



**CANADORE
STUDENTS'
COUNCIL**

**CANADORE STUDENTS' COUNCIL
FALL ELECTION PACKAGE
2024-2025**



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Rebecca Morin - **Office Coordinator** (Student Government Coordinator)

705-474-7600 ext. 5539

Rebecca.Morin@canadorecollege.ca

Shawna Nielsen - **Chief Returning Officer**

705-474-7600 ext. 5121

Shawna.Nielsen@canadorecollege.ca

Dear Canadore Students' Council Candidate,

Thank you for your interest in the upcoming Canadore Students' Council Elections. The Canadore Students' Council acts as a representative body for the students of Canadore College, to negotiate and agree on the behalf of the student body, to develop and maintain a responsible student government and to foster the growth of the students to the betterment of the individual and the College. The Canadore Students' Council will provide guidance, direction and facilitate student leadership by advocating on behalf of the students both on and off campus.

The following positions are up for election for the 2024-2025 academic year:

- Vice President, Student Life
- Vice President, Operations
- College Drive Campus Representative
- Commerce Court Campus Representative
- Aviation Campus Representative
- West Parry Sound Representative

Please note: Students who wish to submit a Nomination Package for the position of Vice President, Student Life or Vice President, Operations, or one of the North Bay campus representatives must be attending Canadore College (North Bay) IN PERSON for the 2024-2025 academic year. Students who wish to submit a Nomination Package for the position of West Parry Sound Campus Representative must be attending the West Parry Sound campus IN PERSON for the 2024-2025 academic year.

Important Dates:

Nomination packages due by Thursday, October 3rd, 2024, at 11:00 am EST

Must complete the [Emailmeform](#) and upload package via link provided in the form. Must also upload head shot and campaign poster along with the package by the posted deadline.

Nomination Package can be found online:

<https://www.canadorecollege.ca/canadore-students-council>

Nomination packages **must be supported** with the authentic signatures of 20 of your peers/classmates who meet the eligibility criteria outlined in the nomination package.

YOU MAY NOT SUBMIT A SIGNATURE OF SUPPORT FOR YOURSELF.

Students may only nominate a candidate who has completed and submitted a nomination package, and may only nominate a candidate who is running for Campus Representative at their respective campus. All other nominations will be disqualified.

Official Campaigning Days begin on Monday, October 7th

Note: (All campaign materials **MUST** be removed by **11:00am on Tuesday, October 15th** or candidate(s) will be disqualified.)

Voting Day - Wednesday, October 16th, 2024, from 9:00am-4:00pm EST

Voting will open on **October 16th at 9:00am EST** and close at exactly **4:00pm Eastern Standard Time on October 16th**. College students who are deemed eligible to vote are to visit the **CSC Elections 2024-2025** course found in iLearn <https://ilearn.canadorecollege.ca/d2l/home> and must log in under their own credentials to cast their electronic ballot. Voters may only choose **ONE** candidate per position. Students must log in under their respective campus course to cast their vote.

Votes will be reviewed by the Elections Committee and results will be announced between **October 17th and October 21st, 2024**.

For help in Navigating and finding the CSC Elections 2024-2025 (Course) portal please visit: https://ilearn.canadorecollege.ca/shared/NAVBAR/iLearn_Tools_Help/iLearn%20Navigation.pdf?&d2lSessionVal=s0Rt4vcJstsNVw06MAvEmooSB

1.0 Eligibility

- 1.1 Any student in good standing enrolled at Canadore College, deemed Full Time in accordance with the Ministry of Training Colleges and Universities' Admission policy. Students must hold an overall GPA of 2.0.

Please note: Students who wish to submit a Nomination Package for the position of Vice President, Student Life or Vice President, Operations or one of the North Bay campus representatives must be attending Canadore College (North Bay) IN PERSON for the 2024-2025 academic year. Students who wish to submit a Nomination Package for the position of West Parry Sound Campus Representative must be attending the West Parry Sound campus IN PERSON for the 2024-2025 academic year.

Election Rules

- 2.0 Slander and libel are prohibited.
- 2.1 Loitering around polls on any election days is prohibited by candidates.
- 2.2 All campaigning must comply with Canadore College policies and procedures regarding posters, advertising and rights and responsibilities of students. [Please see the Respectful College Community Policy here.](#)
- 2.3 Tie vote is defined as any count of ballots that results in a difference of zero for the same position. In the event of a tie, a re-vote will be held within 7 days, to determine the successful candidate.

3.0 Failure to adhere to Election Rules

- 3.1 If the candidate fails to adhere to the election rules, the current CSC members and the CRO will notify the candidate of the infraction of the rules in writing within 72hrs of notification.
- 3.2 If the current sitting council, CRO and Office Coordinator shall deem the candidate in violation of the rules they have the right to disqualify the candidate warranted 72 hrs. notice.

4.0 Campaigning

- 4.1 All campaigning shall be positive in nature and in accordance with the Code of Ethics at Canadore College ([Please see the Respectful College Community Policy here](#)).
- 4.2 Campaigning in areas such as classrooms, the library, residences and the CSC office is strictly prohibited.
- 4.3 It is strictly prohibited to use Canadore Students' Council resources and The Welcome Centre for the purpose of campaigning including the storage of campaign materials.
- 4.4 It shall be strictly prohibited to use, in anyway, the CSC or Canadore College logos on any campaigning materials (including Social media platforms).
- 4.5 All campaign materials must be approved in advance by the Election Committee.

All printed campaign materials shall include:

- a) The name of the candidate
- b) The position being sought
- c) Voting date (**October 16th, 2024**)

Please submit a headshot (a photo that clearly shows your face). Photos must be 1080px by 1080px and submitted via the [Emailmeform](#) by **Thursday, October 3rd, 2024, at 11:00 am EST**

Posters, flyers, and banners can only be advertised in designated areas such as college community bulletin boards and approved tables. Posting on walls and windows is unacceptable.

Specific Restrictions:

- Signs are **NOT** permitted to be posted on the windows.
- Only General bulletin boards are to be used (No Department Bulletin Boards)
- On non-brick surfaces, only Dixon-Hold (Must be non-staining)
- All materials, print or social media must be approved by the Office Coordinator and submitted with Nomination package via the appropriate [Emailmeform](#) by **Thursday, October 3rd, 2024, at 11:00 am EST** or it will not be permitted.
- Additional rules and regulations will be provided to the eligible candidates at the All-Candidates Meeting **Friday, October 4th**. A Teams link will be provided to all eligible candidates who meet all of the required criteria.
- Please be aware that any campaigning of any nature outside the official campaign period (October 7 at 8:00 am - October 15 at 11:00 am) will lead to disqualification.

Failure to adhere to the following regulations is warrant for disqualification:

- 4.6 Subject for approval by the CRO or Office Coordinator and other campaign materials can include pre-packaged food and branded materials (pens/ t-shirts).
- 4.7 Candidates **must not** tamper with, move or alter another candidate's campaign material under any circumstances. (**All** campaign materials **must** be removed by **Tuesday, October 15th, 2024 at 11:00am EST**)

5.0 Timelines

Application/Nomination Packages will be available on **Thursday, September 26th, 2024, at 9:00am**. Nomination packages and candidate's headshot as well as campaign posters etc. must be submitted electronically via the [Emailmeform](#).

- 5.1 Packages will be accepted **NO LATER than Thursday, October 3rd, 2024, at 11:00 am EST**. **No late** nomination packages or candidate campaign materials will be accepted.
- 5.2 Elections will be held on **October 16th, 2024, from 9:00am-4:00pm EST**. Voting will take place <https://ilearn.canadorecollege.ca/d2l/home>

NOTE: In order to ensure votes are authenticated and valid, students **MUST login with their designated credentials and submit their vote through the election portal on ILearn.**

6.0 Nomination Procedures

Notice of nominations will occur once the candidate's application form is submitted and all requirements are met.

7.0 Voting

A list of eligible students will be provided by the Canadore College Registrar's office, all students must ensure they are logged in to their individual ILearn account.

Note: For the Fall Elections 2024-2025: As voting will be held virtually, students eligible to vote will be required to enter their valid student number and will only be permitted access to vote if they meet the eligibility requirements. In order to ensure votes are authenticated and valid, students must personally login and submit their vote through the election course on ILearn.

(CSC Elections 2024-2025)

8.0 General Duties

- 8.1 To advocate on behalf of students
- 8.2 To be accountable for the assets of the CSC and the actions undertaken by the CSC.
- 8.3 To promote and follow guidelines set forth in this document
- 8.4 To abide by the policies and by-laws of the College, including the Artificial Intelligence Position Statement, our association and our affiliates
- 8.5 To follow all policies, procedures and established Student Codes of Conduct
- 8.6 To uphold the integrity of the council, Canadore College and its associates.
- 8.7 To be accountable to the council, other members of the council, and to the general student body.
- 8.8 To foster a collaborative working relationship with other council members and through teamwork, develop a cohesive council throughout the term.
- 8.9 To recognize the need for the maintenance of the representative body to voice the opinions and concerns of Canadore College students. Additionally, we, as a council, will strive to foster leadership and provide diverse programming for all students at Canadore College. We will maintain and further the growth of effective cooperation and communication between Canadore College, its Board of Governors, its association, community partnerships and the Canadore Student Body.

10.0 Duties of the Vice President Operations

- 10.1** The Vice President shall assume the duties and rights of the President in their absence.
- 10.2** Lead, motivate, advocate for all students.
- 10.3** Responsible for all issues regarding Campus Representatives
- 10.4** Facilitate and coordinate programs with Office Coordinator.
- 10.5** Represent the student body of various college committees.
- 10.6** Participate in discussions of the CSC at meetings.
- 10.7** Have a vote.
- 10.8** Ensure all policies are up to date
- 10.9** Be a student in good financial standing within the College.
- 10.10** Meet all requirements of the By-Laws and the appropriate job description and other duties that may arise.
- 10.11** The Vice President shall be a full-time student in good standing as defined by the Ontario Ministry Colleges and Universities.
- 10.12** Oversee the operations and finances alongside the Office Coordinator.
- 10.13** The Vice-President of Operations will be paid in accordance to the compensation chart-Appendix 1.

11.0 Duties of the Vice President Student Life

- 11.1 Lead, motivate, advocate for all students.
- 11.2 Facilitate and coordinate programs with Office Coordinator.
- 11.3 Represent the student body of various college committees.
- 11.4 Participate in discussions of the CSC at meetings.
- 11.5 Have a vote.
- 11.6 Be a student in good financial standing within the College.
- 11.7 Meet all requirements of the By-Laws and the appropriate job description and other duties that may arise.
- 11.8 The Vice President shall be a full-time student in good standing as defined by the Ontario Ministry Colleges and Universities.
- 11.9 Handle student complaints and assist students with resolving issues.
- 11.10 Sit on appeals as required, may include academic, involuntary withdrawn, and residence evictions.
- 11.11 Shall be responsible for all facets pertaining to Clubs and Associations
- 11.12 The Vice President of Student Life will be paid in accordance to the compensation chart-Appendix 1.

12.0 Duties of Elected Campus Representatives

- 12.1 Campus Representatives shall bring the needs, views and opinions at each of their perspective campuses to the attention of the CSC.
- 12.2 Campus Representatives shall participate in all decisions of the CSC at meetings.
- 12.3 Represent the student body on various college committees.
- 12.4 Campus representatives will have a vote.
- 12.5 Campus Representatives will be paid in accordance to the compensation chart-Appendix 1

APPENDIX 1

13.0 Compensation Chart

Maximum work hours will be **UP to 15hr/week**. Executive members will receive hourly pay for their duties at a specific rate for their time. All students must work assigned hours, attendance is monitored and failure to adhere to the following regulations is warrant for dismissal.

13.2 Vice President of Operations:

The Vice President of Operations will receive hourly pay for their duties at a rate of \$17.71/hr. for time spent. Maximum work hours will be **UP to 15hrs/week**. **NOTE: Rate is subject to change.**

13.3 Vice President of Student Life:

The Vice President of Student Life will receive hourly pay for their duties at a rate of \$17.71/hr. for time spent. Maximum work hours will be **UP to 15hrs/week**. **NOTE: Rate is subject to change.**

13.4 Campus Representatives

Campus Representatives will receive hourly pay for their duties at a rate of \$17.20/hr (as of October 1, 2024) for time spent. Maximum work hours will be **UP to 10 hrs/week**. **NOTE: Rate is subject to change.**

Please note wages are subject to change to reflect the Employment Standards Act.

IMPORTANT NOTE: CSC positions are in effect until the end of the winter semester 2025

14.0 NOMINATION SIGNATURES-REVISED

Canadore Students' Council Candidates **must submit twenty (20) authentic signatures** from **fellow peers**. All student signatures must be students in good standing enrolled at Canadore College, deemed Full Time in accordance with the Ministry of Training Colleges and Universities' Admission policy. This nomination signature is to be completed in person by the student supporting nomination and submitted prior to the deadline of **Thursday, October 3rd, 2024, at 11:00 am EST**. Forgery IS **NOT PERMITTED** and will result in disqualification. Candidates must have **20** in person signatures of support that match the student names which are to be included on the form below. **You may NOT include your name in the 20 nominations of support. This form must be scanned and uploaded with Nomination via the [Emailreform](#).**

We the undersigned nominate (CANDIDATE TO INSERT NAME) for the position of (INSERT POSITION RUNNING FOR).

Student Name: PLEASE PRINT CLEARLY	Student Number: PLEASE PRINT CLEARLY	Signature of student supporting nomination
1.		
2.		
3.		
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18.		
19.		
20.		

15.0 CANDIDATE INFORMATION

Name of Candidate: _____

Student Number: _____

Program of Study: _____

Name of position you are running for: _____

Email: _____

Phone Number: _____

In 200 words or LESS, in **your OWN WORDS (following Academic Integrity and AI Policies)** please describe why you should be the successful candidate. To ensure the authenticity of responses, any submission identified as being generated by AI will result in disqualification.

In 200 words or LESS, in your **OWN WORDS (following Academic Integrity and AI Policies)**, please list three (3) goals or objectives you wish to accomplish if you are the successful candidate. To ensure the authenticity of responses, any submission identified as being generated by AI will result in disqualification.

16.0 Ethical Pledge

As a candidate of the Canadore Students' Council executive committee, I pledge;

- I. To promote and follow guidelines set forth in this document
- II. To abide by the policies and by-laws of the College, including Canadore's position on AI found at the following link [Artificial Intelligence Position Statement](#) and this document
- III. To follow all policies, procedures and established by Student Codes of Conduct and this document
- IV. That in the event I am found to have misrepresented the morals of this council, Canadore College or the associations held within, membership of candidacy can be terminated
- V. That upon signing this document, I agree with the terms and will strive to abide by them throughout my election
- VI. To uphold the integrity of the council, Canadore College and its associates.
- VII. I have read the By-Laws and Constitution of the Canadore Students' Council and fully understand my roles and responsibilities as a hopefully elected member
- VIII. In the instance that I am found to have compromised the membership statement, I will attend a meeting with the Election Committee.

Please be aware that nominees who have been previously disqualified are ineligible to run for CSC Elections.

****PLEASE ENSURE YOU COMPLETE THE FOLLOWING CONSENT AND DECLARATION PAGE IN ITS ENTIRETY. FAILURE TO DO SO WILL RESULT DISQUALIFICATION FROM THIS ELECTION PROCESS.**

I agree to the following terms of the Election Nomination Package for the Canadore Students' Council of Canadore College and I agree that by submitting my Nomination package via the [Emailmeform](#) that I will abide by all of the terms and conditions involved.

I (Name of Candidate): Click or tap here to enter text.

Signature of Candidate: Click or tap here to enter text. (Electronic signature required here)

Date of Signature: / / 2024

17.0 Consent to release Overall GPA

In accordance to the CSC By Laws and Constitution and the terms of this Election Package I must retain an overall GPA of 2.0.

I hereby allow the Office of the Registrar to release to the Coordinator of CSC or the CRO of Elections, my official transcript indicating my overall GPA.

I (Name of Candidate): Click or tap here to enter text.

Signature of Candidate: Click or tap here to enter text. (Electronic signature required here)

Date of Signature: / / 2024

RESPECTFUL COLLEGE COMMUNITY PROCEDURES

I hereby acknowledge that I have been informed of and have received copies of Canadore's Respectful College Community Procedures.

I (Name of Candidate): Click or tap here to enter text.

Signature of Candidate: Click or tap here to enter text. (Electronic signature required here)

Date of Signature: / / 2024

DECLARATION OF OFFENCES

I declare that I have no convictions of offences under the Criminal Code (Canada) or the Controlled Drugs and Substances Act (Canada), for which a pardon under section 4.1 of the Criminal Records Act (Canada) has not been granted or was granted and revoked. I further declare that I have no charges in relation to potential indictable offences currently before the Court.

I (Name of Candidate): Click or tap here to enter text.

Signature of Candidate: Click or tap here to enter text. (Electronic signature required here)

Date of Signature: / / 2024