Election Policy

Policy Statement

The following document outlines the Graduate Students' Association of the University of Calgary (Association) election guidelines. This document is designed to provide information to all Association Active Members in relation to the Association's electoral process.

Definitions

Definitions herein shall have the same meaning as in the Association’s bylaws. Should there be a discrepancy between this policy and the Association’s bylaws, the Association’s bylaws shall prevail.

“Academically Employed Graduate Student” (AEGS) is an Active Member employed as a teaching or research assistant as defined in the Post-Secondary Learning Act (Alberta), under the GSA Collective Agreement. For the purposes of these bylaws, any Active Member whose academic employment has terminated within the last twelve (12) months is also considered an Academically Employed Graduate Student, with all rights and privileges except those restricted by the Post-Secondary Learning Act (Alberta) or the Labour Relations Code (Alberta).

“Active Members” means all persons registered as graduate students in the Faculty of Graduate Studies or as Credit Certificate and Diploma Program students at the University of Calgary who pay full- or part-time Association fees.

“All-Candidates Meeting” means a meeting scheduled by the Chief Returning Officer that is mandatory for all Candidates or Designates to attend.

“All-Candidates Forum” means a moderated forum in which Candidates address specific questions as posed by the moderator and/or Active Members at a predetermined time and place as identified by the CRO. The All-Candidates Forum shall take place according to the timeline identified in Appendix A.

“Association” means the Graduate Students’ Association of the University of Calgary.

“Banners” means multiple individual posters hung together or near each other, where each subsequent poster is a continuation of the previous. Posters hung together or near each other, each individually a containing a complete message, independent of other posters, are not considered a banner. Any poster over 11”x17” will also be considered a banner.
“Board” means the Board of Directors of the Association.

“Chief Returning Officer” (CRO) is an Active Member elected by the GRC to organize and oversee the annual election of the Board and any necessary by-elections, Plebiscites and Referenda. The CRO will be excluded from voting in Association elections, by-elections, Plebiscites, and referenda.

“Campaign Materials” means banners, posters, handbills, AV materials, related social media content (Twitter, Facebook, YouTube, etc.,) and any other Electronic Campaign Materials.

“Candidate” means any person running for an Association Executive Board of Directors’ position.

“Collective Agreement” means the governing document that outlines the relationships between the Board of Governors of the University of Calgary and graduate students employed by the University of Calgary as Graduate Assistants (Teaching), Graduate Assistants (Non-Teaching), and Graduate Assistants (Research).

“Departmental Graduate Association” (DGA) means a graduate student organization composed of Active Members in a department at the UCalgary; DGAs must meet the requirements of the Association’s Departmental Graduate Students’ Association Policy.

“Deputy Returning Officer” (DRO) is an Active Member appointed by the CRO and GRC is to be notified afterward. The DRO will carry out the duties of the CRO should the CRO be unable to perform their duties as identified herein. Should the CRO transfer their duties to the DRO, the DRO will be excluded from voting in Association elections, by-elections, Plebiscites, and referenda. For the purposes of this document, the DRO will assume all rights and responsibilities as assigned to the CRO should they take on the role of CRO. At the discretion of the CRO, the DRO may take on responsibilities as assigned by the CRO depending on the work-load required to carry out a successful election.

“Designate” means any Active Member designated by the Candidate and has been registered with the Chief Returning Officer to act on the behalf of the Candidate in all matters related to the Election.

“Electronic Campaign Materials” means online voting materials, websites, blogs, and other services such as Facebook, Twitter, YouTube, other forms of text-messaging, or more broadly, activities such as blind phone calling, and any material made accessible by the Candidate on the internet or other communication service or device (such as cell/smart phones, computers, tablets, etc.).

“Eligible Voters” means all Active Members, excluding the Chief Returning Officer, of the Association.

“Executive Officer” (EO) is a full-time staff member responsible for managing the day-to-day operations of the Association; the Executive Officer reports directly to the Board.

“Faculty Representative Member” means an Active Member who is currently employed by a specific faculty at the University of Calgary.
“First Past the Post” means the electoral system in which voters indicate on a ballot the candidate of their choice, and the candidate who receives the most votes wins.

“Graduate Representative Council” (GRC) is a group of Active Members from eligible departments at the UCalgary; GRC members deliberate on issues affecting the Association, offer advice to the Board, and disseminate information to other Active Members.

“Handbill” means any material meant to be distributed to electors and not posted.

“Labour Relations Committee” (LRC) means a group of Active Members comprised of academically employed graduate students who are responsible overseeing the Collective Agreement on behalf of the Association.

“Plebiscite” means a single question presented to Active Members for their opinion in relation to a specific issue facing the Association. A Plebiscite is an expression of opinion of Active Members and is used for decision making purposes only. A Plebiscite is non-binding to either the Board or the GRC.

“Posters” means an advertisement smaller than 11” x 17”.

“Referendum” means a question to be voted on by Active Members related to establishing or increasing fees not covered in the Associations Bylaws. Results of Referenda are binding upon the Association.

“Slate” means a group of Candidates who run for elected office on a similar or singular platform for mutual advantage.

“Staff Member” means all persons employed by the Association in a paid capacity, whether full-time, part-time, term certain, or contract.

“Third Party” means individuals or organizations including but not limited to Department Graduate Associations, University Faculties/Departments, other campus-based groups, or external organizations.

Applicability

This document applies to all Active Members of the Association and Staff Members.

Reason for Policy

This document is meant to outline election policy and procedures to improve transparency in decision-making. While it outlines how the Chief Returning Officer (CRO) and Candidates should act during the election, the CRO reserves the right to act in accordance with his or her interpretation of all pertinent bylaws of the Association in addition to the policies and procedures outlined herein.

It is the responsibility of all Candidates or other interested parties to ensure they are aware of and adherent to this policy document. Parties are therefore invited and encouraged to direct any questions or concerns relating to this policy, Association Bylaws, or any other issue arising from the election process to the CRO or the Executive Officer (EO).
Non-Compliance

This document contains procedures that carry significant liability for the Association as it relates to the electoral process.

Failure to comply with this document may result in disciplinary action. A first offence will result in a warning which will be immediately posted on the Association’s website. A second violation will result in the immediate disqualification of the candidate. The CRO, in consultation with the Elections Officer, reserve the right to issue immediate disqualifications without previous warning for what they deem severe violations.

Roles and Responsibilities

The CRO is accountable to the Judicial Board and the GRC for the proper conduct of the electoral process.

It is the responsibility of candidates to ensure they adhere to this document in its entirety. It is the responsibility of the CRO to oversee the electoral process and ensure its compliance with this document.

Should the CRO be unable to fulfill their obligations under this policy, prior to the January 1st, an interim CRO will be appointed by the Chair of the Judicial Board and approved by GRC at the next GRC meeting. Should the CRO be unable to fulfill their obligations under this policy after January 1st, the Chair of the Judicial Review Board will appoint a new CRO within two (2) business days of the CRO leaving the position. The newly appointed CRO will fulfill their obligations outlined herein under the supervision of the EO for the remainder of the term.

Should the Chair of the Judicial Board be unable to appoint a suitable Candidate, acting reasonably, prior to the election taking place, the Chair of the Judicial Board will assume the responsibilities of the CRO. Should the Chair of the Judicial Board assume the responsibilities of the CRO, the Chair of the Judicial Board will appoint a member of the Judicial Board to assume the responsibilities of the Chair of the Judicial Board for any appeals related to the electoral process.

The CRO may employ the DRO to assist with any provision herein should the CRO feel, acting reasonably, the workload is beyond their capabilities.

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Email address</th>
</tr>
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<tbody>
<tr>
<td>CRO</td>
<td></td>
<td><a href="mailto:cro.gsa@ucalgary.ca">cro.gsa@ucalgary.ca</a></td>
</tr>
<tr>
<td>Judicial Board Chair</td>
<td></td>
<td><a href="mailto:speaker.gsa@ucalgary.ca">speaker.gsa@ucalgary.ca</a></td>
</tr>
<tr>
<td>Executive Officer</td>
<td>Danielle Abbott</td>
<td><a href="mailto:danielle.decoste@ucalgary.ca">danielle.decoste@ucalgary.ca</a></td>
</tr>
</tbody>
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1. Eligibility

1.1. In accordance with Association Bylaws, all Active Members shall be eligible to run in Association Elections.

1.2. All candidates must be available to serve a minimum of 11 months from May 1 to April 30.

1.3. All Candidates or Designates, as identified by the Candidate to the CRO a minimum of 24-hours prior, must attend an All-Candidates Meeting and All-Candidates Forum as scheduled by the CRO.

1.3.1. At minimum, all terms and conditions herein will be discussed in detail; and

1.3.2. All Candidates will sign a form acknowledging they understand all the terms and conditions identified herein prior to being an officially recognized Candidate.

2. Notice of Election

2.1. The CRO will officially announce the upcoming annual election and all pertinent timelines as identified in Appendix A herein.

2.1.1. The CRO, EO, and the Governance and Services Coordinator will meet with the Association’s Marketing and Communications Coordinator in advance of the official announcement to identify a strategy of how best to communicate the election process to Active Members.

3. Nomination Process

3.1. Board members and any GSA staff who is also an active member must not be a nominator for any nominations, excluding self-nominations.

3.2. Self-nominations will be accepted as legitimate.

3.3. Following the close of nominations, all nomination forms (Appendix A) received prior to the deadline, either delivered by hand to the Association’s office or by email to cro.gsa@ucalgary.ca, will be officially reviewed by the CRO.

3.4. Eligible Candidates whose paperwork is in order will be declared official Candidates and will be notified by the CRO by email as provided in the nomination form. Email notifications will be sent to all candidates simultaneously after the end of the nomination period. Any Candidate whose paperwork was ruled out of order by the CRO will be considered
3.4.1. Any Candidates determined ineligible will be provided with a written explanation, provided by the CRO, within twenty-four (24) hours of the close of the nomination period.

3.4.2. Official Candidates will be listed on the Association’s website.

3.5. Should the CRO, the DRO, or the Chair of the Judicial Board decide to run for an elected position, they must resign from their current position at least fourteen (14) days prior to the first day of the nomination period. Notice must be provided, in writing, to both the Chair of the Governance Committee and to the EO.

3.5.1. Neither the CRO, the DRO, nor the Chair of the Judicial Board are eligible to be nominated for an elected position once the nomination period has started.

4. Professional Conduct

4.1. No Candidate shall run or be a member in a slate, real or apparent, as determined by the CRO after consultation with the EO, or share expenses for Campaign Materials, work together for mutual benefit, use similar or identical slogans, or otherwise appear to be acting as a slate.

4.2. The Association places a high priority on open lines of communication between Candidates and electors. Candidates, or designates as identified in Article 1.2 herein, are required to attend the All-Candidates forum as identified in Schedule A, herein, in a location determined by the CRO. The CRO will notify all Candidates in writing to the email address provided on the nomination form of when this forum will occur. If neither the Candidate nor a Designate attend the forum, the CRO reserves the right to disqualify the Candidate.

4.3. Candidates and Designates must not use the University of Calgary’s address book system for campaigning purposes.

4.3.1. Candidates are not permitted to send emails or other forms of mass communications to Third Party lists for the purposes of Campaigning. Forms of mass communication may include but are not limited to lists found on D2L or the Outlook contact list.

4.3.2. Candidates are permitted to use their own University of Calgary email address for campaign purposes.

4.3.3. Candidates may only contact student groups or DGAs whose email address is publicly available.

4.3.4. Candidates may not access class lists through formal or informal
means for the purposes of campaigning.

4.3.5. Candidates shall be required to obtain explicit consent to collect and use students’ personal contact information for Campaigning purposes. A consent form may be used for this purpose.

4.3.5.1. When a student uses a consent form to collect students’ contact information the form must be submitted to the CRO for approval.
4.3.5.2. Consent forms containing students’ contact information must be destroyed after use. Forms may be brought to the GSA offices for shredding.

4.3.6. No Candidate shall speak to any class of students in the University for the purposes of campaigning

4.3.7. Candidates may not campaign in their capacity as a student leader in any position they may hold on campus, including but not limited to, Teaching Assistant, Research Assistant, committee chair, DGA chair, consortium chair.

4.3.8. During officially organized events, which include all opportunities to officially address the student body either formally or informally, Candidates must behave in a professional manner as outlined in Article 5 of the Association’s Code of Conduct policy; a copy will be provided to all Candidates before or during the All-Candidates Meeting and must be signed and submitted before the Candidate may begin campaigning.

4.3.9. Candidates must act professionally, as determined by the CRO.

4.3.10. Current Association Board Members seeking re-election may not use any Association resources to promote their candidacy.

4.3.11. Candidates may not enforce bylaws or policy. Candidates who witness policy infractions may report to the CRO as outlined in 12.2 herein.

4.3.12. Candidates may not disobey university, municipal, provincial, and/or federal law/regulation while campaigning.

5. Campaign

5.1. All Candidates must have their campaign and communication materials, which include but are not limited to posters, banners, handbills, online materials, and electronic communication, approved by the CRO prior to distribution to the electorate. All campaign and communication materials must be provided to the CRO, in writing, and receive CRO approval before distribution.
5.1.1. A copy of the campaign materials and/or communication message must be emailed to the CRO identifying when, where, and how the material/communication will be disseminated. Further, Candidates must receive written permission from the CRO for any materials and/or communication in relation to the content of the communique prior to dissemination.

5.2. All Candidates shall create a platform which will be posted on the Association’s website after the nomination period by the CRO. The platform must be submitted by the time established by the CRO and communicated to Candidates in due time.

5.2.1. Candidates who do not provide a platform on time will be disqualified.

5.3. No Campaign Materials may contain misinformation, slander, inappropriate endorsements, or inappropriate or discriminatory content.

5.4. A Candidate must not misrepresent themselves on campaign on Campaign Materials. All Campaign Materials shall include, in legible form, the name of the Candidate and the position being sought.

5.5. All Campaign Materials shall, where applicable, include in legible form, a statement declaring who paid for the production of the Campaign Material. If campaign materials are paid for by the Association under Article 6.4 herein, the Association must be recognized by having “paid for by the Graduate Students’ Association of the University of Calgary” on said materials. Campaign Material shall only be approved if it contains statements about a Candidate’s own campaign and platform.

5.6. A Candidate shall not make reference to the identity of another Candidate on any Campaign Materials.

5.7. Candidates shall not use the logos of the Graduate Students’ Association or the University of Calgary on any Campaign Material.

5.8. A Candidate may have no more than two (2) banners.

5.9. All Candidates shall:

5.9.1. comply with all building regulations;

5.9.2. follow university regulations on posters, use of university grounds, and comply with all “no campaign” zones;

5.9.3. not use stickers, decals, or any adhesive material of a permanent or semi-permanent nature;

5.9.4. Not campaign or post any Campaign Materials in any campus library;
5.9.5. Not campaign in the GSA office, the Last Defence Lounge, or That Grad Space.

Only the Association, Candidates, and designates may post election-related or Campaign Material as approved in advance by the CRO.

No Candidate shall accept in-kind donation of advertising space in any publication, advertisement space or media venue.

All Candidates are solely responsible for the removal of all their Campaign Materials by the end of the campaign period – including both electronic and physical materials. At the discretion of the CRO, failure to do so may result in immediate disqualification.

6. Election Spending

6.1. No Candidate may spend more than $150 (CAD) during their campaign, regardless of funding source. All election expenses must be reported to the CRO in the form of receipts. Expenses must include all items considered Campaign Materials, the rental or use of facilities, and all items or services of any kind donated to a campaign, which must be assessed and reported at fair market value.

6.2. Candidates must submit a report to the CRO listing all expenses by the end of the campaigning period and before voting commences. If expenses are incurred, Candidates must submit original receipts.

6.3. If the CRO deems any expense not to be commensurate with the campaign or with fair market value, the CRO reserves the right to investigate the expenses before certifying the result.

6.4. The Association will reimburse election expenses for each Candidate in the amount of up to $150 (CAD) after a submission of all receipts (as specified above) if requested to do so.

6.5. No campaign expenses may be incurred before notification of Candidate status is announced and after the end of campaign period.

7. Voting

7.1. Voting shall begin within 24 – 48 hours after the end of the campaign period. Voting will take place over two days (48 hours) and shall be done through electronic means unless a physical ballot system has been approved by 2/3 majority in a previous GRC meeting.

7.1.1. Polling stations, if required, must be staffed by non-partisan volunteers as coordinated by the CRO (minimum of two (2) per station).

7.1.2. All Active Members of the Association may cast one vote for each
position during the election.

7.1.2.1. Ballots must contain an option of not voting for the specific position being contested.

7.2. In the event that there is a single nominee for any Directorship, the voting Members will be presented with the option to vote for the nominee or choose not to vote for them. The single nominee must receive greater than 50% of the votes cast for the position they are nominated for, or the decision will be decided through a by-election.

8. Announcement of Election Results

8.1. After the end of the voting period, the ballots shall be counted by the CRO, if required, and witnessed by a neutral third party, usually the EO.

8.1.1. The ballot count may also be witnessed by one (1) scrutineer appointed by each Candidate (which may be the Candidate him/herself), if so desired by the Candidate.

8.2. A first-past-the-post vote shall constitute the election of an officer in the case of all elected positions. If no Candidate is declared a winner, due to a tie or disqualification of all candidates, then the position will be declared vacant, and the vote will go to a by-election as outlined in the Association’s Bylaws as described in Article 10 herein.

8.3. The CRO shall announce the initial results within 24 hours of the end of the voting period. Until the election is certified the positions will be designated (Vice) – President Elect.

8.4. The results initially announced will be provisional until all outstanding issues are resolved, with regard to any outstanding violations of policy by Candidates, or other issues that may arise, including confirmation of campaign expenses. Once these issues have been addressed, the CRO shall then officially certify the results.

8.5. The CRO may take up to 2 weeks to certify the results of the election should an appeal take place. The CRO will sign a certification document and the official results will be announced on the GSA website.

9. Neutrality

9.1. Current Board members may not use their position or influence to campaign on the behalf of another candidate.

9.2. All members of the Board and Staff Members must remain neutral throughout the election process.

10. By-elections
10.1. By-elections for the Association will follow all election policies with the following noted exceptions:

10.1.1. The by-election shall be held as part of the GRC meeting following the end of the campaign period, as per Association Bylaws and as noted in the by-election announcement;

10.1.2. Only eligible GRC members may cast votes during by-elections

10.1.2.1. An exception may be made by a GRC resolution passed with a 2/3 majority at the previous GRC meeting to,

10.1.2.1.1. Open the vote to the membership during the next GRC meeting
10.1.2.1.2. Open the vote to the membership during an SGM

10.1.2.2. Voting shall be conducted using separate ballots for each contested position.

10.1.2.3. Winner is determined by first-past-the-post.

10.1.3. The public forum shall occur prior to the vote in the meeting in which the by-election is held.

10.1.4. Campaigning for the by-election may take place during the 5 business days immediately preceding the meeting in which the by-election vote is held.

11. Labour Relations Committee

11.1. During the Association’s annual election, the Association will include a separate election for the Labour Relations Chair. Labour Relations Chair nominees, must, at the time of the election meet the definition of an Academically Employed Graduate Student as defined herein.

11.2. Only Academically Employed Graduate Students may nominate candidates for the LRC.

11.3. Only Academically Employed Graduate Students may vote in the Association’s annual LRC election.

11.4. All rules and regulations contained herein will be applicable to the LRC annual election with the exception of Article 1 and Article 10 of this document.

11.5. Should the Labour Relations Chair position remain vacant after the electoral process, there will be a by-election as outlined in 10.1 herein.
12. Complaints, Infractions and Penalties

12.1. Any Active Member who believes that any Campaign Materials violate Association bylaws, this policy, University policy or any other election procedure, should contact the CRO. After adjudication, the CRO reserves the right to either warn a Candidate, disqualify the Candidate, or ultimately refuse to certify the election if such action is deemed appropriate by the CRO.

12.2. Complaints may be made by using the Election Complaint Form, found on the GSA website.

12.2.1. A hard copy of the form will be accepted at the GSA office and will be date-stamped by GSA staff to ensure complaints are addressed on a first-come, first-served basis.

12.2.2. The form may be submitted by email to both the CRO and the EO which will be printed and date stamped with the date and time the email was received.

12.3. Upon receipt of a complaint, the CRO shall provide an initial response to the Complainant within 48 hours. The CRO will investigate further if necessary and provide a written notice to both parties involved indicating the final decision, which may include a warning or sanction.

All complaints must include:

12.3.1.1. Full Name of the Complainant

12.3.1.2. Full Name of the Candidate and any others involved

12.3.1.3. A description of the perceived violation (including a reference to the section of the GSA Election Policy that has been violated)

12.3.1.4. Any additional evidence (such as emails, photos, screen shots, etc. may be dropped off in person or emailed to the CROs)

12.4. Any election violation including but not limited to policies outlined in this document will result in the Candidate being disciplined up to and including disqualification, and the warning procedures herein will come into effect.

12.4.1. The CRO reserves the right to act in a manner reflective of the severity of the infraction according to the CRO’s interpretation of said infraction up to and including disqualifying the Candidate(s). Should the infraction(s) be severe enough in the opinion of the CRO, the CRO may refuse to certify the election.

13. Warning Procedures
13.1. Any Candidate who violates any provision herein that results in an official warning or disqualification will be notified of their violation in writing to the e-mail provided on the nomination form by the CRO. All warnings, sanctions, and disqualifications will be posted on the Association’s website and in the Association’s office.

13.2. Any Candidate receiving an official sanction, not including disqualification, because of a policy violation will have twenty-four (24) hours to fix the violation. If the nature of the violation is such that it cannot be rectified, the CRO will determine whether the appropriate penalty is a warning or disqualification.

13.3. Any violation of Campaign Material expense limits may result in immediate disqualification from the election without a previous warning.

14. Appeals

14.1. As per Association bylaws, Candidates may appeal decisions made by the CRO to the Association’s Judicial Board.

14.1.1. An appeal may be made to the Judicial Board within one (1) business day after the complainant becomes aware of the incident.

14.1.2. The Judicial Board Chair will convene the Judicial Board within two (2) business days of receiving the appeal.

14.1.3. The Judicial Board may uphold the decision of the CRO or overturn it. They may provide recommended course(s) of action, however the CRO is not required to carry out the recommended course of action.

14.1.4. The Judicial Board will release their findings and recommended course(s) of action within one (1) business day after convening. The Judicial Board’s ruling shall be final.

14.1.5. The Judicial Board Chair, in consultation with the EO, may request the Judicial Board uphold or overturn appealed decisions by email if deemed to be frivolous or straight-forward, not requiring further discussion.

14.1.5.1. Included in their email to the Judicial Board, the Chair must include an unbiased summary of the issue, the CRO’s decision, the appeal notice, and any other related documentation. Judicial Board decision may only be
finalized in this manner if 2/3 of Judicial Board Members respond in agreement within the time frame communicated by the Chair.

14.1.5.2. Any single member of the Judicial Board may refuse the Chair’s request to resolve by email if done so within the time frame communicated by the Chair. This will result in the Judicial Board convening.

15. Reporting

15.1. The CRO will provide a written report to the Board no later than thirty (30) days after the election has completed. This report will outline at minimum:

15.1.1. A summary of the election including:

15.1.1.1. Number of candidates who ran for specific elected positions;

15.1.1.2. Number of Active Members who voted; and

15.1.1.3. Election Results.

15.1.2. A summary of any concerns, complaints, comments, observations, and issues that need to be addressed prior to the following year’s electoral cycle; and

15.1.3. Recommendations for changes to the Associations Bylaws and/or election policy

16. Interpretation and Approval

16.1. This policy must be reviewed and approved by the Board of the Association on a yearly basis prior to the beginning of the nomination period. The interpretation of this policy is at the sole discretion of the Chief Returning Officer as defined herein.
Appendix A – Election 2020 Timeline

First Monday in February – Official Announcement of Election **Feb 3**
First Monday in February – Nominations Open (12:30 PM MT) **Feb 3**
Nine (9) business days following election announcement – Nominations Close (4:30 PM MT) **Feb 14**
First business day after nominations close – Nominees are Notified (before 1 PM) **Feb 18**
Third Wednesday in February – All-Candidates Meeting (time determined by CRO) **Feb 19**
Third Thursday in February – Nominee platforms sent to CRO (1 PM) **Feb 20**
Third Friday in February – Campaigning Begins (1 PM) **Feb 21**
Last Tuesday in February – All-Candidates Forum (time determined by the CRO) **Feb 25**
First Friday in March – Campaigning Ends (11:59 PM) **Mar 6**
Second Monday in March and the subsequent day - Voting days **Mar 9 and 10**

Within 24 Hours of Polls Closing – Uncertified election announcements **Mar 11**

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**Forms**

*Board of Directors Nomination Form*
*Labour Relations Committee Nomination Form*