



ÉLECTIONS SÉUO
UOSU ELECTIONS

Candidate Guide

UOSU Elections Office

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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.

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.

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 as defined in 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 28th at 6pm**. Late nominations will not be accepted; however, clerical errors may, at the CEO's discretion, be corrected within 24 hours following the end of the Nomination Period.

Completing a Nomination Package (F-1)

Start by downloading a copy of the Nomination Package from the UOSU website. Fill out sections 1-5, 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 some are deemed invalid. Signatures may be filled by initializing on behalf of a Member whose consent has been 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.



Alliance Française will administer the French language tests for the UOSU, while Duolingo will administer the English language tests. 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 2026 Fall By-Election will be held in the UOSU boardroom, or a mutually agreed upon location on the University of Ottawa campus.

Re-submissions of Nomination Packages

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 by submitting a F-6 form. A Candidate can withdraw at any time. If a Candidate withdraws within 12 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 must be submitted in a docx. file, and paragraphs should not be indented. No content should be included other than letters and punctuation (i.e. emojis). Headshots may not be bigger than 5 MB.

UOSU will provide translation services to Candidates who request it for their profiles.



All profiles must be submitted by **October 1, 2026** to be included on the website and Instagram announcement, which will be released near the beginning of the Campaign Period. To be included on the ballot, profiles must be submitted by **October 8, 2026**. Paragraphs should not be indented, and there should be no space between paragraphs.

Expenses

Candidates are responsible for tracking all campaign expenses and may not spend more than the limit stipulated in the Code.

Within 5 days following the end of the Voting Period (**October 22, 2026**), 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 3: CAMPAIGN

Campaigning – What is it?

Campaigning is not permitted outside of the Campaign and Voting Periods. 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, 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.

All-Candidate Meeting

Candidates are required to attend the all-candidate meeting. It will last about an hour. For the 2026 By-Election, it will take place on Saturday, September 27, 2026 at 6:30 PM in [ROOM TO BE ANNOUNCED].

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 postering 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 générale 2026 | 2026 General Election”.

Polling Stations

The Elections Office is not offering in-person voting during the 2026 By-Election. Nevertheless, Election Ambassadors will be present on campus to assist with online voting.

Results 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 Election Appeals Board

If you wish to appeal a decision of the Chief Electoral Officer, you may appeal to the Election Appeals Board within 24 hours of the receipt of the ruling. All appeals should be sent to the Chair of the Election Appeals Board here: eli.zimaluste@seuo-uosu.com. A written decision will be issued by the Election Appeals Board following its deliberation and decision.

Appeals to 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 9, 2026 – September 28, 2026 at 6 PM

Campaign Period: September 29, 2026 – October 13, 2026 at 9 AM

Voting Period: October 13, 2026 at 9 AM – October 17, 2026 at 6 PM

Candidate Information Session: [TBD]

All-Candidate Meeting: September 26, 2026 at 6pm

Language Proficiency Testing [Room to be announced]

- Testing will be scheduled on a case-by-case basis.

Deadlines

Nomination Package (F-1): September 28, 2026 at 6PM

Profile (Instagram & Website): October 1, 2026

Profile (Ballot): October 8, 2026

Class Talks Form (F-3): October 16, 2026 at 6 PM

Expenses Form (F-4): October 22, 2026