



ALBERTA PUBLIC INTEREST RESEARCH GROUP

Board Member Elections 2009

NOMINATION PACKAGE

APIRG ELECTIONS OFFICE

DECEMBER 2008 - MARCH 2009



ALBERTA PUBLIC INTEREST RESEARCH GROUP

Dear Candidates,

Welcome to the 2009 APIRG Board Member Elections. As the Chief Returning Officer and a committed member of APIRG, I thank you for considering serving on the Board and getting involved with a truly great student institution. I will be presiding over the election procedures in accordance with regulations set by the APIRG Board.

This Nomination Package is your guide to participating in the election, and it should include the following documents: a summary of APIRG, a description of the roles and responsibilities of board members, an election timeline, the rules and regulations of the elections, a nomination form, a signature sheet, a candidate information sheet, and an expenses form. Please ensure that your package has all the documents and read it carefully.

It is your responsibility to complete your **nomination form** and make sure it is received in the APIRG office **before 5:00pm on Friday, February 6, 2009**. No nominations will be accepted after this deadline. If you encounter any problems, please feel free to contact me before the deadline.

I would like to briefly mention an important change in this year's election: APIRG, along with the Students' Union, will be switching to an online voting system. There will be fewer physical polling stations set up on campus, but students will be able to vote from home or any computer on campus, using their campus computing ID to register. This change should not impact your campaigning in any way, though I do encourage you to familiarize yourself with the new system and encourage your fellow students to vote.

My primary responsibility is to ensure a fair and efficient election. Please feel free to contact me with any questions or concerns you might have. My office hours will be posted in the APIRG office and on the APIRG website and updated on a weekly basis. You are also more than welcome to stop by the office at any time and chat with the staff and current board members.

Please consider encouraging friends and classmates who might be interested in getting involved with APIRG to participate in the election as candidates or volunteers.

I anticipate an exciting election and look forward to working with you throughout your campaign!

Sincerely,

Rhiannon Edwards

Chief Returning Officer 2009
Alberta Public Interest Research Group
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WHAT IS APIRG?

The Alberta Public Interest Research Group (APIRG) is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

What does APIRG do?

APIRG is the Alberta PIRG (Public Interest Research Group).

PIRGs are student-based, student-funded, student-run, student-directed and community-minded. They are democratic, independent, non-partisan, and non-profit to ensure that students are able to work on issues of importance to them without fear of censure.

APIRG supports student research, education, advocacy and action initiatives by providing funding and support to student working groups and individuals. We provide the administrative, informational and technological resources to help students transform social concern into effective action. We also facilitate opportunities for skill development through internships, educational events, public campaigns and partnerships with community organizations. APIRG also maintains a resource centre and office in HUB mall. The office is open to all students and serves as a base for APIRG activities.

A student-run Board of Directors oversees the operations of APIRG while dedicated staff coordinators ensure the smooth daily functioning of the organization. While board members, as student volunteers, may identify projects and programs for APIRG, their primary role, along with staff, is to support the interests of the students they represent.

How is APIRG funded?

In a campus-wide undergraduate referendum held in March 2001, a majority voted in favor of creating a Public Interest Research Group at the U of A. Undergraduates contribute \$1.52-\$3.06 per semester to APIRG when they pay their tuition. Any student who is unable to or does not wish to support APIRG is entitled to opt out and have this fee fully refunded.

The student fee provides APIRG with stable funding, allowing working groups to focus their energy on the issues they care about. Student funding allows APIRG to maintain independence from other institutions and focus on representing students' interests as citizens.

Where did APIRG come from?

Public Interest Research Groups (PIRGs) were first organized in the 1970s. Today these organizations are established on campuses and in communities throughout Canada and the United States.

PIRGs based at colleges and universities operate from the premise that students are citizens. Part of their education, therefore, should include recognizing and solving problems facing society. PIRGs exist to provide training, support, and opportunities for students to be active citizens in their communities.

Through involvement with PIRGs, thousands of Canadian students have learned skills in consensus building, group facilitation, event organization, media production, and research. In turn, these valuable skills help them to act effectively in the public interest.

Each PIRG is different and reflects the priorities of students on its campus. In Western Canada, PIRGs are active at the Universities of Lethbridge, Regina, British Columbia, Northern British Columbia, Victoria, and Simon Fraser University. There are numerous other PIRGs operating in Ontario, Quebec, and Nova Scotia.

How is APIRG held accountable?

APIRG is a democratic organization that is accountable directly to the people who fund it – students at the U of A. Any undergraduate student who has not opted out of the APIRG fee can run in the elections for the APIRG board of directors, and all board meetings and general meetings are open to the public. APIRG also keeps audited financial records and produces an annual report.

Finally, students who are philosophically opposed to APIRG or who cannot afford the fee can opt out and receive a full refund.

What are APIRG's current working groups? (2008/2009)

- Active Citizens Television (ACTV)
- Biofreedom
- Campus Community Garden
- Campus Community For Public Healthcare (CCPH)
- Campus Sustainability Coalition
- Friends of the Lubicon Alberta
- Journalists For Human Rights (JHR)
- La Chiva
- Legal Activist Collective
- Student Worker Action Group (SWAG)
- The Olive Reading Series
- Transit Riders' Union of Edmonton (TRUE)
- U of A Council of Canadians
- U of A Women's Center Collective

More information about APIRG's active working groups can be found online, at www.apirg.org, or in the office, 9111 HUB Mall.

BOARD MEMBERS' RESPONSIBILITIES

The APIRG board is responsible for overseeing all of APIRG's operations. An APIRG board member's primary role is that of a decision maker, though board portfolios have been developed in order to maximize involvement and encourage skill building, learning and growth for board members.

General board member duties include organizing events, creating publications, setting annual priorities, reviewing funding applications, developing and maintaining policy, doing community outreach, and hiring staff to manage the resource centre. Other duties will be specific to portfolios.

WORKING KNOWLEDGE OF APIRG

Board Members should familiarize themselves with all aspects of APIRG, and are expected to accept APIRG's Basis of Unity and Statement of Values.

APIRG's Basis of Unity

We believe the way to create positive social change is to provide individuals with the information and tools they need to become active citizens and to participate effectively in their communities.

APIRG's Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism). Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

Passed 2007-Aug-22

APIRG Board Code of Conduct

APIRG board members are expected to operate in accordance with the APIRG Basis of Unity and Statement of Values when fulfilling their duties. As well as providing financial oversight and fostering a constructive work environment, the board has a number of fiduciary responsibilities to which they are expected to adhere.

Board Responsibilities

Fiduciary Duties:

- **Skill:** In carrying out their obligations, Board members are expected to use an appropriate degree of skill. This means using the skills each Board member has to make competent decisions on behalf of the organization.
- **Diligence:** Board members are expected to attend meetings and to become as fully informed as possible regarding all aspects of APIRG operations, including any issues that affect APIRG.
- **Loyalty:** Board members must act with honesty and in good faith in what they reasonably believe to be the best interests of APIRG. Board members must act with loyalty at all times. Loyalty includes:
 - **Honesty:** disclosing benefits and threats to the organization.
 - **No Conflict of Interest:** Board members cannot place themselves in a situation where their duty as a Board member conflicts with their interest or with their duty to others.
 - **No Self-Dealing:** Board members may not profit in any way from their relationship with the organization and should not enter into contracts with it.
 - **Confidentiality:** Board discussions and internal workings of the organization must be kept confidential.

Further, APIRG board members are expected to communicate respectfully with each other, staff members, volunteers, members of the electorate and the greater community. They are expected to represent APIRG in a fair

and accurate manner at all times, and clearly distinguish their own opinions from those of APIRG. Board members are not to express opinions on behalf of the organization unless specifically given leave to do so.

Passed 2007-Aug-22

TIME COMMITMENT

Board members should expect to commit a **minimum of 3 hours per week** working on APIRG projects and/or issues in addition to meetings. This time may be spent working in the office, at home or in another location. There will also be a mandatory transition retreat held from April 24th to April 26th 2009.

Office Hours:

Weekly office hours are an important part of being an APIRG board member, and are strongly suggested. A schedule is posted in the office and can be changed on a semester basis in accordance to class schedule changes.

While not mandatory, office hours are a great way to get to know the staff, volunteers, and working group members, familiarize oneself with day-to-day operations, complete board-related tasks, receive assistance from staff with portfolio initiatives, and access other board members during their office hours.

Meetings:

All board members are required to attend biweekly board meetings during the fall and winter terms. See attendance policy below for details.

All board decisions are made by consensus. At every meeting, voting members will be assigned a role for the next meeting, and those who are assigned roles are expected come to the next meeting prepared for their role. Board members are also expected to have read meeting agendas and any attached information, which will be emailed to all board members before the meeting.

APIRG Voting Board Member Attendance Policy

Definitions:

Meetings are defined as official Board meetings and Board retreats. *Retreats* shall be considered one missed meeting even if they take place over more than one day.

Attendance is defined as being present for the duration of the meeting or a minimum of one hour, whichever is shorter.

Indirect representation is defined, for the purposes of this policy, as representation of an absent Voting Board Member's views at a Board meeting by proxy or by E-mail.

Should a Voting Board Member not be able to attend a scheduled meeting, she or he is required to notify the board (or Board Coordinator) within at least 24 hrs of said board meeting. They must read the circulated agenda for the meeting, familiarize her/himself with agenda items, and pass on her/his positions by indirect representation to the Board Coordinator and preferably designate an individual to orally present their comments at the meeting. Content of indirect representation sent via email must be deemed sufficient and approved as adequate by the board members in attendance. This approval will take place at the meeting in which the comments were submitted.

A Voting Board Member who misses more than three meetings without being indirectly represented is considered to have resigned. The board will contact said member by email and/or phone.

A Voting Board Member who misses more than six meetings with or without indirect representation is considered to have resigned. Please see above for action.

The Board may choose not to consider meetings missed by board members during summer months provided the Board is given notice of this leave. Minimum 2 weeks notice presented to the board by letter or email.

For the spring transitional retreat, attendance is mandatory for incoming and outgoing board. Absence must be approved through consensus by the other board members. If absences from spring retreat are not approved, the absentee board member is considered to have resigned. The board will send them an official letter acknowledging their resignation by email and/or phone.

Should this member wish to remain a Voting Board Member, she or he must submit a written appeal to the board within one month of the last missed meeting. This appeal must address the reasons for her/his absences and ask for her/his reinstatement.

Reinstatement or prior approval is conditional on absent board member filling requirements deemed fit by the board in the aforementioned time period of one month.

Acceptable reasons will be limited to health or family problems, or an emergency that made it impossible for the Voting Board Member to fulfill her or his attendance responsibilities.

Upon receipt of this appeal, the Board shall consider a motion to reinstate. A motion to reinstate shall require a two-thirds (2/3) majority of Voting Board Members to pass.

University of Alberta Students' Union representatives will be bound by this policy regardless of whether or not they have voting or nonvoting status.

Passed 2004-Nov-11
Amended 2005-Dec-1
Amended 2006-June-5
Amended 2008-April-23

BOARD PORTFOLIOS

An APIRG board member's primary role is that of a decision maker. However, portfolios have been developed in order to maximize involvement and encourage skill building, learning, and growth for board members. Portfolios are selected at the Board Retreat in April.

Board members are not required to be "experts" in the area of their portfolio of choice. One's role within a portfolio is to work with other board members, staff members, and volunteers to ensure that their portfolio is functioning as effectively as possible. All board members are responsible for updating the rest of the board of the events and progress that are taking place within their portfolios.

Below are general descriptions of each portfolio. Complete descriptions of the portfolios and the tasks they involve can be found online at www.apirg.org. You are also strongly encouraged to visit the APIRG office to chat with staff and current board members about the portfolios.

While individuals are not elected to fill a specific portfolio, we suggest that you keep these portfolios in mind while campaigning. Passion and new ideas for one (or several) of these areas may be a great platform for your campaign.

Staff Liaison

The board *must* have a staff liaison under the terms of the APIRG Collective Agreement with NASA. This person is essentially the employer representative for staff. S/he acts as the liaison between the board and the staff. The staff liaison works with the financial coordinator on questions of payroll, compensation, staff contracts, benefits, and taxation. S/he is encouraged to maintain a good working relationship with all staff and be familiar with their job duties.

Outreach

This person is responsible for maintaining external relations both on and off campus and keeping the public aware of APIRG's events and services. They work closely with the outreach coordinator to broaden APIRG's social network by planning events, promoting services, and creating new ways of getting the word out.

Working Group Support

One of the primary focuses of APIRG is to provide funding and support for Working Groups (WGs). WGs are collectives of U of A students and community members who work together on an issue of public interest. Their focus may be on research, events, actions, publications, or other diverse activities. They tend to have long-term goals with activities and membership that continue beyond the current academic year, often requiring many of the services that APIRG provides. WGs must maintain a membership that includes U of A undergrad students. Working Groups are required to have regular communication with APIRG staff, and to submit year-end reports.

Tech Group

The Tech Group acts as the technical support staff and management body of the APIRG office. Specifically it deals with; office computers (hardware, software, protocols), internet services (web site, emails, list servs, domain registration, wireless and modem), general maintenance (upgrades, repairs, troubleshooting), and making tech purchases (budget recommendations).

Finance

This person is required to keep themselves informed with all financial happenings of the PIRG and act as the financial liaison to the rest of the board. S/he works directly with the financial coordinator to maintain financial responsibility, transparency and continuity.

Board Support

The board member responsible for board support works closely with the board coordinator on projects related to board member development.

Library

APIRG's library helps inspire and inform students with local and international publications and reading materials. Our resource library now contains over 600 books, 50 videos, and numerous magazines, journals, and other publications. The materials in the APIRG library are available for student and community members to borrow.

Recruitment

This new portfolio has been designed with the intention of having volunteers, potential board members, and support year round. It calls for targeted recruitment, finding opportunities for volunteers, and showing various types of people the benefits of an organization such as APIRG.

Board members are strongly encouraged to commit to one of these portfolios. They are felt to be the most important areas of APIRG operations. However, there is a degree of flexibility and portfolios may be up for review at the request of those involved with them. There is also the option to create your own portfolio: one that will suit your unique set of skills, interests, and passions.

Ultimately, portfolios have been designed to enrich **your** experience as an APIRG board member. Portfolios are tools that will benefit you and APIRG for years to come.

2009 ELECTION TIMELINE

Friday, February 6 @ 17:00 – Nominations close

- All nominations must be submitted to the APIRG Office (9111 Hub Mall) by 17:00 in order to be considered for eligibility.
- Nominations will **not** be accepted after 17:00.

Friday, February 6 @ 17:30 – Candidates Meeting (APIRG office)

- **All candidates and their campaign managers are required to attend.**
- Order of appearance on the ballot will be determined.
- An overview of the election rules will be provided.
- Banner locations and reserved table locations will be decided.
- More candidates meetings will be scheduled based on candidates' availability.
- Candidates may start to submit their campaign material at this time. Campaign material can be submitted directly to the CRO or to the APIRG office.

Monday, February 9 @ 8:00 – Campaigning begins

- *No campaigning is permitted before this time.* Any candidate who does not comply will be disqualified.
- All campaign materials must be approved by the CRO prior to being made public.
- All candidates will be required to help put up the collective APIRG campaign posters around campus. The campus will be divided up and each candidate will be responsible for all posters in that given area.
- Candidates will be required to spend a minimum of 2 hours each at tables in SUB to provide information on APIRG and the elections.
- Candidates will be expected to attend an all-candidates forum in SUB as well as other possible forums in different locations. As well, candidates should be available for possible interviews with campus media outlets.

Tuesday, March 3 @ 12:00 – Forum in SUB (SUB Stage)

- Candidates will speak for 2 to 3 minutes, ask other candidates questions and entertain questions from the audience.
- More forums may be scheduled based on candidates' availability

Tuesday, March 3 – Campaigning ends

- Posters may be left up for informational purposes but no further campaigning will be permitted.

Tuesday, March 3 @ 17:30 – Budget deadline

- Final expense records must be submitted by this time. If they have not been received by the CRO, no refund of campaign expenses will be made.

Wednesday, March 4 & Thursday, March 5 – Voting

- Voting will be done online, along with the Students' Union elections. Students will use their campus computing ID to register and will have the option to vote in the APIRG election once they have completed voting in the SU elections.
- Community members may come to the APIRG office to vote.
- Some polling stations will still be open at various times and places across campus. Candidates should keep at least three (3) meters away from the polling station other than to vote.
- No campaigning is permitted at this time.

Thursday, March 5 @ 18:00 – Last chance to appeal

- Last opportunity for proceedings to be brought to the CRO.
- All election irregularities must be submitted in writing to the CRO by this time.
- The CRO shall rule by 20:00. Any appeals must be made to the elections committee in the following 24 hours.

Friday, March 6 @ 17:00 – Campaign materials must be removed.

- Candidates will have been assigned specific areas to clear and will be responsible for all campaign materials in that area.

2009 APIRG Board Member Election Rules and Guidelines

Please be sure to read this document and abide by the rules set forth in it. Candidates in breach of any of the following rules or guidelines will be subject to disqualification and/or alternate consequences deemed appropriate by the Chief Returning Officer.

Nominations

Acceptance of a nomination by the CRO does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified.

In order to be eligible to take office as an APIRG board member, nominees must be undergraduate students at the University of Alberta and current members in good standing of the Alberta Public Interest Research Group. Members in good standing are all undergraduate students who have not opted out of the \$ 1.52-\$3.06 per semester APIRG dedicated fee.

As indicated on the nomination form, an attempt will be made to accommodate the wishes of the candidates as to the wording of the ballot, but the CRO will only commit to using the legal name of the candidate. Name designations under which candidates wish to run under will be considered final at the nomination deadline: 5:00 pm on Friday, February 6, 2009.

Campaign Materials

All campaign materials and their intended use *must* be approved by the CRO prior to being publicly distributed. Failure to do so may result in disqualification. It will be the responsibility of each candidate to contact the CRO for approval.

No candidates will be permitted to produce their own posters to post on campus. Instead, APIRG has found it preferable to produce a collective candidate poster. Candidates who wish to do so may submit an appropriate photo and a write-up of approximately 200 words to go into a collective campaign poster for all candidates. Photos and write-ups will also be posted on an APIRG Elections website.

Candidates will be allowed to hang approved banners in designated places on campus as well as to produce approved leaflets and other campaign propaganda to distribute on campus. On surfaces other than poster boards, only masking tape is permitted to affix materials. Bulletin boards may be rearranged (to accommodate the collective campaign poster), but other materials must not be removed or covered. All University regulations regarding posters, notices and banners must be followed.

Campaign Expenses

Since publicity will be taken care of by the CRO in the form of a collective candidate's poster, candidates will not be given an individual campaign allowance. However, if a candidate feels that there is another form of publicity they would like to use, they may contact the CRO to discuss costs and receive permission. The costs will then be reimbursed to the candidate after the election period, providing that expense records and receipts are received by the CRO by 5:30 pm on Tuesday, March 3, 2009.

Donations

Donations to a campaign will be assessed a fair market value by the Chief Returning Officer and accordingly deducted from a campaign's total allowable expenses. This includes professional services, materials, supplies and retail space.

Additional Supplies/Materials

The CRO will be the authority on determining the cash value, if any, of supplies or materials that were neither purchased directly nor donated to the campaign, i.e. materials that one might find lying around their house.

CJSR-FM88 Radio

CJSR-FM88 Radio *may* have promos available as paid campaign announcements. All advertisements must be approved by the CRO before broadcast and must be accounted for in the expense reports submitted to the CRO by the candidates.

Campaigning in Lister, HUB and North Garneau Residences

Posters in Lister must be approved by the Lister Hall Students' Association Office in Lister Hall.

For HUB and North Garneau Residences, canvassing is permitted. However, leaflets may not be attached to or slipped under doors when the residents are not in.

No campaign materials may be placed in students' mailboxes in any of the residences, including Pembina, Michener Park, and Faculté St. Jean.

Classroom Speaking

It is up to candidates and/or their campaign managers to organize any classroom presentations. This may be done on an individual basis or as a collaborative effort between candidates should they wish to do so. Permission must be obtained from the instructors involved prior to speaking in any classroom.

Election Forums

During the election forum(s), objects may not be thrown, excessive heckling will not be permitted, and large hand-held placards will not be allowed. Candidates must inform their volunteers and supporters of these regulations. Any persons in violation will be removed from the forum and the offending objects will be confiscated. Candidates may distribute leaflets and other such propaganda provided that they have been approved by the CRO.

Tables

Candidates may set up information tables on campus as long as any literature or campaign propaganda being distributed has been approved by the CRO. The onus will be on the candidates to book their own tables, however the CRO can assist candidates with contact information.

Banners

Banners must be flame-proofed. Flame-proofing may be purchased from Room 420 General Services Building for \$10.00 + GST. A photocopy of the receipt must be visibly placed at the top of the banner. Banners not in displaying such a receipt will be removed by the CRO or Physical Plant Workers.

Campaign Restrictions

Candidates are **NOT** permitted to campaign in the following areas:

- Campus Libraries
- U of A Admin Buildings
- RATT
- Student Union Info Booths
- LRT Station
- Garneau & Hub Mailboxes
- University Hall
- Dewey's/Power Plant
- Student Union Services
- APIRG Offices

Material Removal

All posters and other campaign material must be removed by 5:00 pm on Friday, March 6, 2009. The CRO will assign areas for each candidate to clear. Please report to the APIRG office at that time. The campaigns will be responsible for the removal and disposal of all candidates' posters, not just their own.



**ALBERTA PUBLIC INTEREST RESEARCH GROUP
Board Member Elections 2009
NOMINATION FORM**

Please print

Name: _____ **Position:** _____
Faculty: _____ **Year:** _____
Telephone #: _____ **Address:** _____
Email: _____ **Student ID:** _____

Name as you wish it to appear on the ballot: _____

Name of Campaign Manager, if any: _____
 Campaign Manager Telephone #: _____
 Campaign Manager email: _____

The APIRG Board Elections are governed by the APIRG bylaws. The bylaws are available online and copies will be made available at the APIRG office and the Students' Union Reception Desk (Room 2900 SUB Building). Each candidate is responsible for ensuring that all aspects of his/her campaign are in accordance with the election rules and regulations.

This form must be accompanied by the **signature, faculty, year and student I.D.** of at least **fifteen (15) APIRG student members** endorsing the nomination and must be turned into the APIRG office (9111 HUB Mall) by **5:00pm on Friday, February 6, 2009**. (APIRG student members are all undergraduate students who have not opted out of the APIRG dedicated fee.)

I hereby acknowledge and accept this nomination for the position named above, and declare that, to the best of my knowledge, information and belief, I am eligible to contest this election and, if elected, to hold office.

Signature: _____ Date: _____

For office use only Receipt #: _____
 Date Received: _____ Time Received: _____
 Received by: _____
 Signature of Recipient: _____

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Signatures of Support from APIRG Members

Please provide below **at least fifteen (15)** signatures of support from APIRG members in good standing. Members in good standing are any undergraduate student who has not opted out of the APIRG fee as well as any graduate students or community members the have purchased APIRG community memberships.

Full Name	Faculty	Year	Student ID	Signature
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15.

Campaign Expense Form

Name of Candidate: _____

Date and Time submitted: _____

Received by: _____

Total Budget Allowed: _____

Expenditure Item	Place of Purchase	Quantity	Cost	Receipt? Y/N

***Each candidate is responsible for submitting to the Chief Returning Officer their campaign expense account, with all original receipts, by 5:30 PM on Tuesday, March 3rd.

***Please place all receipts in an envelope and attach it to this form when submitting it to the CRO.
