



Candidate's Handbook

2022 Fall Election

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

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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 currently employed by the Corporation or the College in any role.****
 - ***For Educational Centre Representatives, you must also be registered within your Education 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 from part-time/full-time employment from Student Association upon election.***

If you are running for Director of Communications & Internal or Director of Operations you additionally must:

- Have a GPA of at least 3.0 or greater;
- Submit a letter of reference to the CRO;
- Not have discipline on file as an employee, Board of Directors Member, or candidate; and
- Must attend a session and pass a test after the session regarding the roles of the Board of Directors and the Director of Communications and Internal (this session will be held conjunction with the All Candidates Meeting).

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 nomination form with all parts through on the Student Association Website, and present either digital or in person signatures, please see the instructions on the website at studentassociation.ca/elections.

Submitting Your Nominations Paper

You must submit electronically your nominations form before the deadline.

Withdrawal of a Candidate

You may withdraw your nomination paper by email until 2:00 p.m. on November 18, 2022.

Public Information

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

Offices Being Elected in this Election

The offices up for election in this election are attached as an appendix to this guide.

Getting Nominated

To be nominated for Elections, you must submit your nomination form online through studentassociation.ca/elections. The form contains three parts, and all the necessary information must be completed.

The Part I asks for important Candidate's Information, the office candidate wish to seek and Candidate's consent to nominations. Parts II are declarations you need to make regarding the election process, and states that candidate is eligible and understand the office which you are seeking.

On nomination day (the day when the nominations closes), 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 on the day when 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 Start

Campaigning begins at 9:00 a.m. on **November 21, 2022**. You must not campaign before this time.

Candidates Bio

Candidates are entitled to submit a bio and photo until November 21, 2022 at 5:00 p.m, via the link in your confirmation email.

Conflict of Interest Provision

You cannot allow current Executive, Board or Staff members to campaign on your behalf. Further you cannot communicate with members of the Elections Committee regarding the election.

Language

The Language of the Campaign is the Official Language of George Brown College (English) and any campaigning in a language which is not the official language of the George Brown College must be accompanied by a translation in the official language of the college.

Posters

You will be given the opportunity to have up to 25 posters for executive positions and 10 posters for other positions placed on campus, you will submit these posters to the CRO and they will be printed and available for pick up at the Student Association Office within one business day. The posters upon submission must be “ready to print” and in .pdf format. Student Association Staff will print as is and without any additions or changes to the posters. For poster approvals please send your poster to the link in the candidates email. Your campaign will be charged \$1.00 per poster.

Online Campaigning

You may use your social media platforms to the campaign, but must campaign in the following manner:

- You may only campaign on Facebook, Twitter, Instagram or Tic Tok. In every post you must tag the CRO's account.
- You **MUST** have an original campaign account created for the campaign, you must use that page for all posts and delete the page at the end of the election campaign.

- You may share posts from your campaign page to your personal page, but you cannot add additional content to that page.
- Please see the Social Media rules for full details.

In general, you must abide by the following rules:

- 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, which 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.

In Person Campaigning

In-person campaigning is allowed for this election, you must follow all George Brown College rules regarding conduct while on campus and you must respect the right of electors not to speak for a candidate. At all times the policy of George Brown College must be followed. Candidates cannot campaign in any place where the Student Association is functioning.

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.

Demerits and Disqualifications

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

Process For Issuing Demerit Points

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 leads 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 application of the rules in the light of the facts found by the CRO of the case and makes the determination.

When a candidate acts 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 disciplines, but there is an automatic appeal to the Elections Appeal Committee.

VOTING

Voting will take place from November 28, 2022-, at 9:00 AM to December 2, 2022, at 5:00 PM by online voting systems. The following are the special rules when it comes to candidates being near the polling system.

Candidates cannot campaign within 30 feet of the Special Ballot Polling Stations, in the event that a candidate is in the same place as an elector when they vote through living in the same household or classroom as the elector, then candidates cannot be within 6 feet of electors when they vote.

Candidates are allowed to give the elector the direct link to the voting website (sagbc.simplyvoting.com) as long as they are 6 feet away from the electors when voting. Candidates may not use their electronic devices as a polling station and go around soliciting students to vote for them using those devices.

Candidates cannot ask electors to show them their marked or unmarked ballot in any way.

There will be pop up polling stations on each campus where student association staff will be holding polling stations with iPads on each campus. Candidates must remain away from those polling stations at all times.

AFTER THE ELECTION

Upon the close of voting period, the ballots will be counted by the electronic system. Since all votes are registered through the electronic system, the tally of the electronic system is considered validated upon publication.

If there is a difference of 5 percent (5%) 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 return the election financial forms no later than December 7, 2022 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.

The Elections Rules for the 2022 Fall Election

A DIRECTIVE TO CREATE REGULATIONS REGARDING THE CONDUCT OF CANDIDATES DURING THE ELECTION PROCESS

WHEREAS the Chief Returning Officer deems it necessary for the proper functioning and good governance of the elections to create regulations regarding the good governance and proper functioning of the elections; WHEREAS the Chief Returning Officer has consulted with the Elections Committee regarding the rules for the election and attained the Elections Committee advice and consent on the same.

THE CHIEF RETURNING OFFICER BY AND WITH THE ADVICE AND CONSENT OF THE ELECTIONS COMMITTEE ENACT AS FOLLOWS:

Short Title

1. This directive has the short title “the elections rules for the 2022 Fall Election”.

Campaign material

2. These elections rules are subservient to by-law 12 of the by-laws of the Student Association of George Brown College. All Candidates shall abide by the by-laws and this elections directive.

3. No Candidate may post more than 25 posters for an executive position, and 10 for any other position.

4. The values listed in schedule I are a guide for issuing demerit points. Values may be increased or decreased at the discretion of the CRO. The CRO must review any mitigating and aggravating circumstances of the infraction and seek to attain a just result for the elections process.

5. Solicitation of George Brown College Administration or another external organization to interfere in the Election Process. Solicitation of Interference by the college includes, but is not limited to, actions that encourage the George Brown Administration to apply pressure on the CRO or Elections Officials to make or change specific decisions, interference in the voting or ballot counting process, withholding vital election documents such as voters' list and ballot boxes, and withholding Student Association funds. Solicitation of outside groups includes putting undue pressure on the Chief Returning Officer, the agents or employees of an outside organization doing anything that would bring the election results into disrepute, putting pressure on board members not to ratify the election, or doing anything which would induce an elector to vote a certain way.

6. In person campaign may only occur if:

- a. The policies of George Brown College regarding on campus social distancing is followed;
- b. The candidate does not campaign in either Student Association space or spaces which students are being screened by George Brown College Security.
- c. The candidate shall follow the directives of College Staff at all times.

7. A candidate may campaign in an academic activity under the following conditions:
 - a. The course instructor or other person in charge of the academic environment grants the express written consent for the candidate to campaign during the academic activities.
 - b. The candidate should direct students to the elections website for more information regarding the election.
8. Candidates may post a reasonable amount of times campaign material in electronic message boards maintained for academic purposes, as long as it is allowed by the person have charge and control of the electronic message board.
9. If a candidate does not comply with the directives of the college official having charge and control of the electronic message board or academic environment, then the candidate is subject to discipline.
10. All campaigns shall be conducted in accordance with the student association's mandate of being anti-oppressive. Candidates should respect each other, and make statements that are positive. Candidates should respect equity-seeking groups and should not do anything that could be seen as oppressing equity-seeking groups.
11. Candidates must not infringe upon the individual rights and freedoms as guaranteed under the *Canadian Charter of Rights and Freedoms*, the *Canadian Bill of Rights*, and the *Ontario Human Rights Code* in their platforms, communications, behaviour, and actions during the campaign.
12. Harassment amongst candidates shall not be permitted in any circumstances. If it is proven that a candidate has harassed another candidate, the candidate accused of harassment shall be disqualified.
13. Candidates shall behave in accordance with the SA Anti-Discrimination Policy, the SA Workplace Policy, the SA Sexual Assault Policy, the Colleges Code of Conduct, and the Voting Directions Code of Conduct and Conflict of Interest Policy.
14. Candidates are prohibited from the use of profanities or sexual, transphobic, homophobic, ableist, sexist, or racist or another discriminatory or unkind language in their platforms, communications, behaviour, and actions during the campaign.
15. Given the diversity of George Brown College, campaign materials may be in languages other than the official language of the college. However, all campaigning in languages other than the official language of the college must include an accurate translation be in the official language of the college.
16. The definition of SA spaces is articulated in Schedule II.
17. All candidates must abide by the social media rules, and other rulings of the Chief Returning Officer. The social media rules are attached as Schedule III.
18. (a) Candidates cannot be within 10 feet of an elector when the elector is voting;

(b) Candidates cannot solicit an elector to furnish a screen shot of a marked ballot to the candidate or other person.

(c) Further, candidates cannot post private message voters to the voting website to voters on social media sites with an expectation for voting.

19. Candidates may not submit nomination forms before the opening of the nomination period. Once the form becomes public candidates may prepare the form in advance but cannot submit it until the nominations period opens.

20. No candidates shall allow a member of the board of directors to campaign for them or on their behalf.

21. No candidate shall allow a member of the executive, board or staff of the Student Association to campaign for them or on their behalf.

22. A candidate who is running for re-election must campaign in accordance with schedule IV.

23. A candidate must abide by the George Brown College Policies and Codes throughout their Campaigning and Voting Period during Elections. Review Schedule V.

DATED AT TORONTO, ONTARIO THIS 4th DAY OF November 2022.

“WILSON, CRO”
Chief Returning Officer

Schedule I -- Elections Disciplinary Actions

The Chief Returning Officer shall use the following regarding elections discipline:

Level I

Level I Infractions

- Social Media Violation
- Poster

Level I infractions should be dealt with as much as possible as occasions for correction and not punishment. The following are guidelines for points:

- 1st offence - 3 points
- 2nd offence - 5 points
- 3rd+ offence - 7 points

Level II

Level II Infractions

- Violation of online campaigning rules
- Improper distribution of materials
- Pre-Campaigning
- Distribution of unapproved materials
- Unsanctioned use of corporate resources
- Violating the rules surrounding the online voting system
- Making statements regarding another candidate which is caused to lead an elector to an incorrect conclusion
- Campaigning in restricted areas

Level II infractions should be dealt with as much as possible with points to discourage future infractions of this nature. The following are guidelines for points:

- 1st offence - 5 points
- 2nd offence - 7 points
- 3rd+ offence - 10 points

Level III

Level III Infractions

- Abuse of status or position
- Gross misrepresentation of the facts, or defaming other candidates
- Interfering with other campaigns
- Respectful workplace violations
- Voting on behalf of another student using the online system

Level III infractions are gross infractions that bring the integrity of the election into disrepute. Any of these offences should be dealt with at minimum with 10 points, but depending on the severity of the offence may lead to disqualification.

LEVEL IV

Level IV infractions

- Not attending all-candidates meeting
- Overspending
- Not submitting the expense report
- Attempting to have outside groups interfere with the election process
- Refusing to comply with directives of the Chief Returning Officer regarding expenses or other procedures
- Obstruction of election officials while performing duties of the office
- Falsifying documents related to the elections
- Obstruction of legitimate activities of the Student Association
- Harassment, racism, sexism, or other discrimination
- Making false statements to election officials
- Violation of the CRO's rules regarding members of the elections committee
- Soliciting or attempting to solicit an elector to furnish an image of a marked ballot to them or to another person at their request.

Level IV infractions are infractions that bring the integrity of the elections and the electoral process into grave disrepute. These offences are worth a minimum of 20 points, but in most circumstances would lead to disqualification.

Schedule II - GBC Student Association Boundaries

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

Within 10 feet of:

- 1) the main doors to the student associations on each campus.
- 2) the offices of the Community Action Centre, Food Bank, the St. James Quiet Lounge, the Casa Loma Board Room, the Casa Loma Games Room, and any event of the student association.
- 3) Student Association events and activities while they are taking place, this includes but is not limited to:
 - a) the operations of Safe Walk, Academic Advocacy, the Event Squad;
 - b) any meeting of employees, officers, or directors of the Student Association; and
 - c) any event of the student association.
 - d) the polling stations for the election.

Areas of the student association where there are not operations ongoing and there is common access for the purpose of community enjoyment of that area are 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.

Schedule III -- Social Media Code of Conduct for Online Events Of The Student Association

1. All candidates must create a new account or page created specifically for the purpose of the election campaign for the 2022 Fall Election, and may only campaign on the following platforms: Facebook, Twitter, Instagram, and TikTok.
2. Candidates can share posts from their page and the page itself on their own social media accounts, however, any post shared must originate on the page. This is to ensure whatever you say about your campaign and your candidacy is public and known.
3. Social media/online individual campaign pages and groups should also be new and include the year of the election in the title or main description in the case of long handles.
4. Social media must add the CRO/DRO to their account, and where applicable as admins. They are as follows:
 - Facebook: www.facebook.com/sagbc.cro
 - Twitter: @sagbc_cro
 - Snapchat: sagbccro
 - Instagram: sagbccro
 - TikTok: sagbccro
5. Candidates can only speak about other candidates online if they are saying good things, eg. I'm voting for this guy for the position of ___ and encourage everyone to vote for him too!
6. Candidates or slates are not allowed to speak negatively about other candidates, criticize other candidates/their campaign. For example, framing arguments saying things like "Unlike this candidate, I will be doing this..." are not appropriate. Stick to what you will do and don't refer to your competitors.
7. Social media cannot contain profanities or sexual, transphobic, homophobic, ableist, sexist, or racist or other discriminatory or unkind content and the addition of this type of content will result in demerit points.
8. Staff and current Board Members are not allowed to endorse any particular candidate or slate. No posts should imply such an endorsement.
9. The Chief Returning Officer may order a post or page be deleted from a social media site and that post shall be deleted within two hours of such order.
10. The Chief Returning Officer may at any time request a social media activity log (where one is available) to perform an audit function. Hiding material on social media is similar to producing unauthorized campaign posters and will be dealt with as such. Basically, don't do or say things privately or secretly re the campaign you wouldn't be okay with having exposed at some point down the line. In short, be a respectful, rule-abiding person.

11. Candidates are expected to correct the record and publicly denounce any posts by non-candidates made regarding the election which are factually incorrect or not appropriate. In essence, if there is an online statement made which are not true, or inappropriate, then candidates are expected to act in such a way that would promote fair elections.

12. The Chief Returning Officer may make regulations during the course of the election to further these goals at any time. These regulations will go into effect at the time specified in the order.

Schedule IV – Rules for Current Board Members Seeking Elections

1. In accordance with the by-laws any members of the Board, staff, or committee members shall take a leave of absence during the campaign period if they are running for reelection.

2. The leave of absence does not prohibit a member of the Board from doing the following:
a. Attending and voting at a Board Meeting.

3. The leave of absence does not prohibit a member of the Executive from doing the following:
a. Attending and voting at a Board Meeting, Executive Meeting or Executive Check In;
b. Signing a cheque, promissory note, or contract;
c. Meeting with the college, or officers of the corporation, or other persons as required;
and
d. Other urgent matters.

4. Before exercising a function under section 3, subsections b-d, the Executive members shall:
a. Inform the General Manager;
b. Ask permission of the Chief Returning Officer to perform that function;
c. The Chief Returning Officer shall make a determination if the function is urgent or not in consult with the General Manager;
d. In the situation where a matter arises of an urgent nature and it is not possible for the Chief Returning Officer to be contacted ahead of time, the General Manager may grant permission for the executive member to perform that function, but shall notify the Chief Returning Officer of that occurrence without delay.

5. Executive members shall only be paid for the approved actual hours performing the functions and duties of their office during the campaign period. This shall be confirmed by the Chief Returning Officer.

6. Board members honorarium shall be prorated during the campaign period to reflect the approved actual hours worked

Schedule V – George Brown College Policies and Codes that are needed to be abide by SA Election Candidates

#	GBC Policy/ Code	Specific section/s
1	COVID-19 VACCINATION POLICY	Effective October 2, 2021, individuals who provide verification of being fully vaccinated will be permitted to access college premises without COVID-19 testing. P.2
2	Code of Non-Academic Student Behavior	Students' responsibilities [be mindful about disorderly conduct, Harassment, Violence, Property offences, Misuse of property, Privacy offences, Insubordination, Misrepresentation, Policy compliance]. p.2
3	Assessment of Student Learning Policy	2.5 Participation may account for a maximum of 10% of the final grade.
		2.7 Some courses necessarily require students to be present for skill demonstrations of foundational learning and skill demonstrations relating to the health and safety of students, the public, vulnerable populations, and our community partners in order to receive the course credit.
4	Freedom of Expression Policy	1.2 Members of the college community are free to criticize and contest the views of others; however, they may not obstruct or interfere with the freedom of others to express their views. The rights of others to express or hear ideas must also be respected. P.3
		1.5 Speech that violates the law, including the Ontario Human Rights Code, is not allowed. Speech that constitutes harassment, a threat or hate speech is not allowed. Other context-specific boundaries to freedom of expression may also apply, such as those arising out of the terms of employment and collective agreements. P.3
5	George Brown College Human Rights, Discrimination and Harassment Policy	4.3 Every Community Member has a role in creating a learning and work environment that is free of discrimination and harassment. P.5
		5.1 No Community Member shall engage in discrimination or harassment based on a Prohibited Ground. P.6
6	Information Technology Policy	George Brown computing and network resources and services may be used only by authorized persons for George Brown College-related purposes..... Individuals may not state or imply that they speak on behalf of the College and may not use College trademarks and logos without authorization to do so. P.3
7	SEXUAL ASSAULT AND SEXUAL VIOLENCE POLICY	All members of the George Brown College community have a right to work and study in an environment that is free from any form of sexual violence. P.1
		s.1 Sexual violence in all its forms is unacceptable and will not be tolerated at George Brown College. P.3
8	GBC Smoke Free Policy	S.6.0 Violators of the smoking policy, both staff and students, will be dealt with in a progressive disciplinary manner, consistent with college procedures and practices. P.2
9	Social Media Policy	S.6.0: This policy has been sanctioned by George Brown College, requiring compliance across the College. Failure to comply with this policy may result in disciplinary measures commensurate with the offence. P.9

10	Use of College Facilities for Advocacy Purposes	Demonstrations and other Special Events for Advocacy Purposes at College Facilities are subject to the required approvals and limitations set out herein [in the policy].p.3
11	Whistleblower Policy	Any member of the College community who has evidence of serious wrongdoing by another College community member may make a whistle blowing report to the Office of the President at OfficeofthePresident@georgebrown.ca or, in the event of a conflict, the Chair of the Board of Governors. P.3

Schedule VI – Rules for the Elections Committee when hearing an appeal

DIVISION I -THE ELECTIONS COMPLIANCE OVERSIGHT COMMITTEE

Rules of the Elections Committee when sitting on an appeal

1. Meetings of the Elections Committee when sitting on an appeal shall be governed by these procedures. When a matter arises which is not covered under these rules of procedures, the matter shall be decided in accordance with the principles of natural justice and by analogy to the provisions of the *Rules of Civil Procedure*.

Role of the Committee

2. The Committee shall function as an adjudicative body and not as an investigative body.

The Chair of the Committee

3. The Chair of the Elections Committee shall be the Chair of the Board. The Chair shall be responsible for making the arrangements for the meeting of the committee and for applying these rules of procedure.

Filing an application to the Elections Compliance Oversight Committee

4. An application made the Elections Compliance Oversight Committee shall be served by electronic service.

Contents of the application

5. The contents of the application may be as follows:
 - a. the appeal form;
 - b. any statements of the applicant;
 - c. the book of authorities of any relevant cases or other authorities; and
 - d. other relevant material.

Actions upon receiving the application

6. Upon receiving the application, the chair of the Committee shall forthwith open a file and schedule a meeting of the Committee.

Reply of the respondent

7. The respondent may issue a reply to the application within 2 days of being served with the appeal. The contents of the appeal may be as follows:
 - a. the reply form;
 - b. any statements;
 - c. the book of authorities of any relevant cases or other authorities; and
 - d. other relevant material.

Interim stay of the ruling of the Chief Returning Officer

8. A party to a matter may by motion request that the ruling of the Chief Returning Officer be stayed pending the final disposition of the matter.

Timing of the hearing

9. The hearing shall take place on the time given by the Chair of the committee of a notice of appeal.

Settlement agreements

10. A matter before the committee may be settled by agreement of the parties and approved by the Chair of the Committee. A settlement agreement is binding on all parties.

Motion to dismiss the appeal

11. A motion by either party to dismiss will be heard by the committee. The committee may dismiss the appeal by 2/3rds of the voting members of the Committee. Each party will be given five minutes to present arguments on a motion to dismiss.

Procedures upon hearing

12. The Committee may hold a hearing in person or by writing, if both parties agree to the hearing being held in writing. The Committee shall hold its meeting in open session, however if it seems appropriate for the hearing to be conducted in closed session, then the committee may direct that their hearing be conducted in closed session.

13. The hearing of the committee shall be on the record, and not a *de novo* hearing.

14. Upon the commencement of the hearing, the Committee shall meet, and the procedures of the committee shall be as follows:
 - a. Call to order;

- b. administrative matters;
 - c. motions regarding matters;
 - d. the oral submission of the applicant and questions;
 - e. the oral submission of the respondent and questions;
 - f. other submissions as the Committee shall allow;
 - g. deliberations;
 - h. disposition of matters;
 - i. adjournment.
15. The Chair shall keep a recording of the procedures for the purposes of taking minutes of proceedings. No other person shall take photographs or make visual or audio recordings of Committee proceedings without the Committee's permission.
16. Either party may submit a motion for the committee which shall be heard in a summary fashion at the time in the agenda which provides for motions before the committee.
17. Each party shall have 20 minutes to present submissions to the Committee. The Committee shall ask questions of the party presenting at any time during the submission. The parties have the right to be represented by a representative of their own choosing and at their own cost. The Committee may exclude any person who is not a party to the case or a barrister or paralegal licensed to practice law in the Province of Ontario from representing a party in these matter, at their sole discretion.
18. The Committee may allow submission by other parties who has:
- a. a legitimate interest in the subject matter of the proceeding;
 - b. that he or she may be adversely affected by a judgment in the proceeding; or
 - c. to be able to make a worthwhile contribution to the argument of the question before the Committee.
19. The Assessor shall have the right to be present at any point during the hearing, including deliberations and may participate in any which as a member of the committee may participate. The Assessor may give a written submission to the committee regarding the legal matters involved in the hearing.
20. The Committee shall announce its decision and may provide a brief statement as the reasons why the Committee made its decision.
21. A copy of the decision shall be signed by the Chair and forwarded to all parties eligible to receive the initial copy of the decision.
22. The Committee may adjourn its procedures from time to time and from place to place.

Job descriptions of elected positions



Student Association of George Brown College

Board Of Director Opportunity – Election Posting Director of Operations

Position Overview:

- The Director of Operations:
 - reviews financial information including the monthly financial statement of the corporation, the annual budget, the annual audit and makes recommendations to the Board of Directors on those documents as appropriate.
 - reviews sponsorship requests and makes recommendations to the executive on those requests; and
 - is a signing officer for cheques and contracts for the Student Association

Summary of Role of the Board of Directors as per VDAM:

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
 - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
 - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
 - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
 - Maintain and constantly improve all on-going policies of the Board in this Manual.
 - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
 - Ensure financial solvency and integrity through policies and behavior. g) Require periodic financial and other external audits to ensure compliance with the law and good practices.
 - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

This job description provides information to candidates for the 2022 Student Association elections. This job description is not meant to replace by-laws or the VDAM. It provides general information about the position. Please refer to the By-laws and the VDAM for official information.



Student Association of George Brown College

Term of Office:

January 1, 2023 – December 31, 2023

Requirements for Office:

- Must be enrolled as a student throughout their term of office with a course load of no more than fifty percent of the normal course load of a student in your program.
- Must have at least a 3.0 Grade point average.
- Must submit a letter of reference during the elections process.
- Cannot have election or employee discipline on file in previous elections, as a member of the Board of Directors, or as a staff member of the Student Association.
- Must pass a test based on session provided by the Chief Returning Officer on the structure of the Student Association and the duties of the position.
- Cannot be employed by the College during their term of office.

How to apply for this position:

To apply to be the Director of Operations fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of November 7-14, 2022.

The position receive a remuneration of \$17 per hour for a 28 hour work week.

[For full details in the position of Director of Operations please see the Voting Directors Accountability Manual,](#) pages 13-15.

Mission Statement

We are committed to supporting each other and the Students of George Brown College in the struggle for students' rights, the pursuit of quality education, and the provision of services, in a safe, accessible, and equitable environment.

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Student Association of George Brown College

Board Of Director Opportunity – Election Posting Director of Communication and Internal

Position Overview:

The Director of Communications and Internal:

- is the official spokesperson of the Student Association to the general public, George Brown College, campus groups, and at college functions and monitor all Board of Directors personnel files and related HR documents at the head office of the corporation.
- is a signing officer for cheques and contracts for the Student Association; and
- coordinates the work of the Board of Directors and the Annual General Meeting.

Summary of Role of the Board of Directors as per VDAM:

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
 - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
 - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
 - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
 - Maintain and constantly improve all on-going policies of the Board in this Manual.
 - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
 - Ensure financial solvency and integrity through policies and behavior. g) Require periodic financial and other external audits to ensure compliance with the law and good practices.
 - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

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Student Association of George Brown College

Term of Office:

January 1, 2023 – December 31, 2023

Requirements for Office:

- Must be enrolled as a student throughout their term of office with a course load of no more than fifty percent of the normal course load of a student in your program.
- Must have at least a 3.0 Grade point average.
- Must submit a letter of reference during the elections process.
- Cannot have election or employee discipline on file in previous elections, as a member of the Board of Directors, or as a staff member of the Student Association.
- Must pass a test based on session provided by the Chief Returning Officer on the structure of the Student Association and the duties of the position.
- Cannot be employed by the College during their term of office.

How to apply for this position:

To apply to Director of Communications and Internal fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of November 7-14, 2022.

The position receives a remuneration of \$17 per hour for a 28-hour work week.

[For full details in the position of Director of Communications and Internal please see the Voting Directors Accountability Manual](#), pages 10-13.

Mission Statement

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Student Association of George Brown College

Board Of Director Opportunity – Election Posting Educational Centre Representative

Position Overview:

- Educational Centre Representatives:
 - attends the monthly Student Association Board of Directors Meetings and the committees of the Board of Directors;
 - Participating in two class talks per semester to share with classes in their programs the work of the Student Association and
 - Connect with students within their Educational Centre in order to inform the advocacy work of the Student Association.

Summary of Role of the Board of Directors as per VDAM:

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
 - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
 - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
 - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
 - Maintain and constantly improve all on-going policies of the Board in this Manual.
 - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
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Student Association of George Brown College

Term of Office:

January 1, 2023 – April 30, 2023

Requirements for Office:

Must be enrolled full time throughout their term of office.

How to apply for this position:

To apply to be the Educational Centre Representative for your school fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of November 7-14, 2022.

The position receives a monthly honorarium of up to \$600.00 per month.

[For full details in the position of Educational Centre Representative please see the Voting Directors Accountability Manual, pages 18-19.](#)

Mission Statement

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