

# SUO BY-ELECTION 2023/2024



**SUO**  
Students' Union  
UBC Okanagan



# INFORMATION PACKAGE



# INTERESTED IN STUDENT GOVERNANCE?

## REASONS TO GET INVOLVED

### EXPERIENCE

Becoming an elected student leader brings the responsibility to lead and serve your fellow students. Holding these positions will provide you with practical and valuable experience in communication, problem-solving, time management, public speaking, teamwork, and leadership that will serve you well in your current student life and your future career.

### NETWORKING AND CONNECTIONS

Being a student leader will require you to work with a broad range of individuals in many different capacities. You will work closely with SUO staff, University Administration, and fellow student leaders. Your role may require you to liaise with local business owners, community leaders, as well as local, provincial, or federal politicians. These connections can fast-track building a valuable network.

### CONTRIBUTION

As an elected representative, you will have a role in providing the student voice to University officials on issues that matter to your fellow SUO members. This is your opportunity to help enhance students' lives on your campus, assisting in providing a rewarding, safe, healthy, and fun campus environment.

## WHO MAKES A GREAT LEADER?

### COMMUNITY-DRIVEN STUDENTS

Regardless of your role, it is your job to be the voice of the UBC-O student body, representing the diverse community on our campus. One of your greatest responsibilities is looking out for the well-being of the students you are elected to serve. Students will expect you to work hard for them - whether that means advocating for change, helping to ensure equitable treatment, or providing a wide range of non-academic activities to enhance their student experience.

### PROGRESSIVE THINKERS

As an elected student leader, you have the potential to impact policies, events, and initiatives that occur at UBC-O with your thoughts and ideas. As you participate in meetings with University Administration and other student leaders, you have the opportunity to perhaps see some of your ideas transform into student experiences.

### ACCOUNTABLE INDIVIDUALS

Once you are elected and known as an SUO elected official, you immediately represent not only the student body but will also be seen as a representative of UBC-O. You must understand and be aware that your actions, positive or negative, will reflect on the entire UBC-O community. Even if you are not acting or speaking officially, you will still be viewed as representing the SUO and, by extension, UBC-O.

## WHERE CAN I GO FOR MORE INFORMATION?

### SUO BOARD INFORMATION

Jason Evans | General Manager  
[jason.evans@suo.ca](mailto:jason.evans@suo.ca)

Chief Returning Officer  
[chiefreturningofficer@suo.ca](mailto:chiefreturningofficer@suo.ca)

# BOARD OF DIRECTORS

## JOB SUMMARIES



### **DIRECTOR-AT-LARGE**

Directors-at-Large are responsible for supporting students, and the executive team with their initiatives and events. This requires volunteering time to really make these events successful, with a minimum commitment of 8 hours/month, plus the additional volunteer hours. A Director-at-Large interacts with Student Associations, as well as staff and admins. It is important to build a rapport with these members so that they can connect with you regularly! Further, they attend board meetings and stay current with Executive communications over Microsoft Teams. It is important to be well versed and prepared to share your voice and equal vote and to be accountable and commit to your position. It is vital to attend meetings and events and bring initiatives forward to the board (where ideas are often received with support and enthusiasm!)

Director-at-Large (1 position available)

For a complete list of Board Member responsibilities, check out the complete SUO Bylaws and Regulations documents at:  
[www.suo.ca/governance](http://www.suo.ca/governance)

### **FACULTY REPRESENTATIVE**

Faculty Representatives are responsible for supporting students and the executive team with their initiatives and events. This requires volunteering time to really make these events successful, with a minimum commitment of 8 hours/month, plus the additional volunteer hours.

A Faculty Representative interacts with their specific Student Associations, faculty members, staff, and admins. It is important to build a rapport with these members so that they can connect with you regularly! Further, they attend board meetings and stay current with Executive communications over Microsoft Teams. It is important to be well versed and prepared to share your voice and equal vote and to be accountable and commit to your position. It is vital to attend meetings and events and bring initiatives forward to the board (where ideas are often received with support and enthusiasm!).

### **FACULTIES:**

- Faculty of Management (1 position available)
- Faculty of Applied Science (1 position available)
- Faculty of Education (1 position available)

# EXECUTIVE COMMITTEE FAQ SHEET



## 1. HOW LONG IS AN EXECUTIVE TERM?

An executive term runs from May 1st to April 30th. The SUO operates throughout the summer as well. During the months of April, newly elected executives must commit to 5 hours of scheduled training per week. They will be paid 20% of the regular monthly honoraria for this month.

## 2. WHO SITS ON THE EXECUTIVE COMMITTEE?

The President and Vice-Presidents (4) sit on the Executive Committee. The Directors-at-Large, College of Graduate Studies Representative, and the Faculty Representatives do not. The General Manager and the Governance Coordinator also sit on the committee as resources for Executives.

## 3. WOULD I BE ABLE TO WORK ANOTHER JOB IF I BECOME AN EXECUTIVE?

You will be expected to work an average of 25 hours per week in your role as an executive. Some weeks you will work more than 25 hours, some weeks perhaps less, depending on what projects you have on the go at any given time. With everything else that you have going on as a busy student - keeping up with your studies, having time for family and friends – we believe it would be difficult to find the time for an additional job

## 4. WHAT WOULD MY BENEFITS BE?

The benefits of being a SUO Executive are payment as referenced in the SUO Bylaws, access to professional development, and networking opportunities. Registered owners of motor vehicles are also given a campus parking spot!

## 5. WHAT IS THE TIME COMMITMENT?

Executives are expected to work an average of 25 hours per week. Of these 25 hours, you are expected to be in the SUO offices at least 3 days per week, for a minimum of 15 hours total. The remainder of your hours can be worked remotely or at SUO events. Of the 15 hours that you are expected to be in the office each week, you must be available for student appointments for 5 of these hours.

## 6. IS THERE A CODE OF CONDUCT FOR STUDENT EXECUTIVES?

Students on Executive Committee are officers of the corporation and have a fiduciary responsibility to do what is in the best interest of the SUO at all times. All Directors of the SUO must adhere to the current Code of Conduct regulation in our governing documents and conduct themselves accordingly. Each nominee for a position on the Board of Directors must, upon successful election, commit to and sign an Oath of Office and a Non-Disclosure Agreement duly approved by the governing body of the SUO, which states the roles and responsibilities of a Board member.

## 7. WHAT PREVIOUS EXPERIENCE OR KNOWLEDGE WOULD BE HELPFUL?

Any experience with student government or the SUO is helpful to a SUO Executive; however, previous experience is not required because we provide the training, resources, and connections to help you improve the student experience.

## 8. HOW LONG DO PROJECTS/GOALS TAKE?

You will work with different stakeholders on many diverse tasks and projects over your term. Some projects may be completed within a few days or weeks; others may take months. Longer-term or larger initiatives may see you picking up the torch from your predecessor or you starting something that is passed on to your successor.

**9. HOW DO I DETERMINE AND COMPLETE MY PROJECTS AND GOALS?**

All elected Executives come into office with projects and goals in mind that they would like to complete over their term. Early strategic planning sessions will help you select and refine individual goals that fit within the SUO's mandate. Once your goals are established, your staff partner can assist you in determining the next steps, such as connecting with relevant stakeholders, determining timelines, and establishing tasks required. Your staff mentor is experienced and knowledgeable and is a resource to you. They want to see you succeed in your goals! If there are projects that will extend past your term, you will prepare your projects to be handed to your successor with all documentation, contacts, and work done to date, which will allow them to continue what you were unable to complete yourself during the year.

**10. HOW MUCH ARE SUO EXECUTIVES PAID?**

Executives are paid an honorarium as set out in our SUO Regulations, payable bi-weekly.

**11. WOULD I HAVE TO BE A CANADIAN CITIZEN?**

No, you have to be a UBC Okanagan credit student in good standing and are expected to fulfill a 12-month commitment. If you are an international student or an exchange student, a work permit or other documentation may be required to will allow you to work a part-time position on campus.

**12. WOULD I HAVE TO GO TO ALL EVENTS?**

No. You are recommended to attend all the events you can to promote good relations and support the SUO, UBC, external stakeholders, and students. However, due to working part-time as an Executive and your work as a student, it makes attendance difficult. Discuss with your team which events you should attend together or have individual Executives attend to show SUO support.

**13. CAN I STILL JOIN A STUDENT CLUB?**

You can join a club, but due to potential conflicts of interest, Executive Directors cannot hold any significant position, including but not limited to executive positions in any Student Association.

**14. WOULD I HAVE TO TRAVEL?**

Yes. All student Executives are required to have a driver's license or valid government issued ID. There are several times throughout the year that you travel outside the office, a majority of them during the summer months. The traveling is for conferences and for executive training. Approved travel expenditures will be reimbursed.

**15. WHO WOULD I REPORT TO?**

Student Executives report to each other and the student body as a whole. Additionally, within the SUO Board of Directors, there is an Oversight Committee that - through regular review of work summary reports, meetings with you, and solicitation of feedback from your peers will help ensure that you are performing your duties in accordance with the SUO Bylaws and Regulations.

**16. WOULD I HAVE TO WEAR FORMAL APPAREL EVERYDAY?**

No. However, when representing the best interests of students, dressing appropriately for meetings with UBC Administration, Government Officials, and external stakeholders will have a lasting impression on the SUO and whether or not you are taken seriously.

**17. IF I HAVE QUESTIONS ABOUT THIS ELECTION, WHO CAN I TALK TO?**

You may email your questions to Chief Returning Officer ([chiefreturningofficer@suo.ca](mailto:chiefreturningofficer@suo.ca))

We are here to help you!

## WHAT IS SOMETHING YOU DIDN'T KNOW ABOUT THE SUO WHEN YOU STARTED?

" Some of valuable experiences gained: Making interpersonal relationships and working with a board as a whole, understanding organizational problems from the root and evaluating relevant policies for change, Learnt a lot as a liaison between the University and the students, and Public engagement."

- 2021 Board Member

## WHAT DID YOU FIND MOST REWARDING WORKING WITH THE SUO?

"The most rewarding thing working with the SUO is to see real change on the ground that you are able to bring forth. For example the Climate reimbursement policy is something that I am super proud of seeing being used by our student associations. Addressing student needs and concerns and addressing them has certainly been the most rewarding experience."

- 2021 Board Member

## TALK ABOUT SOME OF THE VALUABLE EXPERIENCE YOU HAVE GAINED IN YOUR ROLE.

" When I first joined the SUO, I had no idea that I would make so many important connections over the course of my role. Connections that not only help me to be a more effective member of the community, but also set me on a path to achieve the most for students and student life at UBC-O..."

- 2021 Board Member

# VITAL CANDIDATE INFORMATION



## CONTACTS

Available by email for electoral questions, submission of nominations, biographies and headshots, poster and campaign material approval, and official candidate complaints.

## CHIEF RETURNING OFFICER (CRO)

[chiefreturningofficer@suo.ca](mailto:chiefreturningofficer@suo.ca)

## DEADLINE FOR NOMINATIONS

The deadline for nomination submissions is [September 29<sup>th</sup> at 4:00 PM PST](#). Late submissions will not be accepted.

## ALL CANDIDATES MEETING

A mandatory meeting for all candidates will occur on [September 29<sup>th</sup> at 5:00 PM PST](#). Essential information regarding the election process will be discussed in order to help candidates abide by electoral rules and regulations and provide candidates with the best tools for success. Failure to attend will result in disqualification.

## KNOW WHAT IS EXPECTED

It is your sole responsibility to be familiar with the SUO Bylaws and Regulations as they relate to not only the elections but also to Board of Director positions.

## CANDIDATE DEBATES

All Candidates are heavily encouraged to participate in one (1) debate to showcase their platform and engage with students prior to the election period. These debates will occur during the campaign period ([October 3<sup>rd</sup>](#) and [October 13<sup>th</sup>](#)).

## HEADSHOTS & BIOGRAPHIES

Candidates must submit both a headshot (file format of jpg, png, or tiff photo with at least 500PX x 500PX dimensions), a personal biography (written in the first person) of between 150 and 250 words, and platform points to the Chief Returning Officer via email no later than [11:59 PM PST on October 3<sup>rd</sup>](#). Failure to do so will result in potential delay or exclusion of candidate information from the official SUO elections webpage.

## POSTERS

The SUO will print a maximum of 20 posters for each candidate. These posters must conform to the UBC Poster Policy (policy #120) as well as the SUO guidelines and must be reviewed by the CRO prior to printing. Printing will only occur during SUO business hours (Monday-Friday between 8:30am - 4:00pm)

## VOLUNTEERS

Should candidates choose to engage with campaign volunteers, they are required to disclose an exhaustive list of approved volunteers (including full name, student number, and email address) to the CRO. Candidates are entirely liable for their volunteers' actions and must ensure that - they too - adhere to Elections Regulations.



# VITAL CANDIDATE INFORMATION



## **CAMPAIGN PERIOD**

Candidates are prohibited from campaigning until the Campaign Period officially begins. The Campaign Period commences October 3<sup>rd</sup> at 8:00 AM PST. The Campaign Period will end on October 13<sup>th</sup> at 11:59 PM PST.

## **CAMPAIGN MATERIALS**

Candidates are permitted a total of \$90 for campaign expenses to be reimbursed by the SUO. Exceeding this monetary limit will result in disqualification. A submission form for candidate expenditures will be provided, which requires proof of purchase (i.e., receipts). The CRO must approve all campaign materials (including online materials) prior to distribution.

## **ONLINE CAMPAIGNING**

Direct campaigning to online classes is also permitted, with the prior approval of the instructor.

## **VOTING PERIOD**

Online voting commences Wednesday, October 11<sup>th</sup> at 8:00 AM PST and closes Friday, October 13<sup>th</sup> at 11:59 PM PST.



# ELECTION TIMELINE

## I'M INTERESTED! WHAT'S NEXT?

This information package is full of instructions on just what to do. Getting started involves deciding you're interested in running and attending one mandatory information session (for Executive candidates). Then submit your completed nomination form, with all necessary pages, to Chief Returning Officer ([chiefreturningofficer@suo.ca](mailto:chiefreturningofficer@suo.ca)) by the deadline. Good luck!

Nomination Period opens [September 19<sup>th</sup> 2023 at 8:00am PST](#)

Nomination Period closes [September 29<sup>th</sup> 2023 at 4:00pm PST](#)

All-Candidates Meeting [September 29<sup>th</sup> 2023 at 5:00pm PST](#)

Campaigning Period opens [October 3<sup>rd</sup> 2023 at 8:00am PST](#)

Campaigning Period closes [October 13<sup>th</sup> 2023 at 11:59pm PST](#)

Online Voting opens [October 11<sup>th</sup> 2023 at 8:00am PST](#)

Online Voting closes [October 13<sup>th</sup> 2023 at 11:59pm PST](#)

## SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				