination form
- a signature sheet
- a candidate information sheet

It is your responsibility to complete your **nomination form** and make sure it is received in the APIRG office **before 5:00pm on Friday, February 17, 2017**. No nominations will be accepted after this deadline. If you encounter any problems, please feel free to contact me before the deadline.

In tandem with the Students' Union elections, APIRG will continue to use an online voting system. Undergraduate students can vote from home or any computer on campus, using their campus computing ID. I do encourage you to get familiar with the system and encourage your fellow students to vote. Contact me if you have any questions regarding it. Polling stations will



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still be set up across campus to facilitate student voting. Community members will also be able to vote by coming into the APIRG office or by contacting me directly to receive a voting ID.

My primary responsibility is to ensure a fair and efficient election. Please feel free to contact me with any questions or concerns. My office hours will be posted in the APIRG office or I am available by email at any time. You are also more than welcome to stop by the office and chat with the staff and current Board members.

Please consider encouraging friends and classmates who might be interested in getting involved with APIRG to participate in the election as candidates or volunteers. It's a great way to develop skills, get involved in the campus community, build connections and most importantly, participate in creating a culture of positive social change in Alberta!

2017 APIRG Chief Returning Officer

cro@apirg.org



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WHAT IS APIRG?

The Alberta Public Interest Research Group (APIRG) is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

What does APIRG do?

APIRG is the Alberta PIRG (Public Interest Research Group). PIRGs are student-funded, student-run, and community-minded. They are democratic, independent, non-partisan, and non-profit to ensure that students are able to work on issues of importance to them without fear of censure.

APIRG supports student education, advocacy, and action initiatives by providing funding and support to student working groups and individuals. We provide the administrative, informational and technological resources to help students transform social concern into effective action. We also facilitate opportunities for skill development through internships, educational events, public campaigns and partnerships with community organizations. APIRG also maintains a resource centre and office in HUB mall. The office is open to all APIRG members and serves as a base for APIRG activities.

A student-run Board of Directors oversees the operations of APIRG while dedicated staff coordinators ensure the smooth daily functioning of the organization. While Board members, as student volunteers, may identify projects and programs for APIRG, their primary role, along with



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staff, is to support the interests of the students they represent.

How is APIRG funded?

In a campus-wide undergraduate referendum held in March 2001, a majority voted in favor of creating a Public Interest Research Group at the U of A. Undergraduates contribute \$1.72 - \$3.44 per semester in 2015/2016 to APIRG when they pay their tuition. Any student who is unable to or does not wish to support APIRG is entitled to opt out and have this fee fully refunded.

The student fee provides APIRG with stable funding, allowing working groups to focus our energy on the issues we care about. Student funding allows APIRG to maintain independence from other institutions and focus on representing students' interests as citizens.

In addition to student members, APIRG allows community members to opt-in to our organization, with a sliding-scale fee of \$5-15.

Where did APIRG come from?

Public Interest Research Groups (PIRGs) were first organized in the 1970s. Today these organizations are established on campuses and in communities throughout Canada and the United States.

PIRGs based at colleges and universities operate from the premise that students are citizens. Part of their education, therefore, should include recognizing and solving problems facing society. PIRGs exist to provide training, support, and opportunities for students to be active citizens in



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their communities.

Through involvement with PIRGs, thousands of Canadian students have learned skills in consensus building, group facilitation, event organization, media production, and research. In turn, these valuable skills help them to act effectively in the public interest.

Each PIRG is different and reflects the priorities of students on its campus. In Western Canada, PIRGs are active at the Universities of Lethbridge, Regina, British Columbia, Northern British Columbia, Victoria, and Simon Fraser University. There are numerous other PIRGs operating in Ontario, Quebec, and Nova Scotia.

How is APIRG held accountable?

APIRG is a democratic organization that is accountable directly to the people who fund it – students at the U of A. Any undergraduate student who has not opted out of the APIRG fee can run in the elections for the APIRG Board of Directors, and all Board meetings and general meetings are open to the public. APIRG also keeps audited financial records and produces an annual report.

Finally, students who are philosophically opposed to APIRG or who cannot afford the fee can opt out and receive a full refund.



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What are APIRG's current working groups? (2016/2017)

- Amnesty International University of Alberta Chapter
- ConsentEd
- Edmonton Muslim Basketball Association (EMBA)
- Edmonton Organic Growers Guild (EOGG)
- Future Librarians for Intellectual Freedom (FLIF)
- Greenpeace University of Alberta
- Islamic Relief at the University of Alberta
- Kulture Hubs
- Migranté Youth
- Palestine Solidarity Network (PSN)
- Saplings Poet Tree
- Student International Health Association (SIHA)

More information about APIRG's active working groups can be found online, at www.apirg.org, or in the office, 9111 HUB Mall.



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Board Members' Responsibilities

The APIRG Board is the governing body overseeing all of APIRG's operations. An APIRG Board member's primary role is that of a decision maker, though Board portfolios have been developed in order to maximize involvement and encourage skill building, learning and growth for Board members.

General Board member duties include organizing events, creating publications, setting annual priorities, reviewing funding applications, developing and maintaining policy, doing community outreach, and hiring staff to manage the resource centre. Other duties will be specific to portfolios.

For more information on Board member responsibilities, please refer to the attached documents:

- Board Expectations
- Board Portfolios
- Board Code of Conduct
- APIRG Basis of Unity and Statement of Values
- Board Attendance Policy



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2017 Election Timeline

Monday, February 6 @ 12:00PM – Nomination Info Session (APIRG Office)

- Come get all the answers you need about running for the APIRG Board.

Friday, February 17 @ 17:00 (4:00 PM)– Nominations Close

- All nominations must be submitted to the APIRG Office (9111 Hub Mall) by 17:00 in order to be considered for eligibility. Nominations will **not** be accepted after 17:00.

Friday, February 17 @ 17:30 (4:00 PM) – Candidates Meeting (APIRG office)

- **All candidates and their campaign managers are required to attend.**
- Order of appearance on the ballot will be determined.
- An overview of the election rules will be provided.
- More candidates meetings will be scheduled based on candidates' availability.
- Candidates may start to submit their campaign material at this time. Campaign material can be submitted directly to the CRO or to the APIRG office.

Saturday, February 18 @ 08:00 AM – Campaigning begins

- ***No campaigning is permitted before this time.*** Any candidate who does not comply will be disqualified.
- All campaign materials must be approved by the CRO prior to being made public.



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- All candidates will be required to help put up the collective APIRG campaign posters around campus. The campus will be divided up and each candidate will be responsible for all posters in that given area.
- Candidates will be expected to attend an all-candidates forum in SUB as well as other possible forums in different locations. As well, candidates should be available for possible interviews with campus media outlets.

Monday, February 27 @ 17:00 (5:00 PM) – Candidates’ Forum (Alumni Room)

- **All candidates are required to participate.**
- Candidates will speak for 2 to 3 minutes, ask other candidates questions and entertain questions from the audience. Additional forums may be scheduled based on candidates’ availability.

Monday, February 27 @ 17:00 (5:00 PM)– Campaigning ends

- Posters may be left up for informational purposes but no further campaigning will be permitted.

Wednesday, March 8 & Thursday, March 9 – Voting

- Voting will be done online, alongside the Students’ Union elections. Students will use their campus computing ID to register and will have the option to vote in the APIRG election once they have completed voting in the SU elections. Community members may come to the APIRG office to vote.
- Some polling stations open at various times and places across campus. Candidates should keep at least three (3) meters away from the polling station other than to vote.



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Thursday, March 9 @ 18:00 (6:00 PM) – Last chance to appeal

- If any eligible voter believes APIRG has not conducted the election according to policy, they may register a complaint in writing to the CRO by this time.
- The CRO shall rule by 8:00pm. Any appeals regarding the ruling must be made to the elections committee in the following 24 hours.

Friday, March 10 @ 17:00 (5:00 PM) – Campaign materials must be removed.

- Candidates will have been assigned specific areas to clear and will be responsible for all campaign materials in that area. Please recycle appropriately.



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2017 APIRG Board Election Rules and Guidelines

Please be sure to read this document and abide by the rules set forth in it. Candidates in breach of any of the following rules or guidelines will be subject to disqualification and/or alternate consequences deemed appropriate by the Chief Returning Officer and Elections Committee.

Nominations

Acceptance of a nomination by the CRO does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified.

In order to be eligible to take office as an APIRG Board member, nominees must be undergraduate students at the University of Alberta and current members in good standing of the Alberta Public Interest Research Group. Members in good standing are all undergraduate students who have not opted out of the per semester APIRG dedicated fee.

As indicated on the nomination form, an attempt will be made to accommodate the wishes of the candidates as to the wording of the ballot, but the CRO will only commit to using the legal name of the candidate. Name designations under which candidates wish to run will be considered final at the nomination deadline: 5:00 pm on Friday, February 17, 2016.



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Campaign Materials

All campaign materials and their intended use *must* be approved by the CRO prior to being publicly distributed. Failure to do so may result in disqualification. It will be the responsibility of each candidate to contact the CRO for approval.

No candidates will be permitted to produce their own posters to post on campus. Instead, APIRG has found it preferable to produce a collective candidate poster. Candidates who wish to do so may submit an appropriate photo and a write-up of approximately 200 words to go into a collective campaign poster for all candidates. Photos and write-ups will also be posted on an APIRG Elections website.

Candidates will be allowed to hang approved banners in designated places on campus as well as to produce approved leaflets and other campaign propaganda to distribute on campus. On surfaces other than poster boards, only masking tape is permitted to affix materials. Bulletin boards may be rearranged (to accommodate the collective campaign poster), but other materials must not be removed or covered. All University regulations regarding posters, notices and banners must be followed (please contact the CRO for any questions, and refer to the posting guidelines listed at <http://su.ualberta.ca/media/uploads/481/SWDistributionBuildings.pdf>).

CJSR-FM88 Radio

- CJSR-FM88 Radio *may* have promos available as paid campaign announcements
- All advertisements must be approved by the CRO before broadcast



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Campaigning in Lister, HUB and North Garneau Residences

- Posters in Lister must be approved by the Lister Hall Students' Association Office in Lister Hall
- For HUB and North Garneau Residences, canvassing is permitted. However, leaflets may not be attached to or slipped under doors when the residents are not in
- No campaign materials may be placed in students' mailboxes in any of the residences, including Pembina, Michener Park, and Campus St. Jean

Classroom Speaking

- It is up to candidates and/or their campaign managers to organize any classroom presentations. This may be done on an individual basis or as a collaborative effort between candidates should they wish to do so. Permission must be obtained from the instructors involved prior to speaking in any classroom.

Election Forums

- During the election forum(s), objects may not be thrown, excessive heckling will not be permitted, and large hand-held placards will not be allowed.
- Candidates must inform their volunteers and supporters of these regulations.
- Any persons in violation will be removed from the forum and the offending objects will be confiscated.
- Candidates may distribute leaflets and other such things provided that they have been approved by the CRO.

Tables

- Candidates may set up information tables on campus as long as any literature or campaign propaganda being distributed has been approved by the CRO.



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- The onus will be on the candidates to book their own tables, however the CRO can assist candidates with contact information and resources.

Banners

- Banners must be flame-proofed. Flame-proofing may be purchased from Room 420 General Services Building for \$10.00 + GST, or 2-900 SUB. A photocopy of the receipt must be visibly placed at the top of the banner. Banners not in displaying such a receipt will be removed by the CRO or Physical Plant Workers.

Campaign Restrictions

- Candidates are **NOT** permitted to campaign in the following areas:
 - Campus Libraries
 - U of A Admin Buildings
RATT, Dewey's
- Student Union Info Booths
 - LRT Station
 - Garneau & HUB Mailboxes
 - University Hall
- Student Union Services
- APIRG Offices

Material Removal

- All posters and other campaign material must be removed by 5:00 pm on Friday, March 10, 2017.
- The CRO will assign areas for each candidate to clear. Please report to the APIRG office at that time.



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- The campaigns will be responsible for the removal and disposal of all candidates' posters, not just their own.



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2017 Board Elections Nomination Form

Please print

Name: _____

Faculty: _____ **Year:** _____

Telephone #: _____ **Address:** _____

Email: _____ **Student ID:** _____

Name as you wish it to appear on the ballot: _____

Name of Campaign Manager, if any: _____

Campaign Manager Telephone #: _____

Campaign Manager email: _____

The APIRG Board Elections are governed by the APIRG bylaws. The bylaws are available online and copies will be made available at the APIRG office and the Students' Union Reception Desk (Room 2900 SUB Building). Each candidate is responsible for ensuring that all aspects of his/her campaign are in accordance with the election rules and regulations.

This form must be accompanied by the **signature, faculty, year and student I.D.** of at least **fifteen (15) APIRG student members** endorsing the nomination and must be turned into the APIRG office (9111 HUB Mall) by **5:00pm on Friday February 17, 2017**. Immediately following the nominations deadline, all candidates must attend a mandatory information session with the CRO at **5:30 PM on Friday, February 17, 2017** in the APIRG office. (APIRG student members are all undergraduate students who have not opted out of the APIRG dedicated fee.)

I hereby acknowledge and accept this nomination for the position named above, and declare that, to the best of my knowledge, information and belief, I am eligible to contest this election and, if elected, to hold office.

Signature: _____

Date: _____



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For office use only

Receipt #: _____

Date Received: _____ Time Received: _____

Received by: _____

Signature of Recipient: _____



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Nomination Signatures

Please provide below **at least fifteen (15)** signatures of support from APIRG members in good standing. Members in good standing are any undergraduate student who has not opted out of the APIRG fee as well as any community members who have purchased APIRG community memberships.

	Full Name	Faculty	Year	Student ID	Signature
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____



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11. _____

12. _____

13. _____

14. _____

15. _____



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Candidate Information for Campaign Poster

Based on past election experience, we have chosen to produce only one general campaign poster, which will include all the candidates' information. Please write down a description of yourself in the space below (approximately two hundred (200) words), which will appear on the general campaign poster. This information will also be posted on the APIRG website.

Please keep in mind that you are encouraging students to vote for you. The description you write must be based on a true understanding of yourself, and **should not** include any content attacking other candidates or exposing political bias. Submit all information **by 5:00pm on Friday, February 17, 2017. No late submissions will be accepted.**

In addition, please submit an electronic copy of a recent picture, which clearly shows your face, top of your head, and shoulders. Pictures should be of suitable quality and have dimensions of at least 640 by 480 pixels. You can either email your picture to the CRO at cro@apirg.org, or submit a disk with your nomination package. If you can't provide one or have any difficulties, please contact the CRO to take a digital picture of you.

Please print clearly.



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Attached

- 1. Board Expectations**
- 2. Board Portfolios**
- 3. Board Code of Conduct**
- 4. APIRG basis of Unity and Statement of Values**
- 5. Board Attendance Policy**