

Organization for Arts Students and
Interdisciplinary Studies (OASIS)

Vice-President External Byelection
September 2020

Nomination Package

Humanities Centre 2-10
University of Alberta

Chief Returning Officer:
Jonah Dunch (dunch@ualberta.ca)

Dear Candidates,

Welcome to the September 2020 OASIS Byelection. As Chief Returning Officer, I applaud your decision to run for a position and represent undergraduates in your Faculty. This Nomination Package is your guide to participating in the election. It includes the following documents:

- A summary of OASIS;
- A description of the role and responsibilities of the OASIS Vice-President External;
- A byelection timeline; and
- An outline of the byelection's rules and regulations.

All candidates must fill out a nomination form, which is a Google Form available on the OASIS website. The purpose of this Byelection is to fill a recent vacancy for the position of **Vice-President External**.

Under normal circumstances, candidates would be campaigning in person on a bustling campus, walls plastered with candidate posters. However, in light of the COVID-19 pandemic, in-person campaigning will not be possible. Since allocated campaign budgets are normally used for posters, September 2020 byelection candidates will not receive an allocated budget from OASIS. All campaigning will be done over social media. Further, the normal requirement for candidates to receive nomination signatures from other Arts students will be waived, and candidates will have to solicit a signed "Letter of Academic Eligibility" over email (instead of in person from the Arts Undergraduates Student Services office), or as an alternative, email me official university documentation showing their enrollment status.

It is your responsibility to ensure your nomination form and "Letter of Academic Eligibility" are completed **accurately and fully**. Please read your package carefully. Remember: Not knowing a rule is not an excuse for breaking it. Your nomination form must be filled out, and your "Letter of Academic Eligibility" or alternative documentation emailed to me, by **Tuesday, September 22nd at 5:00 p.m.** No nominations will be accepted after this time. If you have any questions regarding the elections, you may contact me via email at dunch@ualberta.ca. Finally, I encourage you to invite friends who are interested in OASIS to participate in the elections as candidates and voters.

Best of luck,

Jonah Dunch
Chief Returning Officer, OASIS

The OASIS Basics

What is OASIS?

The Organization for Arts Students and Interdisciplinary Studies (OASIS) is the representative body of undergraduate students in the Faculty of Arts at the University of Alberta. OASIS was created by a committee of Arts students through a restructuring process facilitated by the Students' Union over the summer of 2015. The newly restructured association was presented to the membership for feedback and ratification at a General Meeting in September 2015.

What does OASIS do?

OASIS is the meeting place between undergraduate Arts students and the Faculty of Arts. As a Faculty Association, OASIS is responsible for providing services and advocacy for its members. This includes coordinating graduation photos, locker rentals, events, and student representation on various bodies within the Faculty of Arts and the Students' Union.

General responsibilities within OASIS:

The primary purpose of OASIS is to represent and serve its membership. The OASIS Executive Committee is responsible for overseeing day-to-day operations, and the Council is responsible for overseeing the legislation and the activities of the Executive Committee. Executive duties include coordinating locker rentals, organizing events, reaching out to students, setting annual priorities, reviewing funding applications, and advocating for students' interests to the Faculty of Arts. Council duties include proposing or overseeing legislative changes, ratifying budgets and expenses, and reviewing the work of the Executive Committee and the Chief Returning Officer.

Time Commitment:

Weekly office hours are an important part of being an OASIS representative. Each Executive and Councillor is expected to hold set office hours every week. Office hours are a great way to familiarize yourself with day-to-day operations, be available to address student concerns on a drop-in basis, and complete OASIS-related tasks. Executives should expect to commit a minimum of **five** hours per week working on OASIS projects in addition to meetings. Councillors should expect to give OASIS a minimum of **two** hours per week.

Meetings:

Executives are required to attend weekly or biweekly meetings during the Fall and Winter terms, plus any other meetings that pertain to their portfolio. Councillors are required to attend Council meetings that occur half as often as Executive Committee meetings. All are expected to have read meeting agendas and any attached information, which will be emailed out before the meeting. They will also be expected to attend general meetings and OASIS events whenever possible.

Position Available

OASIS Vice-President External

The Vice-President External is a member of the **Executive Committee**. The Executive Committee is comprised of one (1) President and six (6) Vice-Presidents. The Executives are responsible for the day-to-day operations of OASIS, including advocacy, event planning, coordination of services, budgeting, and more.

Specifically, the **Vice-President External** is responsible for external advocacy and communications with groups external to the OASIS membership (i.e. Arts undergraduates).

Duties of the Vice-President External include:

1. Sitting on the Arts Faculty Council, the Executive Committee of the Faculty of Arts, and the COFA Advocacy Working Group;
2. Keeping in regular contact with relevant personnel within the Faculty of Arts and the Students' Union;
3. Directing the advocacy efforts of OASIS;
4. Acting as the point of first contact for all external inquiries, including media;
5. Securing sponsorships for OASIS; and
6. Assisting the Faculty of Arts in securing student representatives for the Arts Faculty Council and Arts governance committees.

September 2020 OASIS Byelection Timeline

Nomination Deadline: Tuesday, September 22nd at 5:00 p.m.

This is the last day and time to fill out a nomination form and submit a “Letter of Academic Eligibility” or alternative documentation to the Chief Returning Officer. No nomination shall be accepted after this deadline.

Candidates Confirmed: Evening of Tuesday, September 22nd

The Chief Returning Officer will send an email to all byelection candidates confirming their candidacy and laying out any additional election rules and information. Candidates will be required to confirm receipt of this email by the start of the campaign period.

Campaign Start: Wednesday, September 23rd at 9:00 a.m.

No campaigning is permitted before this time.

Voting: Wednesday, September 30th at 9:00 a.m. to Thursday, October 1st at 6:00 p.m.

Voting will be hosted on the Students’ Union online voting system, concurrently with the Students’ Union and General Faculties Council Byelections. OASIS Byelection results will be announced immediately following the end of the voting period.

September 2020 OASIS Byelection Rules & Regulations

Please be sure to read this document and abide by the rules and regulations set forth in it. Candidates in breach of any of the following rules and regulations will be subject to disqualification or alternative consequences. The Chief Returning Officer will communicate any further rules and regulations before and during the campaign period as necessary.

Nominations:

Acceptance of a nomination form and “Letter of Academic Eligibility” 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 the OASIS Vice-President External, candidates must be undergraduate students at the University of Alberta and currently enrolled in the Faculty of Arts. Candidates for OASIS Vice-President External must state their program of study on the nomination form so as to confirm their eligibility for the position.

Digital Election Materials:

In light of the COVID-19 pandemic, candidates will not be able to distribute print election materials. However, they may publish digital campaign materials on social media or a personal website. Candidates are responsible for publishing their own digital election materials. Materials must include the OASIS website address and the voting days. All digital election materials must be sent to the Chief Returning Officer for approval before publication. The Chief Returning Officer must be made an admin on any social media pages related to the campaign.

Candidate Information for the OASIS Website and Facebook Page:

Please send a description of yourself of approximately 200 words to the Chief Returning Officer at dunch@ualberta.ca. This description will appear on the OASIS Facebook page and website. Your description should be based on a true understanding of yourself and must not include any content attacking other candidates. One purpose of this material is to encourage voters to vote for you. Please pay attention to your wording for this purpose. In addition, please submit an electronic copy of a recent picture (1.5"X2") that clearly shows your face and shoulders to the Chief Returning Officer at dunch@ualberta.ca.

Academic Eligibility:

To confirm your academic eligibility to run in the election, you should send the “Letter of Academic Eligibility,” available on the nomination webpage on the OASIS website, to Arts Undergraduate Student Services. Ask USS to fill out this letter confirming your enrollment in the Faculty of Arts, then send their signed letter to the Chief Returning Officer. Alternatively, if USS does not get back to you in time, you may send the Chief Returning Officer a copy or screenshot of any official university documentation that confirms your enrollment in the Faculty of Arts.