

Elections and Referenda Nomination and Validation Procedures

Responsibility	<i>Secretary</i>
Approved by	<i>President</i>
Date initially approved	<i>November 30, 2017</i>
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Purpose

This procedure document outlines the procedure that must be followed for organizations or candidates to be nominated during an AMS Election or Referendum. It outlines the process from the beginning (obtaining and submitting a validation package) up to, but not including, validation by the Assembly.

Intended Audience

This procedures document is intended for the following individuals:

1. AMS Secretary
2. AMS Elections Team
3. Referendum Campaign Organizations
4. The Student Activity Fee Review Committee
5. Candidates for AMS Executive and University Rector

Responsibilities Statement

AMS Elections Team

- Create validation package and nomination packages
- Communicate clearly with organizations, candidates, and the Secretary

Referendum Campaign Organizations

- Obtain and complete validation package and nomination packages
- Submit a deposit
- Ensure you comply with this procedure and any directives from the Elections Team

Student Activity Fee Review Committee

- Approve or reject validation packages in thoroughly and timely manner, and in accordance with AMS Student Activity Fee Policy
- Recommend to the AMS Board of Directors the fees that should move forward in the referendum process.

Candidates for Executive or Trustee Elections

- Obtain and complete validation package and nomination packages
- Submit a deposit
- Ensure you comply with this procedure and any directives from the Elections Team

1. Procedure for the Elections Team

Any steps outlined below without explicit mention of the individual responsible may be delegated to any member of the Elections Team. Only steps that specifically outline who must perform the duty shall be performed by that

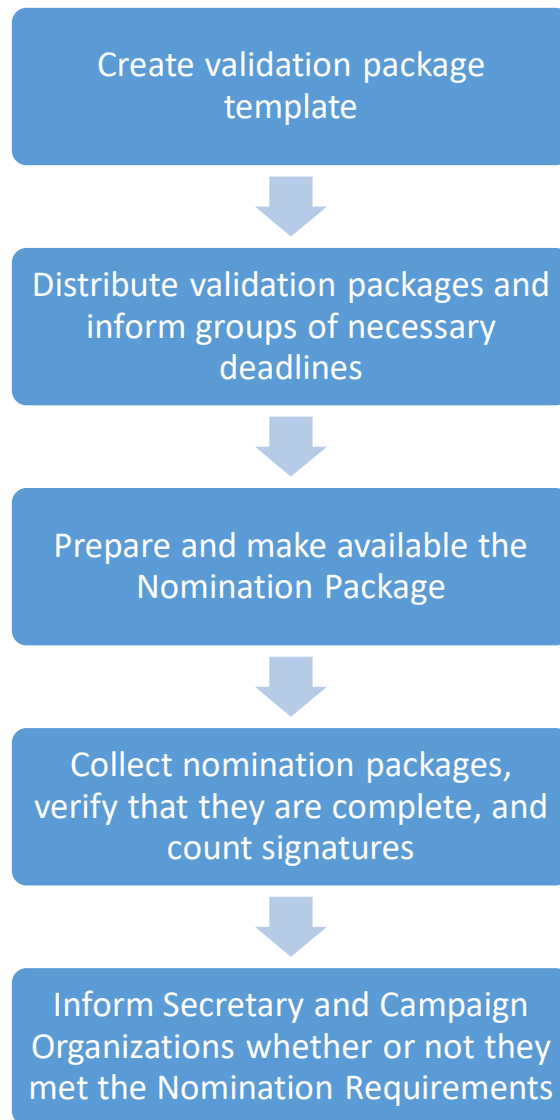
individual.

Referendum Validation and Nominations

1. Update the validation package template to be distributed to all persons interested in putting a question on an AMS Referendum ballot. Ensure that the formula for writing referenda questions is included (as seen in AMS Balloting Procedures) and room to provide the following information:
 - a. Contact information of the organization;
 - b. Why the campaign organization is seeking a fee;
 - c. 300 word description of the organization seeking a fee and the specific purpose of said fee;
 - d. Financial report and budgeting information;
 - e. Why did the group pick the fee amount stated;
 - f. Date of establishment of the group;
 - g. Efforts to ensure long-term sustainability of the organization;
 - h. Any opportunities or initiatives that the club has used previous student fees for.
 - i. A budget template
2. Inform persons aiming to submit a student fee question that they must submit a validation package to the AMS Secretary by the dates outlined in AMS Policy.
3. Inform campaign organizations submitting a non-fee question that they must comply with the requirements in AMS Policy and must submit a validation package detailing the exact wording of the question, contact information for the campaign organization, and a 300 word statement in support of their position.
4. The Secretary will inform the CEO of the groups seeking a fee question that have been approved. The Secretary will directly inform any groups that have been denied a fee.
5. The CEO will e-mail the groups that have been approved and inform them of next-steps (e.g. picking up a nomination package and All Candidates Meeting).
6. Prepare a nominations package for campaign organizations that have had their validation package approved. Include the following in the nomination package:
 - a. AMS Policy and Procedures on Referenda;
 - b. Relevant sections of the AMS Constitution;
 - c. Dates of the Referendum set by Assembly
 - d. AMS Elections Team Contact information;
 - e. A Nomination Form signature sheet and the number of signatures required
 - f. A campaign expense form
 - g. Any other rules or information deemed pertinent by the Elections Team.
7. Make the nomination package available at the AMS Front Desk and inform the Front Desk Representatives of their duties for distribution. Remind them that no group may pick up a nomination package without submitting their deposit and signing the waiver.

8. Inform campaign organizations that have been approved that they must pick-up a nomination package, and of their requirement (if applicable) to collect signatures for nomination. Inform them also of the deadlines set out in AMS Policy.
9. Count signatures for establishing or increasing fees and verify their legitimacy against the master AMS Student List.
10. The CEO will inform the Secretary of all campaign organizations that met or failed to meet their signature requirement, so that the Secretary may include them on the Assembly Agenda.
11. The CEO will inform campaign organizations of their success or failure in meeting the signature requirement and of their obligation to attend the next AMS Assembly to have their question formally ratified.

Workflow

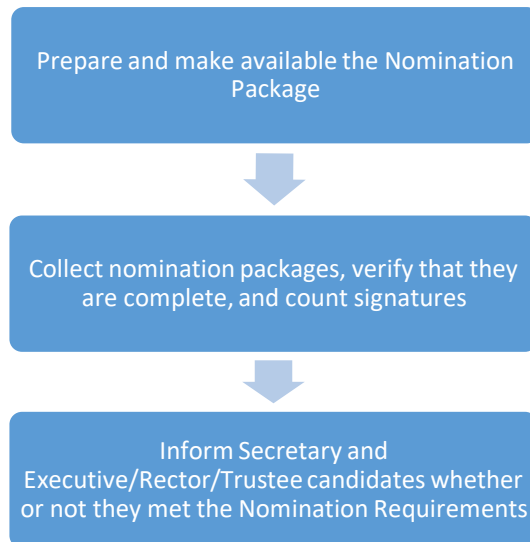


Society Elections Nominations

1. Prepare a nominations package for candidates. Include the following in the nomination package:
 - a. AMS Policy and Procedures on Elections;
 - b. Relevant sections of the AMS Constitution;
 - c. Dates of the Election set by Assembly
 - d. AMS Elections Team Contact information;
 - e. A Nomination Form signature sheet and the number of signatures required
 - f. A campaign expense form

- g. Any other rules or information deemed pertinent by the Elections Team.
2. Make the nomination package available at the AMS Front Desk and inform the Front Desk Representatives of their duties for distribution. Remind them that no candidate may pick up a nomination package without submitting their deposit and signing the waiver.
3. Inform candidates that they must pick-up a nomination package, and of their requirement (or lack thereof in the case of Triennial Review groups) to collect signatures for nomination. Inform them also of the deadlines set out in AMS Policy.
4. Count signatures for establishing or increasing fees and verify their legitimacy against the master AMS Student List.
5. Inform the Secretary of all candidates that met or failed to meet their signature requirement, so that the Secretary may include them on the Assembly Agenda.
6. Inform campaign organizations of their success or failure in meeting the signature requirement and of their obligation to attend the next AMS Assembly to have their presence on the ballot formally ratified.

Workflow



2. Procedure for Referendum Campaign Organizations

Fee Questions

1. Obtain a validation package template from the Elections Team and complete it well in advance of the final deadline for submission. Include the following information in the package:
 - a. Contact information of your organization;
 - b. Your referendum question;

- c. Why your organization is seeking a fee;
 - d. 300 word description of your and the specific purpose of said fee;
 - e. Financial information: actuals from the previous year and a budget for the upcoming year;
 - f. Why did your organization pick the fee amount stated;
 - g. Date of establishment of the organization;
 - h. Efforts to ensure long-term sustainability of the organization;
 - i. Any opportunities or initiatives that the organization has used previous student fees for.
2. Submit the validation package to the AMS Secretary. It will be reviewed by the Student Activity Fee Review Committee.
 - a. The committee will contact you if edits are required to your package. You have 48 hours from the time of contact to re-submit your package.
3. If validation package is approved, attend the All-Candidates Meeting, hosted by the Elections Team.
4. Obtain a nomination package from the AMS Front Desk. Sign the waiver ensuring that you take responsibility for the contents of the nomination package and submit a \$20 deposit in the form of a post-dated cheque.
5. Collect signatures from AMS Members. This applies to all groups either establishing or increasing fees. Triennial Review organizations not increasing their fee do not need to do this step.
6. Submit a completed nomination package, including all requisite signatures, by the deadline stipulated by the Elections Team and AMS Policy.
7. Attend AMS Assembly to have your question formally placed on the ballot. Triennial Review organizations do not need to do this step.

Non-Fee Questions

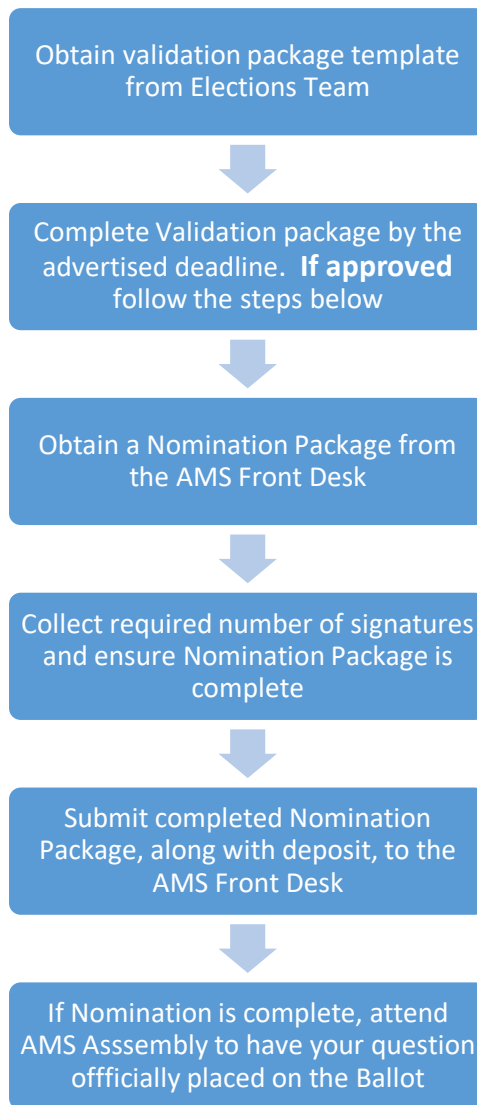
1. Read the AMS Elections and Referenda Policy Manual. Verify that you are eligible to place a non-fee question on the AMS Ballot.
2. Obtain a validation package template from the Elections Team. Include the following information in your package: Exact wording of the question, contact information for the campaign organization, 300 word statement in support of your position.
3. Submit Validation Package by requested deadline to the AMS Front Desk.
4. If validation package is approved, attend the All-Candidates Meeting, hosted by the Elections Team.
5. If approved, obtain a nomination package from the AMS Front Desk. Sign the waiver ensuring that you take responsibility for the contents of the nomination package and submit a \$20 deposit in the form of a post-dated cheque.
6. Collect signatures from AMS Members.

7. Submit a completed nomination package, including all requisite signatures, by the deadline stipulated by the Elections Team and AMS Policy.
8. Attend AMS Assembly to have your question formally ratified.

Plebiscite Questions

1. Read AMS Elections and Referenda Policy. Verify that you are eligible to place a plebiscite question on the AMS Ballot.
2. Obtain a validation package template from the AMS Elections Team. Include the exact wording of the question and contact information of the individual placing the question on the ballot.
3. If validation package is approved by the CEO, attend the All-Candidates Meeting, hosted by the Elections Team.
4. If approved, obtain a nomination package from the AMS Front Desk. Sign the waiver ensuring that you take responsibility for the contents of the nomination package and submit a \$20 deposit in the form of a post-dated cheque.
5. Collect signatures from AMS Members.
6. Submit a completed nomination package, including all requisite signatures, by the deadline stipulated by the Elections Team and AMS Policy.
7. Attend AMS Assembly to have your question formally ratified.

Workflow

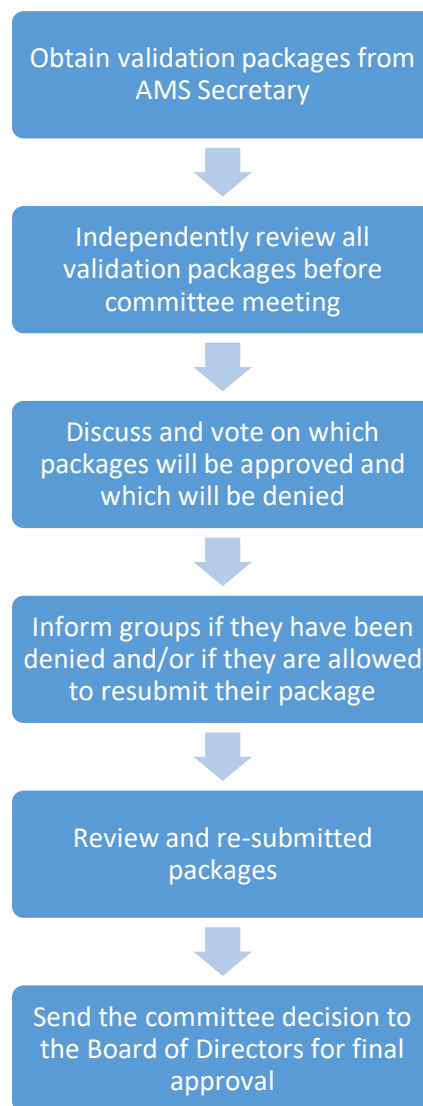


3. Procedure for the Student Activity Fee Review Committee

1. Receive Validation Packages from the AMS Secretary immediately after their deadline for submission (through a OneDrive folder).
2. Set a date for the committee to meet. Each individual on the committee should review all validation packages prior to the committee meeting.
3. Review validation packages during the committee meeting to ensure that they meet the following criteria:
 - a. The validation package is complete in its entirety
 - b. Compliance with Society policy on Student Activity Fees
 - c. The fee amount is appropriate

4. Vote on approval or rejection of each validation package individually.
5. If a validation package is rejected, the Secretary will e-mail the referendum organization responsible for the validation package.
6. The committee can allow rejected packages to resubmit their package (within 48 hours of being notified) to correct minor errors, by a 2/3 majority vote.
7. Review any re-submitted packages to make a final decision
8. Recommend to the Board of Directors that the approved fees should move forward to referendum

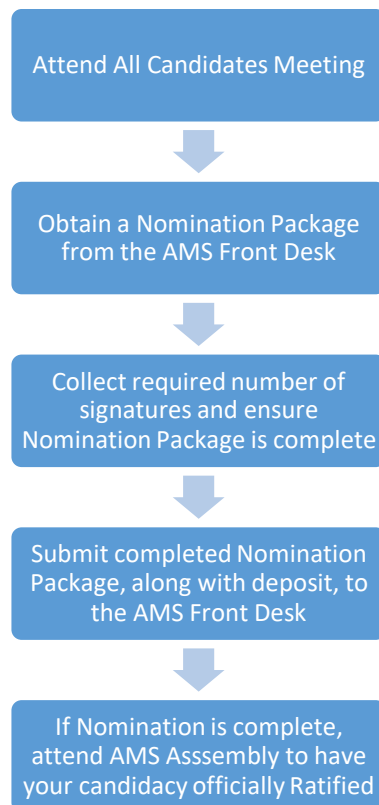
Workflow



4. Procedure for AMS Executive and Undergraduate Trustee Candidates

1. Attend an All-Candidates Meeting and make sure that you understand any relevant deadlines and timelines.
2. Obtain a nomination package from the AMS Front Desk. Sign the waiver ensuring that you take responsibility for the contents of the nomination package and submit a \$100 deposit in the form of a post-dated cheque.
3. Collect the requisite number of signatures from AMS Members.
4. Submit a completed nomination package by the deadlines stipulated by AMS Policy and the Elections Team.
5. Wait for e-mail from the Elections Team indicating that you have either met or failed to meet the nomination requirements.
6. If you have met the nomination requirements, attend AMS Assembly to have your presence on the ballot formally ratified.

Workflow



Monitoring

It shall be the responsibility of the AMS Secretary, Student Activity Fee Review Committee, and Elections Team to ensure that this procedure is followed during the validation and nomination process. Violations shall be identified by the AMS Secretary and rectified immediately.

Contact person	<i>AMS Secretary</i>
Date of next review	<i>November 2018</i>
Related policies, procedures and guidelines	<i>University Rector Elections Policy and Procedures Manual; AMS Constitution; , AMS Elections and Referenda Policy; AMS Student Activity Fee Policy</i>
Policies superseded by this policy	<i>N/A</i>