

UNA ELECTION 2024: GUIDE FOR CANDIDATES

INTRODUCTION

The purpose of this document is to provide information to candidates and prospective candidates regarding the University Neighbourhoods Association (UNA) 2024 Board of Directors election. This document contains an overview of the nomination procedures, the responsibilities and rights of candidates, and the voting procedures during the election. It also details the key dates related to the election.

The UNA Society Members will elect seven candidates to serve as directors on the UNA Board of Directors. All eligible UNA Society Members can vote in this election. The voting period will commence on November 4, and close on November 26 at 4:30 p.m.

THE UNA'S ROLE

Neutral Administrator

During the election, the UNA's role is a neutral administrator. The UNA will facilitate the announcement of the election, communications with UNA Society Members and candidates, the All-Candidates Forum, and the election process. In addition, the UNA will aim to resolve any election irregularities in a fair and impartial manner.

The UNA encourages residents to engage in the democratic process, including running in the election, participating in public debate and discourse, and voting. However, the UNA is a neutral party and will not promote, endorse, or oppose a candidate.

Trademarks

The UNA is not affiliated or aligned with any candidates and, as such, it is not permissible to use the UNA's trademarks and logos alongside, or in affiliation with, a candidate's platform, signage, or other campaign materials.

CAMPAIGNING

Election Signs and Campaign Materials

Candidates may choose to create and distribute campaign material, such as election signs or social media content. Regarding election signs, candidates are to adhere to the following rules:

- In areas managed by the UNA, the UNA reserves the right to remove any election signs that may obstruct traffic, hinder pedestrian visibility, or generally create a hazard to the public.
- All election signs in areas managed by the UNA must be removed no later than 24 hours after the end of the election.

Candidates are also encouraged to visit the [UBC Campus + Community Planning website](#) to review campus signage policies.

The UNA has bulletin boards in the Wesbrook Community Centre and Old Barn Community Centre designated for the election. Candidates interested in attaching campaign posters to these bulletin boards are asked to first speak with the respective community centre's front desk team.

Contacting Members

A candidate for election to the UNA Board of Directors may, upon application under section 25(3) of the *Societies Act*, be granted temporary possession and use of electronic information containing an electronic copy of the register of members on the condition that:

1. the electronic information will be returned to the UNA within three days of the end of the election;
2. the information will only be used for the purposes of legitimate election campaigning; and
3. all electronic and paper copies of the information will be deleted promptly upon the end of the election.

The register contains each member's name, mailing address, email address, and phone number, if available.

When emailing members, candidates must conceal the contact list (e.g. by using the BCC email field). Candidates' access to the electronic information will be removed after the election. Candidates must delete all copies of the register and its contents within three days of the end of the election and agree not to share or use the information for any other purpose aside from campaigning.

To apply for access to the register, please fill out the "Candidate Application to Access UNA Register of Members Form" and submit it to the UNA at elections@myuna.ca.

All-Candidates Forum

The All-Candidates Forum will be hosted by the UNA on November 14, 7 p.m. to 8:30 p.m. at the Wesbrook Community Centre.

The forum will serve as an opportunity for attendees to ask candidates questions, and for candidates to engage in an open debate about their platforms and goals should they be elected.

THE ELECTION

Election Process

This election, members will be able to vote using a secure online voting system. This system is designed to make voting simple and accessible from a phone, computer, or tablet, while also safeguarding the integrity and security of the election.

An election package will be mailed to all members who are registered as of October 24. The election package will contain information on each candidate and instructions to access one's voter ID and voting password and vote online.

Persons who register to become a UNA Society Member after October 24 can pick up an election package at the Wesbrook Community Centre or visit our website myuna.ca/elections.

On November 4, all members will receive an email from the UNA with their unique voting passwords to log on to the voting website and vote. Persons who sign up after November 4 will receive an email with their unique voting password within one (1) business day after their registration. The deadline to become a member in order to vote is November 22.

The deadline to submit ballots is November 26 at 4:30 p.m.

Counting and Tallying

Ballots are counted immediately after the deadline for ballot submission. The UNA will close the voting period on November 26 at 4:30 p.m. Following that, UNA staff will allow the online voting system to tally the votes and begin producing the election results report.

Candidates may appoint one scrutineer to represent the candidate at the counting proceedings.

Scrutineers

A candidate may appoint one scrutineer to represent the candidate at the counting proceedings and access the election's audit log. A scrutineer must be a UNA Society Member, not be a family member of the candidate, and have a completed appointment form.

Scrutineers are allowed to observe the counting proceedings to ensure fairness. They may also have access to the election's audit log to view the actions taken by the UNA's staff in administering the election.

Declaration of Results

Election results will be certified by the UNA's staff responsible for counting the votes and Simply Voting, the provider of the online voting system. The election results will then be confirmed by the UNA's Chief Administrative Officer. A list of successful candidates will be published on the UNA website and emailed to all members.

AFTER THE ELECTION

Successful candidates will be required to attend a full-day orientation session on December 6 and the Inaugural Board Meeting on December 10 at 5:30 p.m. The first Regular Board Meeting will be held on December 17 at 5:30 p.m.

IMPORTANT DATES

September 20 Notice of election; call for nominations



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October 4	Deadline to submit nominations; announcement of candidates
November 4	Voting period begins
November 14	All-Candidates Forum
November 22	Deadline to register as a UNA Society Member and be eligible to vote
November 26	Voting period ends; ballot counting; announcement of election results

IMPORTANT DATES FOR SUCCESSFUL CANDIDATES

December 6	Board Orientation
December 10	Inaugural Board Meeting