

SSMU Clubs & Services Representatives Nomination Kit

Fall 2021 Elections

Fall 2021





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,

Our team would like to extend to you a warm welcome and thank you for your interest in the Fall 2021 Students' Society of McGill University Elections for SSMU Clubs and Services Representatives.

There are 3 positions available for election:

- 2 Clubs Representative
- 1 Services Representative

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. You can also check the [Elections SSMU Facebook](#) or elections.ssmu.ca for more information.

Thank you and good luck!

Jaylynn Barth
Chief Electoral Officer
elections@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. 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. Submit this completed kit any time before **5:00 PM on Monday, September 13th, 2021** by email.
Please submit a scanned copy of each page of the nomination kit as one attachment to elections@ssmu.ca alongside your proof of enrollment.

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

3. An Elections SSMU Officer will inform you once your nomination kit is received. You may request a Google Forms link to collect signatures **OR** you may use the signature forms at the end of this package to collect signatures in person. 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 should this occur. You should keep a copy of this kit for your personal records before submitting it.
4. Attend the **mandatory** candidates' meeting on **Monday, September 13th, 2021 at 5:30 PM**. 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.
5. Email us an electronic copy of your 100-word pensketch (optional) by **Tuesday, September 14th at 12:00 PM**. There are more details on a later page.
6. 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 good electoral decorum and enforce campaign violation regulations. Please read the electoral by-laws and relevant constitution articles found on the [SSMU Governance page](#).



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7. 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.

Important Dates to Remember:

- **Nomination Period**
Wednesday, Sep. 1st - Monday, Sep. 13th, 5:00 PM
- **Mandatory Candidates' Meeting**
Monday, Sep. 13th, 5:30 PM
- **Campaign Period:** Tuesday, Sep. 14th at 9:00 AM - Friday, Sep. 24th, 6:00 PM

** 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**
Wednesday Sep. 15th, 9:00 AM - Friday, Sep. 24th, 5:00 PM
- **Announcement of results (via Elections SSMU website and Facebook)**
As soon as results are verified on Friday, Sep. 24th

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 CEO. This 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.**

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). Once submitted, you may not make any changes to your pensketch.



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Pensketches are due by 12:00 PM on Tuesday September 14th, 2021.

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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Declaration of Affiliations

Please list any and all affiliations you have with clubs and activities at McGill, or any other relevant groups. Please include access to offices, listservs, and other exclusive resources.

Group Name	Position Title	Short Description of Privileges
1.		
2.		
3.		
4.		
5.		
6.		
7.		

* Please print this page as many times as needed if you run out of space.



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

This nomination was received on (date/time): _____

By (print name): _____

Signature: _____

Name

Student #

Faculty and Year

Position Sought