**ELECTION 2016 Application Information**

**Bahrain Polytechnic Student Council (BPSC)**

**Application for Executive Committee membership**

Your Application MUST include:

1. Your completed application form (page 3)

**NB** Your application must be seconded by another student

1. Your completed Candidate’s Agreement Form (page 3)
2. Your campaign plan (page 4)
* This material will be your official programme material, to be used for your election campaign, if your nomination is accepted.
* The programme must be in English, but if your nomination is accepted and you would like to print your program, you may provide an Arabic translation alongside the English version. The Arabic version will need to be submitted at the same time.
1. Your tutor’s reference (page 5)

Applications:

Must come in ***both*** ***electronic AND hard copy*** to: Dr. Nawal Zewayed, the Returning Officer, Student Services Director (office 19-128) and at BPSC.election@polytechnic.bh are due before 12 noon on **Monday 21st March 2016.** Late forms and/or incomplete forms will be disqualified.

**CAMPAIGNING RULES AND GUIDELINES**

* Campaign material may consist of posters, flyers, printed candidacy programmes and roll up banners, to be displayed in allowed spaces only.
* All posters must be stamped by Student Services, dated and posted only on assigned area.
* Candidates must provide a 2 minute video of themselves speaking about their candidacy.
* Each candidate will have a space in building 24 through where they can talk to the students about their programme and answer questions and/or distribute giveaways.
* Roll up banners are allowed in designated areas.
* All campaign material will be purchased/ obtained at the expense of the candidate. The Polytechnic will not be providing financial or material support to the candidates other than the campaigning areas provided.
* The candidate may have other students to help as a Campaign Team.
* The Campaign Team can tend to the candidate’s space in the Campaign Central Station and assist throughout the campaigning time allowed.

Any violations of these rules may cause the candidate to be warned under Elections Regulations that a further violation will mean withdrawal of candidacy.

**Bahrain Polytechnic Student Council (BPSC)**

**Executive Committee membership**

**ELECTION 2016 Candidate Application Form**

Scanned Passport Photo

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Who are you? (brief personal explanation about yourself) |
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| What is your personal goal in becoming a BPSC member? |
|  |
| What will your 3 main goals be, as a member of the BPSC Executive Committee?  |
|  |
|  |
|  |
| What have you achieved/completed for the Bahrain Polytechnic student body to date? |
|  |
| Why should you be chosen? |
|  |
| I understand that the video presentation I provide will be played and presented at meeting with students (see Timeline) **YES/NO** |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant’s signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seconder’s name) (Student ID)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Seconder’s signature) (Date)

**Bahrain Polytechnic Student Council (BPSC)**

**Executive Committee campaign and membership**

**Candidates Agreement Form**

Please read the following points carefully and sign your agreement to them. If you are found to be in breach of any of the points below, you will not be eligible for membership of the BPSC Executive Committee.

 **I AGREE TO:**

* Avoid any actions or behaviours or supporting such actions or behaviours, during the campaign or (if elected) during my time as an Executive member, which may bring the Bahrain Polytechnic or Bahrain into disrepute in any way
* Abide by all campaign regulations as attached (page6)
* Have any campaign material or giveaways approved by Student Services before distribution.
* Abide by all Bahrain Polytechnic student regulations in the Code of Conduct

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitting this form confirms you have read and understood the rules and guidelines attached.

**Bahrain Polytechnic Student Council (BPSC)**

**Executive Committee membership**

**ELECTION 2016 Candidate Reference Form FOR TUTORS**

The candidate named below has listed you as a referee for their application for a position on the Bahrain Polytechnic Students Council (BPSC) Executive Committee.

If you agree to be a referee, please complete the following details and email to:

BPSC.election@polytechnic.bh

Pleasesubmit the form before 12:00pm on Monday 21st March 2016

Tutor Name:

Staff ID:

Phone Number:

Dept/ Programme:

**Candidate Information:**

Full Name:

Date of Birth:

Student Number:

Programme of Study:

**Please comment on the following aspects of the candidate:**

|  |
| --- |
| Commitment/ attendance/ discipline |
|  |
| Leadership skills/ activism/ motivation/ potential |
|  |
| Additional comments |
|  |

**ELECTION REGULATIONS**

(Bahrain Polytechnic Student Council Constitution 2016)

1. **Election Committee**
	* The Director Student Services will act as Returning Officer for BPSC and will convene the Election Committee
	* The Election Committee will organise the voting process at Bahrain Polytechnic Student Council elections, including setting the election dates
2. **Voters**
	* All eligible (subject to eligibility section mentioned in the email) enrolled students at Bahrain Polytechnic have the right to vote for Bahrain Polytechnic Student Council.
	* Voters must produce current, valid Bahrain Polytechnic identification.
	* Voters may not vote more than once in an election.
	* Voters may not delegate their vote.
	* Proxy votes are not permitted.
	* Student Services will prepare the Voters Roll of students who have the right to vote before each new election cycle.
3. **Candidates and Nomination Procedure**
	* Every eligible (subject to the eligibility section mentioned in the email) enrolled student at Bahrain Polytechnic has the right to nominate or be nominated to stand for and hold office in the Bahrain Polytechnic Student Council elections.
	* Nominations must be in electronic form and submitted to BPSC.election@polytechnic.bh within the identified timeframe.
	* Any candidate has the right to withdraw their nomination in writing (see Election Timeline).
	* In the case of violation of any Bahrain Polytechnic rules or regulations by any of the candidates or their delegate, the Election Committee is entitled to cancel his/her candidacy, which does not preclude the Polytechnic from taking legal action against the candidate in accordance with the Student Rules and Regulations if necessary.
4. **Advertising**
	* Candidate’s election posters can only be displayed in designated areas of the campus
	* All posters must be removed within at least week after the election
	* All advertising must conform to the Student Code of Conduct e.g. positive comments only, no personal attacks on other candidates, no religious or political slogans, respectful and positive approach etc.
	* Posters should include the candidates’ photo, name, and campaign suggestions and plans
	* A generic poster of all candidates will be made and advertised by Student Services
	* Bahrain Polytechnic Management retains the right to remove any advertising if it breaches any Polytechnic rules or regulations.
5. **Polling procedures**
	* Polling will be done online on Moodle.
6. **Selection of Elected Candidates**
	* The top 12 polling candidates will be automatically elected.
	* Should the person offer the place decline to accept, it will be offered to the next highest polling candidate until the position(s) are filled.
	* Following the completion of the above process the Returning Officer will publish the results by Polytechnic email and formally declare the names of the successful candidates.
7. **Reporting**
	* An election report shall be written by the Returning Officer.
	* The report shall be submitted to the Polytechnic Chief Executive
	* The report must contain the following information:
* Dates, times and places of the election and related processes, including vote screening and counting.
* Names of Committee members present at each stage, including vote screening and counting, with members’ signatures.
The number of voters on the Voters Roll.
* The votes obtained by each candidate.
* Any changes which occurred with an indication of the reason, and a note of any other events.
1. **Timeline for Elections**
	* Elections shall be held annually no later than May.
	* The election date and timetable will be announced by the Returning Officer.
	* The call for Nominations is made and nominations are open at least on week.
	* Nomination must be received in writing, electronically, by the Returning Officer before 12pm on the close of nominations date.
	* Nominees will receive written acknowledgement of their nomination
	* Campaigning takes place once nominations have closed (see Timeline)