



# The Students' Association

*Of Northwestern Polytechnic*

2026- 2027

CAMPAIGNING BOOKLET

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Candidates are required to familiarize themselves with the Association Bylaws, policies, and regulations.

The Students' Association of Northwestern Polytechnic is an organization that focuses on the well-being of all its members. It is expected that all candidates, campaign representatives, supporting members, and election staff conduct themselves appropriately and in the spirit of a fair competition.

## **ELECTION INFORMATION**

### ***Campaigning***

The 2026/2027 Students' Association BOG By-Election campaign period will start at 8:00 AM on April 6<sup>th</sup>, 2026, and will conclude at 3:00 PM on April 15<sup>th</sup>, 2026.

Absolutely **NO CAMPAIGNING** shall take place prior to the beginning of the campaign period – this includes verbal campaigning and distributing materials such as posters, handouts, social media accounts, etc. that pertain to one's candidacy. **Candidates are responsible for ensuring ALL their campaign materials are removed prior to 3:00 PM on the final day of campaigning – Wednesday April 15<sup>th</sup>, 2026.**

*Verbal campaigning concludes on Sunday, April 12<sup>th</sup>, 2026 at 11:59 PM* but campaigning materials may remain up until the conclusion of campaigning on Wednesday, April 15<sup>th</sup>, 2026 at 3:00 PM.

### ***Voting***

The 2026/2027 Students' Association BOG By-Election voting period begins at 9:00 AM on Monday April 13<sup>th</sup>, 2026, and will conclude at 3:30 PM on Wednesday April 15<sup>th</sup>, 2026.

The Students' Association uses a confidential online voting platform SurveyMonkey that is overseen by the Executive Director. Students will need access to their student emails to validate their membership status and will be able to submit one (1) completed ballot.

On the ballot, students are able to vote for each position. Voters still have a choice for candidates running uncontested with a "Yes" or "No" selection.

### ***Candidate Withdrawal***

Candidates may withdraw their name from the election at any time; however, they must withdraw no later than 8:00 AM on Friday April 10<sup>th</sup>, 2026, to have their name removed from the ballot.

## **Results Announcement**

Unofficial election results will be announced at 3:30 PM in the SA Office on Wednesday April 15<sup>th</sup>, 2026. The results will remain unofficial until the contestation period has concluded without incident. Candidates are not permitted to share the results until NWPSA makes an official announcement. *(Refer to page 10 for contestation information)*

## **Complaints Period**

Complaints must be submitted within twenty-four (24) hours of the alleged violation. Candidates may not be disqualified more than four (4) days after the conclusion of voting. Complaints shall be filed using the NPWSA Election Violation Form (*Appendix 15*) and submitted to the Chief Returning Officer (CRO) no later than 3:30 PM on Thursday April 16<sup>th</sup>, 2026.

## **SA Elections Team**

- Brooklyn Broaders, Governance and Student Support Coordinator
- Tahnia Getson, Executive Director
- Eileen Ritenburg, Chief Returning Officer

***Candidates shall contact Brooklyn Broaders or Tahnia Getson with general election inquiries.***

***Candidates shall only contact Eileen Ritenburg with complaints, concerns, or questions about election rules.***

### **Eileen Ritenburg**

Chief Returning Officer  
Email: [sacro@nwpolytech.ca](mailto:sacro@nwpolytech.ca)  
Office: By Appointment

### **Tahnia Getson**

Executive Director  
Email: [edirector@nwpolytech.ca](mailto:edirector@nwpolytech.ca)  
Office: By Appointment

### **Brooklyn Broaders**

Governance & Student Support Coordinator  
Email: [bbroaders@nwpolytech.ca](mailto:bbroaders@nwpolytech.ca)  
Office: SA Office (G123D)  
Office Hours: Tuesday 10am – 12pm & Thursday 10am – 12pm, or by appointment

## **CAMPAIGNING**

It is **STRONGLY** recommended that candidates and, should they have any, their campaign representatives, read the bylaws, election policies, and regulations.

Candidates are encouraged to work hard and respect one another throughout the duration of the election and campaigning. The Students' Association has **ZERO tolerance** for any conduct or activities promoting violence, bullying, or harassment.

NWPSA staff and current Executive Council members are not permitted to be campaign representatives, and are prohibited from endorsing a candidate.

For those in an uncontested position, it is still HIGHLY recommended to campaign and encourage eligible students to vote for you. Candidates running uncontested must receive 50% + 1 "Yes" votes to be elected.

Any candidates that are currently employed with NWPSA, including at any of NWPSA owned lounges, are prohibited from campaigning or endorsing a candidate while on shift.

Campaigning begins the Monday following the mandatory All Candidates Meeting on Thursday April 2<sup>nd</sup>, 2026, and will conclude at 3:00 PM on Wednesday April 15<sup>th</sup>, 2026. Verbal campaigning concludes on Sunday, April 12<sup>th</sup>, 2026 at 11:59 PM.

- All campaign materials MUST be approved by the CRO prior to posting/publication.
- Candidates will be required to submit a 1-minute video outlining their platforms to edirector@nwpolytech.ca by Sunday April 5<sup>th</sup> at 11:59 PM.
- All campaign materials are prohibited from being placed on bulletin boards, or in SA offices, along with any NWP property not designated for campaign materials.
- For the purposes of soliciting signatures for nomination requirements, candidates are permitted to announce their intentions of running for the position and engage in personal conversation concerning their platform before the start of campaign week.

***Posters may be hung on NWP Pillars as permitted by the CRO in the All-Candidates Meeting.***

### ***Campaign Representatives***

A campaign representative may assist you throughout the duration of the campaign period. This includes helping create campaign materials, promoting your platform, and sitting in for certain campaign forums should you be unavailable, with permission from the CRO.

Candidates are responsible for the actions of their campaign representative. Should any complaints come forward about the representative regarding breaches of Association Bylaws, Policies, or election regulations, the candidate may face disciplinary action or disqualification.

Candidates are required to inform the CRO via email of any campaign representative(s), prior to Sunday April 5<sup>th</sup> at 11:59 PM, before the campaigning period. All campaign representatives MUST be current NWPSA members (*NWP students*).

## ***Removal of Campaign Materials***

Candidates **MUST remove all campaign materials by 3:00 PM on the last day of voting**. This includes posters, handouts around campus, social media accounts, etc. Failure to remove campaign materials may result in penalization up to and including disqualification.

Candidates are required to submit an Election Expense Form to the CRO by 10:15 AM the day following the last day of voting. The form is required even if no additional campaign materials were purchased.

## ***SA Forum Events***

The SA Election Team organizes forums for voters to meet the candidates. These events are mandatory to attend; minimum one (1) week notice is to be given to the CRO should a candidate be unable to attend.

### **Candidate Speeches**

April 7 from 11:00am – 12:00pm  
In Howlers Lounge

### **Candidate Meet & Greet**

April 9 from 11:30am – 12:30pm  
Outside SA Office

## ***Forum Conduct***

Candidates are to arrive on time for any forums, should they be late due to class or other arrangements, notice is to be given to the CRO. If the forum allows for set up/tear down, the candidates shall ensure they arrive early to set up and remain after to clean their stations. During the forums, candidates will be expected to answer questions, chat with students, and talk about their election platforms. They will also be expected to treat each other with respect and ensure their platforms do not consist of promises they cannot keep.

Candidates will be required to attend each of the forums, should they be unable to attend, their campaign representative may sit in for them. Should a campaign representative be unavailable, notice and reason for absence is to be sent to the CRO a minimum of one week prior to the forum. Failure to attend forums may result in penalization up to and including disqualification.

## CALENDAR DATES

### APRIL 2026

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
		1	<b>2</b> Nominations Due @ 3:30 PM <b>MANDATORY</b> <b>Meeting @ 3:30 PM</b> <b>in SA Office</b>	3
<b>6</b> Campaigning Begins @ 8:00 AM	<b>7</b> <b>Candidate Speeches</b> <b>@ 11:00 AM in</b> <b>Howlers Lounge</b>	8	<b>9</b> <b>Candidates Meet &amp;</b> <b>Greet @ 11:30 AM</b> <b>Outside SA Office</b>	10
<b>13</b> Voting Begins @ 9:00 AM	14	<b>15</b> Campaign Materials Removed by 3:00 PM Voting Ends @ 3:30 PM <b>Candidates Meet @</b> <b>3:30 PM in SA Office</b>	<b>16</b> Election Expense Form Due @ 10:15 AM	17
20	21	22	23	24
27	28	29	30	

## CAMPAIGN MATERIALS

### *Pre-Approval and Approval of Materials*

All materials MUST be approved by the CRO prior to advertisement. Candidates are to send their materials to the CRO via email at [sacro@nwpolytech.ca](mailto:sacro@nwpolytech.ca) for approval, it is strongly recommended to receive approval PRIOR to printing.

### *Campaign Material Expenses*

The Students Association works to ensure that candidates are provided with equal and fair opportunities for their campaigning materials. This includes allowing candidates to print a maximum of thirty (30) 11 x 17 posters at the SA Office at no charge.

In addition to the posters, candidates are limited to a maximum of \$200 CAD that can be spent by the candidate on their campaigning materials. This WILL NOT be reimbursed by the Association and comes from the candidate for their platform. To ensure candidates compliance with this rule, a candidate expense form must be completed and submitted, alongside any receipts, to the CRO by no later than 10:15am the day following the last day of campaigning.

To ensure the \$200 CAD limit is being followed, the following areas must be noted when purchasing and completing the Candidates Expense Form:

### **Gift-In-Kind/Donations**

Fair market value should be assessed on all gifts-in-kind and included when submitting receipts to the CRO.

### **Home Printing**

Candidates cannot use NWPSA printing services outside the allotted posters for campaigning materials. Printing done at home shall be expensed at the following rates when submitting receipts to the CRO.

\$0.10/copy for black & white (8.5 x 11)

\$0.25/copy for color (8.5 x 11)

Fair market value for additional sizes

### **Sales and Discounts**

Items purchased on sale or through special offer are permitted, provided such discounts are/were available to all candidates and not purchased in advance of the election.

Candidates are NOT required to spend any money on their campaign and may choose to only utilize the pre-approved poster printing at no charge. An expense form is still required to inform the CRO there were no additional expenditures on their campaign.

### ***Do's and Don'ts***

#### **Acceptable Practices**

- White sticky tack to hang up posters or other materials
- All adhesives must be completely removed along with campaign materials by the end of the campaign period
- Hanging printed materials may only be placed on the large round cement pillars in NWP
- Social media is allowed, and must be provided to the CRO
- Networking, talking with students on campus
- Attending election forums set by Elections Team
- Be respectful if asked about other candidates
- Name, photo, position, and voting dates included on campaign materials

#### **Unacceptable Practices**

- Hanging printed campaign materials on any surface except cement pillars in main hallways

- Any adhesive other than white sticky tack
- Smear campaigns, spreading lies, false, or negative information regarding another candidate
- Making promises to voters that you can't or are unable to keep
- Hiding or failing to include campaign materials on final expense form
- Posting campaign materials prior to CRO approval

### ***Monitoring of Materials***

Candidates are responsible for all their materials. It is the candidate's responsibility to maintain an accurate inventory of all their printed materials, their locations, and to ensure materials are not left or misplaced in areas where campaigning is prohibited. Failure to properly monitor materials may result in penalization or disqualification.

If you are unsure if an area is appropriate to hang a poster, contact the CRO prior to placing the poster.

### ***Social Media Guidelines***

Candidates may use social media (Facebook, Instagram, TikTok, X, Reddit, etc.) for campaign purposes. Use of social media is governed in the same way as any other campaign materials, tools, or strategies. In addition:

- Candidates must follow @nwpstudents if using Facebook or Instagram
- Accounts must be public for the duration of the election
- Candidates must submit account names/handles to the CRO

The Students' Association and Election Team are unable to moderate engagement on candidates online activity. However, any posts, stories, or comments that violate the Association Bylaws, policies, Election regulations, or NWP policy can and should be reported using the Election Violation Form (*Appendix 15*).

### ***Tips & Tricks***

There are many ways for candidates to campaign, and all are unique to the person running, it is important to note there is no "one way" to campaign.

Candidates are strongly encouraged to create campaign materials, including but not limited to the personal essay, photo, and posters. Campaign materials give voters the opportunity to learn about candidates and their platforms outside of set forum times. The SA encourages candidates to consider the information shared in such materials and to include their photo, name, position, and voting dates, along with anything else candidates deem important.

## **CANDIDATE CONDUCT**

Candidates are expected to attend the All Candidates Meeting on Friday March 6<sup>th</sup>, 2026, to review campaigning rules, meet other candidates, and ask questions. Any candidate that does not abide by the election regulations, NWPSA bylaws and policies, or NWP policies, may be penalized or disqualified.

### **Contestation**

Election results may only be contested by another candidate running for the same position.

The election may be contested on the following grounds:

- Deliberate violation of Election Bylaw, policies, or regulations;
- Candidates eligibility;
- Errors in electoral roll;
- Any activities that may call into question the integrity of the voting process.

Candidates who wish to contest the election results must complete the Election Violation Form (*Appendix 15*) and submit it to the CRO by 3:30 PM on Thursday April 16<sup>th</sup>, 2026.

### **Complaints**

Any staff, faculty, or students at Northwestern Polytechnic may file an official complaint against a candidate or their campaign representative by completing and submitting the NWPSA Election Violation Form (*Appendix 15*) to the CRO by 3:30 PM on Thursday April 16<sup>th</sup>, 2026.

Any staff, faculty, or students at Northwestern Polytechnic may file an official complaint against a member of the SA Elections Team by submitting a completed Election Violation Form to Tahniah Getson, Executive Director at edirector@nwpolytech.ca.

The complaints process should primarily be reserved for reporting potential violations of the Association Bylaws, policies, or regulations related to the Election process in order to uphold the value and integrity of the election process and results.

### **Penalizations & Disqualification**

As per Association policy, penalties for violating Association Bylaws, policies, or election regulations may include, but are not limited to:

- A written warning;
- A verbal warning;
- Confiscation or deletion of campaign materials; or
- Disqualification

Any candidate in violation of the Association Bylaws, policies, or regulations set by the CRO, may be penalized or disqualified by the CRO or designate. Any activities or actions deemed inappropriate by the CRO may result in penalization or disqualification.

### ***Grounds for Disqualification***

- Intentional actions that demonstrate a lack of respect for the election's guiding principles, fair competition, the institution, the community, or others.
- Failure to attend the All Candidates Meeting, or Campaigning Forums without providing ample notice to the CRO.
- Exploiting a current or recently held position to gain unequal access to the student body.
- Campaigning prior to becoming a candidate.
- Campaigning while working or volunteering for NWPSA.
- Participating in an externally organized election event that was not open to all candidates.
- Failure to remove campaigning materials before the required date, including verbal campaigning during the voting period.
- Promotion or participation in a slate.
- Damaging NWP or NWPSA property.
- Disturbing or interfering with the voting process.
- Candidates shall never be impaired while campaigning.
- Any proven allegations of messages or activities of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and/or prejudice.
- Voter intimidation, voter suppression, voter impersonation, and vote buying are strictly prohibited.
- Continued breach of SA Election Bylaws, policies, or regulations after a warning has been issued.

### ***Voter Privacy & Election Interference***

All members of the Students' Association of Northwestern Polytechnic have the right to cast their votes in the SA election privately, free from influence, coercion, or interference. Candidates, and campaign representatives, shall refrain from:

- Lingering or loitering at dedicated voting stations.
- Observing a voter while they are in the process of casting their electronic ballot.
- Assisting a voter in opening, navigating, or completing their electronic ballot.
- Solicit or pressure a voter to cast their ballot in their presence or in a specific manner.
- Vote on behalf of the Member for any reason.

Any member who suspects a violation of this section may report the incident to the Chief Returning Officer (CRO) for investigation. The CRO shall have the authority to investigate reported violations, including but not limited to reviewing digital logs, security cameras, and interviewing relevant parties.

## **RELEVANT POLICIES, APPENDICES, AND BYLAWS**

Policy 2.1 Students Council

Policy 2.3 Executive Council

Policy 2.4 Elections

Policy 2.5 Councilor Vacancies

Policy 2.10 Board of Governors Representation

Policy 2.11 President Eligibility Requirements

Appendix 15 Election Violation Form

Appendix 16 Election Appeals Form

Appendix 18 Candidate Expense Form

Bylaw 4: Elections and Referenda