

## Class Representative Elections Process and Script

***Last Edited January 2026***

### Class Rep – Role and Responsibilities

**Note:** Each level and section of a full-time program must be represented by a minimum of one (1) Class Representative. In larger programs or programs with multiple sections, more than one Class Representative may be elected to ensure effective representation and continuity when a representative is unavailable.

It is recommended that the Program Coordinator or Professor read this script in class. If there are no courses where all groups are present, this process should be completed separately for each group.

#### *Share with the Class:*

Distribute (or read aloud) the Class Representative Role and Responsibilities Description to students.

#### Read to the Class:

The Class Representative System is a partnership between Algonquin College and the Algonquin Students' Association (SA) designed to bring important feedback from the classroom. Class Reps are elected by their peers to act as a liaison between the classroom, Algonquin College, and the SA.

Class Reps are invited to attend a Program Council meeting, hosted by the Program Chair, at least once a semester. Program Council meetings allow class reps, faculty, and academic managers (usually the Academic Chair) to discuss program-specific topics. Class Reps gather feedback from their peers and bring concerns, opinions, and ideas to the Program Council meeting.

The SA hosts Class Rep meetings throughout each term (usually two meetings per semester, per campus) where Class Reps from every program gather with the SA Board of Directors to share feedback, concerns, and ideas. The SA Board of Directors, which is made up of full-time Algonquin College students, sets the topics for these meetings. Feedback gathered is used to help the Board better understand student concerns, and to communicate them to the Algonquin College Executive Team, as well as to write policy to govern the SA.

The SA provides leadership training for Class Reps to ensure they are prepared for their role.

**Additional Documents for distribution, as appropriate (distributed with the email):**

1. Class Representative Job Description
2. Policy AA03 Program Council
3. Policy AA03 – Program Council Minutes Template

**Elections**

Follow the steps below to select Class Representatives.

**Call for interest**

After reviewing the information above, ask if any students are interested in serving as a Class Representative for their level and section.

**Candidate statements (if applicable)**

If more than one student is interested, allow each candidate a brief opportunity to share why they would like to serve in the role.

**Voting process**

In-person classes:

Ask candidates to step outside the classroom while students vote by a show of hands.

Remote classes (e.g., Zoom):

Place candidates in a breakout room while students vote using the “raise hand” function. Count raised hands to determine the outcome.

**Announce results**

Invite candidates back into the classroom and announce the election results.

**Acclamation**

If only one student expresses interest, that student is acclaimed as the Class Representative.

**Unsuccessful election**

If no students express interest, a Class Representative may be appointed by the professor to ensure student representation. For more information, please contact [classreps@algonquincollege.com](mailto:classreps@algonquincollege.com).

**After the Election**

Once Class Representatives have been selected: inform the Department Administrative Assistant and the Office of the Senior Vice President Academic (morozk@algonquincollege.com) of the election results; and advise the new Class Representatives to register with the Students' Association at [AlgonquinSA.com/classReps](http://AlgonquinSA.com/classReps).