

SUBMITTING A DSU LEVY QUESTION

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Members of the Dalhousie Student Union pay levies to various student societies and projects. These levies are set democratically by students through referenda and governed by the DSU Constitution and policy.

This document provides some assistance to societies interested in posing levy questions to members of the DSU.

All questions to be put forward for the 2015-2016 elections must be submitted no later than January 15, 2016. These questions will be reviewed and edited as per the schedule below.

REFERENDUM QUESTION SUBMISSION AND REVIEW TIMELINE

In order to ensure a smooth process for referendum question submission and appearance on the ballot, the following schedule has been set:

January 15, 2016: Deadline to submit levy proposals to the Chief Returning Officer.

January 24, 2016: Deadline for agenda items for January 27 Council meeting.

January 27, 2016: Council refers questions to Board of Operations and Elections Committee.

There will be a Board of Operations meeting between January 27 and February 10, but the final date has not been set.*

February 1-5, 2016: Levy questions reviewed for accuracy with Dalhousie University.

February 7, 2016: Deadline for agenda items for February 10, Council meeting.

February 10, 2016: Referendum/levy proposals go to Council for approval.

February 22, 2016: Elections nominations open.

March 2-13, 2016: Campaign period, including release of final referendum/levy questions.

March 14-16, 2016: Voting Period.

March 16, 2016: Election results released.

March 23, 2016: Council ratifies election results.

March 24, 2016: Deadline for materials for Dalhousie Board of Governors Operations Committee meeting.

March 30, 2016: Ratification of referendum/levy questions at Dalhousie Board of Governors Operations Committee meeting.

LEVY QUESTION FORM

Levy questions should be posed in the following form:

Do you support increasing the levy for **Society Name** from **\$.##** per semester for full-time students and **\$.##** per semester for part-time students to **\$.##** per semester for full-time students and **\$.##** per semester for part-time students. This question applies only to the Halifax campuses.

Or (for a new levy):

Do you support the creation of a levy for **Society Name/Group/Service** of **\$.##** per semester for full-time students and **\$.##** per semester for part-time students. This question applies only to the Halifax campuses.

Your question may include a short preamble to provide context. The preamble should be formatted as a series of statements beginning with “Whereas.” For example:

Whereas Society X currently provides service Y exclusively through volunteer support; and

Whereas a \$1.00 levy from all students would allow Society X to increase hours of service Y; and

Whereas no other group is providing service Y to students;

Do you support the creation of a levy for Society X of \$1.00 per semester for full-time students and \$1.00 per semester for part-time students. This question applies only to the Halifax campuses.

SUGGESTIONS FOR DRAFTING YOUR OWN LEVY QUESTION

- Keep your question clear and concise.
- Your preamble should provide context for your question, but you should limit your preamble to four or fewer “Whereas” clauses.
- **Remember:** Referendum campaigns are the vehicle to give people all the many reasons they should vote in favour for the proposed fee increase. Your preamble is just giving people a base understanding of what the fee is for.
- Draft your question in the form above. The question is the only binding element of the referendum so it should only include information about the fee change.
- Include the current fee for full- and part-time students per semester and the proposed fee for full- and part-time students per semester. The DSU assesses fees for three semesters: you cannot pick and choose which semesters you want to assess fees for.
- Include that the fee only applies to students at the Halifax campuses by ending the question with ***“This question applies only to the Halifax campuses.”***