

# ELECTIONS ACT

Revised March 2019



## A. Elections of the Executive

### Article I: General Provisions

1. The executive of the Student council of Northern Secondary, for the following year, shall be elected in the second or third week in May each school year
2. The week of elections shall be known as Elections Week

### Article II: Elections Committee

1. The Elections committee shall organize and oversee all aspects of the elections
2. The Elections committee shall be formed of the Vice-President who shall act as Chair, a Staff Advisor, one representative from the administration, and five student members appointed by the Vice-President
3. One of the five student members shall be appointed Vice-Chair
4. “Conflict of Interest Clause”

The conflict of interest clause is to be implemented in the event that the Vice-President wishes to run for an Executive position in the subsequent school year. In the place of the Vice-President, either the current Student Council President or Speaker of the House will take over as Chair of the Elections Committee and appoint its members. This duty will be on a voluntary basis, thus the President and/or Speaker are not obligated to take on the duty of Chair.

If the aforementioned do not wish to serve as Elections Committee Chair, in consultation with the Executive and the Staff Advisors, a member from the Executive or Senate will be appointed as Chair of the Elections Committee. The newly appointed Chair must not be running for an executive position in the following year.

In the event that all resources and personnel are exhausted and no replacement Chair can be found from the Senate or Executive, the Vice- President will appoint an outside designate to serve as Chair of the Elections Committee.

### Article III: Candidate Criteria

1. All candidates must be full time students at Northern Secondary School and must be planning to be full time students (as defined by the Guidance department) the following year
2. Candidates must have maintained of at least seventy percent (70%), on his/her most recent Northern Secondary Report
  - 2.1. Exceptions: A candidate with an average of at least sixty-five (65%), on his/her most recent Northern Secondary Report, may be eligible upon an interview with his or her Vice-Principal and the Elections committee Staff Advisor. In that interview the candidate must convey that extraordinary instances, whereby the candidate’s marks were affected by circumstances beyond his or her control and were

considerable lower than in previous years. Upon completion of the interview the Vice Principal and Elections Committee Staff Advisor may sign a waiver (Academic Exception Waiver, Appendix E) stating that the candidate has his or her permission to run for office. If they deem the candidate can not display extraordinary circumstances, they may cancel the candidacy

3. All candidates must have participated in at least one major school related extra-curricular activity (as defined by the Elections Committee) and have a waiver (Extra-curricular form Appendix A) signed by the staff advisor of that extra curricular activity
4. All candidates' parent or legal guardians shall be informed of the degree of commitment required by the Student Council Executive. The parents or legal guardians of the candidates must sign a waiver (Parent of Guardian Waiver, Appendix B) stating that they understand the commitment that the candidate will have to make
5. All candidates must have a consultation with their Vice Principal regarding the degree of commitment involved in an Executive position prior to the close of nominations. The candidate must sign a waiver (Personal Commitment Waiver, Appendix C) stating that he or she understands the commitment and have met with the current Student Council Staff advisor(s) for approval. The Vice-Principal must sign a waiver (Vice Principal Waiver, Appendix D) stating that he or she believes the candidate meets all academic criteria for the position.
  - 5.1 The acting elections committee is to ensure that the Vice Principal's approval of candidates is based strictly on academic criteria.
6. Candidates for all positions must have completed at least seven (7) credits and must attend all Class Representative Meetings and Senate meetings between the first Elections Information Meeting and Elections Day.
7. All candidates must attend training workshops run by the Elections Committee about Student Council Leadership
8. All candidates for the position of President must be heading into the 12<sup>th</sup> grade (also applicable to students who are repeating grade 12) and all candidates running for Vice – President must be heading into the 11<sup>th</sup> or 12<sup>th</sup> grade (also applicable to students who are repeating grade 12)
9. All candidates for the positions of Treasurer, External Social Director, Internal Social Director, and Secretary must be heading into the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade (also applicable to students who are repeating grade 12).
10. Any candidate who does not meet the above criteria shall not be eligible to run for Student Council Executive.

#### Article IV: Nominations

1. Nominations may only be submitted on official executive nominations forms (Appendix F and G) provided by the elections committee
2. The signatures, on Official Student Council Nominations Forms, of 25 students, must nominate all candidates. No student may nominate more than one candidate for each position
3. All candidates must be nominated by the signatures, on official Student Council Nominations Forms, of at least 5 Northern Secondary School staff members.
4. Nominations will only be considered complete when accompanied by the
  - 4.1. following waivers as outlined in Article III:
    - 4.1.1. Extra-Curricular Form
    - 4.1.2. Parent or Guardian Waiver
    - 4.1.3. Personal Commitment Waiver – and met with Student Council staff advisor(s)
    - 4.1.4. Vice-Principal Waiver
    - 4.1.5. Academic Exception Waiver (if necessary)

5. Nominations must be completed under the timelines provided by the Elections Committee

## Article V: Campaign Procedure

1. Official campaigning shall be restricted to Elections Week. All specific time parameters shall be established by the Elections Committee. No posters or banners will be allowed past set deadline. No posters or banners will be signed by the Elections Committee staff advisor after the deadline has passed.
2. The Elections Committee in consultation with a Vice-Principal before being displayed publicly must approve all forms of advertisement used by candidates. This includes posters, banners, stickers, and any material distributed by the candidate. The Elections Committee reserves the right to define eligible materials (e.g. No full sticky-backed posters).
3. There shall be no additional advertisements allowed between voting day and the issue of second ballots
4. The Elections Committee reserves the right to control the maximum number of advertisements
5. There shall be no out of school advertisements, including posters off of school property, promotions with local businesses and web sites and Internet advertisements (however, e-mail addresses are permitted).
  - 5.1. Internet advertisements include any form of promotion on any Social Medium
  - 5.2. If any of the above conditions are violated without the consent of the nominee, they will not be subject to the immediate revocation of the candidacy
  - 5.3. To prove that consent was not given, one must notify any member of the Executive, Staff Advisors, or any member of the Elections committee at the instant one notices any of the above violations in their name
  - 5.4. They must immediately contact the creator and ask that the page be removed
  - 5.5. They must publicly post on the Social Medium that they do not advocate or support the group, and ask that it be removed
  - 5.6. If possible, the publicity in question shall be reported and/or flagged.
6. All candidates shall deliver a speech, in accordance with the following guidelines:
  - 6.1. Speeches shall contain reference to the responsibilities, as outlined in the Constitution, of the position sought. Speeches must have 1 paragraph outlining the duties/tasks of the position and have at least 1 paragraph stating why the candidate would be the best candidate for the position. Speeches may not be less than one minute in length.
  - 6.2. Speeches and devices (including videos) to be used in speeches shall be reviewed by the Elections Committee, and their staff advisor(s). No last minute changes will be allowed. No candidate may change the approved content of their speech once approved or when on stage. Videos shall contain reference to the position being sought and be relevant to the role on Student Council.
  - 6.3. All candidates shall be seated on stage before the speeches commence, and shall be present on stage after the speeches have been given.
  - 6.4. The Elections committee reserves the right to edit the candidates speeches both for content and time, and to limit the amount of time that video and other alternative media may be use
7. All candidates shall participate in a debate or forum to be held on a day determined by the Elections Committee
8. All candidates shall respect rules of fair play at all times during Elections Week. Direct or indirect derogatory comments made towards the outgoing and previous Executive, The Elections Committee or an other candidates for any position may result in the revision of candidacy
9. No candidate may receive partisan assistance from a staff member. The use of a class project for campaign purposes must be approved by the Elections Committee
10. The Elections Committee reserves the right to limit the amount of money spent on a campaign. Upon the

conclusion of Elections Week an audit of the amount spent may be requested; violations of the spending limit may result in a revision of eligibility to serve.

11. The Elections Committee reserves the right to implement any other campaign rules (e.g. use of school activities [epigram etc.] for campaign purposes) violations of which may result in cancellation of candidacy
12. Failure to comply with any article of the Elections Act shall result in the revision of candidacy. The Elections Committee retains the right to revoke a candidacy after consultation with their staff advisor.

## Article VI: Voting Procedures

1. Voting shall be overseen by the Elections Committee
2. Voting day shall take place on either Thursday or Friday of Election week, whichever is decided upon by the Elections Committee in consultations with its staff advisor(s)
3. Students who are unable to vote on Voting Day shall have the opportunity to vote on an Advance Voting day, to be held before Voting Day
4. Advance Voting day shall follow the following guidelines:
  - 4.1. Members of the Elections Committee shall be available one half hour before school, for the duration of lunch, and one half hour after school on the day before Voting Day
  - 4.2. Any student voting on Advance Voting Day shall be crossed off the class list and be ineligible to vote on voting day
  - 4.3. Period One sign in (12Z) students should vote on Advance Voting Day
  - 4.4. At the end of Advance Voting Day cast ballots shall be sealed in an envelope and not opened until after ballots have been returned on Voting Day
5. Voting Day shall follow the following guidelines:
  - 5.1. Voting shall be conducted in Home form and be run by the class representative with the assistance from staff members. Each class will receive a voting envelope that include: voting instructions which contain Article VI: Section 5 of the Elections Act, a class list and ballots
  - 5.2. The class representative will call each student up individually (ensuring that students crossed off the list due to Advance Voting do not vote again), cross him/her off the class list, hand his/her ballot and upon completion of the ballot the representative will direct to put his/her ballot into the class envelope
  - 5.3. When each student present has voted the class representative will seal the envelope, with any additional unused ballots within it, and wait for it to be collected.
  - 5.4. Members of the Elections Committee and outgoing SAC Executive will collect the envelopes and class lists from each class. Envelopes are not to leave the home form under any other circumstances. If the Elections Committee has any reason to distrust the integrity of the contents of the envelope (e.g. broken seal, more votes than class member, etc.) than the vote will be retaken under the supervision of a member of the Elections Committee
  - 5.5. Students arriving late may vote at the counting location after having their records checked against the class list collected from his/her home form
  - 5.6. Period One sign-in (12Z) students may vote at the counting location if they have not participated in Advance Voting Day
  - 5.7. No voting shall take place after 12:00 PM
  - 5.8. If only one candidate is running for a given position, the election ballot must contain an “against” box allowing the voters to vote against the candidate running. If “against” votes exceed the candidate’s

votes, the Elections committee is responsible for holding a runoff election to fill the position.

## Article VII: Counting Procedures

1. The Elections Committee and the Staff Advisor(s) and no other shall count the number of ballots in each class envelop immediately upon their receipt. If there is a discrepancy between the number of ballots cast and the number of students recorded as voted in the home form, then the Elections Committee will supervise a class revote
2. Ballots shall be ineligible if they contain: write-in votes, markings outside the voting boxes, votes for more than one candidate or any other abnormality defined by the Elections Committee
3. If deemed necessary by the Elections Committee Chair and staff advisor(s) there may be a recount for any position

## Article VIII: Results

1. For the position of Secretary, Treasurer, External Social Director, Internal Social Director the candidate with the most votes shall attain office. In the event of a tie a second ballot will occur.
2. No Presidential or Vice-Presidential candidate shall attain office without receiving at least forty percent (40%) of the votes cast on the first ballot.
  - 2.1. If on the first ballot a candidate fails to achieve forty percent, than the three candidates (where there are five or more candidates) with the greatest number of votes or the two candidates (where there are four or less candidates) with the greatest number of votes shall be placed on a second ballot. On the second ballot, all results (regardless of percentage) will be final
3. Second ballots shall be issued on the school day following the voting day and follow the guidelines in Article VI: Section 5.
4. The candidates will be informed of the results in private, following which the results will be announced to the school
5. All Candidates must attend all meetings pertaining to their position for the rest of the school year.
  - 5.1 Formal meetings must be held between the elected Senator or Executive and acting Senator or Executive. The acting Senator or Executive must critically answer the questions provided on the Mentoring Sheet (see example in Appendix K of Elections Act) prior to their meeting, and discuss these answers in length. The Mentoring Sheet is to be signed by the acting Staff Advisor to ensure its completion. The elections committee is capable of changing the questions found on the Mentoring Sheet.
6. The executive shall take power of the first day of the subsequent school year.

## **B. Elections of Senators**

### Article IX: Appointment of Senators

1. All senators representing school departments, organizations or associations as defined under the constitution shall be appointed by the appropriate organization
2. Grade Senators shall be elected as per Article X
3. All other Senators shall be appointed by the Vice-President, and approved by the Executive.

## Article X: Election of Grade Senators

1. Grade senators shall be organized by the Elections Committee, following all the rules of Article II
2. Grade Senators shall be elected during Elections Week.
3. There shall be a Senator Elected for each grade, however, Grade Nine senator elections follow Article XI
4. Candidates may only run for the position of Grade Senator for his/her grade. In case of a Conflict the Elections Committee staff advisor, in consultation with the administration and guidance, shall have the final decision on what grade the candidate may run for
5. Candidate Criteria:
  - 5.1. All candidates must be full time students at Northern Secondary School and must be planning to be full time students (as defined by the Guidance Department) the following year
  - 5.2. Candidates must have maintained an average of seventy percent (70%) over first and second terms of the current academic year
    - 5.2.1. Exceptions: A candidate with an average of at least sixty-five (65%), on his/her most recent Northern Secondary Report, may be eligible upon an interview with his or her Vice-Principal and the Elections committee Staff Advisor. In that interview the candidate must convey that extraordinary instances, whereby the candidate's marks were affected by circumstances beyond his or her control and were considerable lower than in previous years. Upon completion of the interview the Vice Principal and Elections Committee Staff Advisor may sign a waiver (Academic Exception Waiver, Appendix E) stating that the candidate has his or her permission to run for office. If they deem the candidate can not display extraordinary circumstances, they man cancel the candidacy
6. Nominations:
  - 6.1. All candidates must be nominated by the signatures, on official Senate Nominations form (appendix I), of at least 10 students. No student may nominate more than one candidate for each Grade Senator Position
  - 6.2. All candidates must be nominated by the signatures, official Senate Nominations form (appendix J), of at least 5 Northern Secondary School Staff members
  - 6.3. All candidates must consult with their vice-principal and have their academic record verified, the Vice-Principal must sign the Vice-Principal Waiver – Senate (Appendix H)
  - 6.4. All nominations and accompanying forms must be complete within the timelines provided by the Elections Committee
7. Campaign Procedures: see Article V, Sections 1-5, 7-12
8. Voting Procedures
  - 8.1. Voting shall be overseen by the Elections Committee
  - 8.2. Students may only vote for a senator representing their grade c. The Elections Committee shall include a Grade Survey with the Envelopes containing Executive elections ballots. The grade Survey will be filled out by the class representative and shall help the Elections Committee determine how may ballots for each grade level the class shall require for Senate Voting
  - 8.3. The Elections Committee shall provide an advance voting day following the same procedures as in Article VI: Section 4
  - 8.4. In class voting shall be run under the same procedures as Article IV: Section 5
  - 8.5. Counting Procedures shall be followed as directed in Article VII
9. Results

- 9.1. For all the Grade Senator Positions candidate with the most votes shall attain office. In the event of a tie a second ballot shall occur
- 9.2. The candidates will be informed of the results in private, following which the results will be announced to the school

#### Article XI: Elections of Grade Nine Senator

1. Nominations for Grade Nine Senator shall be conducted by the Vice- President or a person designate by the Executive
2. At the first class representative meeting, the grade nine representative shall congregate
3. Each candidate will give a speech no longer than one minute in length.
4. Class Representative shall vote on the nominees by a closed ballot
5. The candidate with the most votes shall become Grade Nine Senator
6. In the event of a tie, a secondary vote will be cast between the two leading candidates.
7. The Class Representative shall disseminate the information to their home forms

### **C. Elections of Class Representatives**

#### Article XII: Elections of Class Representatives

1. Class Representatives shall be elected in September as conducted by the home form Teachers
2. In grade nine home forms, Buddies will assist with the voting procedure
3. Home form classes shall follow a closed ballot voting procedure in the election of a Class Representative
4. The SAC Executive shall provide an Information on Representative Elections Sheet which shall include Article XII of the Elections Act and XI of the Constitution
5. The Home form Teacher shall read the Information on Representative Elections in full
6. All members of the class who are full time students are eligible to run for Class Representative Nominations may be received from any member of the class (including himself/herself).
7. Nominees may decline nomination
8. Each nominee is required to make a short speech to his/her class.
9. All members of the class may vote, including the nominees
10. The candidate receiving the most votes shall be the Class Representative and shall sit on the House of Representatives
11. The candidate receiving the second most votes shall be the Vice- Representative
12. No member of the Executive or Senate may run for Class Representatives
13. In the event that there are no nominees for the position, the Executive shall appoint a member of the student body to act as the representative for that class
14. Class Representatives for classes lasting more than one semester shall retain their position for the duration of the year.

15. Students in the 12Z home form shall attend the first House of Representatives meeting to elect a representative.

## Appendix 1: Authorship and Revision

### Principle Authors

The TM Podium Avengers, 2000

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Dan Goudge (Internal Social Director, Northern Secondary School Student Affairs Council)

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Appendix A Elections Act  
Extra-Curricular Form

I, \_\_\_\_\_, verify that \_\_\_\_\_, participated in  
\_\_\_\_\_ (Name of staff advisor) (Name of candidate)

(Extra-curricular activity)

\_\_\_\_\_ The Candidate performed the following role:

\_\_\_\_\_ (Signature of Staff Advisor)

\_\_\_\_\_ (Date)

Appendix B Elections Act  
Parent or Guardian Waiver

I, \_\_\_\_\_, have been informed by my son/daughter  
\_\_\_\_\_ that the Student Council Executive is a large time commitment. I understand  
that he/she is bound by the Constitution of the  
Student Council of Northern Secondary School to perform the duties of the position above all other  
extra-curricular activities (including part time employment)

\_\_\_\_\_

\_\_\_\_\_ (Signature of Parent or Guardian)

\_\_\_\_\_ (Date)

Appendix C Elections Act

Personal Commitment Waiver

I, \_\_\_\_\_, wish to run for the position of \_\_\_\_\_ . I am aware of the duties that I would assume and the tremendous commitment that SAC Executive demands.

I Have:

- Read and understood the duties of the position sought, as defined in the Constitution
- Read and understood the Election act
- Consulted with my parents or guardians
- Consulted with my Vice-Principal
- Consulted with the Current Student Council Staff Advisor(s)
- Consulted with the Staff Advisor of an extra-curricular I have participated in

\_\_\_\_\_ (Signature of Candidate)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature  
of Current Staff Advisor to the Student Council)

Appendix D Elections Act  
Vice-Principal Waiver

I, \_\_\_\_, am aware that \_\_\_\_ wishes to run for SAC Executive. I have informed him/her of the commitment that is required.

The Candidate

(THIS SECTION IS TO BE COMPLETED BY THE VICE-PRINCIPAL)

Has completed \_\_\_\_ Credits

Candidates for all positions must have completed at least seven credits and attend all Class Representative Meetings and Senate Meetings between the first Elections Information Meeting and Election Day.

Candidates for President must be heading into 12<sup>th</sup> grade (also applicable to those repeating 12<sup>th</sup> grade) and candidates for Vice President must be heading into 11<sup>th</sup> or 12<sup>th</sup> grade (also applicable to those repeating 12<sup>th</sup> grade).

Has a personal academic average of \_\_\_\_ last report card.

Do not sign this form unless the Candidate's average is at least seventy (70%).

If the candidate's average is below seventy percent then he/she must speak with the Elections Committee Staff Advisor as soon as possible.

\_\_\_\_\_ I verify that the above information is true, that candidate meets the academic criteria above

\_\_\_\_\_ (Signature of Vice Principal)

\_\_\_\_\_ (Date)

Appendix E Elections Act  
Academic Exceptions Waiver

Candidate:           

Has demonstrated a reason for his/her candidacy to be continue under  
Article III: Section 2 for Executive or Article X: Section 5 for Senate

Exceptions: A candidate with an average of at least sixty-five (65%), on his/her most recent Northern Secondary Report, may be eligible upon an interview with his or her Vice-Principal and the Elections committee Staff Advisor. In that interview the candidate must convey that extraordinary instances, whereby the candidate's marks were affected by circumstances beyond his or her control and were considerable lower than in previous years. Upon completion of the interview the Vice Principal and Elections Committee Staff Advisor may sign a waiver (Academic Exception Waiver, Appendix E) stating that the candidate has his or her permission to run for office. If they deem the candidate can not display extraordinary circumstances, they man cancel the candidacy

\_\_\_\_\_ The reason for the candidacy to continue is:

\_\_\_\_\_ (Signature of Elections Committee Staff Advisor)

\_\_\_\_\_ (Signature of Vice Principal)

\_\_\_\_\_ (Date)

Appendix F Elections Act  
Executive Nominations Form – Students  
Must have 25 signatures

I, the undersigned, nominate \_\_\_\_\_ for the position of \_\_\_\_\_  
\_\_\_\_\_. I recognize that I may only nominate one candidate for each position

Name (Printed)	Signature	Student Number

\_\_\_\_\_ Submitted:  
-

Appendix G Elections Act  
Executive Nominations – Staff  
Must have at least 5 signatures

I, the undersigned nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Name (Printed)	Signature	Relationship

\_\_\_\_\_ Submitted:  
\_\_\_\_\_



Appendix H Election Act  
Vice Principal Waiver – Senate

I, \_\_\_\_, am aware that \_\_\_\_ wishes to run for Senate. I have informed him/her of the commitment that is required.

The Candidate:

(THIS SECTION MUST BE COMPLETED BY THE VICE-PRINCIPAL)

Had a personal academic average of \_\_\_\_ last report card.

Do not sign this form unless the candidate's average is at least seventy percent 70%. If the candidate's average is at least 65% percent, then he/she must speak with the staff advisor of the Elections Committee/Vice Principal and convey that extraordinary circumstances allowed the person to get only the 65% average. Upon review by the Vice Principal and Elections Staff advisor, the Senate Candidate may be allowed to run still.

\_\_\_\_\_ I verify that the above information is true, the candidate meets all necessary criteria and I feel that the candidate should be eligible to run for Senate.

\_\_\_\_\_ (Signature of Vice Principal)

\_\_\_\_\_ (Date)

Appendix I Elections Act  
Senate Nominations Form – Students  
At least 10 signatures

I, the undersigned, nominate \_\_\_\_\_ for the position of  
\_\_\_\_\_. I recognize that I may only nominate one candidate for each position

Name (Printed)	Signature	Student Number

\_\_\_\_\_ Submitted:  
-

Appendix J Elections Act  
Senate Nominations – Staff  
At least 5 signatures

I, the undersigned nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Name (Printed)	Signature	Relationship

\_\_\_\_\_ Submitted:  
=

Appendix K Elections Act  
Mentoring Sheet  
(subjected to change based on elections committee)

1. Describe any problems you encountered during your time in your position.

2. How did you resolve these problems?

3. Do you have any ideas on what can be implemented next year?

4. Words of advice?