



ASPER SCHOOL OF BUSINESS
COMMERCE STUDENTS' ASSOCIATION
CREATE YOUR LEGACY

2026 Commerce Students' Association First Year Representative Election Candidate Package

SEPTEMBER 2026

Section A: Letter of Introduction

Welcome to the 2026 Commerce Students' Association (CSA) Election Package for the First Year Representative Role. I would like to thank you for your interest in being involved in your community.

This Candidate's Package is your guide to participating in the election. Please ensure that your copy is complete and that you have read the following pages carefully.

Contents include:

- A. Letter of Introduction
- B. Candidate Package Instructions
- C. Election Timeline
- D. Election Regulations & Guidelines
- E. Official Candidate Form
- F. Student Nomination Form

Please carefully note the deadlines set out in the election timeline. Please fill out and return the Official Candidate Form, Student Nomination Form, and 500 word summary to cro@aspercsa.com by September 22, 3:30 PM. Incomplete application forms will not be returned, and there will be **no extensions** granted. If you encounter any problems, please bring them to my attention immediately so they can be resolved before the deadline.

I look forward to working with you throughout the campaign and election and encourage you to contact me at president@aspercsa.com, or our Vice President Internal at vpi@aspercsa.com if you have any questions or concerns.

**Best of luck,
Katelyn Ko
2026-27 CSA President**

Section B: Nomination Package Instructions

These instructions do not constitute the complete nomination package. In order for your nomination to be accepted, you must complete and submit the Official Candidate Form (Section E), which includes the Candidate Information & Declaration. You must also submit a Student Nomination Form with signatures from 10 registered Asper School of Business students (Section F), AND a summary stating the intent of running for First Year Representative (no more than 500 words).

You must return the completed application form via email to cro@aspercsa.com no later than:

Tuesday, September 22nd, 2026 @ 3:30 PM

Only official forms will be accepted.

There will be no extensions granted for late forms.

Section C: Election Timeline & List of Forums

Important Dates and Times:

Event	Date	Time
Nomination Period Begins	September 15, 2026	10:00 AM
Nomination Period Ends Submit: 1) Signed Official Candidate Form 2) 500 word summary 3) Student Nomination Form	September 22, 2026	3:30 PM
All Candidates Meeting*	September 22, 2026	4:30 PM
Campaign Period Begins	September 23, 2026	9:00 AM
Campaign Poster Due	September 24, 2026	11:59 PM
Campaign Video & Digital Signage Due	September 25, 2026	11:59 PM
In-Person Campaign Period Ends	September 30, 2026	4:00 PM
Voting Period Begins**	October 1, 2026	9:00 AM
Online Campaigning Ends	October 2, 2026	4:00 PM
Voting Period Ends	October 2, 2026	4:00 PM
Election Results Announcement	October 2, 2026	5:00 PM

**Candidates should attend any and all candidate meetings scheduled by the Elections Committee. Candidates who fail to attend any candidate meetings shall be deemed ineligible unless a candidate's representative is present, and a reasonable written or email notice is given to the Chief Returning Officer in advance. This includes an "All Candidates Meeting," which will mark the beginning of the campaign period.*

***All voting will be done online using preferential voting.*

Section D: Election Regulations & Guidelines

Please find the Election Regulations & Guidelines following this brief introduction, which outlines the election procedures. **You must read** the rules and regulations in order to proceed as a candidate for the position of First Year Representative.

Contact Information

- Chief Returning Officer (CRO): Annalise Coutts **(MAIN POINT OF CONTACT)**
 - cro@aspercsa.com
 - CSA President: Katelyn Ko
 - president@aspercsa.com
 - CSA Vice President Community: Henrick Papelleras
 - vpc@aspercsa.com
 - CSA Faculty Advisor: Lukas Neville
 - lukas.neville@umanitoba.ca
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CSA Election Regulations & Guidelines

1. Election Procedure

- 1.1. CSA holds elections for the following position: First Year Representatives
- 1.2. Two (2) individuals will be elected into the First Year Representative Position
- 1.3. The elections are facilitated by the Elections Committee.

2. Candidate Requirements

- 2.1. In order to be a candidate, a person must:
 - 2.1.1. Be registered for courses as a full-time or part-time student in the Asper School of Business during the upcoming fall and winter semesters.

- 2.1.2. Register for at least one class in each term of their tenure.
- 2.1.3. Admitted into Asper in Fall 2026
- 2.1.4. Submit the following materials:
 - 2.1.4.1. A signed *Official Candidate Form*
 - 2.1.4.2. A summary, no more than 500 words, outlining the candidate's reasons for running for First Year Representative
 - 2.1.4.3. A Student Nomination Form with 10 signatures from 10 registered Asper School of Business students
 - 2.1.4.4. A video, maximum 2 minutes in length, introducing themselves and outlining their reason for running. This video must be sent to the CRO, **no later than 11:59 PM on Friday, September 25th.**
 - 2.1.4.4.1. Please ensure your video is clear (good lighting & sound) and is filmed vertically (portrait)

3. Candidate Vacancies

- 3.1. If an open position receives no candidate applications by the deadline for nominations, the position will not be elected in the current round of elections and the Elections Committee will be responsible for organizing an alternate round of elections.

4. Slates

- 4.1. No candidates may run in slates. All candidates must run individually and cannot coordinate campaigns or marketing material.
- 4.2. Candidates found to be collaborating on their campaigns will be disqualified from the election.

5. Candidate Meetings

- 5.1. All candidates and their campaign managers, if applicable, must be present at any and all meetings called by the President.
- 5.2. Candidates who are unable to attend a meeting scheduled by the CRO are deemed ineligible unless they submit written notice within three hours of the start of the meeting and provide a proxy to attend in their place.

- 5.3. Candidates who send a proxy representative are deemed to have been in attendance for informational purposes, and as such, no special consideration will be given for violations of rules discussed at meetings which a candidate did not themselves attend.
- 5.4. Immediately following the close of the nomination period, the Elections Committee shall call an informational meeting (the “**All Candidates Meeting**”) which all candidates must attend to:
 - 5.4.1. Review the relevant governing documents and respond to questions about the same.
 - 5.4.2. Announce any methods that shall be regularly used to communicate with campaigns.
- 5.5. Attendance will be taken at the All Candidates Meeting.

6. Voter Eligibility

- 6.1. All First Year Students who are enrolled at the Asper School of Business are eligible voters as part of the First Year Representative Election

7. Office Space & Resources

- 7.1. The CSA will not provide office or storage space to any candidates. No campaign shall have an office on campus which is not approved by the CRO.
- 7.2. At no time during the Election Period may campaign supplies or materials be present or stored in the CSA Office.
- 7.3. Campaigning may not be conducted within the CSA Office by any candidate, nor a representative of that candidate at any time during the election period.

8. Campaign Materials

- 8.1. No candidate may distribute or use, and the CRO cannot approve, campaign materials which:
 - 8.1.1. Contain libel or slander (based on consultation with legal counsel if necessary).
 - 8.1.2. Are factually incorrect.
 - 8.1.3. Violate any federal or provincial statute, or any University rule,

regulation, policy, or procedure.

- 8.1.4. Are discriminatory or derogatory towards any person(s) based on the characteristics listed in section 9(2) of the Manitoba Human Rights Code.
- 8.1.5. Bear any logo representing any student group organisation including but not limited to UMSU, the Asper School of Business, the CSA, or any STAG.
- 8.1.6. All campaign materials misrepresented in a manner befitting the Asper School of Business. If the CRO feels that any piece of material is found to be questionable (inappropriate), it may be removed without warning. The candidate will not be allowed to replace it with new material.
- 8.2. Campaign materials may include, but are not limited to: graphics, pamphlets, leaflets, brochures, and cards. Campaign materials may convey a candidate's name, image and/or platform.
- 8.3. All campaign material must also clearly indicate the date and time of the voting period as well as the electronic voting web address, if applicable, in legible format.
- 8.4. The CSA allows each candidate to have up to 5 different campaign materials. These 5 materials can be composed of various graphics and physical handouts. All materials must be approved by the CRO prior to being distributed or posted.
- 8.5. Candidates are permitted to campaign on Drake Centre TV screens. Digital signage must be 1920pi x 1080pi and will be considered one campaign material. TV screen requests can be sent [here](#) prior to the date listed in the election timeline.
- 8.6. The CRO must approve all campaign materials. The CRO may establish a method for seeking approval of campaign materials in advance of the All Candidates Meeting to allow enough time for production of the materials with the affixed approval watermark. If a candidate has new material that he or she would like to distribute at a later date, it must be reviewed and approved by the CRO before it may be distributed.
- 8.7. No posters are permitted anywhere in the Drake Centre or in its adjoining tunnels.
- 8.8. Any quantity of handheld materials such as pamphlets, leaflets,

brochures, and cards may be produced. Such materials cannot be left on tables or other similar locations throughout the school; they must be distributed directly to individuals.

- 8.9. No campaigning is permitted through internal University/Faculty/CSA/STAG mailing lists.
- 8.10. Under no circumstances will stickers/adhesives be allowed for use as campaign material.
- 8.11. No campaigning may be conducted at student booths in the Drake Centre
- 8.12. Distribution of campaign material into lockers is strictly prohibited.
- 8.13. Social media (including but not limited to Facebook, Twitter, Instagram, Snapchat, etc.) may be used; however, all social media profiles must be made public and no private group on any form of social media may be used (including but not limited to a private Facebook group or event, for example). If a candidate's personal social media profile is used for campaigning purposes, they are also required to be made public for the duration of the campaign and election period.
- 8.14. All campaign materials, digital and on social media must be removed from public view within 24 hours of the conclusion of voting.

9. Campaign Expense

- 9.1. A campaign expense is defined as a cost incurred to create campaigning material for the purpose of the respective election. **Total campaign expenses may not exceed \$50 per candidate.** All receipts must be submitted to the CRO on or before the election results meeting to be eligible for reimbursement.

10. Campaigning Rules

- 10.1. Campaigning whereby candidates or volunteers on their behalf approach individuals in-person to market themselves or remind others about an election in any way ("In-Person Campaigning"), may only be conducted within the Drake Centre.
- 10.2. In-Person Campaigning may not be conducted within the Albert D. Cohen Management Library located on the 200 level of the Drake Centre or the Sony Study Centre located on the 300 level of the Drake

Centre.

- 10.3. No In-Person Campaigning may be conducted after **4:00 PM on Sunday, September 28th**. Online campaigning using social media and other online methods may continue through until close of the Voting Period.
- 10.4. Candidates may receive volunteer assistance from any other persons, so long as there is no exchange of money or other benefits offered. **Volunteers may not actively campaign for more than one candidate in any combination of portfolios.**
- 10.5. Volunteers who are campaigning on behalf of a candidate are subject to the same rules as the candidate. Violations of any of the election rules outlined in this constitution or implemented for a specific election by a candidate's volunteer will have the same effect as if the candidate violated the rule themselves. These violations by a volunteer can result in action being taken by the President against the candidate, up to and including disqualification of the candidate.
- 10.6. Candidates are permitted to introduce themselves to classrooms/academic sessions during class time based on the following:
 - 10.6.1. The professor or instructor approves the introduction.
 - 10.6.2. The introduction is no longer than two (2) minutes in length.
 - 10.6.3. Candidates do not directly solicit votes during classroom talks; rather, they may only encourage students to vote.

11. Voting Process

- 11.1. All CSA Elections will be conducted by electronic voting method. Only the CRO may have access to set up and monitor the electronic voting system during the course of an election.
- 11.2. The CRO must use the electronic voting platform which must be established with candidates at the *All Candidates Meeting*.
- 11.3. Voting for all contested positions shall be conducted using instant-runoff voting. For each position, voters will rank their choices in order of preference.
- 11.4. Vote counting for contested First Year Representatives will be conducted electronically as follows:

- 11.4.1. Ballots are initially counted for each elector's top choice.
- 11.4.2. If a candidate secures more than half of the votes in the first round, the candidate wins.
- 11.4.3. If a candidate does not secure more than half of the votes in the first round, the candidate in last place is eliminated and removed from consideration.
- 11.4.4. The highest ranking remaining choices are then counted again.
- 11.4.5. The process repeats itself until one candidate receives more than half the votes in a particular round.
- 11.5. Election results must remain secret until close of the election period. No person, including the CRO, is permitted to view the results prior to the close of the voting period.

12. Grievances and Complaints

- 12.1. All grievances and complaints shall be directed in writing to the CRO. Upon receipt of a complaint, the CRO shall determine the appropriate procedure for investigating the merits of the grievance or complaint.
- 12.2. Where the CRO determines that the rules established by the Elections Committee or the rules outlined herein have been violated, the CRO along with the Elections Committee, will convene to discuss how to proceed with the matter.

13. Disqualification

- 13.1. If a candidate is disqualified under any of the Elections rules in this article, they will be unable to run for any elected position for a one year period (up to and including the CSA Elections in the next year). They may still apply for appointed positions and may run for an elected position after the one year period expires.

14. Demerit System

- 14.1. The following demerit system may be used by the Elections Committee to assess penalties against candidates who violate rules outlined in this package. For offences committed by a volunteer(s), resulting penalties will be given, in full, to each candidate. The following values are merely guidelines. The CRO retains full discretion to substitute other values or penalties as they see fit.

14.1.1. Candidates who receive 50 or more demerits are disqualified.

14.1.2. "DQ" means disqualified.

Violation	Penalty
Willful abuse of Election Results	5 - DQ
Pre-Campaigning	
1st Offence	5
2nd Offence	10
3rd Offence	15
Any Further Offence	DQ
Campaign Materials	
Posting unapproved campaign materials	10
Failure to comply with CSA protocol of supplementary rules for hanging and location of posters and materials	5-15
Negative campaigning	10
Campaigning	
Failure to attend "All Candidates Meeting" without CRO approval	DQ
Failure to attend other meeting called by CRO	20
In-person campaigning on voting days	15
Direct interaction with an individual voting	15-DQ
Campaigning in prohibited location	10
Campaigning aggressively or threatening	15
Damage to university property	10-DQ
Over campaign expense limits	DQ

Section E: Application Form

All sections of this form (CANDIDATE INFORMATION and ACCEPTANCE & SIGNATURE), Student Nomination Form, AND a 500 word summary of their reason for running must be completed, signed and emailed to cro@aspercsa.com **no later than 3:30 PM on September 22nd, 2025**. The following personal information will only be used by the CRO during the election period and will be kept strictly confidential.

CANDIDATE INFORMATION	
Name:	
Student Number:	Phone Number:
Personal Email:	

ACCEPTANCE & SIGNATURE
I, _____, do state that I am enrolled in the I.H. Asper School of Business, have read and understood the rules and regulations governing the conduct of the 2025 CSA First Year Representative Elections, have submitted a 500 word summary & student nomination form, and do hereby accept the responsibility to be a candidate for the position of First Year Representative.
Candidate Signature:

STUDENT NOMINATORS (10 signatures are required)

We, the undersigned, do hereby nominate _____
for the position of First Year Representative. We certify that we are members of the
Commerce Students' Association (i.e. students registered in the Faculty of Management).

#	Name	Signature	Student Number
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