VP RESIDENCE AFFAIRS ELECTION 2021
NOMINATION PACKAGE
**VP RESIDENCE AFFAIRS ELECTION OVERVIEW**

Dear Prospective Candidate,

Thank you for your interest in running in the 2021 election for the **Vice President of Residence Affairs (VPRA)** role with the Residence Society of Queen’s University. The following information is intended to assist you in the elections process.

**Elections Team**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Beckner-Stetson</td>
<td>Chief Electoral Officer</td>
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<td>Shreya Anil Kumar</td>
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<tr>
<td>Oliver Flis</td>
<td>ResSoc President</td>
<td><a href="mailto:president@ressoc.queensu.ca">president@ressoc.queensu.ca</a></td>
</tr>
</tbody>
</table>

**Please be sure to include all four members of the Elections Team on all elections-related emails. All elections communication, meetings, and events this year will be conducted virtually.**

**Timeline**

**Note: all times are in Eastern Standard Time (EST)**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>1. Nomination Period</td>
<td>Monday, January 25</td>
<td>Wednesday, February 3 @ 12:00 PM</td>
</tr>
<tr>
<td>2. Validation Period</td>
<td>By Wednesday, February 3 @ 8:00 PM</td>
<td></td>
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<tr>
<td>3. Preliminary Interviews</td>
<td>By Thursday, February 4 @ 11:59 PM</td>
<td></td>
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<tr>
<td>4. Eligibility Confirmations</td>
<td>By Friday, February 5 @ 9:00 AM</td>
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<tr>
<td>5. CAEC Appeals (if applicable)</td>
<td>By Friday, February 5 @ 6:00 PM</td>
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<tr>
<td>6. All-Candidates Meeting</td>
<td>Friday, February 5 @ 9:00 PM</td>
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<tr>
<td>7. Campaign Period</td>
<td>Saturday, February 6 @ 12:00 AM</td>
<td>Wednesday, February 10 @ 11:59 PM</td>
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<tr>
<td>8. VPJA Debate</td>
<td>Sunday, February 7 @ 8:00 PM</td>
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<tr>
<td>9. Election Day</td>
<td>Thursday, February 11 (voting closes @ 11:59 PM)</td>
<td></td>
</tr>
<tr>
<td>10. Election Results</td>
<td>Shortly after voting closes on Thursday, February 11 @ 11:59 PM</td>
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</table>

1. **Nomination Period**

Candidates must complete the nomination form (link to Google form contained in this document) by **Wednesday, February 3 @ 12:00 PM**. As part of the process, candidates will be required to order a Vulnerable Sector Check online through Kingston Police Services.
2. **Validation Period**
The Elections Team will review submitted nomination forms to ensure that candidates meet the eligibility requirements, including:

(a) candidates must be a **full-time Queen’s University student** for the 2021-2022 academic year;
(b) candidates must either (a) have been a residence staff member at Queen’s for **at least one year**, or (b) **be actively serving** as a residence staff member at the time of nominations;
(c) candidates must be willing to **live in a Queen’s residence building** for the duration of the 2021-2022 academic year.

3. **Preliminary Interviews**
Candidates will have a 30-minute discussion with a panel of current Residence Society executive members regarding the responsibilities of the Vice President of Residence Affairs role. Interview times will be sent out via email before Thursday, February 4. This is an opportunity to have any questions answered and learn more about the position before the campaign period begins.

4. **Eligibility Confirmations**
Following validation and preliminary interviews, the Elections Team will notify candidates of their eligibility to participate as a candidate in the 2021 VPRA election. Please note that this is not a hiring process — in accordance with Bylaw 8.6.4 (xi), a finding of ineligibility is limited to a narrow set of circumstances, including failure to meet the eligibility requirements listed above, a criminal record, or a history of nontrivial conduct infractions in residence.

5. **CAEC Appeals**
Any candidates who are deemed ineligible will have a right of appeal to the Residence Society’s Constitutional Affairs and Ethics Committee (CAEC), an impartial appeals board which will make a final decision on eligibility.

6. **All-Candidates Meeting**
Candidates will be invited to a virtual pre-campaign meeting with the Elections Team to review campaign rules and timelines. This meeting is tentatively scheduled to take place on **Friday, February 5 @ 9:00 PM**. If you have a scheduling conflict with this time, please ensure you email the Elections Team at least 48 hours in advance to allow for consideration of an alternative time. Failure to attend this meeting will result in the suspension of campaigning privileges.

7. **Campaign Period**
Campaign rules will be reviewed in detail at the all-candidates meeting. Among the main rules and policies to note are:

(a) all campaign materials must be **emailed** to the Elections Team for approval **prior** to being posted or displayed by candidates;
(b) no new campaign material may be posted after **Wednesday, February 10 @ 11:59 PM** (but candidates are not required to take down materials posted before this date);
(c) candidates may use online mediums of their choosing for campaigning purposes, including Facebook and/or Instagram pages. Candidates will NOT receive access to email distribution lists, but may email the Elections Team to request a limited number of posts on Raftr (the Queen’s Residences communication platform) to be made on their behalf.

(d) candidates shall NOT use the Residence Society’s logo in campaigning;

(e) due to COVID-19 restrictions, candidates shall NOT engage in physical or personally display or distribute physical campaign materials such as posters or business cards. Candidates may, however, email the Elections Team to arrange them to display a limited number of campaign posters on their behalf in residence common areas, such as the Victoria Hall upper common room and the exterior areas of the dining halls;

(f) candidates are NOT permitted to engage in campaigning based on a reproachful strategy nor post any materials which negatively portray other candidates;

(g) the spending limit for the 2021 VPRA election is $50.00 CAD (not including $35.00 cost of Vulnerable Sector Check). Candidates shall make all desired purchases out of pocket and submit all receipts via email to the Elections Team and finance@ressoc.queensu.ca by Friday, February 12 at 11:59 PM to be reimbursed. Campaigns that are proven to have exceeded the spending limit may be disqualified from the election.

(h) complaints regarding non-adherence to elections rules by other candidates may be directed to the Elections Team via email, whose rulings may be appealed to CAEC.

8. VPRA Debate
Candidates shall have the opportunity to participate in a virtual debate with other candidates, tentatively scheduled for Sunday, February 7 @ 8:00 PM. If you anticipate having a scheduling conflict with this time, please make sure to indicate this on your nomination form. The debate will be shared live on the Residence Society’s social media channels and may be covered by media outlets such as The Queen’s Journal. The debate will provide candidates with an opportunity to promote themselves and their platform to potential voters. Debate topics and expectations will be shared with candidates in advance during the campaign period.

9. Election Day
All students and student staff members currently living in residence will receive a link to a ballot the morning of Thursday, February 11. Ballots will remain open until the evening of February 11 at 11:59 PM, at which point results will be electronically tabulated.

10. Election Results
The results of the 2021 VP Residence Affairs election will be announced shortly after voting closes on Thursday, February 11 at 11:59 PM. Candidates will be invited to a live virtual event starting at approximately 11:45 PM on February 11 at which the results of the election will be shared. The event may be covered by media outlets such as The Queen’s Journal.

If you have any questions about the elections process, please email the Elections Team. Any changes to dates, timelines, or requirements will be shared promptly with candidates.
NOMINATION FORM

The following Google Forms link will direct you to the nomination form for the 2021 Residence Society VPRA Election. The form contains questions related to eligibility requirements and basic personal information that will be needed to contact you throughout the elections process (and subsequent transition period for the successful candidate).

**All candidates must complete the Google form by Wednesday, February 3 @ 12:00 PM (NOON).**

Nomination Form Link: https://forms.gle/Eqr6BzZaFFxyCM TbA

VULNERABLE SECTOR CHECK INSTRUCTIONS

A component of the nomination form will ask you to order a Vulnerable Sector Check online through Kingston Police Services. The cost of the check is $35.00, and will be reimbursed to you upon submitting a receipt via the nomination form. The check does not require in-person pick-up — please follow the instructions below to order your check and share it electronically with the Residence Society. Even if you have recently ordered this check for other employment or volunteer work, kindly order a new check via the process below.

Please ensure you order a Vulnerable Sector Check rather than a basic Criminal Records Check, as they contain different information.

**Please ensure you have ordered a Vulnerable Sector Check before Wednesday, February 3 @ 12:00 PM (NOON). The check will take time to process, so you do NOT need to have the check shared with the Residence Society before this time. Please do make sure, however, to share the check with us electronically as soon as you receive it via the process below.**

To order a Vulnerable Sector Check:
1. Go to https://policechecks.kpf.ca
2. Click on the first green box to proceed (“Perform Personal Police Information Check”)
3. Review the instructions pertaining to the entirely electronic application, including required government-issued identification, before selecting “Continue”
4. Select “Police Vulnerable Sector Check” (NOT one of the other two checks).
5. You are applying for “Employment”
6. The Agency is: “THE RESIDENCE SOCIETY OF QUEEN'S UNIVERSITY”
7. Select and upload two valid pieces of identification from the lists
8. Description of role: “Residence staff member at Queen’s University”
9. Details regarding vulnerable persons: “First year university students and greater Queen’s residence community”
To share your check electronically with us:

1. You will receive an email from Kingston Police informing you that the check is completed. Click on the link in the email.
2. Click "existing applicant" and provide login info.
3. Wait for an email with an authentication token, then enter it.
4. Once logged in, click "review results". You should see “police check” highlighted in green, with a button on the right that says "result". Click on that button.
5. There should be a button that says "view" (which will download the police check), and a red button that says "share". Click “share” and enter the agency name (“THE RESIDENCE SOCIETY OF QUEEN’S UNIVERSITY”) and complete the sharing process.
VP RESIDENCE AFFAIRS JOB DESCRIPTION

Overview
The Vice President of Residence Affairs (VPRA) is the direct supervisor of all House Presidents and oversees the day-to-day internal operations of the Society. The VPRA is responsible for reviewing and approving events planned by the House President of each residence building, as well as overseeing first-year engagement opportunities such as floor representative positions.

Onboarding Responsibilities
Prior to taking office in May, the VPRA shall, along with the incoming President and VPJA:

a) conduct hiring for the Human Resources, Finance, Marketing, and Events executive positions;
b) assist with conducting House President elections and/or hiring;
c) distribute onboarding documents to all incoming Residence Society staff;
d) attend transition meetings with the outgoing President, as well as with Residence Life;

Duties and Responsibilities
The VPRA shall:
a) be elected as per the Constitution;
b) be the senior Vice President of the Society;
c) report directly and be accountable to the President;
d) assume all the powers and responsibilities of the President in his or her absence;
e) directly supervise the House Presidents and oversee the functions of all Houses;
f) sit on committees or external bodies of which the ResSoc is a part of;
g) be responsible for preparing documents and agenda for General Assembly;
h) update and recommend changes to the Constitution, Bylaws, or Policy Manuals as approved by General Assembly; and
i) oversee the work of all standing committees except the Finance and Audit and Constitutional Affairs and Ethics committees.
TERMS OF EMPLOYMENT

Eligibility Requirements
- Must be a full-time Queen's University student for the entire 2021-2022 academic year
- Must be legally entitled to work in Canada or hold valid authorization (ex., student visa)
- Must either (a) have been a residence staff member at Queen’s for at least one year, or (b) be actively serving as a residence staff member at the time of nominations
- Must be willing to live in a Queen’s residence building for the 2021-2022 academic year

Contract Dates
The VPRA will serve a one-year term from May 1, 2021 to April 30, 2022. The term includes part-time availability from May 4, 2021 through August 31, 2021 to work remotely in support of the Residence Society’s summer operations.

Remuneration
The VPRA is guaranteed a single room and meal plan. Remuneration will be in the amount of 90% of the value of room and board. The VPRA is required to pay the residence deposit, as well as the full room and board fee, in accordance with the terms and dates specified by Queen's Residences. The VPRA will then be reimbursed 90% of the value of room and board in monthly increments from September 2021 to April 2022.

Remuneration for remote work during the summer is $19.60 per hour, with hours to be logged and approved at the first meeting of the Residence Society General Assembly in September.