



ELECTION GUIDELINE

Candidate Guide

University of Ottawa Students' Union Elections Office

September 2025

Table of Contents

Overview

Section 1: Nomination

p. 5

- Qualifications of a Candidate
- How to Apply to Become a Candidate
- Completing a Nomination Package (F-1)
- Language Proficiency
- Re-submissions of Nomination Packages
- Withdrawing Nominations
- Profiles
- Expenses

Section 2: Campaign

p. 9

- Campaigning – What is it?
- Training
- Posters
- Class Talks
- Endorsements
- Social Media
- Bilingualism

Section 3: Voting

p. 12

- Accessing Your Ballot
- Polling Stations
- Result Announcement

Section 4: Complaints and Appeals

p.13

- Filing a Complaint



- CEO Decisions
- Appeals to the Elections Appeal Board
- Appeals to the Appeals Committee

Annex A: Dates and Deadlines

p. 14

OVERVIEW

This Guide has been prepared by the University of Ottawa Students' Union (UOSU) Elections Office to provide information to Electors, Candidates and Prospective Candidates for election to the UOSU Board of Directors (Board) and Executive Committee, and the University of Ottawa (uOttawa) Board of Governors and Senate.

It gives readers an overview of the following:

- How to become a Candidate;
- Rules that Candidates are required to follow during the election;
- The voting process;
- How to navigate complaints and appeals.

This Guide is provided for information purposes only pursuant to section 3.8.1 of the *Elections Code* (Code). If an inconsistency arises between this Guide and another UOSU by-law or policy, the by-law or policy is deemed to be the exclusive authority over the conduct of elections, referendums, and plebiscites.

The Elections Office is responsible for the administration of elections, referendums, and plebiscites for undergraduate students at the University of Ottawa. It safeguards the integrity of the electoral process by ensuring that it is independent, impartial, transparent, and accessible.

The Chief Electoral Officer (CEO) is Candidates' main point of contact throughout the electoral process. All questions related to this Guide or the electoral process should be directed to them at: elections@seuo-uosu.com.

NOTE: Directors and Executives are required to follow the Board of Directors Code of Conduct.

SECTION 1: Nomination

Qualifications of a Candidate

To qualify for nomination, you must be a UOSU Member and not be otherwise disqualified by the Canada Not-for-profit Corporations Act. UOSU Members are defined in Article 4.1 of the Constitution as:

- 4.1.1 All undergraduate students at the University of Ottawa who have paid the Membership Fee for the current academic term; and
- 4.1.2 All members of the Board of Directors as long as they are not enrolled in any other post-secondary institution or any graduate program; and
- 4.1.3 All undergraduate students enrolled in the Co-op program.

The following people are not qualified to become a Candidate for the Executive Committee, Board of Directors or Board of Governors:

- i. Anyone who is less than 18 years of age;
- ii. Anyone who is incapable;
- iii. A person who is not an individual;
- iv. A person who has the status of a bankrupt;
- v. A Member who is only a member through Article 4.1.2 of the Constitution.

Additionally, Members of the Board of Governors and Senate are required to be **full-time students** when being nominated and while serving. Were a Member of the Board of Governors or Senate to graduate or become a part-time student, they must resign their seat.

Members of the Executive Committee are required to be bilingual, pursuant to the Constitution, and to work 37.5 hours during their term. Additionally, they must not be full-time students during their term, except for those with exceptions as stipulated in the Constitution.

The Constitution establishes term limits for members of the Board of Directors: 3 years in total, and 2 years on the Executive Committee.

How to Apply to Become a Candidate

If a person is qualified to be nominated, they must file a completed Nomination Package (F-1) with the Elections Office to apply to be a Candidate.

The Nomination Package should be completed by using the online fillable forms. Candidates are responsible for ensuring that all information included in the Nomination Package is complete and accurate. It must be received by the Elections Office by the filing deadline: **September 21, 2025 at 6 PM**. Late nominations will not be accepted.

Completing a Nomination Package (F-1)

Start by downloading a copy of the Nomination Package from the UOSU website. Fill out sections 1-6, as appropriate. To verify what faculty you are in, check in [uOZone](#) or contact the Elections Office.

It is strongly recommended that Prospective Candidates obtain more than 25 signatures in case same are deemed invalid. Signatures may be filled by initialing on behalf of a Member whose consent has obtained to do so. Prospective Candidates may not collect more than 50 signatures. Signatures for Prospective Candidates for the Board of Directors and Senate shall be from Members in their own Faculty.

Language Proficiency

Candidates for the Executive Committee must prove language proficiency in:

- i. English and French; or
- ii. English or French and a language indigenous to Turtle Island.

Proof of proficiency must be provided for each language and must have been conducted in the past two years (except high school or CÉGEP diploma). Some example proofs are as follows:

- High school or CÉGEP diploma,
- Reference from Elder, scholar, or community leader (from past ten years),
- Diplôme d'études en langue française (DELF),
- Alliance Française test.

The uOttawa Immersion Entry Test would not be a sufficient proof.

OLBI administers language proficiency testing on behalf of the UOSU. Candidates must undergo testing for each language they do not have an adequate proof for. Candidates must participate in one testing session per needed language proof.

Testing sessions for the 2025 By-Election will take place in **SMD 332** at the following times:

- September 23 from 9:00 AM – 12:00 PM,
- September 23 from 1:00 PM – 4:00 PM,
- September 24 from 9:00 AM – 12:00 PM,
- September 24 from 1:00 PM – 4:00 PM.

Re-submissions of Nomination Package

If a person's nomination has been refused, they may update or edit their Nomination Package and re-submit it before the end of the Nomination Period. It is recommended that Candidates submit their Nomination Packages well before the end of the Nomination Period to allow for the enough time to resubmit following review by the Elections Office.

Withdrawing Nominations

Candidates must inform the Elections Office if they choose to withdraw from an election. A Candidate can withdraw at any time. If a Candidate withdraws within 6 hours of the start of the Voting Period, they will still appear on the ballot.

Profiles

Candidate profiles will comprise two parts: a bio and a headshot. Bios must be a maximum of 150 words in English and 175 words in French (exclusive), though the translations must convey substantially the same information. Bios cannot include content other than letters and punctuation (emojis). Headshots may not be bigger than 5 MB.

UOSU will be providing translation services to Candidates who request them for their profiles.

All profiles must be submitted by **September 21, 2025 at 6 pm** to be included on the website and Instagram announcement, to be released near the beginning of the Campaign Period. To be included on the ballot, profiles must be submitted by **September 29, 2025**. Profiles must be submitted in a .docx file. Paragraphs should not be indented, and there should be no space between paragraphs.

Expenses

Candidates are responsible for tracking each campaign expense and may not spend more than the limit stipulated in the Code. Within 5 days following the end of the Voting Period (**October 15 at 6 pm**), Candidates must submit the Expense Form (F-4) to the Elections Office with all associated receipts. Candidates for the Executive Committee and Board will be reimbursed by the UOSU. Candidates for the Board of Governors and Senate will be reimbursed by uOttawa.

SECTION 2: Campaign

Campaigning — What is it?

Campaigning is not permitted during the Nomination Period. Campaigning is defined in the Code as follows:

Any conduct with the goal of influencing Electors to vote or refrain from voting, or to vote or refrain from voting for a particular Candidate, or to vote or refrain from voting for a particular referendum or plebiscite.

The following is not Campaigning, as defined above:

- Asking professors for permission to do a class talk; or
- Creating a campaign social media account, identifying as a candidate, and following other users.

Candidates are not permitted to campaign together or endorse each other. If a Candidate is also a member of the executive of a club, they may not participate in the process of choosing who the club is going to endorse, if at all.

Training

Before starting campaigning, Candidates must complete one training session with the CEO. Training is about an hour long. For the 2025 By-Election, it will take place at the following time and places:

- September 17, 2025 at 5:30 PM — Online;
- September 18, 2025 at 12:00 PM — FSS 6004;
- September 20, 2025 at 10:30 AM — CRX C307;
- September 20, 2025 at 7:00 PM — LMT 390T;
- September 21, 2025 at 7:00 PM — Online;
- September 23, 2025 at 7:00 PM — CRX C307.

Posters

Candidates must follow uOttawa's poster rules, set by Conventions and Reservations (C&R). These can be found online here: [Advertising on Campus](#). If using the uOttawa brand on posters, Candidates must also respect the rules set by the University here: [Brand](#). **Use of UOSU branding and colours is strictly prohibited.**

All posters must be approved by the Clubs Administration Service (CAS), located in UCU 215F in Terminus. **Candidates' posters should not be sent to C&R.**

Although enforcement may vary, C&R only permits posters to be up for 2 weeks periods, so plan your poster wisely!

Class Talks

Candidates must perform 3 class talks between the start of the Campaign Period and 24 hours before the end of the Voting Period.

Class talks must be done in classes offered by your faculty, and Candidates must get professor permission before performing a class talk in their class.

Class talks may be performed in-person or online. For asynchronous classes, the class talk must be in the form of a recorded video distributed to the class by the professor via email or Brightspace.

Endorsements

Candidates may seek endorsements from individuals, clubs, and other entities.

The following people are prohibited from endorsing:

- Executives,
- Candidates,
- UOSU Employees.

Social Media

Creating a social media account is a great way to communicate with Electors! Whether on Instagram, Reddit, Facebook, or otherwise, the accounts need to be submitted to the Elections Office. Candidates may include the SÉUO-UOSU name in their social media handle.

There is no distinction between in-person and online campaigning. If it is not appropriate to say to someone's face, it is not appropriate to be said online.

Bilingualism

Candidates for the Executive Committee are required to campaign in English and French. They must adhere to the following rules:

- When creating a social media handle, it must include both "SÉUO" and "UOSU", if one is included.
- All content added by a Candidate to campaign material must be in English and French, even if the original material was only in one language.

Amplifying someone else's words (repost) that were written in one language is permitted, but as soon as a Candidate is adding their own words, those additions must be bilingual. Posts that remain on a Candidate's feed (Instagram collaborations) must be bilingual.

SECTION 3: Voting

Accessing Your Ballot

Ballots will be sent via email to all Electors. The email subject will be: "Vote Now: SEUO-UOSU – Élection partielle 2025 | 2025 By-Election".

Polling Stations

The Elections Office is piloting polling stations during the 2025 By-Election. Students will only need to present their student card at our designated polling station to get access to their ballot. More information will be forthcoming on polling stations.

Election Result Announcement

Results will be announced within 24 hours of the end of the Voting Period, barring any delays. The list of elected Candidates will be sent to all the Candidates prior to its public release on Instagram and the website.

SECTION 4: Complaints and Appeals

Filing a Complaint

Complaints can be filed through the form on the [UOSU election website](#) under “Report a Code Violation”. Fill out the form completely to the best of your ability. Afterward, you will get an automated email requesting any evidence be sent to the Elections Office.

CEO Decisions

Following the reception of a complaint and evidence, the Elections Office will follow the processes stipulated in the Code—potentially including, but not limited to, investigating it—and return a decision. This decision will lay out the results of any investigation, the reasoning behind the decision, and any applied sanctions.

Appeals to Elections Committee

If you wish to appeal a decision of the Chief Electoral Officer issued under sections 6.2.3, 9.2.1, 9.2.2, and 9.4.1 of the Code, you may appeal to the Elections Committee within 24 hours of the receipt of the ruling. All appeals should be sent to the Chairs of the Elections Committee here: eli.zimaluste@seuo-uosu.com and president@seuo-uosu.com. A written decision will be issued by the Committee following its deliberation and decision.

Appeals to the Appeals Committee

Rulings of the Elections Committee may be appealed to the Appeals Committee, who will rule on it within. All appeals should be sent to the Chair of the Appeals Committee: ombudsperson@seuo-uosu.com.

ANNEX A: Dates and Deadlines

Dates

Nomination Period: September 3, 2025 – September 21, 2025 at 6 pm

Campaign Period: September 22, 2025 – October 5, 2025

Voting Period: October 6, 2025 – October 10, 2025 at 6 pm

Candidate Information Session: September 8, 2025 at 5:30 pm; MRT 256

Training

- September 17, 2025 at 5:30 pm; Online
- September 18, 2025 at 12:00 pm; FSS 6004
- September 20, 2025 at 10:30 am; CRX C307
- September 20, 2025 at 7:00 pm; LMX 390T
- September 21, 2025 at 7:00 pm; Online
- September 23, 2025 at 7:00 pm; CRX C307

Language Proficiency Testing (SMD 332)

- September 23, 2025 from 9:00 am – 12:00 pm
- September 23, 2025 from 1:00 pm – 4:00 pm
- September 24, 2025 from 9:00 am – 12:00 pm
- September 24, 2025 from 1:00 pm – 4:00 pm

Deadlines

Nomination Package (F-1): September 21, 2025 at 6 pm

Profile (Instagram): September 21, 2025 at 6 pm

Profile (Ballot): September 29, 2025

Class Talks Form (F-3): October 4, 2025 at 6 pm

Expense Form (F-4): October 15, 2025 at 6 pm