CCSAI 2024/2025 Board of Directors
Nomination Package – *VICE PRESIDENT*

Thank you for your interest in a position with the 2024/2025 Centennial College Student Association Inc. (CCSAI) Board of Directors. Please familiarize yourself with the job description of the position(s) available, as well as the CCSAI Bylaws. All requirements must be completed in full and received by the CCSAI by the deadline; failure to do so will result you in being ineligible to run/apply for a Board position. *Applications received past the deadline will <u>not</u> be accepted.*

All candidates (President, Vice-President) that have successfully completed the nomination package, and met the eligibility will be invited to an *All Candidates Meeting* that is <u>mandatory</u> for all candidates to attend. The Elections Coordinator and Advocacy Coordinator will review campaign procedures and answer any questions pertaining to elections during this meeting.

ELIGIBILITY VICE-PRESIDENT

YOU CAN ONLY APPLY FOR A VICE PRESIDENT POSITION AT THE CAMPUS YOU ARE ENROLLED

In order to qualify to run for election and/or apply for an appointed position on the Board of Directors, excluding President, a member of the association must:

a) Be a full-time student at Centennial College, registered in a college approved minimum number of courses related to full-time status during the day, working towards a diploma, certificate or degree;
b) First semester students are eligible to apply for a board position. They are required to attain a GPA of 3.00 in the semester in which they start their term or as soon as their grades are released by the College at the end of their first semester. If the candidate has not attained a GPA of at least 3.00 this would render them ineligible for a Board of Director's position.
c) Be bondable;
d) Be 18 years of age at the time of taking office;
e) Have attained a GPA of at least 3.00 in their most recently completed academic semester;
f) Meet all criteria as outlined in the CCSAI general elections/appointed position application
g) Be in good standing with the College;
h) Be able to attend all full board meetings and other meetings as scheduled;
i) Not to be found in violation of this by-law for at least 365 calendar days;
j) In the case of the Vice-President, members can only apply for the campus they are enrolled in.
k) The Vice President is required to work a minimum 15 hours a week for the length of their term during the regular business hours of the Association (Monday – Friday), and evenings and weekends as necessary. This includes, but not limited to; mandatory training sessions, internal and external meetings.

To continue to serve on the Board of Directors, excluding President, the successful candidate/applicant must:

a) Be enrolled continuously in a Centennial College approved full time program, working towards a diploma, certificate or degree for at least two out of three semesters of the academic year in which they are serving. One of the semesters in which they must be enrolled in is the *winter* semester of their term.

GUIDELINES FOR OBTAINING SIGNATURES

All candidates are required to obtain signatures from students at Centennial College who are pursuing a ministry-approved program. For the Vice President position, *each nominee must acquire <u>50</u> signatures from students with a minimum of 25 signatures from their campus of enrolment* (i.e. if your program is enrolled at the Morningside Campus you must have a minimum of 25 signatures from Morningside campus students and the remaining 25 can be from any campus).

- You may not obtain nomination signatures in any of the CCSAI spaces listed below:

- o Progress Campus Student Centre Building
- o Ashtonbee Student Centre Room A-106
- o Morningside CCSAI Lounge Room 113
- o Story Arts Centre CCSAI Lounge Room 113
- o Downsview Room 104
- o Any College Department Office

Each nomination should include the student's first and last name printed, Student Number, Campus, and signature

- Each nomination should include the student's first and last name printed, Student Number, Campus, and signature
- Signatures will be verified by the Elections Coordinator and Advocacy Coordinator. Signatures must contain <u>all</u> the information above, and must be legible to be accepted. At the discretion of the Elections Coordinator, if time permits, candidates may be allowed to obtain additional signatures if some are found to be incomplete or illegible.
- *Any signatures found to be foraged or do not belong to Centennial College students will be cause for elimination from the elections process.*
- It is recommended to get extra nominations in the event that some nominations are not complete (i.e. student number is incorrect or missing)

CONSENT TO APPLY

Please read each requirement, and <u>initial</u> to indicate you understand these requirements, and agree to them:

1) I have read and clearly understand my responsibilities as a candidate and/or applicant for a Board position with the Centennial College Student Association Inc. ☐

2) I verify that I will be enrolled in a minimum of 60% course load in at least two of three semesters. (President, one Centennial College professional development offering in at least two of three semesters). ☐

Therefore, as a member of the Association according to By-Law 1, I submit my application for the position of:

_____

(Position you wish apply for to, e.g. Vice President Morningside)

PRINT ALL INFORMATION CLEARLY

_____

Legal First Name   *Legal Last Name*

_____

Preferred Name (Nickname)   *Pronouns*

_____

Address   *City/Town*   *Postal Code*

_____   _____   _____

Phone Number   *Email*   *Student Number*

_____   _____

Program   *Campus*

_____   _____   _____

Date of Birth (mmddyy)   *Signature of Nominee*   *Date of Signature*

__Note__: You must be at least 18 years of age on the date that you take office.

FOR OFFICE USE ONLY

_____   _____

Received – Date and Time   *CEO Signature*

☐Eligible   ☐Ineligible   ☐ Student Advised   ☐ Email   ☐Phone

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2024 ELECTIONS SCHEDULE

Key Elections Events	Dates
Information Session #2	January 15th
Nominations OPEN	January 15th at 9:00AM
Nominations PRE-CHECK Deadline	January 31st at 4:00PM
Pre-Set Media Days	February 20th-23rd
Nominations CLOSE	February 7th at 4:00PM
Deadline for candidates to submit final slogan, biography	January 31st
All Candidates Meeting	February 9th
Campaigning OPENS	March 4th at 9:00AM
All Candidates Forum	Week of March 11th-15th
Online Voting OPEN	March 21st at 8:00AM
Online Voting CLOSES	March 22nd at 8:00PM
Campaigning CLOSES	March 22nd at 8:00PM
Deadline to Release Election Results (if no violations are being reviewed)	Marth 26th (2 business days after close of polls)
HOLD for Emergency Board Meeting	March 25th, 26th, 27th or 28th
Deadline to Release Election Results (if there is a review of violations)	Five (5) business days after the review of violations
Deadline to submit campaign expenses (5 business days from close of polls)	March 29th by 4:00PM
First Class (training, governance, auditors, etc.)	Week of April 22nd (3 days - TBD)