



# SSMU Executive Nomination Kit

- ✓ President
- ✓ VP (Clubs and Services)
- ✓ VP (External)
- ✓ VP (Finance & Operations)
- ✓ VP (Internal)
- ✓ VP (University Affairs)

Please be sure to read all the information in this package and fill out all the necessary forms.

Questions? Comments? More information? - Contact us:

[elections@ssmu.mcgill.ca](mailto:elections@ssmu.mcgill.ca)

[www.electionsmcgill.ca](http://www.electionsmcgill.ca)

Dear Candidate,

Our Elections McGill team would like to extend to you a warm welcome to the 2011 Students' Society of McGill University Executive Elections! By running, you will have the opportunity to take part in and lead the governing body of the SSMU, the official representative of all Undergraduate students at McGill. The positions available for election are the following:

- President
- Vice-President (University Affairs)
- Vice-President (External)
- Vice-President (Finance and Operations)
- Vice-President (Internal)
- Vice-President (Clubs and Services)

For a description of these positions please refer to the SSMU website

<http://ssmu.mcgill.ca/executives/>

or contact the current SSMU executives at their respective email addresses which can be found on the above website.

Only undergraduate students in good standing at McGill and who will be returning to McGill for the 2011-2012 academic year are eligible to run.

Please fill out all of the attached documents in this package and read the documents here stipulated, to complete your candidacy, by following all of the following steps:

1. Collect at least 100 signatures from undergraduate students who wish to support your candidacy, by asking them to fill out the enclosed nomination form. (\*Note: you might want to include extra signatures to ensure all of the required ones are valid)
2. Where required, fill out your personal information, print your name as you want it to appear in the ballot, and sign the attestation of academic standing.
3. Email us an electronic copy of your 100-word statement (Optional).
4. Email us a passport-sized digital photo of yourself in jpeg format (photos larger than passport-sized will be resized at our discretion).
5. Submit this completed kit any time before 5:00 PM on Monday February 28, 2010, by dropping it off at our office. We are located at 3480 McTavish, room 405, in the University Centre (Shatner). Late forms will be rejected without appeal.

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6. Make sure that an Elections McGill officer signs this document in the appropriate form. You might wish to photocopy this kit for your personal records before handing it in.
7. Attend the mandatory candidates' meeting on Monday, February 28<sup>th</sup> at 6:00 PM (location TBA) At this meeting you will get a chance to meet the Elections McGill Officers and find out how the election works. More importantly, we will explain the Elections By-Laws, as well as the rules, procedures and possible sanctions that are applicable.
8. Elections McGill requires that all candidates carry themselves in full respect of the Constitution and By-laws of the SSMU. The officers of Elections McGill are specially charged to maintain good electoral decorum and enforce campaign violation regulations. Please read the electoral by-laws and relevant constitution articles found at [www.electionsmcgill.ca](http://www.electionsmcgill.ca) under the Regulations tab.

Important dates to remember:

- ❖ **Nomination Period:** Tuesday, February 1<sup>st</sup> to Monday, February 28<sup>th</sup> at 5:00 PM
- ❖ **Candidates Meeting:** Monday, February 28<sup>th</sup>, 6:00 PM, place TBD
- ❖ **Campaign Period:** Tuesday, March 1<sup>st</sup>, 9:00 AM to Tuesday, March 8<sup>th</sup>, 9:00 AM
  - ❖ Please be aware that prospective candidates may not begin campaigning until the campaign period begins. Violation of this rule will result in sanction.
- ❖ **Candidate Debate:** Either Tuesday, March 1<sup>st</sup>/Wednesday, March 2<sup>nd</sup> (time and place TBD)
- ❖ **Voting Period:**
  - (Advanced polling) Friday, March 4<sup>th</sup>, 9:00 AM, onwards
  - (Regular polling) Tuesday, March 8<sup>th</sup>, 9:00 AM to Thursday, March 10<sup>th</sup>, 5:00 PM
- ❖ **Announcement of results:** Thursday, March 10<sup>th</sup>, 5:30 PM, location TBD

Any comments or queries, please contact Elections McGill at: [elections@ssmu.mcgill.ca](mailto:elections@ssmu.mcgill.ca).

Thank you and good luck!

**Tais McNeill**  
Chief Electoral Officer

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**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Faculty and Year: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Position sought: \_\_\_\_\_

Please print your name in the square below as you wish it will specifically appear in the electoral ballot. (\*Note: Prefixes such as Mrs., Mr., Miss, as well as titles and degrees of any kind, are not permissible):

**CONTACT INFORMATION DISCLOSURE**

On occasion, Elections McGill Officers may receive questions about you and/or your platform. As we are non-partisan organization, we will provide no response to such questions. If members of the press want to make clarifications or speak to you directly, do you give Elections McGill permission to release your phone number and e-mail?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

I have read and completed all of the steps provided in the instructions of this kit.

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Signature

Date

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**ATTESTATION OF ACADEMIC STANDING**

I, \_\_\_\_\_, the undersigned, hereby state that I am in

Satisfactory Academic Standing and will be a registered undergraduate student at McGill University in the 2011-2012 Academic year. I further authorize Elections McGill to confirm such information with the Registrar of McGill University:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONFIRMATION OF RECEIPT**

(Note: please ensure this section is completed before submitting this kit)

This nomination was received on (date/time): \_\_\_\_\_

By (Print name): \_\_\_\_\_

Signature: \_\_\_\_\_

**NOMINATION PETITION**

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Name	Student #
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Faculty and Year	Position Sought
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We, the undersigned, confirm we are undergraduate members of the Students' Society of McGill University, and nominate this candidate for the position noted above. We understand that this indicates simply our confidence in the candidate's ability to perform the tasks of the aforementioned position. (\*Note: Students may nominate more than one candidate for the same office\*) (\*Note: Please make sure that all information is printed legibly and COMPLETELY, or else it will not be counted)

	<b>Name</b>	<b>Faculty/Year</b>	<b>Student #</b>	<b>Signature</b>
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Name	Faculty/Year	Student #	Signature
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## **PENSKETCH**

All candidates have the right to pen a brief outline about themselves, their qualifications and the ideas that they will bring to the position being sought. This information will be uploaded onto the Elections McGill website and Online Voting System.

YOUR TEXT MAY NOT EXCEED 100 WORDS IN LENGTH: EXCESS WORDS WILL BE CUT. You must also attach a passport-sized photo of yourself to your submission.

Please submit electronically.

You can email the pensketch to us ([elections@ssmu.mcgill.ca](mailto:elections@ssmu.mcgill.ca)). Please ensure that the photo is in a \*.GIF or \*.JPG format.

**Pensketches are due by 5:00 PM on Tuesday, March 1<sup>st</sup>.**