



SAITSA

ELECTIONS

NOMINATION PACKAGE

DROP OFF AT V204

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Introductions

SAITSA developed this information package to assist Candidates during 2017 Executive Council Elections. This package has all the information candidates need to complete the nomination package, run a campaign, and the rules and regulations of the elections that every Candidate must abide by to ensure a fair election. In addition to SAITSA's Bylaws and Elections policies, each Candidate and members of a candidate's campaign team are responsible for ensuring that they understand and will abide to the bylaws and policies of SAITSA.

SAIT Students' Association (SAITSA) is a student led organization which exists under the Post-Secondary Learning Act. SAITSA strives to build a community where students are inspired to learn, lead, and be exceptional. SAITSA also improves the student experience at every opportunity.

From accessibility and affordability of post-secondary education to expanding student space on campus, SAITSA advocates on behalf of students to all three levels of government and at SAIT. SAITSA also operates a variety of programs and services that focuses on supporting students as well as businesses. In short, SAITSA exists to serve students!

SAITSA's Mission

A community where students are inspired to learn, lead, and be exceptional.

SAITSA's Vision

SAITSA improves the student experience at every opportunity.

DEFINITIONS/DESCRIPTIONS

We appreciate that this process can be daunting, especially if you are not familiar with election processes and/or student governments. The following is to provide some clarification to SAITSA's bylaws and Elections' policies and procedures.

Campaign Period

Campaign period commence at the end of the Candidates' meeting and shall cease when the voting polls close. Candidates can only campaign during this period after they've submitted their campaign outline to the Political Committee.

Campaign Manager/Team

A campaign manager is a student whose role is to coordinate the campaign of the candidate. A campaign team is made up of students who volunteer to help out with a candidate's campaign. Candidates are welcome (though not required) to have campaign managers and teams. Campaign managers and team members must be listed on the nomination form included in this package.

Campaign Outline

Candidates must submit a campaign outline via email to the Political Committee (saitsa.elections@gmail.com) prior to campaigning. This includes, but is not limited to: poster designs, intentions to campaign electronically and chalk writing. Candidates must keep the Political Committee informed of changes to campaign platforms.

Candidates' Meeting

This meeting is mandatory for all candidates. Candidates will receive tips on campaigning, meet the Political Committee, and learn the rules to abide by during the elections. Candidates and campaign managers will be required to sign the SAITSA Code of Conduct & Ethics Statement form at this meeting. Campaign managers are welcome to attend the meeting but are not required.

Candidate Profile

As a candidate for the EC, it is highly recommended that you submit a candidate profile; candidate profiles may be used on www.saitsa.com, in 'The Weal' newspaper and on the election ballot. The profile is an opportunity for you to provide information about yourself to fellow students, including your platform and why you want to represent them. Your candidate profile should include: your name, the program you're in, why you are running and what you would like to accomplish while in office. Your profile **must be no longer than 100 words** (a maximum of 600 characters with spaces).

Debate/Panel Discussion

SAITSA organizes an evening whereby candidates can present their platform to the student body; depending on the number of candidates, SAITSA will organize this event in either a debate or panel discussion style.

Expense Form & Receipts

Each candidate is permitted to spend up to \$400 on campaign materials and efforts (including in-kind). Candidates must save and submit all receipts from purchases related to their campaign. Expense forms and receipts must be submitted by the time polls close. Details of this are outlined in the Elections' policies and procedures. Failure to submit expense forms and receipts may result in disqualification.

Good Standing

As per SAIT, good standing means a member that has complied with all of his/her explicit obligations and has not been placed on academic or non-academic probation, has not academically withdrawn.

Nomination Period

“Nomination” can be defined as an act of being formally entered as a candidate into an election. This is the time period in which students who are wanting their name to stand should complete all necessary requirements to become a candidate.

Political Committee

SAITSA hires a Political Committee consisting of a Chief Returning Officer (CRO), Deputy Returning Officer (DRO) and Student at Large (SAL) to elections are run in a fair and transparent manner. SAITSA’s Governance and Advocacy Manager also sits on this committee as an ex-officio. The Political Committee host the Candidates Meetings and respond to queries from candidates.

Poster Tear-down

When the polls close at 4:00pm on the last day of voting, the SAIT campus must be free from all campaign materials. While waiting for the results to be announced, candidates **MUST** go around campus as a group and tear down all election-related material. Poster tear-down is mandatory unless to all candidates.

SAITSA Member

A student currently registered at SAIT Polytechnic who has paid their SAITSA fees in full, as described in the “Tuition and Fees” section of the SAIT Polytechnic Academic Calendar.

Voting

All voting is completed online. To ensure that act of voting is easy and fair, a unique link is emailed to each member of SAITSA that allows them to vote anytime, anywhere during the voting days.

SAITSA's Election Standards

SAITSA recognizes the need to hold open and fair elections and makes efforts to ensure all SAITSA members have the opportunity to participate in the election process. All individuals working for SAITSA are required to remain impartial while on duty. SAITSA implemented a Political Committee, led by the Chief Returning Officer (CRO), to carry out objective and rational decision during elections.

In pursuit of the objective to achieve fairness and openness, SAITSA requires candidates, campaign managers/teams and volunteers to demonstrate respect for others and engage in fair competition. Campaign activities must be in compliance with SAIT's code of conduct and SAITSA's bylaws, policies and procedures. SAITSA welcomes healthy debate and opposition; however, campaign activities shall not harm the reputation of any individual.

There is a sense of unity in pursuit of democratic elections; the ultimate goal concerns the welfare of students at SAIT Polytechnic and should always be front of mind for both candidates and SAITSA staff. Please ensure that you read SAITSA's Bylaws and Policies.

What are the different Executive positions?

The term for the Executive Council (EC) positions is one year (May to May), after their first year an EC may decide to run to be re-elected for the same position or a different one. An EC cannot serve for more than three terms, pursuant to Bylaw 8.5.3.

The four positions are: President, VP External, VP Academic and VP Student Life. Each position plays a different role within the organization and has different responsibilities.

PRESIDENT

The President acts as the leader and public representative of the SAIT Students' Association. They are the main point-of-contact for SAITSA to external parties such as the media and SAIT Polytechnic. They help steer the overall direction of SAITSA and its strategic planning in conjunction with the Executive Director, and provide leadership to the Executive Council, Board of Directors and staff of SAITSA. The President is an ambitious leader who represents the needs of SAIT Polytechnic students, and plays a strong role in almost everything that SAITSA does.

VICE PRESIDENT EXTERNAL

The Vice President External is responsible for developing and maintaining external relations on behalf of SAITSA. They are a voice for the students of SAIT Polytechnic within the municipal, provincial and federal governments. They are responsible for maintaining awareness of external issues that face SAIT students, and for developing and implementing SAITSA's external advocacy initiatives. The VP External is a great communicator, who can build and strengthen relationships with external organizations to benefit the student body.

VICE PRESIDENT ACADEMIC

The Vice President Academic is responsible for all areas of student concerns and the general well-being of SAITSA members. They facilitate the resolution of student concerns and grievances and work with SAIT Polytechnic to ensure that the experiences of SAIT students are fair and just. They liaise with SAIT Polytechnic on all academic issues, providing a student perspective to the institution and advocating for the academic needs of students. They act as an adviser and a resource to all students regarding academic and non-academic matters. The VP Academic is

effective at conflict resolution, is knowledgeable about the SAIT community, and cares about the success and well-being of every SAIT student.

VICE PRESIDENT STUDENT LIFE

The Vice President Student Life is responsible for improving life on campus for students. Alongside the Student Experience and Events departments, they develop and implement programs and events that promote student wellness. They are responsible for assisting with volunteer initiatives, maintaining relationships with internal SAIT groups, and actively supporting SAIT students to make their experience at SAIT fun and successful. The VP Student Life is energetic, passionate about creating an enjoyable schooling experience for SAIT students, and is active in the lives of students on campus.

General Responsibilities of EC:

Each EC position has a different set of responsibilities, but in general each position is expected to:

- Attend and participate in regular BOD meetings, professional development training, and goal-setting retreats
- Sit on and participate in a various committees within SAIT and SAITSA
- Travel when required and attend evening, weekend, and after-hours events
- Communicate with students to ensure they are represented fairly and advocate on their behalf
- Represent SAITSA in a noble and professional manner

Student Executives work full-time and must be registered to one course per semester during their term. The newly elected members of the EC will undergo training in May and will receive on-going support throughout their term. Executives are paid a salary, will receive health & dental benefit and as well as an RRSP contribution.

Who's eligible to run?

- You must be a member of SAITSA in good standing with SAIT in order to be eligible to run in the EC elections.
- All candidates must follow the rules and regulations outlined in this package and within SAITSA's Elections' Policies and Procedures.
- If you have any questions about Executive Council roles and responsibilities, please check out www.saitsa.com or contact SAITSA's Governance and Advocacy Manager, Rachel Paris at rachel.paris@edu.sait.ca.

Steps to take if you want to run:

1. Carefully read the contents of this package (including SAITSA's Elections Policies and Procedures and Bylaws).
2. Research SAITSA to understand what the organization offers and how we serve our members.
3. Attend SAITSA Elections Workshops! (*See calendar for info*)
4. Complete the nomination package (form provided, please print clearly).
5. Become a nominee by obtaining the signatures of 50 SAITSA members (signature form provided).

6. Submit the nomination and signature forms to V204 in Campus Centre by the deadline.
7. Start to organize your campaign and campaign team (optional), but **do not** start campaigning yet.
 - You can only campaign once your nomination package has been accepted by the Political Committee and you attend the Candidates' Meeting. Your campaign should be based on realistic goals and promises.
8. Attend the **mandatory** Candidates' Meeting on the date specified in this package.
9. Start your campaign, talk to and encourage students to vote, and attend the results night!

SAITSA's Elections Squad Team

SAITSA is committed to engaging with students to ensure that they participate in the programs and services provided to students including the elections. The Elections Promo Team is an impartial group responsible for promoting elections and encouraging students to participate in choosing their next student representatives. Members of the Promo Team cannot be members of a candidate's campaign team or endorse any candidate. Candidates at all times should refrain from asking members of the Promo Team questions regarding elections. Please ensure that you are directing your questions to the Political Committee via saitsa.elections@edu.sait.ca.

Election Workshops

SAITSA has organized three Election Workshops for candidates or any members of their campaign team to attend.

Candidates are encouraged to attend as the workshops will provide attendees a glimpse of what it's like to be in the position and tips and tricks on how to successfully run a campaign.

What is SAITSA? <i>Learn about SAITSA as an organization, its mandate, and how it operates.</i>	Tuesday, February 14 3-4pm	V128
Life as an EC <i>Learn the day to day activities of an EC.</i>	Wednesday, February 15 1-2pm	V128
Campaign 101 <i>Learn what to do and what not to do in a campaign, how to develop a platform, and how to market yourself.</i>	Thursday, February 16 1-2pm	V128

Nominations Periods

Elections start when the first nomination period opens. Students who are wanting to become a candidate must complete the necessary requirements during the two nomination periods before having their names submitted and be placed on the ballot.

SAITSA has two nomination periods. The official nomination package will not be released until the start of the first nomination period. For the 2017 Executive Council Elections, nomination periods are as follows:

- **Nomination Period #1**
Wednesday, February 15th to Wednesday, March 08th at 12 NOON
- **Nomination Period #2**
Wednesday, March 08th to Wednesday, March 22nd at 12 NOON

To become a candidate, it is mandatory to have the following completed and submitted to the Manager, Governance & Advocacy at **noon (12PM)** on the last day of a nomination period.

- Candidate Information Form
- Signed Declaration Form
- 50 signatures from current SAITSA members

Candidates' Meeting

As soon as the nomination period closes, it is mandatory for each candidate to attend the Candidates' Meeting, which occurs on the same day. Each candidate is expected to have read SAITSA's Bylaws and Elections Policies prior to the meeting.

The Political Committee and the Manager, Governance & Advocacy will provide the election timelines, review important points of the rules and regulations of the elections, outline expectations, and answer any questions a candidate may have.

Campaigning

Campaigning cannot start until the CRO has fully approved a student's candidacy and the Candidates' Meeting have passed. Candidates must also submit an email to the CRO at saitsa.election@edu.sait.ca outlining their campaign, what materials are going to be used, social media campaigns, platforms, and other techniques.

Candidates are expected to know the do's and don'ts of campaigning as per Elections Policies.

Candidates are also expected to keep track of their spending and have all receipts and expense forms submitted to the Political Committee via Manager, Governance and Advocacy before the poll closes at 4:00PM on the last day of voting. Failure to do so can result in penalty or disqualification.

SAITSA ensures that student voters have access to all the information necessary in order to make an informed decision. **We encourage all candidates to submit a 100 word Candidate Profile** (a maximum of 600 characters with spaces) that will be published on the SAITSA website and the Weal. The profiles will also be available to voters when they are voting during voting days.

Campaigning is about reaching as many students as possible and giving them a reason to vote for you. SAITSA appreciates that, for some, this may be a daunting process, so we've provided this information to help you prepare.

At the Candidates' Meetings, candidates will sign up for a timeslot to record their video and have their photograph taken. SAITSA will only upload photos and videos to our social media forums that have been produced/taken by SAITSA's Marketing department

Photo: The photo will be a 'headshot' (shoulders up) with a neutral background.

Video: You will have **one** opportunity to film your video, please make sure you are prepared.

The video format should be as follows:

- 10 second introduction (ex: "Hi, my name is _____ and I am a (year) (program) student.")
- 60 second platform (talk about what position you're running for, you, your platform, why you would be a good representative, etc. Be informative, be creative and be yourself!)
- 10 second outro ("Thank you for watching, please vote for me on March 29 & 30!")

Tips:

- Practice and time your speech.
- Try practicing your speech in front of a friend or in front of a mirror.
- You will be given a signal when you have 10 seconds left. Make sure you wrap it up in that 10 seconds as you will be cut off if you go over.
- Remember to speak slowly and clearly; be genuine, let your personality shine through.

Panel Night

SAITSA has also organized an evening for student voters to hear their candidates and meet them in person. The Panel Night will be held in the Odyssey starting at 6pm. Don't forget to invite your campaign teams to cheer you on!

Voting Days & Results Night

Voting will begin at 8am on Wednesday, March 29th. Each eligible voter will receive a unique link to their SAIT emails and will be able to vote from March 29th at 8am until the polls close at 4pm on March 30th. Voting takes a total of 3 minutes! Make sure you inform as much student as you can.

While ballots are being tabulated and confirmed, Candidates are required to attend poster take down. Results will be announced at the Gateway at 5pm! Come celebrate with your campaign team the hard work that each one of you have put in as it takes a lot of commitment to run a campaign!

Complaints

A complaint regarding a candidate's campaign should be directed to the CRO and the Political Committee. Any member of SAIT can forward his/her complaint to the Political Committee in accordance to procedures laid out by the Committee. To avoid malicious or frivolous complains, individuals/groups must ensure that there is sufficient evidence and provide all necessary details and events that occurred to prove that a candidate has violated the SAITSA's bylaws and policies, SAIT's code of conduct, and essentially the elections standards set by SAITSA.

Demerit point(s) will be issues when violations to the Elections policies and rules and regulations occur. A demerit point is a mark made against the candidate's record for a fault or for misconduct.

The guidelines (next page) is a guide for both the candidates and the Political Committee. Points associated with an infraction may be reduced or increased by the Political Committee should they deem the adjustment necessary. Points for infractions that are not listed will be issued based on the severity of the violation and equated to an infraction that is similar in nature.

Candidates whose total is between 5 and 9 demerit points will be put up for review by the Political Committee and possibly disqualified from the elections. Candidates who receive a total of 10 or more points will be immediately disqualified from the elections.

Any discussions that occurred during a Political Committee's deliberation of a complaint are confidential. Refer to the *Appeals: Elec-9* Policy should a candidate wish to appeal a decision made by the committee.

SAITSA Elections Penalty Guidelines

The following infractions are based on SAITSA's Elections Policies and Procedures and SAITSA's Elections Standards. Penalties associated with the infractions are based on the severity, long-term consequences and overall impact on the process of holding fair and open elections.

Infractions and resulting demerit points:	
10	Damage to SAIT and/or SAITSA property (walls, doors, etc.) through the use of prohibited materials (spray paint, etc.) for campaign purposes
8	Tampering with another candidate's campaign material
8	Failure to submit campaign expense form and receipts by deadline
8	Slanderous behaviour towards another candidate
8	Offensive/illegal/inappropriate material on posters
5	Campaigning prior to attending the Candidates' Meeting
5	Use of tape (other than green or blue painter's tape) to post campaign materials
5	Campaigning in any of the prohibited SAITSA or SAIT operations/offices etc.
5	Failure to attend poster tear-down
5	Failure to attend the SAITSA organized speeches/debates (Executive Council elections)
2	Failure to submit campaign outline to the Political Committee
2	Failure to update committee of major changes to campaign outline
1	Making a frivolous complaint about another candidate (1 point per complaint)
1	Poster placement that does not comply with Elections Policies & Procedures (1 point per poster up to a maximum of 8 points)

2017 EC Election

February & March - Important Dates

Mark your calendars!

You are responsible for attending mandatory events and meeting specific deadlines. Failure to comply could result in disqualification.

If you would like more information before you become a nominee, come to one of our info booths or visit Rachel Paris or Martin Cruz in V204!



FEBRUARY 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		What is SAITSA? Workshop (V128, 3-4PM)	Nomination Period #1 Opens Life as an EC Workshop (V128, 1-2pm)	Campaign 101 Workshop (V128, 1-2pm)		
19	20	21	22	23	24	25
	Family Day <i>SAITSA Closed</i>	READING WEEK →				
26	27	28				

MARCH 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
			1 st Candidates Meeting – MANDATORY (V128, 5pm) Nomination Period #2 Opens	Candidates Photo Day (Scheduled, MB 216)		
12	13	14	15	16	17	18
19	20	21	22	23	24	25
			2 nd Candidates Meeting – MANDATORY (V128, 5pm)	Candidates Photo Day (Scheduled, MB 216)		
26	27	28	29	30	31	
		Panel Night (Odyssey, 6pm)	VOTING DAYS 			
			1	2	3	4

IMPORTANT DATES

Depending on when you submit your nomination package, you will fall within either the first or second nomination period. It is important to adhere to the deadlines for your specific nomination period.

NOMINATION PERIOD #1: February 15 – March 08, 2017

Nomination Package Due

March 08, 2017

12:00 pm – Campus Centre V204

- Those who submit their nomination and signature forms by 12:00 pm on March 08, 2017 will be entered into the first nomination period category.
- Late submissions will be placed into the second nomination period.

Candidates' Meeting #1 - bring your copy of Bylaws and Elections' Policies & Procedures

March 08, 2017

5:00 pm - Campus Centre V128

- This meeting is mandatory for all potential candidates and their campaign managers.

Candidate Photo & Video

March 09, 2017

- SAITSA provides candidates the opportunity to have their photo taken and a 60-90 second video recorded; the photo and video will be uploaded to SAITSA's website, App, etc. (see page 8 for more information).
- While not required, it is **highly recommended** that candidates take advantage of this opportunity.

Candidates' Profiles Due

March 09, 2017

12:00 pm

- Candidate profiles are not required, but are **highly recommended**. Profiles are to be a maximum of 100 words.
- A profile is a write-up of a candidate and their platform, see page 7 for more details.
- Candidates running in the first nomination period must submit their profile no later than 12:00 pm on March 09 2017 via email to SAITSA's Governance and Advocacy Manager, Rachel Paris, at saitsa.elections@edu.sait.ca with subject heading "EC Candidate Profile".

Campaign Period #1

March 08 – March 30, 2017

- For candidates in the first nomination period, campaigning begins AFTER the Candidates' Meeting on March 08, 2017
- Campaigning ends on March 30, 2017 at 4pm (when the polls close)

Poster Tear-Down

March 30, 2017

4:00 pm - Campus Centre V204

- It is mandatory for all candidates must come to V204 for poster tear-down instructions. Campaign teams and managers are welcome to attend.

Expense Form & Receipts Due

March 30, 2017

4:00 pm – Campus Centre V204

- Candidates **MUST** submit your completed expense form and receipts to SAITSA's Governance & Advocacy Manager in V204.
- Refer to SAITSA Elections policies and procedures for detailed information on allowable expenses.
- Failure to submit a completed expense form and receipts may result in disqualification.

NOMINATION PERIOD #2: March 08 – March 22, 2017

Nomination Package Due

March 22, 2017

12:00 pm – Campus Centre V204

- Those who submit their nomination and signature forms by 12:00 pm on March 22, 2017 will be entered into the first nomination period category.
- Late submissions will be placed into the second nomination period.

Candidates' Meeting #2 - bring your copy of Bylaws and Elections' Policies & Procedures

March 22, 2017

5:00 pm - Campus Centre V128

- This meeting is mandatory for all potential candidates and their campaign managers.

Candidate Photo & Video

March 23, 2017

- SAITSA provides candidates the opportunity to have their photo taken and a 60-90 second video recorded; the photo and video will be uploaded to SAITSA's website, App, etc. (see page 8 for more information).
- While not required, it is **highly recommended** that candidates take advantage of this opportunity.

Candidates' Profiles Due

March 23, 2017

12:00 pm

- Candidate profiles are not required, but are **highly recommended**. Profiles are to be a maximum of 100 words.
- A profile is a write-up of a candidate and their platform, see page 7 for more details.
- Candidates running in the first nomination period must submit their profile no later than 12:00 pm on March 09 2017 via email to SAITSA's Governance and Advocacy Manager, Rachel Paris, at saitsa.elections@edu.sait.ca with subject heading "EC Candidate Profile".

Campaign Period #2

March 22 – March 30, 2017

- For candidates in the first nomination period, campaigning begins **AFTER** the Candidates' Meeting on March 22, 2017
- Campaigning ends on March 30, 2017 at 4pm (when the polls close)

Poster Tear-Down

March 30, 2017

4:00 pm - Campus Centre V204

- It is mandatory for all candidates must come to V204 for poster tear-down instructions. Campaign teams and managers are welcome to attend.

Expense Form & Receipts Due

March 30, 2017

4:00 pm – Campus Centre V204

- Candidates **MUST** submit your completed expense form and receipts to SAITSA's Governance & Advocacy Manager in V204.
- Refer to SAITSA Elections policies and procedures for detailed information on allowable expenses.
- Failure to submit a completed expense form and receipts may result in disqualification.

Important Dates for ALL Candidates

Debate/Panel Information

March 28 2017 – 6pm @ the Odyssey

All candidates are required to attend this event; this event provides an opportunity for students to ask questions and for candidates to present their platform. The format for the evening will be decided based on the total number of candidates and will be organized by SAITSA's Operational Elections Committee and mediated by the Political Committee. Once the format has been decided, the Political Committee will notify candidates and will provide further information.

Voting & Results Information

A third party contractor, Votenet, works with SAITSA to organize the distribution of emails with secure links to enable students to vote. Students will receive an email with a link and instructions on how to vote on March 29th by 8:00 am. Students who are full-time, SAITSA fee-paying members are eligible to vote; this includes most trade students and students at SAIT satellite campuses (Aero Centre, Mayland Heights, etc.).

Some students are **not** eligible to vote because they don't pay SAITSA fees; this group includes:

- English Language Foundations (ELF)
- Pre-employment Programs
- Continuing Education
- Fast-track programs

VOTING DAYS

March 29-30, 2017

- Voting opens at 8:00 am on March 29, 2017
- Voting closes at 4:00 pm on March 30, 2017

RESULTS ANNOUNCED

March 30, 2017 – 5:00 pm

- Results will be announced at The Gateway - Restaurant & Bar, in Campus Centre.

The following pages should be completed, detached, and submitted to SAITSA.

Keep the rest of the package for reference during the election.

CANDIDATE INFORMATION – all information is required – please print CLEARLY

First Name:

Phone #:

Last Name:

SAIT Email:

Student #:

Program:

Emergency Contact Information (name & phone #):

Position you are running for – select one

- President
- Vice President External
- Vice President Academic
- Vice President Student Life

CAMPAIGN MANAGER & TEAM (if applicable)

Candidates are allowed, but not required to, have a campaign manager and/or campaign team with a maximum of 10 members. Please attach a separate sheet with all team members' details if the space provided is not sufficient.

Campaign Manager

Team Members

First Name:

1. First & Last Name:

Last Name:

Student #:

Student #:

2. First & Last Name:

Program:

Student #:

SAIT email:

3. First & Last Name:

Phone #:

Student #:

CANDIDATE DECLARATION – initial beside each statement to indicate that you understand and accept the terms.

	I have read and will abide by the current SAITSA Election policies and procedures.
	I am in good standing with SAIT Polytechnic and SAITSA, and have zero dollars in outstanding fees. I understand that SAITSA will contact SAIT records department to corroborate this claim.
	I understand that if elected, I will be subject to a Calgary Police background check, and that my term will run from May 2017 to May 2018.
	I understand and accept that I am responsible for all election-related material used in my campaign.
	I recognize that I am responsible for my campaign manager and/or team and their conduct while they are campaigning on my behalf.
	, I will notify the Political Committee if my campaign plans/message changes.
	I am aware of all mandatory meetings, deadlines and important dates associated with this election.
	I understand that I may be disqualified if I do not attend and participate in mandated events.
	I will conduct my campaign with integrity, fairness and respect of others.

I, the undersigned, having been duly nominated as a candidate for the position of _____
[President, VP Academic, etc.], have read and understand all the documents presented to me in the Executive Council nomination package. I agree to conduct my campaign with integrity, fairness and respect of others.

Printed Name: _____

Signature: _____

Date: _____

Nominators - minimum of 50 required - must be SAITSA members

A nominator is a SAITSA member who has signed a nomination form of a nominee (potential candidate). The process of signing a nomination form indicates that the nominator recognizes the right of the nominee to participate as a candidate in SAITSA's elections.

We, the undersigned, nominate _____ [name of nominee] for the position of _____ on SAITSA's 2017/2018 Executive Council.

Please Print Clearly

	First & Last Name	Student #	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Please Print Clearly

	First & Last Name	Student #	Signature
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			

Please Print Clearly

	First & Last Name	Student #	Signature
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
45.			
46.			
47.			
48.			
49.			
50.			

For SAITSA Internal Use Only	
Received By (name):	
Date:	
Time:	

Expense Form and receipts are to be printed separately and submitted to the Political Committee on Thursday, March 30th by 4pm. Failure to do so may result in disqualification.

2017 Executive Council Election – Expense Form

Candidate's Name: _____

- Please print clearly
- All receipts must be attached to the back of this form
- Should you require more room, please attach a separate document with all required information
- Refer to SAITSA's Elections' policies and procedures for information on allowable campaign expenses
- You will be reimbursed 50% of your approved expenses

**ALL expenses and in-kind or donated items MUST be recorded and submitted.
Failure to declare may result in disqualification.**

**This form and receipts must be submitted to SAITSA's Governance & Advocacy Manager in V204
no later than 4pm on March 30, 2017**

Date: (m/d/y)	Details: (what the purchase was used for, name of store, etc.)	Amount of Receipt/Item
Total Spent		

I, _____ [first & last name] declare that the amount stated on this expense form is a true and accurate reflection of my expenses for my campaign.

Signature: _____

Date: _____

For SAITSA Internal Use Only					
Received By (name):		Date:		Time:	

Questions about Elections?

Jennifer Dotchin

Chief Returning Officer, Chair of Political Committee

Email: saitsa.elections@edu.sait.ca

Rachel Paris

Manager, Governance & Advocacy

In-person: V204

Email: rachel.paris@edu.sait.ca

Martin Cruz

Coordinator, Governance & Compliance

In-person: V204

Email: martin.cruz@edu.sait.ca

