

## **About the Assiniboine Community College Students Association (ACCSA)**

We are run by a team of elected executive council members and professional staff who work together to bring services, events and support to the ACC student body. Each spring, you can cast a vote for the next school year's ACCSA Executive Council positions: President, Vice President – Finance and Vice President -Events & Marketing. Then, in September, we hold a General Council election to select 10 student representatives to bring forth student perspectives from throughout the college. These council members meet on a bi-weekly basis and work with college representatives on important initiatives that matter to you all while earning an honorarium and getting real, workplace experience!

The ACCSA is a great opportunity for you to get involved and make some key connections within your college community and the business community as well. Who could ask for a better, more flexible job than getting paid to represent your classmates on issues and events that matter to you?!

As a representative on the General Council, you are the voice of students from ACC on Student Council. You also support the collective goals of the ACC Students' Association (ACCSA) by actively working to put on and promote events, programs, and services provided by the ACCSA as well as provide suggestions and feedback on improvements through bi-weekly council meetings and reports. As a member of ACCSA General Council, you are also building your resume and learning new skills that will help you in future years!

### **We are recruiting Representatives for the following positions:**

- **MICA**
- **Trades**
- **Health & Human Services**
- **Agriculture & Environment**
- **Technology**
- **Business**
- **Aboriginal Student Representative**
- **International Student Representative**
- **Mature Students Representative**
- **ACC Adult Collegiate**
- **ACCSA VP of Finance\***

*To review full job descriptions of each ACCSA Student Council Representative Position, please visit our website, [accstudents.com](http://accstudents.com).*

### How to Run for ACCSA General Council in 3 Easy Steps!

**Step 1**

Review, complete and submit your Candidate Nomination Package.

**Step 2**

Schedule and interview with the ACCSA Election Chair

**Step 3**

Begin your campaign upon official candidate approval!

### Campaign Outline:

**Nominations Open:** Tuesday September 6, to September 19<sup>th</sup>, 2016

**Voting:** September 21 & 22, 2016

**Candidate Event:** Tuesday, September 20, 2016

**Results to be Announced:** Friday, September 23<sup>rd</sup>

**Mandatory Council Retreat:** September 30 to October 1<sup>st</sup>. Clear Lake MB

## Election Campaign Information

### **General Eligibility**

Any Full Member may be nominated to run for a SAC position, except:

(a) Any Member who has been removed from the SAC within the preceding twelve (12) months;

(b) Any Member who has previously served two (2) consecutive election terms in SAC;

(c) Any Member who has previously lost a 'Yes/No' vote and is again running uncontested for the same position they lost;

(d) Any Member who does not intent to remain in the SAC position, if elected, for the entirety of the term of office;

(e) Any Member who has been found to have violated the ACCSA or College code of conduct;

(f) Any Member with a G.P.A. below 2.5;

(g) Any Member who has previously filed for bankruptcy;

(h) Any Member below eighteen (18) years of age on the first day of voting for the election in which they are running; and

(i) Any Member who holds an official position within an external student association not sanctioned by the ACCSA.

***Academic Representatives***

In addition to section, Members may only run for a position for the division in which they are enrolled in as a student. ACCSA Election Policy 10

## **NOMINATIONS**

### ***Nomination Packages***

Nomination packages shall be available for download on the ACCSA website or pick up at the ACCSA head office prior to the start of the nomination period and shall contain:

- (a) A nomination form;
- (b) A candidate information sheet;
- (c) An election calendar;
- (d) An academic information release form;  
ACCSA Election Policy 12
- (e) A job description of the contested position;
- (f) A link to the ACCSA and College code of conduct;
- (g) A set of candidate questions;
- (h) A link to the election policy; and
- (i) Additional resources as determined by the Election Chair.

### **Nominations Signatures**

In order to be nominated for the following positions, candidates must attain the following:

- (a) Printed full names, student numbers and signatures from eight (8) Full time, base budget students (Members running for academic representative positions must get these from students in their division); and
- (b) Printed full names and signatures from two (2) instructors.

### ***Nomination Procedure***

- (a) The Election Chair shall make available nomination packages in the ACCSA head office and on the ACCSA website;
- (b) Members running for a position shall:
  1. Obtain the nomination package;
  2. Read and understand its contents;

3. Return their completed nomination package contents to the ACCSA head office in a sealed envelope; and

4. Be interviewed by the Election Chair.

(c) The ACCSA employee receiving the nomination package shall mark it with the date and time of receipt, along with their signature; and

(d) The Election Chair or Assistant shall store the nomination forms and any other confidential election material in a secure location to which only the Election Chair or Assistant have access.

ACCSA Election Policy 13

### ***Eligibility Approval***

The Election Chair shall start the verification of all nomination form information upon receipt, and complete the verification process within forty-eight (48) hours of the close of the nomination period:

(a) Members who return the nomination form after the end of the nomination period shall not be considered for candidacy;

(b) A nomination form will not be invalid as a result of a failure by any ACCSA employee;

(c) The Election Chair shall immediately notify any Member with an invalid nomination form and provide a twenty-four (24) hour period to submit a valid nomination form;

(d) Upon completion of the verification process, the Election Chair shall determine the eligible candidates to run for election; and

(e) No appeals will be granted to any candidate who is ruled ineligible to run for a position.

### ***Campaigning***

(a) Any meeting held by a prospective candidate that includes more than one (1) other individual shall be considered campaigning; and

(b) A prospective candidate may meet with one (1) individual at a time for the purposes of assembling a campaign team during the nomination period.

### ***Promotion***

Nominees are required to have their picture taken by the ACCSA for promotional purposes. ACCSA Election Policy 14

## **CAMPAIGNING**

### ***Candidate List***

A list of all election candidates and the positions they are running for shall be posted:

- (a) On the ACCSA website;
- (b) On ACCSA social media platforms; and
- (c) In the ACCSA head office.

### ***Campaign Period***

The campaign period:

- (a) May begin upon approval of the candidates completed nomination package, and interview with the election chair.
- (b) Must end before the voting day.

### ***Campaign Guidelines***

- (a) Campaigning is any activity or message that serves to promote a candidate.
  - (b) Candidates may use a variety of methods to campaign, within the guidelines of the election policy;
  - (c) Candidates are expected to conduct their respective campaigns in the spirit of integrity and fairness;
  - (d) Only candidates and their campaign team members may engage in campaigning;
  - (e) Candidates may not engage with media outlets without the prior authorization of the Election Chair;
  - (f) Candidates may not campaign in the ACCSA head office;
  - (g) Executives who are seeking re-election shall temporarily suspend their employment for the duration of the campaign period and voting day, with the exception of emergency affairs and financial approval responsibilities;
- ACCSA Election Policy 15

(h) Executives who are seeking re-election shall refrain from wearing ACCSA branded clothing and accessories for the duration of the campaign and voting periods;

(i) All Executives and Employees are not permitted to be part of any campaign team;

(j) Any campaigning that threatens the integrity of the elections process will be subject to disciplinary action by the Election Chair; and

(k) Candidates making outrageous campaign promises, engaging in negative campaign tactics, acting dishonestly or otherwise violating the guidelines of the election policy will be subject to disciplinary action by the Election Chair.

### **Campaign Teams**

(a) Campaign team members are College students who assist a candidate in any way with respect to running in an election;

(b) Candidates must submit the full names and signatures of their campaign team to the Election Chair before the start of the campaign period;

(c) Candidates must notify the Election Chair prior to adding or removing a student from their campaign team;

(d) Candidates shall be responsible for the conduct of their campaign team members at all times; and

(e) Acts or omissions of campaign team members shall be regarded as acts or omissions of the candidate.

### **Affiliation**

Candidates may not affiliate with each other in the form of a team, party, loose coalition or slate.

### **Campaign Materials**

(a) Campaign materials refer to all items and messages pertaining to a candidate, including:

1. Hung or posted items such as posters, stickers and banners;

2. Distributed items such as flyers, food, beverages and other goods; and
3. Communications delivered in person, via broadcast, on social media platforms, and through other relevant methods.

(b) All campaign materials must be:

1. Approved by the Election Chair or Assistant;
2. Approved by the professor or teaching aid where the material is used in a class setting;
3. Free from any direct or indirect reference to an opposing candidate; and
4. Free from any content that denigrates the spirit of a fair and peaceful democratic election.

(c) All campaign materials must not:

1. Be created or distributed in the ACCSA head office;
2. Be hung or posted in College classrooms, lecture halls and seminar rooms;
3. Overlap or be attached to any hung or posted campaign material of another candidate;
4. Cover clocks, emergency signs and other such important signage;
5. Block an individual's vision through glass doors;
6. Be hung, posted, handed out, discarded or otherwise distributed in areas set out for polling stations locations;
7. Include or incorporate the ACCSA logo; and
8. Denigrates the spirit of a fair and peaceful democratic election.

(d) Alcohol, drugs and illegal substances may not be used as campaign material;  
ACCSA Election Policy 17



(e) No campaigning may take place where alcohol or drugs are being used or served within the confines of a licensed establishment, whether on or off campus;

(f) All campaigning via email or social media communication sent to a managed list of more than one (1) person must be approved in advance by the list administrator;

(g) Candidates shall be held responsible for any damage caused to College or ACCSA property if they have not demonstrated caution in the distribution and affixing of campaign material;

(h) Approval of campaign materials by the Election Chair or Assistant shall be in the form of:

1. The official stamp of the ACCSA;
2. The signature and initials of the Election Chair or Assistant; or
3. A letter signed or stamped by the Election Chair or Assistant.

(i) Candidates are limited to:

1. No more than fifty (50) hung or posted materials in total;
2. No more than two hundred (200) flyers; and
3. No more than five hundred (500) non-paper items.

(j) Candidates shall be responsible for removing all their physical campaign materials from around the College by 5:00PM on voting day; and

(k) Candidates who do not comply may be subject to reduced campaign expenditure reimbursement or alternate disciplinary action, at the discretion of the Election Chair.

## **VOTING**

### ***Eligible Voters***

Only Full Members are eligible to vote in ACCSA elections and by-elections.

### ***Candidate Guidelines***

(a) Candidates and campaign team members must allow Members to vote without any undue pressure, influence or coercion; and

(b) The Election Chair may immediately disqualify any candidate found to be participating in voter misconduct.

**Voting Period**

- (a) Voting shall take place on two (2) designated voting days;
- (b) The voting day shall be held after the campaign period ends; and
- (c) On the day before the voting day, the Election Chair shall send out an email alerting all Members of locations of all polling stations.

**Online Voting System**

- (a) Voting shall take place through a secure online voting system where appropriate; and
- (b) Where a Member who is eligible to vote faces an issue that prevents them from voting using the online voting system, the Election Officials may authorize a paper ballot for that Member upon presentation of their student identification card.

**Ballots**

- (a) Ballots shall contain a designated marking area in front of each candidate's name;
- (b) Each candidate's name shall be listed on the ballot in alphabetical order by last name;
- (c) Elections involving voting for division representatives will have different ballots for each division;
- (d) Each ballot shall contain a "Decline to vote" option listed below the candidates' names;
- (e) In the event of a candidate withdrawing from the elections after the ballots have been prepared, their name shall be crossed off the ballot before it is given to each voter, and a notice of the candidate withdrawal shall be clearly posted at each polling station; and
- (f) In the event that there is only one (1) candidate running for a position, the position shall be acclaimed.

**Polling Station Voting Procedure**

- (a) Voters must present their valid student ID to the polling clerks;
- (b) Voters shall receive a ballot and shall be given the right of privacy in casting their vote; and
- (c) The name of each voter shall be crossed off the voter's list after he votes.

## CAMPAIGN EXPENDITURES

### **Expense Reimbursement**

Candidates will be reimbursed for their allowable election expenses, provided that they:

(a) Collect all expense receipts; and

(b) Submit all these items to the Election Chair within forty-eight (48) hours of the close of voting on voting day.

### **Expense Limits**

Candidates have a campaign expense limit of fifteen (15) dollars;

### **Expenditure Exceptions**

No expense shall be assigned to the use of computers, phones, tablets and other similar items that confer no special advantage to a candidate.

### **Reimbursement Guidelines**

(a) Failure to submit all expense items will result in the candidate's reimbursement being withheld;

(b) Failure to remove hung or posted campaign materials will result in the candidate's reimbursement being withheld until all materials are properly discarded of;

(c) The Election Chair may refuse to pay any submitted expense that is unrelated to the candidate's election campaign; and

(d) All submitted receipts must include a company name, address, contact details, in addition to the date of purchase, the price of each item purchased and the total purchase amount.

## Have Fun!!!

If you have any questions please contact the ACCSA Director, Paige Cuvelier

Room 413. 1430 Victoria Ave East. Brandon MB R7A 2A9

P: (204) 725-8700 ext. 7213

cuvelierp@assiniboine.net

accstudents.com