



Dear Student Nominee,

First of all, I'd like to thank you for taking the time to pick up a nomination package for the SAIT Students' Association elections. You've taken the first step to helping SAIT become an even greater community.

The SAIT Students Association's mission is to be a member driven representative organization, and the best example of this is the SLC and SEC. The Legislative Council (SLC) acts as our Board of Governors, overseeing the Executive Council (SEC), and helps set the strategic vision for the association. The Executive Council, comprised of the President, VP External, VP Academic, and VP Student Life, reports to the SLC and is responsible for implementing the strategic vision set by the SLC. By representing your fellow students you will become a leader and contribute to the well being of the student body.

As an elected representative of SAITSA, you will gain the opportunity to meet other driven and exciting individuals, jump into new experiences and most importantly, shape the positive and memorable experiences for all SAIT students.

Don't let this opportunity pass you by!

SAITSA is a supportive organization and I will be more than happy to answer any questions you may have about the positions. I strongly encourage you to complete this nomination package and hand it in to MC107! Good luck and have fun!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Steven Hildebrand', is written over a large, light blue, stylized graphic element that resembles a signature or a large letter 'S'.

Steven Hildebrand  
President  
SAIT Students' Association



February, 2012

### **Changes for the 2012 Election!**

I am happy to announce some changes to this year's election, and governance structure at SAITSA, aimed to make it bigger, and (hopefully) easier. Please read this to better understand SAITSA the positions and the elections.

#### **Students' Legislative Council**

The Students' Legislative Council, or SLC, has gone through some structural changes this year! First we have changed the representation model from a school or faculty base to a general representation model. This means that Student Councilors will be running as representative for all the students at SAIT. Everyone who is a member of the Students' Association will be eligible to vote for Legislative Councilors rather than only the students in the candidate's school or faculty.

The other major change to the structure is having 6 SLC seats available in the spring. These seats are for students planning on returning the next fall and will continue until next April. There will still be 10 seats available in the fall should a candidate be unsuccessful in the spring. The 10 seats in the fall will be open to new, continuing, and graduating students.

#### **Students' Executive Council**

The Students' Executive Council has changed this year as well. We have removed the VP Finance position and introduced a VP External position. The main focus of the VP External will be our advocacy both on and off campus, which is meant to ease some of the external pressure on the Presidents and VP Academic's portfolios. We are very excited for this change and look forward to the race to fill it!

If you have any questions, please contact me.

Sincerely,

Steven Hildebrand  
President  
SAIT Students' Association  
403.284.8065

## STUDENTS' EXECUTIVE COUNCIL

### Job Description

#### *President*

It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:

#### Common Duties of all members of the Students' Executive Council

- Chair Students' Legislative Council sub-committees and standing committees as appropriate
- Maintain awareness of student issues and actively solicits feedback to ensure the quality and suitability of SAITSA services
- Represents SAITSA on appropriate committees and boards to ensure that the student perspective is heard and considered in the decision-making process
- Function as a voting member for meetings of the SEC and Students' Legislative Council
- Oversees the activities of the SAITSA General Manager as a member of SEC
- Liaise with the SAIT Executive to advocate on behalf of students
- Provide direction to all departments at SAITSA as SEC through the General Manager
- Function as a voting member of Academic Council

The President is responsible for:

#### Leadership

- The overall direction of SAITSA, the strategic plan and it's update in conjunction with the General Manager
- Providing leadership and direction to the student executive regarding SAITSA goals and objectives
- Providing leadership to the Students Legislative Council (SLC) regarding SAITSA's long term goals and objectives in conjunction with the SLC chair
- Ensuring that SAITSA operations are meeting the needs of students
- Coordination of the Executive
- Responsible for the creation and update of advocacy plan with VP External and the SLC
- Representing the Students Association at all appropriate functions and events

#### Media Relations

- Works closely with the VP External regarding media relations and communication
- Functions as the official SAITSA spokesperson with the media
- Keeps abreast of relevant trends and issues related to post-secondary students

#### Internal Relations

- Functions as a voting member of the SAIT Board of Governors
- Represents SAITSA on appropriate committees and boards to ensure that the student perspective is heard and considered in the decision-making process
- Liaises with the SAIT executive to advocate on behalf of students with regards to a variety of issues affecting student life at SAIT

- Develops relationships with Internal SAIT groups such as Board of Governors, Alumni, SAFA, AUPE and the SAIT Executive
- Actively solicits SAIT student input regarding issues facing the student population as well as to obtain feedback regarding the quality and suitability of SAITSA services

#### **Finance**

- Develops SAITSA budget in conjunction with the SAITSA Controller, department managers, the General Manager, and the executives
- Presents the budget to SEC, Finance Committee and Students' Legislative Council for approval
- Ensures that changes and improvements, as recommended, by the external auditors are implemented into SAITSA's financial systems
- Overseeing the annual audit in conjunction with the SA General Manager and the Controller
- Monthly reviews of the budget and staff/executive spending to ensure accountability
- Presents Quarterly Budget Reports to SEC

#### **Health & Dental Plan**

- Oversees the delivery of the Health & Dental Plan and ensures that the plan meets the needs of the student population
- With input from SEC and GM, provides direction with regards to negotiation and renewal of the Health & Dental Plan contract

#### **By-laws**

- Facilitates the revision of the SAITSA By-laws
- Provides interpretation of the SAITSA By-laws to the SLC and Students' Association members as required

#### **Committees**

- Academic Council
- Member of the Awards committee
- Member of the Elections Operational Committee
- Chair of the Finance Board

### **STUDENTS' EXECUTIVE COUNCIL**

#### **Job Description**

#### ***Vice President External***

**It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:**

#### **Common Duties of the Students' Executive Council**

- Chair Students' Legislative Council sub-committees and standing committees as appropriate

- Maintain awareness of student issues and actively solicits feedback to ensure the quality and suitability of SAITSA services
- Function as a voting member for meetings of the SEC and Students' Legislative Council
- Oversees the activities of the SAITSA General Manager as a member of SEC
- Liaise with the SAIT Executive to advocate on behalf of students
- Provide direction to all departments at SAITSA as SEC through the General Manager
- Function as a voting member of Academic Council

### **Student Advocacy**

- Responsible for working with SLC on deciding advocacy priorities regarding external organizations
- Responsible for, in conjunction with the President, the development, or updating, of the Advocacy Plan
- Shall Develop and Maintain awareness of issues external to SAIT that impact students

### **External Relations**

- Develops relationships with the provincial government, with the appropriate ministries of the provincial government and other post-secondary student organizations including other student associations, unions and lobby-groups (ACIFA, ASEC, CASA, Calgary Student Caucus etc.)
- Represents SAITSA and SAIT students on appropriate external committees and student organizations
- Is the primary voting delegate for external lobby organizations (ASEC, CASA, CSC, etc.)
- Expected to actively pursue external positions (Boards, Committees)
- Actively participate in local government initiatives (City Council meetings etc.)

### **Internal**

- Participates on various committees and boards as appropriate to develop business relationships and identify opportunities for cost saving student initiatives
- Act as the SAITSA liaison with SAIT departments (Alumni, Athletics and Corporate communications)
- Provide a SAITSA presence at SAIT events both on and off campus
- Look for opportunities to work with SAIT on joint initiatives
- Pursue partnership with external organizations (Chartwells, Sodexo, etc.)
- Where appropriate, works with SAITSA staff to secure external support for SAITSA events and activities
- Assists the Student Resource Centre, where needed, to secure sports tickets for the membership (Flames, Stamps)
- Coordinates the selection and placement of artwork on display in appropriate SAITSA spaces.

### **SAIT Committees**

- Academic Council
- Member of SAITSA Awards Committee
- Vice-Chair of the Clubs Board
- Member of appropriate community groups and associations (chamber of commerce, City of Calgary focus groups, etc)
- Member of SAITSA Awards Committee

### **Media Relations**

- Works closely with the President regarding media relations and messaging
- Responsible for overseeing press releases and coordinating media interviews

## Satellite Campuses

- Ensure that the needs of students at external campuses are being met by the Students Association
- Provide a SAITSA consistent presence at Satellite Campuses

## STUDENTS' EXECUTIVE COUNCIL

### Job Description

#### *Vice President Academic*

**It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:**

#### **Common Duties of all members of the Students' Executive Council**

- Chair Students' Legislative Council sub-committees and standing committees as appropriate
- Maintain awareness of student issues and actively solicits feedback to ensure the quality and suitability of SAITSA services
- Represents SAITSA on appropriate committees and boards to ensure that the student perspective is heard and considered in the decision-making process
- Function as a voting member for meetings of the SEC and Students' Legislative Council
- Oversees the activities of the SAITSA General Manager as a member of SEC
- Liaise with the SAIT Executive to advocate on behalf of students
- Provide direction to all departments at SAITSA as SEC through the General Manager
- Function as a voting member of Academic Council

## Academics

- Is knowledgeable in the process and mechanisms available for dealing with student concerns and grievances
- Is knowledgeable in SAIT's policies and procedures regarding students
- Advocates and provides the student perspective with regards to academic issues
- Facilitates the resolution of student academic concerns with SAIT by meeting with individual students, investigating concerns and providing advice in regards to the resolution of those concerns
- Acts as a resource for students with regards to Academic matters
- Establish positive working relationship with Course Coordinators, Academic Chairs and Deans wherever possible
- If requested, will attend SAIT meetings with students to advise them and provide support, but does not speak for the student

## Student Affairs

- Will address, in coordination with the VP Student Life, non-academic issues, including but not limited to: campus parking, on/off campus housing, e-learning, transit & transportation, security, safety & sexual violence, disabilities, tuition, discrimination, daycare
- Recruiting students for membership on applicable committees (Academic Council, Program Advisory, etc.)

## Committees

- Chair of the Awards Committee and serves as an active member, including the Instructor Excellence Awards and SAITSA Student Awards
- Chair of the Academic Council Student Caucus
- ARIS Innovative Project fund committee
- Academic Council, traditionally sits as the vice-chair
- Academic Council Agenda Setting Committee
- Member of SAIT’s Academic Policy sub-committee
- The President’s Standing Committee on Discrimination
- Other committees and Academic Council Sub-Committees where appropriate

**SAITSA Policies & Procedures**

- Ensures that policies and procedures for all SAITSA departments are established and adhere to applicable SAITSA by-laws
- Ensure that the policies and procedures are followed by all departments within SAITSA
- Works with the Research & Communications Coordinator and Office Manager to interpret all Policies & Procedures

**Academic Plan**

- Responsible for the maintenance of the Academic Plan for SAITSA in accordance with the Strategic Plan
- 

**External Relations**

- May act as a secondary delegate of external lobby organizations (ASEC, CASA, etc.) as per the advocacy plan.

**STUDENTS’ EXECUTIVE COUNCIL**

**Job Description**

***Vice President Student Life***

**It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:**

Common Duties of the Students’ Executive Council
<ul style="list-style-type: none"> <li>○ Chair Students’ Legislative Council sub-committees and standing committees as appropriate</li> <li>○ Maintain awareness of student issues and actively solicits feedback to ensure the quality and suitability of SAITSA services</li> <li>○ Function as a voting member for meetings of the SEC and Students’ Legislative Council</li> <li>○ Oversees the activities of the SAITSA General Manager as a member of SEC</li> <li>○ Liaise with the SAIT Executive to advocate on behalf of students</li> <li>○ Provide direction to all departments at SAITSA as SEC through the General Manager</li> <li>○ Function as a voting member of Academic Council</li> </ul>

## Student Life & Development

- Will address, in coordination with the VP Academic, non-academic issues, including but not limited to: campus parking, on/off campus housing, e-learning, transit & transportation, security, safety & sexual violence, disabilities, tuition, discrimination, daycare
- Develops and implements programs and events in conjunction with the Student Services Manager and Events & Programming Manager to promote student wellness (Speakers, Awareness Weeks, Volunteer Centre, Safewalk, Food Bank, etc.)
- Partners with internal groups to initiate student focused activities and events (Alumni & Development, SAIT Residence Events, Athletics, etc.)
- Facilitates communication between the SLC and the Student Body
- Works with SEC to develop charity initiatives (recommended 2 per year) for example, the CCL Christmas Party

## Internal

- Represents SAITSA on appropriate committees and boards to ensure that the student perspective is heard and considered in the decision-making process
- Liaises with the SAIT executive to advocate on behalf of students regarding issues affecting all manner of student life at SAIT
- Develops and maintains relationships with internal SAIT groups such as Alumni, Athletics and Residence
- Actively solicits SAIT student involvement regarding issues facing the student population
- Represents SAITSA and SAIT students on appropriate internal committees
- Develops relationships with departments and Schools of the SAIT community
- Responsible for assisting with SAITSA volunteer initiatives \*(Safewalk, Income Tax Program, SAITSA Army)

## SAITSA Clubs

- Promotes and facilitates the registration of clubs
- Maintains and revises the Student Club Handbook in conjunction with the Office Manager
- Functions as a resource to student clubs with regards to events and initiatives
- Works with the Assistant Events and Programming Manager and the VP External to ensure that Policies & Procedures related to these areas are followed & adhere to applicable SAITSA by-laws

## Committees

- Academic Council
- Acts as a Chairperson of the Clubs Board
- Member of the Awards Committee
- Acts as co-chair for SAITSA's Welcome Week
- Member of SAIT's Orientation Committee and Open House Committee
- Chair of SLC Events Committee
- Graduation Committee
- Health and Safety Council
- TIPS Committee
- Sits on and recruits members for the Legacy 88 committee

## External Relations

- May act as a secondary delegate of external lobby organizations (ASEC, CASA, etc.) as per the advocacy plan.



## SAIT STUDENTS' ASSOCIATION

*ELECTIONS FORMS – COUNCIL 2012*

### **IMPORTANT CONTACT INFORMATION**

The Elections Political Committee is made up of a Chief Returning Officer (CRO), a Deputy Returning Officer (DRO) and a Student at Large (SAL). The SAITSA Resource Centre Manager sits as ex officio on this Committee. This Committee is responsible for carrying out SAITSA's election process.

The Political Committee is mandated to ensure that the election process invites the participation of the electorate, and ensures both fairness and transparency for each of the candidates.

**PLEASE NOTE:**

You must direct all questions via email to this Committee. No complaints or concerns will be entertained verbally. All such matters must be placed in writing to the Political Committee via email.

Their contact information is as follows:

Chief Returning Officer (CRO)                      [saitsa.cro@gmail.com](mailto:saitsa.cro@gmail.com)

- *Craig Hopkins*

Deputy Returning Officer (DRO)                      [saitsa.dro@gmail.com](mailto:saitsa.dro@gmail.com)

- *David Jones*

Student at Large (SAL)                                      [saitsa.sal@gmail.com](mailto:saitsa.sal@gmail.com)

- *Colin Gutor*

Ex-Officio    [lisa.lintott@edu.sait.ca](mailto:lisa.lintott@edu.sait.ca)

- *Lisa Lintott*



## SAIT STUDENTS' ASSOCIATION

ELECTIONS FORMS – COUNCIL 2012

### IMPORTANT DATES FOR CANDIDATES

#### Monday, March 27<sup>th</sup>

- 8:30 am - Nominations Open

#### Thursday, March 8<sup>th</sup>

- 12:00 pm - **(NOON)** Nominations Close. All forms must be submitted to the SAITSA Resource Centre office (MC107, Heart Building).

#### Friday, March 9<sup>th</sup>

- 5:00 pm - All Candidates and Campaign Managers Meeting in **V128, Campus Centre**. Photos for the Weal will be taken at this meeting. *This meeting is **Mandatory**; any issues with this time or date must be presented to the Political Committee by Thursday March 8<sup>th</sup>, in writing via email to the whole committee.*

Campaigning period begins after the meeting ends and continues until the voting period closes.

#### Friday March 9<sup>th</sup>

- **At the conclusion of the All Candidates Meeting the Campaign Period will begin.**

#### Monday March 12<sup>th</sup>

- 5:00 pm - Candidate speeches to Clubs Board in V128, Campus Centre

#### Monday March 19<sup>th</sup>

- 5:30 pm - Candidate speeches to Students' Legislative Council, V128, Campus Centre

#### Tuesday, March 20<sup>th</sup>

- 11:00 am - Students' Executive Council Candidate speeches to student body, Heart Atrium. **This is mandatory for Students' Executive Council Candidates.**

### **Thursday March 22 until Monday March 26 online voting**

- **March 22 8:30 am** - Online voting opens.
- **March 26 4:00pm** - Voting closes  
Campaign Period ends

Budgets are due at MC107 (Mandatory)

Candidates meet at MC107 for Poster Tear Down (Mandatory)

- **5:00 PM** – Announcement of 2012/2013 Students' Council Elections, in the Gateway Restaurant and Bar.

## **VOTING DAYS**

### **Thursday, March 22<sup>nd</sup> to Monday, March 26<sup>th</sup>:**

Online voting will be available from 8:30 am Thursday the 22<sup>nd</sup> until close of polls at 4:00 pm Monday the 26<sup>th</sup>.

Online voting can be accessed through [www.saitsa.com](http://www.saitsa.com) or via individual SAIT student email accounts. **A DAY OR TWO PRIOR TO THE OPENING OF VOTING ALL ELIGIBLE VOTERS WILL RECEIVE AN EMAIL VIA THEIR SAIT EMAIL ACCOUNT – THIS EMAIL WILL CONTAIN VOTING INFORMATION AND THE STUDENT'S LOGIN AND PASSWORD.**

**ELIGIBLE VOTERS ARE THOSE STUDENTS WHO PAY SAITSA FEES.**

#### **Thursday March 22**

- Heart Building: 9:00am – 4:00pm (located near SAITSA Resource Centre – MC107)
- Bob Edwards Building (Mayland Heights Campus): 11:00 am – 12:30 pm (located in front of Staff Lounge W126)

#### **Friday March 23**

- Campus Centre: 10:00am – 2:00pm (located near V204)
- Senator Burns: 10:00am – 2:00pm (outside SAITSA Seconds – NN118)

#### **Monday March 26**

- Thomas Riley: 11:00am – 1:00pm (main hallway near south entrance - T101 lab)
- Heart Building: 9:00am – 4:00pm (located near SAITSA Resource Centre – MC107)
- Art Smith Aero Centre: 11:00am - 1:00pm (in main floor cafeteria)



# SAIT STUDENTS' ASSOCIATION

ELECTIONS FORMS – COUNCIL 2012

## NOMINATION FORM

**Candidate Name:** \_\_\_\_\_

AS YOU WISH IT TO APPEAR ON YOUR BALLOT

**Student ID #** \_\_\_\_\_

**Preferred Email** \_\_\_\_\_

**Position Solicited** \_\_\_\_\_

**Current SAIT School** \_\_\_\_\_

Optional:

*Campaign Manager*

\_\_\_\_\_  
*Campaign Manager's Email*

Please read the following information very carefully.

Fifty (50) SAIT student signatures are required for a valid nomination. It is the candidate's responsibility to ensure that students that sign their forms are members of SAIT and SAITSA (students who pay SA fees). The nominated candidate must also ensure that no signature appears on his/her nomination form by a student that has already endorsed another candidate running for the same position.

***HINT \* Get more than 50 signatures just in case a few of your original 50 do not qualify.***

All nominators must be SAIT students and they must be in Good Standing with the SAIT Students' Association (SAITSA) and SAIT.

All candidates must have a minimum 2.0 semester and cumulative GPA, as defined by the SAIT Academic calendar.

**IMPORTANT: Please hand in this form with your nomination package. SAITSA will verify the nominators with SAIT Student Services below. If your form is handed in with a SAIT Student Services signature it will be considered void.**

\_\_\_\_\_

SAIT Student Services has verified the student nominee listed above, as well as, all fifty of the nominator signatures attached to this form are indeed current SAIT students. SAIT Student Services has verified that the student nominee listed above is in Good Standing with SAIT according to the SAIT Academic Policies.

SAIT Representative Name	Signature	Date

**Please have your nominators fill in the below information.**

**(PLEASE PRINT CLEARLY)**

	Full Name	Signature	Student ID #	SAITSA & SAIT CS ONLY
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<b>23</b>				
<b>24</b>				
<b>25</b>				

	<b>Full Name</b>	<b>Signature</b>	<b>Student ID #</b>	SAITSA & SAIT CS ONLY
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**SAIT STUDENTS' ASSOCIATION**  
*ELECTIONS FORMS – COUNCIL 2012*

**RELEASE OF PERSONAL INFORMATION**

Name (please print): \_\_\_\_\_

I hereby authorize the following designated office and/or person(s) of SAITSA to release the following personal information about me:

*Fill in information you wish to be distributed for purpose, such as media inquiries*

**Designated Office(s):** SAITSA Resource Centre, MC107

**Designated Person(s):** SAITSA President (or designate), Elections CRO (or designate)

**Email Address:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Position solicited:** \_\_\_\_\_

**This information may be released to the following group/individual:** On and off campus newspaper and radio media.

**Note: This waiver is in effect for the duration of:** The 2012 SAITSA Elections

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The personal information collected on this form will be used for the purpose of processing your request to share your personal information as instructed above. It is collected under section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act, and will be protected under its provisions. If you have any questions about the collection and use of this information, contact the designated Department/Person(s).*



## SAIT STUDENTS' ASSOCIATION

ELECTIONS FORMS – COUNCIL 2012

### SAIT FEES AND TUITION DECLARATION

I, \_\_\_\_\_, have \$0 in fees outstanding to SAIT as

FIRST AND LAST NAME PRINTED

of \_\_\_\_\_. My SAIT Student ID number is: \_\_\_\_\_.

TODAY'S DATE

***\*Please hand this form in with your nomination package with the above information filled in correctly. It will then be taken by SAITSA to SAIT Student Services for authentication.***

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The above statement has been verified and is deemed true.

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Signature of Budget and Finance, SAIT Student Services



Date \_\_\_\_\_

## SAIT STUDENTS' ASSOCIATION

ELECTIONS FORMS – COUNCIL 2012

### RECEIPT AND EXPENSE LOG

CANDIDATE NAME: \_\_\_\_\_

POSITION RUNNING FOR: \_\_\_\_\_

*Please print clearly on this form. All receipts should be attached to the back of this form. It is important to remember that there is a limit of \$200 CAD in expenses that each candidate can spend during the nomination and campaigning period. If you are unsure of the limits please refer to the included SAITSA Elections Policies and Procedures. SAITSA will reimburse Candidates up to 50% of their **proven** campaign expenses. SLC Candidates have a spending limit of \$200 CAD, SEC candidates have a spending limit of \$400 CAD.*

RECEIPT NUMBER	PURPOSE OF RECEIPT	REMARKS

This form must be turned in by March 26, 4:00pm to SAITSA Room MC107.



Signature of CRO  
Time Received

Date and

## SAIT STUDENTS' ASSOCIATION

*ELECTIONS FORMS – COUNCIL 2012*

### **CANDIDATE'S CAMPAIGN TEAM**

As a candidate in the SAITSA election you may designate other SAIT students as members of your campaign team. These members must be registered SAIT students. You may designate only one person to be your Campaign Manager. The maximum number of students you may have on your team is ten, including a Campaign Manager.

These team members may assist you in your campaign with the distribution of campaign materials. Only the Candidate and the Campaign Manager can produce campaign materials. All materials must be approved by the Political Committee and should be submitted by the Candidate to the CRO. This includes all electronic and produced materials. Please see the SAITSA Elections Policies and Procedures for detailed regulations for campaign materials.

By choosing to take part in the campaign team of this candidate you agree to abide by the SAITSA Elections Policies & Procedures.

Candidate Name:

Position Solicited:

	<b>Student Name (First &amp; Last)</b>	<b>Campaign Manager or Team Member</b>	<b>SAIT Student ID Number</b>	<b>Student Signature</b>
<b>1</b>				
<b>2</b>				
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<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				

Signature of Candidate:

Signature of Campaign Manager:



Signature of CRO:

Date and time:

## SAIT STUDENTS' ASSOCIATION

*ELECTIONS FORMS – COUNCIL 2012*

### CANDIDATE NEWSPAPER INTERVIEW & PHOTO

The Weal, SAITSA's student newspaper, is a great resource for what's happening on campus or to find out what students care about. You should read it. Because, after all, you might be in it one day...

At some point in your campaign, an editor or writer from the Weal will likely contact you to conduct an interview for an election story. To prepare for the interview, you should know who you are and what you are about. Here is a sample of some questions the reporter *may* ask you (keep in mind that each reporter comes up with his or her own questions):

- Why are you running in the SAITSA election?
- What do you hope to change about student life on campus?
- What credentials do you hold that make you a prime candidate?

If you need more time with a question, feel free to ask the reporter if you can call him or her back. You can also contact the reporter if there's anything you want to clarify or add after the interview is over.

The paper is a great way to communicate with the SAIT student body, but make note that you don't have copy approval. The Weal has editorial autonomy from the Students' Association. That said, the paper adheres to strict journalistic standards and strives for impartially and objectivity within each story.

Above all, don't be shy! Connect with the Weal staff by dropping by the office any time (V219) to chat about anything on your mind.

A Weal staff photographer will also be on hand to take your photo just before the start of the All Candidates Meeting on March 9<sup>th</sup> (5pm, V128).

Your photo and interview will be published in the Weal (print and online versions), SAITSA.com and on SAITSA Facebook pages.

Think about it, the more you get your face and words out there the more students will recognize WHO YOU ARE. This part of campaigning costs you nothing.



## **CANDIDATE SPEECHES**

There are two voluntary speeches and one mandatory speech for Students' Executive Council (SEC) candidates, and two voluntary speeches for Students' Legislative Council (SLC) candidates. If you cannot attend the mandatory speech because of school or work or if you have to leave early/arrive late, you must notify the Political Committee

Please think about the position that you are running for and the job at hand (refer to the job description sheet in the Nomination Package). Create a platform or stance on what you hope to accomplish during your time in office should you be elected.

**Monday, March 12, 2012 @ 5:00pm**

**Voluntary Candidate Speeches to SAITSA Clubs Board**

**Location:** Campus Centre, V128

You will have a maximum of 2 minutes to speak; there may be time for questions and answers.

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**Monday, March 19, 2012 @ 5:00pm**

**Voluntary Candidate Speeches to SAITSA Students' Legislative Council (SLC)**

**Location:** Campus Centre V128

You will have a maximum of 2 minutes to speak; there may be time for questions and answers.

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**Tuesday, March 20, 2012 @ 11:00am – 1:00pm**

**Mandatory SEC Candidate Public Speeches & Debate**

**Location:** Heart Atrium

- The general format of order will be to call candidates by position and in the following order: *VP Student Life, VP Academic, VP External and President*; candidates will be called alphabetically by last name.
- There will be someone timing all of the speeches. They will show a red card when you are nearing your time limit. That is your hint to wrap up your speech or answer. In the event that you continue passed your time, your microphone will be cut off.
- Each Candidate will have a maximum of 2 minutes to say their introductory speech.
- Once general speeches for each position are complete the moderator will ask each candidate to come back up to the podium. Questions based on the questions that are submitted from SAIT Students, Clubs' Board representatives, The Weal and those submitted via Facebook and SAITSA.com, will be asked.

- You will have a maximum of 2 minutes to answer any of the questions that are asked of you.
- In an orderly fashion, each of the other Candidates will have an opportunity to come up and ask brief questions to the Candidates that they are competing against. There will be the opportunity for rebuttal. Again, keep these answers to 2 minutes or less.
- Once the panel has asked all of the questions, members of the general student population (audience) are given a chance to ask questions

Example:

Candidate A – 2 mins

Candidate B – 2 mins

Candidate C – 2 mins

Candidate A answers question asked by moderator

Candidate B can come up to ask Candidate A a question on A’s campaign.

Candidate A answers or rebuts question from B

Candidate C can come up to ask Candidate A a question on A’s campaign.

Candidate A answers or rebuts question from C.

Candidate B answers question asked by moderator

Candidate A can come up to ask Candidate B a question on B’s campaign.

Candidate B answers or rebuts question from A

Candidate C can come up to ask Candidate B a question on B’s campaign.

Candidate B answers or rebuts question from C.

Etcetera...

**You are encouraged to bring as many people as you can to this public event, it’s easier to talk when you see friendly faces in the audience.**

**This is your chance to shine make sure that you look presentable and have a clear idea of the position that you are running for.**



## SAIT STUDENTS' ASSOCIATION

ELECTIONS FORMS – COUNCIL 2012

### NOMINEE/CANDIDATE CHECKLIST

***Please initial***

- I have read and understood all of the documents presented to me in the Students' Council Nomination package
- I am aware of all important dates for candidates and agree to participate to all mandatory meetings.
- Having been duly nominated and validated as a candidate in the upcoming elections I understand and accept the rules.
- I have received and read the current elections policies and procedures document.
- I understand that all publicity materials used in my campaign MUST be approved by the CRO or designate.
- I understand that all election-related materials used in my campaign are ultimately my responsibility and I will direct my Campaign Manager/team appropriately.
- I understand that I can be disqualified if my budget is not submitted to the CRO by 4:00pm Monday March 26<sup>th</sup> and/or if I overspend my budget limit.
- I understand that I will be subject to a Calgary Police background check should I be elected.
- I have received a list of all deadlines associated with the election.
- I have submitted my completed nomination package to the SAITSA Resource Centre, MC107 by Noon (12pm) Thursday March 8<sup>th</sup>, 2012.

**Please sign and date the other side of this form →**

Nominee Name \_\_\_\_\_

Nominee Signature \_\_\_\_\_

Date \_\_\_\_\_

SAITSA Resource Centre:

Date/Time Received \_\_\_\_\_

Staff Initial \_\_\_\_\_

CRO Signature \_\_\_\_\_

## SAITSA ELECTIONS PRINTING RATE SHEET

This rate sheet is to help you calculate your printing costs when you print campaign materials on your own (i.e. at home, in a school lab).

### POSTERS (assuming this is one white paper)

	<b>Letter 8.5"X11"*</b>	<b>Legal 8.5"X14"</b>	<b>Ledger 11'X17"</b>
Colour	40¢ each	40¢ each	90¢ each
Black & White	5¢ each	5¢ each	10¢ each

\*This includes making flyers/brochures

### BUSINESS CARDS USING A TEMPLATE/PACKAGE

Colour	5¢ per card
Black & White	1¢ per card

### PAPER TYPE

	<b>Letter 8.5"X11"*</b>	<b>Legal 8.5"X14"</b>
Pastel paper	1¢ per sheet	2¢ per sheet
Neon paper	2¢ per sheet	5¢ per sheet
Pastel card stock	3¢ per sheet	
Neon card stock	4¢ per sheet	