

SSMU Vice President (Finance)

Nomination Kit

Fall 2023 By-Election

Fall 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 Fall 2023 By-Election for the SSMU Vice President Finance position! Please make sure to read all the information in this package and fill out all the necessary forms.

There is 1 position available for this election:

- Vice President (Finance)

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

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

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 or deo@ssmu.ca.

Thank you and good luck!

Noème Fages
Chief Electoral Officer
elections@ssmu.ca

Alejandro Gonzalez Calle
Deputy Electoral Officer
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. 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 **October 2nd, 2023**. This kit should be submitted electronically to elections@ssmu.ca.

Late forms will be rejected without appeal.

2. For this position, 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. For the position of Vice President (Finance), you can contact the Vice President Student Life (studentlife@ssmu.ca) and the Vice President Sustainability and Operations (operations@ssmu.ca). Their contact information is listed on the [SSMU website](#).
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 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, October 2nd, 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](#).



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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.

** 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**
September 18th, 2023 at 9:00 a.m. – October 2nd, 2023 at 5:00 p.m
- **Mandatory Candidates' Meeting**
October 2nd, 2023 at 5:00 p.m. (via Zoom)
- **Campaign Period:** October 4th, 2023 at 9:00 a.m. – October 11th, 2023 at 5:00 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**
Tuesday, October 3rd, 2023 (time and format TBD)
- **Polling Period**
October 4th, 2023 at 9:00 a.m. – October 11th, 2023 at 5:00 p.m.
- **Announcement of results (via Elections SSMU website and Facebook)**
As soon as results are verified on Wednesday, October 11th, 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.



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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.

Pensketches are due by 5:00 PM on October 2nd, 2023.

Personal Information

Name: _____



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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

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.		
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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: _____