



ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

UNDERGRADUATE TRUSTEE ELECTION PACKAGE

CONTACT INFORMATION

Andrew Anderson, Chief Returning Officer, cro@ams.queensu.ca



TABLE OF CONTENTS

ABOUT THE UNDERGRADUATE TRUSTEE ROLE	5
PART 1: INFORMATION SESSION	7
PART 2: ADDITIONAL SUBMISSIONS	7
PART 3: NOMINATION PERIOD (OCTOBER 7-10).....	8
PART 4: ALL CANDIDATES MEETING (5:00 PM ON OCT 21 ST).....	11
PART 5: AMS RATIFICATION (6:00 PM ON OCT 21)	11
PART 6: CAMPAIGNING PERIOD (OCTOBER 23-29).....	11
PART 7: VOTING DAYS.....	17
PART 8: SANCTIONING	18
PART 9: EXPENSE REIMBURSEMENT	20

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



FALL 2024

INTRODUCTORY REMARKS FROM THE ELECTIONS TEAM

Interested in becoming the Alma Mater Society's next Undergraduate Trustee? If you are reading this, then you are taking your first steps to potentially becoming the right person to represent undergraduate students on Queen's University's Board of Trustees, bring your perspective to Board meetings, and voice your opinions directly to senior Queen's administrators.

This package contains all the information and forms that you will need to participate in the election process. Please read this document in its entirety and fully understand its contents, paying particular attention to the *Timeline* section, as you will be held completely responsible for all of the material contained herein. Note that all times for information sessions, debates and deadlines are in Kingston time (EST).

Don't worry if you come across notes about responsibilities and groups that you haven't heard of, this is completely normal! All these responsibilities can be learned on the job. This document also contains some references to AMS Policy. If you're interested in learning more about how the AMS operates, you can find the documents through this link:

<https://www.myams.org/about/governance/policy/>

If you have any questions or run into any problems, the Election Team will be more than happy to help you out. We can be reached by using the contact information below. We strongly encourage you to ask for clarification of any of the rules or regulations regarding soliciting nominations or campaigning and encourage you to discuss your campaign strategy with us to ensure that you are within campaign rules and regulations. There are no stupid questions, and it is better to be safe than sorry! Also, we look to you for comments or suggestions to help make elections and referenda run more smoothly. Thank you for being patient through the process of this election! We strongly encourage you to look at every aspect of this document.

Please note that it is ultimately the responsibility of each person 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

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

**AMS ELECTIONS
2024-2025**



Being the Undergraduate Trustee is an extremely incredible opportunity to have a direct impact on how students experience Queen's! If this position interests you, here's the next steps you can take in nominating yourself:

1. Read the AMS Elections Policy, which can be found on the Alma Mater Society's website: <https://www.myams.org/about/governance/policy/>.
2. Submit the Election Forms by October 6th at 12:00 PM.
3. Reach out to the Chief Returning Officer via E-mail (cro@ams.queensu.ca) to receive a Nomination Form template and fill it out.
4. Have at least 125 undergraduate students sign your Nomination Form.

For general questions about the election process, feel free to email cro@ams.queensu.ca.

APPLICABLE POLICY

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](#).

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> and must be made by the deadlines communicated below.

Event	Date (2024)
Information Session	October 01 @ 5:30PM (Goodes Hall, RM 300) October 02 @ 6:30PM (LeSalle Building)
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 Candidates 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

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



ABOUT THE UNDERGRADUATE TRUSTEE ROLE

The Undergraduate Trustee brings the perspective of an undergraduate student to the Queen's University Board of Trustees and is a member of at least one of the Board's committees. The Undergraduate Trustee is a volunteer position, with a two-year role.

ABOUT THE BOARD OF TRUSTEES

- ✓ The Board of Trustees is one of three governing bodies of the university, along with the Senate and the University Council.
- ✓ The Board of Trustees meets four times a year (usually around September, December, March, and May). Meeting dates are set three years in advance and can be found [here](#).
- ✓ The Board of Trustees is responsible for the overall operations of the University, including:
 - overseeing financial matters
 - property
 - the appointment of Vice-Principals
 - and, in conjunction with the Senate, the appointment of the Principal
- ✓ The Board of Trustees consists of 7 Committees:
 - Audit and Risk Committee
 - External Relation and Development Committee
 - Finance, Assets, and Strategic Infrastructure Committee
 - Governance and Nominating Committee
 - Human Resources Committee
 - Investment Committee
 - University Culture Committee
- ✓ The Board of Trustees has 25 members: 3 ex-officio and 22 elected/appointed. A membership breakdown is [here](#).

YOUR RESPONSIBILITIES

- ⇒ All trustees, including the student trustees, have a responsibility to act in the best interests of the university as a whole – this is called a “*fiduciary duty*.”
- ⇒ The Undergraduate Trustee is one of three students that sits on the Board of Trustees and works closely with the **Graduate Student Trustee** and **Rector**.
- ⇒ The Undergraduate Trustee generally sits on at least one Board committee



- ⇒ During the months in-between these meetings, gather information, listen to students, and observe the campus atmosphere.
- ⇒ Develop a long-term planning mindset, as many of the projects and proposals the Undergraduate Trustee votes on come to fruition after their time as a student is completed.
- ⇒ The Undergraduate Trustee also sits on the following bodies:
 - As a non-voting, Ex-Officio: AMS Assembly
 - As a non-voting, Observer: University Senate
- ⇒ Steward business affairs of the University
- ⇒ Help make decisions on capital projects and contracts
- ⇒ Serve as an equal and network with senior administration staff of Queen's University.

CURRENT UNDERGRADUATE TRUSTEE

Have any questions about bring the undergraduate trustee? Please feel free to reach out to the current Undergraduate Trustee, **Reem Al Rawi** at trustee@ams.queensu.ca.

ADDITIONAL RESOURCES

The list below was compiled and includes information about the Undergraduate Trustee from previous elections and/or Journal articles. Please note that some information may be out of date or inaccurate. It is your responsibility to verify any information you intend to rely on and/or use (if applicable). The list below is included as a general resource.

1. [What is the Undergraduate Student Trustee? - Alma Mater Society - Queen's University Student Government \(myams.org\)](#)
2. [About the Undergraduate Student Trustee - Alma Mater Society - Queen's University Student Government \(myams.org\)](#)
3. [Uncovering leaders: the experiences of the undergraduate trustee - The Queen's Journal \(queensjournal.ca\)](#)
4. [Undergraduate trustee candidates' Q&A - The Queen's Journal \(queensjournal.ca\)](#)
5. [Board Members | University Secretariat and Legal Counsel \(queensu.ca\)](#)
6. <https://www.myams.org/ams-elections-why-you-should-get-involved/>



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, 5:30-6:30PM OR October 2, 2024, 6:30-7:30PM

WHO MUST ATTEND:

The Information Session must be attended by the **nominee** (ex. The person running for the election). If you miss the information sessions, please contact cro@ams.queensu.ca to schedule a make-up session which must occur by October 4th at 5:00 PM.

PART 2: ADDITIONAL SUBMISSIONS

ELECTION FORM (DUE OCT. 6TH AT 12:00 PM)

All nominees are asked to complete the **Elections Form** and return it to the Election Team. This package includes information about the nominee, their potential campaigning team, and other information that the nominees are required to disclose as outlined below.

All nominees are required to disclose any extra-curricular activities they are **currently** involved in. This information is only accessible by the Election Team. At the discretion of the Chief Returning Officer, a nominee may be asked to take a leave of absence from any of their positions for the duration of the election period.

Additionally, candidates are required to disclose what their commitments will be during their terms as elected representatives. We understand that this information is hard to estimate in advance, therefore, a general estimate is sufficient ex. Will you be enrolled in a full-time or part-time course load each term; how many hours of extra-curriculars do you estimate. Please note that it is understandable that commitments will vary from what is disclosed. The purpose of this exercise is to encouraged nominees to think about the commitment of their roles and other commitments.

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



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

All nominees interested in running, must also prepare a **5-minute** presentation. Nominees 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
- (2) 1 Slide about YOU – who are you? What program are you in? etc..
- (3) 1 Slide about WHY you want to run for the election
- (4) 1 Slide about WHAT you hope to achieve.
- (5) 1 Slide with any additional information and/or at your discretion (you may make this slide what you want!).

Please note that the time limitation is strict; and Assembly members will be allowed to debate on the motion to approve and ask as many questions as deemed necessary before ballot questions are approved.

All slide decks are due by October 11th at 12:00 PM. For questions please email cro@ams.queensu.ca and cc secretariat@ams.queensu.ca.

PART 3: 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

- All candidates require signatures by 0.6% of the undergraduate student body, which the AMS Elections Team has determined to be **125 signatures**.
- Failure to collect the required number of signatures and/or provide the appropriate documentation will result in the disqualification of the nominee from the Fall Election.



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.

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

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. It is always a good idea to receive a few signatures more than what is required, to ensure that in the event a signatory is disqualified, you still meet the nomination requirements.

**All individuals not allowed to sign nomination packages, will be notified by the Election Team that they are not allowed to sign nomination packages.*

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

PERMITTED ACTIVITIES/HOW TO ASK FOR SIGNATURES:

During the Nomination Period, nominees **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 cro@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.*

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 Election Team.*

Nominees will be notified on the status of their nomination by October 13th once all nomination signatures are verified.



PART 4: 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 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.

PART 5: AMS RATIFICATION (6:00 PM ON OCT 21)

All nominees are required to be ratified by the AMS Assembly. The AMS Assembly may only reject to add a nominee to the ballot if they have clear and compelling reasons that they are ineligible to run in the election.

This will take place at 6:00 PM on October 21st.

PART 6: 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

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

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 Election Team 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

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

May NOT be placed on painted areas, doors, or glass	Banners in the JDUC must be coordinated with the Elections Team
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	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.

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

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



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

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

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**
- **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 7: 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**

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



- **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 8: 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 9: EXPENSE REIMBURSEMENT

The maximum spending limit for Undergraduate Trustee Election is \$70, 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. **This document should be submitted by 12:00 PM on November 1st.**

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.
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.

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