



The Student Association of George Brown College

Director of Communications and Internal Appointment
package

due: September 11, 2019 at 12:00 p.m. (noon)



Student Association of George Brown College
Elections Services Division
Office of the Chief Returning Officer

Notice of vacancy and appointment process

I, Charles Wilson, Chief Returning Officer of the Student Association of George Brown College;

**To the Directors and Officers of the Student Association of George Brown College and all
whom these presents shall come or shall in anywise concern;**

greeting;

TAKE NOTE, that a vacancy does or is about to exist in the office of Director of Communications and Internal of the Student of the Student Association of George Brown College, as the current Director of Communications and Internal has by written declaration to the General Manager of the Student Association of George Brown College made in accordance with By-law 5, section 1(a) of the By-laws of the Student Association of George Brown College.

AND TAKE NOTE that the Board of Directors will take and consider applications to fill the vacancy from August 28, 2019 at 8:00 a.m. EDT and until September 11, 2019 at 12:00 p.m. (noon) EDT from members of the Board of Directors of the Student Association of George Brown College by written application directed to the Chief Returning Officer.

AND TAKE NOTE that the Board of Directors will meet and appoint the Director of Communications and Internal September 16, 2019.

GIVEN UNDER MY HAND, at the City of Toronto, Ontario this 26th day of August, in the year two-thousand and nineteen.



Charles Wilson, B.A. (Hons)., M.P.A., P.M.P.C.
Chief Returning Officer

Nominations form instructions

This nominations form is in three parts, all three parts must be filled out in full in order for nomination to be considered valid. Should any part of the nomination form be missing, the Chief Returning Officer will consider the nomination form incomplete and invalid.

The third part of the nominations form is the declaration page. This page must be printed, signed, and scanned as part of the nominations form. Digital signatures through Adobe Acrobat is also acceptable. If you have trouble scanning, you can ask the front desk staff of the Student Association Office to scan and send to the CRO.

All forms ***must be electronically submitted to cro@sagbc.ca*** no later than September 11, 2019 at 12:00 p.m. No late nominations forms will be accepted.



**NOMINATION PAPER
OF A CANDIDATE TO BE THE DIRECTOR OF COMMUNICATIONS AND
INTERNAL OF THE STUDENT ASSOCIATION OF GEORGE BROWN
COLLEGE.**

Part I – Candidate’s Information

The name appearing in the boxes below must be exactly as the candidate wishes their name to appear on the ballot paper. Mononyms are not accepted on the ballot, unless that the mononym is the legal name of the nominee.

Surname	Given name

If your name by which you are registered at George Brown College is different than the name which you wish to have appear on the ballot paper please give your legal name here:

Surname	Given name

This name will not appear on the ballot paper but will be used to verify your status as a student with the college.

Telephone number:

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Email address:

George Brown College	Preferred (if different than the college)
@georgebrown.ca	

Student Number:

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PART II – Biographical Information

Please provide as an attachment in the email an updated and complete resume.

In 250 words or less please tell the board why you are interested in the position of Director of Communications and Internal.

Part III Declarations of Candidates

THIS FORM MUST BE SIGNED AND SCANNED SENT TO THE CHIEF RETURNING OFFICER.

Candidate’s Consent to Nominations

I, the undersigned candidate, the nominee in this nomination paper, do solemnly and sincerely affirm that I am: (i) A member of the Corporation; (2) I am at least 18 years of age as of the date of ratification; and (iii), I am not otherwise ineligible to be a director of a corporation under the Act, namely not being found incapable of handling property under the *Substitute Decisions Act, S.O. 1992, c.30* or the *Mental Health Act, R.S.O. 1990, c.M.7* and not having an undischarged bankruptcy under the *Bankruptcy and Insolvency Act, R.S.C. 1985, c.B-3*.

I, the undersigned candidate, further agree to the disclosure of personal information regarding my academic standing held by the Office of the Registrar of George Brown College of Applied Arts and Technology to the Chief Returning Officer for the purpose of determining my eligibility to run for a position. I consent to disclosure of my academic information in accordance with section 42(1)(b) of the *Freedom of Information and Protection of Privacy Act (RSO 1990, C. F-31)*.

I, the undersigned, declare that I have received, read, and certified to be understood by the candidate the documents stated below:

(Please initial besides each document and then sign below to certify that you have read the documents mentioned)

initial	Document
	Appendix I The Duties of the Director of Communications and Internal as found in by-law 4, section 2, and the Voting Directors Accountability Manual.
	Appendix II The rules of the appointment process as set forth in by the Chief Returning Officer.
	By-law 3, section 7 which reads as follows: “The members of the Executive shall be enrolled in no more than a maximum of one course per semester during their term of office. (By-laws 2019, b.3, s.7)”
	The entire Constitution and by-laws of the Student Association of George Brown College, and the Voting Directors Accountability Manual.

I further understand that the **term of office for this position is from election by the Board until December 31, 2019**, and my current position on the **Board of Directors will become vacant upon my election to this office, and will be filled in the fall by-election.**

Dated _____ day of _____, 2019,

Candidate’s signature

Appendix I

The Duties of the Director of Communications and Internal as found in by-law 4, section 2, and the Voting Directors Accountability Manual.

From By-law 4:

General duties - Directors

1. Every Director in exercising their powers and discharging shall:
 - a) act honestly and in good faith with a view to the best interests of the Corporation; and
 - b) exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. (By-laws 2019, b.4, s.1)

Duties – Director of Communications and Internal

2. Director of Communications and Internal shall:
 - a) Be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at College and external functions where a representation of the corporation is required.
 - b) Oversee the keeping of records of meetings, policies, membership and any other records required by law.
 - c) Receive remuneration of \$17 per hour and meet the obligations of a 37.5-hour work week during their term of office
 - d) Perform all duties as outlined in the Voting Director’s Accountability Manual. (By-laws 2019, b.4, s.2)

From the Voting Directors Accountability Manual:

The Director of Communications and Internal shall:

- i) Shall be the official spokesperson of the corporation to the general public, George Brown College, campus groups, and at College functions.
- ii) Oversee the keeping of records of meetings, policies, membership and any other records required by law.
- iii) Work with General Manager and Executive Committee to ensure the viability of the organizational structure of the corporation.
- iv) Aid the General Manager and Executive Committee in the creation and removal of positions within the organizational structure of the staff.
- v) Monitor all Board of Director personnel files and related HR documents.
- vi) Be responsible for calling at least one (1) General Meeting of the Members, and minimum monthly meetings of the Board of Directors.
- vii) Will work with the Director Operations to monitor the performance of Voting Directors to ensure adherence to By-Laws, Constitution, Director Remuneration Policy, Policies and Procedures Manual, Voting Director’s Accountability Manual, Voting Director’s Code of Conduct and Conflict of Interest Policy, and other subsequent governing documents.

- viii) Will ensure that the Board follows its own rules and those legitimately imposed upon it by statute or regulation and bringing forward any deviations from the Bylaws by its directors.
- ix) Will work with the Director Operations to develop, implement and improve methods of evaluating Board Member performance based on the information provided within the monthly board reports, accountability review report, and direct feedback from directors.
- x) Shall be responsible for ensuring that all activities and endorsements of the Board reflect the anti-oppressive mandate of the corporation
- xi) Act as Chair of Communications & Internal Committee.
- xii) 11
- xiii) Voting Directors Accountability Manual
- xiv) Amended BOD: July 15, 2019
- xv) Student Association of George Brown College
- xvi) Act as Chair of the Executive Committee.
- xvii) Act as Chair at meetings of the Board where an externally appointed Chairperson is unavailable.
- xviii) Serve as a primary liaison of the corporation on College Council and as a member.
- xix) Serve as a Board representative on the Dialog Editorial Committee.
- xx) Actively participate in any other committees or ad hoc working groups external to the corporation, as per request or demand.
- xxi) Receive grievances regarding directors and act as Chair of the Board Mediation Committee.
- xxii) Sit on appropriate hiring committees.
- xxiii) Assist with training of all appointed board members and board members elected during by elections.
- xxiv) Serve as a signing officer of the Student Association.
- xxv) Learn and understand current legislation and governing policies of the corporation.
- xxvi) In conjunction with Operation Manager review the presentation of the monthly newsletter to ensure it is presentable and contains all relevant information for students and is sent out in a timely manner
- xxvii) Work in conjunction with the Managers and Executives to plan an advertising strategy for activities and events and ensure they are promoted.
- xxviii) Develop, in conjunction with the Communications Committee, marketing and public relations strategies for the SA.
- xxix) Collect monthly content from directors for publications of the corporation.
- xxx) Serve as the primary representative responsible for encouraging student participation in elections of the Board of Directors, activities and events.
- xxxi) Work in an advisory capacity with Dialog and ensuring that the Dialog is operating within the outlines of the corporation's mission and mandate.
- xxxii) With the Communications Committee, plan and recommend updates for web, social media and publications.
- xxxiii) Shall work with the Director Education and Equity to develop political and equity based campaigns.
- xxxiv) Work in conjunction with Director of Education and Equity to plan an advertising strategy for activities and events and ensure they are promoted to the Board and the membership

- xxxv) Provide written report on work and future work to Board of Directors monthly using the approved board report template.
- xxxvi) Complete a transition report summarizing the year's deliverables, key contacts, and works in progress and presents the report to the General Manager and incoming director of the same position during the mandatory transitional training.
- xxxvii) Shall receive a remuneration of \$17 per hour
- xxxviii) Shall meet the obligations of a 37.5-hour work week, and is available to work a minimum of 24 out of 37.5- hours during regular office hours of the corporation on a consistent and predictable basis
- xxxix) The remuneration shall be adjusted each year based on CPI increases.

Appendix II –

The Appointment of the Director of Communications and Internal appointment rules of order and procedure

I, Charles Wilson, by virtue of the authority vested in me as Chief Returning Officer of the Student Association of George Brown College, do hereby publishes and proclaim these rules of order and procedure.

Rules of order – governing election

1. These Rules of Order shall govern the elections proceedings in all instances whatsoever, and any matter shall not be found therein shall be decided by the Chief Returning Officer, whose decision shall be final, binding, and not subject to appeal in any instances whatsoever.

Nominations packages and period

2. The contents of the nominations packages shall be the sole prerogative of the Chief Returning Officer.
3. The Chief Returning Officer shall only accept nominations forms which are on the approved nominations packages and submitted to the Chief Returning Officer by email to the email address cro@sagbc.ca.
4. The nominations period of the appointment process shall be from August 28, 2019 at 8:00 a.m. EDT and until September 11, 2019 at 12:00 p.m. (noon) EDT
5. The Chief Returning Officer shall upon conclusion of nominations declare that which candidates met the qualifications for the position of Director of Communications and Internal as set forth in the by-laws.
6. At the Board Meeting, the Chief Returning Officer shall provide to each board member, unless disqualified under the by-laws with the responses of the candidates.

Campaigning

8. No candidate shall campaign for the office during the appointment process.
9. No candidate shall speak, write, email, or otherwise communicate with or to another board member furthering their candidacy in any manner whatsoever during the elections process.
10. It is highly discouraged that other board members speak to each other regarding the elections process.

Procedures to be followed at the Board Meeting

11. The Board shall meet at the appointed hour and at the appointed time the Chair shall call the appointment process to begin.
12. The Chief Returning Officer shall present the report regarding the appointment process, which shall permit each candidate to speak to up to three minutes regarding their candidacy and the members of the Board to ask questions of the candidates for a total of not more than fifteen minutes. All candidates shall have the opportunity to answer the questions answered by the Board, and the Chief Returning Officer shall not entertain any questions which are (a) leading; (b) asked in bad faith; (c) asked to a specific candidate; or (d) inappropriate, forbidden on human rights grounds, or otherwise would bring the administration of the appointment process into disrepute.
13. The Board shall then proceed to a vote by secret ballot. Balloting shall continue until one candidate receives a two-thirds majority of the total votes cast.
14. The candidate with the lowest number of votes shall be removed after each ballot which does not produce a winner until there are two candidates left on the ballot, however if on any ballot there is an equality of the votes among three or more candidates for the lowest number of votes, none of the candidates shall be removed from the ballot.
15. The Chief Returning Officer shall not disclose the amount of votes any candidates received during the course of the election, however the Chief Returning Officer shall keep a record of each ballot and that record shall be published in the minutes of the meeting.
16. If after three successive ballots where (a) two candidates remain, and (b) no candidate receives two-thirds majority of the total votes casted, the board may entertain a motion to declare a deadlocked election, and may at that time declare that all candidates who were originally on the ballot are back on the ballot; or direct further steps be taken including interim measures.
17. Upon an election occurring, the Board shall entertain a motion to declare that the candidate who won is elected as Director of Communications and Internal. The Chair shall dispose of the question without debate.
18. The Chief Returning Officer is authorised to destroy the ballot after the meeting has adjourned.

Authority to administer these rules

19. The Chief Returning Officer has sole authority to administer these rules.
20. Candidates agree to be bound by these rules and the findings of the Chief Returning Officer.
21. Any candidate found to be in violation of these rules may be declared ineligible to hold office and shall be removed from the ballot.