



Undergraduate Student Senator Nomination Kit

Descriptions of the roles and responsibilities for the Student Senators:

- To represent his or her faculty at Senate
- To inform his or her constituency of the issues before Senate
- To gather the opinions of his or her constituency on matters before the Senate
- To serve on at least one University Committee in accordance with Article 3
- To attend Senate/Board Caucus meetings

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

www.ssmu.mcgill.ca/elections/

Dear Candidate,

Our Elections SSMU team would like to extend to you a warm welcome to the 2012 Senate Caucus Elections! There are 13 undergraduate seats on the Senate Caucus, two of which are reserved for the SSMU President and VP University Affairs, the remaining positions available for election are the following:

Arts(2)	Education
Science	Management
Medicine	Dentistry
Law	Music
Engineering	Religious Studies

Only undergraduate students in good standing at McGill and who will be returning to McGill for the 2012-2013 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 signatures from the lesser of either 50 individuals or 25% of those in your faculty, who are undergraduate students and 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). More details will be provided on a later page.
4. Submit this completed kit any time before **5:00pm on Monday, February 27, 2012**, by dropping it off at our office. We are located at 3480 McTavish, room 405, in the University Centre (Shatner Building). **Late forms will be rejected without appeal.**
5. Make sure that an Elections SSMU officer signs this document in the appropriate form. You might wish to photocopy this kit for your personal records before handing it in.
6. Attend the **mandatory** candidates' meeting on **Thursday, March 1, 2012** from **4:00-6:00pm in room 302** of the University Centre (Shatner Building). At this meeting you will get

University Centre - 3480 McTavish Street, Suite 405 - Montreal QC, H3A 1X9

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a chance to meet the Elections SSMU 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.

7. Elections SSMU 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:

<http://ssmu.mcgill.ca/about-us/who-we-are/constitution-and-bylaws/>

Important dates to remember:

- ❖ **Nomination Period:** Wednesday, February 1, 2012 to Tuesday, February 28, 2012 at 5:00pm
- ❖ **Candidates Meeting:** Thursday, March 1, 2012 at 4:00-6:00pm in Room 302 of the University Centre (Shatner Building)
- ❖ **Campaign Period:** Monday, March 5, 2012 at 9:00am to Wednesday, March 14, 2012 at 9:00am
 - ❖ Please be aware that prospective candidates may not begin campaigning until the campaign period begins. Violation of this rule will result in sanction.
- ❖ **Polling Period:** Thursday, March 8, 2012 at 9:00am- Wednesday, March 14, 2012 at 5:00pm
- ❖ **Announcement of results:** Wednesday, March 14, 2012 at Gert's...approximately 6:00pm (or earlier)

Any comments or queries, please contact Elections SSMU at: elections@ssmu.mcgill.ca.

Thank you and good luck!

Rebecca Tacoma
Chief Electoral Officer

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 SSMU 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 SSMU 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.

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 2012-2013 Academic year and authorize Elections SSMU to confirm such information with the Registrar of McGill University:

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: _____

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)**

Name	Faculty/Year	Student #	Signature
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2.			
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Name	Student #
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Name	Faculty/Year	Student #	Signature
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33.			

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Name	Student #
Faculty and Year	Position Sought

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Name	Faculty/Year	Student #	Signature
34.			
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44.			
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48.			

Name

Student #

Faculty and Year

Position Sought

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Name	Faculty/Year	Student #	Signature
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Name	Student #
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Faculty and Year	Position Sought
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Name	Faculty/Year	Student #	Signature
65.			
66.			
67.			
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75.			

IF YOU WISH TO INCLUDE MORE EXTRA SIGNATURES, PLEASE PHOTOCOPY ONE OF THE PAGES WE HAVE INCLUDED.

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 SSMU website and Online Voting System.

If you would like your pensketch to appear in French, it is your responsibility to have it translated. The deadline is the same for the French version of your pensketch. **Elections SSMU highly suggests that you do this, because if you only submit an English pensketch it will not appear on the ballot when students choose to vote in French.**

YOUR TEXT MAY NOT EXCEED 100 WORDS IN LENGTH: EXCESS WORDS WILL BE CUT.

Email us a passport-sized digital photo of yourself in jpeg format (photos larger than passport-sized will be resized at our discretion).

Please Submit Electronically.

You can email the pensketch to us (elections@ssmu.mcgill.ca).

Pensketches are due by 5:00pm on Friday, March 2, 2012.