

# SSMU First Year Council Nomination Kit

Fall 2020 Elections

Fall 2020





## Elections SSMU

elections@ssmu.ca | elections.ssmu.ca

3600 McTavish St., Suite 1200, Montréal, QC, H3A 0G3

*Located on Haudenosaunee and Anishinaabe, traditional territories*

Dear Candidate,

Thank you for your interest in the Fall 2020 FYC Elections! We are thrilled to have you running and to see you take a big step right in your first year to get involved! Deciding to run is definitely a tough decision to make, but getting involved with student politics so early in your McGill career is extremely rewarding, so kudos to you! The Elections SSMU team is here to guide you along the campaigning and polling periods, so please don't be afraid to take advantage of us!

### **There are 5 positions available for election:**

#### President

- Chief officer and spokesperson for FYC
- Calls meetings and prepares the agenda
- Responsible for overall administration/coordination of the FYC's planned initiatives
- One of the signing officers (with the VP Finance)
- Responsible for ensuring the long-term integrity of the FYC
- Responsible for the compilation of FYC Exit Reports

#### Vice President (Finance)

- Manages the budget, spending, and revenue of FYC
- Remains accountable for all funding and sponsorship matters
- Coordinates all financial interactions between FYC and the SSMU
- Responsible for ensuring the long term financial stability of the FYC
- Spearheads sponsorship and financial contracts with the approval of the rest of the Executive

#### Vice President (Internal)

- Oversees all communications (including the Listserv, website, email and social media)
- Coordinates administrative tasks (staffing, room booking, logistics/supplies)
- Creating/updating an organized schedule/calendar of events
- Serves as the ombudsperson (reports and handles complaints against the FYC)
- Serves as the recording secretary and responsible for taking and sending out meeting minutes

#### Vice President (External)

- Responsible for fostering relationships between FYC and external bodies
- Sits on the SSMU Legislative Council as the First Year Rep.
- Communicates to FYC any external issue that may affect first year students
- Responsible for encouraging and maintaining event planning collaborations with other first year groups
- Responsible for organizing, coordinating and promoting activities or events for the constituency



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### Vice President (Student Affairs)

- Responsible for researching, evaluating, and debating first year issues in relation to academic policy, post-secondary transition, and orientation issues
- Communicates these to the rest of FYC to propose strategies to improve the first year experience
- Promotes equity and accessibility in FYC operations
- Advocates for, supports, and promotes a healthy environment on campus in terms of Mental Health, Student Health, and Sustainability
- Ambassador to the administration
- Chiefly in charge of organizing a First Year Town Hall (1 per semester)

Only first year undergraduate students at McGill are eligible to run.

If you have any questions about the election process or are unsure about running, feel free to stop by and chat with us or send us an email at [elections@ssmu.ca](mailto:elections@ssmu.ca) or [deo@ssmu.ca](mailto:deo@ssmu.ca). You can also check the [Elections SSMU Facebook](#) or [elections.ssmu.ca](http://elections.ssmu.ca) for more information.

Thank you and good luck!

Pooja Patel  
Chief Electoral Officer  
[elections@ssmu.ca](mailto:elections@ssmu.ca)

Ben Haward  
Deputy Electoral Officer  
[deo@ssmu.ca](mailto:deo@ssmu.ca)



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# INSTRUCTIONS

1. Where required, fill out your personal information, print your name as you want it to appear in the ballot, and sign the attestation of academic standing. Please provide a copy of your proof of enrollment with your nomination kit (this can be found by going to the 'student' and then 'student records' menus in Minerva).
2. An Elections SSMU Officer will inform you once your nomination kit is received, and provide you with a Google Forms link to collect signatures. If you do not receive a confirmation email within a reasonable amount of time, your packet may not have been received. Please email [elections@ssmu.ca](mailto:elections@ssmu.ca) should this occur. You should keep a copy of this kit for your personal records before submitting it.
3. Collect signatures from at least 25 first-year members of the SSMU who wish to support your candidacy, via google forms (provided once you've submitted this portion of the nomination kit). Please make sure signatures are eligible and include name, student ID, and faculty/year. We are very strict about this, and will remove entries with incomplete information. (\*Note: you might want to include extra signatures to ensure all of the required ones are valid)
4. Email us an electronic copy of your 100-word pensketch (optional). There are more details on a later page.
5. Submit this completed kit any time before **5:00PM on Monday, September 21st, 2020** by email .  
Please submit a scanned copy of each page of the nomination kit as one attachment to [elections@ssmu.ca](mailto:elections@ssmu.ca) alongside your proof of enrolment.

**Late forms will be rejected** without appeal, and physical packages will not be accepted.

6. Attend the **mandatory** online candidates' meeting on **Monday, September 21st, 2020 at 5:30PM**. Please contact Elections SSMU ASAP if you cannot make it to this meeting. A recording of the meeting will be provided to all candidates, however those who fail to attend this meeting without notice will be sanctioned. At this meeting, you will get a chance to meet the Elections SSMU Officers and fellow candidates, and find out how the election works. More importantly, we will explain the Elections By-Laws, as well as the rules, procedures and possible sanctions that are applicable.
7. Elections SSMU requires that all candidates carry themselves in full respect of the Constitution and By-laws of the SSMU. The officers of Elections SSMU are specially charged to maintain



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good electoral decorum and enforce campaign violation regulations. Please read the electoral by-laws and relevant constitution articles found on the [SSMU Governance page](#).

8. In addition, if you believe there is anything that would prevent you from fully carrying out the duties of this position (space or involvement limits), we strongly urge you to reconsider running.

\*\* Please note, that once you've submitted the first of this nomination form you are **not** obligated to run - you may withdraw your candidacy up to 24 hours before the polling period begins.

### Important Dates to Remember:

- **Nomination Period**  
Wednesday, Sep. 2nd - Monday, Sep. 21st, 5PM
- **Mandatory Candidates' Meeting**  
Monday, Sep. 21st, 6:00PM (Zoom)
- **Campaign Period:** Tuesday, Sep. 22nd at 9:00 AM - Friday, Sep. 30th, 6PM

*\* Please be aware that prospective candidates may not begin campaigning until the campaign period begins. Violation of this rule will result in disqualification.*

- **Polling Period**  
Monday Sep. 28th, 9AM - Friday, Sep. 30th, 5PM
- **Announcement of results (via Elections SSMU website and Facebook)**  
As soon as results are verified on Friday, Sep. 30th

## Pensketch Details

All candidates have the right to pen a brief outline about themselves, their qualifications and the ideas that they will bring to the position being sought. Video pensketches may also be used, with consent from candidates and at the discretion of the Chief Electoral Officer This information will be uploaded onto the Elections SSMU website and Online Voting System.

If you would like your pensketch to appear in French, it is your responsibility to have it translated. The deadline is the same for the French version of your pensketch. **Elections SSMU highly suggests that you do this, because if you only submit an English pensketch it will not appear on the ballot when students choose to vote in French.**



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**Your text may not exceed 100 words in length: excess words will be cut.**

**French pensketches may be up to 125 words.**

Email us a passport-sized digital photo of yourself in jpeg format (photos larger than passport-sized will be resized at our discretion).

**Please Submit Electronically.** You can email the pensketch to us ([elections@ssmu.ca](mailto:elections@ssmu.ca)). Once submitted, you may not make any changes to your pensketch.

**Pensketches are due by 12PM on Friday September 25th, 2020.**



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## Personal Information

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

Faculty and Year: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Please print your name in the square below as you wish it will specifically appear in the electoral ballot. (\*Note: Prefixes such as Mrs., Mr., Miss, as well as titles and degrees of any kind, are not permissible):

## Contact Information Disclosure

On occasion, Elections SSMU Officers may receive questions about you and/or your platform. As we are a non-partisan organization, we will provide no response to such questions. If members of the press want to make clarifications or speak to you directly, do you give Elections SSMU permission to release your phone number and email?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

I have read and completed all of the steps provided in the instructions of this kit:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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**CONFIRMATION OF RECEIPT**  
**(for Elections SSMU)**

This nomination was received on (date/time): \_\_\_\_\_

By (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

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Name	Student #
Faculty and Year	Position Sought

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