

JOIN OUR
TEAM



MARIANOPOLIS STUDENT UNION

www.msucongress.com

Andrew Jiaxin Chen by MIO

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FALL 2023 ELECTIONS HANDBOOK

PREPARED BY

**ANDREW JIAXIN CHEN,
VICE-PRESIDENT 2023-24**

4873 Westmount Ave,
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WHAT IS CONGRESS?

The Marianopolis Student Union is the fully accredited, representative body of the students at Marianopolis College. Congress, the governing body of the MSU, is a team of students composed of 13 unique positions and many different committees. Each position has a specific mandate, and is either appointed or elected. Being accredited, Congress is fully independent of the College itself.

The mission of Congress is to serve the students' interests by maintaining a peaceful, enriching and enjoyable environment, by fostering education and social growth, by celebrating our cultural diversity, by encouraging charitable endeavours, by promoting environmental awareness and sustainability, by providing available assistance to persons in need, and by representing students within the College and the greater community.

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TRANSPARENCY
COMMUNITY
ACCOUNTABILITY

AVAILABLE ELECTED POSITIONS

COORDINATOR OF EXTERNAL AFFAIRS

The Coordinator of External Affairs is in charge of managing external relationships between the Marianopolis Student Union and other CEGEPs and Universities in and around Montreal.

A first year elected position, the Coordinator ensures the representation of MSU interests among both public and private institutions. An executive member of the Coalition of Anglophone Student Associations of Quebec, (CASAQ), the Coordinator of External Affairs is required to organize at least one major intercollegiate project in the year.

Feel free to contact Cindy Li, last year's Coordinator of External Affairs, by MiO if you have any questions.

COORDINATOR OF CHARITIES & VOLUNTEERING

Established in order to foster global citizenship and a greater sense of giving among the students at Marianopolis, the Coordinator of Charities and Volunteering is a first year elected to establish and maintain contact with charities in and around Montreal.

The Coordinator is responsible for providing volunteering opportunities to the students, and works closely with both the Campus Ministry and the Student Life Animator in organizing Congress fundraisers and events, the profits of which are partially donated to selected charities. The Coordinator also doubles as the Chair of the Charities Committee.

Feel free to contact Maria Yuanyi Ma, last year's Coordinator of Charities & Volunteering, by MiO if you have any questions.

COORDINATOR OF CULTURAL AFFAIRS

A first year elected position, the Coordinator of Cultural Activities is responsible for enriching student life at Marianopolis through cultural events, parties, and fundraisers celebrating the diverse cultural heritage of students at Marianopolis.

As Chair of the Cultural Affairs Committee, the Coordinator works alongside the Campus Ministry Office as a representative for ethnic and religious clubs.

Feel free to contact Andrew Jiaxin Chen, last year's Coordinator of Cultural Affairs, by MiO if you have any questions.

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AVAILABLE ELECTED POSITIONS

AVAILABLE APPOINTED POSITIONS

INTERNAL AFFAIRS

The Coordinator of Internal Affairs occupies an important position in managing the legal affairs of the accredited Union.

In particular, the Coordinator serves as a legal consultant for all activities of or relating to Congress and its governance of the student body. The Coordinator also promotes citizen involvement in issues of law and justice.

Feel free to contact Sunny Yang, last year's Coordinator of Internal Affairs, by MiO if you have any questions

ADMINISTRATIVE ASSISTANT

The official secretary of Congress, the Administrative Assistant is an appointed first year in charge of keeping records (Minutes) of Congress meetings. Working with the Coordinator of Communications, the Assistant distributes Minutes and receives and processes mail directed to or sent from Congress.

The Assistant is also required to maintain a Task List, an official list of all pending Congress tasks to be posted in the Congress Office and brought to Congress meetings.

Feel free to contact Andrea Nicole Calenciuc, last year's Administrative Assistant, by MiO if you have any questions

FINANCIAL ASSISTANT

A first year appointed position, the Financial Assistant is Congress' official bookkeeper, in charge of carefully recording, organizing and maintaining all of MSU's financial transactions using proper accounting methodologies. Working closely with the Vice-President of Finance, the Financial Assistant must also send all necessary documents and information to MSU's hired accountant to ensure the creation of financial statements and proper tax return filing to the Federal Government.

Feel free to contact Zi Heng Wang, last year's Financial Assistant, by MiO if you have any questions

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AVAILABLE ELECTED POSITIONS

HOW CAN YOU JOIN?

STEP 1: APPLY ONLINE

Whether you are interested in an elected position, an appointed position or both, the first step is to fill the appropriate Google Form where you can find it on.

[<https://www.msucongress.com/elections>]

You can apply for all two categories of positions: ONE coordinator position, and AS MANY appointed positions as you wish. You must upload (1) your CV, and (2) a letter of intent.

Tip: if you are applying for an elected position, make sure your letter of intent is an open letter addressed to all of MSU, and that it clearly and concisely captures your platform, because it will be posted on the MSU Congress website at the start of the campaign week for all students to consult.

Note that if you wish to apply for an elected position, you must submit an additional document: the nomination form, also available on the msucongress website. You must gather the names and student numbers of 30 students before the start of campaigning. Their signature isn't synonymous with casting their vote for you; rather, it serves to express their interest in seeing your campaign. The nomination form ensures the legitimacy of candidates running. You can collect signatures through messaging as well as in person, in the hallways of Marianopolis.

STEP 2: RUN A CAMPAIGN OR PASS AN INTERVIEW

Congress will review and evaluate all applications submitted. Students who are approved to run for an elected position will be contacted by the Vice-President and become official candidates. Students applying for an appointed position will undergo a preliminary selection process. Those students whose candidacy has been retained will be contacted by the Vice-President for an interview.

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HOW CAN YOU JOIN?

ELECTIONS AND REFERANDA COMMITTEE ERC

Prior to the Fall elections, 5 upper-year students are randomly chosen by Chief Electoral Officer, Andrew Jiaxin Chen. These five students form the Election and Referanda Committee which is chaired by the Vice-President of MSU. In the ERC, the Vice-President acts as the Chief Electoral Officer.

The purpose of this committee is to ensure that all activities taking place during the campaign week by the candidates are fair and abide by the rules of elections. Each candidate will have a specific ERC member assigned to them closer to the campaigning week. It is the candidate's duty to inform their ERC member of all social media platforms used as well as any other relevant information. The ERC members and the Vice-President are also available to answer all questions or concerns that candidates may have.

COOPERATING WITH THE ERC IS VITAL IN MAINTAINING A RESPECTFUL AND FAIR ELECTION.

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ELECTIONS AND REFERANDA COMMITTEE

ELECTORAL RULES

GENERAL

The Campaign Period, during which candidates can promote their ideas on select platforms, occurs from Monday August 28th, 0:01am, to Monday, September 3rd, 11:59pm for COORDINATORS' elections.

Get Out the Vote (GOTV) Operations will occur from Tuesday, September 5th, 0:01am, to Thursday, September 7th, 10:00am for COORDINATORS' elections.

GOTV Operations serve as ways to increase voter turnout during the voting period. Candidates are allowed to advertise their campaigning efforts and ideas they've publicized during the campaigning period. However, candidates are not allowed to publish new ideas to their platform. Previously published material may remain in place.

The results of the election will be posted on the Marianopolis Student Union Instagram Page and the official Marianopolis Student Union Congress website (www.msucongress.com) on Thursday, September 7th, before the end of AP for COORDINATORS elections and APPOINTED positions.

Votes by all Members of the MSU must remain secret, and no Member may prove the content of their ballot to another individual, nor may candidates or Members of the MSU observe such proof.

Candidates must not begin any form of campaigning, or publicly declare themselves as candidates, before the start of the official campaigning period. They may only express interest in running for Congress.

All candidates must campaign in accordance with the rules of Fair Play. Unacceptable practices include, but are not limited to: libel, slander, harassment, General sabotage of other candidates' campaigns, malicious or intentional breach of election rules, obstruction of the ability of the ERC to carry out its responsibilities; interference with the voting process.

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ALL RULES STATED IN THIS GUIDEBOOK ARE ENFORCED BY THE ERC.

ELECTORAL RULES

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PROMOTIONAL MATERIALS

The total value of one's promotional materials must not surpass CAD 60.00\$

Candidates can only place their posters on undesignated boards in the A-100 area.

Posters must be signed by a Student Services representative before they can be hung up (Wayne).

Candidates can use any promotional tool (i.e. pins, t-shirts, etc.) except for food and for materials that could be used for vandalism or litter (i.e. stickers, bookmarks, pamphlets).

ALL receipts must be kept and sent to a member of the ERC in the first 3 days of campaigning period.

Candidates are responsible for removing their posters at the end of the election period.

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ELECTORAL RULES

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Campaigning outside of these platforms, such as on Wechat groups or discord servers will be strictly forbidden and punishable by demerit points, because of past issues of equity and integrity, and because these platforms are not readily accessible to Marianopolis students.

For all social media platforms used by candidates other than the two official Marianopolis Facebook Groups, candidates must invite all members of the ERC including the Chief Electoral Officer (Vice-President) to join or follow their platform before the candidates first post on that page

SOCIAL MEDIA

Candidates can only campaign on the following platforms:

- Marianopolis Student Union Facebook Group
- Marianopolis Class of 2025 Facebook Group
- Candidate's own Facebook account
- Candidate's own Facebook page specifically dedicated to elections
- Candidate's own Instagram account
- Candidate's own Instagram account specifically dedicated to elections
- Candidate's own website

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ELECTORAL RULES

CLUB ENDORSEMENTS

Formal endorsements occur on either one of the Marianopolis Facebook Groups.

Endorsement posts for each candidate will be limited to two per day, both Marianopolis Facebook Groups combined.

No club endorsements will be allowed in the Fall Elections of 2023; it is too early in the year for clubs to make an adequate judgement of a Candidate's involvement in a Club.

PERSONAL ENDORSEMENTS

Endorsement from Club executives must not mention their clubs for the same reason as it is too early in the year for a clear assessment of a club member's implication.

Candidates must not request an individual for an endorsement before the official campaigning period.

An individual is not limited to the endorsement of only one candidate.

No member of the MSU may endorse a candidate on a personal basis, or reshare content from the Candidates' platforms.

Candidates may endorse another candidate who is running for a different position as a "slate." Candidates who run in "slate" may also produce joint posts. However, the voting process does not happen in a "slate".

Appointed position applicants may endorse elected position candidates.

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ELECTORAL RULES

INFRACTIONS AND DEMERIT POINTS

Any student from Marianopolis may report a potential infraction of the present Electoral Regulations or of the MSU Constitution and Bylaws by contacting a member of the ERC and/or the Chief Electoral Officer.

An infraction that is deemed unintentional and/or which confers no significant advantage to the candidate is considered a minor infraction.

Any member of the ERC may affect demerit points and corrective measures, or require them from a candidate, when they consider that an infraction has taken place. The ERC must notify the candidate of their infraction and the amount of demerit points decided upon immediately.


The ERC will publish a summary of the infractions by a candidate on social media outlets during the voting period. Any demerit points will also appear on the voting module of Omnivox.

Any candidate who accumulates thirty-five (35) or more demerit points is disqualified from the election.

Additionally, demerit points this year will be also be used as corrective measure during the voting process. More precisely, a percentage proportional to the number of demerit points will be deducted from the total number of votes. The proportion of demerit points to percentage will be 2:1, or in other words, if you have 10 demerit points, you will lose 5% of your votes.

DEMERIT POINTS ARE AWARDED BY THE ERC.

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INFRACTIONS AND DEMERIT POINTS

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Violation	Points
Displaying campaigning material in an unauthorized area	10
Campaigning before the campaign period	10
Publishing unallowed promotional material	20
Violations of fair play or integrity (major)	25
Failure to submit campaign receipts or overspending (major)	25
Excessive and/or systematic harassment of voters during the campaign week or the voting period	25
Failure to comply with directives from an ERC member	25
Any other minor infraction	5
Any other major infraction	15

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INFRACTIONS AND DEMERIT POINTS

FINAL RESOURCES

DOCUMENTS TO CONSULT

(under 'Archives' in the MSU Congress website):

<https://www.msucongress.com/archives>

Congress Bylaws

- Articles 1
- Articles 2

Congress Constitution

- Articles 1
- Articles 2
- Articles 3
- Articles 4

APPLICATION REQUIREMENTS

(under 'Join' in the MSU Congress website):

Application form

[<https://www.msucongress.com/elections>]

where you will submit your:

- CV
- letter of intent
- Fall 2023 schedule (appointed positions)
- Portfolio (appointed positions - optional)
- Nomination form (elected positions)

MARIANOPOLIS FACEBOOK GROUPS

Marianopolis Student Union

[<https://www.facebook.com/groups/MarianopolisStudentUnion>]

My Marianopolis - Class of 2025

[<https://www.facebook.com/groups/mymarianopolisclassof2025>]

CONTACT THE VICE- PRESIDENT

Questions/concerns/situations?

Find me here!

Omnivox: Andrew Jiaxin Chen

Facebook: Andrew Chen

Email: andrewjiaxinchen@msucongress.com

Instagram: 4ndrew_chen

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FINAL RESOURCES



TIMELINE ELECTIONS

MONDAY, AUGUST 14TH

Congress applications opens

WEEK OF MONDAY, AUGUST
21ST, 6PM

Open Congress Meeting

THURSDAY, AUGUST 24TH,
11:59PM
Congress applications close

FRIDAY, AUGUST 25TH, 4PM
Mandatory meeting for all Candidates for the
electoral race.

SUNDAY, AUGUST 27TH, 11:59 AM
(NOON)
Submission of all campaign materials/platforms

MONDAY, AUGUST 28TH,
00:01

Start of the Campaign Period

THURSDAY, AUGUST 31ST,
AP
Fall 2023 electoral debate, hosted by the Mari
News Blitz in the Auditorium.

SATURDAY, SEPTEMBER
2ND, EVENING

Team bonding activity, organized by the Chief
Electoral Officer.

MONDAY, SEPTEMBER 4TH,
00:01

Voting period on Omnivox opens
'Get out the Vote' (GOTV) operations begin.

WEDNESDAY, SEPTEMBER
7TH, 10:00 AM

Voting period on Omnivox stops
'Get out the Vote' (GOTV) operations end.

THURSDAY, SEPTEMBER
7TH, AP

Mandatory meeting for electoral results;
results announced on MSU platforms.

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TIMELINE

PARTING WORDS

You made it to the end!

I hope that wasn't too much to read. Seriously, I'm proud of you for taking the initiative in applying for the MSU. This application process will be a fun, sad, and crazy experience -but in a good way. This experience will for sure challenge you and push you out of your comfort zone. You will look back with pride, whether you got the position(s) or not.

Have fun, and stay stressed -this experience will be worth it at the end!

ANDREW JIAXIN CHEN,
VICE-PRESIDENT OF THE MSU



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PARTING WORDS