

## BCITSA ELECTIONS 2021-2022 ELECTIONS NOMINATIONS PACKAGE

Hello Candidate,

Thank you for your interest in participating in this year's BCITSA Elections. Your journey towards a rewarding leadership opportunity starts now.

The newly elected student executives will serve a term from June 1st, 2021 – May 31st, 2022<sup>1</sup>. During this term, they will receive student executive benefits 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 during the school year.

This Nominations package is one of several documents (also available at [www.bcitsa.ca/elections](http://www.bcitsa.ca/elections)) which will assist you in your role as a prospective candidate in these elections and are as follows:

- This *Nominations Package* which includes important information about dates and deadlines, candidate eligibility, and available Executive positions.
- The *Campaign Rules* document is three pages, links to the full text of Regulations and Bylaws, and acts as a reference guide for candidates.
- The *Candidate Application Form* is five pages and must be submitted no later than **2:00pm on Monday March 1st, 2021**. Please review it very carefully, as there are mandatory sections on each of the five pages which require your signature (five times in total) as well as three signatures from students supporting your nomination.
- The *Post-Campaign Declaration* is only two pages and is due at the end of the elections period by **4:00pm on Monday March 29th**.

Further information will be communicated directly to candidates regarding BCITSA's efforts to promote voter awareness of candidates, as well as scheduling for the All Candidates Meetings and the results announcements.

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<sup>1</sup> The term for Chair of the School of Transportation, Construction & Environment *may* commence earlier than June 1st, pending the ratification of election results.

During this 2021 Elections period, there are several important dates with which prospective candidates will wish to familiarize themselves:

- The nominations period, during which candidate applications may be submitted, runs from **Monday February 16th, 2021** until the deadline of **2:00pm on Monday March 1st, 2021**.
- The campaign period begins at **6:30pm on Tuesday March 9th, 2021**, following the mandatory "All Candidates' Meetings" on **Monday March 8th, 2021 and Tuesday March 9th, 2021** - the time slots for these meetings will be scheduled in conjunction with candidate applicants.
- The voting period begins at **9:00am on Monday March 22nd** and runs until **12:00pm on Monday March 29th**. Campaigning by candidates continues to be permitted during this time.

A full list of applicable dates can be found at [www.bcitsa.ca/elections](http://www.bcitsa.ca/elections).

## **CONTACT INFORMATION FOR THE ELECTIONS ADMINISTRATOR AND ELECTIONS COMMITTEE**

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E-mail: [elections@bcitsa.ca](mailto:elections@bcitsa.ca)

Cell: 778-835-4082

The BCITSA Elections team is here to support you, the BCIT students seeking election to our Executive positions. Please feel free to reach out with questions or comments via email, text message, or phone calls. Written correspondence (text or email) is preferred, especially outside of ordinary business hours (Monday to Friday, 9:00am to 5:00pm).

During the nominations and voting periods, we do receive a high volume of correspondence but will make every effort to adhere to reasonable service standards. Communications, irrespective of the medium, will receive same-day acknowledgement during ordinary business hours. Simple requests and questions will be answered within twenty-four hours (excluding weekends), while more complex matters may require longer timelines, to be determined in conjunction with affected candidates.

## **BCITSA Student Executive positions available:**

### **President and Vice-Presidents, elected by all students**

- President of the Student Association
  - *is also automatically elected as a student representative on BCIT Board of Governors*
- Vice President Administration and Finance
- Vice President Student Experience
  - *is also automatically elected as a student representative on BCIT Education Council*
- Vice President External
- Vice President Equity and Sustainability

### **School and Satellite Campus Chairs, elected by their constituencies**

- Chair of the School of Business + Media
- Chair of the School of Health Sciences
- Chair of the School of Energy
- Chair of the School of Transportation, Construction and the Environment
- Chair of the School of Computing and Academic Studies
- Chair of the Downtown Campus (DTC)
- Chair of the Aerospace Technology Campus (ATC)

The rights of BCIT students in relation to elections are found in section 2.7 of the *Bylaws of the BCIT Student Association*, copied below:

2.7. Each Member in good standing shall have:

- (a) the right to vote in elections and referenda;
- (b) the right to run for and hold office in the Association; and
- (c) in relation to any School or Satellite Campus for which the Member is enrolled in a program or course, the following rights:
  - (i) the right to vote in elections for that School or Satellite Campus;
  - (ii) the right to run for and hold office as Chair for that School or Satellite Campus; and
  - (iii) the right to serve as an appointed Councillor for that School or Satellite Campus.

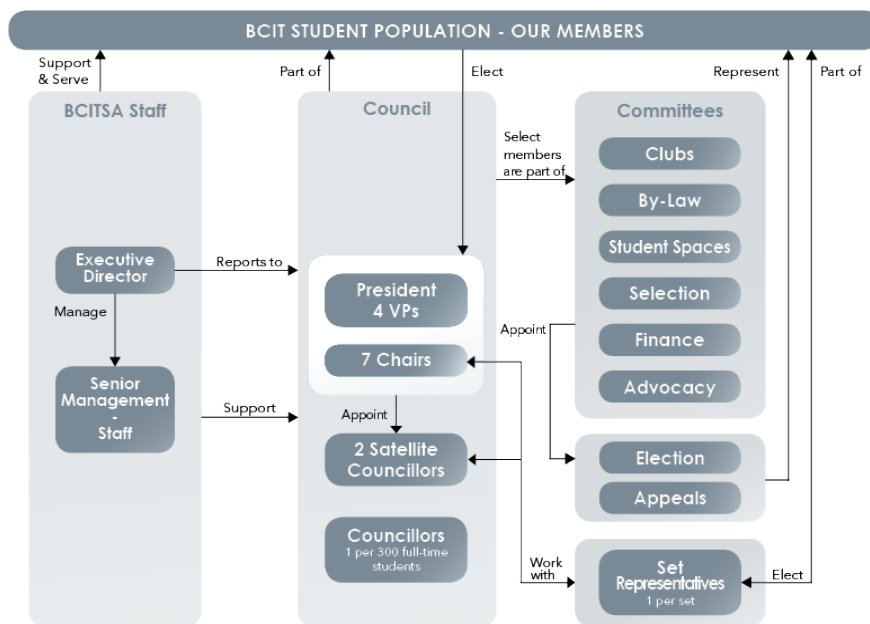
## ELIGIBILITY

Candidates must:

- be a member in good standing with the BCITSA
- be a full-time student based on BCIT criteria or a PTS student taking a minimum of three (3) courses
- have a minimum of sixty-five per cent (65%) previous term standing GPA (however, any candidates with no GPA at all should contact the Elections Administrator)
- for ATC chair only, be a full-time student in Level 1 or 2 of first term
- not have previously been required to resign as an SA Executive, if (1) twelve months have not elapsed and (2) Council has not, by a 2/3 Resolution, permitted them to run.

## 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 Meetings, 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 seven **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:

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

<b>VP External</b>	<b>VP Equity and Sustainability</b>
<ul style="list-style-type: none"> <li>• Promotes and maintains good public relations with surrounding communities</li> <li>• Liaises with Ministry and Government regarding issues that affect BCIT</li> <li>• Chairs the Advocacy and Policy Committee</li> <li>• Represents BCITSA on the BCIT Alumni Board and any lobbying efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Advocates for increased equity and inclusivity on campus</li> <li>• Champions sustainability initiatives</li> <li>• Promotes BCITSA alignment with UN Sustainable Development Goals</li> <li>• Chairs the Equity &amp; Sustainability Committee</li> </ul>
<b>Chairs (7)</b>	
<ul style="list-style-type: none"> <li>• Organizes and chairs monthly Set Rep meetings, as applicable</li> <li>• Liaises with Program Heads to ensure that Set Reps are selected</li> <li>• Liaises between Council and their respective School or Satellite Campus</li> <li>• Appoints Student Councillors from their School or Satellite Campus, as applicable</li> <li>• In the case of the Chair of the School of Transportation, Construction &amp; Environment, serves as the Chair of the Student Spaces Development Committee</li> </ul>	