



# ELECTIONS 2020

*Your voice • Your vote • Your George Brown*

# CANDIDATE'S GUIDE

[www.studentassociation.ca/elections](http://www.studentassociation.ca/elections)



# LETTER FROM THE CHIEF RETURNING OFFICER

Dear Candidates,

Thank you for deciding to get involved with your Student Association. Elections allow students to participate in the democratic process of the Student Association of George Brown College, and allow you to become active as a student representative on campus.

This candidate's guide functions as your one resource for the elections process at the Student Association of George Brown College. It will guide you through the elections process and will hopefully give you the resources you need to run a successful election.

Sincerely,  
Charles Wilson  
Chief Returning Officer  
Student Association of George Brown College

# GENERAL INFORMATION

## **Candidate Qualifications**

Under the by-laws you are eligible to be a candidate if you meet the following conditions:

- Be a member under By-Law 1;
- Be at least 18 years of age as of the date of ratification; and
- Otherwise eligible to be a Director of a Corporation under the *Canada Not for Profit Corporations 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*.
- Not be currently employed by the Corporation in any role\*; and
- In the case of the Director of Operations and the Director of Communications and Internal, not be currently employed by the Corporation or the College in any role.\*\*
- For Educational Centre Representatives, you must also be registered within your educational centre during your term.

*\*if you are employed by the corporation, you will be placed on an unpaid leave of absence during the campaign and deemed to resign your office upon election.*

*\*\*If you are currently employed by the Corporation or the College in any role, you must resign that employment before taking office.*

## **To Become a Candidate**

To become a candidate, you must meet the qualifications, file a nominations form, and attend the all candidates meeting.

## **Completion of the Nomination Paper**

As a candidate, you must submit a complete all parts of the nominations form, and have at least the required number of signatures.

## **Submitting your nominations paper**

You must submit electronically or in person before the deadline. The nomination form may be submitted in person to any Student Association Office:

- St James Campus, Room 147, 200 King Street East, Toronto, ON, M5A 3W8
- Casa Loma Campus, Room E100, 175 Kendall Ave, Toronto, Ont., M5R 1M3
- Sally Horsfall Eaton Centre, Room 614, 99 Gerard St. Toronto, ON, M5B 2K8
- Waterfront Campus, Room 033, 51 Dockside Dr., Toronto, ON, M5A 0B6

You may also submit, a scanned .pdf file of the entire package, to the Chief Returning Office by email at [cro@sagbc.ca](mailto:cro@sagbc.ca)

### **Withdrawal of a Candidate**

You may withdraw your nomination paper in person or by email until 2:00 p.m. on March 13, 2020.

### **Public information**

This form contains information that will become public upon the start of campaigning, including your name, program, and email address.

### **Fall Election**

The election for Director of Communications and Internal and the Director of Operations will occur in the Fall of 2020.

Further, the office of the Student Representative to the Board of Governors of George Brown College of Applied Arts and Technology is a separate nomination form.

### **What are the offices being elected in this election?**

The offices up for election in this election are:

- Director of Student Experience
  - This position works with college departments on student life and student experiences projects, works with clubs and student network on events and activities, and works with student association staff on student activities including orientation.
- Director of Equity and Education
  - This position advocates internally (to the college) and externally (to the government and community) on education and equity issues and is responsible for establishing relationships within and outside the college to ensure that student's voices are heard.
- Educational Centre Representatives
  - This position represents their academic departments on the Student Association Board of Directors and works the Director of Education and Equity on education issues.

# GETTING NOMINATED

To be nominated you must submit your nominations forms. The forms are available from any Student Association Office or you can download it online. The form contains two parts: the information pages; and the nomination form.

The information pages provide general information regarding the nominations process, and the nomination forms provide the information needed by the Chief Returning Officer to process your nominations paper. You must write all the information on the form as legibly as possible, as any ambiguity on the form could cause errors or delays in the processing of your nominations form.

The first part of the nomination form is general information about you, and the office you wish to seek. The second part is two declarations you make regarding the elections process, one stating you are eligible and understand the office which you are seeking, and the second that you consent that the CRO will verify important information about your registration from the college. The final part of the nominations form is the consents of electors who wish you to be nominated. The consents of electors must be electors eligible to vote for the office which you are seeking. At the end of the consents of electors, there is a declaration that you make to confirm that you witnessed the signatures and did not get the signatures dishonestly or improperly.

Once the nomination form is completed, you must submit it to the Chief Returning Officer. You can do this one of two ways: either submit the form to any Student Association Office, or submit the form scanned by email to the Chief Returning Officer. The CRO will not accept a form that is incomplete or lacking important information, either online or in-person at the Student Association Office.

On nomination day (the day which nominations close), the Chief Returning Officer will send you an email confirming your nomination and informing you that nomination has been reviewed and either confirmed or denied.

You must attend the All Candidates Meeting held the day after nominations close, and as confirmed by the Chief Returning Officer when nominations are confirmed. If you cannot attend you may meet with the Chief Returning Officer either in person or by telephone or send a delegate to act on your behalf at the meeting.

# CAMPAIGNING

## *Campaign rules*

Campaigning begins at 9:30 a.m. on March 13, 2020. You may not campaign before this time.

Here's a summary of campaign rules (please check and see full campaign rules presented at all candidates meeting):

- For executive positions, you are allowed 150 posters, for all other positions you are allowed 50 posters.
- All posters must be approved by the CRO before posting. This takes the form of a stamp on the poster.
- The posters cannot be bigger than 11"x17".
- You cannot overlap other candidate's posters.
- You can only put the posters on brick, cinderblock, or painted drywall using masking tape or painters tape. Approved supplies of tape are available from the CRO for the cost of the tape.
- You cannot put posters in the library, student residence, classrooms or study rooms, on student association offices, or anywhere alcohol is being served.
- You cannot campaign off-campus.
- You cannot post on unauthorized materials including glass and wood.

For these by-laws, it is ruled that the areas under the control of the Student Centre are as follows:

Within 10 feet of:

- (1) the main doors to the Student Association Office, or other services or meetings of the Student Association on each campus.
- (2) the polling stations for the election.

Areas of the Student Association where there are not operations ongoing and there is common access for community enjoyment of that area is not under the control of the student association. This is mainly the area of the Student Centre at Casa Loma Campus away from the commercial operations.

You can campaign in persons but you must follow the rules of campaign, those rules are:

- You cannot slander or speak negatively about other candidates, the student association, the elections process, or the college;
- You must use parliamentary language when during campaigning, that is defined as follows:
  - Not insulting, offensive, obscene, attacking, or threatening against others;
  - Must be proactive, positive, and generally productive;

- You cannot attack other people's intents, or actions.
- You cannot implicitly or explicitly bribe someone into running or not running.
- You cannot obstruct the legitimate business of the student association, the college, or elections officials.
- You cannot give out untrue information.
- You must have any handouts approved.

You can campaign online on Facebook, Twitter, or Instagram, but it must be from a campaign account and the above-stated rules regarding the appropriateness of campaign conversations which are in-person apply online as well.

### **Candidate Financials**

The Student Association will pay the campaign expenses up to the campaign spending limit. If you exceed the campaign spending limit you will be disqualified.

The campaign spending limit for Executive Positions is \$250.00.

The campaign spending limit for all other offices is \$75.00.

The campaign spending limit for all acclaimed position is \$50.00

***The Student Association will pay all expenses up to this amount for the campaign.***

Posters will be printed in house. The process for these materials is as follows.

1. You must send the poster in .pdf format to the Chief Returning Officer. The Chief Returning Officer will review the poster and approve it for printing.
2. The Deputy Returning Officer will print the poster, and stamp the poster.
3. The Posters will be available the next day from the front desk of the Student Association Office.

The Chief Returning Officer will charge the campaign account \$0.25 per poster impression. Other printing can be arranged and will be charged at the real cost of the printing. Please contact the Chief Returning Officer for details. The Chief Returning Officer has a supply of tape available for use on each campus. The campaign expenses will be charged \$4.05 a roll. There will be no cash advances given out during the election cycle.

### **Demerits and Disqualifications**

Demerits points are issued for violation of campaign rules. Please see the enclosed chart for what demerits points types of demerits points that could be issued for different infractions.

The process for issuing demerit points is a three-step process:

Step 1 – the Chief Returning Officer upon a belief that a demerit point could be issued, will issue a "Notice of apparent contravention and a request for a reply". This will layout the

various issues which lead to the Chief Returning Officer to believe that a campaign rule was violated.

Step 2 – You have three options to reply to the notice of apparent contravention and request to reply (1) you may accept the demerit points; (2) you may argue your side of the story; (3) you may suggest an alternative arrangement.

Step 3 – Upon your reply, the Chief Returning Officer will review the reply and issue a final determination. You will be given reasons for why the Chief Returning Officer acted in that way.

When a final notice is issued at step 3, the notice is posted on the doors of all the student association offices.

If you disagree with the final determination of the Chief Returning Officer you may appeal to the Elections Appeal Committee which is an independent committee that reviews the facts of the case and make the determination.

When a candidate acted in such a way that puts the election or the student association in disrepute, then the Chief Returning Officer may disqualify the candidate. When a candidate is disqualified the same process is followed as other discipline, but there is an automatic appeal to the Elections Appeal Committee.

# VOTING

Voting will take place from March 20-26, 2020 by online and in-person voting systems. The system is designed to not allow someone who voted online to vote in person and vice versa. The following are the special rules when it comes to candidates being near the polling system.

## ***In-person polling stations:***

- There is green tape on the floors near the polling stations, candidates cannot campaign inside the green tape area. Candidates can on the edge but only if their voices do not carry inside the polling station area.
- The poll officials are in charge of the polling station and have been instructed to record any disturbance at the polling stations. All candidates must follow their direction as if it was the direction of the Chief Returning Officer or Deputy Returning Officer.
- Candidates can send scrutineers to the polling station to record any concerns regarding the operation of the polls, but these scrutineers are simply there to observe the polling station, should there be any concern the scrutineer or the candidate must address their concern to the Chief Returning Officer or Deputy Returning Officer.

## ***Rules Regarding Online or Mobile Voting Campaigning***

The rules regarding polling stations apply equally for online and in-person polling stations. Candidates cannot use mobile devices or computers as polling stations and must stand at least ten feet away from a voter while they are voting on their device. A candidate cannot enter the student number or password of a student to vote for them regardless of a student's consent to allow them to do so. A candidate may stand next to a student to help a student find the voting website on the voter's device, but as soon as the voting page has been found, the candidate must move away when personal information is being entered and the ballot is open. Candidates cannot encourage other students to take voting credentials and vote on each other's devices. Each voter should vote of their own accord. Helping a fellow student find the voting page before entering personal information is allowed.

## **AFTER THE ELECTION**

Upon the close of voting, the ballots will be counted in a secure location. You may send a scrutineer to witness the count, but any scrutineer must fill out the appointment of the scrutineer form to do so.

When all ballots have been counted, the election services office will do an election night tally of votes, this is unofficial and may change. Within two business days of the election, an official validation will be done, and those results will be considered unapproved official results.

If there is a difference of 5 percent between the highest two candidates, then a recount must take place. The Chief Returning Officer will arrange for a recount with the parties and inform the parties of the procedures involved.

You must take down all campaign posters no later than March 30, 2020.

You must return the election financial forms no later than March 30, 2020, at 4:00 p.m.

In the unlikely event that there is a tie, the Chief Returning Officer will select the winning candidate by drawing lots at the recount.