



JOHN OLIVER SECONDARY
530 East 41st. Avenue, Vancouver, B.C. V5W 1P3
Telephone: (604) 713 – 8938 • Fax: (604) 713 – 8937



STUDENTS' COUNCIL



2021-22

ELECTIONS PACKAGE

JOHN OLIVER STUDENTS' COUNCIL

2021-22 ELECTIONS POLICIES & REGULATIONS

Students' Council is a group of elected and volunteer students working together with adult advisors/sponsors within the school, to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations. Students' Council strives to promote citizenship, leadership, human relations, and cultural values. In addition to planning events that contribute to school spirit and community welfare, Students' Council is the representative voice of the student body, helping to share student ideas, interests and concerns with the school wide community.

1. Executive:

a. Positions and responsibilities

■ President (1)

o The role of President is to organize and chair regular Council meetings, organize a weekly meeting agenda, and work closely with the Sponsor Teacher(s) and Administrator. The Students' Council President will exhibit effective leadership and delegation abilities, organizational skills, and ability in public speaking. They will have and pursue a vision that is inclusive and positive in their service to the school.

■ Vice- President (1)

o The role of Vice President is to assist the President their respective duties. The Vice President will also assume the lead of Council when the President is unable to. The Students' Council Vice President will exhibit effective leadership and delegation abilities, organization skills, and ability in public speaking. They will share a similar support of inclusion and positivity in their service to the school.

■ Secretary (1)

o The role of Secretary is to maintain records of all Council meetings, activities, motions and decisions; this includes taking attendance and accurately recording the minutes (notes) at Council meetings, regularly retrieve mail from the Student Council office mailbox, as well as draft written communications on behalf of Students' Council. The Students' Council Secretary will be highly organized and have strong writing skills.

■ Communications Director (1)

o The role of the Communications Director is to be responsible for all communications regarding the promotion of activities/events involving Students' Council; this includes but is not limited to

public address (P.A.) daily announcements, digital media content creation (social media posts, etc.) and print media (posters, banners, flyers, etc.). All content must be approved by the Staff Sponsor or Administrative Advisor before being made public. The Communications Director will have the option of creating and leading a Communications sub-committee to assist in the content creation and delivery of materials.

- Treasurer (1)

- o The role of the Treasurer is to maintain concise and accurate records of all finances involving Students' Council, create an annual budget and advise Council on monies available for events and initiatives. The Treasurer must work closely with the School Accountant, following established guidelines and procedures regarding deposits and requisitions. The Students' Council Treasurer will be highly organized, honest and trustworthy, as well as exhibit effective communication skills and accounting skills.

2. Council:

- a. Positions and responsibilities

- Grade Reps (Grade 8 to 12), (2 positions per grade)

- o The role of the Grade Representatives is to be a representative of all students in their grade, doing their best to reflect the cultural, socio-economic, and gender demographics of their constituency; this includes being accessible to their constituency, bringing matters from their grade constituency to Students' Council, and being a liaison of communication between their constituency and Students' Council. Grade Representatives will exhibit responsibility, organization, accountability, effective communication skills and show initiative in reaching out to the student membership.

- Exceptional Students' Rep (1)

- o The Exceptional Students' Representative will be chosen by staff and students in the Exceptional Students Department to Students' Council. The role of the Exceptional Students' Rep is to be a representative of students in the Exceptional Students Program, doing their best to reflect the interest and needs of their constituency; this includes being accessible to their constituency, bringing matters from their constituency to Students' Council, and being a liaison of communication between their constituency and Students' Council. The Exceptional Students' Rep will exhibit responsibility, organization, accountability, effective communication skills and show initiative in reaching out to their membership.

- Members-at-Large

- o Members-at-Large are not elected positions and therefore do not have formal voting power but are allowed to have input in discussions and decision-making. These positions are open to any students based on an expression of interest submitted to Council by a deadline determined

by the School Sponsor and/or Administrative Advisor, usually coinciding with the creation of the new Council.

3. Nomination Process

a. Eligibility requirements for Executive positions

- Candidates must have served at least 1 full term on a previous Council except candidates for President who must have served 2 full terms (does not need to be consecutive terms)
- Candidates for Secretary, Treasurer and Communications Director must be in Grades 10, 11 or 12 in the year of serving that position.
- Candidates for President and Vice President must be in Grades 11 or 12 in the year of serving that position.
- Candidates must be in good academic standing and attendance

b. Eligibility requirements for Council positions

- Candidates must be in good academic standing and attendance

c. Approval

- All candidates will be reviewed by the grade counsellor, Administrative Advisor and/or the Student Council Sponsor(s)

d. Nomination Forms

- Will be available to print out online or from the current Students' Council Sponsors
- Due April 14th, 2021, return to Sponsor by 3:03pm; Approvals granted by April 19th, 2021

4. Campaign Rules and Timeline:

a. Campaign Period is from May 3rd to May 6th

b. ALL CANDIDATES MEETING on TEAMS on Wednesday, April 21st @ 11:40 pm.

c. Speeches/Statements

- Candidates will create a written statement on an official PDF along with a short (30-45 second video) that will be posted on the official ELECTIONS MS TEAMS CHANNEL. These should focus only on the candidate themselves (what role you are running for and why you would be good at that role); no negative campaigning is permitted.

- Statement PDF and Video must be submitted by April 28th 3:03pm for approval

- Candidates' videos and statements will go 'live' May 3rd; official campaigning is restricted to the ELECTIONS channel on MS TEAMS; any other promotion will not be considered as part of the formal electoral process; however, any material/content/expression that is inappropriate will lead to the possibility of disqualification.

- Gifts or handouts of any nature are strictly prohibited

- Official ELECTIONS channel will end May 6th 11:59pm

- ELECTION DAY – official balloting will occur via MS FORMS on May 7th, 8am – 8pm; each grade will be given a link to their appropriate ballot

- May 11th ALL CANDIDATES MEETING to go over results of election; May 12th OFFICIAL ANNOUNCEMENT of NEW COUNCIL

d. Conduct / Behaviour

- Candidates must demonstrate and adhere to the school's COURAGE code of conduct at all times during and after the campaign period

- Candidates cannot involve staff in any way in your campaign

- Candidates may not comment on other candidates or their campaigns, no negative campaigning is permitted.

e. Disputes and Violations

- Violation of guidelines, poor behaviour and conduct, and any questions or concerns about a candidate should be forwarded to sponsor teacher(s) via email.

- Violations of campaign guidelines will result in disqualification and may be subject to further administrative discipline.

5. Voting Process:

a. Voting Period

- Voting opens online on May 7th at 8am

- Voting closes online on May 7th at 8pm

b. Ballots/voting

- Conducted via Microsoft Forms; each grade will receive a specific link to their specific ballot

- Successful/elected members must sign a commitment form committing to fulfilling their duties as a member of Students' Council

- No candidates will be acclaimed until the closing of the election period.



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JOHN OLIVER STUDENTS' COUNCIL • OFFICIAL NOMINATION FORM

Nominations must be returned to Students' Council Sponsor(s) by April 14, 2021

All members of Students' Council are expected to fulfill the following Roles and Responsibilities:

- To attend all Students' Council meetings
- To be an effective representative of the student body
- To be actively involved with all Students' Council initiatives, activities, and events
- To demonstrate organization, responsibility, accountability, and initiative
- To practice effective leadership skills
- To communicate regularly with Council members and Staff Sponsors, especially in the event of any absences (absences require email communication in advance wherever possible to the President/Vice President as well as the Staff Sponsor.
- To meet the requirements of the specific position that is being served on Council
- To be knowledgeable of the John Oliver Students' Council Constitution

NOMINEE DECLARATION:

I _____ declare my intention to run as a candidate for Students' Council, for the position of _____, and that if elected, I will fulfill to the best of my abilities the roles and responsibilities that come with the position I am elected to, as listed above and in the Students' Council Constitution. I also understand and accept that a violation to these expectations in whole or in part may result in removal from Students' Council.

Signature of Candidate

Date of Signature

CANDIDATE PERSONAL INFORMATION

First Name: _____ Last Name: _____ Student Number: _____

Phone Number: _____ VSB Email: _____

Parent/ Guardian Full Name: _____

Parent/ Guardian Signature in support of student's candidacy: _____

STUDENT ENDORSEMENT OF CANDIDACY: (10 required signatures must be accompanied by grade)

Students signing below must be enrolled at John Oliver Secondary; signing indicates the signatory's confidence that the candidate if elected will be able to meet the requirements to serve on Students' Council.

- | | |
|----------------------|-----------------------|
| 1) _____ grade _____ | 6) _____ grade _____ |
| 2) _____ grade _____ | 7) _____ grade _____ |
| 3) _____ grade _____ | 8) _____ grade _____ |
| 4) _____ grade _____ | 9) _____ grade _____ |
| 5) _____ grade _____ | 10) _____ grade _____ |

STAFF ENDORSEMENT OF CANDIDACY: (1 required signature)

Based on being familiar with the student candidate and my belief in their ability to meet the requirements of serving on Students' Council, I support their candidacy: _____

Print Name and Signature