

**2018 - 2019**  
**SA BOARD OF DIRECTORS**  
**ELECTION PACKAGE**



**CHIEF ELECTIONS RETURNING OFFICER**

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***DEADLINE FOR SUBMISSION OF ELECTION PACKAGE:***

**Tuesday, March 6<sup>nd</sup> by 4PM**

## **ELECTION CAMPAIGN RULES**

- Candidates **MUST** provide a photo and campaign platform/biography for the SA website.
- At no point will any slander/libel (“dirty politics”) against any candidate be tolerated. Any breach found under this rule may result in consequences against the offending party up to and including disqualification at the discretion of the CERO.
- Candidates must attend all meetings and planned events scheduled by the CERO. If candidates cannot make a scheduled meeting/event, they must provide (in writing) the reason for their absence to the CERO who will use their discretion to either reschedule the meeting/event or penalize the candidate up to and including disqualification.
- No vendor, club/organization or association shall undertake promotional materials of a candidate if that said vendor, club/organization is contracted to, or supported by the Corporation.
- Videos, including YouTube submissions, are an acceptable medium for political Promotional material but the candidate is restricted to a four (4) minute production, which must be approved by the CERO and posted on the Student Association website ([www.saslc.ca](http://www.saslc.ca)).
- Facebook, Twitter, Instagram, etc. are accepted mediums for campaigning. All groups and events must be completed or taken down before the election results are released on Friday, March 23rd, 2018 and approved by the CERO before the campaign period opens.
- During the voting period, **ALL** posters and advertisements are to be removed in the designated voting areas. Candidates will also **NOT** be permitted to solicit votes in or near these areas. Any violations will be dealt with at the discretion of the CERO.

## **ELECTION POSTING POLICY**

- Each approved Candidate will receive a \$25 print allowance from the Student Association Copy Centre to be used towards campaigning material such as posters and or business cards.
- All campaign material must be approved by the Chief Elections Returning Officer BEFORE printed and displayed.

Each candidate may place ten (10) or fewer posters not exceeding 24" x 30", and abide by Corporation Posting Regulations which are available through the SA front desk.

In the event there are a large number of candidates, the Chief Elections Returning Officer may decrease this number.)

- Posters may only be displayed in approved S.A. areas. If you are unsure where these are, please see the CERO or the SA front desk.
- Posters and campaign materials **CANNOT** contain either the S.A. logo or the St. Lawrence College logo.
- No alcohol or illicit material is permitted to be used in the campaigning material.
- All posters must clearly indicate the name of the candidate, the position being sought, and the date of the election.
- Stickers are **NOT** an acceptable campaign material.
- The Corporation must stamp all promotional materials prior to posting or distribution.
- Only one banner per candidate.
- No more than ten (10) different forms of promotional material per candidate.
- All campaign promotional materials must be removed before the results of the election are released on Friday, March 23rd, 2018.
- Candidates are **NOT** permitted to mark any buildings or sidewalks with campaign material.
- No candidate, or member of a campaign team, shall tamper with, or remove another's posters. At the CERO's discretion, a candidate may be disqualified for such activities.
- Candidates may advertise off campus in the form of leaflets. Any other form of off campus advertising is **NOT** permitted.

## **ELECTION ELIGIBILITY**

- Candidates must be registered as a full time student at St. Lawrence College, Kingston.
- Candidates must comply with the academic policy as set forth by St. Lawrence College  
<https://www.stlawrencecollege.ca/about/college-reports-and-policies/academic-policies/>
- Candidates must be nominated by ten (10) duly authorized electors (full-time fee paying students) by providing their name, signature, and student number.
- Candidates must be bondable by successfully completing a police clearance (to be completed once elected)
- Candidates must have achieved good academic standing as per the Board of Directors Academic monitoring policy (Grade Point Average of 2.5 or higher) in their most recently completed semester. Each board member shall sign a waiver form enabling the President and Executive Director (or in his/her absence, Manager of Accounting and Administration) to access marks at the end of each semester.
- Candidates receive endorsement by a Full time Faculty member as well as their Program Coordinator.
- Candidates must not be a student employed within the Student Association as of Friday, March 23<sup>rd</sup>, 2018.

***No campaigning may commence until the candidate's nomination form has been submitted and the candidate has been approved by the CERO.***

I (print name) \_\_\_\_\_ have read these guidelines and agree to abide by them. I am aware that failure to comply may result in my disqualification from the election.

Candidate Initials: \_\_\_\_\_

## **ROLES AND RESPONSABILITIES**

### *Roles and Responsibilities*

The corporation shall be governed by seven students elected at large from the fee paying students of St. Lawrence College. Each board member shall have one vote. The President & Executive Director shall be a non-voting member of the board.

The affairs of the corporation (The Student Association of St. Lawrence College – Kingston) shall be conducted under the supervision of a board of directors. Day-to-day operations of the corporation shall be managed by the Student Association of St. Lawrence College President & Executive Director according to the board’s policies.

The board recognizes that the success of the corporation resides in the commitment of individual members to the expressed goals and objectives of the corporation. To ensure the equal participation of members in the setting of these goals, the newly elected board shall convene as a committee of the whole, to determine what the individual and collective goals of the members will be, as expressed in board policies.

### *Fiduciary Responsibilities*

Members of the board shall be responsible to the student body as a whole. This responsibility includes reporting the proceedings to the fee paying student members and listening to their needs.

### *Director Expectations*

- I. Attend all scheduled meetings.
- II. Contribute to board discussions.
- III. Remain informed of corporate activities, encourage student involvement with the corporation, and represent students concerns and interests.
- IV. Maintain the status of student in good standing during their elected term.

### *Additional Duties*

- I. Regularly assess and update board policies that govern the board’s own work.
- II. Regularly assess and update policies that determine organizational outcomes and performance criteria.
- III. Initiate, review, evaluate and set policies and programs that will be beneficial to the members of the corporation.

I (print name) \_\_\_\_\_ have read the  
**Roles & Responsibilities of a Director.**

**Candidate Initials:** \_\_\_\_\_

## **CANDIDATE INFORMATION**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Program: \_\_\_\_\_

Address: \_\_\_\_\_

SLC Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

## **CANDIDATE NOMINATION FORM**

### **INSTRUCTIONS – READ CAREFULLY BEFORE COMPLETING THIS FORM**

The name appearing in the “CANDIDATE” space MUST BE EXACTLY as the candidate wishes it to appear on the ballot paper. A hyphenated surname must appear entirely in the space provided for surnames.

Prefixes such as Mrs., Mr., Miss, Dr., etc., and suffixes such as titles, degrees, military decorations, or any other type of prefix or suffix, ARE NOT PERMISSIBLE. One or more of the given names of the candidate may be replaced by the nickname by which the candidate is publicly known, in which case the nickname may be accompanied by the initial or initials of the candidate’s given name. A normal abbreviation of one or more of the candidate’s given names may be substituted for the given name.

***TO BE COMPLETED BY THE CANDIDATE – PLEASE PRINT IN BLOCK LETTERS***

**Position Solicited:** Director

**Candidate:**

Family Name:	Given Name (s):
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## **ELECTION ENDORSEMENTS (STUDENTS)**

#	Student Name	Signature	Student Number						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

## **ELECTION ENDORSEMENTS (FACULTY)**

I (Print Name) \_\_\_\_\_ fully endorse the student \_\_\_\_\_ In their bid for position on the Student Association Board of Directors. It is my belief this individual exhibits the spirit and values of the College and will do well to represent their fellow students.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Position) \_\_\_\_\_ (Date)

I (Print Name) \_\_\_\_\_ fully endorse the student \_\_\_\_\_ In their bid for position on the Student Association Board of Directors. It is my belief this individual exhibits the spirit and values of the College and will do well to represent their fellow students.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Position) \_\_\_\_\_ (Date)

## Declaration of Candidate

I (print name) \_\_\_\_\_ the potential candidate in these election papers, do solemnly affirm that:

- I have read the rules and regulations of the election process.
- I am a qualified elector and am eligible as a candidate for the position I seek
- I have labeled this application showing exactly how I wish my name to be spelled on the ballot paper.
- I understand the requirements and commitments of the position I am seeking election for.
- I have attached a brief biography (minimum 250 words) for publishing purposes prior to the elections in order to acquaint my peers with my qualifications, interests, etc.

### *Candidate Signature*

\_\_\_\_\_  
*(Please print name)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Student number)*

\_\_\_\_\_  
*(Date)*



## IMPORTANT DATES

2018	<b>February</b>					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13 C.E.R.O. Selected	14	15	16	17
18	19 C.E.R.O. Training	20 C.E.R.O. Training	21 C.E.R.O. Training	22 C.E.R.O. Training	23 Election Packages Available <b>(online)</b>	24 Election Packages Available <b>(online)</b>
25 Election Packages Available <b>(online)</b>	26 Election Packages Available	27 Elections Packages Available	28 Election Packages Available	01 Election Packages Available	02 Election Packages Available	27 Election Packages Available

## IMPORTANT DATES

2018	March					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Elections Packages Available	26 Election Packages Available	27 Election Packages Available	28 Elections Packages Available	01 Election Packages Available	02 Election Packages Available	03 Election Packages Available
04 Election Packages Available	05 Election Packages Available	06 Election Packages Due / Election Packages Vetted by C.E.R.O.	07 Candidates Contacted	08 Campaign Period	09 Campaign Period	10 Campaign Period
11 Campaign Period	12 Campaign Period	13 Campaign Period	14 Campaign Period	15 Campaign Period	16 Campaign Period	17 Campaign Period
18 Campaign Period	19 Campaign Period Ends	20 Election  <b>BOD Meeting -recommended attendance- 730pm</b>	21 Election	22 Election	23 Candidates Informed of Results	24
25	26	27	28 <b>Annual General Meeting 10am</b>	29	30	31

