



Nomination Package

The Nomination Package

Within this package, you will find important information regarding candidacy and campaigning in the 2019 Election. It is **your** responsibility as a candidate to be knowledgeable and understand the policies and by laws governing the elections and any supplemental policies that may arise during the elections.

If you have any questions, comments or concerns please contact Elizabeth Thompson, Chief Returning Officer, dcsielections@durhamcollege.ca.

NOTE: A supplemental package containing the current elections policies are available online and in the Durham College Students Inc. offices on the Whitby and Oshawa campus.

From the Chief Returning Officer

Greetings Candidates:

Congratulations on your commitment to represent the student body here at Durham College. On behalf of the Elections committee, it is with great enthusiasm that I welcome you as you embark on this journey.

As the Chief Returning Officer, my job is to administer fair and equitable elections with the assistance of the elections committee, the Deputy Returning Officer and you. With my role, I recognize the importance of creating and maintaining a leveled playing field to best support all candidates.

With that said, as a candidate it is your responsibility to ensure that you assume a professional approach through the election process. It is your duty and within your best interests to follow the rules and regulations outlined by the Students Inc. Respectful campaigning during this election will ensure a positive experience for all and a thorough understanding of the policies that govern your particular election is crucial to ensure a fair, equitable and overall smooth process.

Please remember that you or your agent **MUST ATTEND THE ALL CANDIDATES MEETING** on March 18th, 2019. I wish you all the best with your campaign efforts over the next few weeks. Please do not hesitate to stop by my office, located on the 2nd floor of the Student Centre in the Students Inc office if you have any questions, concerns or suggestions regarding the election process.

Sincerely,

Elizabeth Thompson

Chief Returning Officer

General Information and Instructions

Candidate Information Sessions

These sessions are designed to give potential candidates an understanding of the roles and responsibilities for the positions that are open for election. It is highly recommended that you attend the session as any questions you may have pertaining to the position will be answered. The information session will be taking place on **Thursday March 7, 2019 at 2:00pm in the Student Centre Boardroom.**

Close of Nominations

This entire Nomination package must be completed in full and returned to the DCSI office by **FRIDAY MARCH 15TH, 2019 BY 12:00PM (NOON)**. If the forms have not been submitted by that time then the nomination will be considered invalid.

NOTE: Forms may be submitted to the DCSI Office on the Whitby or Oshawa Campus.

All Candidates Meeting

This meeting will outline the general procedures of the election and provides candidates with vital information for their campaigns. The Chief Returning Officer/ Deputy Returning Officer will be present to answer any questions you may have about elections policy.

All Candidates must attend this meeting. Any candidate who is not present at this meeting and had not provided written (or email) notification of their absence to the Chief Returning Officer / Deputy Returning Officer **at least 24 hours prior to the meeting will be automatically disqualified from the election.**

The All Candidates Meeting will take place Monday March 18 in Student Centre Boardroom at 2:00pm.

Platforms

A summary of your platform (150 words) must be submitted via email to the Chief Returning Officer at dcsielec@durhamcollege.ca by 12:00pm (NOON) on Friday March 15, 2019. Platform summaries that exceed the maximum length will be cut off with a slash.

A complete platform (no length limit), conforming to your summary, must be submitted to the Chief Returning Officer via email by 12:00pm (NOON) on Friday

March 15th, 2019. If your complete platform is not submitted on time, you will **not** be allowed to submit a platform at a later time.

The Campaign Period

The campaign period begins Tuesday March 19th, 2019 at 8:00AM. All campaigning must stop Friday March 29, 2019 at 4:00pm. Campaigning before this period as well as failing to remove all campaign related materials within 24 hours after the voting period closes may result in **no reimbursement of campaign expenditures**.

Contact Information

Each candidate must provide a valid email address in their nomination package. Notices of meetings, strikes and other election related information will be sent via email. It is strongly advised that candidates check their emails **very regularly**.

Discipline Procedures

The policies and procedures for strikes and appeals are stated in Elections and Referendum Policies Article 12. Warnings and Strikes will be sent out via email. Three (3) such violation may warrant disqualification however, if there is an egregious pattern violation of this Policy, a second violation may trigger a disqualification.

Appeals of decisions of the CRO must be done **within forty-eight (48) hours** from the decision issued. Appeals beyond this timeframe **will be denied**. Notice shall be given by email or writing.

Promotional Materials

Information regarding promotional materials is outlined in Elections and Referendum Policies Article 10. If you are unsure of where promotional material can be placed, please consult the CRO. **Please submit ALL promotional materials for approval by Monday March 18th at 4:00pm.**

Posters

Restrictions on posters are located on the Durham College website. All posters must be approved by the CRO **prior** to putting them up on campus. No posters should be posted off campus. Candidates will be able to post no more than 20 posters at Oshawa North Campus, 10 at the Whitby Campus and 5 at the Pickering Campus. You are required to submit a detailed description of all poster

locations to the CRO with a picture within 24 hours of placing said posters. You may do this via email.

Websites and Electronic Campaigning

The CRO has discretion over which forms of social media to promote the elections of the Corporation. The following websites will be permitted for use of campaign materials:

- Facebook
- Twitter
- Instagram

The CRO shall regulate the social media platforms. Separate accounts must be made for the purpose of elections and shall not use their personal accounts. The accounts shall be deleted after the Election is completed.

Approval of Promotional Materials

The CRO must authorize ALL campaign and promotional materials. Please ensure all campaign material has a clear space to be stamped. All campaign material must contain the sentence "Please recycle after the election". If a candidate is found to be handing out materials that have not been approved, disciplinary action will ensue.

To approve campaign materials, contact the CRO, Elizabeth Thompson at dcsielec@durhamcollege.ca to arrange a meeting time.

Spending Limits and Reimbursements

A maximum spending limit is stated in Elections and Referendum Policies Article 10. Expenses (with receipts, if not donated material) must be submitted within three (3) business days after the last voting day, meaning expenses will be accepted until **Wednesday April 3rd, 2019 by 4:00PM**. The campaign expense form must also be filled out with original receipts attached.

Overview of Positions available for Election

The following is a brief overview of the positions within the Students Inc available for election during the election period. This is by no means a complete list of responsibilities.

Chairperson

- Act as the representative of the Corporation both within and outside the College

- Provide leadership, information and recommendations to the Board regarding finances, programs, and services
- Promote public involvement in the Corporation
- Average weekly time commitment is approximately **40 hours a week** from April to September and **20 hours a week** from September to April

Director

- Act as a representative of each school within Durham College
- Work as a team with other Directors to steer the corporation
- Assess budgetary and finance needs according to operation needs
- Average monthly time commitment is approximately **5 – 10 hours per month** but varies due to business needs

Frequently Asked Questions

1. What is a CRO?

CRO, Chief Returning Officer is responsible for ensuring a fair election process occurs. The 2019 CRO is Elizabeth Thompson and she is available to answer any questions or concerns you may have.

2. What is the Durham College Students Inc?

The Durham College Students Inc (DCSI) is a service-based association. We put students' needs at the forefront and provide quality campus engagement for every full-time student. DCSI provides clubs, events, outreach, advocacy and the health plan.

3. Is there an opportunity to meet and discuss with other candidates?

Yes, there will be candidates and coffee on the Oshawa North Campus and a pizza on the Whitby Campus. Dates and times to be confirmed.

4. Can I run with a friend or share campaign materials with another candidate?

No, according to the Elections and Referendum Policy Article 9.6 candidates shall not campaign together, affiliate or run as a slate. Candidates shall also not share resources with other candidates and will take all reasonable steps to ensure that their campaign materials are unique to the position their running for.

5. Can I use my personal social media accounts for elections?

No, according to the Elections and Referendum Policy Article 10.4.18.1. new accounts must be created for election purposes.

Nomination Form

Candidate Legal Name: _____

Name on Ballot*: _____

Student Number: _____

Email Address: _____@dcmail.ca

Position Sought:

Please check the box to the left of the position you wish to seek.

- | | |
|--|---|
| <input type="checkbox"/> Executive Chairperson | |
| <input type="checkbox"/> Director for the School of Health and Community Services | <input type="checkbox"/> Director for the School of Justice and Emergency Services |
| <input type="checkbox"/> Director for the School of Media, Art and Design | <input type="checkbox"/> Director for the School of Skilled Trades, Apprenticeship and Renewable Technology |
| <input type="checkbox"/> Director for the School of Science and Engineering Technology | <input type="checkbox"/> Director for the Center for Food |
| <input type="checkbox"/> Director for the School of Business, IT and Management | <input type="checkbox"/> Director for the School of Interdisciplinary Studies |

*The name appearing must be exactly as the candidate wishes their name to appear on the ballot. One or more of the given names of the candidate may be released by the nickname by a normal aberration of one or more of the candidates name (i.e. Meg, Andy, Bill). Mononyms are not accepted on the ballot, unless that the mononym is the legal name of the nominee.

I, _____ the nominee in this nomination package, do affirm that:

- I consent to the nomination
- I am a qualified elector and I am eligible to be a candidate for the position which I seek;
- I am aware of the obligations imposed on me as a candidate in the by-laws and Elections and Referendum Policy; and
- My name as recorded and is exactly how I wish my name to be spelled on the ballots.

I, _____, further agree to the disclosure of personal information regarding my academic standing held by the Office of Strategic Enrolment Services of Durham College of Applied Arts and Technology to the Chief Returning Officer for the purpose of determining my eligibility to run for a

position. I consent to disclosure of my academic information in accordance with section 42(1)(b) of the *Freedom of Information and Protection of Privacy Act* (RSO 1990, C. F-31).

Dated _____, 2019,

Candidate's signature

Proof of Registration

Candidate Name: _____

Student ID: _____

I, _____, understand and will comply with Election Policies, Procedures, Regulations and Resolutions and Resolutions of the Students Inc (and it's designates) that govern elections. **By signing this document, I allow the Students Inc to confirm with Durham College that I am currently a registered student at Durham College, and that I am a registered student for the 2019-20 school year.**

Proof of Age

I, _____, will be the age if 18 on or before March 29th, 2019.

Candidate's Signature

Date: _____

*This form must be submitted with a copy of government identification bearing the Candidate's name and date of birth.

Signature Page

I nominate _____ for the position of _____ in the Durham College Students Inc. 2019 General Election. I am qualified as an elector (i.e. full time student) and I consent to the nomination.

	Student name	Student number	School/faculty	Signature
1				
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Director nominations need not submit more than 10 signatures, however it is recommended that they do as a precaution to ensure accuracy.				
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Chairperson nominations need not submit more than 20 signatures, however it is recommended that they do as a precaution to ensure accuracy.				

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Choice of Agent

You do not have to appoint an official agent. If you do appoint an official agent, then the official agent will be authorised to act on your behalf during the campaign. Acting on your behalf during the campaign can include doing such tasks as attending meetings, communicating with elections officials, and submitting campaign materials for approval.

If you wish to have someone else perform any of these tasks, but not all of them please contact the CRO with specifics of what you wish this person to do.

I wish to appoint the follow person to act as my official agent:

Name: _____

Email: _____

With the following powers to act on my behalf (please check all that apply)

- Attend meetings
- Communicate with elections officials
- Submit campaign material for approval and pick up campaign materials from elections officials
- I do not wish to appoint an official agent

Signature of candidate

I, the official agent for the candidate, do agree:

- to act as the official agent for the candidate named in these nominations papers;
- to act on behalf of and in the best interest of the candidate;
- that I understand the duties and responsibilities imposed on me as the official agent; and
- that I am eligible to act as an official agent for a candidate.

Dated _____, 2019

Official Agent's signature

Important Dates

The following are important dates regarding the election:

Wednesday March 6, 2019 – Nomination Packages available

Thursday March 7, 2019 – Elections Information Session 2pm Student Centre Boardroom

Friday March 15, 2019 – Nomination Packages due at 12pm to DCSI Offices

Friday March 15, 2019 – Platform and Platform Summaries Due at 12pm (via email)

Monday March 18, 2019 – All Candidates Meeting 2:00pm Student Centre Boardroom ***If you are unable to attend please email CRO ASAP***

Monday March 18, 2019 – Promotional Materials due for approval by 4pm

Tuesday March 19, 2019 – Campaigning Begins!

Wednesday March 20, 2019 – Campaigning with Pizza in Whitby 11:30AM – 1:30PM

Monday March 25, 2019 – Campaigning with Coffee in Oshawa 10:00AM – 1:00PM

Monday March 25, 2019 – Voting Begins!

Friday March 29, 2019 – Voting Closes

Wednesday April 3, 2019 – Expenses with receipts due at 4:00PM

march

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



DCSTUDENTSINC



DURHAM COLLEGE STUDENTS INC.



DCSTUDENTSINC

FOLLOW US TO STAY UP TO DATE
ON OUR UPCOMING EVENTS!

1

2

3

Nomination
packages
are out!

Info Session In
Student Centre
@ 2pm!

8

9

10

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12

13

14

Nominations
Close
Today
@ 12pm

16

17

All
Candidates
Meeting @ 2pm

Campaigning
Begins!

Pizza with
Candidates
@ Whitby!
11:30am-1:30pm

21

22

23

24

Coffee with
Candidates
@ Oshawa!
Voting Begins!

26

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28

Voting
Closes!

29

30