



# YOUR VOICE MATTERS!

**BUSRC BOARD OF STUDENT REPRESENTATIVES ELECTION**  
**INFORMATION PACKAGE**  
**ANNUAL GENERAL ELECTION 2026**

# *Who is the BUSRC?*

## About the BUSRC

The Bishop's University Students' Representative Council (BUSRC) is a student-led non-profit organization representing BU Students. We operate various student services, activities, and programming that are designed to meet each student's unique needs and interests. We also advocate on behalf of BU students at the institutional level and all levels of government to ensure that students' voices are heard. Before submitting a nomination package, we encourage you to visit our website to familiarize yourself with the BUSRC's mission, vision, programs and services we offer BU students.

Visit [busrc.com](https://busrc.com)

## Board of Student Representatives

The BUSRC students elect nine eligible students to represent the membership on the Board of Student Representatives. As the highest governing body, the Board has a fiduciary duty and a duty of care to the Association, which means that our Directors:

- Are loyal to the BUSRC
- Make reasonably informed decisions and,
- Take an active and direct role in the BUSRC's key strategic matters

## President & Vice-President

A President and a Vice President are selected from within the elected Board. These two leadership positions are typically the delegates/representatives to SRC's municipal, provincial, and federal advocacy groups. Compared to other Directors, the President and

Vice President receive additional compensation for the additional responsibilities. However, please note that the President is expected to work additional hours and, therefore, requires good work ethic and time management skills. Some individuals who have held these positions choose to have a lighter course load in order to manage their duties.

## Board Responsibilities

To fulfil the mandate of the Board, Directors provide ongoing ownership linkage with the student body, set organizational policy in accordance with ownership needs, and provide oversight of operational compliance with the policy. Each Director is required to:

- Prepare for and attend bi-monthly board meetings
- Connect with the student body through ownership linkage activities
- Become a liaison between students and the administration related to an aspect of student life.
- Participate on various BU and BUSRC committees representing the voice of students.

Before you begin the nomination process, we encourage you to visit the BUSRC website for additional information about the responsibilities of the BUSRC Board of Student Representatives.

## Time Commitment

The Board meets about twice a month for the official Board of Student Representatives meetings and once a week for a team meeting. Directors serve on at least one Internal Board committee and on several BU and external committees. In order to fulfil their duties, Directors will dedicate approximately 10-15 hours a week to their responsibilities.

## Remuneration

Directors will receive an annual honorarium of \$5000.

## Term

The term for a director is one year, from May of the current academic year to May of the following academic year. There is a period of transition and a week of mandatory in-person Intensive Training that occurs before the term begins. Please read the position description or Candidate Application Form for pre-determined training dates.

# *Becoming a Candidate*

BUSRC candidates are voting members of the BUSRC who meet eligibility requirements for directorship as established in bylaws, have completed the nomination requirements, and have been authorized by the Chief Returning Officer (CRO) to participate in an election. A voting member is an active student who has paid their BUSRC fees within the current academic year.

## Eligibility Criteria

Candidates must meet these criteria before running for election as established in the BUSRC Bylaws and the Election & Referenda Policies & Procedures:

- Attend Election School, which is the mandatory All-Candidates Meeting.
- Complete a Candidate Application form (online);
- Receive 20 valid nominator signatures on your Nomination form (get one at BUSRC office);
- Sign a declaration that they agree to abide by campaign rules (this is part of the Application form);
- Ensure that their Bishop's and BUSRC fees are paid in full;
- Enrolled in a minimum of one (1) Bishop's University fee-paying course during both the Fall and Winter semesters;
- Be in good academic standing and good overall standing with the University;
- Are not academically withdrawn
- Declare whether or not they will have a Campaign Agent (who then needs to submit the Campaign Agent form)
- Declare whether or not they will run in a Slate (if so, the slate needs to submit the Slate Application Form)

# *Campaigning*

To ensure that the elections are secure, free, fair, and transparent, there are certain rules to which candidates must adhere. The BUSRC's full campaign rules are outlined in the Elections Policy, Procedures, and the Specific Rules & Regulations at [busrc.com/vote](https://busrc.com/vote) and will be reviewed at the Mandatory Candidates' Meeting (Election School).

## **What is Campaigning and Who Can Campaign?**

- Campaigning is the effort undertaken by or on behalf of a candidate(s) designed to promote their election to the Board as a director(s).
- Campaigning may only occur during the campaign period.
- The following activities are considered campaigning:
  - Distribution, posting, or publication of any campaign materials
  - Public appearances and speeches
  - Social media posts
  - Asking people to vote for you

## **Things to know when you are campaigning**

- Persons who are not voting members shall neither campaign in nor be permitted to influence the outcome of elections, by-elections, or referenda.
- A voting member is an active student who has paid their BUSRC fees within the current academic year.
- Candidates must maintain separate campaign promotions, materials, and expenses. Campaign expenses cannot exceed \$100.
- Candidates shall follow all BUSRC policies, bylaws, and election rules.
- Campaign activities should be respectful of others, and based on integrity and truth.
- Candidates may participate in slates. A slate is a group of two or more candidates who affiliate for the purposes of campaigning. Slates must be declared by Feb 5.
- Election violations by a candidate may result in disciplinary action

## BUSRC Provided Outreach Initiatives

During the election process, the BUSRC hosts election outreach opportunities for the candidates. These opportunities are not mandatory, but candidate participation is strongly encouraged.

### Candidate Profile

- Candidates submit a 200-word 'Candidate Profile' to be published on the voting ballot. Make sure to proofread your profile, as the BUSRC will not edit the profiles for spelling or grammatical errors. This is submitted as part of the Candidate Application Form.

### Candidate Photo

- Candidate photos will be published on the SRC Instagram, along with the candidate's Instagram handle. This is published at the beginning of the campaign period.
- Candidate photos will be published on the voting ballot.
- The BUSRC will provide candidates with a copy of their photo, should they wish to use it for other aspects of their campaign.

## *Debate Night*

Candidates must participate in the Debate Night. Details of the debate will be provided to the confirmed candidates. The rules and guidelines for the debate are listed below:

- Candidates will each get a one-minute opening statement. Candidates who exceed this time will be cut off.
- Questions will be asked and each candidate will get a chance to raise their hand to respond. They will have no more than one minute to respond. Once everyone who wishes to speak has spoken, there will be an opportunity for rebuttal.
- Candidates who choose not to answer will not be provided a chance to rebuttal and will be signalled to the crowd that they have not answered.
- At the end of the debate, each candidate will get a one-minute closing statement. Candidates who exceed this time will be cut off.

# Campaigning Tips and Tricks

- 1) Talk with students
  - a. Knowing the current issues of students will help you define and present yourself during your campaign. Be genuine and thoughtful.
- 2) Understand what you're running for
  - a. Doing your homework will make you informed and more comfortable when approaching students. Know what the Board is responsible for.
- 3) Be Realistic
  - a. Focus on realistic, achievable goals that would benefit students.
  - b. Understand the authority of the Board of Student Representatives.
    - i. For example, the Board does not have the power to provide free parking to students.
- 4) Typical ways to campaign
  - a. Posters
  - b. Social media
  - c. Classroom talks
  - d. One-on-one interactions
  - e. Book a table in the Student Centre Lobby (book your table by completing the form on [busrc.com/bookings](https://busrc.com/bookings))
- 5) Take advantage of BUSRC hosted outreach opportunities as noted above

# Voting

- All current BUSRC members are eligible to vote in the election.
- Voting members receive a secure voting link from a third-party contractor through their Bishop's email once the voting period commences.
- Voting is done through Single Transferable Voting, which is outlined in the Election Policies & Procedures.
- Following the close of voting, candidates and friends are encouraged to celebrate their efforts!
- Unofficial results may be announced at the conclusion of the voting period, and official results will be shared after proper validation has concluded.

## Your Mental Health

- Campaigning and waiting for election results can be stressful, we encourage you to take care of yourself during the election period and afterwards.
- On campus you can access **Student Services** - Call 819-822-9695 or email [studentservices@ubishops.ca](mailto:studentservices@ubishops.ca)
- **Empower Me Mental Health and Wellness Support** - Download the Dialogue mobile app
- Call **Santé Quebec** - Dial 811 - Option 2