

THE MCGILL DAILY ELECTION POLICIES

To qualify as a candidate to be a Daily editor:

- Be a Daily staffer (six points) by the time of elections
 - 1 point per article (including articles with more than one author)
 - 1 point for contributing files to an article
 - 1 point per photo
 - 1 point per illustration
 - 1 point per infographic
 - 1 point for contributing to Unfit to Print
 - 1 point for assisting our copy editor
 - 1 point for assisting our design editors
 - 1 point for assisting our coordinating editor with flat
 - 1 point for assisting our web editor
 - 2 points for chairing an editorial discussion or meeting
 - 2 points per feature article
 - 2 points for creating an art essay
 - 2 points for producing an episode of Unfit to Print
 - 2 points for staying until the end of a production night (4 a.m. in Shatner!)

If you feel some of your work at The Daily doesn't fit into one of these categories, please talk to one of the current editors or the coordinating editor and we'll work it out.

THE ELECTION PROCESS

There are four steps:

1. Candidate statements. A one-page letter of intent: the letter touching on why you want to be a news editor, what you feel you bring to the position, your *intentions* with The McGill Daily, what stories you want to cover next year, what changes you'd like to see in the section, your innovative new ideas, share stuff we might not otherwise know about you, and introduce yourself to the rest of the editorial board and Daily staffers who will be voting. All letters of intent for candidates of all sections will be emailed out prior to run-downs.
 - a. Candidates for all positions, with the exception of Design and Production, are asked to attach two samples of relevant work to their letter of intent. For Illustrations of Photo sections, please submit two pieces of artwork or photos. For all other sections, please submit two writing samples.

- b. Design candidates may provide any design samples as an attachment in their letter of intent. This is NOT a requirement, and you will not be penalized if you do not provide anything.
2. Run-downs. All candidates running for each section of the paper are “run-down.” What this means is the current out-going editors for a section will give a synopsis of each candidate running to fill their positions. Run-downs are not an endorsement; they are an introduction and bio of your strengths, weaknesses, your involvement in The Daily and that particular section, your experiences relevant to the job. Run-downs are part of the election process so current editors can give their perspective on how prepared you are for the position based on their experiences working with you, and their experience working as an editor for the section over the past year. All candidates being run-down are asked to step into the hallway during their run-down and say their names on their way out. No questions or comments are allowed during the run-down. Once your section’s run-down is over, you come back to listen to the other sections’ run-downs.
3. Interviews. You now speak for yourself in the interview, which takes place the same night as the vote. There are usually around five questions, which are all pre-approved by the entire editorial board as relevant. The questions are timed to about a minute and 30 seconds per questions. When your section’s interviews being, all candidates are asked to wait in the hall. According to alphabetical order you will be individually called into The Daily office for your interview. You will give your answers to the entire editorial board and all Daily staffers voting in the election.
4. The de-brief interview. For those who want to participate, an editor(s) of your section-of-interest, or whom you feel most comfortable with, will debrief your run-down with them individually, successful or not, after the election results. You will only be debriefed on your run-down, not the run-downs of other candidates. The editor conducting debriefing you will speak with other editors in order to give you constructive feedback on strengths and weaknesses. We feel this is a constructive way to be aware of strengths and weaknesses, and will be valuable in your future work with The Daily in whatever capacity.

BREAK DOWN OF DAILY ELECTIONS WEEK

And you thought American presidential elections were drawn out. At The Daily, we take a whole week.

Candidate statements are typically due over a weekend. That Monday, all meeting will be held for all candidates to fully explain the election process. Your section editor(s) will ask you for any information they need for their rundown of you. Rundowns generally take place on Tuesdays. Two days later, on Thursday, the interview is held. The actual casting of the ballots is done on the same night as the interview. The outgoing editor(s) of the section you ran for will call you on Thursday evening to tell you the election results. Throughout the course of the phone call, you will set a time to debrief the election.

Generally the elections coincide with the last week of production for the academic year. Candidates are expected to attend Wednesday production night in election week. The newly elected editors are expected to attend Friday production, typically the last issue of the year.

THE RUN-DOWN

Ok, so you have decided you want to be a Daily editor. Fabulous! Stating your interest and following through on something you want is a big deal – so, seriously, good for you.

Your next step is what we call the “Rundown.” This sounds scary and medical but it’s not, I promise. A rundown consists of a series of daily tasks (pardon the pun) that you will be responsible for if elected to be an editor. It is not designed to be some sort of trick or impossibly hard. The point of the rundown is to ensure that you fully understand what you’re getting yourself into. Being an editor is an enormous time commitment, hard, and sometimes thankless, work. The last thing anyone wants is for you to be uninformed about the nature of the position and the demands you will be responsible for meeting. We, as current editors, also want to make sure that you are prepared for the year ahead. It’s a lot of fun, it’s worth the effort, but you’ve got to be motivated and dedicated. (Editor’s note: Half the work is simply showing up). Also, everyone likes a familiar face, so drop by the office regularly and get to know The Daily workplace.

You are responsible for completing the following list, at your convenience, before run-downs. That gives you one month, from today, to complete the criteria that you will be evaluated on in your rundown. Your completion, or lack thereof, of this list will be noted.

- You **MUST** speak with an outgoing editor of your section-of-interest
- Attended one production night in full (until your section-of-interest’s editors’ tasks are complete)
- Attended a Monday Editorial Board (Ed board) meeting, 6 p.m. on the third floor of the QPIRG building
- Attend your section-of-interest’s weekly meetings (if applicable, ask current editors for information)
- Shadow a current editor in your section-of-interest in their production night tasks. Ask current editors for what these tasks include, roughly they include the following:

News; Culture; Commentary & Compendium!; Sci+Tech; Health&Ed;	Design & Production	Illustrations	Photos	Web

Sports; Coordinating Editor				
Ed1 (first edit of an article)	Dummy the paper	Scan and edit contributors' illustrations	Collect a list of all the photos that need to be edited	Communicate with section editors for instructions on special coverage pages, bugs, twitter/facebook campaigns, etc.
Ed2 (second editor of an article)	Make pages	Spend the night drawing illustration requests	Consult with section editors what their dummies look like and check spreadsheet if picture assignments are black and white or in colour	Fiddle with code, learn how to work with wordpress, wordpress plugins, filezilla, html, and css
Entering copy	Speak to the business (or DPS) office about the printer order	Make any changes other editors may request	Collect/download pictures from contributors and edit them in Photoshop accordingly	Change facebook picture to latest cover, update "since 1911" tag on home page
Entering flat	Lay out the paper	Save all images in the proper format	Save low res versions in colour (jpgs) in a designated web folder within the pictures folder	Make sure everything is properly labeled, make sure photos page is being used
PDF-ing	Create any graphics that have been requested		Let the content editors and design editors know once they are edited and ready saved on the server	Merge PDFs and upload to issu, upload art to flickr and tag it for simpleviewer viewing
Uploading content to web	Export all the pages		Play awesome music to entertain everybody, make an occasional joke to lift spirits	Choose stories for front page, make sure everything fits and all fields are filled in

Tweet stories	PDFing			Tweet stories, manage facebook throughout week
	Review the pages on the printer's website			Think up new and exciting ideas for web!
	Calling the printer to confirm order			

Unfit to Print: talk to current outgoing editor

- Completed two timed practice ed1s, illustrations or photo edit as the case may be (supervised by a current editor)
- Completed The Daily Style Guide Quiz* (a 1-hour open-book quiz, copies of Daily style guides available from current news editors)

*The quiz is open-book. You can sit at your computer googling away or cuddled up with The Daily style-guide, in fact, you definitely should. Don't try to do these quizzes without references. The quiz is designed to simply show that you are willing to look stuff up (hello factchecking, your primary duty as an editor), demonstrate that you're capable of tracking down information online, and you have a basic knowledge of The Daily style (since you will be in charge on implementing it in your section). Also, it's another chance for you to show you're dedicated and serious about being a Daily editor.

ILLUSTRATION CANDIDATES: The illustration test is a timed 45-minute colour illustration based on an article they've never seen before. The article will be fairly challenging and SOP-related. They can use the Internet for references, any supplies they need. Saving in the proper format is included in the time limit.

COMMENTARY AND COORDINATING EDITOR CANDIDATES: You must have been the chair, or facilitator, of at least one meeting (preferably more than one). Your ability to chair the meeting based on how closely you adhere to The Daily's non-hierarchical system of consensus-based decision-making while acting as chair will be evaluated as part of your test. Another component of your test will be your ability to write opinion-driven persuasive articles, or editorials.

UNFIT TO PRINT CANDIDATES: Your test will comprise of editing three audio tracks, no more than three minutes long, into a complete episode of Unfit to Print (transitions and intro included). Save the file to the CKUT Server, and then upload the file to the website. You will have one hour.

OTHER NOTABLES IN YOUR RUNDOWN

There are a few additional things we will mention in your run-down. Please note that we need you to communicate with us regarding experiences and abilities you feel are relevant to the position. We try to know you all, but we're sure to miss something if you don't tell us! Here's a list of what we will be mentioning in our run-down and we will ask you for information if we don't know. Please approach us with anything else.

- Your involvement with the section; when you started getting involved, the nature of your involvement, your on-the-ground reporting, stories you've covered, the number of stories you've covered (this is to indicate the extent of your experience with the section)
- Your involvement with other sections if relevant (if you've taken photos, you've written a feature, you can code websites or you're a kick ass illustrator to boot, we'll make it known)
- Your contributions or writing for other papers, publications, websites etc.
- Previous leadership experience in any capacity (please communicate this to us)
- Your contributions to weekly meetings (if applicable) and Editorial Board meetings (Hint: we'd like you to speak up! Part of the job is making your thoughts known and showing you're ready to lead a section of the paper)
- If you were involved in the production or contributed to an episode of Unfit to Print
- If you are or have been an active volunteer at CKUT and what you did there
- If you have completed the CKUT volunteer orientation training
- Any reoccurring concerns we've had with your work (Once you've indicated your intention to run, we'll level with you – if we haven't already – so you are aware of any issues and you can work on addressing the in the interim, which we will also mention)
- Your fluency in French or any other language

RUNDOWN COMMENTARY?

Other editors or Daily staffers present for a rundown may, if they feel compelled, speak and add their comments to a candidate's rundown. Any interjection will be permitted or prohibited by the outgoing Coordinating Editor. Interjections are capped at two minutes.

Someone should only speak in rundowns in the following circumstances:

- They perceive that the editor delivering the rundown has made an error.
- They perceive an omission, lack of explanation, lack of clarification or lack of accountability in regards to some form of the criteria a candidate is being evaluated on in the rundown.
- They perceive a bias in how the rundown was delivered, and endeavour to correct the bias or to draw everyone's attention to its occurrence.

RUNDOWN NERVES

The idea of a rundown is unnerving. I was terrified standing in the hallway knowing that I was being critiqued within the annals of The Daily office, so we want to reassure you of the following things:

1. The run-down will not deviate from what we've indicated above.
2. You will get to speak for yourself: the interview is the perfect opportunity, along with your cover letter. People know that, and they take the run-down with a grain of salt. You should too.
3. The debrief of your run-down will be a brief summary of what was said in your run-down, explain what people look for in candidates, and potential reasons of why the election turned out as it did. This is not meant to be a harsh re-hash – it is intended to be constructive for both successful and unsuccessful candidates. In this way, you will hopefully be a better-prepared candidate for future elections and understand aspects of your work at The Daily that you should look to improve in the future whether you're an editor or not. This step is optional! If you want to know what we view as areas you can improve on, debrief with us. If you don't, that's fine.

WHAT WILL ABSOLUTELY NOT BE IN YOUR RUNDOWN

- What we think about you as a human being
- Your late-night habits
- The number of times you've brought coffee or snacks into The Daily office
- Any stupid and/or ridiculous thing we can remember you saying at any time in The Daily office
- How many times you attend Daily pub nights
- Your political stances
- Your gender, race, sexuality or any other source of personal identification
- Your grades

THE INTERVIEW

You will be interviewed individually in front of the group of voters. Only one person will be asking questions – an outgoing section editor of the section you are running for. You will have a minute and thirty seconds to respond to each question. There are generally about five questions. Other candidates for the position will not be present for your interview, and you will not be present for theirs.

The interview questions are determined by the outgoing section editor(s) and approved, or edited, by the rest of the editorial board. The interview questions are consistent for all candidates.

Though each section is unique, and will have its own area to focus on in an interview, here are some questions you should prepare responses for:

- How is The Daily's Statement of Principles applied to the position you are running for; how will you apply those principles when you are an editor?
- How will you manage the substantial time commitment of being a Daily editor?
- Consider some of the biggest challenges you feel your potential position has; how would you deal with these if elected?
- Brainstorm some ideas for new or improved ways of handling the position, or other more broad editorial tasks, you're running for.
- What skills do you possess or are you developing that make you a good leader?
- Come ready with three fairly developed pitches for the section your running for.
- Come prepared with a pitch for an editorial, including a rough structure.
- 2012-13 is the year of The Daily's Existence Referendum,* this will add an additional burden to your editorial responsibilities if you are elected. Are you prepared for the extra workload, additional stress and public scrutiny that will ensue?

EXISTENCE REFERENDUM*

Starting in fall 2007, the McGill administration has institutionalized the practice of Existence Referendum's for independent student organizations that collect student fees. The Daily Publications Society (DPS), the legal person representing both The Daily and Le Délit, is an independent corporation that collects an annual \$12.00 fee, without the option to opt out, from undergraduate students. Every five years, DPS must hold an Existence Referendum where students vote for or against the continued survival of the publication. Any financial issue must be addressed separately from the question of existence. The next Existence Referendum is fall 2012.

VOTING RIGHTS

Anyone who is a Daily staffer has the right to vote in Daily elections, and to participate in Editorial Board meetings. We strongly urge all Daily staffers to attend elections and vote on the new Editorial Board.

Please note the following:

If you are not present for either run-downs or interviews, you cannot vote in the election. You should read the letters of intent before the run-downs and interviews.

All criteria you will be evaluated on in your run-down will be communicated to you once you've indicated your interest in running for an editorial position. The current editorial board also approves all criteria for the run-downs.

The current editorial board approves each section's interview questions.

THE S.O.P

Standard operating procedures? No, but close. The SOP stands for The Daily's Statement of Principles, and involves four clauses (which can be read on our website or below). The SOP is a guide that you should use in any aspect of your involvement with The Daily and outlines the journalistic ethics The Daily strives to uphold.

If you are interested in becoming an editor, you should have a good understanding of the spirit of the SOP and how it is applied to your role at The Daily. A good place to start is asking a current editor how the SOP functions in their section. Sitting in and participating in a Monday Editorial Board meeting will also give you a good idea of how the SOP is applied to the editorial decisions made by the Editorial Board.

A common interview question for candidates looking to become editors, irrespective of what section they are interested in, is "How would you incorporate the SOP into your role as a [fill in the position you're applying for] editor?"

Talk to former and current Daily editors about the SOP, but, most importantly, read the SOP yourself and think about how you interpret the SOP and The Daily's functions in relation to its principles.

THE DAILY'S STATEMENT OF PRINCIPLES

2.1 The fundamental goal of The McGill Daily shall be to serve as a critical and constructive forum for the exchange of ideas and information about McGill University and related communities.

2.2 Within this optic, the staff of The Daily recognizes that all events and issues are inherently political, involving relations of social and economic power. Further, we recognize that at present power is unevenly distributed, especially (but not solely) on the basis of gender, age, social class, race, sexuality, religion, disability, and cultural identity. We also recognize that keeping silent about this situation helps to perpetuate inequality. To help correct these inequities, to the best of its staff's abilities, The Daily should depict and analyze power relations accurately in its coverage.

2.3 As an autonomous student newspaper, relatively free from commercial and other controls, The Daily can best serve its purposes by examining issues and events most media ignore. In particular, it should deal with the role post-secondary education plays in constructing and maintaining the current order. It should also assist students and other groups working for change in a critical framework, with the aim of empowering and giving a voice to individuals and communities marginalized on the basis of the criteria mentioned in section 2.2. The Daily's methods should be both educative and active, and determined democratically by its staff.

2.4 Finally, we recognize that The Daily must remain accessible to the student community it comes from, and should abide by an ethic of fairness while maintaining its autonomy.