



CANDIDATE NOMINATION PACKAGE

Updated September 2019

Introduction

Thank you for your interest in running for the position of Vice-President Community in the 2019 – 2020 SGPS By-Election. This package contains all the information and forms you will need to participate in the election process. Please read this document in its entirety and fully understand its contents, paying particular attention to the dates section as you will be held completely responsible for all deadlines, materials and due dates.

If you have any questions or run into any problems, the SGPS Elections Team will be more than happy to help you. Please do not hesitate to contact us using the information below. It is strongly recommended that you reach out to clarify any campaign rules or package materials BEFORE the nomination deadline of September 17th.

Please note, only individuals who have paid the SGPS Society Fee are allowed to run in SGPS Elections and hold office.

By putting yourself forward as a candidate for the position of Vice-President Community you are committing to not opting out of the SGPS Society Fee and remaining a member of the SGPS.

Should it come to light that a candidate has opted out of the fee, the candidate will be disqualified.

SGPS Elections Team Contact Information

Chief Returning Office – Nicholas Rupar (elections@sgps.ca)

Speaker – Laura Culleton (speaker@sgps.ca)

Executive Director – Andria Burke (director@sgps.ca)

Please also feel free to reach out to the members currently holding Executive positions if you have questions pertaining to the position itself:

President – Jeremy Ambraska (president@sgps.ca)

Vice President Graduate – Leo Erlikhman (vp.graduate@sgps.ca)

Vice President Professional – Ryan Adlem (vp.professional@sgps.ca)

Vice President Finance and Services – Abel Hazon (vp.finance@sgps.ca)

The Election Process Generally

The SGPS is pleased to announce its Election period for the following positions:

(1) Vice President Community

To find out more about the positions above, please go to <https://sgps.ca/about-the-sgps/>, click on the Bylaw and Policy link provided, and look at the roles and responsibilities of the positions, stipends associated with each position, and other key information.

If you are interested in running for an election position you must be above the age of 18 and an SGPS member presently and at the time of your hopeful elected term. The elected terms for SGPS Executives is May 1st 2019 – April 30th 2020, as this is a by-election the term for this position would be from October 1st 2019 – April 30th 2020.

Please note, only individuals who have paid the SGPS Society Fee are allowed to run in SGPS Elections and hold office.

By putting yourself forward as a candidate for the position of Vice-President Community you are committing to not opting out of the SGPS Society Fee and remaining a member of the SGPS.

Should it come to light that a candidate has opted out of the fee, the candidate will be disqualified.

Please fill out all components of this package (see Package Outline) and return it to the SGPS CRO no later than the final day of the nomination period (see: Important dates)

Once a package has been verified by the CRO and ratified by SGPS Council, successful individuals will have their names added to the ballot.

Important Dates		
September 11 th 2019 @ 9:00 AM	Nomination Period Opens	Nomination packages available at https://sgps.ca/sgps-elections/
September 17 th 2019 @ 4:00 PM	Nomination Period Closes	Nomination packages due at the SGPS Main Office, JDUC 021
September 17 th 2019 @ 11:59 PM	SGPS Council E-Vote	Ratification of candidates via e-vote
September 18 th 2019 @ 12:01 AM	Campaign Period Begins	
September 24 th 2019 @ 11:59 PM	Campaign Period Ends	
September 25 th 2019 @ 12:01 AM	Voting Days	
September 26 th 2019 @ 11:59 PM		
September 27 th 2019 @ 9:00 AM (approx.)	Announcement / Notification	Via Phone and Email
September 30 th 2019 @ 4:00 PM	Campaign Expenses Due	SGPS Main Office, JDUC 021

Package Outline

In order for an SGPS member to be nominated for a position in this year's election, you must submit answers to the following questions. In addition to the signed nomination papers, please return both a printed copy of your responses as well as a digital copy to the Chief Returning Officer (elections@sgps.ca) and the Executive Director (director@sgps.ca)

Part A – Contact Information

Provide the following information:

1. Position sought
2. Candidate Name
 - a. Name
 - b. Student Number
 - c. Address
 - d. Telephone
 - e. Email
 - f. Department
 - g. Degree Program
3. Campaign Manager Information
 - a. Name
 - b. Student Number
 - c. Address
 - d. Telephone
 - e. Email
 - f. Department
 - g. Degree Program

Part B – Candidate Description

In this space, outline yourself as a candidate, your relevant experience for the role, as well as any major or key promises you would like to deliver on should you be elected to your chosen position. Answers will be posted on the SGPS website during the campaign period. Limited to 300 words.

Part C – Candidate Headshot

Please provide a candidate headshot for use on the SGPS website to accompany your short candidate description.

Part D – Nomination Form and Signatures

Print off and photocopy the following nomination sheet and obtain the names and student numbers of 25 SGPS members. **For the purposes of this by-election, all individuals who are assessed the SGPS Society fee are considered potential members as the final opt out data will not be available.** You will want to obtain more than 25 signatures as sometimes information will be wrong or invalid. This ensures that your signature package will be accepted without delay.

SOCIETY OF GRADUATE AND PROFESSIONAL STUDENTS OF QUEEN'S UNIVERSITY
2019 – 2020 SGPS Elections Nomination Form

We, the undersigned members of the SGPS, do hereby nominate the following individual to be placed on the ballot for election to the SGPS position listed below.

Individual Name
Vice-President Community

Position Sought

Name		Student Number
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SOCIETY OF GRADUATE AND PROFESSIONAL STUDENTS OF QUEEN'S UNIVERSITY
2019 – 2020 SGPS Elections Nomination Form

We, the undersigned members of the SGPS, do hereby nominate the following individual to be placed on the ballot for election to the SGPS position listed below.

Individual Name
Vice-President Community

Position Sought

Name		Student Number
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SGPS CAMPAIGN RULES (As of November 2018)

P.9.6 CAMPAIGN RULES

- a. The campaign period shall end at midnight before the first voting day.
- b. No campaigning shall occur for any election or referendum except within the campaign period and during the two (2) day voting period. All campaign material must be removed within three days after the end of the election.
- c. Candidates may, but shall not be required to, designate a campaign manager for their campaign. Referendum committees must designate one campaign manager for their campaign.
- d. No person who is not a candidate, candidate's campaign manager or referendum committee's campaign manager shall authorize the spending of money on campaign expenses.
- e. No SGPS resources shall be expended or used for the purpose of supporting or opposing any candidate or referendum question. Notwithstanding this policy, the Chief Returning Officer may expend resources allocated for election and referendum purposes to distribute messages from candidates and referendum committees only so long as all candidates and referendum committees are provided the same opportunity. All candidates are required to submit any campaign material to the SGPS Chief Returning Officer for approval before use. Notwithstanding anything in this section, where a referendum is for the establishment or increase of a Class "C" mandatory or optional fee, the SGPS Executive may allocate funds up to the spending limit towards the Yes referendum committee for that fee.
- f. The maximum amount that can be spent on campaign activities by any candidate or by the referendum committees on one side of a referendum question is \$100. All funds spent by candidates will be reimbursed to the candidate by the SGPS at the conclusion of the campaign. No reimbursement will be given to referendum committees.
- g. The cost of any expenditure that supports or opposes more than one candidate or referendum question shall be allocated equally among the relevant candidates and referendum committees.
- h. For the purpose of this policy, without limiting its generality, the following shall be included in the meaning of "campaigning":
 - (1) Placing posters, or leaving up posters already placed, that support or oppose any candidate or referendum question; and
 - (2) Sending e-mail communications supporting or opposing any candidate or referendum question; and
 - (3) Sending social media communications. Where possible, all accounts created for campaigning must be set to public, and the CRO must be added as an administrator; and
 - (4) Any other method of encouraging support or opposition for any candidate or referendum question.
- i. The following shall not be considered "campaigning":
 - (1) Any communication encouraging members to vote in the election, so long as the communication does not encourage support or opposition for any candidate or referendum question; and
 - (2) Efforts made prior to the deadline for accepting nominations for the purpose of obtaining signatures in support of a nomination.

P.9.7 CONDUCTING ELECTIONS AND REFERENDA

- a. SGPS Elections and Referenda shall be conducted using the SGPS Online Voting system, or, when unavailable, paper ballots.
- b. The candidate's name and the position for which they are running will be listed on the ballot.

- c. The CRO shall vote 24 hours in advance of an election or referendum, and place the ballot in a sealed envelope. This envelope shall be opened and the ballot cast only in the event of a tie vote. Should there be more than two candidates for one position, the Chief Returning Officer shall indicate order of preference on the ballot form. The Chief Returning Officer is not otherwise allowed to vote;
- d. The results in an election shall be conducted by the Chief Returning Officer, with the assistance of the SGPS Speaker.
- e. The candidate receiving a plurality of votes cast shall be declared the winner.
- f. The Chief Returning Officer shall attempt to advise each candidate and a representative of each referendum committee of the results before publicly releasing the results of any election or referendum.
- g. The CRO shall keep the records from an election and/or referendum for a period of not less than four months. After that time, they shall be destroyed after issuance of a directive to do so from Council.

P.9.8 DEMERIT POINT SYSTEM & ELECTIONS AND REFERENDA APPEALS COMMITTEE

- a. All parties participating in an election or referenda are expected to be familiar with the Election Procedures. Candidates are strongly encouraged to engage their campaigning in a clean, positive, and good faith manner. Candidates are encouraged to contact the CRO about a practice they are unsure about, beforehand.
- b. The CRO shall have sole authority to administer the aforementioned election policies, and reserves the right to make rulings on issues and events not covered in these policies.
- c. Allegations of election violations to the Bylaw and Policy shall be submitted to the CRO in writing. Such allegations must be made within 24 hours of the incident occurring, and prior to the conclusion of the end of the voting days.
- d. If a candidate or referendum committee violates aforementioned Bylaw and Policies for elections and referenda, the CRO will determine, at their discretion, the appropriate number of demerit points to allocate, given the infraction. The CRO will communicate this decision to the candidate(s) and complainant within 24 hours.
- e. Demerit points will be issued at the discretion of the CRO, with consideration to severity, frequency, and intent, of infractions upon their investigation and verification.
- f. All candidates and referendum committees are afforded a maximum of five (5) demerit points, taking into consideration good faith errors. Once five demerit points is exceeded, the candidate or referendum committee will be disqualified.
- g. In the event a candidate has been disqualified during the voting days, the candidate with the second-most votes will be declared the successful candidate. In the event that the disqualification leaves no valid candidates, a by-election will occur as per the timeline set out in policy P.9.1 (j).
- h. All candidates and their representatives are strongly cautioned against committing any of the following infractions, as these will result in immediate disqualification:
 - (1) Harassment of candidates, SGPS members, or community members;
 - (2) Threats to a candidate or intimidation of voters
 - (3) Blatant discrimination, enumerated in the Ontario Human Rights Code
 - (4) Libel, slander, and gross misrepresentation of other candidates
 - (5) Misrepresentation of eligibility for position, as per B.11.2
- i. Decisions by the CRO will be communicated only to the individual receiving demerit(s). However, if a candidate is disqualified, this decision will be posted publicly.
- j. If a candidate is unsatisfied with a formal decision by the CRO involving a demerit point, the point can be appealed to the Elections and Referenda Appeals Committee, through an email to the SGPS

Speaker, within 24 hours of the decision being issued from the CRO. Each appeal must involve a single demerit point, and not multiple points or disqualification.

- k. The Elections and Referenda Appeals Committee will be comprised of the SGPS Speaker and two Council members who will be elected at the January SGPS Council meeting. The committee members must be present at the all-candidates meeting and be physically present in Kingston during the election period.
- l. The Elections and Referenda Appeals Committee will meet and come to a decision within 48 hours of receipt of an appeal to the SGPS Speaker. The decision of the Committee will be provided to the CRO and candidate; however, if the decision of the committee results in disqualification, it will be posted publicly.
- m. If a complaint is received prior to the conclusion of the voting days, the results of the election will be withheld until the complaint has been processed by the CRO and the candidate permitted the allowed hours to appeal the decision