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## **Saitsa Board of Directors Election**

**Candidate Guidelines**

2026/2027

**Saitsa\***  
Elections

# Becoming A Candidate

Saitsa candidates are voting members of Saitsa who meet eligibility requirements for directorship as established in the Saitsa bylaws and the Elections and Referenda Policies & procedures. The candidate must have completed the nomination requirements and have been authorized by the Chief Returning Officer (CRO) to contest an election.

The CRO administers the election process and enforces election policy and bylaws. To ensure that the Saitsa Board of Directors (BOD) elections are secure, free, fair, and transparent, there are certain processes that candidates must adhere to. The following is an overview of these processes, you should refer to the [Saitsa Elections & Referenda Policies & Procedures](#) for more information.

## Eligibility Criteria and Nomination Requirements

Candidates must meet these criteria and requirements before running for election as established in the Saitsa Bylaws 5.20 and the Election & Referenda Policies & Procedures 6.0:

- \* Be an active student<sup>1</sup> in good standing with SAIT<sup>2</sup>;
- \* Be a Saitsa voting member<sup>3</sup>;
- \* Be enrolled in a minimum of one (1) Saitsa fee-paying course during 2 of the Fall, Winter, and/or Spring semesters;
- \* Are not academically withdrawn during their term with Saitsa;
- \* Meet all Candidate Eligibility criteria listed above;

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1 Active student - enrolled in a minimum of one (1) SAIT course in the current academic year.

2 Good standing with SAIT - SAIT fees are paid in full in the current academic year; and the student is not on academic probation.

3 Saitsa voting member - an active student who has paid their Saitsa fees within the current academic year.

- \* Complete and submit the nomination form before the established deadline;
- \* Be nominated by 10 (ten) valid Saitsa voting members (endorsements);
- \* Sign a declaration that they agree to abide by Saitsa Bylaws, Board of Directors Policy Manual, Elections and Referenda Policies and Procedures, and directives of the CRO/campaign rules; and
- \* Attend 1 (one) candidates' meeting.

# Campaigning

## Saitsa Hosted Outreach Opportunities

During the election process Saitsa provides candidates with the option of participating in Saitsa hosted outreach opportunities. Candidates are encouraged to:

- \* 1. Submit a candidate profile/platform, photo, and or video that will be posted on the Saitsa website during the campaign period. The profile/platform and picture will also be included on the ballot, and the picture will be displayed digitally across campus.
- \* 2. Attend Meet & Greet (M&G). M&G is a one-day event that provides students access to all candidates in one location. Candidates are each given a booth to present their campaign and engage with the voters.

## Disqualifications

During the election process candidates may be **disqualified** if they do not:

- \* 1. Adhere to all election rules including directives from the Chief Returner Officer (CRO).
- \* 2. Track all expenses incurred during their campaign and submit the completed expense form, along with all supporting receipts, no later than twenty-four (24) hours following the close of voting.

## Campaign Expenses and Funding

- \* 1. All candidates have an expense limit of \$300 CAD, which is inclusive of any foreign exchange conversions and GST.
- \* 2. Candidates shall be reimbursed up to 50% of their approved expenses less any reductions due to disciplinary action.
- \* 3. Disqualified candidates shall not be reimbursed for their campaign expenses.
- \* 4. Accurately completed expense forms must be submitted to the CRO no later than twenty-four (24) hours after the close of voting.
- \* 5. Expense forms **must include a detailed accounting** of all monetary and in-kind campaign costs and **include copies of all receipts**. It is recommended you take a photo of all your campaign receipts in case you lose one.
  - a. In-kind means the non-monetary provision of goods and services, excepting volunteer labour by voting members, any goods, and services freely available to all candidates, and any benefits provided equally to all candidates by Saitsa.
- \* 6. In-kind or donated items must be reported at fair market value.

- a. The CRO has final authority on determining fair market value that will uniformly apply to all candidates.
- \* 7. Candidates will not seek or accept monetary or in-kind support, assistance nor benefits from individuals, or organizations/clubs unless they are voting members or consist of a majority of voting members. Repayable loans do not count as support, assistance, or benefits. Saitsa and/or the CRO are in no way responsible for any aspect of loans obtained by a candidate whether for their campaign or not.
  - \* 8. Candidates utilizing personal or home printing must calculate and report to their expenses based on the following rates: **\$0.10** per sheet for black and white copies and **\$0.25** per sheet for colour copies.

## Campaigning Overview

- \* 1. Campaign/Campaigning is defined as the efforts undertaken by or on behalf of a candidate(s) to promote their election as a director(s) to the board.
- \* 2. Candidate campaigning may only occur during the Candidate Campaign Period. It shall begin at 9 a.m. following the close of the Nomination Period and shall conclude at 11:59 p.m. of the day prior to the start of the Voting Period. Campaigning outside the Candidate Campaigning Period will be handled exclusively by Saitsa.
- \* 3. The following activities are considered campaigning:
  - a. Distribution or publication of any campaign materials
  - b. Public appearances and speeches
  - c. Social media posts

- \* 4. Only candidates, their campaign rep, and their campaign agent can campaign. They may speak and act freely, so long as their statements and actions are not deemed to be derogatory, discriminatory, obscene, slanderous, or otherwise indecent according to applicable laws, bylaws, policies, codes of conduct, or commonly accepted free speech standards.
- \* 5. Campaign rep is a voting member registered to a particular candidate, permitted to assist the candidate with campaigning efforts solely during Meet & Greet. Each candidate may have one candidate rep, who must meet eligibility requirements and be confirmed by the Election Committee.
- \* 6. Campaign agent is a voting member affiliated with one candidate only, who is authorized to act on the candidate's behalf under exceptional circumstances. This agent **must be** formally approved by the CRO.
- \* 7. Persons that are not voting members shall neither campaign in nor be permitted to influence the outcome of elections, by-elections, or referenda.
- \* 8. A voting member is an active student who has paid their Saitsa fees within the current academic year.
- \* 9. Candidates must maintain separate campaign promotions, materials, and expenses.
- \* 10. Candidates holding positions with Saitsa prior to and/or during annual general elections, by-elections, and referenda are not allowed to use their positions, resources and benefits available to them, to further their campaigns or preferences.
- \* 11. Organizations or clubs whose memberships are majority or exclusively voting members shall be free to endorse or support candidates of their

choice, excepting that directors and member staff will remain neutral during their official engagements or working hours. Club members who are non-voting members are not permitted to campaign in or influence the outcome of the election, by-election, or referenda.

- \* 12. Organizations or clubs whose memberships are not majority voting members shall neither campaign in nor be permitted to influence the outcome of elections, by-elections, or referenda.
- \* 13. Situations and or events that occur during the course of the election process may necessitate additional restrictions being imposed by the CRO to ensure unperturbed operations of Saitsa and or SAIT, and to protect the integrity of the election process.

## Permitted Campaign Activities or Events and Their Restrictions

- \* 1. It is strongly encouraged, but not mandatory, for candidates to participate in the Saitsa hosted outreach opportunities as mentioned above.
  - a. Candidate profile/platform, photo, and video
  - b. Meet & Greet
- \* 2. Classroom talks and posting of campaign material to Brightspace (D2L) shall only be permitted if candidates have the explicit permission of the instructor.
- \* 3. Candidates may participate in slates. Slates are a group of two or more candidates who affiliate for the purposes of campaigning.
- \* 4. Slates **must be** registered with the CRO.

- \* 5. Slate affiliates are permitted to:
  - a. Use their slate name; and
  - b. Harmonize their design and branding.
- \* 6. Slate affiliates **shall not**:
  - a. Appear on each other's campaign materials;
  - b. Share their campaign expenses, materials; or
  - c. Share their campaign promotions. Each candidate is responsible for their own promotion of their campaign.

## **Restricted Campaign Materials and Activities**

- \* 1. Candidates are prohibited from affixing any physical material anywhere on SAIT campuses.
- \* 2. Candidates may not use the following as it may damage SAIT property:
  - a. Spray paint, spray chalk or other adhesives
  - b. Posters and stickers
- \* 3. Candidates are prohibited from appearing on another candidate's campaign material.
- \* 4. Candidates are prohibited from filming or recording in the library.
- \* 5. The use of Saitsa resources for campaign purposes is strictly prohibited.
- \* 6. The use of existing trademarks, logos, or copyrighted materials, or any likenesses thereof, are strictly prohibited. This includes the Saitsa and SAIT logos.

- \* 7. The use of corporate mailing lists (SAIT, classroom, etc.) are strictly prohibited from being used to disperse campaign material.

## **Disciplinary Action, Complaints, and Appeals**

- \* 1. Any violation of the Saitsa Elections & Referenda Policies & Procedures by candidates, their campaign agents or their campaign rep may result in disciplinary action up to and including disqualification of a candidate by the CRO.
- \* 2. Vandalism of promotional or campaign materials, or any other deliberate or malicious interference in election and referenda processes, shall be strictly prohibited and Saitsa shall seek to punish such action.
- \* 3. Candidates may be disqualified if they fail to remove their campaign materials prior to the commencement of the voting period.
- \* 4. The CRO may levy costs alongside written warnings in the form of reductions to the amount of campaign expenses to be reimbursed.
- \* 5. Violations may be reported in writing to the CRO at [Saitsa.com/Elections](https://saitsa.com/Elections).
- \* 6. Disciplinary actions received may be appealed in writing within twenty-four (24) hours of being received to the Elections Oversight Panel (EOP). Candidates will be provided with the link to the appeal form within the email they receive from the CRO with the CRO ruling of the complaint. The EOP will then have forty-eight (48) hours to dismiss the appeal or begin a hearing.

# Voting

- \* 1. All current Saitsa voting members shall be eligible to vote in the annual general election and by-elections.
- \* 2. Voting members receive a secure voting link through their SAIT email once the voting period commences.
- \* 3. Voting is done by way of Single Transferable Voting – the process is outlined in the Election & Referenda Policies & Procedures.

# 2026 Saitsa General Election Timeline

## Nomination Period Timeline

Event	Date	Time	Location
<b>Nominations Period Open</b>	<b>January 22<sup>nd</sup>, 2026</b>	<b>9:00 a.m.</b>	<b>N/A</b>
<b>1<sup>st</sup> Candidates' Meeting</b> <small>*If you register for this meeting, your nomination package must be submitted by <b>noon</b> on Jan. 29<sup>th</sup></small>	<b>January 29<sup>th</sup>, 2026</b>	<b>7:00 p.m.</b>	<b>Microsoft Teams</b>
<b>2<sup>nd</sup> Candidates' Meeting</b> <small>*If you register for this meeting, your nomination package must be submitted by <b>noon</b> on Feb. 3<sup>rd</sup></small>	<b>February 3<sup>rd</sup>, 2026</b>	<b>7:00 p.m.</b>	<b>Microsoft Teams</b>
<b>3<sup>rd</sup> Candidates' Meeting</b> <small>*If you register for this meeting, your nomination package must be submitted by <b>noon</b> on Feb. 11<sup>th</sup></small>	<b>February 11<sup>th</sup>, 2026</b>	<b>7:00 p.m.</b>	<b>Microsoft Teams</b>
<b>Nominations Period Closes</b>	<b>February 11<sup>th</sup>, 2026</b>	<b>12:00 p.m.</b>	<b>N/A</b>

# Campaign Period Timeline

Event	Date	Time	Location
<b>Candidate Campaign Period Opens</b>	<b>February 12<sup>th</sup>, 2026</b>	<b>9:00 a.m.</b>	<b>N/A</b>
<b>Slate Registration Deadline</b>	<b>February 12<sup>th</sup>, 2026</b>	<b>3:00 p.m.</b>	<b>Online</b>
<b>Candidate Profile, Photo &amp; Video Submission Deadline</b>	<b>February 16<sup>th</sup>, 2026</b>	<b>12:00 p.m.</b>	<b>Online</b>
<b>Campaign Rep Registration Deadline</b>	<b>February 18<sup>th</sup>, 2026</b>	<b>11:59 p.m.</b>	<b>Online</b>
<b>Meet &amp; Greet</b>	<b>February 24<sup>th</sup>, 2026</b>	<b>10:00 a.m. - 11:00 a.m. (Setup)</b> <b>11:00 a.m. - 1:00 p.m. (Event)</b>	<b>Irene Lewis Atrium</b>
<b>Candidate Campaign Period Closes</b>	<b>March 1<sup>st</sup>, 2026</b>	<b>11:59 p.m.</b>	<b>N/A</b>

# Voting Period & Post Voting Period Timeline

Event	Date	Time	Location
Voting Period Opens	March 2 <sup>nd</sup> , 2026	9:00 a.m.	Online via Email Link
Voting Period Ends	March 5 <sup>th</sup> , 2026	3:00 p.m.	Online via Email Link
Results Night Event	March 5 <sup>th</sup> , 2026	5:00 p.m. - 6:00 p.m.	MacDonald Hall
Expense Forms Deadline	March 6 <sup>th</sup> , 2026	3:00 p.m.	Online
Official Election Results	March 16 <sup>th</sup> , 2026	N/A	Online

## QUESTIONS?

Please refer to the Saitsa Elections & Referenda Policies & Procedures and if you still have questions or concerns you may email us at [Elections@Saitsa.com](mailto:Elections@Saitsa.com).

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