

BCITSA BY-ELECTIONS FALL 2017 CANDIDATES PACKAGE

Hello Candidate,

Thank you for your interest in participating in the BCITSA Student Executive By-Elections 2017. Your journey towards a rewarding leadership opportunity starts now.

BCITSA Student Executive positions available:

- Vice President Student Affairs

The newly elected student executive will serve a term from **October 16th, 2017 – May 31st, 2018**. During this term, they will receive student executive perks including an office, discounts at all BCITSA retail stores and pub, free part-time courses, invitations to special events, a discount on parking, and a monthly honorarium.

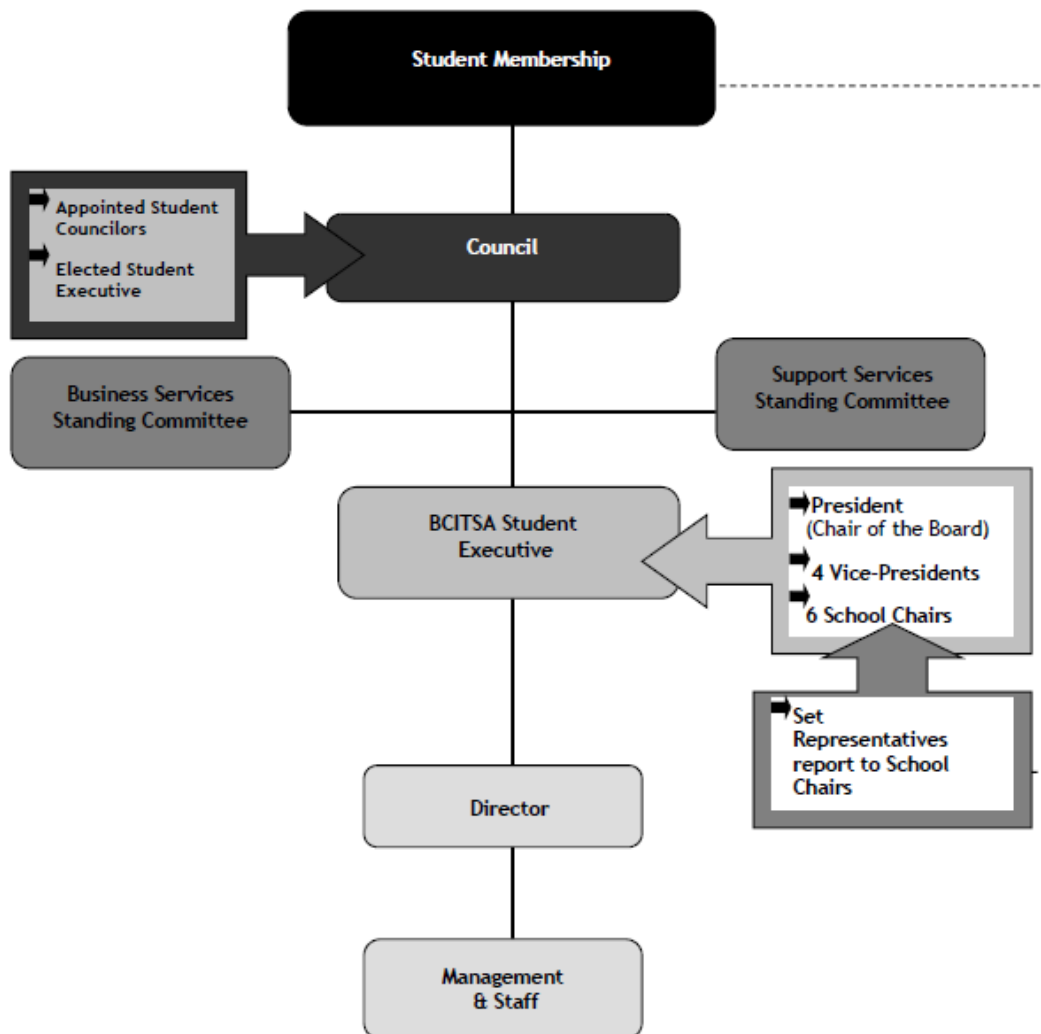
ELIGIBILITY

Candidates must be:

- A member, in good standing with the BCITSA
- A full-time student based on BCIT criteria or a part-time student registered in at LEAST 3 courses in each academic term that falls between September 15th, 2017 and May 31st 2018
- Have a minimum of sixty-five per cent (65%) previous term standing GPA

ROLES AND RESPONSIBILITIES OF STUDENT EXECUTIVES

The Student Executives are the Board of Directors, elected to govern the affairs of the BCITSA. The Student Executives set the strategic direction, and approve all major decisions that affect how the BCITSA represents its student membership and enhances student life. The organizational chart below outlines the governance structure of the BCITSA:



All Student Executives are expected to attend all scheduled Executive and Council Meeting, be informed and inform students of all things BCITSA, remain full-time students for their term in office, and submit bi-weekly progress reports. In addition, Student Executives have the opportunity to lead and help implement projects to enhance student life.

The **President** chairs the Board and is responsible for the overall management of the BCITSA. The four **Vice Presidents** perform specific duties and tasks that contribute to overall student development. The six **Chairs** perform duties and tasks specific to the School or Campus they represent, and focus on issues specific to their School or Campus.

The table below further highlights the roles and responsibilities of each elected position:

President	
<ul style="list-style-type: none"> • Presides over Council and Executive meetings • Is the official spokesperson for the BCITSA • Ensures that the Executive Members are fulfilling their duties • Presents the Annual Report at the Annual General Meeting • A non-voting student representative on Education Council • A voting student representative on the Board of Governors 	
VP Administration & Finance	VP Student Affairs
<ul style="list-style-type: none"> • Responsible for managing budget process • Responsible for all BCITSA employees • Evaluates monthly financial reports • Assumes responsibilities of President in their absence • Arranges Council and Executive meetings • Ensures that controls are in place for the disbursements of all funds • Reviews and distributes meeting minutes 	<ul style="list-style-type: none"> • Handles student issues and concerns, academic and non-academic • Acts as student rep on Decision Review Board when applicable • Chairs the Elections Committee • Co-chairs the Clubs Committee • Liaises with BCIT on all matters affecting student life • A voting student rep on Education Council

VP External	VP Campus Life
<ul style="list-style-type: none"> • Promotes and maintains good public relations with surrounding communities • Liaises with Ministry and Government regarding issues that affect BCIT • Represent BCITSA on the BCIT Alumni Board and any lobbying efforts 	<ul style="list-style-type: none"> • Helps promote events and other extra-curricular activities on campus • Coordinates Orientation in September • Oversees and provides assistance to Clubs • Chairs the Clubs Committee
Chairs (6)	
<ul style="list-style-type: none"> • Organizes and chairs monthly Set Rep meetings • Liaises with Program Heads to ensure that Set Reps are selected • Liaises between Council and their respective School or Satellite Campus • Appoints Student Councilors from their School or Satellite Campus 	

BCITSA BY-ELECTIONS FALL 2017 - IMPORTANT DATES

Monday, July 10, 2017 – 5:00pm

- First Notice of By-Elections and Nominations BCITSA E-blast

Monday, August 28, 2017 – 9:00am

- Nomination forms available online and at BCITSA SE2 3rd Floor Reception
- Notice of By-Elections & Nominations BCIT e-mail
- Second Notice of By-Elections and Nominations BCITSA E-blast

Friday, September 15, 2017 – 2:00pm

- Nominations close
- Deadline for Nomination Form
– please submit to CRO via email (elections@bcitsa.ca) or drop off at BCITSA SE2 3rd Floor. Late submissions will not be accepted.
- Submit printed campaign materials for approval

Monday, September 25, 2017 – 6:00pm

- Confirmation of Candidates at All Candidates Meeting, SE2 Council Chambers
- Deadline to submit write-up for the *Link* Magazine website (.doc file format)
- Candidates photo for the *Link* Magazine blog are taken

Monday, September 25, 2017 – 6pm to Friday, October 6, 2017 – 2:00pm

- Campaign period

Monday, October 2, 2017 – 9:00am to Friday, October 6, 2017 – 2:00pm

- Voting period - online voting available via my.bcit.ca

Friday, October 6, 2017– 4:00pm

- Confirmation of successful candidates by the Office of the Registrar

Friday, October 6, 2017 – 5:00pm

- Submit campaign budget and checklist to CRO

Friday, October 6, 2017 – 5:30pm

- Official declaration of BCITSA annual election results, SE2 Council Chambers

Monday, October 9, 2017 – 5:30pm

- Deadline to remove all campaign materials

CHIEF RETURNING OFFICER (CRO) CONTACT INFORMATION

E-mail: elections@bcitsa.ca

All complaints must be placed in writing to the CRO via e-mail.

ROLE OF THE CRO AND ELECTION COMMITTEE

It is the role of the Election Committee to oversee the smooth operation of the BCIT Student Association (BCITSA) Annual Election in conjunction with the BCITSA Elections Administrator. The Election Committee is chaired by the CRO. Errors of interpretation of the bylaw may be appealed to the Appeals Committee, whose decision is final and binding. The Election Committee is mandated to ensure that the election process invites the participation of the electorate, and ensures both fairness and transparency for each of the candidates.

CONFLICT OF INTEREST

In general, a conflict of interest is a situation in which one individual occupies two positions or undertakes two functions which are in opposition to each other and which can cause that individual to act on the basis of divided or even conflicting situations, but also those where the conflict is potential, as well as those where a third party might perceive conflict.

In the democratic context, these concepts can be applied by directing that anyone participating in the administration of an election should refrain from being a candidate or from openly favouring a candidate. Conversely, no candidate, no person working for a candidate and no person openly favouring a candidate should be admitted to a position in the administration of the election where he or she has sole decision-making powers.

* NOTE: taken from Elections Off the Shelf, 1998.

GENERAL CAMPAIGN RULES

1. The date of **Monday, September 25th, 2017 – 6pm to Friday, October 6th, 2017 – 2:00pm** is designated “Candidates Campaign Period.” No manner of campaigning shall be done before or after this period. All campaign posters around campus must be removed no later than **Monday, October 9th, 2017 at 5:30pm**. Any materials found around campus after this date may be cause for sanctions, up to and including disqualification by the CRO.
2. The use of lewd, indecent, or suggestive material or the defacing of campaign materials, irrespective of the form they may take, is prohibited. In addition, no candidate may use food products of any kind in their campaign. Any candidate using such materials or acting in such a manner shall be disqualified upon the decision of the CRO and shall not be eligible to run for office in the BCITSA for the full academic year subsequent to the offense.
3. Printed campaign materials will be submitted with nomination forms by **Friday, September 15th, 2017 at 2:00pm**. The CRO will approve them by the All Candidates Meeting on **Monday, September 25th, 2017 at 6:00pm**. The BCITSA encourages candidates to utilize either recycled or reused paper for their campaign material.
4. Posters are only allowed on paper no bigger than 11” x 17” and can only be posted on free public posting corkboards and unpainted concrete or tile surfaces. Only masking tape is to be used on any non-corkboard surface. Postering on painted walls/surfaces and windows IS NOT PERMITTED. BCIT Custodial Services have authorization to remove any posters that are not on designated areas.
5. The maximum poster cluster allowed is four 8.5” x 11” posters.
6. If any candidate, campaign manager, or associated persons of a candidate is found to be removing, destroying, or covering over any other candidate’s campaign material, the candidate in question found committing these actions shall be disqualified upon the decision of the Election Committee.
7. A candidate wishing to withdraw must do so no later than forty-eight (48) hours before the opening of the polls by tendering their withdrawal, in writing, personally to the CRO.
8. Campaign speeches of a spontaneous nature may be made at any location either by the candidate or the Campaign Manager on their candidate’s behalf. No candidate

may campaign within any office or operation of BCITSA.

9. The campaign expenses incurred by any one candidate must not exceed seventy-five (75) dollars pre-tax. Any in-kind donations will be counted against this expense limit at their fair market value. The use of club funds or BCITSA funds and / or resources is prohibited. **All campaign expenditures are to be accounted for and submitted to the CRO by Friday, October 6th, 2017 at 5:00pm** along with the signed Checklist form provided.

10. All candidates **must be present** at the All Candidates meeting scheduled for **Monday, September 25th, 2017 at 6:00pm at the BCITSA offices on the 3rd floor of SE2.** If a candidate fails to attend the All Candidates meeting without valid notice, he/she will be disqualified. If a candidate is unable to attend the All Candidates meeting, the Elections Committee may reschedule the meeting or may prevent such a candidate from campaigning until they have reviewed the materials provided at the All Candidates Meeting.

11. All elections inquiries are to be made directly to the CRO at elections@bcitsa.ca.

CANDIDATE WRITE-UP FOR *LINK* MAGAZINE AND BCITSA WEBSITE

Important

Candidate information is published on the *Link* website (www.linknewspaper.ca) during elections so that students get a sense of each candidate's intention and platform.

Answer the following questions (75 words or less for each question):

1. Why are you seeking election?
2. What do you hope to achieve during your term in office?
3. Describe yourself in 5 words or less.

Please submit your responses to the CRO via e-mail at elections@bcitsa.ca or attach them to your nomination form before **Friday, September 15th at 2:00pm.**

ELECTIONS CHECKLIST

- I have read and understood all of the documents presented to me in the Elections package.
 - I am aware of the important dates for candidates.
 - I have submitted my nomination form to the CRO by **September 15th at 2:00pm**
 - I have signed and submitted the Candidate's Name form on **September 15th at 2:00pm**
 - I attended the All Candidates meeting **September 25th at 6:00pm**
 - On **October 6th at 2:00pm,** my campaigning ended.
 - On **October 6th at 5:00pm,** I submitted my budget to the CRO.
 - On **October 9th by 5:30pm,** I removed all my campaign materials
-

PLEASE SUBMIT THIS SIGNED CHECKLIST TO THE CRO ALONG WITH YOUR BUDGETARY INFORMATION ON OCTOBER 6 at 5:00pm.

Candidate name

Candidate signature

CRO signature

CAMPAIGN BUDGET

Item Description	Price	Quantity	Total
Example: Photocopy 8.5 X 11 Posters	\$0.10	100	\$10.00

Total Campaign Budget _____

NOTE

- *All appropriate receipts must be attached to this document*
- *All campaign materials received in-kind are to be valued at fair market value and included in your budget*
- *All campaign expenses are "out of pocket" and will not be reimbursed*

PLEASE SUBMIT THIS SIGNED BUDGETARY INFORMATION TO THE CRO ALONG WITH YOUR CHECKLIST ON OCTOBER 6th at 5:00pm.

Candidate name _____

Candidate signature _____

CRO signature _____

BY-ELECTIONS NOMINATION FORM FALL 2017



BCITSA EXECUTIVE POSITION CONTESTED:

- Vice President, Student Affairs

NOMINEE:

The Candidate hereby attests that he/she:

- Is a member, in good standing, with the BCIT Student Association (BCITSA)
- Is a full-time student based on BCIT criteria or a part-time student registered in at LEAST 3 courses in each academic term that falls between September 15th, 2017 and May 31st 2018
- Has a minimum of sixty-five per cent (65%) previous term standing GPA.
- Is a full-time student within Level 1 or 2 of first term (for ATC candidates only)

NAME:

STUDENT #:

PROGRAM:

BCIT SCHOOL:

E-MAIL:

PHONE:

CAMPAIGN MANAGER (recommended but not mandatory):

NAME:

STUDENT #

PROGRAM:

E-MAIL:

PHONE:

SUPPORTERS:

Signature of three (3) student members in good standing with BCITSA defined as:

- Students (part-time or full-time) registered at BCIT between September 1 and October 31, 2017;
- And have paid BCITSA fees

Print Name (PLEASE PRINT CLEARLY)	Signature	Student Number (PLEASE PRINT CLEARLY)
1.		
2.		
3.		
4. Chief Returning Officer		

CANDIDATE'S NAME

The name appearing in the "CANDIDATE" space MUST BE EXCATLY 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., Ms., 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 (such as Kid, Shorty) in which case, the initial or initials of the candidate's given name may accompany the nickname. A normal abbreviation of one or more of the candidate's given names may be substituted for the given name (such as Meg, Andy, Bill).

TO BE COMPLETED BY CANDIDATE

Type or Print in Block Letters

Position Solicited:

Candidate:

Family Name

Given Name

Signature of Candidate

Signature of CRO

Date

By signing this nomination form, I authorize BCIT to release details of my academic history, current enrolment, and financial standing to the BCITSA for the purposes of the student elections and throughout the duration of my term of office should I be elected to the BCITSA, to verify my ongoing student status.

I agree to be bound by the rules governing BCITSA elections, both contained in this nominations package, and in the BCITSA Bylaws as updated from time.

I understand that **all** publicity materials used in my campaign **MUST** be approved by the CRO or designate.

I have received a list of all deadlines associated with the official campaign period.

CANDIDATE'S SIGNATURE:

DATE:

.....

OFFICE USE ONLY

DATE RETURNED: _____ **TIME RETURNED:** _____

INITIAL: _____