



**WLU STUDENT PUBLICATIONS NOMINATION PACKAGE
PREPARED FOR THE 2017-18 ANNUAL GENERAL
MEETING**

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LETTER FROM THE PRESIDENT

Congratulations! Picking up this nomination form is your first step to becoming more involved in the future of Wilfrid Laurier University Student Publications.

If you're reading through this than I am assuming you are currently considering a candidacy for President and Publisher or as a Director of the Board. These positions are great opportunities to learn about governance, how WLU Student Publications works from a top down perspective, meet volunteers from other departments and looks great on your resume.

So far, being president has been one of the most rewarding experiences for me as on a daily basis I get to see the products that the volunteers of this organization put out and the fun that they have doing it. As President or Director of the Board, this organization is able to function with you and your love for media, campus culture and volunteerism.

Throughout the stages of this year's elections process, remember that this is your chance to show the student membership why you think you are the best fit for the position that you are running for and to prove that you are able to confidently represent them in future decisions that will effect the organization and our student volunteers as a whole.

Please, contact me if you have any questions or concerns about putting your name forward for any of these positions, and good luck!

Sincerely,

Andreas Patsiaouros
President and Publisher
Wilfrid Laurier University Student Publications

NOMINATION RULES AND REQUIREMENTS

1. CLOSE OF NOMINATIONS

Failure to submit these forms by the deadline will result in invalid nomination.

The forms contained in this nomination package must be completed in full and submitted as outlined below by January 8, 2018 at 5:00 PM.

Brantford: Brantford nominees must submit forms to the Brantford WLUSP office located in Grand River Hall, room 202, at 171 Colbourne Street. Forms must be submitted in person or scanned and emailed in full to Dellesia Noah, who can be contacted at manager@thesputnik.ca.

Waterloo: Waterloo nominees must submit forms to the Waterloo WLUSP office located at 205 Regina Street, President's office (third floor). Forms must be submitted in person or scanned and emailed in full to Andreas Patsiaouros. Andreas can be reached at president@wlusp.com

2. PLATFORMS AND CANDIDATE PHOTOS

Platforms must be submitted via email by Monday, January 8 at 5:00 PM to president@wlusp.com. Late platforms will not be accepted. Board of Directors candidates' platforms must not exceed 150 words. President/Chair candidates' platforms must not exceed 250 words. If a platform is longer than these lengths it will be cut off with a slash.

Candidates must arrange to have their photo taken by a WLUSP photographer on either campus no later than 5:00 PM on Monday January 8, 2018. Waterloo candidates can contact Tanzeel Sayani at photos@thecord.ca. Brantford candidates can contact Kathleen Binder at photography@thesputnik.ca. Failure to arrange a photograph will result in a message reading "photo unavailable," when printed in The Cord and The Sputnik.

3. SPEECHES AND OPEN FORUMS

Online open forum: Candidates will be required to answer questions pertaining to their platform on the WLUSP website between the time of submitting their platform until the Annual General Meeting (date TBD).

Open forum (Brantford and Waterloo): Candidates for board will be given two (2) minutes to speak at an open forum held in Brantford on January 18, 2018 and in Waterloo on January 24, 2018 prior to the Annual General Meeting. Candidates for President will be given three (3) minutes to speak. This will be followed by a question period.

Radio Laurier Debate: Candidates for the Board of Directors and and President and Publisher will go on air at a time coordinated with the Station Manager for an hour-long show, formatted similarly to the Open Forum. Board Candidates will be given two (2) minutes to speak on air. Candidates for President will be given three (3) minutes to speak. This will be followed by a questions period. Date TBD.

Annual General Meeting (Both Brantford and Waterloo candidates will be present on the Waterloo campus for a joint meeting): Candidates for the Board will be given three (3) minutes to speak during the Annual General Meeting which will be held in Waterloo and simulcast in Brantford. Candidates for President will be given five (5) minutes to speak. The speeches will be followed by a multi-campus question period; the chair of the meeting will set the time limit.

4. CAMPAIGNING

There shall be no campaigning outside of the Annual General Meeting; this includes but is not limited to posters, pamphlets, booths, mass emails, social media promotion/groups and websites. It is the candidates' responsibility to ensure campaigning does not occur, whether from the candidate or in the candidate's name. Word of mouth shall never constitute as campaigning. Proof of slander or libel of another candidate at any time is reason for immediate dismissal from the election. Violation of the above policies may result in immediate dismissal from the election.

5. VOTING PROCESS AND RESULTS

Advanced poll locations will be established on both campuses for a maximum of ten (10) hours during the week preceding the Annual General Meeting. Candidates are welcome to be present but may not campaign during advanced polls. Voting will also occur at the Annual General Meeting on both campuses.

At the Annual General Meeting, after votes have been cast, the meeting will recess to review the results on both campuses. Each candidate will have the option to have one (1) scrutineer during vote review process. A scrutineer is nominated by the candidate to ensure fair voting process, candidates must fill out the attached scrutineer form and submit with the nomination package.

Results will be announced at the Annual General Meeting in Waterloo.

6. APPEALS

Any rulings by the chair will be made known to the candidate through email to the candidate used to register. If a candidate wishes to appeal a ruling of the Chair of the AGM before the election, the candidate must send an email to the Chair at president@wlusp.com within 24 hours of being notified of the decision of the Chair of the Annual general meeting. This email should include the

reasons for said appeal. If one wishes to appeal a decision made at the Annual General Meeting, the appeal must be made immediately after the ruling is made at which time the chair will recess the meeting to allow the WLUSP Board of Directors to rule on the appeal.

7. ELECTION POLICY

Though the above information outlines required process for all candidates, WLUSP's elections policy is available online for further information. Find this policy at: www.wlusp.com/about/policy-and-procedures/

Please, note that an update to the current elections policy has been made by the Board of Directors. Steps are currently being taken to update the online PDF to reflect these change.

5.0 Voting

5.1 Advanced voting will be made available on each campus that the Corporation operates in for a minimum of ten (10) hours between 9am and 5pm within the week preceding the election.

5.2 All voting for elected positions will be done by secret ballot.

i) Voters shall rank candidates in order of preference.

ii) Voters are not required to rank all of the candidates on the ballot.

iii) A ballot that assigns the same rank to two or more candidates is considered invalid.

iv) Points i), ii), and iii) above shall be communicated to each voter at the time of voting.

5.3 There shall be no proxy voting.

5.4 All voting for matters other than elected positions shall be conducted at the discretion of the Chair of the meeting in accordance with Roberts Rules of Orders.

6.0 Counting

6.1 Counting the ballots for all elected positions shall be conducted using the Modified Borda Count (MBC).

i) For each ballot, candidates are assigned points as follows:

a. Unranked candidates receive 0 points

b. The lowest-ranked candidate receives 1 point

c. The next-highest ranked candidate receives 2 points

d. The next-highest ranked candidate receives 3 points (and so on...)

e. The highest-ranked candidate receives as many points as there are ranked candidates on the ballot

ii) For an election with x seats available, the x candidates with the most points are declared elected.

iii) If a tiebreaker is needed, the candidate with the most first-place votes is declared elected.

iv) If both candidates have the same number of first-place votes, the candidate with the most second-place votes is declared elected. (and so on...)

v) If a further tiebreaker is needed, a run-off election must be held.
6.2 There will be an automatic recount of votes if an outcome will be changed with a margin of five (5) percent or less of votes between candidates.

SUMMARY OF IMPORTANT DATES

Monday, January 8 at 5:00 PM: Complete nomination packages due to Andreas Patsiaouros (Waterloo) Dellesia Noah (Brantford).

Monday, January 8 at 5:00 PM: Candidate photo must have been taken by Cord or Sputnik staff.

Monday, January 8 - Wednesday, February 1: Online open forum will be open for comments from students and applicants.

Thursday, January 18 at 10:00 AM: Brantford open forum.

Wednesday January 24 at 10:00 AM: Waterloo open forum.

TBD: Radio Laurier live interviews with candidates (days/times to be scheduled with candidates)

TBD: WLUSP Annual General Meeting in Waterloo (with Waterloo and Brantford candidates)

ORGANIZATIONAL INFORMATION

Wilfrid Laurier University Student Publications (WLUSP) is a volunteer based not-for-profit media group. WLUSP, autonomous from both the Students' Union and the university has a membership comprised of individuals of the Laurier student body who pay fees levied through the university. This funds WLUSP's publications, websites and online radio station.

PRINT PUBLICATIONS

The Cord: a weekly newspaper produced for the Waterloo campus and community

The Sputnik: a bi-weekly newspaper produced for the Brantford campus and community

The Community Edition: a monthly newspaper distributed to the Kitchener-Waterloo community

Blueprint: a graphic and literary magazine distributed four times annually

The Keystone: Waterloo campus's official yearbook

The Carnegie: Brantford campus's official yearbook

WLU'er: Laurier's official multicampus student handbook

OTHER ENTITIES

Radio Laurier: Laurier's online campus radio station

Laurier Student Poll: a market research group focusing on public opinion on campus

WEBSITES

wlusp.com, the_cord.ca, community.thecord.ca, thesputnik.ca, radiolaurier.com, blueprintmagazine.ca, laurierstudentpoll.com

WLUSP is also responsible for organizing Laurier's undergraduate and graduate photography and composites.

NOTE: The above information provides a rudimentary framework of the organization. More information can be found on all of the above listed websites or by contacting individuals within the organization. Contact information can be found at www.wlusp.com

POSITION DESCRIPTION - PRESIDENT and PUBLISHER

POSITION DESCRIPTION: President and Publisher

REPORTS TO: Board of Directors

SUPERVISES: Executive Director and all publication department heads including Cord Editor-in-Chief, Sputnik Editor-in-Chief, Keystone Editor-in-Chief, Carnegie Editor-in-Chief, Blueprint Editor-in-Chief, Radio Laurier Station Manager, Brantford Administration, WLUSP Summer Interns

TERM OF OFFICE: May 1 to April 30

HOURS: 30 hr/ week

GENERAL FUNCTION: Elected by the student body, the WLUSP President is responsible for overseeing the operations of WLUSP. The President hires and supervises the work of all student publication managers and Editors-in-Chief. In addition, the President is responsible for overseeing the budgeting process and ensuring budgets are past by the board of directors as per WLUSP policy. The president will provide strategic oversight to the Executive Director and assist the Executive director in the management of day-to-day operations. The president also serves as chair of the WLUSP board of directors and acts as publisher to all publications.

REQUIREMENTS: In order to be eligible for election to the position of President/ Chair and Publisher, the candidate must be a member of WLUSP. The candidate must be a student of WLU during the election in which they are first elected.

PRESIDENTIAL RESPONSIBILITIES

The President serves as chair of the WLUSP board of directors and is responsible for overseeing the management and accountability of all operations of WLUSP. It is the responsibility of the President to keep the board of directors informed of progress in operations or any situation that may cause legal risk or substantial financial change to the organization. The President is responsible for the following tasks:

- Serve as the chair of the WLUSP board of directors
- Convene regular meetings with the Board of Directors of Student Publications.
- Work with the Board of Directors to engage in: strategic and business planning, long term visioning, and decision making at the board level.

- Oversee and monitor the work of the Executive Director
- From time to time recruit and hire new Executive Director
- Perform regular performance evaluations of the Executive director
- Supervise budgetary compliance and review and approve amendments, within the authority granted by the board
- Represent the Corporation in relations with the university and other outside organizations
- Coordinate public relations activities and represent WLUSP to the media
- Sit on the WLU Advertising & Sponsorship Committee to represent the interests of the corporation
- Chair, plan and manage the logistics of the annual general meeting
- Coordinate the response to any matters affecting the legal status of the corporation, including, but not limited to: matters of libel, employment contract disputes, and other legal matters
- Act within the guidelines, policies and regulations of the WLU Student Publication's Board of Directors in the best interest of the members of the corporation
- Ensure the Corporation is in compliance with all federal, provincial and municipal legislation and regulatory requirements
- Ensure that Student Publications is operating in accordance with its existing bylaws, policies and guidelines
- Attend all meetings/conferences on behalf of WLUSP as required by the Board of Directors
- Submit regular reports to the Board, outlining work completed, and bringing relevant matters to the attention of the Board
- Prepare a year--end transition report for the incoming President
- Any other reasonable duties, as required by the Board of Directors.
- Oversee the corporate auditing process and any government audits
- Negotiate contracts regarding: the acquisition of materials, equipment and services, the operating relationship with WLU, the continuing employment of staff members

PUBLISHER RESPONSIBILITIES:

The Publisher is responsible for all editorial and media content produced by WLUSP, excluding The Community Edition in which the Executive Director serves as the publisher for. It is the Publisher's responsibility to ensure that all content produced and distributed by WLUSP staff and volunteers is in

compliance with the values of the corporation and the WLUSP Code of Conduct. The Publisher will:

- Manage all direct report staff and ensure the effective supervision of all staff and volunteers
- Oversee all human resources activities across the organization and directly facilitate or have facilitated human resources related activities for editorial and media content production, including, but not limited to the hiring and termination of staff and volunteers.
- Facilitate regular professional development activities for staff and volunteers
- Oversee and participate in activities undertaken to recruit and orient new staff and volunteers
- Participate in hiring of relevant staff in the months preceding the term of office, and the last months of the term of office
- Assist the ED in preparing the interim and operating budget
- Act as a liaison and mediator between departments
- Assist members of the Corporation and the public in resolving any complaints regarding the publishing and broadcast activities of WLUSP, and act as a mediator where necessary
- Ensure compliance with media law
- Oversee unsigned and unattributed work to ensure compliance with WLUSP policy and media law
- Ensure that all content produced by WLUSP meets or exceeds the corporation's high standards
- Ensure that all content produce by WLUSP complies with the Values of the organization and the WLUSP Code of Conduct.
- Where necessary discipline staff who intentionally breach expectations of standard, organizational values or WLUSP Code of Conduct.

POSITION DESCRIPTION - BOARD DIRECTOR

REPORTS TO: WLUSP Membership

SUPERVISES: Executive Director, President and Publisher

TERM OF OFFICE: May 1 to April 30

GENERAL FUNCTION: Elected by the student body, the board of directors is responsible for overseeing the strategic direction of the organization and ensuring compliance with all policy, by-laws, provincial and federal law.

Requirements: In order to be eligible for election to the position of Director, the candidate must be a member of WLUSP. The candidate must be a student of WLU during the election process and term of office.

SPECIAL RESPONSIBILITIES:

- Directors are eligible to hold officer positions which include vice-chair, treasurer and secretary
- Directors are responsible for developing strategic plans on a regular basis to guide the future direction of the organization.
- Directors are legally responsible for the organization and can at no time withhold information that would benefit or negatively impact the organization
- Directors are held to non-disclosure agreements that restrict the dissemination of privileged information.
- Directors will set policy to help govern the organization, its employees and serve the membership
- Directors will ensure that WLUSP's operations fall within the mission, vision and values as set out by the board of directors from time to time.
- Directors will ensure compliance of the organization with all laws and regulations restricting the various operations of the corporation.

DECLARATION FORM (FORM 1 of 4)

CANDIDATE NAME:

SEEKING ELECTION FOR: Select all positions that apply with a 'checkmark.'
Candidates may apply for both but can only hold office as either President/
Chair or Director.

_____ : WLUSP President

_____ : WLUSP Director

WLU STUDENT NUMBER: _____

PREFERRED EMAIL ADDRESS:

LOCAL ADDRESS:

PHONE NUMBER:

Please print below:

I, _____, hereby
declare my candidacy for Wilfrid Laurier University Student Publications
_____ (President or Director). I understand and will comply
with election policies, regulations and dictates of the Chair of the Annual
general meeting as outlined in this nomination package. In support of my
candidacy I have completed and submitted the supporting documents contained
in the nomination package. Furthermore, I confirm that I will be 18 years of
age or older as of May 1, 2018 in accordance with the Ontario Corporations Act.

SIGNATURE OF CANDIDATE:

DATE:

This form must be returned to Andreas Patsiaouros (Waterloo) or Dellesia Noah (Brantford)
by 5:00 PM January 8, 2018.

SIGNATURES (FORM 2 of 4)

Ten (10) signatures of students currently enrolled at WLU must accompany all nominations for President or Director. It is wise to get extra signatures to account for misprinted student numbers.

We, the under signed members of Wilfrid Laurier University Student Publications hereby nominate _____

(candidate name) for the position of _____President _____Director

#	Name	Student Number	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

This form must be returned to Andreas Patsiaouros (Waterloo) or Dellesia Noah (Brantford) by 5:00 PM January 8, 2018.

PROOF OF REGISTRATION (FORM 3 of 4)

CANDIDATE NAME:

WLU STUDENT NUMBER:

Please provide an attached copy of your verification of enrolment for Winter Term 2018 that can be found under Student Services on LORIS.

This form must be returned to Andreas Patsiaouros (Waterloo) or Dellesia Noah (Brantford) by 5:00 PM January 8, 2018

SCRUTINEER FORM (FORM 4 of 4)

Photocopy this page to have it filled out for two (2) scrutineers, maximum of one (1) on each campus per candidate.

CANDIDATE NAME:

SCRUTINEER NAME:

SCRUTINEER STUDENT NUMBER:

Please print below:

I, _____(candidate name)

hereby declare _____

(scrutineer name) as my scrutineer. I recognize that the scrutineer acts on my behalf and that I am responsible for their conduct and behaviour.

CANDIDATE SIGNATURE:

DATE:

SCRUTINEER SIGNATURE:

DATE:

This form must be returned to Andreas Patsiaouros (Waterloo) or Dellesia Noah (Brantford) by 5:00 PM January 8, 2018