

## USC Campaigning in Residence

Effective: 01/26/2015

Last Updated: 03/21/2017

### PREAMBLE

**This information should be shared with the Chief Returning Officer (CRO) of the USC prior to the USC campaign period in February**

The CRO at the University Students' Council (USC) organizes a large elections cycle each year. Given that over 5000 students live in main campus Residences at Western, Residents are often a key target audience for vote garnering efforts during the campaigning process. With that in mind, this policy has been drafted to protect and preserve Residents' rights to privacy and comfortable housing on campus.

The purpose of this policy is to outline the rules and regulations that apply to candidates in elections governed by the USC, whether they are students who live in Residence or not.

### Visiting Candidates – Summary of Guidelines

Visiting candidates are welcome to campaign in public areas of the residences during the USC campaign period only, from Monday to Friday, between 12:00 pm and 10:00 pm. Candidates can book a space at a high-traffic area of the residence (such as a table outside the dining room or building entrance), or make arrangements to campaign in the residence floor lounges. For fire and safety reasons—and to reduce congestion—bookings and prior arrangements must be made by contacting the Front Desk of each building at least two days in advance. Door-to-door campaigning is also permitted, although there are some stipulations as outlined below. Candidates may contact the Residents' Council President to speak at a Council meeting.

Housing's policy regarding campaigning in residence is reviewed on an annual or as-needed basis. We reserve the right to make changes at any time. We wish you success with the upcoming election.

## POLICY

On top of the stipulations laid out below, all Candidates of elections governed by the USC are expected to adhere to USC By-Law II when engaging in campaigning activities in Residence.

### Campaigning in Residence

Candidates of elections governed by the USC (hereafter referred to as Candidates) are expected to adhere to the following guidelines:

- If a Candidate or associated volunteer has previously received a Notice of Trespass that would otherwise prohibit them from entering a residence building, the Candidate must obtain express written consent of the Residence Manager in order to campaign in Residence;
- Candidates may bring **no more than two volunteers** with them into any building at any given time. **Candidates and their associated volunteer(s) must stay together as a single group throughout their time in the building.** That is to say that volunteers may *not* campaign separately or ahead of the Candidate;
- Candidates and their associated volunteers must sign-in at the Front Desk upon entering the building, and sign-out upon exiting the building. Any Candidate whose name does not appear on the list provided by the CRO will not be permitted to campaign in the building. Candidates will be expected to provide photo ID upon their arrival;
- Candidates and their associated volunteers who sign-in at the Front Desk will be provided with a guest badge in the form of a name tag. The name tag will be marked with the date and the time of their arrival;
- Candidates may campaign in a door-to-door fashion during the USC campaign period only. Within the dates determined by the CRO, Candidates are welcome to campaign **door-to-door from Monday to Friday between 4:30pm and 8:30pm.** In order to respect the privacy of residents, no door-to-door campaigning is permitted outside of those hours. Candidates are **not** required to inform the Residence Manager of the dates and times they plan to campaign, but they must be accompanied by a Resident of the building;
- Candidates may campaign in public areas of the residence buildings during the USC campaign period only. Within the dates determined by the CRO, Candidates are welcome to campaign **in public areas from Monday to Friday between 12:00pm (noon) and 10:00pm.** Candidates are **not** required to inform the Residence Manager of the dates and times they plan to campaign;
- Candidates must not knock on doors with any signage indicating a preference for no campaigning;
- Candidates may book a table in high traffic areas of the residence (e.g. the Dining Hall, the lobby) by contacting the appropriate Front Desk at least two days in advance;
- Candidates are permitted to speak at wing/floor/unit/house meetings if they are invited by a student leader living in the building and on the wing/floor/unit/house in question. If the wing/floor/unit/house meeting falls outside the times outlined above, the Candidate may speak at the meeting but may not continue to campaign after the meeting;
- Candidates may approach Residents' Council Presidents to arrange an opportunity to speak at a Council meeting.

## Printed Materials and Social Media

Candidates are expected to adhere to the following guidelines:

- Candidates are limited to two copies of one poster per building. Designated locations will be used to display campaign posters. Posters will be submitted to the Administrative Coordinator in the Residence Life Office ([rezliferequests@uwo.ca](mailto:rezliferequests@uwo.ca)) for approval. If the poster is approved, the Candidate will deliver posters to the Front Desk of the building where they would like the items displayed. Posters must be accompanied by written proof of approval (an email from the Administrative Coordinator is sufficient). If the poster is not approved, the Administrative Coordinator will inform the Candidate and the CRO;
- Candidates may not leave any materials behind for students who do not answer their door. This includes items taped to doors or slid under them. Any materials found to have been distributed in such a manner will be recycled, and the CRO will be notified;
- In compliance with USC By-Law II, no materials may be left in common spaces (i.e. on tables in the Dining Hall). Any materials that are left in common spaces will be recycled, and the CRO will be notified;
- Candidates who have booked a table (as per stipulations outlined above) may distribute materials only to students who interact freely with the Candidate. Materials may not be left behind;
- Residents who support a particular Candidate may post any reasonable number of materials on their own doors (see the **Decorations in Residence Policy**);
- Candidates will return to buildings in which they campaigned to remove all physical materials, in accordance with USC By-Law II. Materials that have not been removed within the timeframe outlined in USC By-Law II will be removed and recycled, and reported to the CRO. Residents who choose to post materials on their own doors in support of a Candidate will be responsible for removing those materials;
- Candidates and their associated volunteers are not permitted to post on Residence-managed social media platforms, whether they are Residents or not.

## PROCEDURE

The information contained in this policy is to be shared with the CRO of the USC prior to the beginning of the USC campaign period. This policy applies to any and all positions whose election is governed by the USC (PVP, Faculty Council Presidents, Senate positions, etc.). A comprehensive list of positions and candidates is available through the CRO.

The CRO at the USC will provide a list of all Candidates in advance of the campaign period.

For fire and safety reasons, all campaigning in Residence (by invitation or arrangement) as outlined above is to be arranged at least two business days in advance of the intended activity. These arrangements ought to be made through the appropriate Front Desk.

This policy is to be reviewed on an annual basis.

All questions from Candidates regarding omissions, areas of confusion, or any discrepancies between the **USC Campaigning in Residence Policy** and USC By-Law II should be directed to the CRO, who will direct them to the Director of Residences or designate. All other questions from the CRO regarding the Policy can be forwarded to the Director of Residences or designate. All questions from student leaders in Residence seeking clarity on the Policy can be forwarded to the Programming Coordinator(s) in the Office of Residence Education and Programs.

### **Front Desk Staff**

Visiting Candidates may campaign in residence during the regular campaign period only, from **Monday to Friday, between 12:00pm (noon) and 10:00pm**. Door-to-door campaigning is only permitted from **Monday to Friday, between 4:30pm and 8:30pm ONLY**.

1. Candidates and their associated volunteers must check in at the Front Desk upon arrival and again before departure. Front Desk staff will consult the list of candidates provided by the CRO prior to signing anyone in. Any Candidates not on the list will not be permitted to campaign in residence. If a Candidate believes that they should be included on the list, and that a mistake has been made, they should liaise with the CRO, who will ensure the list is updated accordingly.
2. While in the building, all Candidates and their associated volunteers will wear a guest badge. Blank badges will be kept at each Front Desk, and may be printed from a template in a shared folder accessible to all Front Desk staff. The Administrative Coordinator in the Residence Life Office will provide Front Desk staff with name badge stickers and the updated template.
3. Front Desk staff will record the date and time of the visit on each name badge, so that they cannot be reused by Candidates.
4. Candidates who wish to book tables in lobbies must make prior arrangements with Front Desk staff using normal booking procedures.
5. Residence Managers do not need to be consulted for permission to campaign in Residence provided the above procedures have been followed.
6. Front Desk staff may inform Joe Major by email ([jmajor@housing.uwo.ca](mailto:jmajor@housing.uwo.ca)) of any Candidate(s) and/or associated volunteer(s) who have not followed the guidelines in this policy. Joe Major will in turn inform the CRO ([cro@uscavp.com](mailto:cro@uscavp.com)).