

# Guide for the George Brown College Community

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# OFFICE OF THE CHIEF RETURNING OFFICER

*Your voice matters*

## ***Letter from the Chief Returning Officer***

Dear Member of the George Brown College Community,

This guide is for the George Brown College Community members regarding the 2023 General Election for the Student Association of George Brown College. Speaking with faculty and staff members, I know all too often our wonderful world-class faculty and staff want to help us in the Election by having no way of knowing how. This guide references how faculty and staff can help us in the elections process and ensure students know about their Elections.



If you have any questions regarding this, feel free to reach out! I can be reached at [cro@sagbc.ca](mailto:cro@sagbc.ca).

Warmest Regards,

*Wilson, C.R.O.*

Charles Wilson  
Chief Returning Officer

## ***Election Timeline***

### **Nominations Period**

Nominations Open	March 6, 2023
Nominations Close	March 16, 2023 at 2:00 p.m.

This is the period when a candidate can submit a nomination form through the online portal or to the SA Connect office. The nomination form must be received by 2:00 p.m. eastern time when the nominations close.

### **Campaign period**

Campaigning opens	March 20, 2023 at 9:00 a.m.
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This is the period when candidates can openly campaign in the elections. Campaigning must conform to the election rules as outlined in the Elections by-law and regulations made under the Elections Policy.

### **Voting Period**

Voting Starts	March 27, 2023 at 9:00 a.m.
Voting ends	March 31, 2023 at 5:00 p.m.

The days the membership votes for their Student Association Executive, Board of Directors, and the Student Governor. Voting starts at 9:00 a.m. on the first day of voting and ends at 5:00 p.m. on the last day. Election results are posted on the SA website and Instagram at around 6:00 p.m. on the last day of voting.

## **General Information: Roles**

The Election is called to elect:

- Director of Communications & Internal (for a term of May 1, 2023 to December 31, 2023);
- Director of Education & Equity (for a term of May 1, 2023 to April 30, 2024);
- Director of Student Experience (for a term of May 1, 2023 to April 30, 2024);
- Arts, Design and Information Technology Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Business Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Community Services and Early Childhood Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Construction and Engineering Technologies Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Health Sciences Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Hospitality and Culinary Arts Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);
- Preparatory and Liberal Studies Educational Centre Representative (for a term of May 1, 2023 to April 30, 2024);

Further, George Brown College will be holding the following Election during the same time and on the same ballot:

- Student Representative to the Board of Governors (for a term of September 1, 2023 to August 31, 2024).

Appendix I has the full information regarding these positions.

## ***Eligibility to run***

### **Who is qualified to run?**

Under the by-laws, you are eligible to be a candidate if you meet the following conditions:

- Be a member (either a full-time student or current Board member);
- Be at least 18 years of age as of the date of ratification; and
- Not be deemed ineligible to manage the property under various federal or provincial statutes, including being bankrupt;
- Not be currently employed by the Corporation in any role during their term of office.

For Educational Centre Representatives

- The candidate must also be registered within their Education Centre during their term.

If you are running for Director of Communications & Internal, you additionally must:

- Not be employed by the Corporation or the College during your term of office.
- Have a GPA of at least 3.0 or greater;
- Submit a letter of reference to the CRO;
- Not have discipline on file as an employee, Board of Directors Member, or candidate; and
- Must attend a session and pass a test after the session regarding the roles of the Board of Directors and the Director of Communications and Internal (this session will be held in conjunction with the All Candidates Meeting).

For the position of Student Representative for the George Brown College Board of Governors, you must meet the following qualifications:

- Must be enrolled in a program throughout the 2023-2024 academic year;
- Must possess a passing GPA of 2.75; and
- If the candidate graduates before the end of the term of office, the candidate can continue until you are no longer a student; however, if the candidate withdraws from the college before the end of your term, you cease to be a member of the Board of Governors effective the day which you withdraw.

### **What do I do if I know someone who I think should run?**

- If you know someone you think should run, you can tell them by speaking to them.
- The SAGBC website <https://studentassociation.ca/elections> is a good resource to direct any student interested in running in the Election.

## ***Nominations***

The nomination period begins on March 6, 2023 and ends on March 16, 2023. Nomination form must be submitted by the deadline.

Nomination forms require endorsements; the table below shows which signatures are required:

<b>Position</b>	<b>Number of endorsements</b>	<b>Who can endorse</b>
Director of Communications & Internal		No endorsement is required; however, candidates do have to submit a letter of reference from a professor, employer or other supervisors.
Director of Education & Equity Director of Student Experience	30	Any student
Arts, Design and Information Technology Educational Centre Representative Business Educational Centre Representative Community Services and Early Childhood Educational Centre Representative Construction and Engineering Technologies Educational Centre Representative Health Sciences Educational Centre Representative Hospitality and Culinary Arts Educational Centre Representative Preparatory and Liberal Studies Educational Centre Representative	10	Only students within their Educational Centre
Student Representative to the Board of Governors	5	Any student

### ***Campaigning***

Campaigning can begin on March 20, 2023, at 9:00 a.m. You may not campaign before this time.

### **Academic Activity and Campaigning**

Candidates can campaign in classes if they have the permission of the course instructor, and candidates should direct the students to the elections website for information.

Candidates can post on STU-VIEW and other class-related electronic boards as long as the person in charge of the Board (course instructor) gives permission.

## **In-Person Campaigning**

In-person campaigning is allowed for this Election; the campaign must be on campus; however, at all times, you must abide by the social distancing rules of George Brown College.

## **Posters**

Posters are allowed on campus. The maximum poster size is 17" inches by 11" inches. Posters will be submitted to the Chief Returning Officer for approval, and the Chief Returning Officer will arrange for printing. The maximum number of posters that a candidate can print is 25 for any executive position and 10 for Educational Centre Representatives. All posters must be inside the college buildings and will use painter's tape to be attached to walls. If a poster is in a language other than English, the poster must include an accurate English translation. All posters must be 4 inches apart from another poster.

All posters must be removed within 24 hours of the close of voting.

## **Slates**

Candidates cannot campaign together, affiliate, or run as a slate. Candidates must take all reasonable steps to ensure their campaign material is unique for their positions.

## **Harassment**

Candidates cannot violate the harassment or discrimination policy of George Brown College Student Association. or George Brown College during their campaign.

## **On Voting Days**

### **Campaigning on Voting Days**

No blackout period prohibits campaigning on voting days; you can campaign until voting closes. However, there are several limits on how you may campaign on voting days:

- Candidates cannot be present or within 10 feet of an elector while online voting.
- Candidates cannot use a personal electronic device to give to an elector to vote on.
- Candidate cannot amplify their voice or speak loudly to tell an elector to vote or not vote for a candidate.
- Candidates cannot attempt or ask an elector to show their online ballot.

Candidates cannot ask a friend to do anything they are prohibited from doing on election days.



### **Ballot type and counting**

The Election will be conducted online using the Simply Voting System. Every eligible elector will use their GBC log-in to vote, and the elector must use these credentials to log into the voting system and cast their vote.

If multiple candidates are running for one office, then the candidates will be listed in English alphabetical order by last name on the ballot. If only one candidate is running for office, the candidate will be subject to a yes/no ratification vote.

The electronic system calculates the ballots at the close of voting, and the Chief Returning Officer will publish the results.

### **Who can vote**

Any full-time post-secondary student can vote for any executive position or the Student Representative to the Board of Governors.

Any full-time post-secondary student within the Educational Centre can vote for the Educational Centre Representative.

### **Reporting Candidate misconduct**

If you believe a candidate has broken election rules, email [cro@sagbc.ca](mailto:cro@sagbc.ca), and we will get back to you to get some more information regarding what happened and look into it.

## ***Appendix I: Role of Elected Offices***

### **Board Of Director Opportunity – Election Posting Director of Communication and Internal**

#### **Position Overview:**

The Director of Communications and Internal:

- is the official spokesperson of the Student Association to the general public, George Brown College, campus groups, and at college functions and monitor all Board of Directors personnel files and related HR documents at the head office of the corporation.
- is a signing officer for cheques and contracts for the Student Association; and
- coordinates the work of the Board of Directors and the Annual General Meeting.

#### **Summary of Role of the Board of Directors as per VDAM:**

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
  - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
  - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
  - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
  - Maintain and constantly improve all on-going policies of the Board in this Manual.
  - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
  - Ensure financial solvency and integrity through policies and behavior.
    - g) Require periodic financial and other external audits to ensure compliance with the law and good practices.
  - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

#### **Term of Office:**

May 1, 2023 – December 31, 2023

#### **Requirements for Office:**

- Must be enrolled as a student throughout their term of office with a course load of no more than fifty percent of the normal course load of a student in your program.
- Must have at least a 3.0 Grade point average.
- Must submit a letter of reference during the elections process.

- Cannot have election or employee discipline on file in previous elections, as a member of the Board of Directors, or as a staff member of the Student Association.
- Must pass a test based on session provided by the Chief Returning Officer on the structure of the Student Association and the duties of the position.
- Cannot be employed by the College during their term of office.

**How to apply for this position:**

To apply to Director of Communications and Internal fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 6-16, 2022**.

The position receives a remuneration of \$17 per hour for a 28-hour work week.

[For full details in the position of Director of Communications and Internal please see the Voting Directors Accountability Manual](#), pages 10-13.

**Board Of Director Opportunity – Election Posting**  
**Director of Education and Equity**

**Position Overview:**

- The Director of Education and Equity:
  - advises the Board of Directors on educational issues based on complaints received at George Brown College and creates reports to advocate on those issues.
  - takes the lead on planning campaigns regarding student issues based on conversations with the Board and the Community Care Centre.
  - tracks and make recommendations to the Board of Directors on issues regarding equity and advocacy; and
  - is the main contact for the Canadian Federation of Students for the Student Association.

**Summary of Role of the Board of Directors as per VDAM:**

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
  - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
  - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
  - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
  - Maintain and constantly improve all on-going policies of the Board in this Manual.
  - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
  - Ensure financial solvency and integrity through policies and behavior.
  - Require periodic financial and other external audits to ensure compliance with the law and good practices.
  - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

**Term of Office:** May 1, 2023 – April 30, 2024

**Requirements for Office:**

Must be enrolled full time throughout their term of office.

**How to apply for this position:**

To apply to be the Director of Education and Equity fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 6-16, 2022**.

The position receives a remuneration of \$17 per hour for a 24-hour work week.

For full details in the position of Director of Education and Equity please see the Voting Directors Accountability Manual, pages 15-16.

**Board Of Director Opportunity – Election Posting**  
**Director of Student Experience**

**Position Overview:**

- The Director of Student Experience:
  - promote and support recreational and other activities throughout the academic year
  - identify and implement strategies for increasing student use of services and involvement in organization programs
  - work in conjunction with Director of education and Equity to plan advertising strategy for activities and events
  - collaborate with Directors to create and develop an annual plan of student communications and campaigns designed to engage students

**Summary of Role of the Board of Directors as per VDAM:**

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
  - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
  - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
  - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
  - Maintain and constantly improve all on-going policies of the Board in this Manual.
  - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
  - Ensure financial solvency and integrity through policies and behavior.
  - Require periodic financial and other external audits to ensure compliance with the law and good practices.
  - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

**Term of Office:** May 1, 2023 – April 30, 2024

**Requirements for Office:**

Must be enrolled full time throughout their term of office.

**How to apply for this position:**

To apply to be the Director of Student Experience fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 6-16, 2023.**

The position receives a remuneration of \$17 per hour for a 24-hour work week.

[For full details in the position of Director of Student Experience please see the Voting Directors Accountability Manual, pages 16-18.](#)

**Board Of Director Opportunity – Election Posting**  
**Educational Centre Representative**

**Position Overview:**

- Educational Centre Representatives:
  - attends the monthly Student Association Board of Directors Meetings and the committees of the Board of Directors;
  - Participating in two class talks per semester to share with classes in their programs the work of the Student Association and
  - Connect with students within their Educational Centre in order to inform the advocacy work of the Student Association.

**Summary of Role of the Board of Directors as per VDAM:**

- The job of the Board is to lead the organization toward the desired performance and assure that it occurs.
- More specifically Board shall:
  - Determine the mission, values, strategies, and major goals/outcomes and hold the General Manager accountable for developing a staff strategic plan based on these policies.
  - Determine the parameters within which the General Manager is expected to achieve the goals/outcomes.
  - Monitor the performance of the organization relative to the achievement of the goals/outcomes.
  - Maintain and constantly improve all on-going policies of the Board in this Manual.
  - Select, fairly compensate, nurture, and evaluate annually the General Manager, who functions as the Board's sole agent.
  - Ensure financial solvency and integrity through policies and behavior.
  - Require periodic financial and other external audits to ensure compliance with the law and good practices.
  - Evaluate and constantly improve the Board's performance as the governing board and set expectations for individual involvement as volunteers.

**Term of Office:** May 1, 2023 – April 30, 2024

**Requirements for Office:**

Must be enrolled full time throughout their term of office.

**How to apply for this position:**

To apply to be the Educational Centre Representative for your school fill out the nomination form at <https://www.studentassociation.ca/elections/> during the nomination period of **March 6-16, 2023**.




The position receives a monthly honorarium of up to \$600.00 per month.

[For full details in the position of Educational Centre Representative please see the Voting Directors Accountability Manual, pages 18-19.](#)

## Appendix II: Ballot Sample

### View of the ballot as a whole



STUDENT ASSOCIATION

Home | How It Works | Logout John Doe

**Director of Communications and Internal**

You may select **one** of the following.  
Click on any **view details** link to view more information.

Donald Duck [\[view details\]](#)

Mickey Mouse [\[view details\]](#)

**Director of Education and Equity**

Shall LISA SIMPSON be elected Director of Education and Equity?

You may select **one** of the following.  
Click on any **view details** link to view more information.

Yes [\[view details\]](#)

No

Continue Cancel


### View of contested race

**Director of Communications and Internal**

You may select **one** of the following.  
Click on any **view details** link to view more information.


Donald Duck [\[hide details\]](#)

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Mickey Mouse [\[hide details\]](#)

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## **View of an acclaimed race**

### **Director of Education and Equity**

Shall **LISA SIMPSON** be elected **Director of Education and Equity**?

You may select **one** of the following.

Click on any **view details** link to view more information.

**Yes** [\[hide details\]](#)

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."



**No**