



Mohawk College Board of Governors Student Governor 2023 Candidate Package

Includes:

- Important Information for Student Governor Candidates
- Student Governor Campaign Procedures
- Nomination Form & Signatures of Support
- Candidate's Questionnaire
- About the Student Representative Position on the College Board of Governors

Important 2023 Election Information

All candidates must familiarize themselves with and abide by the election rules. Failure to follow the election procedures could result in disqualification from the election.

Chief Returning Officer (CRO)

Krista Welsh, Registrar and Senior Director, Strategic Enrolment Management
Room C102, Fennell Campus
Phone: (905) 575-1212 Ext. 4604
Email: krista.welsh@mohawkcollege.ca

ELIGIBILITY

All nominees must be students in good standing and:

- Enrolled in a diploma/degree program which has been approved as a post secondary program; or
- Enrolled in a course (s) in an approved continuing education program leading to a diploma or certificate of the college; or
- Enrolled in an approved adult training or apprenticeship programs.

The Student Governor must be a registered student in one of the above-mentioned programs/courses as of September 7, 2022 and throughout their term (unless they graduate during the term).

In addition, candidates for nomination should possess the customary generic board skills to participate in:

- policy formation;
- debating and discussing issues openly and fairly;
- determining strategic direction and setting goals;
- allocating scarce resources to competing demands;
- monitoring operations and performance;
- assessing projects and proposals;
- critiquing and improving the Board's effectiveness; and
- contributing ideas and suggestions.

RESPONSIBILITIES

Responsibilities include establishing governance structures, setting the college vision, mission, strategic directions and overall goals, hiring and delegating accountability to the President and CEO, approving the College's annual business plan, budget and annual report, assessing the effectiveness of the board and ensuring the appropriate corrective action is taken where expected outcomes or quality of performance is not being achieved.

NOMINATIONS OPEN

Friday, March 10, 2023

Candidates must complete and forward a Nomination Form with their Questionnaire to a Student Life Office (Fennell Campus – R203; Stoney Creek Campus – C118, IAHS Campus - 112) or to the Office of the President (Fennell Campus, C115), or via email to the following address: studentservices@mohawkcollege.ca.

All candidates are required to have two signatures of nomination and twenty-five signatures of support.

Nomination forms can be requested via email by contacting studentservices@mohawkcollege.ca, or are available from the following locations:

- Student Life Office, R203, Fennell Campus
- Student Life Office, Room 112 at the IAHS Campus
- The Gathering Place, Room C118 at Stoney Creek Campus
- Office of the President, Room C115 at Fennell Campus

NOMINATIONS CLOSE

Friday, March 31st, 2023 at 4:00 pm

Nominations must be received at a Student Life Office or at the Office of the President, by drop-off, mail or email (studentservices@mohawkcollege.ca). If a nomination is not received after the extension date a candidate will be chosen through an interview process. The selection committee would consist of the MSA President (or designate), the Student Governor holding office (if available), and the Vice President, Students, International & Alumni.

REQUIRED STUDENT SUPPORT

All candidates must be nominated by at least two other students and are required to get twenty-five signatures of support.

ALL CANDIDATES MEETING

The Chief Returning Officer will set up a time with the candidates prior the start of the campaign period.

Candidates will be required to attend this meeting to review election procedures. Failure to attend this meeting will result in disqualification, unless a valid reason is submitted in writing to the CRO within 2 working days. Some examples of valid reasons for missing the All Candidates Meeting include: academic responsibility, varsity events, or an emergency medical or family situation. The CRO has the final decision on this matter. A photographer will be present to take a photograph of each candidate.

Campaign materials subsidized by the BOG will be distributed at this time. Failure to pick up these materials forfeits this subsidy.

CAMPAIGNING BEGINS

Saturday, April 8th, 2023, 7:00 am

CAMPAIGNING METHODS

Campaigning methods are left to the discretion of the candidates; however, campaigning must not damage the reputation or property of Mohawk College. Slander, libel and unethical campaigning are forbidden and are grounds for disqualification. The CRO shall have the sole discretion to determine whether disqualification is warranted. Complete Campaign Procedures are included with the package.

CAMPAIGNING ENDS

Wednesday, April 19th, 2023 - 4:00 pm

*Please note all posters and other campaign materials must be removed from campus by 7:00 p.m. on this day.

VOTING

Monday, April 24, 2023 to Thursday, April 27, 2023 through electronic means. Students unable to vote electronically may vote via a physical kiosk set up at the college.

ELECTION RESULTS

The CRO will retrieve and print out the election results. The official results will be posted on the college website by 4:00 p.m. on Friday, April 28th, 2023.

TERM OF OFFICE

September 1, 2023 to August 31, 2024.

The Student Governor is eligible for re-election for a total of four consecutive one-year terms. A Student Governor who graduates prior to the expiration of his/her term may complete his/her term of office.

MID-TERM VACANCIES

Where a mid-term vacancy arises, the runner-up will be deemed elected to complete the remainder of the term, unless the runner-up is not available or if the vacancy occurs more than halfway through the term. In these cases, a candidate will be chosen through an interview process. The selection committee would include the MSA President (or designate), the Student Governor leaving the position and the Vice President, Students, International & Alumni.

Student Governor 2023 Campaign Procedures

CAMPAIGN PROCEDURES

All candidates will familiarize themselves with and abide by the election procedures. Failure to follow these procedures may result in disqualification from the election.

1. Candidates will be required to attend the All Candidates Meeting to review election procedures. The time, location and rules are noted in the "Important Information for Candidates" portion of this package. . Failure to attend this meeting will result in disqualification, unless a valid reason is submitted in writing to the CRO within 2 working days.
2. Each candidate will be supplied with: 2 rolls of painter's tape, and 100 free copies of 11 x 17 paper. These supplies and necessary forms will be distributed at the All Candidates Meeting. Please note that no Graphic Design assistance will be provided and posters must be laid out according to the paper size required. All posters and other campaign material must be reviewed by the CRO to determine its appropriateness. Candidates must allow a 24-hour turn-around time for all printed material.
3. Other than the listed restrictions, a candidate may post as many posters, banners, etc. as they wish. Campaigning methods are left up to the candidates but please note that stickers are not allowed. A candidate may use any number of different methods as long as the financial limit of \$300.00 is observed. Expenses must be pre-approved by the CRO to guarantee reimbursement. Original receipts must be submitted to the CRO within five business days after the final voting day. Please note that expenses for alcohol, tobacco products or meals will not be accepted for reimbursement as a campaign expense. Anyone who spends over the financial limit (including donated items) may be disqualified from the election. Any fines assessed to a candidate will be subtracted from their reimbursement.

Should a candidate receive a free/sponsored item for their campaign, the CRO will assign a dollar value to that item and it must fit into their overall budget for the position they are running for.

4. Candidates must campaign as individuals and will not be allowed to campaign with other candidates.
5. Candidates may not use the same campaign used by the College to promote the election as a whole. The CRO will determine whether or not a candidate's campaign is significantly similar to the overall elections marketing.
6. Each candidate will be allowed one half-day, free of charge, to set up a table in both the Student Centre and the College, to promote their campaign. This will be coordinated with the Chief Returning Officer. Booths availability and dates is yet to be finalized. However, it is required the candidates may not team up together at booths.

7. Because of the ban on single use plastic water bottles, bottled water may not be distributed as part of a campaign. If candidates are bringing in beverages/food, etc. they must get approval ahead of time by the CRO.
8. All candidates will be allowed to advertise in the Residence. Candidates must sign in and out of the Residence, at the front desk, with their student ID card. The Residence Posting Policy must be followed.
9. During the campaigning period, candidates may display printed or graphic materials at all campuses without Student Life approval. Posting policies must be adhered to at each campus and candidates are required to submit materials to the IAHS Student Life office for posting.
10. The MSA offices as well as Heath Lounge and the Arnie are strictly out of bounds for campaigning material and or posting of promotional materials.
11. No campaign material may be posted on doors, lockers, classrooms, glass display cases or windows or in non-classroom areas, i.e. administration offices, library, etc. Do not post-election material on any wood or painted surface, including painted brick. Posters may **not** be placed in the following locations:
 - a. The wall outside the McIntyre Performing Arts Center.
 - b. All display cases.
 - c. All washrooms.
 - d. On or near murals or portraits painted on any walls.
 - e. Student Life Blitz areas.
 - f. Inside the gymnasium and Fitness Center.
 - g. Candidates may put posters on unpainted brick, unpainted concrete, hard tiled surfaces and glass walls.
12. Use of the Mohawk College and MSA logos and trademarks will not be available on any promotional material. Candidates may wear clothing that already contains logos on it (i.e. shirts with MSA or Mohawk College on them), but may not put logos on any new clothing items they create for the purpose of campaigning. Candidates may wear their MSA or Mohawk College clothing in any campaign photos. Student media may choose to interview candidates and while doing so shall provide equal opportunity/coverage for candidates of certain positions.
13. Any candidates who use social networking sites (Facebook, Instagram, Twitter, etc.) must add the Chief Returning Officer as a "friend" and "admin" to any groups in order to monitor your posts.
14. No external posting, including flyers or handbills, are allowed to be posted outside or placed on car windshields.
15. No targeted announcements will be allowed through MyCanvas, MyMohawk, college, or MSA video screens or any other College system.
16. No campaign material may be placed over existing campaign material.

17. The CRO may at any time remove any campaign material that does not follow campaigning procedures. During the voting period, all posters within the vicinity of the voting booths will be removed by the CRO.
18. Posters and other campaign materials may not be put up earlier than 7:00 a.m., Saturday, April 8th, 2023, and must be taken down by Wednesday, April 19, 2023 at 7:00 p.m. This rule will be strictly enforced. Failure to comply may result in the candidate being charged an amount as determined by the CRO to remove these materials or disqualification from the election.
19. Only painters tape may be used. (Any other tapes used could destroy the surface they are in contact with). Tape must be used on the back of posters, not the front.
20. Slander, libel and unethical campaigning are forbidden and are grounds for disqualification.
21. Candidates and/or election help found defacing, damaging, moving and/or removing campaign materials belonging to another candidate may be subject to immediate disqualification.
22. All campaigning must be done in such a manner that will not harm others or Mohawk College's reputation. All posters must be in good taste and all campaign materials must be pre-approved by the CRO.
23. MSA members may not campaign at any event or activity where they are acting in an official capacity by virtue of their position.
24. No candidate will be allowed to show students how to vote, bribe them to vote or coerce anyone into voting for them as it may conflict with a voter's right to privacy.
25. All deadlines are final. No extensions will be given.
26. In the event that a candidate wishes to file a complaint against another candidate, the following process will be used:
 - a. Complaints will be submitted in writing (and signed) to the Chief Returning Officer (CRO) using the Elections Complaint Form. The CRO will meet with both parties, as well as any other relevant parties, to determine the facts. The CRO will then determine what, if any penalty will be imposed.
 - b. Penalties will be determined at the discretion of the CRO. The penalties may include:
 - i. Written Warnings;
 - ii. Fines (\$20); and/or
 - iii. Disqualification
 - c. The outcome will be communicated to both parties, within three (3) business days.

- d. If a candidate wishes to appeal the decision, a letter of appeal will be submitted to the CRO within two (2) business days. The CRO will form an appeals committee, made up of the CRO, two student leaders not involved in the election process and one College employee. The committee will review the complaint and the outcome, as determined by the CRO, and determine whether or not to uphold the penalty. The results of the appeal will be communicated to both parties, in writing, within three (3) business days. The decision of the committee will be final.
- 27. The current Student Governor must stay neutral throughout the nomination and campaign period and may not endorse a candidate or participate on a candidate's campaign team. The only exception is, if a current Board member is running themselves, they may participate in their own campaign but may not use any systems (Student Representatives, websites, etc.) or promote themselves while performing any official Student Governor duties.
 - 28. If a candidate fails to adhere to any of the policies and procedures with regards to the campaign and election process, they may be fined up to \$20.00 and may be subject to disqualification.



STUDENT GOVERNOR NOMINATION FORM

Name: _____

Address: _____

Telephone: _____ Mohawk College Email: _____

Course & Year: _____

Student #: _____

I have read the "regulations, policies and guidelines relating to the composition with appointment of the College Board of Governors", am aware of all election rules and procedures under which I am seeking office and understand the responsibilities of the position for which I am running.

Candidate's Name

Candidate's Signature

Date

Candidate Support

Candidates are required to be nominated by at least two other students and are required to submit twenty-five student signatures of support.

I endorse _____ for the position they are seeking as Student Governor on Mohawk College’s Board of Governors.

Name Email Student Number

Name Email Student Number

	Student’s Name	College Email	Student Number
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Candidate's Questionnaire

ABOUT THE STUDENT REPRESENTATIVE POSITION ON THE MOHAWK COLLEGE BOARD OF GOVERNORS

What is the Mohawk College Board of Governors?

The Mohawk College Board of Governors is responsible for the governance of the college and is accountable to the students, employers, industry partners and communities it serves. Its purpose is to ensure that the college is effectively managed to achieve its mandate and to provide needed services with an emphasis on diverse viewpoints, strategic, transparent, accountable and active leadership.

What does the College Board of Governors do?

- Helps to set the college's vision, mission, strategic directions, and overall goals and outcomes
- Approves the college's annual business plan, budget and annual report
- Monitors the college's annual performance in relation to its annual goals and objectives
- Ensures that corrective action is taken where expected outcomes or quality of performance is not being achieved by the college

What does a Student Representative do on the College Board of Governors?

- Attends Board of Governors meetings and retreats
- Represents all Mohawk College students on the Board of Governors
- Debates and discusses in an open and fair manner
- Provides input on the college's strategic direction and goals
- Assists in monitoring college operations and performance
- Assists in assessing college projects and proposals

Who can apply to be a Student Representative?

- Enrolled in a diploma/degree program which has been approved as a post-secondary program;
- Enrolled in a course(s) in an approved continuing education program leading to a diploma or certificate; or
- Enrolled in an approved adult training or apprenticeship program.

Why should you apply to be a Student Representative?

- Learn more about governance and leadership;
- Add real-world experience, knowledge and skills to your resume;
- Meet and learn from leaders in your community; and
- Give back to your community and make an impact.

Time Commitment: One-year term

The Board of Governors meets seven times in a year (five meetings and two strategic planning retreats), and each meeting typically lasts four hours. The Student Representative should attend and participate in all meetings, and is expected to do any pre-reading of materials as preparation. It is also requested that the new Student Representative participate in the Board of Governors orientation meeting which takes place in August.