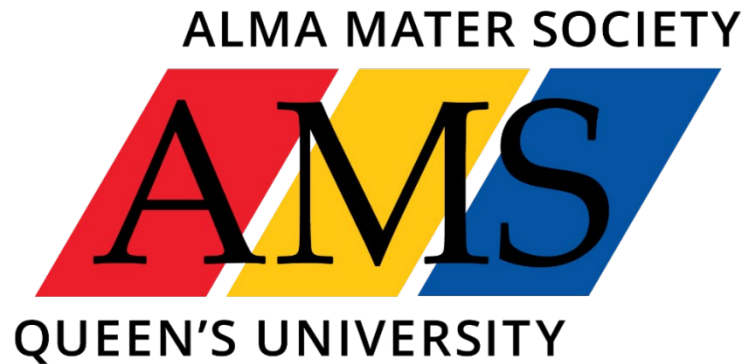


ELECTIONS POLICY OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	President
Approved by	Assembly
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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 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

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.

“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 or team's candidacy in an AMS election. It includes, but is not limited to, booking rooms for gatherings, public appearances, issue of policy statements, distribution of promotional materials/candidate information, paid advertising in campus media, online material (e.g., 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.

“Consultations” are defined by the gathering of public information, recommendations and feedback from individuals, student groups and community members.

“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.

Statement

Elections 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. The separation of Elections and

Referenda Policies serve to assist individuals running in campaigns and to differentiate rules and regulations. This policy provides information to students who want to be involved in student government and affirms that the AMS supports their endeavours. Further, this policy documents the protocols to be followed to manage a fair and truly representative election for the benefit of all students

Scope

This policy covers all aspects of AMS Elections, 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 in conjunction with Rector Elections Policy), as the case may be), candidates running in an AMS Society Election, Undergraduate Trustee Election, 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 the Rector 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.

Campaign Manager: Shall be the sole person other than the candidates responsible for communicating with the elections team, and dually responsible for the Campaign Organization.

AMS Secretary of Internal Affairs: The Secretary of Internal Affairs 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 spending limits, to be passed at the Assembly.

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

- Provide leadership within Elections Team, managing the Elections Deputies and ensuring all delegated tasks are completed;
- Conducting a marketing campaign to advertise the Elections and any associated important dates;
- Preparing the Nomination Package for 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 Debates between candidates; Working with the AMS Director of Communications announcing the elections results to the candidates;
- Ensuring the existence of a level playing field as a basis for resolving policy-related and election questions in a fair and impartial manner, settling and recording all violations and disputes;
- 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 and Finance Deputy shall be responsible for:

- Overseeing general logistics and advertising efforts;
- Coordinating candidate attendance for validation;
- Collecting expense forms from candidates and answering campaign finance questions;
- Condensing information and policy for advertising;
- Coordinating the all-candidates meetings and preparing material for distribution;
- The logistics and coordination of in-person voting booths;
- 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 and Engagement Deputy shall initially be responsible for:

- Coordinating with StudioQ and the Marketing and Communications Offices to develop coherent strategic marketing plan for all 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 Elections
- Advertise the Elections 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

Disputes and Policy 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 Elections
- Approving all campaign materials
- Answer policy-related complaints on behalf of the CEO
- Develop a complaint framework

- Compile relevant analytics and statistics for the CEO and Society
- Enforcing policy and ensuring an “even playing field” for all candidates
- Monitoring all teams’ online social media sites to ensure compliance with elections rules and regulations
- Reviewing and identifying policy gaps within Elections and Referenda Policy
- Monitoring on-campus campaigning to ensure compliance with elections and 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

Policy

Part A: Elections Team

1. Mandate

- a. There shall be an AMS Elections Team formed annually as a standing Committee under the AMS Secretary of Internal Affairs. 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 elections and referendum, ensuring consistency;
 - 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 and apply 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;
 - VI. 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 falling in the following portfolios: Logistics, Marketing, and Disputes. Portfolios and positions may vary from year to year at the discretion of the Chief Electoral Officer and Secretary. The Chief Electoral Officer shall be hired by an ad hoc Assembly committee that will be chaired by the incoming AMS Secretary of Internal Affairs and include two other members of Assembly who have declared their intention not to run in an election the following year and [the CEO] must be ratified by AMS Assembly before the last assembly of the academic year.
- b. 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.

3. Conflicts of Interest within the Elections Team

- 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 their 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 of Internal Affairs or by The 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.

Part B: Administration

1. Assembly

- a. Assembly shall during the Fall Term ratify dates for the AMS elections held within the year.
- b. The campaign spending limit for AMS elections 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. Notification of the Election

- a. It shall be the responsibility of the Elections Team to advertise upcoming society elections 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 period and specifically outlining the following:
 - i. The positions that may be contested.
 - ii. The dates and times of the nomination period and due dates.
 - iii. Where elections 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 and to determine regulations concerning campaigning on campus. These regulations shall be enforced by the CEO. The Elections Team must ensure that there is notification of an election in the Queen's Journal at least one (1) week prior to the first day of voting.
- d. The CEO shall be responsible for co-ordinating logistics and communication with Faculty Societies for the running of the elections.

3. Polling Procedure

- 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 administering 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 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.

4. 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 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
4-8	Nomination Period
12	Validation at Assembly and All Candidates Meeting
15-22	Campaign Period
23-24	Voting Days
25	Expense Forms Due

- 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

- j. If 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 AMS Executive Appointment Policy.
- k. 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, as per Part D Section 5 of this Policy.

5. Eligibility

- a. Potential Candidates shall be deemed eligible by the following criteria:
 - i. Payment of an AMS Membership Fee, and
 - ii. Membership and fee payment 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. Computing Students Association
 6. Commerce Society
 7. Nursing Student's Society
 8. Health Sciences 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 stipulations as found in this policy.
- c. No individual is eligible to be a candidate in an AMS election if they are simultaneously running in any other campus election.
- d. Candidate shall run as a slate 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.

- i. However, ultimate responsibility lies with the candidates to ensure that they are eligible to run in accordance with this policy and the Constitution.
- f. Individuals whose employment was terminated by the AMS are ineligible to seek candidacy for the year following their termination.

Part C: Parts of the Election

1. Information Session

- a. The elections team shall organize a mandatory Information Session on the first day of the Election Period.
- b. Should a team of candidates miss the Information Session, 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 Information Session.

2. Nominations

- a. Consultations may not take place from the beginning of the nomination period until validation at AMS Assembly using AMS branding
- b. The nomination period is purely for organizational purposes and for collecting nomination signatures. No campaigning shall occur as defined in this policy during the nomination period.
 - i. Teams can however, state their intention to run on the distributed nomination form.
- c. The executive team's name shall be the first letter of the first or last name of the individual candidates in any order.
- d. 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.
- e. Nomination forms must be signed by 1% of AMS members. Candidates may nominate themselves.
- f. Nomination signatures may not be collected in classrooms, campus pubs, cafeterias, AMS offices, and AMS services.
- g. 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.
- h. 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.
 - i. 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.
 - j. 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.
3. Validation at AMS Assembly and All-Candidates Meeting
- a. 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
 - 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 is to go over campaign regulations, the debate, and voting days in depth.
4. Campaigning
- a. General Rules
 - i. Campaigning shall not commence until the beginning of the campaign period
 - ii. All campaign materials and promotions are subject to the approval of the Election Team. A sample of all campaign materials shall be submitted to the Election Team to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval.
 - iii. 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.
 - iv. Any classroom appearance, both on and offline, 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 candidate's election team. All content shall be consistent with all approved material.
 - v. All email content shall be consistent with previously approved campaign material and shall be above reproach.
 - vi. Candidates may request an organization to forward an email to their members using a mass email list. Use of AMS mass email lists is prohibited.
 - vii. Candidates are not permitted to send mass emails through their own

- accounts to students that have not consented to receive information from the campaign organization
- viii. 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 may be referred to their respective society's non- academic discipline system.
 - ix. All candidate websites and other online campaign materials, including content and paid advertisements on social networking sites shall be approved by the Elections Team.
 - x. Candidates looking to hold campaign events must seek approval from the Elections Team of any event (online or otherwise) being held no later than 24 hours ahead of the scheduled time.
 - xi. Candidates are responsible for providing the Elections Team with an up-to-date list of all individuals associated with their campaign within 8 hours of notice from the Elections Team.
 - xii. No polls or surveys of public opinion regarding Elections shall be published or broadcast on the day(s) of voting.
- b. Campus Campaigning Rules
- i. 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.
 - ii. All posters must be printed on 100% recyclable paper and must be recycled after the end of the campaign period.
 - iii. Placement and distribution of Posters and campaign material must adhere to all university and building policies.
 - iv. Candidates must book table space for use during the campaign period in the following campus buildings through the Election Team: The Student Life Centre, Macintosh Corry Hall, and any other building specified by the Rector Election Team prior to the campaign period. The allocation of table and banner space will be done through a lottery process.
 - v. Candidates shall be entitled to a maximum of 45 hours of table space for the duration of the campaign period.
 - vi. Boothing hours shall be restricted to the hours between 9:00 A.M. and 6:00 P.M.
 - vii. All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
 - viii. 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.
 - ix. Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS

- employees may display campaign materials while on duty.
- x. Each candidate will be required to remove all physical campaign material produced on their behalf for the purposes of the election by 8:00 p.m. 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 during the voting days.

c. Transparency and Conduct

- i. All candidates for any election are required to provide an estimate of their expected commitments for the voters to review on the ballot.
- ii. Candidate commitments will be presented in the format of the following table and estimated (on the assumption that they are elected) to the best of the candidate's ability. If a term does not cover a semester, that semester column should be excluded from the estimate. The blanks in the table will be filled with numbers corresponding to the hours per week that the candidate expects to commit to that category averaged over the semester.
- iii. It is expected that all candidates carry themselves in a way that represents the values of the AMS and Queen's at-large. Candidates are required to respect the code of conduct and not engage in behaviour that breaks said code.

	Summer	Winter	Fall
Extracurriculars			
Academics			
Work			

Part D: Processes

1. Expenses and Limits

- 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. 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.
- c. In assigning costs, the CEO shall normally be guided by what they determine 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.
- d. 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.

- e. 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.
- f. Reimbursements shall be issued by the Office of the Secretariat no later than two weeks after the last voting day.

2. 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.
3. Uncontested Election Guidelines
- a. This policy shall take effect should no team fulfill the nomination requirements as outlined in Parts B and C of this policy.
 - b. In the case of an uncontested election, the question shall read “*Do you have confidence in [names] to fulfill the duties of President, Vice-President Operations and Vice-President University Affairs, respectively?*”.
 - i. 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 AMS Executive Appointment Policy.
 - ii. 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
 - c. The question shall be asked with preferential voting system, and also have a “none of the above” and an abstain option.
 - d. In cases where at least twenty (20) percent of the eligible student electorate have cast ballots, a team shall be considered elected if they receive 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 a team shall be subject to the following sliding scale based on total voter turnout:

Voter Turnout Percent	15-19.9%	10-14.9%	5-9.9%	<5%
Percentage Needed to Pass	55%	60%	65%	70%
 - e. Numbers below the threshold limits may not be rounded to the nearest whole number.
4. 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 spoilt 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.

Part E: Violations, Sanctions, and Appeals 1.

Expenses and Limits

- a. AMS Policy contained within the Constitution and the Policy Manuals shall be the ultimate source of authority for all election 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 from candidates or members-at-large.
 - e. The CEO shall be empowered to alter elections dates due to unforeseen circumstances.
2. Procedure for Submitting Complaints
- a. A complaint during the election period, from nomination until forty-eight (48) hours post-election can be received in one of three ways, no more than twenty-four (24) hours after an infraction has taken place.:
 - i. Candidate submission of the campaign-violation form;
 - ii. Member-at-large submission through a form on the AMS website;
 - iii. The Elections Team identifying a policy infraction.
 - b. The CEO or Disputes Deputy shall ensure that all allegations of campaign violations are officially recorded and signed by the complainant.
3. Investigation of Complaints
- 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. 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.

4. Sanctions

- a. 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. Require a formal apology in private.
 - vi. Revoke a team's deposit.
 - vii. Disqualify a campaign organization

5. Appeals to Judicial Committee

- a. The AMS Judicial Committee shall be the only level of appeal in cases of AMS Society Elections.
- b. 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. All appeals of disqualification shall be heard by the AMS Judicial Committee within 24 hours of notice pending.
- d. 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 breach of justice based on the facts.
- e. The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the CEO.

Part F: Conflicts of Interest, and Endorsements

1. AMS Senior Management

- a. Leave of Absence
 - i. The individual shall announce their 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. Ultimately, it is the responsibility of the Executive to ensure that responsibilities are adequately met during an imposed leave of absence or resignation
- b. AMS Senior Managers are not permitted to support or endorse any AMS Executive team running, even in a personal capacity.
2. AMS Waged Staff and Volunteers
 - a. A leave of absence must be taken, following Part E, Section 1a of this Policy.
 - b. AMS Waged Staff and Volunteers may assist and volunteer with campaigns outside of work hours.
 - c. Campaign work or endorsements must be done outside any positional capacity of the AMS.
 3. AMS Assembly Members
 - a. AMS Assembly members must take a leave of absence, and declare in writing to the Secretary and CEO their intention to run
 - b. Members and Faculty Societies-at-large are not permitted to endorse teams.
 4. Members-at-Large
 - a. Any member-at-large is permitted to run so long as they meet the nomination and eligibility requirements as outlined in this policy.
 - b. Any member-at-large can support, volunteer, or endorse candidates.
 - c. Only fee-paying members of the AMS are permitted to volunteer for campaigns.
 - d. All behaviour must follow the Queen's Student Code of Conduct and AMS Elections Policy. Any departure from these policies will be reported and heard by the AMS Elections Team or AMS Judicial Committee

Part G: 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. The election of the Undergraduate Trustee shall follow the rules and regulations outlined in this policy manual.
3. The AMS Chief Electoral Officer may act as Interim CEO by Faculty Societies if permitting.
4. University Rector elections shall follow policy outlined in the University Rector Elections Policy and Procedures manual

Monitoring

Compliance with this policy shall be monitored as necessary by the AMS Secretary of Internal Affairs 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.