

AMS Elections and Referenda Policy

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

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| Responsibility | <i>President</i> |
| Approved by | <i>Assembly</i> |
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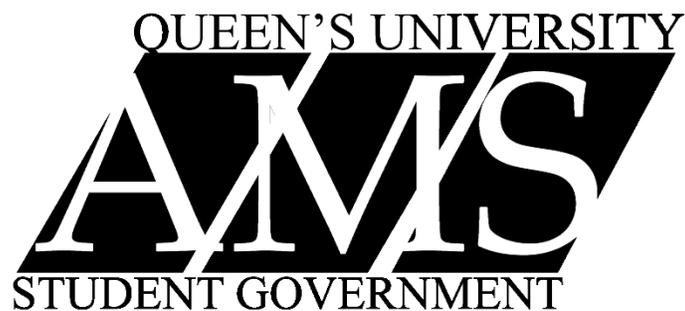


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Purpose

The purpose of this policy manual is to provide a clear and concise set of rules to be used for conducting elections and referenda at the Alma Mater Society (AMS). The policy manual ensures that all members of the AMS have a consistent and accessible reference document for contesting, organizing and regulating elections and referenda.

Terminology and definitions

“Boothing” is defined by the presence of campaign representatives at a table or tent for the purposes of campaigning. This may include, but is not limited to, visible representation of the campaign such as posters, banners, etc. Campaign organizations may only booth at locations and times allocated to them by the Elections Team.

“Campaign Organization” is defined as the individual(s) responsible for or involved in running a campaign in an AMS election or referendum

“Campaign Manager” is defined as the individual designated by the campaign organization to represent the campaign to the Elections Team

“Campaigning” is defined as any activity that, in and of itself, serves to publicize or promote an individual, organization, or team's candidacy in an AMS election or referendum. Campaigning includes, but is not limited to, use of booked rooms for public gatherings, public appearances, issue of policy statements, distribution of promotional materials or candidate information, paid advertising in campus media, online material including social media, websites, etc.

“Campaign materials” are defined as any items that, in and of themselves, publicize or promote an individual's or organization's position. Stickers are prohibited as campaign materials.

“Platform-in-full” is defined as a document released by candidates that outlines a biography of each individual candidate and a description of major campaign ideas.

“Heads-Down Vote” is defined as a vote taken by AMS Assembly in which all members, except for the Speaker, shall place their head down on the table while the vote is taking place, to ensure that no member is able to see another member’s vote.

Statement

Elections and referenda are critically important functions of the Society. The AMS is committed to open and transparent processes that ensure sustainable governance and operations. Active student participation in the governance of the AMS is essential for maintaining vital programs and services to serve students. This policy provides information to students considering becoming involved in student government and affirms that the AMS supports for their endeavours. Further, this policy documents the protocols to be followed to manage a fair and truly representative result for the benefit of all students.

Scope

This policy covers all aspects of AMS Elections and Referenda, including policies on nomination, validation, campaign, finances, polling, and violations and penalties. This policy has influence over the AMS Elections Team (and Rector Elections Team, as the case may be), candidates running in an AMS Society Election, Campaign Organizations involved in an AMS Referendum, and the electorate.

This policy is the document referred to in the University Rector Elections Policy and Procedures Manual and outlines the policies surrounding campaigning and finances for that election.

Roles and Responsibilities

Candidates and Campaign Organizations: Shall be responsible for understanding this policy as it relates to them, and for abiding by it during an election or referendum.

AMS Secretary: The Secretary shall provide budgetary oversight and signing authority for Elections Team finances. They shall prepare contracts between the AMS and other groups, such as faculty societies using the online voting system, advertising contracts, etc. The Secretary shall carry-out basic logistical preparation that takes place over the summer months, when the

Elections Team may not be available. Finally, the AMS Secretary shall set the dates of the fall and winter election and referenda and spending limits, to be passed at the Assembly.

Chief Electoral Officer (CEO) shall be responsible for the following:

- Setting the direction and tone of the Elections Team
- Managing the Elections Deputies and ensuring all delegated tasks are completed
- Conducting a marketing campaign to advertise the Elections and Referenda and any associated important dates.
- Preparing the Nomination Package for the Fall Referendum, Winter Referendum, and Elections
- Holding Information Sessions and an All Candidates Meeting in both the fall and winter to outline rules, regulations and procedures surrounding campaigning for the Referendum and/or Elections
- Ensuring space for the advertisement of nominated candidate platforms and club/organization descriptions in the Journal during the Referendum and/or Election period
- Organizing the Debates between candidates
- Compiling the relevant statistics
- Being the Official Spokesperson of the Elections Team and Announcing the Elections results to the candidates
- Ensuring the existence of a level playing field as a basis for resolving election questions in a fair and impartial manner
- Any and all matters relating to election campaigning expenses including setting pricing for campaign materials
- Settling and recording all violations and disputes
- Being the final authority on interpretations of AMS elections policy and procedure
- Ensuring that the committee and its events are in accordance with the AMS Mission Statement
- Adhering to all applicable policies of Senate, the AMS, Room Booking Offices, and other Queen's administrative bodies
- Any additional tasks as outlined in the AMS Constitution, Policy Manuals, or as delegated by the AMS Secretary

Logistics Deputy shall be initially responsible for:

- Overseeing general logistics and advertising efforts
- Preparing nomination and validation forms
- Coordinating the all-candidates meetings and preparing material for distribution
- The logistics and coordination of the polling stations

- Coordinate room-bookings, table space, and banner space for the election and referendum periods
- Assist with the Information Sessions and All Candidates Meeting in both the fall and winter to outline rules, regulations and procedures surrounding campaigning for the Referendum and/or Elections
- Any other tasks as delegated by the CEO

Marketing Deputy shall initially be responsible for:

- Coordinating with StudioQ and the Marketing and Communications Office to develop coherent strategic marketing plan for all referenda and elections
- Assist with the Information Sessions and All Candidates Meeting in both the fall and winter to outline rules, regulations and procedures surrounding campaigning for the Referendum and/or Elections
- Advertise the Elections and Referenda nomination dates, campaign period and voting days in a manner that encourages students to vote
- Completing or organizing graphic design work for the elections team
- Working with campus publications and media outlets to advertise
- Any other tasks as delegated by the CEO

Balloting Deputy shall initially be responsible for:

- Coordinating with the elections representatives from faculty societies or other organizations using online voting system
- Being the point-person for any other external elections including Rector or Student Trustee elections
- Create and administer the online ballots, allowing students to cast their vote.
- Any other tasks as delegated by the CEO

Disputes Deputy shall initially be responsible for:

- Assisting with the Information Sessions and All Candidates Meeting in both the fall and winter to outline rules, regulations and procedures surrounding campaigning for the Referendum and/or Elections
- Approving all campaign materials
- Enforcing policy and ensuring an “even playing field” for all candidates
- Monitoring all teams’ online social media sites to ensure compliance with elections and referenda rules and regulations
- Monitoring on-campus campaigning to ensure compliance with elections and referenda rules and regulations
- Assisting the CEO in making rulings on policy infractions and complaints

- Creating complaint forms and distributing them to candidates
- Receiving complaints from candidates and corresponding with the complainants
- Any other tasks as delegated by the CEO

Finances Deputy shall initially be responsible for:

- Assisting with the Information Sessions and All Candidates Meeting in both the fall and winter to outline rules, regulations, and procedures surrounding campaigning for the Referendum and/or Elections
- Working with the CEO to set prices for campaign materials
- Approving, in conjunction with the CEO and Secretary, election expense reimbursement forms
- Complete any other tasks as delegated by the CEO

Policy

Part A: Elections Team

1. Mandate

- a. There shall be an AMS Elections Team formed annually as a standing Committee under the AMS Secretariat. This committee shall:
 - i. Be responsible for conducting and overseeing all society wide elections and referenda processes in an unbiased and impartial manner;
 - ii. Aim to increase the awareness of and participation levels of the student body in elections and referenda;
 - iii. Prepare a budget for its operations in conjunction with the AMS Secretary;
 - iv. Report the results of any election or referenda in accordance with this policy;
 - v. Have the power to interpret elections policy and procedures;
 - vi. Have the power to create additional rules and regulations for the running of elections and referenda to be published in the nomination package;
 - vii. Have the power to penalize candidates for violations of the policy.

2. Membership and Appointment

- a. The Elections Team shall consist of a Chief Electoral Officer and up to five Elections Deputies in the following portfolios: Logistics, Marketing, Engagement, Finances, and Disputes.
- b. The Chief Electoral Officer shall be hired by an ad hoc Assembly committee that will be chaired by the incoming AMS Secretary and include two other members of Assembly who have declared their intention not to run in an election the following year, and must be ratified by AMS Assembly before the last assembly of the

academic year.

- c. The Elections Deputies shall be hired by the incoming AMS Secretary, Chief Electoral Officer, and one member of Assembly who has declared their intention not to run in an election in the following year.

Part B: General

1. Assembly

- a. Assembly shall during the Fall Term ratify dates for the AMS referenda and elections held within the year.
- b. The campaign spending limit for the AMS elections and referenda shall be ratified by Assembly during the fall term, prior to the commencement of the validation period of the fall referendum.
- c. Assembly will act as a neutral body with respect to all elections.

2. Conflicts of Interest

- a. The Chief Electoral Officer shall declare any potential personal conflict of interest to the Secretary and the AMS Assembly prior to validation day. Where a conflict of interest has been determined to exist, the Chief Electoral Officer shall be required to appropriately alter his/her responsibilities, take a leave of absence or resign.
- b. The Elections Deputies shall declare any potential personal conflict of interest to the AMS Secretary and the CEO prior to validation day.
- c. Where a conflict of interest has been determined to exist for any member of the Elections Team, either by the AMS Secretary or by the AMS Assembly, that person shall be required to appropriately alter their responsibilities, take a leave of absence or resign.
- d. In the event that the CEO is unable to complete the duties required of them, responsibilities shall be jointly assumed by the Logistics Deputy and Disputes Deputy until a new CEO has been hired.

3. Policy and Rulings

- a. AMS Policy contained within the Constitution and the Policy Manuals shall be the ultimate source of authority for all elections and referenda procedures.
- b. The CEO is vested with the authority to interpret such policy and apply it and shall have the final say on all such decisions.
- c. The CEO may make additional rules or stipulations not contained within policy in accordance with the spirit of AMS Policy. When a situation arises that is not explicitly considered by this document, the CEO shall interpret the policy in a manner consistent with its intentions.

- d. The CEO shall, during the entire election period, be available to receive any disputes or complaints.
- e. The Disputes Deputy shall identify policy infractions and notify the offending party and the CEO. The CEO shall ensure that all allegations of campaign violations are officially recorded and signed by the complainant. Any subsequent dispute or imposition of penalties shall fall under the purview of the CEO.
- f. The CEO shall also be responsible for resolving any disputes or alleged violations of the policy by candidates or teams submitted by other candidates or individuals. The CEO shall only make a ruling after a proper investigation has been conducted and shall only issue a sanction where the CEO has determined that a violation has occurred and has compelling evidence regarding the identities of the perpetrators. The CEO shall interview any individuals deemed relevant, and ensure that the offending party or parties have the opportunity to respond to any allegation made.
- g. The CEO may delegate such interviews of individuals involved in a violation or complaint to the Finances Deputy and/or the Disputes Deputy
- h. When a team becomes aware of a potential violation of elections policy, they are permitted 24 hours to report the alleged violation to the AMS Elections Team.
- i. Should it be necessary due to unforeseen circumstances to alter, extend or cancel previously set election dates, the CEO shall be empowered to do so.
- j. All rulings by the CEO may only be appealed to the AMS Judicial Committee.
- k. All rulings by the CEO in the case of deciding who may run a 'No' Campaign may not be appealed to the AMS Judicial Committee.

4. Notification of the Election or Referendum

- a. It shall be the responsibility of the Elections Team to advertise upcoming society elections and referenda including the positions available, deadlines for validation or nomination and other pertinent information in campus media well in advance of any deadlines.
- b. The CEO shall issue on the first day of the nomination period a proclamation opening the election or referenda period and specifically outlining the following:
 - i. The positions that may be contested, or the opportunities to place referenda questions on the ballot.
 - ii. The dates and times of the nomination period and due dates.
 - iii. Where elections or referenda material can be obtained and deposited.
 - iv. The dates of the vote.
- c. The Elections Team shall contact relevant University organizations to inform them of the upcoming AMS election or referenda and to determine regulations concerning campaigning on campus. These regulations shall be enforced by the CEO.
- d. The Elections Team must ensure that there is notification of an election or

referendum in the Queen's Journal at least one (1) week prior to the first day of voting.

The CEO shall be responsible for co-ordinating logistics and communication with Faculty Societies for the running of the elections.

5. Polling Procedures

- a. All AMS members shall have the opportunity to cast a vote on the polling days.
- b. Any changes in polling days, as ordered by the CEO shall be made known at least twenty-four (24) hours before the time normally scheduled for the opening of polls.
- c. Any student unable to vote during the scheduled voting period may proxy their vote.
- d. Not limiting the foregoing, the CEO is empowered to cancel the proxy voting and/or distance voting programme(s) should he/she feel that these programmes might compromise the integrity of the election. These programmes shall be cancelled, should it be deemed necessary, prior to the ballots being opened.
- e. The CEO shall not cancel proxy and/or distance voting on the grounds that any one faculty has not cooperated in administrating distance voting, for this shall not impinge the ability of other faculties' distance students to vote.
- f. In the event of any failure with the online voting system, the CEO shall be authorized to run a paper ballot election in accordance with Society procedures on this process.
- g. There shall be an option to abstain on all referendum and election questions. Abstentions shall not be permitted on plebiscite questions.
- h. Abstentions shall not count as a vote for or against a question but shall be included in voter turnout.

Part C: Executive Elections

1. Timetable for Elections

- a. Advertising for the executive elections shall take place at the end of the fall term, after the Fall Referendum, to inform students of positions available and important dates.
- b. The Executive Election period shall normally open on the first day of classes in the Winter Term as shown in the timeline below.
- c. Nominations shall be due to the Elections Team at 12:00 Noon on Day 8, as stipulated in the timeline below.
 - i. For further clarity, this shall generally be the Monday back from the winter break. Thursday shall serve as the Validation day.

- d. The campaigning period shall extend exactly 8 days prior to the commencement of the first voting day.
 - i. Physical campaigning shall cease by 8:00 PM of the day prior to the first voting day. Online campaigning may continue past this time and throughout the voting days.

e. The election timeline shall be based on the following formula:

| Day | Event |
|-------|---|
| 1 | Information Session |
| 4 | Nominations Open |
| 8 | Nominations Due at noon. |
| 12 | Validation at Assembly and All Candidates Meeting |
| 15 | Campaign period opens |
| 22 | Campaign period closes |
| 23-24 | Voting days |

- f. The CEO may change the above timing, giving due notice, if extenuating circumstances are evident. If a situation arises where the CEO delays the election/polling dates, the CEO may or may not, at his/her discretion, extend the campaigning period.
- g. In order to ensure there is sufficient time for transition and hiring, Elections for the AMS Executive shall be concluded prior to reading week.
- h. In the event that one or fewer teams complete the nomination requirements on time, the nomination period shall be extended until no later than Thursday at noon. If no teams have come forward by that time, Assembly shall appoint an Executive Team at a special meeting of the Assembly.
- i. In the event that only one team fulfils the nomination requirements after the noon deadline on Thursday, but such team withdraws their candidacy on the first or second day of the campaign period, the nomination period shall re-open and the following abridged timeline shall be used. Day 1 below shall be the day after the team formally rescinds their candidacy.

| Day | Event |
|-------|---|
| 1 | Information Session |
| 1 | Nominations Open |
| 4 | Nominations Due at 5:00 PM. |
| 6 | Validation at Assembly and All Candidates Meeting |
| 7 | Campaign period opens |
| 9 | Campaign period closes |
| 10-11 | Voting days |

- 1. In the event that no team fulfils the nomination requirements by the deadline in (i), Assembly shall reserve the right to appoint the Executive at a Special Session of Assembly. Such process shall be governed by Part E of this Policy.

- j. Should only one team fulfil nomination requirements, a vote of confidence will be held at the set election date to determine if the team will be acclaimed. The team will be subject to all rules concerning candidacy.
 - i. The question to appear on the ballot be of the form: “Do you have confidence in the ability of (candidate names) to perform the duties of President, Vice-President (Operations) and Vice-President (University Affairs) respectively of the Alma Mater Society?”
 - ii. If the outcome of the vote is negative, then AMS Assembly shall appoint a team to the Executive at a Special meeting of Assembly, as outlined in [Part E of this policy](#).
 - iii. No person may be appointed to the Executive in a session of Assembly in which they have been defeated in a confidence vote. If the outcome of the vote is positive, the nominee will be acclaimed to the nominated position.

2. Eligibility

- a. Potential Candidates shall be deemed eligible by the following criteria:
 - i. Payment of an AMS specific Student Interest Fee, and
 - ii. Membership in one of the student societies listed below:
 1. Arts and Science Undergraduate Society
 2. Concurrent Education Students Association
 3. Physical and Health Education and Kinesiology Students Society
 4. Engineering Society
 5. Aesculapian Society
 6. Computing Students Association
 7. Commerce Society
 8. Nursing Students' Society
 9. MBA Society
- b. Individuals holding AMS salaried positions shall not be prevented from running for any elected office unless constitutionally prohibited. However, insofar as this is likely to result in a conflict of time and/or interest, the AMS shall protect the best interests of the Society by applying the following stipulations:
 - i. The individual shall announce his/her intention to run in an election as early as possible.
 - ii. The individual shall take an unpaid leave of absence from his/her position during the campaign period.
 - iii. The individual shall ensure that his/her responsibilities will be adequately covered during the imposed leave of absence without

- inflicting excessive stress or workload on those assuming their duties.
- iv. The individual shall be prepared to resign his/her position immediately – if requested to do so by the Executive – in the event their campaign is successful.
 - v. Ultimately, it is the responsibility of the Executive to ensure that responsibilities are adequately met during an imposed leave of absence or resignation.
- c. No individual is eligible to be a candidate in an AMS election if they are simultaneously running in any other campus election.
 - d. Candidates shall run as a slate or team to fulfil each of the positions of the executive.
 - e. The CEO shall ensure that all candidates who pick up a nomination package are eligible to run in the election as outlined in this policy. However, ultimate responsibility lies with the candidates to ensure that they are eligible to run in accordance with this policy and the Constitution.

3. All Candidates Meeting

- a. The elections team shall organize a mandatory All Candidates Meeting on the first day of the Election Period.
- b. Should a team of candidates miss the All-Candidates Meeting, they must contact the Elections Team within 24 hours after the meeting date to arrange an alternate meeting with the CEO. The purpose of this meeting shall be to go over the material covered in the All-Candidates Meeting.
 - i. Candidates failing to arrange such a meeting may face sanctions, at the discretion of the CEO.

4. Nominations

- a. The nomination period is purely for organizational purposes and for collecting nomination signatures. No campaigning (as defined in section 1) shall occur during the nomination period.
- b. The executive team name shall be the first letter of the first or last name of the individual candidates in any order.
- c. Prior to receiving the Nomination Package, each team of candidates shall be required to sign a document indicating their responsibility for the contents of the material, and their agreement to abide by it. Each campaign organization shall designate a Campaign Manager to liaise with the Elections Team. The Campaign Manager shall be responsible for receiving and disseminating relevant information from the Elections Team to his/her campaign organization.
- d. Nomination forms must be signed by 2% of AMS members. Candidates may nominate themselves.

- e. Nomination signatures may not be collected in classrooms, campus pubs, cafeterias, AMS offices, and AMS services.
- f. Rooms may be booked for organizational purposes, such as planning sessions, campaign material preparation, etc., during the nomination period. Candidates shall not engage in campaigning.
- g. Nomination forms shall be deemed complete provided the following is attached:
 - i. The requisite number of signatures, validated by the Elections Team.
 - ii. Declaration of any and all extracurricular and leadership positions held by the candidate(s)
 - iii. A \$100 deposit, which shall be returned after the election, excepting instances of fines or penalties
- h. Candidates shall take a leave of absence during the campaign period from all extracurricular activities that, in the judgement of the CEO convey unfair advantage, or establish or imply a conflict of interest. Notices of Leave shall be provided to the CEO.
- i. A nominee may withdraw their candidacy up to 24 hours prior to ratification by Assembly, without penalty. Should a candidate or team withdraw after this deadline, they may lose their deposit, subject to the CEO's discretion. A notice of withdrawal shall be given in written form to the CEO.
- j. Assembly shall ratify all candidates on validation day to appear on the election ballot, upon receipt of written confirmation from the Elections Team that the candidates have complied with AMS nomination requirements. Assembly shall only refuse to put a team on the ballot where there is clear and compelling evidence that they are ineligible.

5. Campaigning

- a. Campaigning shall not commence until the beginning of the campaign period.
- b. All campaign materials and promotions are subject to the approval of the CEO or authorized designate. A sample of all campaign materials shall be submitted to the CEO or authorized designate to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval. All websites and social media accounts must be approved by the CEO prior to posting. All updates shall be closely monitored by the CEO or authorized designate. Giveaways of gift-cards, cash, or other financial instruments by a campaign organization shall not be permitted.
- c. Candidates shall publically release a Platform-in-full as defined in this policy, no later than 24 hours prior to the beginning of the debate. The platform-in-full shall also be submitted to the AMS Elections Team at the same time.
- d. There shall be a limit of 100 posters per team of candidates. Any poster larger than 11" x 17" shall be deemed a banner. There shall be no more than two banners

per team of candidates.

- e. The contents and methods of campaigning shall be above reproach. Candidates shall not misrepresent the character or policies of other candidates, nor shall they interfere in any manner with the campaign materials of other candidates. Candidates shall not make statements that they know are untrue. All campaigning is subject to the approval of the CEO.
- f. All posters must be printed on recyclable paper and must be recycled after the end of the campaign period.
- g. Posters may not be affixed to painted areas, doors, or glass. Candidates are responsible for ensuring that campaigning conforms to individual building policy.
- h. Candidates must book all table space for use during the campaign period through the Elections Team. The Elections Team will also co-ordinate the booking of banner spaces in the JDUC. The allocation of table and banner space will be done through a lottery process.
 - i. Candidates shall be entitled to a maximum of 45 hours of table space for the duration of the campaign period.
 - ii. Boothing hours shall be restricted to the hours between 9:00 A.M. and 6:00 P.M.
- i. Campaign tables or booths must be staffed by the parties involved, at all times. Promotional materials may not be left unattended.
- j. Any classroom appearance must be cleared through the instructor in advance of the scheduled time. This contact may be made during the nomination period. Arrangements for classroom talks shall be the responsibility of the teams. All content shall be consistent with previously approved campaign material and shall be above reproach.
- k. No form of off-campus campaigning shall be permitted. Candidates shall not place campaign materials on trees or utility poles either on or off campus. This includes banners strung from utility poles.
- l. Campaign/promotional materials may not be distributed to any form of residential mailboxes, nor shall any form of door-to-door campaigning be permitted.
- m. All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
- n. No candidate may campaign inside campus pubs or cafeterias. Campaigning shall be permitted in line-ups but shall not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups shall also be subject to any applicable residence or university regulations.
- o. Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS employees shall display campaign materials while on duty.
- p. All email content shall be consistent with previously approved campaign material

and shall be above reproach. Candidates may request an individual with a reasonable level of authority within an organization to forward an email to their organization using a mass email list. Use of AMS mass email lists, including lists for AMS Services, is prohibited.

- q. All websites and social media accounts must be approved by the CEO, or their authorized designate prior to posting. All updates shall be closely monitored by the CEO or authorized designate.
- r. Each candidate or team of candidates will be required to remove all physical campaign material produced on their behalf for the purposes of the election by 8:00pm on the day preceding the first day of voting. Campaigning through the use of websites and other online media may continue for the duration of the voting days. Candidates or teams will not be allowed to physically campaign on campus during the voting days.
- s. No polls or surveys of public opinion regarding AMS elections shall be published or broadcast on the day(s) of voting.
- t. Individuals who hold AMS positions or any elected leadership position in its member societies, and who are serving as campaign managers, advisors or individuals otherwise closely associated with a team's campaign, shall declare this to their supervisor and the CEO. The CEO, in consultation with the supervisor, may require an individual to assume either altered responsibilities or take a leave of absence, if in his/her judgment it conveys an unfair advantage, or establishes or implies a conflict of interest. All leaves of absence shall last for the duration of the campaign period.
- u. Candidates are responsible for the conduct of their campaign organization and its members. Any violation of elections policy by said members shall be regarded as a violation by the candidate. Individuals who are not members of a specific campaign organization and who are found to have violated elections policy shall be referred to the AMS Judicial Affairs Office for prosecution under the AMS non-academic misconduct system.
- v. Candidates are responsible for providing the CEO with an up to date list of all individuals associated with their campaign within 8 hours of notice from the CEO.
- w. The CEO is responsible for the organization, format and publicity of moderated forums between candidates. These shall occur during the campaign period. The purpose of these forums shall be to provide an opportunity for AMS members to ask questions of the candidates. AMS Commissioners, Office Directors, and Judicial Affairs Manager shall remain neutral at all times. They may not publicly support any individual candidacy whether on or off-duty nor shall they be permitted to take a leave of absence to do so. AMS offices, email addresses and other office resources shall at no time be used for any purpose relating to an individual campaign. All other AMS salaried staff shall be permitted to support an individual candidacy while off-duty but shall not be eligible to take a leave of absence to do so. Off- duty campaigning by AMS salaried staff may not occur in

the vicinity of any AMS service.

- x. The AMS Assembly shall be a neutral forum. No promotional materials shall be displayed or distributed at Assembly meetings. All questions at AMS Assembly will be directed at all teams.

6. Election Expenses

- a. The spending limit for the AMS elections shall not be affected by alterations or extensions of polling or campaigning dates. The spending limit shall remain constant from year to year unless otherwise specified by AMS Assembly.
- b. Executive Candidates may claim up to \$150 per team, in addition to the spending limit, for food purchased at on or off campus food-service establishments during the campaign period.
- c. The CEO shall be empowered to assign a cost to any campaign materials and services received for free or at a discounted price that is not offered to all candidates (e.g. employee discounts). The total cost of campaign materials used in support of the election campaign shall include the assigned costs of all gifts, donations, and any other materials already owned by candidates or their campaign volunteers.
- d. In assigning costs, the CEO shall normally be guided by what he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where only one candidate or team has access to a discount, the full price shall be applied against the spending limit.
- e. Candidates who fail to submit their Elections expenses in accordance with the Elections Expense Procedure shall not be eligible for reimbursement and may be subject to a loss of bond.
- f. All candidates who have complied with the above requirements shall be reimbursed by the AMS Secretariat for all authorized campaign expenses for which they provide a receipt or bill if:
 - i. They receive at least 20% of the vote in an election contested by two candidates or team of candidates.
 - ii. They receive at least 10% of the vote in the first round of counting in an election contested by three or more candidates or teams of candidates.
 - iii. If neither threshold is met, candidates may also be reimbursed at the discretion of the CEO.
- g. Reimbursements shall be issued by the Office of the Secretariat no later than two weeks after the last voting day.

7. Ballots

- a. The CEO shall prepare the online ballot for the Election following procedures and deadlines in accordance with the online voting system.

- b. Teams shall appear on the ballot in an order determined by lottery.
- c. Ranked ballots shall be used in the event of two or more candidates or teams contesting the election.
- d. The Chief Electoral Officer shall vote twenty-four (24) hours in advance and place his/her ballot in a signed, sealed envelope to be deposited with the AMS Secretary. This envelope will be opened only in the case of a tie vote. Should there be more than two candidates, or teams of candidates, the Chief Electoral Officer shall indicate his/her order of preference on the ballot form.
- e. If a candidate or a candidate team is disqualified, ballots shall be interpreted as if the disqualified team had been removed from contention in the first counting round.
- f. In the event of paper-balloting, if a ballot is marked in a manner other than the previously described manner but that nonetheless allows the CEO to reasonably determine a first preference, and only a first preference, such as a ballot marked with an (x) or a check-mark in a manner consistent with the first-past-the-post system, this ballot shall be considered to be a valid ballot marked with only a first preference, and counted accordingly.
- g. In the event of paper balloting, if a ballot is marked such that two distinct methods of expressing preference are employed and such that the CEO can reasonably determine a first preference, the CEO shall interpret the ballot as far as he/she is able to do so according to the method of expressing preference used to express the first preference.
- h. Any online voting/ballot services and/or software used by the CEO shall be available to any member of the society on demand for the purpose of inspecting it and perusing its constituting code.
- i. There shall be an option to vote "none of the above" on all Executive Election ballots.
- j. Votes of "none of the above" shall count as a vote against all other candidates and shall be included in voter turnout.

8. Tabulations, Results, and Announcements

- a. Ranked ballots shall be tabulated using the Single Transferrable Vote system, and in accordance with Society procedures on balloting and tabulations.
 - i. An up-to-date copy of this procedure shall be made public on the AMS Elections website.
- b. The Chief Electoral Officer shall publicly announce the election results only after each candidate team has been informed. Should the team not be available the results will be made public no less than two (2) hours after they have been confirmed.
- c. Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered

in the total number of ballots cast.

- d. Any campaign organization requesting clarification about the election results must do so by submitting a formal written request to the CEO within 48 hours of the release of the results.
- e. The CEO shall compile a recording of the results of the election to be made available to Assembly and retained in the AMS Secretariat.

9. Violations, Penalties, and Disqualifications

- a. All disputes or complaints regarding the violation of AMS elections policy shall be submitted in the manner determined by the Elections Team to the Disputes Deputy. Such complaints shall include the candidates or team involved in the violation and the reference of the election policy of which they are in violation.
- b. In the case of questions that can be answered by an explicit reference to policy, or if the complaint is deemed frivolous, the Disputes Deputy may offer a decision. Where this is not the case and interpretation is required, or the decision is not satisfactory to the complainant, written documentation signed by the complainant should be served to the CEO.
- c. Any violation of this policy, as determined by the CEO, may result in sanctions by the CEO. The CEO shall be empowered to exercise any combinations of the following:
 - i. Issue a warning.
 - ii. Issue a meeting between the Candidates and the CEO.
 - iii. Issue a campaign blackout period.
 - iv. Invalidate nomination signatures
 - v. Demand a formal apology
 - vi. Levy a loss of bond.
 - vii. Levy a fine, not to exceed \$400.00. A portion of this fine may be levied against the campaign spending limit.
 - viii. Disqualify a candidate.
 - ix. Invalidate an election.
- d. All decisions rendered by the CEO are subject to appeal to the AMS Judicial Committee. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.
 - i. All appeals of disqualification shall be heard by the AMS Judicial Committee within 24 hours of notice pending.
- e. The AMS Judicial Committee may only overturn a decision of the CEO on the following grounds:
 - i. If the appellant can establish to the Committee's satisfaction that the cited violation(s) occurred as a result of actions or factors outside the knowledge

and beyond the control of the appellant or the CEO. All members of a team shall be held equally accountable for any of their actions (i.e. an individual's actions cannot be said to be outside of a team's campaign).

- ii. If it can be deemed to the Committee's satisfaction that the CEO had a clear and definitive bias in making his/her ruling.
 - iii. Where there is clear and compelling evidence that the appellant has been treated unjustly. The appeal does not constitute an opportunity for the committee to simply second guess the judgment of the CEO but rather exists to ensure there has not been a miscarriage of justice based on the facts.
- f. The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the CEO.
 - g. The AMS Judicial Committee shall be the only level of appeal in cases of AMS Society Elections.

Part D: Other Society Elections

1. When an election for a position other than the Executive is being conducted by the society, the above described rules and regulations for Executive elections should be followed as far as is possible or reasonable. The CEO is empowered to deviate from these rules for other elections if it is required by the constitution, university regulations or realities of the situation.
2. University Rector elections shall follow policy outlined in the University Rector Elections Policy and Procedures manual.

Part E: Appointment of the AMS Executive

1. General

- a. Any rules or guidelines outlined in this section shall supersede Assembly Rules of Order for the purposes of a Special Assembly to appoint the AMS Executive.
- b. AMS Assembly reserves the right to appoint the AMS Executive if and only if one of the following circumstances arises:
 - i. Only one team satisfies the nomination requirements but withdraws their candidacy after validation by Assembly but before the voting days;
 - ii. No team has presented their candidacy, even after the validation period has been extended by the Elections Team.
- c. The President shall call a special session of Assembly immediately once the criteria in (b) are met. Such special session of Assembly shall generally take place on a weekend.

- d. The Assembly Speaker shall preside over the Special Assembly. In the event that the Assembly Speaker is a candidate, the Secretary shall assume the role of Acting Speaker.
- e. The Special Assembly shall adjourn at a point no later than six (6) hours after the time when it was scheduled to begin, unless a motion to extend by thirty (30) minutes is passed by a 2/3 majority at each thirty (30) minute interval up to a maximum of five (5) intervals.
 - i. Breaks for lunch and/or dinner shall not be included in the total time.

2. Notice of Candidacy

- a. Candidates for AMS Executive may submit their candidacy as a team of three or as individuals. Assembly shall attempt to appoint a team of three prior to appointing individuals to the Executive.
- b. Candidates shall notify the Secretary no later than 48 hours prior to the scheduled start time of the Special Assembly. The names of candidates shall be made publically available immediately after the 48 hour deadline has passed. The procedure for such process is outlined in AMS Executive Appointment Procedures.

3. Rules and Order of Debate

- a. The Assembly Agenda shall be amended from the regular consent Agenda to only include the following:
 - i. Approval of the Agenda
 - ii. Speaker's Business
 - iii. Appointment of the Executive
 - 1. Confirmation of Teams and Individuals
 - 2. Opening Presentations by Teams
 - 3. Individual Team Questioning
 - 4. All Team's Debate
 - 5. Closing Statements
 - 6. Assembly Discussion
 - 7. Final Vote
 - 8. Adjournment
- b. CONFIRMATION OF TEAMS AND INDIVIDUALS
 - i. The Speaker shall announce all teams and individuals that have announced their candidacy and have been confirmed eligible by the Secretary.
- c. OPENING PRESENTATIONS BY TEAMS
 - i. Each team shall be permitted ten (10) minutes for an opening presentation to elaborate upon:

1. Who they are
 2. Why they are interested in running, and
 3. Their vision for the AMS and the student body
- d. INDIVIDUAL TEAM QUESTIONING
- i. Each individual team shall be subject to a thirty (30) minute questioning period by Assembly and members of the gallery. This period may be extended in ten (10) minute intervals by two-thirds (2/3) majority vote of Assembly.
 - ii. Only the candidates being questioned shall remain in the room during this period.
 - iii. If four (4) or more teams stand for appointment as AMS Executive, one or more teams may be removed from further considering after the conclusion of team questioning.
 1. The Speaker shall put the question: "That AMS Assembly remove Team XXX from further consideration" for each team.
 2. A two-thirds (2/3) majority shall be required to pass the motion and remove a team from further contention.
 3. In the event that fewer than two (2) teams remain after the vote, the teams with the two teams with the fewest "No" votes shall proceed to the debate.
 4. The vote shall be conducted as a heads-down vote with no candidates in the room.
- e. ALL TEAM'S DEBATE
- i. Teams that advance from the Team Questioning period shall participate in a debate, not to exceed ninety (90) minutes.
 - ii. Students-at-large shall be permitted to electronically submit questions to be asked of all teams. Such questions may be kept anonymous at the discretion of the Speaker.
 - iii. Rules of procedure for the debate shall be specified in the AMS Procedures for Appointment of the Executive
- f. CLOSING STATEMENT
- i. Each team shall have five (5) minutes to present a closing statement.
- g. ASSEMBLY DISCUSSION
- i. This period shall be conducted in Committee of the Whole and shall follow any and all guidelines for debate stated in AMS Assembly Policy Part E, Section 1, Subsection 2.1
- h. In the event that no team was appointed by Assembly, the process may be repeated at the discretion of Assembly prior to voting on each individual position.

4. Ballots

- a. In the event that only one team is present on the final ballot, they shall be appointed by a two-thirds (2/3) majority, heads-down vote of Assembly.
- b. In the event that two teams are present for the final ballot, a team shall be appointed by a simple majority heads-down vote of Assembly.
 - i. Assembly shall also have the opportunity to vote for none of the above.
 - ii. In the event that the votes for none of the above are greater than the votes for one team, Assembly shall proceed to appoint individuals to the three executive positions.
- c. In the event that three or more teams are present for the final ballot, a ranked-ballot shall be administered through the Simply Voting system.
 - i. The method of tabulation for this ballot shall be Single Transferrable Vote.
 - ii. In the event that two teams receive the same number of first and second place votes, the Chief Electoral Officer shall have the deciding vote.
 1. Such tiebreaking ballot shall be cast in a separate envelope prior to the commencement of the voting process.
 - iii. The votes of each Assembly member, and the final round of tabulations, shall be published in the minutes.

Part F: Referenda Policy

1. Mandate

- a. Society wide referenda shall be held at least once a semester with the purpose of asking the following types of questions:
 - i. To establish, alter or continue student activity fees (for additional information on student fee questions, see AMS Society policy on Student Activity Fees)
 - ii. Binding non-fee related questions
 - iii. Non-binding plebiscite questions

2. Timetable for Referenda

- a. Referenda that are run in conjunction with an Executive, Trustee or Rector election shall follow the election's polling dates.
- b. Organizations that wish to partake in the AMS Fall Referendum shall submit the validation package no later than the third Friday of September at 12:00 PM.
- c. Organizations that wish to partake in the AMS Winter Referendum shall submit the validation package no later than the first Friday of November at 12:00 PM.
- d. The referendum timeline shall be based on the following formula:

| Day | Event |
|-------|-------------------------|
| 1 | All Candidates Meeting |
| 4 | Nominations Open |
| 8 | Nominations Due at noon |
| 11 | Validation at Assembly |
| 15 | Campaign period opens |
| 22 | Campaign period closes |
| 23-24 | Voting days |

3. Notification

- a. The Elections Team shall publicize pertinent referendum information, including deadlines for validation, in advance of the first deadline for validation packages.
- b. It is the ultimate responsibility of the referendum campaign organizations to familiarize themselves with relevant policy, deadlines and requirements.
- c. The Elections Team shall contact relevant University organizations to inform them of upcoming AMS referenda and to determine regulations concerning campaigning on campus. These regulations shall be enforced by the CEO.
- d. The Elections Team must ensure that there is notification of the referendum period in the Queen's Journal at least one (1) week prior to the first day of voting.
- e. The CEO shall negotiate a signed agreement with the editor(s)-in- chief of the Journal each year to secure free space for the advertisement of a campaign statement submitted by each campaign organization at least once during the election period.

4. All Candidates Meeting

- a. The Elections Team shall organize a mandatory all-candidates meeting during the first week of the referendum period.
- b. Should a team of candidates miss the all-candidates meeting, the Elections Team may permit them to schedule a meeting with the CEO to go over the material covered in the meeting.
 - i. Campaign organizations failing to contact the Elections Team within 24 hours of missing the All-Candidates meeting shall be disqualified from contention in the referendum.

5. Eligibility

- a. Eligibility to place a student fee question on the ballot shall be determined in accordance with AMS policy on student fee eligibility.

- b. Non-fee related referendum questions and plebiscite questions may only be placed on the ballot by a member of the AMS.

6. Validation

- a. Validation shall follow the Society procedures on Nomination and Validation.

7. Nominations

- a. Nomination shall follow the Society procedures on Nomination and Validation.
- b. The nomination period is purely for organizational purposes and for collecting nomination signatures. No campaigning shall occur during the nomination period.
- c. Prior to receiving the Nomination Package, each campaign will be required to sign a document indicating their responsibility for the contents of the material, and their agreement to abide by it. Each campaign organization shall designate a Campaign Manager to liaise with the Elections Team. The Campaign Manager shall be responsible for receiving and disseminating relevant information from the Elections Team to his/her campaign organization.
- d. Nomination Forms must be signed by 2% of AMS members.
 - i. Triennial review student fee questions are not required to collect signatures as there has already been demonstrated support through the establishment of the fee.
- e. Each campaign organization shall, at the time that Nomination Forms are collected, place \$20.00 on deposit with the CEO, which shall be returned after the referendum, excepting instances of fines or penalties.
- f. All campaigns will be required to submit statement, not to exceed 300 words, about the organization, student fee request or question, to be published in the Queen's Journal. Failure to submit a write-up constitutes a failure to submit a complete Nomination Form.
- g. Rooms may be booked for organizational purposes, such as planning sessions, campaign material preparation, etc., during the nomination period.
- h. Nomination signatures may not be collected in classrooms, campus pubs, cafeterias, AMS Offices, or AMS Services.
- i. The CEO shall keep available for public viewing in his/her office a list of questions approved and verified that are to appear on the referendum ballot.
- j. A campaign organization may withdraw its referendum question at any time before the end of the nomination period, without penalty. Should a campaign organization withdraw during the campaign period, it may lose its deposit, subject to the discretion of the CEO. A notice of withdrawal shall be given in written form to the CEO.

8. Approval by the Assembly

- a. Assembly shall be notified of any campaign organization which failed to meet the validation or nomination requirements and why through a written and oral report given by the Vice President (Operations) at the Assembly immediately following the nomination period.
- b. For those groups that meet the validation and nomination requirements, Assembly shall be notified of which questions shall be placed on the ballot.
- c. The following types of questions need Assembly approval to be placed on the ballot:
 - i. New or changing student fee questions
 - ii. Non-fee related questions
 - iii. Plebiscite Questions
- d. Assembly reserves the right and the authority to reject any new or changing student fees to be placed on the ballot only where there is clear and sufficient evidence brought forward that the AMS Secretary and the Vice President Operations failed to properly vet the fees in the validation period.
- e. Approval by the Assembly shall not be required for triennial review student fee questions approval as the Assembly has already voted on the legitimacy of the fee during its establishment. The Assembly shall only vote (in accordance with policy on establishing or changing fees) to place a triennial review question on the ballot where the VPOPS has determined one of the following through the validation period:
 - i. The status of ratification or affiliation of the group has substantially changed since it last went to referendum.
 - ii. The mandate or operations of the group has substantially changed since it last went to referendum.
 - iii. The way the fee is expended by the group has substantially changed since it last went to referendum.
 - iv. There has been a significant change to AMS policy on eligibility requirements for student fees which would affect that fee since it last went to referendum.
- f. Assembly shall not have the authority to reject or fundamentally change the substance of a plebiscite or non-fee related referendum question unless it finds clear and compelling reason to believe that the question itself constitutes or otherwise suggests or endorses a violation of the mission or operating statement of the Society; a violation of law; a violation of contractual, financial or other obligations undertaken by the Society; or would otherwise pose a clear, well-defined and significant threat to the best interests of the Society and the welfare of the Queen's undergraduate student body. Any such rejection shall require a two-thirds (2/3)

vote in support from all voting members of the Assembly. Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.

9. Campaigning

- a. Campaigning shall not commence until the beginning of the campaign period.
- b. There shall be no official or recognized campaigning for or against plebiscite questions. However, the facilitation of a certain level of educational information dissemination for the benefit of an informed student vote shall be permitted. (For more information, please see the section on Plebiscite Questions).
- c. Should an event, organized prior to the nomination period for reasons unrelated to the referendum, be scheduled to take place during the campaign period, the campaign organization responsible for it can submit a request to the CEO asking that the event be considered a non-campaign event. If the CEO determines that the event cannot be rescheduled, the request may be granted, so long as no mention of the campaign is made at the event. All campaign materials and promotions are subject to the approval of the CEO or authorized designate.
- d. A sample of all campaign materials shall be submitted to the CEO to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval. All websites and social media accounts must be approved by the CEO prior to posting. All updates shall be closely monitored by the Disputes Deputy.
- e. The content and methods of campaigning shall be beyond reproach. Campaign organizations shall not misrepresent the character or policies of other campaign organizations nor shall they interfere in any manner with the campaign materials of other groups. Campaign organizations shall not make statements that they know are untrue. All campaigning is subject to the approval of the CEO.
- f. Giveaways of gift-cards, cash, or other financial instruments by a campaign organization shall not be permitted.
- g. All posters must be printed on recyclable paper and must be recycled after the end of the campaign period.
- h. Posters may not be affixed to painted areas, doors, or glass. Campaign organizations are responsible for ensuring that campaigning conforms to individual building policy.
- i. There shall be a limit of 50 posters per campaign organization. Posters larger than 11" x 17" shall be considered a Banner. There shall be no more than two banners permitted per campaign organization.
- j. Campaign organizations shall book all table space for use during the campaign period through the Elections Team. The Elections Team will also co-ordinate the booking of banner spaces in the John Deutsch University Centre (JDUC). The allocation of table and banner space will be done through a lottery process. If, prior

to the campaign and for reasons unrelated to the campaign, an organization books table/JDUC banner space for use during the campaign period, it may forfeit its right to allocated banner space, provided that the space it previously booked is roughly equivalent to the space it would be allocated.

- i. Campaign organizations shall be entitled to a maximum of 35 hours of table space for the duration of the campaign period.
- k. Campaign tables or booths must be staffed by the parties involved, at all times. Promotional materials may not be left unattended.
- l. Groups may speak to a class only with the prior permission of the instructor in the classroom. This permission may be sought during the nomination period.
- m. No form of off-campus campaigning shall be permitted. Groups shall not place campaign materials on trees or utility poles either on or off campus. This includes stringing banners from utility poles.
- n. Campaign/promotional materials may not be distributed any residential or off-campus mailbox, nor shall any form of door-to-door campaigning be permitted.
- o. All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
- p. No campaign organization may campaign inside pubs or cafeterias. Campaigning shall be permitted in line-ups but shall not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups shall also be subject to any applicable residence or university regulations.
- q. Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS employees shall display campaign materials while on duty.
- r. All email content shall be consistent with previously approved campaign material and shall be above reproach. Campaign organizations may request an individual with a reasonable level of authority within an organization to forward an email to their organization using a mass email list. Use of AMS mass email lists shall be restricted to campaigns initiated by the AMS.
- s. All websites and social media accounts must be approved by the CEO prior to posting. All updates shall be closely monitored by the Disputes Deputy.
- t. Each campaign organization shall be required to remove all physical campaign material produced on their behalf for the purposes of the referendum by 8:00pm on the day preceding the first day of voting. Campaigning through the use of websites and other online media may continue for the duration of the voting days. Teams will not be allowed to physically campaign on campus during the voting days.
- u. No polls or surveys of public opinion regarding AMS referenda shall be published or broadcast on the day(s) of voting.
- v. Participation by non-AMS members shall be strongly discouraged, in order to ensure referendum issues are decided by the Queen's student community in an environment free from external influence. External participation may be permitted

at the CEO's discretion, provided that it is limited to the provision of factual information and does not include financial assistance or campaigning. The AMS and its component parts, including Council, Commissions and Services, shall be entitled to run fees and referenda questions under the following conditions:

- i. Upon participation in a campaign, the salaries and offices of AMS employees shall be excluded from counting as campaign expenses. Use of any other resources in the AMS must be approved by the CEO and/or be expensed as normal campaign expenditures.
- ii. Upon approval of an AMS-run campaign, AMS Assembly shall reserve the right to establish further guidelines or alter existing rules regarding the campaign activities and referendum expenses of the AMS:
 1. These further guidelines or alterations shall supersede this policy manual.
- w. Any AMS member or AMS-affiliated group shall be eligible to campaign against any question providing written notice of their intent to do so to the CEO and the placing of a \$20.00 on deposit with the CEO. Such notice may be provided at any time during the nomination or campaign periods.
- x. Only one party may campaign against any question. In the event that more than one party provides notice of their intent to run a "No" campaign against the same question, the CEO shall request that these parties merge to run a single campaign.
- y. If the parties are unable to reach agreement, the CEO shall determine which party shall run the "No" campaign. The CEO shall rule in favour of the first party to provide written notice of intent, unless he/she determines that a subsequent applicant has a significantly greater interest in the outcome of the question, or significantly greater willingness and ability to affect the outcome. The CEO's ruling in this matter is not subject to appeal. "No" campaigns shall be provided with the same resources made available to the group placing the question.
- z. No member of the Society shall be eligible to run multiple "No" campaigns at the same time.
- aa. Campaign organizations are responsible for the conduct of their members and volunteers. Any violation of referenda policy by said members and volunteers shall be regarded as a violation by the campaign organization. Individuals who are not members of a specific campaign organization and who are found to have violated referenda policy shall be referred to the AMS Judicial Affairs Office for prosecution under the AMS non-academic discipline system.
- bb. Campaign organizations are responsible for providing the CEO with an up to date list of all individuals associated with their campaign within 8 hours of notice from the CEO.

10. Referenda Expenses

- a. The spending limit for the AMS referenda shall not be affected by alterations or extensions of polling or campaigning dates. The spending limit shall remain constant from year to year unless otherwise specified by AMS Assembly.
- b. The CEO shall be empowered to assign a cost to any campaign materials and services received for free or at a discounted price that is not offered to all campaign organizations (e.g. employee discounts). The total cost of campaign materials used in support of the referendum campaign shall include the assigned costs of all gifts, donations, and any other materials already owned by campaign organizations or their campaign volunteers.
- c. In assigning costs, the CEO shall normally be guided by what he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where only one campaign organization has access to a discount, the full price shall be applied against the spending limit.
- d. An individual's or campaign organization's expenditures shall be reimbursed by the AMS Secretary for all authorized campaign expenses for which they provide a receipt or bill, so long as they receive more than 10% of the non-spoiled ballots and comply with the Referendum Finance Procedure as set by the AMS Elections Team.

11. Ballots

- a. The CEO or authorized designate shall prepare the online ballot for the Referendum following procedures and deadlines in accordance to the online voting system.
- b. The Chief Electoral Officer shall vote twenty-four (24) hours in advance and place his/her ballot in a signed, sealed envelope to be deposited with the AMS Secretary.

12. Tabulations, Results, Approval Thresholds, and Announcements

- a. In cases where at least twenty (20) percent of the eligible student electorate have cast ballots, a fee or question shall be considered approved if it receives fifty percent plus one (50% +1) of the total non-spoiled ballots cast. In cases where less than twenty (20) percent of the electorate have cast ballots, approval of each individual fee shall be subject to the following sliding scale based on total voter turnout:

| | | | | |
|---|--------------|--------------|------------|--------------|
| Voter Turnout Percent | 15% to 19.9% | 10% to 14.9% | 5% to 9.9% | Less than 5% |
| Percentage Needed to Pass (per individual question) | 55% | 60% | 65% | 70% |

- b. The CEO shall publicly announce the referendum results only after each campaign

organization has been so informed. Should representatives of a campaign organization not be available the results will be made public no less than two (2) hours after they have been confirmed by the CEO.

- c. Any ballot that is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast. Where multiple questions appear on a ballot, each question shall be considered as a separate ballot.
- d. Any campaign organization requesting clarification about the referendum results must do so by submitting a formal written request to the CEO within 48 hours of the release of the results.
- e. The CEO shall compile a recording of the results of the referenda to be made available to Assembly and retained in the AMS Secretariat.

13. Violations, Penalties, and Disqualifications

- a. In the case of questions that can be answered by an explicit reference to policy, or in events of frivolous complaints, the Disputes Deputy may offer a decision. Where this is not the case and interpretation is required, or the decision is not satisfactory to the complainant, written documentation signed by the complainant should be served to the CEO.
- b. Any violation with this policy, as determined by the CEO, may result in sanctions by the CEO. The CEO shall be empowered to exercise any combinations of the following:
 - i. Issue a warning.
 - ii. Issue a meeting between the Candidates and the CEO.
 - iii. Invalidation of Nomination signatures
 - iv. Issue a campaign blackout period.
 - v. Demand a formal apology
 - vi. Levy a loss of bond.
 - vii. Levy a fine, not to exceed \$400.00. A portion of this fine may be levied against the campaign spending limit.
 - viii. Disqualify a campaign organization:
 - 1. This may include, but is not limited to, the removal of the question from the ballot.
 - ix. Invalidate a referendum.
- c. Disqualification is subject to appeal to the AMS Judicial Committee. Any appeals of disqualification must be heard by the AMS Judicial Committee within 24 hours of notice pending. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.
- d. In the event of repeated, reckless or willful campaign policy violations by a side whose desired result is the same as the result if the question had not been asked,

commonly referred to but not necessarily being the “No” side, and in recognition that disqualifying a referendum question from a ballot can constitute an adverse consequence only for the “Yes” side, the offenders shall be held individually accountable. The CEO shall refer such conduct to the AMS non-academic misconduct system, consistent with the Queen’s Code of Conduct that defines “a violation of published rules and regulations of the University or of any authorized rule-making body within the university” as “unacceptable” and constituting an offence.

- e. The AMS Judicial Committee may only overturn a decision of the CEO on the following grounds:
 - i. If the appellant can establish to the Committee's satisfaction that the cited violation(s) occurred as a result of actions or factors outside the knowledge and beyond the control of the appellant or the CEO. All members of a campaign organization shall be held equally accountable for any of their actions (i.e. an individual's actions cannot be said to be outside of a organization’s campaign).
 - ii. If it can be deemed to the Committee’s satisfaction that the CEO had a clear and definitive bias in making his/her ruling.
 - iii. Where there is clear and compelling evidence that the appellant has been treated unjustly. The appeal does not constitute an opportunity for the committee to simply second guess the judgment of the CEO but rather exists to ensure there has not been a miscarriage of justice based on the facts.
- f. The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the CEO.
- g. The AMS Judicial Committee shall be the only level of appeal in cases of referenda policies.

14. Non-Fee Related Questions

- a. Non-fee related referendum questions shall be so indicated on the ballot and it shall be made clear on the ballot that the question is binding.
- b. All non-fee related questions are subject to approval by the Assembly and Assembly shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.
- c. ‘No’ campaigns may registered as per the previously stated policy. AMS representatives working in their capacity may register and run ‘No’ campaigns governed by any rules that already apply to referenda.

15. Plebiscite Questions

- a. There shall be no official or recognized campaigning for or against plebiscite questions.
- b. Plebiscite questions shall be so indicated on the ballot with “AMS Plebiscite” appearing before the specific question.
- c. Plebiscite questions shall be voted on in the same way as referenda questions but they shall not be deemed to “Pass” or Fail”; rather the number and percentage of “Yes” and “No” votes shall simply be reported.
- d. The AMS Assembly shall have the authority to place a Plebiscite Question directly on the ballot. All plebiscite questions approved for a referendum ballot shall be published in The Queen’s Journal at the same time that referendum questions/write-ups appear. The Elections team shall endeavor to widely publicize the existence of any Plebiscite Questions immediately upon their approval for the ballot. This will include posting the Plebiscite question(s) on the AMS website.
- e. The CEO shall have the discretion to disqualify any plebiscite question, where the CEO finds clear grounds to believe that the nature of any unofficial “campaign” activity has compromised the integrity of the plebiscite process and/or skewed the vote or opinion of the student body rendering the result unrepresentative of student opinion. Disqualification may entail the removal of the question from the ballot or a decision to not count/publish the vote.

16. Special Referenda

- a. The AMS Assembly reserves the right to call a special referendum on a matter within the purview of the Society at any time, as per the AMS Constitution.
- b. Campaigning and expenses for such a referendum may deviate from Society policy on Referenda subject to a simple majority vote of AMS Assembly.
- d.

Monitoring

Compliance with this policy shall be monitored as necessary by the AMS Secretary to ensure that candidates and the Elections Team are complying with its stipulations. Annual compliance reviews shall be undertaken, generally prior to the Fall Referendum, to ensure that the policy still acts in accordance with best practices and current policies and procedures of the AMS. However, policy changes may occur whenever a policy gap is identified. Any substantial changes to this policy shall be approved initially by the Secretary and the President. All substantial changes must be approved through a simple majority vote of the Assembly in order to take effect.

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| Contact person | <i>Secretary</i> |
| Date of next review | <i>January 2019</i> |
| Related policies, procedures and guidelines | <i>AMS Constitution (Section 4)</i> |
| Policies superseded by this policy | <i>AMS Assembly Policy</i> |