CANDIDATE NOMINATION PACKAGE

Updated November 2021
Introduction

Thank you for your interest in running for the position of Vice President Graduate in the November 2021 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 November 19, 2021.

Contact Information

SGPS Elections Team - elections@sgps.ca
- Fatema Kamalia, Chief Returning Officer
- Aileen Editha, Deputy Council Speaker
- Devin Fowlie, Council Speaker

SGPS 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 – Rohit Shukla (president@sgps.ca)
The Election Process Generally

The SGPS is pleased to announce the opening of the by-election period for the position of Vice President Graduate.

To find out more about the position of Vice President Graduate, 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 position, the stipends associated with the position, and other key information.

The elected term for the position of Vice President Graduate will be from November 24, 2021 – April 30, 2022.

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

As this by-election is occurring due to a vacancy of office that took place with less than 6 months left in the 2021-2022 Executive term, it is governed by B.12 Vacancy of Office.

a. If any office associated with the SGPS becomes vacant for any reason that office shall be filled as soon as possible.
b. Council may choose to elect a replacement at its next regular meeting rather than holding an SGPS-wide election if less than six months remain in the term of office.
c. In the event that a vacant position must be filled, the normal procedure for elections shall be followed according to B.10 and the procedures below:
   (1) no campaigning shall occur for this candidate;
   (2) no vote by all Ordinary Members will be held; and
   (3) the election of that candidate to the vacant office shall be decided by a vote at the next Meeting of Council.
   The candidate is elected to the vacant office by a vote of Council requiring Simple Majority.

Once a package has been verified by the SGPS Elections Team, no campaigning will be permitted and an SGPS Council will hold an e-vote to decide which candidate will occupy the position.
<table>
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<th>Important Dates</th>
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<tr>
<td><strong>November 12, 2021 12:00 PM</strong></td>
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<tr>
<td>Nomination Period Opens</td>
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<td><strong>November 19, 2021 12:00 PM</strong></td>
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<td>Nomination Period Closes</td>
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<td><strong>November 20, 2021 9:00 AM</strong></td>
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<td>Voting Days</td>
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<td><strong>November 23, 2021 4:00 PM</strong></td>
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<td>Ballots will be sent to SGPS Council members via SimplyVoting</td>
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<td><strong>November 23, 2021 5:30 PM</strong></td>
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<td>Announcement</td>
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<td><strong>November 24, 2021</strong></td>
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<td>First Day of Elected Office for the Successful Candidate</td>
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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. Please return only a digital copy in a Microsoft Word .docx or Adobe .pdf format to the SGPS Elections Team (elections@sgps.ca) AND the Executive Director (director@sgps.ca) prior to November 19, 2021 at 12:00 PM.

Part A – Contact Information
Provide the following information:
1. Position sought - Vice President Graduate
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 voting 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
Candidates are required to obtain the consent of 25 SGPS members in order for their name to be placed on the ballot.

An SGPS member is defined as any Graduate Student or Professional Student at Queen’s University that has paid the SGPS Society fee within the current academic year. If an individual is uncertain regarding their membership status, they can use this fee statement tutorial from the University Registrar’s Office to confirm their status.
Members consenting to the nomination of a candidate will be authenticated with their Queen’s NetID through a secure Qualtrics form administrated by the SGPS election team.

We strongly recommend that candidates endeavour to get more than 25 individuals to complete the form linked below, in case there is an issue with an individual's submission.

Candidates have discretion to distribute the form as required. We strongly encourage candidates to distribute the form themselves to increase the legitimacy of the correspondence and confidence SGPS members have in opening the link.

The following link allows for individuals to complete the signature form
https://queensu.qualtrics.com/jfe/form/SV_8GkIrAaWssDwsnA