

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

SSU

sheridan student union

2024-2025 GENERAL ELECTIONS – NOMINATIONS PACKAGE

SHERIDAN STUDENT UNION

This nomination package contains important information regarding candidacy and campaigning in the 2024/2025 SSU Board of Directors General Elections to be held from Monday February 26, until Friday March 15. It is your responsibility as a Candidate 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 (CRO), at: ssui.cro@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 shape 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 prospective director 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 Chief 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.

Sincerely,

Leia Ali - Chief Returning Officer

Catarina Pham- Chief Returning Officer

Ritz Lara Cruz - Chief Returning Officer

ELECTIONS TIMELINE

<p><i>Nominations Open</i> Nomination packages are released and available for download from thessu.ca/elections.</p>	<p>Monday, February 26th at 9:00 am</p>
<p><i>Nominations Close</i> Nomination packages are due.</p>	<p>Friday, March 15th at 12:00 midnight</p>
<p><i>All Candidates Meeting</i> Explanation of policy and procedures in the election (Attendance is mandatory). Please contact the CRO if you require accommodations for this meeting.</p>	<p>Tuesday, March 19th 5:00pm-6:00pm HMC Campus In person or virtual</p>
<p><i>Campaigning Opens</i> All materials must be approved by the Returning Officers prior to campaigning.</p>	<p>Monday, March 25th at 9:00 am</p>
<p><i>Campaigning Closes</i> All campaigning ceases.</p>	<p>Thursday, March 28th at 4:00 PM</p>
<p><i>Voting Opens</i> All eligible students are able to vote.</p>	<p>Monday, April 1st at 9:00 am</p>
<p><i>Voting Closes</i> All polls are no longer active.</p>	<p>Thursday, April 4th at 4:00 pm</p>

GENERAL INFORMATION AND INSTRUCTIONS

Close of Nominations

Friday, March 15 at 12:00 midnight (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 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 Officers (CROs) 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 this meeting. Any candidate who is not present at this meeting and has not provided notification of their absence to the Chief Returning Officers 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 meeting, please contact the CRO at ssui.cro@sheridancollege.ca

Contact Information and Communications

Please be sure to check your Sheridan 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 accumulate 8 demerit points.**

Campaign Materials and Social Media Policy

Information regarding Campaign materials and social media is outlined in Election Policy. If you have any doubts about whether promotional materials are acceptable or where promotional materials may be placed, please consult the Chief Returning Officer.

Approval of Social Media

The Chief Returning Officer must authorize all elections-based social media accounts before they are posted. To approve campaign materials, you must send any URLs, Instagram handles, Facebook pages, etc. to the CRO via email at ssui.cro@sheridancollege.ca.

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 immediately and later ratified, pending the outcome of the appeal process.

Official Results

Official results will be posted on Monday April 8th, 2024, at 12:00 pm after verifying voter eligibility.

NOMINATION POLICY

- All candidates must be currently enrolled as an activity fee paying student at Sheridan College with a cumulative GPA of 2.5 or higher.
- 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 are required to read the Elections Policy before signing their Statement of Responsibility and all other Nomination Forms.
- 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 shall:

- Be courteous, polite, and respectful to the Electorate (Sheridan Student Body), Chief Returning Officers, other candidates, current Board Directors, and the staff of Sheridan College and the 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.
- Always refrain from profanity, slander, derogatory statements, or disrespecting the Elections Process, other candidates and their campaign team, Sheridan Student Union, and Sheridan College.
- Never issue, condone, or otherwise endorse offensive statements regarding any 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.

BOARD OF DIRECTOR JOB DESCRIPTION

POSITION DESCRIPTION

Position: Director

Reports To: Chair – SSU Board of Directors

Last Updated: February 2024

Qualifications: Must be a fee-paying student at Sheridan with a minimum 2.5 GPA

Term of Office: May 2024 to April 2025

Location: Mississauga (4), Oakville (4), or Brampton (4)

SCOPE AND NATURE

The SSUI represents all 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.

Refer to the SSUI By-Laws for further qualifications.

BOARD OF DIRECTORS

The SSUI Board of Directors is composed of 12 elected student members who represent the SSUI membership, consisting of approximately 30,000 full-time and 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 their 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.

CONT.

Directors are expected to attend all Board Meetings and should reasonably assume an 8 hour per month commitment on average. Exceptions to this may include representation work, such as community involvement and/or attending SSUI **Board Retreat** scheduled in **May** (mandatory). Directors are also encouraged to be available at least two hours per week to meet with students. Directors could be asked to sit on a college committee as the student representative and are encouraged to be a member of one student club. Directors could be asked to attend convocation ceremonies as the student representative, participate in volunteer activities, communicate actively on the SSUI's SheridanLife Blog, 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:

- Maintain a presence on campus by making an effort to meet with students regularly;
- Attend 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);
- Attend meetings of the Board, which are to be held at least once per month;
- Be prepared for open and productive 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 as 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 the SSU is inclusive of every student, regardless of age, race, gender, orientation, beliefs, or ability;
- Continue the development of a Long-Range Strategic Plan.