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INTRODUCTION

Thank you for your interest in serving on the Langara Students' Union (LSU) Council. This information package is for LSU members who want to run for Executive Board or *designated* Member-at-Large positions on Council (Aboriginal Students' Representative, International Students' Representative, and Diversity & Inclusion Representative positions).

This guide contains useful information on the requirements that must be met for members to be considered eligible to run for Council. At first glance this may seem intimidating, but please don't be discouraged. LSU does not expect anyone to have all the skills, experience or backgrounds listed. Rather, we have determined what the baseline requirements are to quickly understand the role and get started working for members. Those who are elected receive orientation, training and support to enhance these valuable skills along the way, which can be very helpful in building up your résumé. Past students have even been able to use their experience to help them gain admission to competitive programs at other institutions.

Purposes of This Guide

This guide has three purposes:

1. Help members understand the process required to be considered eligible for nomination on Council
2. Help members know how to apply and what we are looking for
3. Help members know where to look for more information

Background Information

There are three 'types' of positions on LSU Council: Executive Board positions and both *designated* and *general* Member-at-Large positions. LSU members who want to be nominated for Executive Board & designated Member-at-Large positions need to meet certain eligibility requirements prior to nomination. The process for determining those requirements are met (or not) and the steps that those interested must follow are set out in this guide and in the LSU Bylaws and Policies, available on the LSU website.

Please note that if you wish to run as a *general* Member-at-Large, you do not need to complete the "Application for Eligibility" form or pass the eligibility screening requirements outlined here. However, you must be properly nominated and follow other LSU Bylaws and Policies to be considered a candidate. For information on the criteria for and the Nomination requirements, please refer to our website (www.lsu.bc.ca). Please refer to the "Nomination Package" for the criteria and the deadlines you must meet.

The eligibility requirements for Officers and *designated* Member-at-Large positions on LSU Council were first established in the LSU Bylaws which were approved in December of 2012. Most recently the general membership approved a newly revised LSU Constitution & Bylaws, which brings the LSU into compliance with the new BC Society Act. Eligibility requirements are further articulated in the LSU Policies, available on the LSU website during the 'eligibility screening' period.

The Bylaws were formally adopted by the LSU membership (students like you!) because the members believed that these are positions with a lot of responsibility and potentially significant consequences if 'the role' is not done right. These factors, taken together with the relatively short terms of office (one academic year) mean that it is critical that those who are elected have a baseline of working knowledge and/or experience.

Caution Regarding Process

It is important to note that even if the Electoral Committee confirms your eligibility, **you must also complete additional steps to be duly nominated. Not until you are nominated and duly approved and listed by the Chief Returning Officer (CRO) on the “Official Candidates List” are you eligible for election.**

LIST OF EXECUTIVE AND MEMBERS AT LARGE POSITIONS ON COUNCIL

Executive Board	Members at Large
1 President	1 International Students’ Representative
1 Vice President, Finance & Administration	1 Aboriginal Students’ Representative
1 Vice President, Internal	1 Diversity & Inclusion Representative
1 Vice President, Student Life	
1 Vice President, External Affairs	4 General Representatives

POSITION DESCRIPTIONS

Executive Board

Executive Board positions are elected, voting positions on Council who work very closely with the Executive Director (ED) of LSU and Staff. These positions have oversight and managing duties and serve year-round, even when Council is not in session. A full description of the different Board roles can be found on the LSU website www.lsu.bc.ca. They have been written as policy and organized as follows:

- [Policy No. B2001](#) - President Roles and Duties
- [Policy No. B2002](#) - Vice President Finance and Administration Roles and Duties
- [Policy No. B2003](#) - Vice President Student Life Roles and Duties
- [Policy No. B2004](#) - Vice President Internal Roles and Duties
- [Policy No. B2005](#) – Vice President External Affairs Roles and Duties

Please note that all LSU meetings and business are conducted in English

Designated Members at Large

There are three **designated** at-Large positions; are who carry out events, services, awareness campaigns, and provide advice to Council on issues affecting the members identified in their title. For example, the International Students’ Representative will deliver programming to members and advise Council on issues impacting international students. These Representatives report to the VP Internal unless otherwise directed by the Bylaws or council.

A full description of the different Representative roles can be found on the LSU website www.lsu.bc.ca. They have been written as policy and organized as follows:

- [Policy No. B2007](#) - Aboriginal Students’ Representative Roles and Duties
- [Policy No. B2008](#)- International Students’ Representative Roles and Duties

- [Policy No. B2009- Diversity & Inclusion Representative Roles and Duties](#)

General Members at Large

This document does not apply to the general Member at Large positions as there is no eligibility requirement for this position except that students must be members of LSU ‘in good standing,’ and they must be nominated according to policy (see the LSU website for information on the nomination procedures and deadlines at www.lsu.bc.ca).

For your information, general Members at Large are elected, voting members of Council and are responsible for attending Council meetings, voting on motions put forward at Council, and serving on at least two Committees of Council.

They serve only when Council is in session, unless special meetings are called. General Members have minimal duties as compared to Executive Board and *designated* Member at Large positions. As such, **students who have less time to commit, or who will not be available over the summer months should consider running for a general Member at Large position.** For more information on *general* Members at Large, see Bylaw Articles 7.1 and 7.3.5.a full description of the role of a Councillor can be found on the LSU website www.lsu.bc.ca written in the following policy:

- [Policy No. B2000 – General Member-at-Large Roles and Duties](#)

ELIGIBILITY REQUIREMENTS

All Positions

Regardless of the position(s) sought, **all** ‘applicants for eligibility’ must be members of LSU (registered in at least one “regular” course at LSU and paid fees to LSU upon registration) ‘in good standing’ (which means that their membership has not been suspended, revoked; nor is the member on academic probation).

Additionally, all applicants must submit the required “Application for Eligibility” Form and accompanying documentation (as detailed in the “How to Apply for Eligibility” section below) **BY THE POSTED DEADLINE**. Sorry, no exceptions

Policy Number

[B2000](#) – Members at Large - Roles and Duties

[B2001](#) – President - Roles and Duties

[B2002](#) – Vice President, Finance & Administration - Roles and Duties

[B2003](#) – Vice President Student Life – Roles and Duties

B2004 – Vice President Internal - Roles and Duties

B2005 – Vice President External Affairs – Roles and Duties

B2007 - Aboriginal Students’ Representative - Roles and Duties

B2008 - International Students’ Representative - Roles and Duties

B2009 - Diversity & Inclusion Representative - Roles and Duties

HOW TO APPLY FOR ELIGIBILITY

In applying for a position make sure to read [its corresponding policy](#) in order to increase your chances at being successful in your application. Know however that LSU values fairness and has attempted to make the criteria for what counts toward ‘acceptable experience’ as flexible as possible. LSU also understands that students may not have a lot of experience and part of the appeal of serving on Council is gaining that experience. Please don’t feel intimidated by the process: The Screening Committee will take all reasonable transferable skills into account. The only thing is that it is up to YOU to demonstrate how your experience transfers (or translates) into meeting the functional requirements of the role. If you have any questions, don’t hesitate to contact the Electoral Committee at jeanniebatescro@gmail.com

All Positions (Executive and designated Member-at-Large positions)

Full information and rules on applying can be found in Section 4.4 of Policy B2510, *Electoral Eligibility*.

You must complete and submit the following information by the deadline posted on LSU Posters and the LSU Website.

1. Application for Eligibility Form
2. Cover Letter
3. Résumé, Curriculum Vitae, or similar format
4. Professional and Academic References (can be inserted on the Résumé, Curriculum Vitae, or other format)

Please see below for more details.

Application for Eligibility Form

This form can be found in hard copy (printed) at the end of this package. Complete it in full, with clear, legible printing. Do not leave any information blank or you may be disqualified. If you need more information, contact the Chief Returning Officer at jeaniebatescro@gmail.com.

Cover letter

The cover letter should be written by you and include:

The information in this guide is summarized for convenience from LSU Bylaws, Policies and procedures. If any information contained herein contradicts LSU Bylaws, Policy or procedures, the Bylaws, Policy or procedures prevail. Interpretation of the Bylaws, Policy and procedures is at the sole discretion of the Chief Returning Officer (CRO). If you have any questions, you may contact jeaniebatescro@gmail.com.

- Your full legal name, and your preferred name or nickname
- Contact information: at minimum, your current email address and a phone number where you can be reached during business hours (8:00 – 5:00 p.m., Monday – Friday).
NOTE: failure to provide current email and/or phone information does not constitute grounds to challenge the ruling or communications from the Electoral Committee or its representatives. It is up to YOU to monitor and reply to your messages. Full details can be found in LSU Policy B2510, *Electoral Eligibility*, Section 4.5, available on the ‘Elections’ page of the LSU website.
- Which position or positions you would like to be considered for; list as many as you wish (only one cover letter and résumé is required, even if you want to be considered for multiple positions). However, you must **STILL MAKE IT CLEAR** how you meet the eligibility criteria for each position that you are interested in. Failure to do so will result in the denial of your eligibility for that position.

Résumé, Curriculum Vitae, or Summary of Education and Experience

According to LSU Policy, “a simplified version of a Résumé or curriculum vitae (or similar) is acceptable, but it should at least include paid or unpaid work, education (or studies) or any other experience-based familiarity with environments involving . . . [the] functional areas [for each respective role]”

There is no required format to follow – you can be as brief or sophisticated as you wish, as long as it is clear how your information relates to the requirements for eligibility.

Professional and Academic References

All applications must include names and contact information of two (2) professional references and one (1) academic reference (a teacher, trainer, or similar) that can be checked during business hours. “References” are people who can vouch for your experience. Additionally, the references must be reachable during business hours (8:00 a.m. – 5:00 p.m., Monday – Friday) prior to the deadline for decisions on eligibility as posted on the LSU Website and/or Posters (i.e., the “Call for Nominations”). It is a good idea to provide additional references if possible, in case someone cannot be reached. You may include the references on a separate sheet, or you may include them in your résumé (or similar format of your choice).

Additional Note: Applicants for Eligibility for *designated* Member-at-Large Positions

Even though some positions require applicants to also be an international, or Aboriginal student, this alone is not enough to meet the eligibility requirements for a designated Member At Large or an Executive position on Council. Section 4.3.4.1 of LSU Policy B2510, *Electoral Eligibility* states:

“ . . .regardless of identity or life experience, the applicant must make it clear how they have been an activist or advocate for their own self or on behalf of others and why this qualifies them to stand for election as a designated Representative.”

Those who lack the additional skills or expertise for eligibility may want to consider running for one of the *general* Member-at-Large positions.

For Clarification:

- “**Work**” means paid positions where job duties relate to the requirements of the position on Council
- “**Volunteer**” means non-paid positions where volunteer duties relate the requirements of the position on Council
- “**Life Experience**” means things that you have done or accomplished in your life that you think relate to the requirements of the position on Council
- “**Education**” means formal (credit and non-credit courses)
- “**Training**” means formal or informal workshops, sessions, conventions, camps, etc. or personal mentorship or training that you have received from a professional that relate to the requirements of the position on Council

OTHER STEPS PRIOR TO ELECTION

Once you have received confirmation that you are eligible to run for a certain position, your name will be added to a list of names of those who are “Approved Nominees for Executive Board or designated Representative positions. Only individuals on that list will be permitted to pick up a “NOMINATION PACKAGE” and form for those positions.

If you are denied eligibility, you may appeal the decision following the steps outlined in 4.4 and 4.6 of Policy B2510, *Electoral Eligibility*. You have three school days to appeal the decision after it has been communicated (**meaning, after it was sent by LSU Electoral Committee or its representative, not as of when you opened your email or checked your voice messages**). Appeals must include the reason for the appeal. Due to tight electoral timelines, appeals received after this date will not be considered. All appeals will be dealt with as soon as possible, but please be aware that the appeal process will overlap with the nomination period, meaning you may have less time to gather signatures (nominators) on your nomination form if you appeal is successful. Under no circumstances will individuals be granted an extension on the nomination period as compensation. Therefore, it is important that you act immediately if you wish to appeal a decision.

