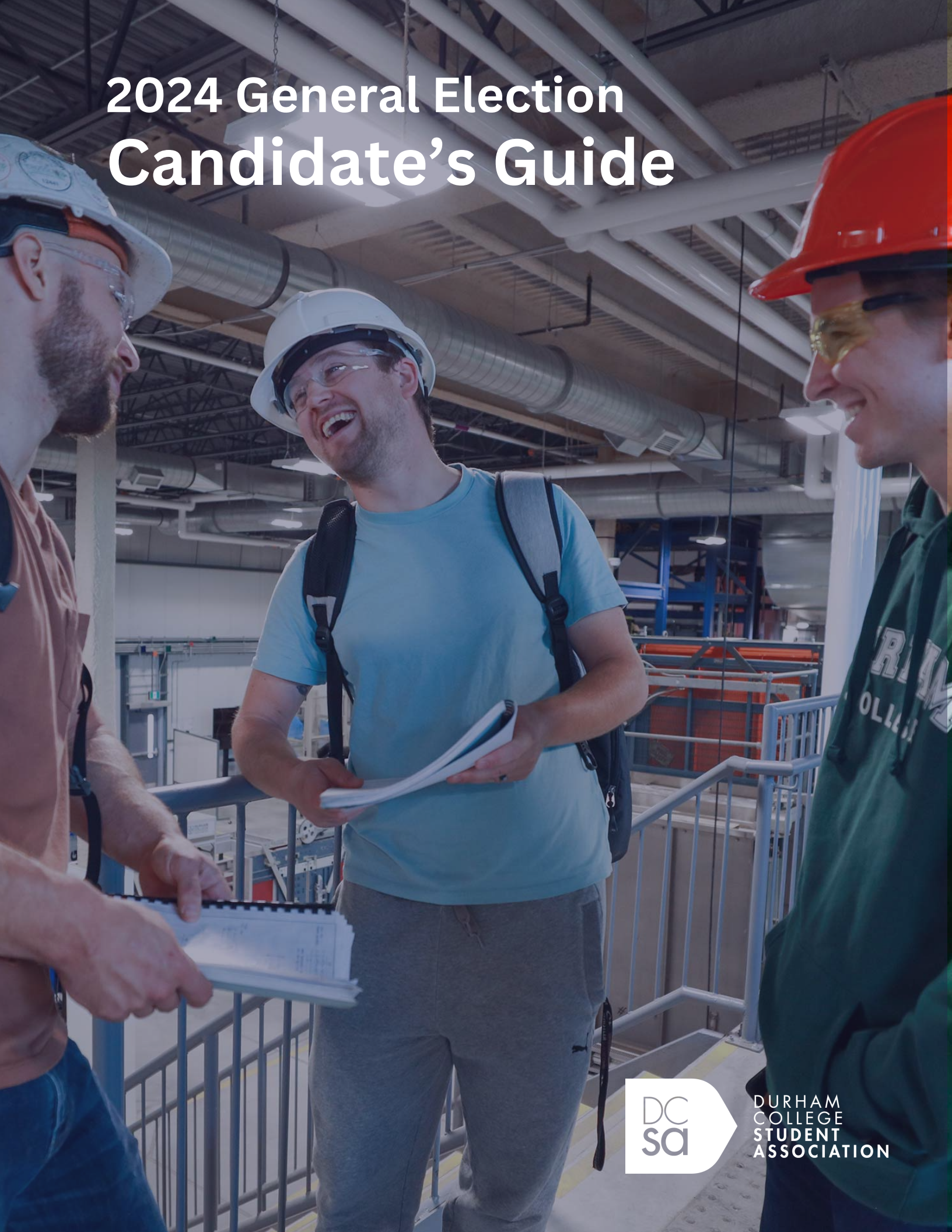


# 2024 General Election Candidate's Guide



DC  
SA

DURHAM  
COLLEGE  
STUDENT  
ASSOCIATION



# Candidates Guide



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## ***Letter from the Chief Returning Officer***

Dear Candidate,

Enclosed you will find the Candidate's guide for the 2024 General Election and all by-elections held during the 2024-2025 academic year. We are delighted that you are considering running for your student association. I hope that in this guide, you will find the information necessary to run a campaign and be successful in the Election. No matter if you win or lose, you will learn a lot about your college and the students who attend it.



I wish you all the best in this Election!

Warmest Regards,

*Wilson, C.R.O.*

Charles Wilson  
Chief Returning Officer and Secretary of the Board

## ***Purpose of this guide***

This guide does not replace the Election Policy or directives made under the Elections Policy. Candidates are responsible for understanding and reading the Elections Policy, and directives made under the Elections Policy.

## ***Election Timeline***

The Timeline for the Election is as follows:

Notice date (Nominations Open): February 6, 2024

*This is the date that notice is given to every eligible voter via their Durham College Email, and nominations open. The Elections Policy says that notice is given 29-37 days before the last day of voting.*

Nominations Close: February 22, 2024, at 1:00 p.m.

*This is the last day a candidate can submit a nomination form through the [online](#) portal or to the [DCSA office](#). The nomination form must be received by 1:00 p.m. eastern time when the nominations close. The Elections Policy says that this date is set on the 21st day before the last day of voting. If only one candidate is running for their position (two for the combined position of Director from Faculties of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies), then the candidate is deemed to be elected on that date.*

All candidates meeting: February 23, 2024 at 3:00 p.m.

*This is a meeting that all candidates must attend or make arrangements to cover the material as discussed in the meeting. The All Candidates Meeting covers information such as campaigning and voting processes. The Elections Policy says that this meeting must occur after the close of nominations and before the 16th day before the last day of voting.*



Campaign opens/ Board enters "Lame Duck" provision: March 1, 2024

*This is the first-day candidates can openly campaign in the elections. Campaigning must conform to the election rules as outlined in the Elections Policy and regulations made under the Elections Policy. If there is more than 1/3 of the Board of Directors running for re-election there are restrictions placed on the Board of Directors ability to function until the end of the Election Period.*

Voting dates: March 13-15, 2024

*The days the membership votes for their Executive Chair and Directors from facilities. Voting starts at 9:00 a.m. on the first day of voting and ends at 5:00 p.m. on the last day. Election results are posted at around 6:00 p.m. on the last day of voting on the DCSA website and Instagram.*

Financial Statements are due at 5:00 p.m. March 21, 2024

All candidates must submit a financial statement regarding their campaign expenses. If these statements are not presented, then the candidate is in default of their campaign duties and defaulting penalties are assessed. See page 11 for details.

Elected Candidates take office May 1, 2024



## **General Information: Roles**

The Election is called to elect:

- Executive Chair and Chief Elected Officer
- Director from the Faculty of Business (Class A)
- Director from the Faculty of Health Sciences (Class B)
- Director from the Faculty of Media, Art and Design (Class C)
- Director from the Faculties of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies (Classes D, F and H)
- Director from the Faculty of Science, Engineering, and Information Technology (Class E)
- Director from the Faculty of Social and Community Services (Class G)

Durham College is currently holding an election for the Student Governor on the Durham College Board of Governors.

The role of the Student Governor is to sit on Durham College's Board of Governors, which is the governing body of the college; it sets policies and oversees the operations of Durham College. Durham College Student Association is separate from Durham College and provides advocacy and services to its members (who are full-time Durham College Post-Secondary Students).

It is important to note that these positions are not related. The Student Governor position is a member of the Durham College Board of Governors. The DCSA Executive Chair and Board members are part of the DCSA Board of directors.

This voter's guide does not cover the Election of the Student Governor; please see the website of the Board of Governors for more information:

<https://durhamcollege.ca/about/governance/board-of-governors/elections/student-elections>.

**The Role of the Executive Chair** is to:

- Chair Board meetings and Members' meetings;
- act as the representative of the DCSA;
- uphold, promote and further the interests of the Corporation;
- promote public involvement in DCSA's activities;
- participate in and foster activities that enhance the economic, social and environmental well-being of DCSA and its Members; and
- provide leadership, information and recommendations to the Board.

**The Role of the Directors from the Faculties** are to:

- oversee the governance of the Corporation by attending and participating in Board and Committee meetings; and
- serve on various college committees as required.

## ***Eligibility to run***

### **Who is qualified to run?**

To run for the position of Executive Chair, you must:

- Be a full-time student of Durham College registered in a post-secondary program;
- Be over 18 years of age;
- Not be deemed ineligible to manage the property under various federal or provincial statutes, including being bankrupt;
- Be in good academic (2.0 GPA) and non-academic standing with Durham College;
- Not be convicted of an indictable offence or for an offence regarding property, public order, contract or trades, sexual offences, or offences against the person under the Criminal Code for which absolute discharge, conditional discharge, pardon, or record suspension has not been granted.

To run for the position of Director, you must:

- Be a full-time student of Durham College registered in a post-secondary program within the School which you seek to represent;
- Be over 18 years of age;
- Not be deemed ineligible to manage property under various federal or provincial statutes, including being bankrupt;
- Be in good academic (2.0 GPA) and non-academic standing with Durham College;
- Not be convicted of an indictable offence or convicted for an offence regarding property, public order, contract or trades, sexual offences, or offences against the person under the Criminal Code for which absolute discharge, conditional discharge, pardon, or record suspension has not been granted.

### **Current Staff of DCSA**

Any Durham College Student Association staff are to be placed on a leave of absence for the election period. If they decide to run, if they win, they are deemed to have resigned from their staff position with DCSA upon taking office.

## ***Nominations***

The nomination period begins as soon as the notice of Election is given and continues until the nomination closes on February 22, 2024 at 1:00 p.m. Your nomination form must be submitted by the deadline.

The nomination form contains information about you and the position you are running for. The nomination form is available on the website at [mydcsa.ca/elections](http://mydcsa.ca/elections) or from the DCSA Office.

Nomination forms require endorsements; for the Executive Chair's office, any student can give endorsements and you require 20 signatures; however, for Directors, only students from the faculty you are running for can provide the endorsement and you require 10 signatures. You may submit more signatures in case some of your signatures are found not to be eligible.

You may withdraw your nomination up to 4:00 p.m. on the day the nomination closes.

Upon the close of nomination, you will get conditional acceptance of your nomination on the condition that you attend the All Candidates Meeting. You must attend an All Candidates Meeting on February 23, 2024, at 3:00 p.m. If you cannot make the All Candidates Meeting, you must make alternative arrangements with the Chief Returning Officer to cover the information in the all candidates meeting. If you do not attend the All Candidates Meeting or make arrangements, your nomination will be deemed withdrawn.

If your office is acclaimed, you will be informed at the All Candidates Meeting, and the Secretary of the Board will make arrangements to complete the required forms for you to take office.

## ***Campaigning***

Campaigning can begin on March 1, 2024 at 11:00 a.m. You may not campaign before this time.

### **Academic Activity and Campaigning**

Candidates can campaign in classes if they have the permission of the course instructor, and candidates should direct the students to the elections website for information.

Candidates can post on MyCampus and other class-related electronic boards as long as the person in charge of the Board (course instructor) gives permission.

### **Social Media and Campaigning**

The following social media platforms are allowed: Facebook, Twitter, Instagram, TikTok, Youtube and a website. You cannot campaign on Snapchat or use disappearing mode on any social media platform. You must create an individual account or page for the social media

platform. You cannot reactivate a previous election's platform or use your page. You can, however, share items which originated on your page for campaign purposes.

## **In-Person Campaigning**

In-person campaigning is allowed for this Election; the campaign must be on campus; however, at all times, you must abide by the social distancing rules of Durham College.

## **Posters**

Posters are allowed on campus. The maximum poster size is 17" inches by 11" inches. Posters will be submitted to the Chief Returning Officer for approval, and the Chief Returning Officer will arrange for printing. The maximum number of posters that a candidate can print is 20 for Oshawa Campus and 10 for Whitby Campus. All posters must be inside the college buildings and may be placed on bulletin boards with staples or pillars and cinder blocks with sticky tack where there are no bulletin boards within 20 metres. If a poster is in a language other than English, the poster must include an accurate English translation. All posters must be 4 inches apart from another poster.

All posters must be removed within 24 hours of the close of voting.

## **Slates**

Candidates cannot campaign together, affiliate, or run as a slate. Candidates must take all reasonable steps to ensure their campaign material is unique for their positions.

## **Harassment**

Candidates cannot violate the harassment or discrimination policy of Durham College Student Association. or Durham College during their campaign.

## **Candidate's Profiles and Videos**

Each candidate is able to provide a statement of up to 300 words, along with a photo and a video of not more than 2 minutes in length. This statement and video will be published on the website and available for students to review on the ballot. Candidates will be provided a link to upload the statement, photo, and video at the all-candidate's meeting. **This will be available with the nominations process and can be changed up to 24 hours after the close of nominations.**

## ***On Voting Days***

### **Campaigning on Voting Days**

No blackout period prohibits campaigning on voting days; you can campaign until voting closes. However, there are several limits on how you may campaign on voting days:

- Candidates cannot be present or within 30 feet of an elector while casting a vote using an online system.
- Candidates cannot use a personal electronic device to give to an elector to vote on.
- Candidate cannot amplify their voice or speak loudly to tell an elector to vote or not vote for a candidate.
- Candidates cannot attempt or ask an elector to show their online ballot.

Candidates cannot ask a friend to do anything they are prohibited from doing on election days.

### **Ballot type and counting**

The Election will be conducted online using the Simply Voting System. Every eligible elector will get log-in credentials at the start of voting, and the elector must use these credentials to log into the voting system and cast their vote.

The electronic system calculates the ballots at the close of voting, and the Chief Returning Officer will publish the results.

If a recount is required, the Chief Returning Officer will "audit" the online system by downloading the backup and counting the candidates from the backup.

When the Chief Returning Officer is satisfied that the election results are correct and there are no outstanding election issues, the Chief Returning Officer will issue the validated official results.

### **Who can vote**

Any full time post-secondary student can vote for Executive Chair and Chief Elected Officer.

Any full time post-secondary student within the faculty or faculties represented by the Director can vote for that director.

## **Campaign Finance**

### **Spending Limits**

The spending limit for any given office is \$0.05 per elector to a minimum of \$50.00 and a maximum of \$200.00. This amount will be certified by the Chief Returning Officer before the start of campaigning.

An estimated spending limit for each position is as follows (this is subject to adjustment based on the final total, which will be set right before the elections):

Position	Spending Limit
Executive Chair and Chief Elected Officer	<b>\$200.00</b>
Director from the Faculty of Business (Class A)	\$147.85
Director from the Faculty of Health Sciences (Class B)	\$122.05
Director from the Faculty of Media, Art and Design (Class C)	\$58.35
Director from the Faculties of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies (Classes D, F and H)	\$103.40
Director from the Faculty Science, Engineering, and Information Technology (Class E)	\$148.80
Director from the Faculty of Social and Community Services (Class G)	\$105.70

### **Submission of receipts**

Receipts must be submitted to the Chief Returning Officer no later than March 21, 2024, at 5:00 p.m. Expenses will be paid via cheque or e-transfer to the Candidate, usually within two weeks of the Election.

### **Preapproved expenses**

The following expenses are preapproved up to the spending limit:

- Advertisements on Social Media sites; and
- Reasonable and customary costs associated with the creation of a website.

The following items are available from Chief Returning Officer through direct billing to the campaign:

- Posters at \$0.40 per page colour; and
- Sticky tack at \$2.00 per package.

## ***Campaign Events***

There will be three official campaign events. These events are mandatory for candidates for Executive Chair and optional for all other candidates.

### **Candidates in the Pit**

The Pit, Oshawa Campus

March 6, 2024, 11:00 a.m.-1:30 p.m.

Candidates will have tables to speak to students in the Pit. Each Candidate for Executive Chair will have a table to talk to students. If candidates cannot make this event, please contact the Chief Returning Officer. Candidates will be issued unique stamps to stamp students' passports for attending this event.

### **Candidates at Whitby**

Whitby Campus Atrium, Whitby Campus

March 8, 2024, 11:00 a.m.-1:30 p.m.

Candidates will have tables to speak to students in the Whitby Atrium. Each Candidate for Executive Chair will have a table to talk to students. If candidates cannot make this event, please contact the Chief Returning Officer. Only Directors from Educational Centres at this Campus should attend this event due to space limitations. Candidates will be issued unique stamps to stamp students' passports for attending this event.

### **Riot Radio event**

The Executive Chair Candidates will have the opportunity to participate in a moderated discussion regarding their views for the Executive Chair Office on Riot Radio. Details will be given to the candidates regarding this event during the elections.

### **Conflict with Academic Commitments**

If these events conflict with your academic commitments, please contact your professor to ask to be excused from class attendance for these events. A letter from the Chief Returning Officer is available to explain the commitment and ask to be excused from that academic commitment.

### **Transportation to campaign events**

Please contact the Chief Returning Officer if you require transportation to these events. Arrangements can be made to use prepaid transportation certificates to assist candidates in attending events.



## ***Compliance and Enforcement***

### **Compliance Penalties**

Compliance penalties are the penalties given to a candidate for violating the rules of the election process. The Chief Returning Officer adjudicates these penalties upon an issue raised and an investigation on both sides of the complaint. These penalties can include a written warning, campaign restriction and suspension, issue a deduction from the total campaign expenses, and disqualification.

There are two disqualifying events in the Elections Policy (1) a finding of misconduct so egregious that the CRO believes it is right in the circumstances to disqualify the Candidate, and (2) Solicitation of any outside entities or individuals to interfere in the election process.

A disqualification occurs on either the (1) fourth day after the finding of disqualification; or (2) if the Candidate agrees with the decision to disqualify the Candidate. A disqualified candidate is ineligible to run for any DCSA elections, which occurs in the 12 months after they are disqualified.

### **Defaulting penalties**

A defaulting penalty occurs when a candidate does not complete the required actions imposed on the Candidate after the Election. There are three ways in which a candidate can be in default:

- Not filing the expense report;
- Spending more than the spending limit; or
- Misrepresenting the campaign expenses of the Candidate.

A candidate who did not file their campaign report can file it within ten days of the deadline if they pay a fee of \$50.00 to the Chief Returning Officer. This fee is donated to a registered charity by DCSA.

A candidate in default forfeits the office in which they were elected and is ineligible to seek office 12 months after the default.

### **Election Compliance Oversight Committee**

A candidate who received a ruling from the CRO regarding compliance penalties may appeal to the Elections Compliance Oversight Committee within four days of the decision. The ECOC is an independent committee whose role is to review matters regarding election discipline. The committee may issue a reverse decision of the CRO or affirm the decision of the CRO.

### ***Taking Office***

The elected Candidate takes office on May 1, 2024. The Secretary of the Board will contact the selected candidates to make arrangements to take office.

## **ELECTIONS DIRECTIVES**

The Chief Returning Officer uses the authority invested in him under the Elections Policy to direct as follows:

### **Rules regarding Academic Activity**

1. A candidate may campaign in an academic activity under the following conditions:
  - a. The course instructor or other person in charge of the academic environment grants the express written consent for the Candidate to campaign during the academic activities.
  - b. The Candidate should direct students to the elections website for more information regarding the Election.
2. *Candidates may post a reasonable amount of campaign material on electronic message boards maintained for academic purposes, as long as it is allowed by the person in charge and controls the electronic message board.*
3. If a candidate does not comply with the directives of the college official having charge and control of the electronic message board or academic environment, then the Candidate is liable to a reduction to a campaign spending limit of ten dollars of their campaign funds.

### **Online Campaigning rules**

4. The following are the social media platforms approved by the Chief Returning Officer:
  - a. The platform known as "Facebook";
  - b. The platform known as "X" previously known as "Twitter";
  - c. The platform known as "Instagram";
  - d. The platform known as "Tic Tok";
  - e. The platform known as "Youtube" and
  - f. A website;and no other platform.
5. No campaigning may be performed on the platform known as "Snapchat" and any other platform not mentioned in section 4.
6. A candidate must follow the social media account of the CRO from all their pages, personal or campaign, in order to ensure that all posts are within allowed rules of this Election.

7. Candidates may direct message anyone who likes their page or engage in their campaign social media pages.
8. Candidates can share messages, resources, and other information regarding the Election produced by DCSI, but cannot alter the message, resource, or other information in any material way.

### **Preapproved expenses**

9. The Chief Returning Officer hereby authorises the following expenses:
  - a. Advertisement on Social Media sites; and
  - b. Reasonable and customary costs associated with the creation of a website.

### **General Provisions**

10. The language of instruction for the campaign is the language of instruction of the college.
11. The logo of DCSA, Durham College of Applied Arts and Technology, or the colours green or purple may not appear on any campaign material.
12. Candidates may not make their campaign material appear as it originated from DCSA, or Durham College.
13. Candidates cannot slander other candidates
14. Candidates cannot file false election discipline claims against other candidates.
15. Candidates may not give out, broadcast, or in any way promulgate false information.
16. Candidates cannot obstruct election processes and officials, or college business.
17. Candidates must use appropriate language which is defined as follows:
  - a. Not insulting, offensive, obscene, attacking, or threatening against others;
  - b. Must be proactive, positive, and generally productive; and
  - c. cannot attack other people's intents, or actions.

## Appendix I: Nomination form (sample)



### NOMINATION PAPERS

**This form must be submitted or delivered to the DCSA office by 1:00 p.m. on February 22, 2024.**

The DCSA Offices are located at:

Oshawa:  
Oshawa Student Centre  
Room 210

Whitby:  
Whitby DCSA Office  
Student Lounge

Online:  
[Mydcsa.ca/elections](http://Mydcsa.ca/elections)

#### Section 1: Candidates Information

<b>Legal last name of candidate:</b>	<b>Legal first name of candidate:</b>
<i>This name will not appear on the ballot paper but will be used to verify your status as a student with the college.</i>	
<input type="text"/>	<input type="text"/>

<b>Email address of candidate (DCMail):</b>	<b>Email address of Candidate (personal):</b>
<input type="text"/>	<input type="text"/>

<b>Telephone number</b>	<b>Student number</b>
<input type="text"/>	<input type="text"/>

<b>Office sought:</b>
<i>Please select one:</i>
<input type="text"/>

I, undersigned, do affirm that:

- I am currently registered in a post-secondary program at Durham College, and I am in good academic standing within a program of study;
- I am at least 18 years of age or older as May 1, 2024;
- I have not been found incapable of managing property by any court in Canada or elsewhere nor do I have status of bankrupt;
- I have not been convicted of an indictable offence within the past five years under the Criminal Code for which an absolute or conditional discharge, a pardon or a record suspension has not been granted, or a record of offence for any offence regarding property, public order, contracts or trade, sexual offences, or against the person under the Criminal Code for which an absolute or conditional discharge, a pardon or a record suspension has not been granted;
- I agree to the disclosure of personal information regarding my academic standing held by the Office of the Registrar of Durham College of Applied Arts and Technology to the Chief Returning Officer for the purpose of determining my eligibility to run for a position. I make this consent in accordance with section 42(1)(b) of the *Freedom of Information and Protection of Privacy Act (RSO 1990, C. F-31)*;
- My name as recorded below is exactly as I wish my name to appear on the ballot paper:  
and

#### Candidate Name as it will appear on the Ballot

*The name appearing in the boxes below must be exactly as the candidate wishes their name to appear on the ballot paper. One or more of the given names of the candidate may be replaced by the nickname by a normal aberration of one or more of the candidates given name (i.e. Meg, Andy, Bill). Mononyms are not accepted on the ballot, unless that the mononym is the legal name of the nominee.*

PRINT CLEARLY OR TYPE ONLY

- I understand if I am a staff member of Durham College Student Association, I will be placed on leave of absence for the campaign period, and if I am successful, I will be deemed to have resigned my office as of the day I take office.

I make this declaration continuously believing it to be the truth.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

I, undersigned, do affirm that:

- I am currently registered in a post-secondary program at Durham College, and I am in good academic standing within a program of study;
- I am at least 18 years of age or older as May 1, 2024;
- I have not been found incapable of managing property by any court in Canada or elsewhere nor do I have status of bankrupt;
- I have not been convicted of an indictable offence within the past five years under the Criminal Code for which an absolute or conditional discharge, a pardon or a record suspension has not been granted, or a record of offence for any offence regarding property, public order, contracts or trade, sexual offences, or against the person under the Criminal Code for which an absolute or conditional discharge, a pardon or a record suspension has not been granted;
- I agree to the disclosure of personal information regarding my academic standing held by the Office of the Registrar of Durham College of Applied Arts and Technology to the Chief Returning Officer for the purpose of determining my eligibility to run for a position. I make this consent in accordance with section 42(1)(b) of the *Freedom of Information and Protection of Privacy Act (RSO 1990, C. F-31)*;
- My name as recorded below is exactly as I wish my name to appear on the ballot paper:  
and

#### Candidate Name as it will appear on the Ballot

*The name appearing in the boxes below must be exactly as the candidate wishes their name to appear on the ballot paper. One or more of the given names of the candidate may be replaced by the nickname by a normal aberration of one or more of the candidates given name (i.e. Meg, Andy, Bill). Mononyms are not accepted on the ballot, unless that the mononym is the legal name of the nominee.*

PRINT CLEARLY OR TYPE ONLY

- I understand if I am a staff member of Durham College Student Association, I will be placed on leave of absence for the campaign period, and if I am successful, I will be deemed to have resigned my office as of the day I take office.

I make this declaration continuously believing it to be the truth.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

## Appendix II: Endorsement Form



### ENDORSEMENT FORM

*This form must be completed and submitted with a nominations form.*

Name of candidate	Position sought	Date of signatures

#### Declaration of Electors:

I, one of the undersigned, am eligible to vote for the position stated above, and do hereby nominate the person named above, as a candidate for the position stated above.

	Student name	Student number	Faculty	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				





## ENDORSEMENT FORM

*This form must be completed and submitted with a nominations form.*

Name of candidate	Position sought	Date of signatures

### Declaration of Electors:

I, one of the undersigned, am eligible to vote for the position stated above, and do hereby nominate the person named above, as a candidate for the position stated above.

Director nominations need not submit more than 10 signatures, however it is recommended that they do as a precaution to ensure accuracy.				
11				
12				
13				
14				
15				
17				
18				
19				
20				



# ENDORSEMENT FORM

*This form must be completed and submitted with a nominations form.*

Name of candidate	Position sought	Date of signatures

**Declaration of Electors:**  
 I, one of the undersigned, am eligible to vote for the position stated above, and do hereby nominate the person named above, as a candidate for the position stated above.

Executive nominations need not submit more than 20 signatures, however it is recommended that they do as a precaution to ensure accuracy.				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

## Appendix III: All Candidates Meeting Acknowledgement Form (sample)



### ALL CANDIDATES MEETING ACKNOWLEDGEMENT FORM

<b>Legal last name of candidate:</b>	<b>Legal first name of candidate:</b>
<i>This name will not appear on the ballot paper but will be used to verify your status as a student with the college.</i>	

<b>Office sought:</b>		
<i>Please select one:</i>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director from the Faculty of Business	Executive Chair and Chief Elected Officer	Director from Faculty of Health Sciences
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director from the Faculty of Media, Art and Design	Director from the Faculty of Science, Engineering, and Information Technology	Director from the Faculty of Social and Community Services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director from the Faculty of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies.		

#### Candidates Declaration

I, undersigned, do affirm that I have attended the All Candidates Meeting or made alternative arrangements to cover the material in the All Candidates Meeting and acknowledge that I (1) understand the material covered and if I do not understand a matter in the course of the election will seek clarification on the issue involved; and (2) agree to abide by the rules of the election

I make this declaration continuously believing it to be the truth.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

## Appendix III: Notice of Campaign Spending Limit



### NOTICE OF CAMPAIGN SPENDING LIMIT

NOTICE

TO ALL CANDIDATES

I hereby certify that the maximum campaign expenses that a candidate is permitted to incur in the General Election to be held March 28-30, 2023 is in the table below:

Office	Number of Electors	Spending limit per elector	Spending Limit Score	FINAL ADJUSTED SPENDING LIMIT
Executive Chair and Chief Elected Officer	13723	0.05	686.15	<b>\$200.00</b>
Director from the Faculty of Business (Class A)	2957	0.05	147.85	<b>\$147.85</b>
Director from the Faculty of Health Sciences (Class B)	2441	0.05	122.05	<b>\$122.05</b>
Director from the Faculty of Media, Art, and Design (Class C)	1167	0.05	58.35	<b>\$58.35</b>
Director from the Faculties of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies (Classes D, F and H)	2068	0.05	103.40	<b>\$103.40</b>
Director from the Faculty Science, Engineering, and Information Technology (Class E)	2976	0.05	148.80	<b>\$148.80</b>
Director from the Faculty of Social and Community Services (Class G)	2114	0.05	105.70	<b>\$105.70</b>

Dated at Oshawa, Ontario this 1<sup>st</sup> day of February, 2024.

A handwritten signature in black ink that reads 'Wilson, C.R.' with a horizontal line underneath.

Charles Wilson  
Chief Returning Officer

## APPENDIX IV: Statement of Prepaid Expenses and Campaign Deductions



DURHAM  
COLLEGE  
STUDENT  
ASSOCIATION

### STATEMENT OF PREPAID EXPENSES AND CAMPAIGN LIMIT DEDUCTIONS

TO: [candidate name]  
[email address]

#### PART I: STATEMENT OF PREPAID EXPENSES

The following expenses were prepaid from your campaign budget by DCSA:

	Date	Item type	Comments	Amount
Line 1				
Line 2				
Line 3				
Line 4				
Line 5				
Line 6	Total Prepaid Expos:			

#### PART II: STATEMENT OF CAMPAING LIMIT DEDCTIONS

In accordance with section 62(c) of the Elections Policy, the Chief Returning Officer has issued the following deductions from your campaign spending limit.

	Date	Offence	Relevant Section	Amount
Line 7				
Line 8				
Line 9				
Line 10	Total campaign deductions:			

Dated at Oshawa, Ontario this --- day of ---, 2023.

Charles Wilson  
Chief Returning Officer

## APPENDIX V: Candidates Financial Statement



DURHAM  
COLLEGE  
STUDENT  
ASSOCIATION

### CANDIDATE'S FINANCIAL STATEMENT

#### Section 1: Candidates Information

Last name of candidate:	First name of candidate:

Email address of candidate (DCMail):	Email address of Candidate (personal):

<b>Office sought:</b>		
<i>Please select one:</i>		
<input type="checkbox"/>	<input type="checkbox"/> Executive Chair and Chief Elected Officer	
<input type="checkbox"/> Director from the Faculty of Business	<input type="checkbox"/> Director from Faculty of Health Sciences	<input type="checkbox"/> Director from Faculty of Media, Art and Design
<input type="checkbox"/> Director from Faculties of Skilled Trades, and Apprenticeship; Hospitality and Horticulture Science; and Liberal Studies.	<input type="checkbox"/> Director from the faculty Science, Engineering, and Information Technology	<input type="checkbox"/> Director from the Faculty of Social and Community Services

<b>Expenses incurred:</b>	
<input type="checkbox"/>	I incurred election expenses which were not directly charged to my campaign by DCSA. <b>(Please fill out Section 2 and 3)</b>
<input type="checkbox"/>	I did not incur election expenses which were not directly charged to my campaign by DCSA. <b>(Please fill out section 3 only)</b>

## Section 2: Details of Expenses

	Date	Vendor	Invoice number (if applicable) or detailed information	Amount	Reason for claim
Line 1					
Line 2					
Line 3					
Line 4					
Line 5					
Line 6					
Line 7	<b>Total declared Expenses:</b> <i>Add the amount from lines 1-6 together.</i>				

**Please attach receipts for all expenses.**

Box 1	Box 2	Box 3	Box 4
Total Prepaid Expenses	Total Declared Expenses	Total Campaign deductions	Total Campaign Expenses
<i>From line 6 of the Statement of Prepaid Expenses and Campaign Deductions</i>	<i>From Line 7</i>	<i>From line 10 of the Statement of Prepaid Expenses and Campaign Deductions</i>	<i>Add Boxes 1 + 2 +3</i>

Box 5	Box 6	Box 7
Campaign Spending Limit	Total Campaign Expenses	Amount Under Campaign Spending Limit
<i>From "Final Adjusted Spending Limit" on the Notice of Campaign Spending Limit</i>	<i>Box 4</i>	<i>Subtract box 6 from box 7</i>

## Section 3: Candidates Declaration

I declare that to the best of my knowledge and belief that these financial statements and attached supporting schedules are true and correct.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date



## Appendix VI: Sample Ballot (Mobile)

Durham College Students Association  
Online Voting



DURHAM COLLEGE  
STUDENT  
ASSOCIATION

Home

How It Works

Logout charles wilson

Test Election

Executive Chair and Chief Elected Officer

Please vote for one Candidate.

You may select **one** of the following.  
Click on any **view details** link to view more information.

☐

Donald Duck

[\[hide details\]](#)

This is the profile for Donald Duck. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur non erat hendrerit, dignissim elit et, vestibulum dui. Suspendisse venenatis faucibus risus, eu malesuada sem vulputate in. Phasellus eget massa ac sapien molestie rutrum ac ac turpis. Integer aliquam est non nunc efficitur, vitae bibendum purus rhoncus. Aliquam aliquam laoreet odio.



☐

Mickey Mouse

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☐

Bart Simpson

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Director from the Faculty of Business

You may select **one** of the following.  
Click on any **view details** link to view more information.

☐

Bugs Bunny

[\[hide details\]](#)

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## Appendix VII: Sample Ballot (Desktop)

Durham College Students Association  
Online Voting



DURHAM  
COLLEGE  
STUDENT  
ASSOCIATION

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Test Election

Executive Chair and Chief Elected Officer

Please vote for one Candidate.  
You may select **one** of the following.  
Click on any **view details** link to view more information.


☐ Donald Duck [\[hide details\]](#)

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☐ Mickey Mouse [\[hide details\]](#)

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☐ Bart Simpson [\[hide details\]](#)

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Director from the Faculty of Business

You may select **one** of the following.  
Click on any **view details** link to view more information.


☐ Bugs Bunny [\[hide details\]](#)

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☐ Elmer Fudd [\[hide details\]](#)

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Cancel

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DURHAM  
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