



ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

REFERENDA PACKAGE

CONTACT INFORMATION

Renee Balila, Chief Electoral Officer (ceo@ams.queensu.ca)



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PLEASE NOTE THIS IS AN INFORMATION PACKAGE, AND YOU ARE RESPONSIBLE FOR REVIEWING ALL RELEVANT POLICIES.



FALL 2024

INTRODUCTORY REMARKS FROM THE ELECTIONS TEAM

Congratulations on successfully passing the validation stage!

The Student Activity Fee Review Committee has reviewed your fee and determined that your group is eligible to go to Fall Referendum. Every group applying for a student activity fee serves the important purpose of engaging the greater Queen’s and Kingston community. That being said, it is extremely important that every group fulfills the obligations associated with the Fall Referendum to ensure the continuation or alteration of their student fee. The Fall Referendum contains many deliverables that must be met punctually to ensure a smooth and fair Referendum.

Please note that it is ultimately the responsibility of each group to read, understand and comply with the Referenda Package *and* AMS Elections & Referenda Policy.

For many groups, this process can be overwhelming, however, the Election Team is here to help make this process as smooth as possible! Please don’t hesitate to contact us with any questions, nothing is too big or too small. If you have any concerns from uncertainties about election policy or simply want to discuss campaign strategy, feel free to email the Elections Team at elections@ams.queensu.ca

TIMELINE

Below is a snapshot of relevant dates for the Fall Referendum. All submissions can be made directly to <https://queensuniversityams.formstack.com/forms/elections>.

Event	Date (2024)
Information Session	October 01 @ 6:30PM (Goodes Hall, RM 300) October 02 @ 5:30PM (LeSalle Building)
Budget Briefs and Resubmissions	October 04 @ 12:00 PM
Election Policy Forms Due	October 06 @ 12:00 PM
Assembly Presentations Due	October 11 @ 12:00 PM
Nomination Period	October 7-10 (12:00 AM to 11:59 PM)
All Candidate Meeting	October 21 @ 5:00 PM (Location TBD)
Ratification Assembly	October 21 @ 6:00 PM (Location TBD)
Campaigning Period	October 23-29
Voting Days	October 30-31 (12:00 AM to 11:59 PM)
Expense Forms Due	November 1 @ 12:00PM

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OVERVIEW

Per the Queen's University Ancillary Fee Protocol, Student Activity Fees (also known as ancillary fees) are fees charged in addition to tuition fees for products and services and are administered by a student association or the University. All groups wishing to establish a fee on the Alma Mater Society fee slate, and/or for one of its member societies must follow policies governing the establishment of Student Activity Fees as established by the AMS Board of Directors.

Released on October 1st, the 2024 Fall Referenda Package provides a brief overview of the process of establishing Student Activity Fees after passing the validation stage.

APPLICABLE POLICY

Student Activity Fee Policy ("SAF Policy"), approved by the AMS Board of Directors, governs the eligibility requirements, as well as the process for the management and disbursement of student activity fees. The validation process is governed by the SAF Policy; and enforced by the Student Activity Fee Review Committee. The *Student Activity Fee Policy* can be found [here](#).

AMS Elections and Referenda Policy ("Referenda Policy"), approved by the AMS Assembly, governs the procedures groups must undertake after their application is approved by the Student Activity Fee Review Committee. This includes but is not limited to establishing rules for nominations, the number of signatures needed, and campaigning requirements. This policy is enforced by the AMS Election Team co-chaired by the Chief Electoral Officer and Chief Returning Officer. The *Elections and Referenda Policy* can be found [here](#).



PART 1: INFORMATION SESSION

The information session is a **MANDATORY** event organized by the Elections Team as outlined in Part F, Section 1 of the Elections and Referenda Policy. The purpose of the information session is to provide a brief overview of the Election Period, relevant policy, applicable deadlines, and more.

Please note not withstanding above, that it is the responsibility of all candidates to read and understand the content contained in the Referenda Package and Elections and Referenda Policy.

INFORMATION SESSION DATES:

To accommodate for candidate schedules, the Elections Team will hold two information sessions held on the following dates:

- **October 1, 2024, 6:30 – 7:30 PM (GOODES 300)**
- **October 2, 2024, 5:30-6:30PM (only if approved for an accommodation)**

WHO MUST ATTEND:

The Information Session must be attended by the **Designated Representative** of the group ex. Club representative that submitted the Validation Form

**Please note that for Designated Representatives, whoever attends the information session will be considered the Designated Representative and will be recorded as the main point of contact henceforth. Ideally the person who submitted the Validation Form should be the Designated Representative, however, we understand that handling Referenda may be out of their purview. For any questions, please contact the CEO at ceo@ams.queensu.ca*

ABSENCE:

- In the event that a candidate is unable to make the information session, they must notify the Elections Team before the Information Session.
- Failure to attend the Information Session without cause will result in the party's disqualification.
- Additionally, failure to notify the Elections Team of missed attendance within 24 hours will also result in disqualification.

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PART 2: TRANSPARENCY CONSIDERATIONS

BUDGET SUBMISSIONS (OCT. 4TH AT 12:00 PM)

As mentioned in the Validation Form, all budget submissions will be made available to the AMS Assembly during ratification of ballot question(s). Additionally, the budget along with the Queen's Journal description, as well as a budget brief of up to 500-words will be made available on the AMS website by 12:00 PM on the first day of campaigning.

All groups who have passed the validation stage conditionally, must resubmit their budgets by October 4th at 12:00 PM.

All groups who did not previously submit a budget brief and/or who feel that a budget brief would add additional context to their budget, are also welcome to submit a 500-word budget brief by October 4th at 12:00 PM.

All submissions must be made to the Elections and Referenda Formstack.

ASSEMBLY SLIDE DECK (OCT 11TH AT 12:00 PM)

All groups who are required to appear at the AMS Assembly to seek ratification, must also prepare a **5-minute** presentation. Groups are invited to use their own templates for the slides but must follow the following guidelines. Please note that these guidelines are set at the discretion of the Secretariat, who ultimately oversees Assembly. Groups may only deviate from these guidelines with the written permission of the Secretariat.

- (1) Title Slide – should include the group name, and logo
- (2) Background Slide – should include relevant information about the group, as follows:
 - a. Groups affiliated with the Alma Mater Society or its Member Societies should describe the mandate of their group and membership of their group; as well as give a brief overview of the initiatives they lead
 - b. All other groups, including groups affiliated with the University, should describe the service(s) they offer Queen's Students and clearly show how:
 - i. The Group is providing a service or opportunity that is available to all AMS members.
 - ii. The Group has a presence within the Queen's Community.
- (3) Purpose of Presentation + Goal. Groups may have up to two slides to discuss **why** they are seeking the continuation, establishment or increase of their fee.
- (4) Up to one additional slide at the groups' discretion to provide Assembly with any additional information.



Please note, that groups may use the additional slide to answer any questions that they have been notified they will be asked with the release of the SAF Decision. However, this is not mandatory, as these question(s) will be asked regardless.

Please note that the time limitation is strict. All slide decks are due by October 11th at 12:00 PM. Groups that submit slide-decks by October 8th (EOD) will have the opportunity to resubmit their slide deck after receiving feedback. All groups that submit the slide deck after the Oct 8th deadline, will not receive feedback, and may be issued a warning if their slide deck does not follow the outlined requirements.

Groups are encouraged to contact elections@ams.queensu.ca and cc secretariat@ams.queensu.ca for any questions as they build their slide decks.

PART 3: ELECTION POLICY FORMS

After the Information Session, candidates must fill out a set of Election Policy Forms. These forms are **due by 12:00 PM (noon) on October 6th before the start of the Nomination Period**. The completion of these forms is mandatory. An outline of the forms is listed below.

1. Statement of Responsibility
2. Verification of Attendance
3. Description of Campaign Team Members
4. Judicial Affairs Office Form

For more information, please refer to the forms themselves or Part F, Section 2 of the Elections and Referenda Policy.

PART 4: NOMINATION PERIOD (OCTOBER 7-10)

The Nomination Period is the period in which parties collect signatures from the student body. The purpose of the Nomination Period is to ensure that the party going on the ballot is known by the student body. It is also to encourage participation by the student body.

The Nomination Period has a very specific set of activities that are permitted. It is important that all parties familiarize themselves with the rules listed below which can also be found in the Part F, Section 3 of the Elections and Referenda Policy.

NUMBER OF REQUIRED SIGNATURES

- Referenda Groups are informed of the number of signatures needed with the decision of the Student Activity Fee Review Committee. **If your group needs to**

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obtain signatures, the percentage applicable has been determined and communicated by the Secretariat.

- Part C, Section 3(1) of the Elections and Referenda Policy, the AMS Elections Team has set the following number of signatures:
 - **Internal Groups affiliated with the Alma Mater Society:**
 - **125 required signatures (0.6%)**
 - **External Groups and Groups affiliated with the University:**
 - **208 required signatures (1%)**
- Failure to collect the required number of signatures and/or provide the appropriate documentation will result in the disqualification of the party from the Fall Referendum.

PLEASE REFER TO YOUR SAF DECISION LETTER FOR MORE INFO ON HOW MANY SIGNATURES YOUR GROUP NEEDS.

HOW TO COLLECT SIGNATURES:

- To collect signatures for your organization, all parties **MUST** use the Form provided by the Elections Team. This is to uphold anonymity of any signatories. DO NOT use any other form or record signatories on any private document.
- Upon the receipt of completed Election Forms, the Election Team will forward each group with a link to the nomination form that they can use.

WHO CAN I COLLECT SIGNATURES FROM?

YES	NO
Yourself! (Nominee IF you are a student)	Secretary of Internal Affairs.
Any student who is a member of the AMS and has paid their AMS fee slate Ex. Student staff, volunteers, personnel	All members of the Governance Team of the Internal Affairs Office.
	All members of the Judicial Affairs Office.
	All members of the Election Team.
	All members of the AMS Judicial Committee.
	All members of the AMS Judicial Advisory Board.
	The Chair and Vice-Chair of the AMS Board of Directors.
	Students in the SGPS
	Students who have not paid their AMS fee slate

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For more information, please refer to Part F, Section 3 of the Elections and Referenda Policy. Please note that any restrictions in the “NO” category supersede any categories in the “YES” category.

- Ex. A student who is a member of the AMS and paid their fees BUT is also the Chief Electoral Officer cannot sign nomination forms.

As stated in the Elections and Referenda Policy, the Elections Team will verify the status of each signatory and disqualify any invalid signatures.

PERMITTED ACTIVITIES/HOW TO ASK FOR SIGNATURES:

During the Nomination Period, parties **ARE allowed to do the following:**

- State their intention to seek a fee.
- State the amount or changes of fees they are hoping to implement through a referendum in the solicitation of signatures.
- **Permitted example of how to ask for signatures**
 - *My group is _____, and we are looking to have a student fee of _____”*
 - *My group is _____, and we are looking to establish a new student fee of _____”*

Unsure if whether your action(s) violate policy? Contact elections@ams.queensu.ca and ask! It is always better to seek permission and ask. The Elections Team is here to help.

PROHIBITED ACTIVITIES

During the Nomination Period, parties are **NOT allowed to do the following:**

- Campaigning
 - **YOU ARE NOT ALLOWED TO CAMPAIGN OR TALK ABOUT YOUR PLATFORM!**
 - **Non-compliance may result in sanctions or disqualification from the from the Election Period at the discretion of the Elections Team.**
- Consultations
- Collecting of nomination signatures at any assembly and/or in classrooms, campus pubs, cafeterias, AMS Offices, AMS Services and/or any other service or location which is student run or associated by a member society as defined by the AMS Constitution.

**For more information, please refer to Part F, Section 3(4) of the Elections and Referenda Policy.*



EXCEPTIONS – NON-CAMPAIGNING EVENTS

- If a party organized an event prior to the Nomination Period and during the Campaign Period that is unrelated to the Referendum or Election, they **MUST submit** a request to the Election Team asking that the event be considered a non-campaign event.
- If the Election Team 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.
- **PLEASE NOTE**
 1. All Campaign Materials and promotions of the event are subject to the approval of the CEO or authorized designate.
 2. An Elections Deputy representing the Election Team must be admitted to the event, free of charge, to ensure compliance with policy and directions.

**For more information, please refer to the Elections and Referenda Policy, Part G, Section 1(2) or contact the Elections Team (elections@ams.queensu.ca)*

PUBLIC COMMUNICATION

All public communication regarding the Election Period, like that through a parties public or private social media platform, **must be pre-approved by the election team** (Elections and Referenda Policy, Part F, Section 3(4)).

**If you are ever unsure, please contact the please contact the CEO ASAP at ceo@ams.queensu.ca*

PART 5: ALL CANDIDATES MEETING (5:00 PM ON OCT 21ST)

Before the AMS Assembly when Nominees are being ratified, the Election Team will organize an all-candidate meeting. The purpose of this meeting is to go over campaign regulations, the debate (for elections), and Voting Days in depth.

- It is the responsibility of Nominees to notify the Election Team of their inability to attend any of the meetings by a deadline set by the Election Team.
- Nominees failing to notify the Election Team within 24 hours of missing the Information Session will be disqualified.

This meeting will occur at 5:00 PM on October 21st at a location determined by the Secretariat. More details will be communicated to groups by October 19th.

If you know you cannot attend, please notify the Elections Team as soon as possible, as ideally, the Election Team would like to reschedule your session either before the scheduled on or on October 22nd prior to the start of campaigning.

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PART 6: AMS RATIFICATION (OCTOBER 21ST AT 6:00PM)

All parties that meet the validation and nomination requirements will go to AMS Assembly to be approved for the ballot.

- **For new or changing student fees:**
 - 2/3 Approval is needed to place a question on the ballot.
 - AMS Assembly reserves the right to reject and fees to be placed on the ballot if there is evidence that the Student Activity Fee Committee failed to properly vet the fees during the validation process..
- **For existing fees going to Triennial Review**
 - Approval by AMS Assembly is not required except in the case that:
 - Status of ratification or affiliation has substantially changed.
 - The mandate or operations has substantially changed.
 - The way the fee is used has substantially changed.
 - There has been a significant change to AMS policy on eligibility since the party last went to referendum.

*This year, all groups undergoing triennial review are required to present to the AMS Assembly as a point of information. Some groups require Assembly's approval (ex. **If changing your Queen's Journal Description**), but this will indicated in the motion to the AMS Assembly.*

For more information, please refer to Part D, Section 6 of the Elections and Referenda Policy.

PART 7: CAMPAIGNING PERIOD (OCTOBER 23-29)

OVERVIEW OF CAMPAIGNING PERIOD PRINCIPLES

APPROVAL AND MONITORING

To ensure that Election Policy is upheld and enforced fairly, the following policies have been enacted.

1. All campaign materials MUST be approved by the Elections Team
2. The Elections Team will maintain a sample of all campaign materials during the duration of the campaign. Any changes or updates MUST be communicated with the Elections Team
3. All updates will be monitored by an Elections Deputy for compliance
4. Unapproved Campaign Materials are strictly prohibited and will not be reimbursed

MUTUAL RESPECT (TIMELINES).

To respect the time and effort of all parties involved in the Election Period and to ensure fairness in campaigning, the following policies have been enacted.

1. Approval of campaign material will be done during established office hours
2. Office hours will be communicated to all parties at the All-Candidate Meeting.
3. The Election Officers are under no obligation to approve requests outside of their working hours or in less than 24 hours.
4. Election Officers must respond to all requests within 48 hours.
5. Campaigning Groups may begin submitting requests for approval after the Ratification Assembly after a window determined by the Election Team.

Any concerns relating to the Election Officers can be directed to the secretariat@ams.queensu.ca who will be monitoring the Election Team for compliance with all relevant policies.

INTEGRITY:

To address any discrepancies during the Election Period, the following policies have been enacted.

1. The Election Team will interpret Election Policy and consider the spirit, intent and purpose of each section.
2. If a situation arises that is not specifically covered by the policy, the Election Team will *read-in* such that their decisions is consistent with the general principles of this policy.

For more information, please refer to the Elections and Referenda Policy, Part G, Section 1 and Section 6

IN-PERSON CAMPAIGNING

PHYSICAL MATERIAL

- **All physical materials must be pre-approved by the Elections Team**
 - **Must** be stamped to indicate approval

POSTERS	BANNERS
Must be 100% printed on recyclable paper and must be recycled after the end of the Campaign Period	Posters larger than 11" x 17" are to be considered a Banner
May NOT be placed on painted areas, doors, or glass	Banners in the JDUC must be coordinated with the Elections Team

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Maximum limit of 75 posters per Campaign Group.

Maximum limit of 2 banners per Campaign Group.

Campaign Groups are responsible for ensuring that Campaigning conforms to individual building policy. Campaigning Groups should keep a record of where material was posted, and be prepared to submit such information to the AMS Election Team upon request.

LOCATIONS OF PHYSICAL MATERIALS

APPROVED	PROHIBITED
On campus[^]	<u>NO</u> Off-campus campaigning*
Some AMS services, offices, and commissions (<i>if seeking their own fee</i>)**	No campaign materials in off-campus mailboxes
	Trees
	Utility poles (ex. Stringing banners)
	Internal Affairs and Human Resources Office
	Common Ground
	The Queen's Pub
	AMS Media Center
	Tricolour Outlet
	Pubs
	Cafeterias

[^]Placement and distribution of posters and campaign material on campus must adhere to all University and building policy.

For more information, please refer to Elections and Referenda Policy Part D, Section 6.

**If you are an AMS office, service or affiliate group, please contact the Elections Team to ensure proper compliance with Policy.*

* Violating this clause will result in penalty per Part H, Section 3(c)

** Exceptions for *some* AMS and affiliated offices, services and commissions apply if they are looking to increase their own fee. (Part D, Section 6(2))

TABLES AND BOOTHING:

- ALL table space bookings during the Campaigning period **must be booked through the Elections Team**
- **Maximum 40 hours of table space** during the Campaigning Period between the hours of **9:00AM –6:00PM**
- Booths must be staffed by Campaign groups at all times

CLASS VISITS:

- Must be approved with the instructor ahead of time, including during the Nomination period
- All content shown must be consistent with approved material

Please note that the Elections Team reserves the right to require approval/permission for (Part G, Section 3(1))

RESIDENCE:

- Must conform with Residence Policies
- **ONLY common rooms**
 - NO door-to-door campaigning

LINE UPS:

- Campaigning is allowed in line ups, but cannot occur past where people are required to show ID.
- Must conform with University Regulations

EVENTS:

- Any campaign events (online or in-person) **must seek approval at a minimum 24 hours** ahead of the scheduled time

DIGITAL CAMPAIGNING

WEBSITES:

- All websites and content **MUST BE APPROVED** by a member of the Elections Team before uploading.
- All websites will be monitored by a member of the Elections Team
 - Non-compliance with approved website guidelines will be requested to be removed immediately.

ALLOWED (subject to approval)	PROHIBITED
Campaign highlights	Notification list features
Contact information	Data collection features
	Account creation features

For more information, please refer to Part G, Section 4 of the Elections and Referenda Policy

SOCIAL MEDIA:

- **All social media and content MUST BE APPROVED by a member of the Elections Team before uploading**
- **Only social media platforms listed in this Referenda Package are allowed**
- All social media will be monitored by a member of the Elections Team
 - Non-compliance with approved social media guidelines will be requested to be removed immediately.
- The Elections Team must be given login credentials for all social media campaign accounts
 - Exceptions made for groups using their organizational account (groups under Part D of the Elections and Referenda Policy)
- The social media account must be private until approved

Instagram

- All posts, stories, usernames, and profile pictures on a personal account on a Voting Day must remain non-partisan

Facebook

- Only Facebook pages, complimentary messages and advertising may be used for campaigning
- Events, pages, and groups must be shut down one hour after the end of the Campaigning period
- Elections Officers must be admins of all events, pages, groups used for campaigning purposes

TikTok

- No Stitch or Reply videos can be made with campaign material from another candidate



Email

- Use of mass email lists is not permitted for students who have not consented to receive information from the Campaign Group
 - Use of AMS mass email lists is prohibited except for the AMS

For more information, please refer to Part G, Section 4 of the Elections and Referenda Policy.

If you are ever unsure, please contact the Elections Team at elections@ams.queensu.ca

ENDORSEMENTS

Parties may not receive endorsements from:

- Off-campus organizations
 - Organizations not affiliated with Queen's University or the AMS
- Celebrities
- Political parties
- All members of AMS Assembly
 - Both voting, non-voting, and ex-officio members
- All elected members of a Member Society
 - Ex. EngSoc Executive

For more information, please refer to Part G, Section 5 of the Elections and Referenda Policy.

Determination of ineligible actors is at the discretion of the Elections Team and will be handled on a case-by-case system. Please contact the Elections Team at elections@ams.queensu.ca

OTHER PROHIBITED ACTIVITY

Violation of Values

- All candidates shall conduct themselves in a manner that represents the values of Queen's University and the AMS at large.
- Campaign material found to be in violation of said values, will not be approved.

Misrepresentation of Other Campaigns

- To uphold the integrity of the Election, parties may not misrepresent the policies or characters of another campaign.

Financial Incentives

- **Giveaways, gift-card, cash, or any other financial incentive by a campaign group are NOT permitted**

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➤ **Additionally, any financial incentives organized by the Elections Team for Fall Referendum are NOT TO BE MISREPRESENTED**

- Ex. Misrepresenting Elections giveaway as an incentive to vote for a specific party
- If a party misrepresents AMS organized financial incentives, they will be disqualified per Part G, Section 6 of the Elections and Referenda Policy.

For more information, please refer to Part G, Section 6 of the Elections and Referenda Policy.

SUMMARY OF CAMPAIGNING RULES

Below is a summary of things to note for Campaigning. **THIS IS NOT A COMPREHENSIVE LIST.** Please refer to the relevant sections in the Referenda Package and Elections and Referenda Policy.

CAMPAIGN MATERIALS THAT REQUIRE PRE-APPROVAL

- Posters
- Banners
- Social Media Posts
 - Website
 - Instagram
 - Facebook
 - TikTok
 - Email
- Booking table spaces
- Hosting events

THINGS NOT TO DO

- **NO campaigning OFF-CAMPUS**
- **NO receiving endorsements from off-campus organizations**
 - Ex. Non-Queen's or AMS affiliates
- DO NOT misrepresent other campaigns
- DO NOT misrepresent Elections financial incentives
- DO NOT provide your own financial incentives
 - Ex. Gift cards, cash etc.

If you are ever in doubt about Election Policy or what to do, please contact the Elections Team ASAP at elections@ams.queensu.ca

We understand that there are a lot of rules and nuances regarding campaigning and the Elections Team is here to help.



PART 8: VOTING DAYS

The voting days for the 2024 Fall Referendum is **October 30 and 31**. Voting starts at 12:00 AM and ends at 11:59 PM the subsequent day.

- All physical campaigning material must be removed from any location by **8:00PM on October 29th**
- **Parties MAY NOT campaign or use any websites or social media during voting days for the purposes of encouraging students to vote for their group.**
- **Parties MAY NOT poll or survey public opinion during voting days**
- All parties will be provided by approved material from the Election Team for voting days to encourage voting.

For more information, please refer to Part G, Section 8 of the Elections and Referenda Policy.

PART 9: SANCTIONING

Violations of the AMS Elections and Referenda Policy will be investigated by Election Officer assigned to your group Or the AMS Judicial Affairs Office (as outlined by Part H).

- **How to submit a Complaint:** Please visit the AMS Elections and Referenda Formstack for more detail.
- **Who can submit a Complaint?**
 - Anyone who submitted the Formstack Form OR
 - AMS Election Team who identified a potential infraction.
- **Outcomes of a Complaint.** Once a complaint is received, the Election Officer will investigate the case and make a determination to:
 - Finding of No Violation – in which the Election Officer determines that there has been no violation
 - Finding of Violation and Sanctioning – in which the Election Officer issues a sanction as outlined by Part H, Section 3.
 - Referral to the Judicial Affairs Office at the discretion of the Election Officer and/or at the direction of the Secretariat (if the Secretariat requests the Judicial Affairs Office to intervene).
 - Finding of Violation and Disqualification – in which the Group is disqualified; and the question is removed.
 - All decisions for disqualification will be heard by the AMS Judicial Committee within 24 hours.



- Questions will not be removed from the ballot if the AMS Judicial Committee is unable to meet before the start of voting days.
- Placement of an Interim Measure, which requires approval from:
 - Chief Electoral Officer
 - Chief Returning Officer
 - Secretariat

Right to Appeal: All decisions of the Election Team can be appealed to the AMS Judicial Committee within 24 hours of the receipt of the decision and up to 24 hours after the release of the Election results.

LIST OF POSSIBLE SANCTIONS

Below is a list of sanctions that may be assigned by the Election Team:

- a. Issue a warning.
- b. Issue a meeting between the Candidates and the Elections Officers.
- a. Invalidation of Nomination signatures.
- c. Issue a campaign blackout period. A Candidate and their Campaign Group are suspended from Campaigning for up to 8 hours. During this time frame, no new materials (posters, social media posts, class talks, etc.) may be distributed.
 - i. The suspension will begin at the time an Elections Officer notifies the Candidate.
 - ii. No Campaign Materials which are already public will be removed, such as posters or social media posts.
- d. Demand a formal apology.
- e. Levy a loss of bond.
- f. Levy a fine, not to exceed \$400.00. A portion of this fine may be levied against the campaign spending limit. If financial commitments have been made such that the expense limit would be exceeded by the imposition of this penalty, the equivalent value of the fine in Campaign Materials may be forfeited.
- g. Invalidate a referendum.

Sanctions will increase in severity with repeated violations. Serious misconduct during the Election and Referenda period may be referred to the Judicial Affairs Office for investigation.



PART 10: EXPENSE REIMBURSEMENT

The maximum spending limit for Referenda Groups is \$40, which has been approved by the AMS Assembly with the approval of the Internal Affairs Office budget. *Please review Part G, Section 9 of the Elections and Referenda Policy for more detail.*

Assigned Costs:

The Election Team is 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 Groups (e.g., employee discounts).

1. The total cost of Campaign Materials used in support of the referendum campaigns includes the assigned costs of all gifts, donations, and any other materials already owned by Campaign Groups or their campaign volunteers.
2. In assigning costs, the Election Team will normally be guided by what they he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where only one Campaign Group has access to a discount, the full price will be applied against the spending limit.

Record Keeping:

All Campaigning Groups should keep track of **all expenses** using the Expense Submission File available on the AMS website; as well as associated receipts.

Eligibility for reimbursement. All groups who submit the expense tracking document, along with recipients and who receive more than 10% of the non-spoiled ballots will be reimbursed for their expenses, given:

1. The amount does not exceed the amount ratified by the AMS Assembly. Groups are not permitted to exceed this amount, regardless of whether they are eligible or not to receive a reimbursement to keep the referenda fair for everyone.
2. The group is affiliated with the Alma Mater Society or a Member Society.
 - a. All groups designated as "External" by the Student Activity Fee Policy and groups affiliated with the University are ineligible for reimbursement.
3. Any financial penalties are deducted; the Secretariat will reimburse the outstanding value after such deductions are made.

*Please note that groups may be reimbursed for an amount not exceeding the value ratified by the AMS Assembly at the discretion of the Secretariat. **For all submissions to be considered valid, they must be made through the AMS Elections and Referenda Formstack available on the AMS website. Submissions in any other format will NOT be approved.***