

# THE ELECTION PROCESS

**\*Club Elections can be held once a club has a minimum of 10 paid members**

**Student Leader:** In the instance where a club is new to St. Clair College or does not have any executive members currently serving their term, a Student Leader is someone who has chosen to take the lead in creating or re-ratifying a campus club at St. Clair College. This student must be currently enrolled as a St. Clair College student. This student will have approached the SRC's Club Coordinator or a St. Clair College faculty member to express their intent to create/re-ratify a club prior to advertising their club idea or accepting any membership fees. This student will not be recognized as the Club President or any other executive position within the club unless they have been voted in my the membership through an election.

## Election process:

### **Nominations:**

1. Once either; the student leader, a current club executive, faculty advisor OR SRC's Club Coordinator has collected membership fees from a minimum of 10 students or all club members an email will be sent to all paid members to inform them of the available executive positions within the club. (Mandatory executive positions: President, Vice President, Treasurer and Secretary)
1. Club members will be given 24-48hrs to nominate themselves for any of the available positions. The deadline(date & time) should be clearly written in the email as well as the contact or method of submitting their nomination.
1. Once the deadline has passed the designated contact will review the nominations.
  - For any executive position that received only 1 nomination, the candidate will be acclaimed to that position
  - For any executive position that received more than 1 nomination, a vote will need to be held
2. Candidates should be notified via e-mail if their position requires a vote and given 24hrs to prepare a brief spoken or written introduction for the voting members to consider.
  - Candidates may consider the following when preparing their intro:
    - Name, program of study, year of study
    - Why do you want this role?
    - Any experience that may assist you in the role?
    - Why should members vote for you?

### **Voting:**

- Voting can be held in person or electronically; club members will need to decide the best way to hold a vote to ensure all members have the opportunity to cast their vote.
  - Voting should always be done anonymously unless all club members are agreeable to voting openly
1. The method of voting along with the specific date/time/location or link must be clearly written in an email to all club members.
  2. Voting should remain open for a minimum of 24hrs to ensure all club members have an opportunity to vote unless ALL club members are available within a shorter time frame.

### **Voting Options---HOW CAN THE SRC HELP?**

1. The SRC office or TD student Success centre can be used as a polling station for club members to cast their votes.
  - Email the Club coordinator to schedule a date/time/location for this election and please provide a club membership list, candidate names & positions for the ballots. Students will need to bring a student card or photo ID to vote.
1. An electronic poll can be created for your club
  - Email the Club Coordinator to set up and please provide a club membership list with emails, candidate names & positions for the ballots. Students will be sent the link and a deadline to vote. The results will be reviewed and sent out to all club members by the Club Coordinator after the deadline has passed.
3. In person facilitation
  - If there is a date/time all club members are available, the Club Coordinator can book a room, attend and facilitate your in-person election.