

Bow Valley College
Students' Association

Election
Nomination Package

**Students' Council
Nomination Package**

15 Positions available for:
Academic Foundations Representatives
Business and Industry Representatives
Health and Community Care Representatives
**1 Marlborough Campus Representative,
Programs at Large**
**1 Marlborough Campus Representative,
Aboriginal Programs**

IMPORTANT ELECTION INFORMATION

People that you will need to know and how to contact them:

General Manager BVCSA

Marie Gailer M.Edl 410-1668

mgailer@bowvalleycollege.ca

2. ELIGIBILITY

In order for a student to be considered eligible to run for a position they must meet the

following criteria:

Active Member (An active member of the Students' Association is a student of Bow Valley College that has paid Student Association fees for the current academic semester)

If a continuing student, must maintain a 2.0 GPA (1st year, students are exempt from this requirement)

General Information about Students' Council

What is the SA?

The Students' Association is an organization created by the Post Secondary Learning Act of Alberta to act as the students' voice in Bow Valley College. It is the official conduit of communication between the College and the student body. It has many active student volunteers and an extensive operating budget. It provides a number of services, organizes student events, and lobbies the College and various governments on behalf of Bow Valley College students.

What is the Students' Council?

The Students' Council is the highest governing body of our Students' Association. All of the authority given to a Students' Association under the law is vested in the Students' Council, and the Council delegates that authority to the Executives and any staff member of the Students' Association. The Council recommends bylaws, and writes policies that govern the activities of the SA, setting out expectations of what the SA will accomplish and how, and monitoring to see that those expectations have been met.

The Council is elected each year by the student body. All Council members are full - time or part-time students at their respective campuses or academic departments. Because they are students, they are the true student voice that guides the Students' Association throughout the year.

What does it take to be a Students' Council member?

A good Council member must be able to commit the time required by the Students' Council, and must have certain skills and attitudes. Council meetings are held twice a month during the school year, and are typically between one to two hours long. To be an effective member of the Students' Council, you will also require the time to thoughtfully consider materials (minutes and attachments) provided before meetings, to investigate concerns that you have with those materials, and to develop your own suggestions. You should also be willing to spend time asking students what they think about issues the Council is considering, and asking students what issues the Council should be considering. You will also be required to attend a mandatory Council orientation.

A Students' Council member must be a good communicator. They must be comfortable saying what they think, even when others may not agree. They must also be able to express

disagreement without offending their colleagues. A good Council member is also a strong critical thinker. They carefully consider possibilities, ask questions, and make decisions based on the best information they can get. Council members must also be self-motivated learners. There are skills and techniques specific to working on a board that new Council members are expected to quickly learn and apply.

It is important, too, that members of the Students' Council believe in the importance of the Students' Association, and that they have a sincere desire to see it succeed in its mission. They must also be responsible. Elections aside, it is the members of the Students' Council that must hold themselves and one another responsible for their own performance, the performance of the Council, and the performance of the SA as a whole. They must be willing to adhere to and enforce the bylaws and policies of the Association.

Why should I run for Council?

Students' Council members receive a number of tangible and intangible benefits from their time on the Council. You will meet interesting people, you will face difficult challenges with them, and you will gain a great deal of experience that will be valuable in the future. Council members are paid a honourium for the time spent in meetings. Most importantly, you will get the opportunity to make a lasting impact on an important student institution.

(SAMPLE OF) NOTICE OF WARNING

TO THE CANDIDATE:

This notice (COPY) is a warning that you have violated the rules and procedures of the Election Code covering the Students' Association election. This warning may result in your disqualification as a candidate in this election.

VIOLATION:

REMARKS:

CHIEF RETURNING OFFICER: Signature:

_____Date:_____

COMMENTS:

DEPUTY RETURNING OFFICER: Signature:

_____Date:_____

COMMENTS:

This notice is only valid with both of the above signatures. You may appeal the warning before the Chief Returning Officer and Elections, Other Campaign, and Individual Grievances Review Board.

The following five pages should be completed, then detached and submitted to the General Manager.

Please retain the first portion of this booklet for reference during the process.

ELECTION CANDIDATE ELIGIBILITY FORM

DATE: _____ STUDENT ID#: _____

NAME: _____ PHONE: _____

BVC EMAILADDRESS(S): _____

POSITION SOUGHT: Students' Councilor for

Academic Foundations
Business and Industry
Health and Community Care
Marlborough Campus, Aboriginal Programs
Marlborough Campus, Programs at Large

G.P.A. (Last Semester): _____ (if new student this year, leave blank)

I have received a complete BVCSA Election Package and have read and understood the materials and election rules, including the appropriate polices and bylaws of the Bow Valley College Students' Association, contained in this package. I realize that I am subject to disqualification as a candidate upon failure to comply with any or all of these campaign guidelines and agree to abide by any additional rulings that the Elections, Other Campaign, and Individual Grievances Review Board may deem necessary to ensure the fairness of this election.

Further, I authorize the Chief Returning Officer to confirm my eligibility to stand for election, by verifying the qualifications outlined at the top of this page, through official Bow Valley College records.

SIGNATURE OF CANDIDATE: _____ DATE _____

NOTE: In order to be declared an eligible candidate, this form must be received by the General Manager, (Marie Gailer M.EdI) at Main Campus, Room 249.

CANDIDATE PROFILE

Must be submitted via **HARD COPY** or can email to mgailer@bowvalleycollege.ca

They will be printed as submitted. No grammatical or spelling corrections will be made. You may use a maximum 150 words total for your entire submission.

All photos taken by the Students' Association to be used in Students' Association promotional material will be taken at Main Campus.

Please include the following information with your electronic copy.
Please use your surname when saving your file. *Ex: smithprofile.doc*

NAME: _____

PROGRAM: _____

POSITION SOUGHT: Students' Councilor for

- Academic Foundations
- Business and Industry
- Health and Community Care
- Marlborough Campus, Aboriginal Programs
- Marlborough Campus, Programs at Large

These categories are suggested only. You may choose a different formation of text if you wish, but the total word count for the entire submission should be 150 words total. Please submit typed on separate sheet of paper.

1) Reasons for seeking election:

2) What qualities do you have that would help you be an effective student councilor?

ELECTIONS NOMINATION FORM

We, the undersigned, being bona-fide members of the Bow Valley College Students' Association, nominate _____ to run for Students' Council in the Students' Association election.

#	Name	Signature	Student ID #
1			
2			
3			
4			
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12			
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14			
15			

Date Submitted

Candidate's Name

Candidate's Signature

This form MUST be submitted to the General Manager.

Please note that before your nomination can be considered official you must provide a Police Record check from an appropriate community policing agency. While having a criminal record does not necessarily mean you will be denied a position on Students' Council, it will disqualify you from running for the position of President or VP of Operations & Finance on the Executive Committee. Police record checks are done at the expense of the nominee.

***Please note:** The personal information collected on this form will be used to administer and manage Students' Association's programs and services, and to maintain the Students' Association's records. This information will be protected by the provisions of the Freedom of Information and Protection of Privacy Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services you have requested. We treat your personal information with care and respect, and use it to improve our services to you.*

MARKS RELEASE FORM

Complete this form if you have attended
at least one semester at BVC

Name (Please Print)

"I hereby authorize the Registrar to release to the General Manager of the Bow Valley College Students' Association, or his/her designate, all relevant information about my registration as a student in the current Academic Semester, in order to confirm that I am in good academic standing and eligible to serve as a representative of the organization in accordance with the By-laws of the Association."

Signature of Nominee

Date Signed

Student ID Number:

In order for a student to be considered eligible to run for a position they must meet the following criteria:

Be a active member of the Students' Association

Maintaining a 2.0 GPA (if a continuing student)

FOR USE BY THE REGISTRAR ONLY

The above mentioned student has a GPA of at least 2.0:

Yes

No

The above mentioned student is registered at Bow Valley College as a:

Full-time student

Part-time student

The above mentioned student has paid their Students' Association fees:

Yes

No

Registrars' Signature: _____