



The AMS Elections 2019 Handbook

The Elections Committee 2019

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Congratulations on your election nomination!

Thank you for your interest in representing the student body. This is the AMS Elections 2019 Handbook; it will be your guide and reference over the next three weeks. There are many rules, expectations, and intricacies in running in an election: this handbook acts as a summary of the rules and regulations of this year's elections. To ensure you are following all of the election rules, be sure to read the handbook and familiarize yourself with the elections procedure found in [Section IX, Part A of the AMS Code of Procedure](#). Please note that this handbook is not meant to replace the Code of Procedure but rather act as a summary and a supplement. Failure to abide by the electoral rules may lead to penalties. If you have any questions or concerns, please do not hesitate to contact the Elections Administrator.

Get ready to enter a very exciting and busy period over the next three weeks, but don't forget, run a clean, fair, and fun campaign! Best of luck!

Sincerely,

The 2019 AMS Elections Committee

THE ELECTIONS COMMITTEE

The Elections Committee includes the following members: the Elections Administrator, the Chief Returning Officer, Events and Logistics Officer, Communications Officer, and two Polling Officers. Our role is to ensure that the elections are conducted in an impartial and fair manner.

DO NOT contact members of the AMS Elections Committee via our personal contacts with regards to election issues, comments, questions, or queries. We will only respond to election related issues when contacted via our formal election contacts; the use of our personal contacts will not expedite this process. The only exception to this rule is the Elections Administrator's mobile phone which may be used to contact her (but only after you have sent an email and not received a response for over 24 hours).

Each Elections Committee member has been assigned to answer certain questions regarding the election. When in doubt, you can always contact the Elections Administrator. The two Polling Officers on the elections committee should not be contacted at any time. Please contact the respective committee member with any questions you may have.

Note: Most communications will be between you and the Elections Administrator or the designate assigned. Keeping this in mind the Elections Administrator will receive many communications. We encourage candidates to have patience when waiting for a response.

<u>Name</u>	<u>Title</u>	<u>Contact</u>	<u>Issue</u>
Halla Bertrand	Elections Administrator	elections@ams.ubc.ca 204-612-4198	Appeals, Campaign material approval, Notification of Endorsements, Complaints, and all other election issues
Madeleine Gustavson	Chief Returning Officer	cro@ams.ubc.ca	Polling inquiries or concerns
Zahra Karim	Communications Officer	Elections_comms@ams.ubc.ca ca	Social media questions; graphics
Justice Tuccaro	Events and Logistics Officer	Elections_events@ams.ubc.ca	Events, scheduling, timeline

OFFICE HOURS

Office: Nest Room 4305

Office Hours February 15th - February 22nd: Monday & Friday 10-6

Office Hours February 25th - March 15th: Monday 9-5; Friday 11-4; by appointment

SOCIAL MEDIA

Facebook: @electionsAMS

Twitter: @ams_elections

Reddit: u/AMSElections

Instagram: ubcamselections

Website: ams.ubc.ca/get-involved/elections

ELECTIONS COMMITTEE CONFLICTS OF INTEREST

Elections Committee members and candidates must abide by the conflict of interest rules set out for the Elections Committee. **Note: Violating these rules in any way will be considered a major campaign violation and could result in the disqualification of a candidate and the firing of a committee member.**

Direct conflicts of interest between candidates and committee members include:

1. Family member/relative
2. Active members of the same club/association
3. Former employer/employee/colleague (does not include work on the Elections Committee with AMS staff, volunteers, and/or executives)
4. A friend (Hard to define but when in doubt declare a conflict of interest)
5. A candidate whose nomination form the committee member signed (before they were hired)

Note: A majority vote by the Elections Committee can also declare a conflict of interest between a committee member and a candidate for any reason.

Conflicts of interest behavior between candidates and committee members include:

1. Gifting, buying, or offering anything to a committee member
2. Interacting with committee members in a public setting

3. Requesting/relinquishing confidential elections committee information

Note: Although you may or may not have a direct conflict of interest with a committee member you should never participate in behavior that could be perceived as a conflict of interest. For example, don't take a committee member to lunch in the Gallery in the middle of the elections. The Elections Committee understands candidates and Elections Committee members may have personal relationships with one another. However, to avoid the perception of conflicts of interest all candidates and committee members must abide by the conflict of interest **behavioral** rules as well as the **direct** conflict of interest rules.

At the All Candidates' Meeting, committee members must declare all conflicts of interest they may have with candidates who are running for any position the AMS Elections Committee oversees. If a committee member for any reason fails to declare a conflict interest it falls to the candidate to do so. When a committee member declared a conflict of interest with a candidate the committee member and that candidate may not discuss/communicate about any elections issues. The only exception to this rule is if the committee member is discharging the duties of their office by communicating with a candidate. For these exceptions, the committee member and candidate must always include a committee member with no conflict of interest in the communications. Otherwise it will be treated as a conflict of interest violation.

Furthermore, when a committee member declares a conflict of interest with a candidate, that committee member must abstain from voting on any committee motions (punishments, appeals, etc.) involving the candidate and their campaign. The committee member may stay for the committee meeting but is encouraged to refrain from speaking on any issues involving candidates they have a conflict of interest with. If the EA has a conflict of interest, they are required to ask another committee member to take the chair during the discussion and during the vote on the issue.

If for any reason, you witness a conflict of interest violation, tell the EA immediately. The only exception is if the conflict of interest violation involves the EA. In that case, please notify a member of the Elections Committee (so a meeting can be convened) and notify the AMS Ombudsperson so council can be notified. If at any point, you accidentally violate these rules, please notify the elections committee immediately. Self-reporting an incident as a committee member or candidate before a complaint is received will be considered when the punishment is decided.

CANDIDATE BIO REQUIREMENTS

Candidates are required to submit to the Elections Committee a recent photo of themselves and a 200-word blurb by **Wednesday, February 20th at 11:59 PM**. These must be sent by email to elections@ams.ubc.ca and cc: elections_comms@ams.ubc.ca . The picture size shall not

exceed 500 KB and that the photos must be descriptive only, containing no text, campaign logos, or other implied campaigning. Blurbs and pictures sent after this deadline may not be uploaded. Please note that voters will be directed to these candidate bios to learn more about each candidate before voting. Additionally, feel free to include a link to your webpage. Failure to submit your candidate bio for the website may be an electoral disadvantage.

We also require a shortened 100-word blurb by **March 1stnd at 11:59PM** for Simply Voting (the system we use for our ballot). This blurb allows students to have a quick look at who you are and what your platform contains in the case that they have not been well informed of the candidates prior to voting.

CAMPAIGNING

This year's campaign period will commence on **February 25th at 12:01 am and cease on March 15th, 2019 at 5:00 pm**. Outside of this campaign period, campaigning is **strictly prohibited**. In addition to physical campaign material, campaign material includes, but is not limited to, online media such as websites, blogs, and other social media sites. Campaign material may be created outside of the official campaign period, but must not be put on display (this includes all social media, mass emails, and online material). In addition, no candidate may publicly campaign through person-to-person interaction, or amplified announcements. **Absolutely no campaigning can occur before 12:01AM on February 25th**. Your candidacy will be announced via the AMS Elections website. You may acknowledge that you are running, but you cannot officially begin campaigning nor can anyone on your behalf.

CAMPAIGN MATERIAL APPROVAL

Candidates must have all campaign material approved by the Elections Administrator before they can be used. The best way to obtain approval for campaign material is to email a copy, proof, or link to the AMS Elections Committee at elections@ams.ubc.ca. We request a hard copy of each candidate's poster for reference once printed, but we suggest that you wait until the Elections Administrator has approved your material before you print it. Please do not slip material under the door or hand a copy in passing to the Elections Administrator. Once we review your material, we will notify you via the email address you provided as soon as possible. Upon your receipt of approval, you may begin to use and campaign with your material permitting it is within the campaign period.

It is important to note that once campaign materials are approved, they cannot be modified without re-submitting them for approval. This doesn't apply to something like a Twitter feed, which we understand will be updated constantly, and when it is not introducing any new content (ex. only giving elections updates or previously approved information). However,

please be aware all posts on social media must still follow all the same rules as other campaign material.

CONFLICTS OF INTEREST

A candidate, a financial endorser, or anyone directed by a candidate or acting with their consent, shall not use the materials or resources of any branch of the Society's student government, student groups and clubs, staff offices and other campus organizations and workplace including, but not limited to, photocopiers, faxes, equipment like megaphones, electronic mailing lists. This ruling on materials and resources does not apply to resources that are generally available and free to all society members.

Student Resource Groups and AMS Constituencies (AUS, SUS, EUS, etc.) are forbidden to spend money or resources on any candidate, except for any publication dependent on a Resource Group or Constituency for funding. Additionally, the AMS Student Services shall not be involved in any election campaign.

To ensure that the Elections Committee is aware of all the potential conflicts of interest, all privileged access to university buildings must be reported to the Elections Committee before the campaign period.

PERMISSIBLE FORMS OF CAMPAIGNING

Only the following forms of campaigning are allowed:

- Postering and Road signs (restricted to the size: 11 x 17 inches)
- Public speaking (including when amplified by megaphones, microphones, or other similar devices) and classroom announcements
- Distribution of buttons
- Distribution of food and non-alcoholic drink
- Leaflets, brochures, handbills may be distributed if they are non-adhesive
- Distribution or wearing of clothing with campaign slogans or other campaign messages on them
- Emails and web pages
- Mass mailings, including email mass mailings

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- Advertising, articles, and letters to the editor in the media
 - Social media pages
 - Use of other creative methods such as: amplified music (conditions apply), playing an instrument, singing, painting, acting out a skit, having a slogan or jingle, and/or dancing

It is important to note that chalking of any sorts is prohibited and may result in a fine levied upon the candidate. All forms of campaigning must be in accordance with UBC postering policy, UBC Residence postering policy, AMS policies, code and bylaws, and other relevant UBC policies.

Please remember that any and all campaign material must still be approved by the Elections Administrator before use.

All candidates found to be engaging in acts that contravene the set rules of AMS Elections may be subject to severe penalties. Furthermore, campaign material must not, in the opinion of the Elections Administrator, be obscene, discriminatory, deceitful, libellous, or constitute a personal attack on any or all of the other candidates. Candidates are encouraged to identify the flaws in opposing candidate's arguments or platforms in the form of lively debate or competitive discourse.

CAMPAIGNING BUFFER ZONES

According to Section IX, article 2, subsection 6 of AMS Code...

...each polling station shall be surrounded by a buffer zone in which no campaigning shall be permitted, so as to allow voting to be carried on free of interference from campaigners; this zone shall be ten (10) metres in all directions from the polling station, as determined by the poll clerks. For the purposes of this provision, a polling station shall include any computer used by the Elections Committee, poll clerks, candidates, or their volunteers on which more than one voter is casting a vote.

Violation of this section of code will result in disciplinary action, determined by the Elections Committee. In order to avoid violation of this article, and to facilitate encouragement of the vote by your campaign, we have compiled a list of all eleven (11) polling locations that will be in use during Elections Week (March 11th - 15th, 2019). Note time differences in Residence and AMS Nest locations.

1. Irving K. Barber Learning Centre

1961 E Mall

Concourse, Level 2

Open March 12th - 15th, from 11 am - 4 pm.

2. AMS Nest, Lower Atrium

6133 University Blvd

Lower Atrium, near CiTR

Open March 11th - 15th, from 11 am - 5 pm.

3. UBC Life Building

6138 Student Union Blvd

Main area across from the Starbucks

Open March 11th - 15th, from 11 am - 4 pm.

4. Henry Angus Building (Sauder School of Business)

2053 Main Mall

CPA Hall

Open March 11th - 13th, 15th, from 11 am - 4 pm.

5. Buchanan, Block A

1866 Main Mall

Lower lobby near Stir It Up Café

Open March 11th - 15th, from 11 am - 4 pm.

6. Forest Sciences Building

2424 Main Mall

Atrium, near Tim Hortons' (South Entrance)

Open March 11th - 15th, from 11 am - 4 pm.

7. Woodward IRC

2198 Health Sciences Mall

Lower level, IRC lobby

Open March 11th - 15th, from 11 am - 4 pm.

8. Vancouver School of Theology (VST)

6015 Walter Gage Road

Lobby

Open March 11th - 13th, from 11 am - 4 pm.

9. Orchard Commons Residence

6363 Agronomy Road

Commonsblock

Open March 11th - 15th, from 4 pm - 9 pm.

10. Place Vanier Residence

1935 Lower Mall

Commonsblock

Open March 11th - 15th, from 4 pm - 9 pm.

11. Totem Park Residence, Commonsblock

2525 West Mall

Open March 11th - 15th, from 4 pm - 9pm.

POSTERS

Campaign posters are limited to different sizes based on their location. Inside classrooms posters can be no larger than 8.5" x 11" and, outside classrooms; posters can be no larger than

11" x 17". Posters may not be joined physically or visually exceed this limit. Candidates must include the following on their posters: "Vote from March 11th – 15th, <https://amsvoting.as.it.ubc.ca>". Candidates are required to use the AMS Elections logo to associate campaign material with the AMS Elections. The logo may not be modified in any way. The logo will be sent to you following the All Candidates Meeting.

A few other poster rules:

- No poster can be posted more than once on any bulletin board
- No candidate may deface, remove, or cover up, or cause it to be defaced, removed, or covered up, any other candidate's poster or AMS Elections poster
- Postering policies must be abided by for specific campus areas.
- No obscene, discriminatory, deceitful, libellous material or personal attacks (subject to the opinion of the Elections Administrator).

SLATES

A slate is defined as a group of candidates who run for elected office (including but not limited to AMS Executive positions and positions on the Senate and Board of Governors) on a similar platform for mutual advantage. All electoral races, excluding the Student Legal Fund Society (SLFS) candidates, strictly prohibit the formation of slates and candidates from participating in slate-like behaviour. Examples of slate-like activity would be the appearance of other candidates on one's campaign material, posters that resemble one another, including (but not limited to) similar or the same slogans. At its discretion, the Elections Committee may prohibit other activities it declares as slate-like.

Candidates are expected to campaign independently, but if joint campaign activities including, but not limited to, classroom announcements, leafleting, and other campaign activities do occur, they must be reported to the Elections Committee within 24 hours of their occurrence. The Elections Committee must approve such activities or order them to cease with potential punishments.

3RD PARTY ENDORSEMENTS

When a candidate is endorsed by a 3rd party the candidate must notify the Elections Committee of their acceptance or rejection of the endorsement. The Elections Committee must be notified within 24 hours of the endorsement being made. The candidate is required to post all the endorsements that they accept. If a public endorsement is made by a member of the Executive, the candidate endorsed must reject the endorsement.

Please contact elections@ams.ubc.ca to notify the Elections Committee of your relationship to the endorser. In this notification, if the candidate chooses to accept the endorsement, the candidate must then specify whether the endorser is a financial endorser or a supporter. A financial supporter is an endorser.

CAMPAIGNING BY 3RD PARTY MASS EMAIL

Candidates are welcome to campaign via mass-message to the email or list-serve of a club, constituency, fraternity, sorority, resource group or any other closed-group list at UBC – however-the endorsement of that group must first be sought and granted. Only once the endorsement of the candidate by the group has been granted will the candidate be eligible to send out a mass-message to that group.

The Elections Committee must be notified, by contacting elections@ams.ubc.ca, of the group's endorsement via email from an executive of the group. In doing so, it will be assumed that the group has voted by resolution to endorse the candidate.

To prevent any wrongdoing, the Elections Committee highly recommends that the candidates simply have the President or another executive officer of the group send the message on their behalf with an endorsement. This will help prevent any issues that come up with improper emailing or complaints against the candidate from members of the group receiving the message.

All campaign “mass” emails must CC elections@ams.ubc.ca whenever they are sent. A mass email shall be defined as any public campaign email that is sent to multiple addresses where the addresses are not campaign volunteers and/or may fall under the following criteria: (i) vast number of emails distributed (ii) the exact same content in each email (iii) emails sent cumulatively at the same time. Failure to CC emails of this nature may be viewed as an act of deception when considering campaign violations.

If you are currently the president of a club or society (Section IX, Article 2, paragraph 8(a)), you are required to have permission from both your vice president and another executive member to have access to emails or list-serve, as well as be endorsed by that group.

Candidates are prohibited from using “pyramid” or “chain” style emails, which invite recipients to forward the email on to other students. Also, as a reminder, the use of mass emailing outside of campaign period shall not be permitted.

ENDORSEMENTS BY OTHER CANDIDATES

Candidates are prohibited from endorsing and/or supporting other candidates in any way. This will be considered slate-like behaviour and could lead to disqualification.

ENDORISING REFERENDUM COMMITTEES

Candidates may endorse Yes or No Committees of a referendum question. No candidate may endorse both Yes and No Committees at the same time. The entire committee will decide whether to accept or reject your endorsement. In the case of a committee endorsing you, the entire Referendum Committee must agree whether to endorse said candidate. An individual from a committee may still endorse a candidate, but it will appear only as that individual and not the committee.

REMOVAL OF MATERIAL

All candidate material must be taken down before **March 22nd at 5:00PM**. If the candidate's campaign material has not been taken down by this deadline, the candidate may be invoiced for the expenses the Elections Committee accrued in the hiring of individuals to take down the material in the candidate's place.

EVENTS

During the campaign period, you are encouraged to advertise yourself – using approved means – to gather student support and votes for your platform. While you and your campaign team are expected to do most of the word-of-mouth marketing during the campaign period, AMS Elections also provides numerous avenues for additional publicity in the forms of events and candidate debates. During these times, you can address larger groups of interested students, along with media outlets that will be covering the events. You are in no way required to attend or participate in any of these events, although it is highly encouraged, and they are part of the fun of campaigning to win your seat.

One important thing to note: while AMS Elections will do everything in its power to market these events to students, it is critical that you bring your supporters out to pack the crowd, cheer for you, and give off a positive brand impression for your campaign.

SOCIALS

The Elections Committee will be hosting multiple events during the campaigning period. You should attend at least **two** of the events, plus help volunteer, such as with preparation and clean up. We highly recommend that candidates attend as many events as possible to gain the support of students that will be attending.

- ▶ **Event #1: Social Event - Candidate Meet and Greet @ The Gallery**
 - Monday, March 4th - 5-7PM
- ▶ **Event #2: Social Event - Coffee with Commuters @ UBC Life Building**
 - Wednesday, March 6th - 9-11AM
- ▶ **Event #3: Social Event - Coffee with Commuters @ UBC Bookstore**
 - Friday, March 8th - 9-11AM
- ▶ **Event #4: Social Event - Candidate Meet and Greet @ Hatch Art Gallery**
 - Monday, February 11th, 4-6 PM
- ▶ **Event #5: Social Event - Coffee with Commuters @ UBC Life Building**
 - Wednesday, March 13th - 9-11AM
- ▶ **Event #6: Unofficial Results Party @ The Pit**
 - Friday, March 15th - 7-9 PM

Candidates are to be in communication with the Events and Logistics Officer, elections_events@ams.ubc.ca, as the main contact for the planning and logistics of Elections events.

ALL CANDIDATE FORUMS AND THE GREAT DEBATE

These debates are set up to allow you a few minutes of time to speak about your platform, your goals when elected, and how you are going to change the AMS/UBC landscape for students. Every candidate in the AMS Executive, UBC Senate and UBC Board of Governors races will have the opportunity to speak at these forums, if they so choose.

- ▶ **Forum #1: Tuesday, February 26 at 4PM-6PM (Michael Kingsmill Forum Room)**
 - (Student Legal Fund, Board of Governors, President, VP Academic)
- ▶ **Forum #2: Thursday, February 28 at 3PM-5PM (Michael Kingsmill Forum Room)**
 - (Senate, VP Admin, VP External, VP Finance)
- ▶ **Great Debate #3: Friday, March 1 at 3PM- 6PM (Lower Atrium in NEST)**

-
- (Everyone)

Our debates will be live streamed by the Elections Committee and by The Ubysey, so spread the word that people can watch remotely at our FB page: @amselections. Debate structure and schedule will be emailed before each debate.

Our debates this year are being moderated and run by the Ubysey. This organization will not be contacting the candidates about the debates in any way.

The teams creating the questions will be vetted to ensure no one involved in a candidate's campaign is helping create the questions. The questions will be checked and approved by the Elections Administrator. Only two people will have the final list of questions for the debate; the Elections Administrator and the Moderator. If for any reason, you hear someone else has the questions please contact the Elections Administrator immediately. Possessing this list will be considered a severe campaign violation. If a candidate or their campaign gets a hold of the questions for their debate new questions will be created by the Elections Administrator. During the debate the Elections Administrator will be present to ensure the moderator stays impartial. If the moderator for any reason acts grossly biased the Elections Administrator may ask the moderator to step down and take the place of the moderator for the remainder of the debate.

CAMPAIGN EXPENDITURE AND REIMBURSEMENT

To ensure a fair campaign that is accessible and affordable for all candidates, the AMS Elections Committee has set several rules regarding the allowable expenditures and reimbursement amounts for campaigns. These rules include maximum spending, maximum reimbursement, and market values, which will be applied to the maximum expenditure regardless of the prices paid for services. These maximums also include donated goods or services (for example, donated photocopying), and anything received in-kind.

CAMPAIGN SPENDING LIMITS

The maximum expenditure for candidates running in the AMS Executive, UBC Senate and UBC Board of Governors races is \$750. This means that you **CANNOT** exceed this amount of spending on your campaign, regardless of the source.

The maximum expenditure for candidates running for two positions (AMS Executive, UBC Senate and UBC Board of Governors races) is \$1125. This means that you **CANNOT** exceed this amount of spending on your campaign, regardless of the source. You will be considered one campaign when it comes to spending limits, reimbursements, and campaign material.

The maximum expenditure for candidates running in the Student Legal Fund Society race is \$115.

REIMBURSEMENT

The maximum reimbursement for candidates running in the AMS Executive, UBC Senate and UBC Board of Governors races is \$525. The partial reimbursement limit in these races is \$225.

The maximum reimbursement for candidates running for two positions (AMS Executive, UBC Senate and UBC Board of Governors races) is \$790. The partial reimbursement limit in these races is \$340.

The maximum reimbursement for candidates running in the Student Legal Fund Society election is \$80. The partial reimbursement limit in this race is \$35.

To receive the maximum reimbursement in the AMS Executive, UBC Senate and UBC Board of Governors races, candidates must get at least 10% of the total number of votes in their race divided by the number of candidates in the race. To receive partial reimbursement, candidates must receive at least 2% of the total number of votes cast in their race, divided by the number of candidates.

For example, if 9000 votes are cast in the AMS President race, and there are three candidates, a candidate would need to receive at least 300 votes ($[9000 * 10\%] / 3$) to receive full reimbursement and at least 60 votes ($[9000 * 2\%] / 3$) to receive partial reimbursement.

***(Note – in the UBC Senate and Board of Governors races ONLY – candidates must receive the greater of 250 votes or 2% of the total number of votes in their race to be eligible for reimbursement.)

The declaration of expenditures must be returned **WITH RECEIPTS AND A TOTAL SUMMARY OF ALL EXPENSES ON THE REIMBURSEMENT FORM**. Declarations must be delivered to the Elections Administrator in person in NEST room 4305 before **Wednesday, March 20th at 12 pm** regardless of whether you want to be reimbursed or not. The expense claim form is available on the ams.ubc.ca/get-involved/elections. Submitting an expense form will be treated as a request for reimbursement.

Please note that the Elections Committee can request a list of your expenses at anytime during the duration of campaign period, and failure to comply will lead to a penalties. Any falsification of information on the expense form will result be subject to 100% reimbursement penalties and/or potential disqualification.

REIMBURSEMENTS AND 3RD PARTY ENDORSERS

If a candidate has declared an organization, group or individual to be a financial supporter the money expended on behalf of the campaign by the 3rd party shall be counted as part of that candidate's expenses but the candidate **shall not be eligible for reimbursement for such expenses.**

MARKET VALUES FOR COPYING

Size	White Paper	Pastel Paper	Colour	Bright Paper	Colour	Colour Copy
8 ½ x 11	.07	.07		.10		1-499: .40 500-999: .39 1000+: .35
8 ½ x 14	.07	.09		.12		1-499: .61 500-999: .59 1000+: .55
11 x 17	.07	.14		.20		1-499: .91 500-999: .89 1000+: .85

Generally, candidates will likely find that printing and copying is their most significant cost of materials during their campaign. As mentioned previously, AMS Elections has generated a list of "market values" for copying in various sizes that will be used as the maximum values allowed for reimbursement. These values do not include taxes, which will of course be reimbursed. These values are "per copy" values.

Items selected for market value are ones that have been traditionally used by many candidates in previous elections. Other campaign materials may be used, provided they are approved by the Elections Committee – please just send us a quick email and ask.

Each poster is assessed at the market value for that colour and size regardless of the price paid. Colour refers to any paper that is not white. Double-sided posters will be charged as two posters.

HUMAN CAPITAL – YOUR VOLUNTEERS

It is highly recommended that you encourage your friends and fellow students to assist you with your campaigning, especially in areas such as classroom announcements or handing out materials. As with all other parts of your campaign, the AMS does have some rules regarding the use of volunteers. The most important thing to note is that candidates will be responsible for the behaviour of all volunteers working on their campaign and, if they break the rules, your

campaign may suffer penalties as a result. We suggest educating your volunteers before allowing them to represent your campaign.

Non-Executive Council members, employees in the Society's Student Services, Associate Vice-Presidents, and assistants to members of the Executive can assist candidates other than themselves only if they sign an Endorsement and Campaigning Agreement provided by the Elections Committee and submit the agreement to the Elections Committee before the commencement of the Official Campaign Period. Members who have not signed the document, and would like to publicly (make a formal statement (online or in person) accessible by an audience of more than 5 people) endorse or join your campaign cannot do so (as per recent code amendments). If you are unsure as to what qualifies as implicit or explicit support, please contact the EA - better to be safe than sorry. If any non-executive AMS councillor, AMS services staff, or Associate Vice-Presidents, and assistants to members of the Executive explicitly support a candidate without signing an agreement form (before the official campaign period), the candidate must reject the endorsement.

Candidates must give us a full list of all the volunteers working on their campaign by **Wednesday, February 20th at 11:59PM**. On this list please include everyone who will be doing any work for your campaign. Every volunteer must provide an email on the list. If anyone joins or leaves your campaign after you turn in your list, please let us know so we can remove them from the list. This list will be used by the Elections Administrator to alert your team if you have violated a campaign rule and what the punishment is. The list will also be used to announce if your campaign privileges have been revoked in any form. A master list of all volunteers' and candidates' emails will be used to announce any major election announcements. This will ensure quick and seamless communication and avoid volunteers making mistakes that can affect the candidates.

Also, volunteers are free to offer their services to multiple campaigns, but must follow the following rules to ensure that candidates will not be accused of slate-like behaviour:

1. Volunteers may not hand out leaflets for two different candidates at the same time.
2. Volunteers are permitted to put up posters of two candidates at a time, but may not place two different candidates' posters directly next to each other.
3. Volunteers must not make classroom announcements on behalf of two candidates at the same time.
4. Volunteers must be careful not to write two candidates' names next to each other on whiteboards and chalkboards in classrooms.

Volunteers must also not act as “informants” for one candidate’s campaign to learn about another candidate’s campaign. Doing so will result in severe consequences for the candidate using them as an informant.

Please consult with the Elections Committee if these rules surrounding volunteers are unclear, or if you wish to use volunteers in a way that may contravene the AMS Elections Procedure.

CAMPAIGN RULES VIOLATION AND PENALTY

The first thing you should do – before starting your campaign – is read the AMS Elections Code of Procedure, which can be found at ams.ubc.ca > how we run > code, bylaws, and policies > AMS code. Be sure to read everything regarding campaigning and the voting process (pgs. 73-104). AMS Elections is not responsible should you break any of the rules of the election, and is tasked with vigorously enforcing these rules to ensure a fair campaign for all candidates.

Upon receipt of an emailed or hard copy letter of complaint from any candidate, student or campus staff member, the Elections Committee will investigate and issue a verdict in the form of a warning or a penalty. Possible penalties include, but are not limited to, restrictions upon campaign activities, withholding of financial reimbursements, and disqualification. The Elections Committee reserves the right to disqualify a candidate or candidates for gross or flagrant rule violations, regardless of prior violations and penalties.

The following activities are deemed grounds for a penalty being incurred:

1. Violating any rules or regulations established by the Elections Committee – including those established in code and those laid out in this handbook – made pursuant to the AMS Elections Code of Procedure
2. Failure to comply with a ruling of the Elections Committee made pursuant to the Code or any further rules and regulations made by the Elections Committee; and
3. Failure to comply with any lawful order or instruction in furtherance of implementing the above – or the elections in a general sense – given by a member of the Elections Committee or any agent thereof.

A party accused of a violation shall have the opportunity to present a defence or explain their actions. If, in the determination of the Elections Administrator (subject to appeal to the Committee) said party is not forthcoming with a defence or explanation, a ruling shall be made in absentia. Any statements requested shall be truthful, and not omit any information for the purposes of causing a misrepresentation of the facts. Violation of this paragraph shall be considered a violation as set out above, and violators shall be subject to penalties up to and including disqualification.

PENALTIES AND THE “PENALTY BOX”

Penalties for rule violations made by candidates will vary, depending on the severity of the violation and the candidate’s history for receiving warnings and/or penalties in the election.

To ensure that candidates understand the seriousness of a campaign violation, the Elections Committee has chosen to include a “Penalty Box”, which is a public display of infractions, warnings and violations by candidates. This penalty box will appear in three places:

1. On the AMS Elections website
2. On the Elections Facebook page
3. On the UBC sub-Reddit

It goes without saying that landing in the penalty box can cause a significant amount of frustration to your campaign – especially for flagrant or silly rule violations – and should be avoided at all costs.

COMPLAINTS AND APPEALS

Complaints may be submitted to the Elections Committee starting today and ending seven days after the close of the polls. They must be submitted in writing via email.

Rulings and interpretations made by the Elections Administrator and ratified by the Elections Committee, and decisions made by the Elections Committee regarding protests or complaints, may be appealed to an Election Appeals Committee.

In the case of an appeal of a ruling or interpretation made by the Elections Administrator, the appellant must submit an application in writing to the AMS Administrative Assistant no more than forty-eight (48) hours after the Elections Committee ratifies the ruling or interpretation. The Clerk shall immediately forward the application to the Chair of the Elections Appeals Committee.

An Election Appeals Committee must hold its first meeting concerning an application made in accordance with paragraphs above no more than forty-eight (48) hours after the submission of that application.

An Election Appeals Committee must come to a decision no more than forty-eight (48) hours after holding its first meeting.

THE ELECTION PROCESS AND VOTING

The voting URL to distribute to voters is <https://amsvoting.as.it.ubc.ca>. If students have any problems with logging in or voting they can be directed to contact the Elections Committee for assistance.

Polling stations will be set up during voting week at various locations, staffed by poll clerks who monitor and supply an electronic means for students to vote. Please see the campaigning section of the handbook for a comprehensive list of all polling stations.

Polling stations have a 10 metre “buffer zone” where no campaigning will occur. Actual size and shape of the buffer zone will depend on the particular voting station.

BALLOTS

Ballot questions will appear in the following order, with

AMS Executive

1. President
2. VP Academic & University Affairs
3. VP Finance
4. VP Admin
5. VP External

Board of Governors (2)

Senate (5)

Ubysey Publications Society

Student Legal Fund Society (6)

Referendum Questions

ACTION DATES SUMMARY

Below is a summary of dates on which submissions to the Elections Committee are due or by which actions must be taken;

From February 18th: Campaign material for approval

February 20th at 11:59PM: 200-word blurb, candidate photo for website, list of campaign volunteers

February 22nd at 11:59PM: 100-word blurb for online ballot

February 25th at 12:01AM - March 15th at 5:00PM: Campaign period

March 11th at 12:01AM - March 15th at 5:00PM: Voting period

March 20th at 12:00PM: Expenditure declaration form with receipts

March 22nd at 5:00PM: All campaign material must be taken down

April 27th & 28th: Councilor Orientation sessions. Mandatory for successful Executive candidates only.

AGREEMENT & ACKNOWLEDGEMENT CLAUSE

I, the undersigned, _____, agree to follow the rules and conditions outlined in the AMS Elections 2019 Handbook and the AMS Code of Procedure. I agree that anyone assisting me on my campaign will follow the rules and conditions outlined in the AMS Elections 2019 Handbook and the AMS Code of Procedure.

Race: (circle one)

Executive UBC Board of Governors Senate Student Legal Fund Society

Position(s) running for: _____

Signature: _____

Date: _____

Privileged Access to Buildings

Do you have privileged (after-hours and/or key-card and/or door code) access to any buildings or rooms on UBC Campus?

YES NO

If _____ so, _____ which?

Signature: _____

Date: _____

Disclosure of Conflict of Interest

Are you disclosing a conflict(s) of interest with a Elections Committee member(s)?

YES NO

If so, with whom?

Signature: _____

Date: _____
