



KCI STUDENT ACTIVITIES



THE CO-PREMIER

Each school year the students of KCI shall be represented by two (2) elected representatives from within the student body. These representatives, known as the 'Co-Premiers' ('Co-Premier,' individually,) shall be elected during the spring of the school year *prior* to their term of office. This document outlines the specific Roles and Duties of the Co-Premiers, as well as the official Eligibility, Timeline and Election Procedure. It also outlines the rules and regulations with regard to Co-Premier campaigning. Please note that school and board policy is in effect during Elections, and as a result all campaign content must be school appropriate. No demeaning, offensive, stereotypical or questionable content shall be permitted. If such content is included in a campaign, the candidate risks being denied the opportunity to appear on the ballot. The VP of Student Activities has full authority over all campaigning as well as Election results. All campaign material must be approved by the VP of Student Activities. No public campaigning may begin until after the Pre-Campaign Meeting.

Duties and Responsibilities of The Co-Premier

The roles and responsibilities of KCI Co-Premiers are as follows:

- To serve as the elected representatives of the KCI student body, to act as role models for all KCI students, and to be responsive to the needs of the student body.
- To organize and publicize Student Activities Council applications upon election.
- To preview applications and conduct interviews with all Student Activities Council applicants, and subsequently chair the selection of the Student Activities Council.
- To have a full understanding of SAC structure and procedure, and to be willing to adhere to it.
- To chair regular meetings of KCI SAC and of the KCI SAC Executive.
- To ensure the agendas are prepared, attendance is taken and minutes are recorded at all SAC meetings, (SAC, Executive and Branch meetings).
- To remain in constant communication with KCI Administration regarding the workings of the Student Activities Council, (namely with the VP of Student Activities).
- To ensure that the Student Activities Council is upholding its duties and existing by its intended purpose: fostering a caring, inclusive fun community amongst all KCI students and staff through extracurricular activities.
- To ensure, to the best of their ability, that all SAC members remain motivated, engaged and committed throughout the school year.
- To fulfill any ideas presented to the student body during Election Week.
- To oversee activities, ensuring that they follow standard Proposal and Review procedure, and remain socially and fiscally responsible.
- To ensure proper usage and maintenance of SAC facilities (ie. Activities Office, Trove).



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Requirements for Eligibility

In order to stand for election, applicants must meet the following criteria:

- Applicants must be in at least their grade 10 year at KCI.
- Applicants must possess a current KCI Student Card.
- Applicants must be students in good academic standing and must display exemplary citizenship.
- Applicants must have demonstrated involvement and leadership in school activities.
- Applicants must fully and properly complete all required application documents and must submit them on time.
- Applicants must have a staff sponsor that is willing to act as their advisor with all campaign related issues.

Timeline of Election

- **March of the Year of Election**
 - The *Release of Applications* shall occur on or before this date.
- **Deadline for Application Submission** **Mar. 24, 2015.**
 - All required documents must be properly completed and submitted to Mr. Windsor or Mrs. Jessop by 2:30pm on the above date.
- **Co-Premier Interview** **Mar. 25, 2015.**
 - Each candidate will have an interview with Mr. Windsor on the afternoon of Mar. 25, 2015.
- **Pre-Campaign Meeting** **Mar. 30, 2015.**
 - A *Pre-Campaign Meeting* with the final candidates will occur in order to discuss final campaign rules after which there will be a public announcement identifying the final candidates to the student body.
- **Campaign Week** **April 7th to 9th 2015.**
 - Campaign week shall span from the Monday until the Thursday of the week of Election Day. All campaigning must adhere to the campaign regulations. Failure to adhere to the election rules will result in a forfeiture of candidacy.
- **Election Day** **April 10th 2015.**
 - Two identical Election Assemblies will be held; one (1) for Juniors and one(1) for seniors.
 - Voting will occur on Election Day.
 - Results shall be announced on Election Day.



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Application Procedure

The process of Co-Premier Election shall begin upon the start of the second semester the school year prior to the year during which the Co-Premier-elects shall serve. The following section outlines the full process which is to be followed to elect the Co-Premiers. Refer to the previous section for a timeline explaining the sequence of events.

- Release of Applications
 - It shall be the duty of the current Co-Premiers to ensure that Application Packages are available to students on time.
 - Prior to realize, the application package must adhere to guidelines set out in this document. Any proposed changes are subject to the approval of The VP of Student Activities.
 - The Application Package shall consist of the following:
 - This document (*The Co-Premier Election Process*,) with finalized dates
 - *Campaigning Regulations* Document
 - Three (3) reference forms that must be completed by a current KCI staff member who supports the candidate's bid for office.
 - Reference forms must be completed by:
 - One (1) teacher sponsor that is willing to act as the staff responsible for the candidates' campaign
 - One (1) teacher from the applicant's current school year timetable.
 - One (1) other current KCI staff members.
- Submission of Applications and Interview Process
 - Upon the submission of applications, the following individuals shall be invited to participate in an interview panel in order to determine which applicants shall, with input from current Co-Premiers, be permitted to run for the office of Co-Premier:
 - VP of Student Activities
 - Principal
 - Staff Advisor(s) of the Student Activities Council.
Accepted applicants shall receive an interview with the application panel.
Interview time, date and length to be determined by the panel.
 - Successful candidates shall be invited to run for Co-Premier.

Pre-Campaign Meeting

- The Election Panel shall schedule a meeting of the following individuals:
 - All remaining Co-Premier candidates.
 - All remaining Campaign Managers.
 - All remaining Staff Sponsors
- This meeting shall be used to accomplish the following:
 - To discuss Campaign Components, Rules and Regulations.
 - To select, by random draw, the order of speeches for the Election Assembly.
 - To address any questions or concerns brought forth by any campaign team.



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The Assembly

Candidates presented on the ballot shall be required to present a speech on Election Day. This speech shall occur during a morning assembly. Each candidate shall be introduced by their campaign manager. The following are rules for the assembly and the speeches:

- Candidates shall draw at random to determine of order of presentation.
- All speech material must be revised and approved by the candidate's Staff Sponsor.
- Each campaign manager must introduce their candidate in a speech of no more than 2 minutes.
- Each candidate must present their platform in a speech of no more than 6 minutes.

Election Procedure

- Voting shall take place on Election Day, during lunchtime, following the Assembly.
- All KCI Students may vote, regardless of whether they are in possession of a current KCI Student Card.
- Each student shall be entitled to select a 'First choice' and a 'Second choice' out of the candidates on the ballot.
 - A 'First choice' vote shall have a value of 2 votes.
 - A 'Second choice' vote shall have a value of 1 vote.
- Ballots shall be collected and counted that afternoon by the current Co-Premiers. All ballots, once counted shall be destroyed.
- The two (2) candidates receiving the most votes shall assume the office of Co-Premier for the following school year.
- The winners' names shall be announced to the student body when results have been finalized.
- The final number of votes for each candidate shall not be released.
- The VP of Student Activities has full authority over Election results.

Campaign Components

The following materials and campaign components are permissible during Election Week:

- **KCI Swift Radio Announcement**
 - Maximum length: 30 seconds
 - One announcement per candidate
 - Each announcement shall be aired an equal number of times during Campaign Week in random order



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- **Campaign Posters***
 - Maximum amount: 40 posters
 - Must be 8.5"x11" KCI printer paper (of any available colour)
 - Posters must be printed on KCI printers with black ink only

- **Campaign Buttons**
 - Maximum: 100 buttons
 - Must be created, designed and assembled by candidates' campaign staff
 - Must use KCI button maker

- **Campaign T-shirts**
 - Maximum: Ten (10) shirts
 - Must be hand-decorated (not screened)

- **Campaign banner***
 - One banner per candidate to be displayed in the school. Sites will be selected by random order of choice.
 - Must be made with either brown or white SAC poster paper
 - Must be decorated using SAC materials and tools
 - Banner length shall be 7'0"

- **Use of social media**
 - **All use of social media must be pre-approved and agreed to by all candidates during the Pre-Campaign Meeting**

Please note that these are the only items that may be a part of a Co-Premier campaign. No handouts of any sort are to be given to students.

*Green tape is the only adhesive permitted to attach posters and banners to walls at KCI. Please do not tape posters to windows or glass.

Campaign Rules and Regulations

- All campaign material is subject to the approval of the VP of Student Activities.
- Candidates may only secure aid from their Staff Sponsor and KCI Students (no outside support is permitted.)
- The Front Foyer is reserved for the candidates banners only.
- Advertising materials must be cleaned up by 5:00pm of the afternoon before Election Day.
- Campaign T-shirts and buttons may be worn on Election Day.



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Roles of Election Participants

- Candidate:
 - To present and deliver, to the best of his/her ability, his/her goals and vision concerning SAC and the student body as a whole.
 - Candidates must stand for election as individuals; no two (2) candidates shall run as a team.

- Campaign Manager:
 - To aid his/her candidate in any way necessary,
 - To introduce his/her candidate to the student body during the Election Assembly if the candidate is selected to appear on the ballot.
 - The Campaign Manager must be a current KCI student,
 - A student may only manage one (1) campaign per election,
 - Current Co-Premiers may not become Campaign Managers.

- Staff Sponsor:
 - To provide guidance and support to his/her candidate,
 - To provide supervision for his/her candidate during campaign preparations,
 - The Staff Sponsor must be a current staff member at KCI,
 - A staff member may only sponsor one (1) campaign per election,
 - Current Student Council Advisors may not become Staff Sponsors.

- The Election Panel
 - Consisting of the Principal, VP of Student Activities, Advisor(s) to the Executive, with the input of the current Co-Premiers, chair the entire Election Process.

Candidates may only secure aid from their Staff Sponsor and KCI Students (no outside support is permitted.)

Note

- Any changes to the content of this document must be approved by the Election Panel.