



AMS Referenda 2019 Handbook

The Elections Committee 2019

Introduction

Thank you for your interest in running a referendum campaign. Please read this document, the 2019 Referenda Handbook, thoroughly in order to minimize infractions and run as cleanly a campaign as possible .

The primary contact for the Elections Committee is Halla Bertrand, the Elections Administrator (elections@ams.ubc.ca). Due to the short time frame in which Referendums are conducted, committees are encouraged to be diligent in both checking and responding to emails in a timely fashion.

This handbook contains the AMS rules and regulations which apply to referenda campaigns. While this document is designed to be comprehensive, there will always be situations that are not covered. Should you find yourself in doubt regarding how to proceed, please contact the Elections Administrator.

For a more comprehensive list of rules and regulations, please read the Elections & Referendums section of the AMS Code of Procedure, which can be found at www.ams.ubc.ca/get-involved/elections. One of the most important rules involves campaign expenditures and the system of market costs. Please read this section in the handbook carefully and contact the Elections Committee if you have any questions. This handbook and the complementary Referendum Meeting provide much information, but all parties are expected to know and understand all procedure related to Elections & Referendums.

During referenda, conflicts between committees are inevitable. As a policy, the Elections Committee will only accept reports of campaign irregularities in writing or e-mail with the support of witnesses and/or evidence. Please use common sense when filing complaints, abuse of the system will not be tolerated by the Elections Committee. All campaign violation reports will be documented for future Elections reference.

Finally, please note that in order to receive reimbursement for campaign expenditures, committees must submit a Declaration of Expenditures with receipts. These must be submitted by March 22nd, 2019 at 12 p.m.. Late submissions will not be accepted. They must be submitted in person (Nest 4305). Copies of all forms will be made available on the web site (www.ams.ubc.ca/get-involved/elections/).

The Elections Committee thanks all interested parties for their dedication to students.

Sincerely,

- Elections Committee 2019

Elections Committee

The 2019 AMS Elections Committee is composed of 6 members. Our goal is to administer a fair election and to increase overall voter turnout. We hope to bring awareness to students of the importance of the AMS.

CONTACT US

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 EA's mobile phone (listed below) only to be used if you don't receive a reply by e-mail within 24 hours.

Each Election committee member has been assigned to answer certain questions regarding the election. The two poll clerks who volunteer on the elections committee should not be contacted at any time. For referenda, the only committee member you will need to be in contact with is the Elections Administrator.

Note: All communications will be between you and the Elections Administrator. Keeping this in mind the EA will receive many communications. We encourage you to have patience when waiting for the EA to respond.

<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	Social media questions; graphics
Justice Tuccaro	Events and Logistics Officer	elections_events@ams.ubc.ca	Events, scheduling, timeline

OFFICE HOURS

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

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

Campaign Expenditures

As indicated in Code, committees who wish to seek funding from the Elections Committee must submit a summary of expenses intended for your campaign, a list of at least 5 executives in your committee, and 150 signatures from active AMS Members. In the case of a referendum initiated by petition, the petitioning side shall be deemed to have fulfilled the requirements of 150 signatures needed for funding. Funding for committees will be \$1,000, which will be a reimbursable fund. Absolutely no funds will be reimbursed until a committee has formally been recognized by the Elections Committee. The Committee will not retroactively recognize a committee for the purposes of reimbursement.

The Elections Committee has set market values for the most common expenses. Committees will have these values applied to their spending limit regardless of the price they pay for services. This includes goods-in kind and donated goods or services.

The list of campaign expenditures is by no means exclusive. Committees wishing to use materials not on the list must contact the Elections Administrator and inform of the desire to use such materials. A market value will then be established. For print materials, standard printing rates are provided below.

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

Other campaign materials may be used, provided that they are approved by the Elections Administrator.

There is no maximum spending limit for referendums.

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

The amount of tax claimed on the campaign expenditure form and the actual expenditure form must be equal. Take the total amount of G.S.T. and P.S.T. paid for campaign materials and enter it as a separate category.

The declaration of expenditures must be returned with receipts by email to elections@ams.ubc.ca, or to Nest 4305 before March 22nd, 2019 at 12 p.m.. Submitting an expense form will be treated as a request for reimbursement. Any expense form submitted must outline each expense made and have a copy of the receipts attached.

Campaigning

All referendum campaigns must have all campaign material approved before it can be used. To have campaign material approved, committees and any other interested parties must get a copy to the Elections Administrator. Committees may use email (elections@ams.ubc.ca) or bring the material in person to the Elections Office (Nest 4305). It should be noted that other methods, including slipping items under doors or the handling of material in passing, are not allowed. For the purposes of efficiency, e-mail is the recommended method of obtaining approval.

After examining the campaign material, the committee or interested party will be given confirmation through their provided campaign email that the material is approved. The copy will be retained by the Elections Committee for the duration of the campaign. After approval, campaign material may not be modified from the approved version without any subsequent approval.

Posters may not exceed 11" x 17" (30 x 45cm), nor may posters be joined physically or visually exceed this limit. All campaigns must include the following their posters: "Vote online March 11th - 15th, <https://amsvoting.as.it.ubc.ca> " in addition to the AMS Elections logo. The use of the AMS Elections logo on material is to associate campaign materials with the AMS election. Public campaigning is permitted immediately once the referendum has been submitted. Campaigning may include, but is not limited to:

1. Postering;
2. Classroom announcements;
3. Announcements over e-mail listservs or websites;
4. Public speaking, especially when amplified by megaphones, microphones, or other similar devices;
5. Distributing buttons, leaflets, brochures, handbills, food, or non-alcoholic drink
6. Distributing or wearing T-shirts with campaign slogans or other campaign messages on them;
7. Mass mailings, including email mass mailings;
8. Websites and social media pages and posts

Any campaign activity not listed here must be approved by the Elections Administrator before use. **No campaign may have more than one poster on any bulletin board; no campaign may deface, remove, or cover up, or cause it to be defaced, removed, or covered up, any other campaign's posters or AMS Elections' posters.** All university and university housing poster policies must be obeyed. Furthermore,

campaign material must not, in the opinion of the Elections Administrator, be obscene, discriminatory, libellous, or constitute a personal attack on any or all the other campaigns. Campaign material deemed offensive by the Elections Administrator will also not be approved. Further expectations of campaign engagement are outlined in the agreement at the end of this handbook.

Campaign materials must only be posted, displayed, or distributed where equitable for all campaign teams.

Committees are permitted to create a website for campaign purposes, subject to the approval of the Elections Committee. However, the website must not be available to the public until all relevant materials have been submitted to the Elections Committee (petitions, proposed budget, committee contacts.) Campaign websites are treated as campaign material and shall follow the same rules for approval. This applies to Facebook groups, Twitter, and Instagram accounts as well, but is not limited to them. Any websites that may have existed prior to the official launch of the referendum campaign must be edited to contain all required referendum information, and they must be approved by the Elections Committee. Failure to have websites modified or approved could result in a campaign violation.

Campaigning must cease on March 15th at 5:00 PM. Failure to abide by the campaign period may result in disciplinary action.

A committee, or anyone directed by a committee or acting with its 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 workplaces including, but not limited to, photocopiers, faxes, equipment like megaphones, electronic mailing lists. However, if AMS Council chooses to endorse a yes or no committee or form its own committee/campaign, AMS materials may be used for campaigning.

Committees are obligated to abide by UBC poster policy, Residence poster policy, and AMS poster policy. The Elections Committee will assist in communicating policies when able, but referendum committees are expected to educate themselves on all relevant policies.

No campaigning may occur within the ten-meter buffer area around all polling stations when established.

All campaign material must be taken down before March 22nd at 5:00PM. Materials that are not taken down will be taken down by hired individuals whose wages will be charged to your committee, and subtracted from any reimbursement.

Referendum Rule Violations

Any violations of Referendum rules and procedures will be investigated by the Elections Committee, either upon receipt of a Statement of Campaign Violations, or at its own discretion. Possible penalties include, but are not limited to, restrictions upon campaign activities, withholding of financial reimbursements, disqualification of a committee, and referendum invalidation. The Elections Committee reserves the right to invalidate the results of a referendum for gross or flagrant rule violations. Submission of complaints or campaign violations should not be anonymous, although they will be treated as such by the Elections Committee unless otherwise necessary.

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

1. Violating Article 4, Section 1 of AMS Elections and Referendums Code.
2. Violating any rules or regulations established by the Elections Committee – including this handbook – made pursuant to the Code
3. Failure to comply with a ruling of the Elections Administrator or Committee made pursuant to the Code or any further rules and regulations made by the Elections Committee; and
4. Failure to comply with any lawful order or instruction given in furtherance of implementing the above – or the elections in a general sense – 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.

Voting

Voting will take place online at <https://amsvoting.as.it.ubc.ca/>. This voting page will also be linked to from www.ams.ubc.ca/get-involved/elections/. If students have any problems with logging in or voting they can be directed to contact the Elections Committee for assistance.

Some polling stations will be set up during voting week at various locations, staffed by poll clerks who monitor laptops and/or iPads. These poll stations will be set up all around campus.

All electronic devices that can be used to access the internet to vote are treated as poll stations. No campaigning may be done within 10 meters of a poll station. You may, however, present videos or social media pages on your devices; you are just not allowed to ask students to vote on your device if you are campaigning within the distance of the device. It is important to note that any reports of a device being provided to another person by a committee or individual(s) representing a committee for the purpose of voting will be considered causing one to vote under duress. Voting should be conducted online or through an official Elections Committee polling station, if provided. No polling station should be set up or provided by any other party.

Additional Rules for AMS Referenda 2019

The following details must be provided to the Elections Committee:

1. Referendum committees will not be permitted to run a campaign until they have provided to the Elections Administrator the full contact information for their committees. This will include a campaign email address that will be checked a minimum of twice per day and will serve as the primary contact point during the election.

2. Referendum campaign phone numbers must also be provided, where a member of the committee can be reached.
3. A list of all resources connected with the AMS that the committee has access to.
4. Any associations with AMS constituencies, subsidiaries, clubs, resource groups, and other campus organizations. Detail is appreciated.
5. All privileged access to university and AMS buildings.
6. Verification that the referendum committee will consist of at least five (5) members.

No later than February 20th at 11:59PM, referendum committees must provide by email to the elections committee the following:

1. A statement not to exceed 200 words to be used on the elections website.
2. An optional link to the committee's website.
3. An optional graphic to accompany your statement.

Note: Once submitted, statements are fixed and may not be changed without approval from the Elections Committee. Updates or late submissions of website links will be permitted, upon approval of the Elections Committee.

Falsehood or omission in any declaration made, including failure to abide by assurances made to the Elections Committee, will be punishable per the AMS Code.

Committees may submit links to their own websites for inclusion on the AMS Elections web page, but may not put links to other Referendums websites. If they wish to refer to the statements of candidates, they must do so as a quote, and not by means of a link.

Committees are permitted to seek endorsements from third-parties, and post them on their website.

Third Party Actions

A third party shall here be defined as a person or persons acting on behalf of a committee without that committee's knowledge of the individual's intended course of action. Committees should notify all groups of which they are members, or which they are aware may support them, of the election rules. Committees are held responsible for elections violations by those groups, at the discretion of the Elections Committee, and should further notify the relevant groups of this responsibility. Should it come to the attention of the Elections Committee that a third party has broken elections rules on behalf of a committee, the Elections Committee will notify the committee or committees benefited. The committee(s) must there, within 4 hours of this notification (not including the hours 12am (midnight) to 6am), inform the third party of the infraction and request that they not repeat the action, and that they take all steps possible to undo the infraction. Should the same third party then infringe again, the committee will be held personally responsible, except in cases where clear malicious intent by the third party can be shown. The committee may, at the Elections Committee's discretion, be held responsible for the first infraction if the third party does not make sufficient efforts to reverse the damage done, or if it becomes apparent that the committee was aware of the potential infraction before it occurred.

Campaign Email Policy

Successful campaigns have begun to rely increasingly upon general (or “mass”) emails to large numbers of students. The following policy seeks to maximize the benefit such emails can have in an electoral climate while ensuring that access to such resources is both equitable and treated appropriately.

1. All campaign “mass” emails shall be carbon-copied (CC) to 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. Failure to CC emails of this nature may be viewed as an act of deception when considering violations.
2. Committees are prohibited from using “pyramid” or “chain” style emails which invite recipients to forward the email on to other students.
3. If the committee chooses to use an email listserv of an organization, an executive of the organization must first send approved permission for the committee to use the list serve to elections@ams.ubc.ca before the committee may send an email through the list serve.
 - a. If one of your committee members is an executive of the organization or group, another non-committee executive must give the permission.
 - b. It is always advised that, if another organization is endorsing your committee, that organization and/or its executives should send their confirmation of their endorsement to elections@ams.ubc.ca

2019 AMS Referendum Expectations of Agreement

The AMS and the Elections Committee requests that both the yes and no committees, binding for all committee executive, volunteers, third party associates, or associated organizations, agree to the following parameters of engagement to ensure a safe, comfortable, and respectful campus environment for all students. All parties involved all AMS Referendums agree to withhold from participating in:

- Damage to property (public, private, and university);
- Verbal, physical, or online attacks of any individual or groups;
- Dissemination of slanderous material;
- Aggravation of groups while bothing at or near the Nest, or elsewhere on campus;
- Breaking referendum rules and guidelines laid out in the Referendum Handbook and AMS Elections and Referendums code and procedure.

All Committees and Campaigns agree to follow and abide by the rules set out above in this handbook. Committees and Campaigns agree to follow the elections procedure found in Section IX part A of the AMS Code of Procedure.

Representative's Name Printed

Signature

Representative's Name Printed

Signature

Committee/Campaign Email Address

Committee/Campaign Name

To be detached and given to the Elections Administrator; a photo copy can be made for the campaign or committee if they wish.

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: _____

To be detached and given to the Elections Administrator; a photo copy can be made for the campaign or committee if they wish.