

BBASC Election Rules

All candidates must familiarize themselves with and abide by the following election rules:

1. Role of BBA Student Council Executive in the Election Process

- 1.1. The VP Internal's overriding priority shall be to ensure the existence of a fair and impartial process for resolving election questions/complaints.
- 1.2. All questions, comments or concerns pertaining to elections are to be reported to the VP Internal.
- 1.3. When a situation arises that is not explicitly considered by this document, the BBASC shall interpret the policy in a manner consistent with its intentions.

2. Nominations

- 2.1. There are 8 elected positions available for the BBA Student Council Internal Committee:

<u>Internal Committee:</u>	BBA Accounting Representative (1)
	BBA Marketing Representative (1)
	BBA Finance Representative (1)
	BBA Human Resources Representative (1)
	BBA Supply Chain Representative (1)
	Global Business Management (GBM) Representative (1)
	Degree Completion Representative (1)
	International Student Representative (1)

- 2.2. All candidates may only run for one elected position and must be currently enrolled as a full-time or part-time Business of Administration (or GBM for the GBM Rep) Student at Sheridan College HMC, in good academic standing with a cumulative GPA of 2.4 or higher.
- 2.3. In order to be eligible for candidacy, following positions require nomination signatures from current Bachelor of Business Administration Students:
 - Internal Committee Candidates must obtain **10 signatures**.

The student name, student number, and signature must be acquired and included on the nomination form, which is included in this package.

The candidate is responsible for the accuracy and integrity of all nominations. Failure to abide by this rule may result in automatic disqualification.

- 2.4. All candidates are required to read, understand and abide by the appropriate job description, constitution and election rules before signing their Statement of Responsibility and Acknowledgement Form (included in this package).
- 2.5. Only the candidate is allowed to gather and collect nomination signatures.
- 2.6. All candidates must submit nominations forms prior to the close of the nomination period. No extensions will be given.

3. Campaigning

- 3.1. Campaigning is defined as any activity that serves to publicize or promote an individual's candidacy in a BBASC election. This may include word-of-mouth, print material, online and in-person presentations.
- 3.2. Campaigning shall not begin until 8:00 AM October 5th and must cease, including the removal of all campaign material, by 3:00 PM on October 9th, 2015.
- 3.3. The contents and methods of campaigning shall be above reproach. Candidates shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates. Candidates shall not make statements that they know are untrue.
- 3.4. Posting content that is not acceptable is:
 - Nudity, violence or weapons
 - Promotion of drugs or alcohol
 - Discriminatory content
 - Content from an external organization or individual
 - Names and other information about other candidates
- 3.5. Under no circumstances are candidates allowed to put up, deface or remove any election material of fellow candidates.
- 3.6. Campaigning for positions in the BBASC is an individual effort and candidates are responsible for the conduct of their campaign organization.
- 3.7. The BBASC Facebook page can be used to inform the student body of each candidate's platform. Each candidate will be allowed **A MAXIMUM of ONE post per day** during the campaign period. Messages in support of your campaign posted on the walls of individuals or other pages that are not in support of a campaign are prohibited. Candidates will be responsible for daily monitoring of all social media applications organized by the candidate to ensure that the applications, and all third party postings, follow the rules of this procedure.

- 3.8. Any classroom appearance must be cleared through the instructor in advance of the scheduled time. This contact may be made during the nomination period. Arrangements for classroom talks shall be the responsibility of the candidate. The Faculty Advisors have the right to revoke classroom visit privileges from any candidate if deemed necessary.

4. Election Expenses

- 4.1. Any campaign costs are at the personal expense of the candidate. No BBASC funds are to be used for individual campaigning but BBASC funds may be used to promote the election as a whole.

5. Polling Procedures

- 5.1. Every valid full/part-time Bachelor of Business Administration student is entitled to one (1) vote and will be verified by a list of confirmed BBA (GBM for GBM Rep) students.
- 5.2. Students will be sent an e-mail to their Sheridan Email with a unique link to cast their vote electronically.
- 5.3. Voting will take place from 8:00 AM on October 7th to 3:00 PM on October 9th, 2015.

6. Counting Ballots

- 6.1. The results will be calculated electronically.
- 6.2. In the event of a tie, a runoff election will be held within 5 days, organized by the Election Committee.
- 6.3. Winners will be announced on the program Facebook page.

All students wishing to participate as candidates must register by 12:00 p.m. on October 4nd, 2015. Please scan and e-mail the completed Candidacy Application form below, as well as the list of student signatures in support of your candidacy (10 signatures) to leblanbe@sheridancollege.ca, Subject line: Candidacy Request

BBA Student Council Elected Student
Representative Candidacy Application Form:
STATEMENT OF RESPONSIBILITY and ACKNOWLEDGEMENT

Candidate Name: _____
Student Number: _____
Street Address: _____
City: _____
Postal Code: _____
Sheridan Email: _____
Phone Number: _____
Program and Year: _____
Position running for: _____

"I _____, have read the by-laws under which I am seeking candidacy and understand the responsibilities of the position for which I am running. I hereby declare that I have read and fully understand all the Rules and Regulations set forth in the BBASC Elections Portion of this package. I agree to follow these rules while running in the election and that if I break any of these rules, I may be subject to disqualification from the election process."

___ I have attached a list of signatures from my fellow students in support for my candidacy (10 signatures for all Committee positions)

Candidate Signature

Date

BBASC Candidacy Nomination Form:

Candidate Name: _____

Running For (Position): _____

(10 Current Bachelor of Business Administration Program student signatures required)

Name	Student ID#	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____