

## Nomination Form for Elected Positions on CESA Council

For more information, contact the Chief Electoral Officer:

Sean Musclow  
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(613) 281-1240

Congratulations on deciding to run for one of the following CESA Council positions!

- Executive Administrator
- Senator
- Representative to the AMS
- Second, Third or Fourth Year Representatives
- Alumni Representative
- Q-CESA Representative

To review the duties and responsibilities of each of these positions, please read the "Job Description Policy Manual" found at: <http://queenscesa.com/policy.php>.

Please hand this form in to Sean's folder in the Con-Ed Office by 4:30 p.m on **Monday, January 16<sup>th</sup>**. **No late forms will be accepted.**

Position I/we are running for: \_\_\_\_\_

**1<sup>st</sup> candidate:**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2<sup>nd</sup> candidate (if applicable):**

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

You must obtain 10 signatures (with student numbers) of Concurrent Education students who support your decision to run for your chosen position. If you are running as a team, you only need to hand in one form with 10 signatures. Candidates may nominate themselves.

**Name, Signature, and Student Number of Supporters**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

# Important Election Information

## 1. ELECTION TIMELINE

**Nomination Period:** January 10<sup>th</sup> – 16<sup>th</sup>

- Pick up a nomination form, complete it with the required number of signatures, and hand it in to Sean's folder in the Con-Ed Office. Nomination forms are available in the Con-Ed Office and online, at <http://queenscesa.com/documents.php>.
- Write a platform and create campaign material, and send both to Sean for approval.

**Campaign Period:** January 18<sup>th</sup> – January 29<sup>th</sup>

- This is your period to campaign!
- Attend the Candidates Forum on January 23<sup>rd</sup> at 8:00 pm in Dunning 11.

**Voting Days:** January 30<sup>th</sup> and January 31<sup>st</sup>, 2017.

## 2. RESPONSIBILITIES OF CANDIDATES

If you are planning on running in the election, you must familiarize yourself with the Job Descriptions, as well as the Elections Policy Manual and Article 4 of the CESA Constitution for important rules regarding campaigning and eligibility. These documents can all be found online at <http://queenscesa.com/policy.php>. Candidates must attend the Election Information Meeting and the Candidates Forum as well.

Happy Campaigning! 😊

## **ELECTIONS TO-DO CHECKLIST**

- Attend the Elections Information Night on Monday, January 9<sup>th</sup> at 8:00 pm in Dunning 11.
- Understand your Job Description, as well as Article 4 of the CESA Constitution and the Elections Policy Manual.
- Get signatures from Con-Ed Students and submit your nomination form to Sean's folder in the Con-Ed Office by Monday, January 16<sup>th</sup> at 4:30 pm.
- Create your platform and campaign material, and send both to Sean for approval by January 16<sup>th</sup> at midnight.
- Start campaigning on January 18<sup>th</sup>!
- Save all receipts to submit to Sean at the end of Campaign Period (if applicable).
- Attend the Candidates Forum on Monday, January 23<sup>rd</sup> at 8:00 pm in Dunning 11.
- Remove all physical campaign materials before 8:00pm on Sunday, January 29<sup>th</sup>.
- Vote online on January 30<sup>th</sup> and 31<sup>st</sup>.
- Await elections results!

### **GOOD LUCK!**

**Any Questions? Contact Chief Electoral Officer (Sean Musclow)**

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