

***BOARD OF DIRECTORS  
ELECTIONS NOMINATIONS  
PACKAGE***

**SSU**

*sheridan student union*

# BY-ELECTIONS 2017/2018 – NOMINATIONS PACKAGE

## SHERIDAN STUDENT UNION

This nomination package contains important information regarding candidacy and campaigning in the 2018/2019 SSU By-Elections to be held from Monday March 5th, until Thursday March 29th. It is your responsibility as a Candidate/Campaign Party Member to know and understand the information within this document, as well as the policies and procedures governing elections and any supplemental policies that may be introduced by the SSU regarding elections. If you have any questions, comments, or concerns please contact the Chief Returning Officer, at:

**[tristan.paul@sheridancollege.ca](mailto:tristan.paul@sheridancollege.ca)**

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# ***WELCOME***

Dear Candidate,

On behalf of the entire Sheridan Student Union, I would like to congratulate and thank you for choosing to become involved in the upcoming Sheridan Student Union Elections. This is your opportunity to help mold every Sheridan student's college experience throughout this academic year.

In making this decision, you have taken the first step towards helping improve student life at Sheridan and we welcome you as a nominee. As a perspective member of the Student Union, you will be asked to give your time, expertise and honest dedication.

We have prepared this Elections Package to assist and guide you through the Electoral Process. Please read the Elections Policy and Nomination Package carefully, keeping in mind all the rules and regulations over the next few weeks. Please direct any questions or concerns to me or the Deputy Returning Officer of your respective campus. As your journey begins, we wish you the best of luck and hope you take something valuable away from this amazing experience.

*Respectfully Yours,*

A handwritten signature in black ink that reads "Tristan Paul". The signature is written in a cursive, flowing style.

Tristan Paul  
Chief Returning Officer  
905.845.9430 ext. 5915  
tristan.paul@sheridancollege.ca

|  |   |
|--|---|
| <p><b><i>Nominations Open</i></b><br/>Nomination packages released.</p>  | Monday March 5 at 9:00am  |
| <p><b><i>Nominations Close</i></b><br/>Nomination packages are due.<br/>All nomination forms must be scanned and submitted through the online nomination portal.</p>           | Friday March 16th at 4:00pm   |
| <p><b><i>Candidates Video Interviews</i></b><br/>For promotions. Answer questions about you platform and help students get to know who you are,</p>                            | Monday, March 19th from 12:00 - 5:00PM<br>(Interviews will take approximately 15 minutes)<br>A308, SSU Clubs Room |
| <p><b><i>All Candidates Meeting</i></b><br/>Explanation of policy and procedures in election<br/>(Attendance is mandatory, Photos will be taken for all promotions).</p>       | Monday March 19th<br>from 5:30pm – 7:00pm<br>President’s Board Room A402f, HMC Campus                             |
| <p><b><i>Campaigning Open</i></b><br/>All materials must be approved prior to campaigning.</p>   | Tuesday March 20 at 9:00am  |
| <p><b><i>Mandatory Board Meeting</i></b><br/>Candidates must attend at least ONE board meeting following the opening of nominations and prior to the close of campaigning.</p> | Tuesday March 27 from 7:00pm to 9:00pm<br>H153, Davis Campus  |
| <p><b><i>Campaigning Closes</i></b><br/>All campaigning ceases.</p>  | Thursday March 29th at 4:00pm   |
| <p><b><i>Voting Opens</i></b><br/>All eligible students are able to vote.</p>  | Tuesday March 27th at 9:00am  |
| <p><b><i>Voting Closes</i></b><br/>All polls are no longer active.</p>   | Thursday March 29th at 4:00pm   |
| <p><b><i>Ballot Counting</i></b><br/>Scrutineers are allowed to attend ballot counting for each candidate.</p>   | Thursday March 29th at 6:00pm<br><br>HMC: SSU Board Room  |
| <p><b><i>Mandatroy Training</i></b><br/>Once elected, mandatory training is required.</p>  | The week of May 1st (date to be confirmed following ballot counting)  |

# GENERAL INFORMATION AND INSTRUCTIONS

## *Close of Nominations*

Friday March 16 at 4:00pm (all online forms, and signatures must be submitted by this deadline).

If the submission has not been completed in full and on time, the nomination will be considered invalid

## *All-Candidates/All-Parties Meeting*

This mandatory meeting will outline the general procedures of the election and provides potential candidates with vital information for their campaigns. The Chief Returning Officer/Deputy Returning Officers (CRO/DRO) will be present to answer any questions you may have and clear up any questions about the policies and/or procedures.

All candidates and/or their agents must attend these meetings; all candidates meeting, mandatory board meeting and the campaign forum. Agents, especially, should endeavor to attend these meetings, as well. Any candidate who is not present at this meeting and has not provided notification of their absence to the Chief Returning Officer/Deputy Returning Officer by 12:00pm (noon) on the day of the meeting will be automatically disqualified from the election. (Elections Policy 4 (s. 1.1.2))

Note: If you require any assistance or accessibility in attending any of the mandatory meetings please contact the CRO at [tristan.paul@sheridancollege.ca](mailto:tristan.paul@sheridancollege.ca)

## *Contact Information and Communications*

Please be sure to check your email regularly for election violations, and other important updates. This will be our main point of contact for all election related discussion in order to keep a record of all interactions with candidates.

## ***Violations and Appeals***

The policies and procedure for demerits are stated in Election Policy: 8 Demerits, Disqualifications, and Appeals. If you receive a demerit, you will be notified by the Chief Returning Officer via email immediately.

If you wish to appeal the demerit, you must provide your reasons in an email to the Chief Returning Officer within forty-eight (48) hours of written notice of a demerit being given.

*NOTE: A candidate will be disqualified if they receive 8 demerit points.*

## ***Promotional Materials***

Information regarding promotional materials is outlined in Election Policy 6: Promotional Materials. All promotional materials must be approved by the CRO or DRO prior to being used. If you have any doubts about whether promotional materials are acceptable or where promotional materials may be placed, please consult the Chief Returning Officer or Deputy Returning Officer.

### **APPROVAL OF PROMOTIONAL MATERIALS**

The Chief Returning Officer or Deputy Returning Officer must authorize all campaign and promotional materials before they are posted. To approve campaign materials you must send an electronic copy to the CRO via email.

## ***Campaign Expenses***

Campaign spending has been limited to \$100.00 CAD. All expenses must be recorded on the Campaign Expense Form and submitted with original receipts to the SSU Office front desk by Wednesday March 28th at 3:00pm.

Candidates will be reimbursed one hundred percent (100%) of their campaign expenses, excluding donations, as long as they finish the elections as a valid candidate (not having withdrawn or been disqualified) and submit their Campaign Expense Form as required. Candidates and campaign parties should carefully review the Elections Policy for the regulations surrounding candidate expenses.

## ***Ballot Tabulation***

Ballot tabulation will take place following the close of the polls and after the Elections Committee has met to discuss candidate campaign violations. Unofficial results are then released and later ratified, pending the outcome of the appeal process.

## NOMINATION POLICY

- All candidates must be currently enrolled as a full-time, activity fee paying student at Sheridan College with a cumulative GPA of 2.5 or higher.
- A candidate must obtain a minimum of fifty (50) student signatures from students of their respective campuses; Agents may assist in obtaining these signatures. The student name, student number, program of study and signature must be acquired from a full-time fee paying Sheridan student and must only be written on the official Nomination Form, which is included in this package. Additional pages will not be accepted or valid.
- The candidate is responsible for the accuracy and integrity of their nomination forms. Failure to abide by this rule may result in automatic disqualification.
- All candidates and Agents are required to read the Elections Policy before signing their Statement of Responsibility, Campaign Party Contact List, and all other Nomination Forms.
- Only the candidate or Agent is allowed to gather and collect nomination signatures.
- All candidates must submit their Nominations Forms online via the SSU Board of Directors nominations portal prior to the close of the nomination period, Please visit the Election timeline for all deadlines. **No extensions will be given.**



## SUPPLEMENTARY CODE OF CONDUCT

The following Code of Conduct is implemented as part of the Elections Process and shall be considered an official Election Policy. Violation of this Code of Conduct will be subject to demerits at the discretion of the Elections Committee. No element of this Code of Conduct may contravene or supersede the Elections Policy and shall instead serve to further define what is considered acceptable conduct by candidates during the election period.

All candidates running for election, their agents and associated campaign teams shall:

- Be courteous, polite and respectful to the Electorate, the Elections Team, the Elections Committee, other candidates, those Board Directors currently in Office, the Staff of Sheridan College and the Sheridan Student Union.
- Not harass or otherwise “aggressively campaign” to any member of the Electorate regardless of whether or not they have chosen to exercise their vote.
- Refrain at all times from profanity, slander, derogatory statements, or disrespecting the Elections Process, other candidates or campaign parties, or the Sheridan Student Union.
- Never issue, condone or otherwise endorse offensive statements regarding a culture, race or group of persons.
- Not use SSUI resources for electoral purposes unless explicitly permitted to do so by policy or a mandate from the Appeals Committee.
- Not actively campaign in the SSUI offices and other prohibited areas as outlined in the Elections Policy.
- Not purposefully engage in behavior that would result in a demerit being issued as outlined in the Election Policy.
- Never distribute alcohol, drugs, or money for campaigning purposes.

Candidates should remember that their campaign is a reflection of them as a person and their suitability as a student representative. The SSUI asks that they exercise common sense and good judgment in making this election fair for all candidates.

# DIRECTOR POSITION DESCRIPTION

## *POSITION DESCRIPTION*

|                        |   |
|------------------------|---|
| <b>POSITION:</b>       | Board Director  |
| <b>REPORTS TO:</b>     | Chair – SSUI Board of Directors   |
| <b>LAST UPDATED:</b>   | October 4th, 2014   |
| <b>QUALIFICATIONS:</b> | Must be a fee-paying student at Sheridan with a minimum 2.5 GPA<br>Refer to the SSUI By-Laws for further qualifications |
| <b>TERM OF OFFICE:</b> | May 1, 2018 - April 30, 2019  |
| <b>LOCATION:</b>       | Mississauga, Oakville, or Brampton  |

## *SCOPE AND NATURE*

The SSUI represents all full-time fee paying students at Sheridan College.

The SSUI is responsible for safeguarding and promoting the welfare and interest of the membership of the student body of Sheridan, whether it is academic, intellectual, cultural, social, athletic or otherwise in accordance to individual needs.

## *BOARD OF DIRECTORS*

The SSUI Board of Directors is composed of 12 elected student members who represent the SSUI membership, consisting of approximately 19,000 full-time and day part-time students at Sheridan College. The Board is responsible for maintaining constant contact with the student population and bringing student feedback to Board level. From this, the Board will continue to develop a long-term strategic vision, and exercise good corporate governance.

The SSUI Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and the organizational situations and actions to be avoided (Executive Limitations). The Board is responsible for delegating to the President and monitoring his or her performance.

The SSUI Board will self-govern through policies and will work together to implement disciplinary procedures, to which the group will be accountable to the students who have elected them. The SSUI Board shall choose a Chairperson, Vice-Chairperson and Secretary among themselves. These positions will have heightened responsibilities in ensuring policies and procedures are properly followed as it relates to Board Meetings, SSUI General Meetings and other important transactions of corporate business. Directors are expected to attend all Board Meetings and should reasonably assume a 14 hour per month commitment on average. Exceptions to this may include representation work, such as community involvement and/or participation in clubs, as well

as volunteering at various events as set out by the Board and Executive Team (mandatory) and SSUI Board Retreats (mandatory).

Directors are also required to be available two hours per week to meet with students. This will take place on the same day and at the same time every week. Dates can be changed at the start of each term. Directors must give 24 hours' notice and reschedule their office period should they be unable to attend.

Directors are also responsible for sitting on one college committee as the student representative and/or be a member of one student club. Committee minutes and agenda must be submitted monthly as proof of attendance.

Directors will attend convocation ceremonies as the student representative, participate in volunteer activities and communicate actively on the SSUI's social networking site, The Wire, as well as maintain their commitment to be the student voice by actively seeking feedback from students from a variety of programs across campus.

## ***DIRECTOR RESPONSIBILITIES***

- Hold a mandatory seat on one college committee and/or student club, and submit minutes to the Board monthly;
- Maintain two office hours per week during term, proactively make an effort to meet with students regularly;
- Volunteer at Student Union and college events (for example, orientation, new international student transition week, convocation, various events and ceremonies as requested by the President and the college);
- Meet with the Board twice per month;
- Be prepared for intelligent discussion at Board Meetings by reading and understanding all material provided beforehand;
- Always present themselves in an appropriate manner, which reflects the Student Union and Sheridan students at large in a positive manner;
- Must not speak on behalf of the Sheridan Student Union or the Sheridan Student Union Board of Directors without explicit written permission from the Board Chair;
- Read and thoroughly understand “The Legal Responsibilities of a Board Member” by Bill Reid;
- Read and thoroughly understand the SSUI By-Laws;
- Read and thoroughly understand the SSUI Board of Directors Ends Policies.

## ***BOARD RESPONSIBILITIES:***

- Work with the group to establish a self-governing Board;
- Maintain accountability to students at all times;
- Represent student interests;
- Remain objective at all times;
- Proactively seek student input on subjects discussed at board meetings;

- Be responsible for making additions to meeting agendas to reflect the concerns of students at large;
- Encourage other students to get involved;
- Actively seek out input from students in areas of study different than the Director's own;
- Respect that that SU is inclusive of every student, regardless of age, race, gender, orientation, beliefs, or ability;
- Continue the development of a Long-Range Strategic Plan.