

# SSMU Executive Nomination Kit

Winter 2023 Elections

Winter 2023





**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 Winter 2023 Elections for SSMU Executive positions! Please make sure to read all the information in this package and fill out all the necessary forms.

There are 7 positions available for election:

- President
- Vice President (External)
- Vice President (University Affairs)
- Vice President (Sustainability and Operations)
- Vice President (Finance)
- Vice President (Student Life)
- Vice President (Internal)

The descriptions of the roles and responsibilities for these positions can be found on the SSMU website at <https://ssmu.ca/about-us/organigram/>

As the role of Vice President (Sustainability and Operations) is currently vacant, but will be elected for this upcoming year, here is a description of the role and its responsibilities:

1. Coordinate and/or oversee the Environment Committee, and other Council committees as required and report on their business to the Legislative Council;
2. Manage, in cooperation with the General Manager, the use and operations of the University Centre,
3. Uphold the Society's commitment to leadership in sustainability and social equity in any project undertaken in the building;
4. Engage in active consultation with the student body on the needs and priorities of students as it relates to the University Centre;
5. Work with the McGill Administration, primarily through the Office of Campus and Space Planning, to ensure that students are being broadly consulted on issues of campus planning and space;
6. Oversee and support the Society's efforts to promote sustainability, both within the operations of the SSMU and across campus, in collaboration with other members of the Executive and SSMU staff as appropriate;

Please note that only students who will be returning to McGill for the 2023-2024 academic year are eligible to run.



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If you have any questions about the election process or are unsure about running, feel free to set up a meeting and chat, by emailing us at [elections@ssmu.ca](mailto:elections@ssmu.ca) or [deo@ssmu.ca](mailto:deo@ssmu.ca).

Thank you and good luck!

Noème Fages  
Chief Electoral Officer  
[elections@ssmu.ca](mailto:elections@ssmu.ca)

Jonathan Dong  
Deputy Electoral Officer  
[deo@ssmu.ca](mailto:deo@ssmu.ca)

## INSTRUCTIONS

1. Where required, fill out your personal information, print your name as you want it to appear in the ballot. Make sure to declare any affiliations, confirm your meeting with the incumbent, and then submit this kit with your proof of enrollment any time before **5:00PM** on **February 20th, 2023**. This kit should be submitted electronically to [elections@ssmu.ca](mailto:elections@ssmu.ca).

**Late forms will be rejected without appeal.**

2. For these positions, we are also asking you to meet with the incumbents to discuss the responsibilities of the position, just so you can get a better sense of what the position entails. All the current executives are expecting candidates to approach them. Their contact information is listed on the [SSMU website](#). For the role of VP Sustainability and Operations, you can contact either the President or the Vice-President Student Life.
3. 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



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[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.

4. Collect signatures from at least **100** members of the SSMU who wish to support your candidacy, via google forms (provided to you by an elections officer 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)
5. Attend the **mandatory** candidates' meeting on **Monday, March 6th, 2023 at 5:00PM** (Via Zoom). Please contact Elections SSMU ASAP if you cannot make it to this meeting. Those who do not 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.
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](#).
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.

\*\* 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**  
January 30th, 2023 at 9:00 a.m. – February 20th, 2023 at 5:00 p.m
- **Extended Nomination Period**  
February 20th, 2023 at 6:00 p.m. – March 6th, 2023 at 5:00 p.m.  
Positions that have received one or fewer applications have their nomination period automatically extended during this time.
- **Mandatory Candidates' Meeting**  
March 6th, 2023 at 5:00 p.m. (via Zoom)



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- **Campaign Period:** March 7th, 2023 at 9:00 a.m. – March 17th, 2023 at 6:00 p.m.

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

- **Candidates' Debate**

Wednesday, March 8th, 2023 from 6:00 p.m. - 8:00 p.m. (Hybrid: in person and via zoom)

- **Polling Period**

March 13th, 2023 at 9:00 a.m. – March 17th, 2023 at 5:00 p.m.

- **Announcement of results (via Elections SSMU website and Facebook)**

As soon as results are verified on Friday, March 17th, 2023.

## 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.**

**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.



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**Pensketches are due by Midnight on March 7th, 2023.**

## 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):



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## 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

## 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
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1.		
2.		
3.		
4.		
5.		
6.		
7.		

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

## Meeting with the Incumbent

We are asking all candidates running for the SSMU Executive positions to meet with the current executive to discuss the position and its responsibilities. Once you've met with the executive, please ask them to sign the following:





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**CONFIRMATION OF MEETING**  
**(for current SSMU Executives)**

I confirm that I've met with this candidate to discuss the position and its responsibilities.

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

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

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

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

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

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