



The AMS Elections 2020 Handbook

The 2020 AMS Elections Committee

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Congratulations on your election nomination!

Thank you for your interest in representing the student body. This is the AMS Elections 2020 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 will lead to penalties. If you have any questions or concerns, please do not hesitate to contact the Chief Electoral Officer.

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 2020 AMS Elections Committee

THE ELECTIONS COMMITTEE

The Elections Committee includes the following members: The Chief Electoral Officer, the Chief Returning Officer, Events 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 official AMS contacts; the use of our personal contacts will not expedite this process but may lead to penalties. The only exception to this rule is the Chief Electoral Officer's mobile phone which may be used to contact him via TEXT ONLY (**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 Chief Electoral Officer. 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 Chief Electoral Officer or the designate assigned. Keeping this in mind the Chief Electoral Officer 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>
Ahsan Sahibzada	Chief Electoral Officer	elections@ams.ubc.ca Office: 604-827-4568	Appeals, Campaign material approval, Notification of Endorsements, Complaints, and all other election issues
Isabelle Ava-Pointon	Chief Returning Officer	cro@ams.ubc.ca	Polling inquiries or concerns
Declan Rounce	Communications Officer	Elections_comms@ams.ubc.ca	Social media questions
Palak Barman	Events Officer	Elections_events@ams.ubc.ca	Events, scheduling, timeline
Farzeen Ather	Polling Officer		
Jodi Yim	Polling Officer		

OFFICE HOURS

Office: Nest Room 4305

Office Hours February 17th - February 21st: By appointment only

Office Hours February 24th - March 6th: Monday to Friday 9am – 5pm

SOCIAL MEDIA

Facebook: @electionsAMS

Twitter: @ams_elections

Reddit: u/AMSElections

Instagram: ubcamselections

Website: ams.ubc.ca/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 election's 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 CEO 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 CEO immediately. The only exception is if the conflict of interest violation involves the CEO. 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 CEO immediately. Self-reporting an incident as a committee member or candidate before a complaint is received will be considered when the penalty 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 19th 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, as only your name will be mentioned.

We also require a shortened 100-word blurb by **Feb 21st 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 24th at 12:01 am and cease on March 6th, 2020 at 5:00 pm. Outside of this campaign period, campaigning is strictly prohibited.**

Campaign material may be created outside of the official campaign period but must not be put on display (this includes but is not limited to all social media, 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 24th.** Your candidacy will be announced by AMS Elections tonight. 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 Chief Electoral Officer 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. Please do not slip material under the door or hand a copy in passing to the Chief Electoral Officer. 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.

Modification also does not include changing the size/dimensions of an already approved campaign material. For example, if a graphic has been approved for social media and if that same graphic is being used for a sticker or leaflet, then it does not require a reapproval.

CONFLICTS OF INTEREST

Candidates and anyone directed by a candidate shall not use the materials, space, resources or money of the **Executive**, the **other branches of the Society's student government**, the **Student Services**, the **Student Resource Groups**, the **Constituencies**, the **Society's Clubs**, the **Administration Office**, the **Events Office**, or **other staff offices or rooms**, including, but not limited to, mailing lists, office supplies, photocopiers, phones, faxes, computers, and printers.

This prohibition does not apply to materials and resources available to Society members generally.

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

With the **prohibition on poster**ing, the following forms of campaigning, and no others, will be permitted:

- distribution of buttons: must not be affixed to bulletin boards or other stationary objects;
- distribution of stickers: must not affix to any bulletin board or other stationary object
- distribution of leaflets, brochures and handbills: all non-adhesive and must not be affixed to bulletin boards or other stationary objects;
- e-mailing: campaign-related emails may be sent, but not using a mailing list of the AMS, Society's constituencies, Society's Administration Office, the Events Office, or other staff offices or room, Society's Clubs, the Student Services, the Student Resource Groups or any other UBC or its affiliate organizations;

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- web pages;
 - social media;
 - distribution of food and non-alcoholic drink;
 - distribution and wearing of T-shirts;
 - speech-making and other forms of oral communication: including classroom announcements;
 - advertising in the media: including Society's publications;
 - letters to the editor and opinion pieces;
 - lawn signs: in accordance and with approval from UBC Campus + Community Planning. Approved application from UBC CCP must be submitted to AMS Elections CEO before lawn signs can be used.

In cases where UBC's approval is required, that must be taken before getting AMS Elections CEO's approval.

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 Residence policies, AMS policies, code and bylaws, and other relevant UBC policies.

Please remember that all campaign material must still be approved by the Chief Electoral Officer before use.

Exemptions to the above rule:

- **Speech-making and other forms of oral communications: including classroom announcements, do not require approval.**
- **Communication with Society's publications, as long as it is a reply to an enquiry. For this campaigning form, approval from Elections Committee is not required.**

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 Chief Electoral Officer, be obscene, discriminatory, deceitful, libellous, or constitute a personal attack, on any or all of the other candidates.

REQUIREMENTS FOR CAMPAIGN MATERIALS

All campaign material must include in one way or another, the following:

- AMS Elections logo (will be provided to candidates)
- Voting dates: March 2 – 6
- Voting link: <https://amsvoting.as.it.ubc.ca/> or ams.ubc.ca/vote

CAMPAIGNING BUFFER ZONES

According to Section IX (A), Article 2, Subsection 6 (i) 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 nine (9) polling locations that will be in use during Voting Week (March 2nd - 6th, 2020). Note time differences in Residence and other locations.

1. Irving K. Barber Learning Centre

1961 E Mall

Foyer, Level 2

Open March 3rd - 6th, from 11 am - 3 pm.

2. AMS Nest

6133 University Blvd

Main level

Open March 2nd - 6th, from 11 am - 4 pm.

3. UBC Life Building

6138 Student Union Blvd

Main area across from the Starbucks

Open March 2nd - 4th, March 6th from 11 am - 3 pm.

4. Henry Angus Building (Sauder School of Business)

2053 Main Mall

CPA Hall

Open March 2nd - 6th, from 10 am - 2 pm.

5. Buchanan, Block A

1866 Main Mall

Lower lobby near Stir It Up Café
Open March 2nd - 6th, from 11 am - 3 pm.

6. Fred Kaiser

2332 Main Mall
Foyer
Open March 2nd - 6th, from 11 am - 3 pm.

7. Orchard Commons Residence

6363 Agronomy Road
Commons block
Open March 2nd - 6th, from 4 pm - 8 pm.

8. Place Vanier Residence

1935 Lower Mall
Commons block
Open March 2nd - 6th, from 4 pm - 8 pm.

9. Totem Park Residence,

2525 West Mall
Commons block
Open March 2nd - 6th, from 4 pm - 8 pm.

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, campaign material 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 will act accordingly.

3rd PARTY ENDORSEMENTS

When a candidate is endorsed by a 3rd party (individuals, group, clubs, non-UBC parties etc.), 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 AMS 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.

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 will lead to disqualification.

ENDORING 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 13th 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. Or withhold parts of reimbursement for not removing physical, online and all other campaign material.

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 highly encouraged to attend these events as they are part of the fun of campaigning to win your position.

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 all 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, February 24th, 5-7 PM

▶ **Event #2: Social Event - Coffee with Commuters @ Behind Nest, between the Nest and Life Building**

- Tuesday, March 3rd, 9-11 AM

▶ **Event #3: Social Event - Indigenous Forum/ Meet and Greet @ Hatch Art Gallery**

- Tuesday, March 3rd, 4-6 PM

▶ **Event #4: Social Event - Coffee with Commuters @ Behind Nest, between the Nest and Life Building**

- Wednesday, March 4th, 9-11 AM

▶ **Event #5: Unofficial Results Party @ The Pit**

- Friday, March 6th, 7-9 PM

Candidates are to be in communication with the Events 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, UBC Board of Governors and SLFS Board of Directors races will have the opportunity to speak at these forums, if they so choose.

▶ **Forum #1: Tuesday, February 25 at 4:30PM - 7:30PM (Michael Kingsmill Forum, Nest)**

- (Student Legal Fund, Board of Governors, President, VP Academic, VP External)

▶ **Forum #2: Thursday, February 27 at 4:30PM - 7:30PM (Michael Kingsmill Forum, Nest)**

- (Senate, VP Admin, VP Finance)

▶ **Great Debate #3: Friday, February 28 at 3PM- 8PM (or until everyone has had a chance to speak) (Lev Bukhman Theatre Lounge, 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 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 Chief Electoral Officer. Only two people will have the final list of questions for the debate; the Chief Electoral Officer and the Moderator.

If for any reason, you believe/ hear someone else has the questions please contact the Chief Electoral Officer immediately. Possessing this list will be considered a serious campaign violation. If a candidate or their campaign gets a hold of the questions for their debate new questions will be created by the Chief Electoral Officer. During the debate the Chief Electoral Officer will be present to ensure the moderator stays impartial.

If the moderator for any reason acts grossly biased the Chief Electoral Officer 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 maximums also include donated goods or services (for example, donated photocopying), and anything received in-kind.

CAMPAIGN SPENDING and REIMBURSEMENT LIMITS

The AMS Elections Committee has set the upper limit for campaign expenses for candidates running in AMS Executive, Senate At-Large or Board of Governor Student Representative races as \$425.

The upper limit for campaign expenses for candidates running in two or more races (AMS Executive, Senate At-Large and Board of Governor Student Representative) is \$690.

The upper limit for campaign expenses for candidates running in SLFS Board of Directors race is \$50.

The upper limit for campaign expenses is also the upper limit for reimbursement in all races

The declaration of expenditures must be returned **WITH ITEMIZED RECEIPTS, PROOF OF PAYMENT AND A TOTAL SUMMARY OF ALL EXPENSES ON THE REIMBURSEMENT FORM.**

Declarations must be delivered to the Chief Electoral Officer in person in NEST room 4305 before **Friday, March 13th 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 any time during the duration of campaign period, and failure to comply will lead to 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.**

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 **Friday, February 21st at 11:59PM.**

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. If you are unsure as to what qualifies as implicit or explicit support, please contact the CEO - 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 **Friday, February 21st 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 Chief Electoral Officer 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 campaign material of two candidates but may not place two different candidates' campaign material at the same time.
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, PENALTY, and APPEALS

The first thing you should do – before starting your campaign – is read the AMS Electoral Procedures (AMS Code of Procedures Section IX A), 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. 76-107).

AMS Elections is tasked with vigorously enforcing these rules to ensure a fair campaign for all candidates.

TYPES OF VIOLATIONS

Violations/ offences are categorized as serious, intermediate and minor offences. Explanation and examples of each offence, listed below, is given in Campaign Violations and Penalties document. There are other offences that are listed in this Handbook with their penalties.

Serious offences include but are not limited to:

- Postering
- Unapproved forms of campaigning
- Exchanged/ bought votes
- Slates or slate like behaviour/ activity (except SLFS only)
- Not declaring conflict of interest
- Endorsing other candidates
- Exceeding campaign spending limits
- Falsified campaign expenditure statement
- Failure to comply with penalty imposed
- Possession of debate/forum questions
- Conflict of interest
- Threaten/intimidate/coerce Elections Officials

Intermediate offences include but are not limited to:

- Unapproved campaign material
- Sending out mass emails
- Campaign before Official Campaign Period

-
- 3rd party endorsement violations
 - Disturb another candidate's campaign

Minor offences include but are not limited to:

- Unauthorized contact with Elections Committee members
- Failure to remove campaign material by due date
- Endorse both referendum committees
- Mutual volunteers at the same time
- Campaigning in buffer zone of polling stations

COMPLAINTS

Complaints may be submitted to the Elections Committee starting today and ending three (3) school days after the close of the polls.

Complaints of irregularities regarding candidates, referendum campaign groups, or election officials may be submitted to the Elections Committee, provided that the complaint is in writing, is signed by at least three (3) Active Members and is submitted no more than three (3) school days after the close of balloting.

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 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. This explanation must be given within 12 hours of receiving an email from the Chief Electoral Officer. If, in the determination of the Chief Electoral Officer (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 to 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 two places:

1. On the AMS Elections website
2. On the Elections Facebook page

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.

APPEALS

Rulings and interpretations made by the Chief Electoral Officer 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.

An Election Appeals Committee shall consist of:

- (a) the Speaker of Council, who shall be Chair;
- (b) one (1) representative of the person appealing the ruling, interpretation, or decision; and
- (c) one (1) representative of the Elections Committee.

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

For further information on the procedure for filing an appeal and the timeline, please refer to Section IX (A), Article 8, Subsections 5-19.

Candidates and other persons involved in elections or referenda must comply with rulings of the Chief Electoral Officer and the Elections Committee even if those rulings are in the process of being appealed to an Election Appeals Committee. Only if an Election Appeals Committee overturned a ruling may compliance with it cease.

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:

Referendum Questions

AMS Executive

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

Board of Governors (2)

Senate (5)

Ubyyssey Publications Society

Student Legal Fund Society (6)

NOTES

This Handbook contains a summary and explanation of the parts of the MS Electoral Procedures relevant to candidates. This Handbook also includes a summary and explanation of rules and regulations which candidates are required to abide by, but which are not in the Electoral Procedures.

If anything in this Handbook or in the Penalties document contradicts the AMS Bylaws and Code in anyway, the AMS Bylaws and Code would prevail. The Elections Committee is the only party that has the right to interpret the AMS Electoral Procedures and all other elections related documents.

By signing the Agreement and Acknowledgment Clause, you agree to abide by all the rules, regulations, policies etc. stated in this Handbook, AMS Bylaws, AMS Code and any other relevant documents.

If a proxy or any agent of the Candidate is signing the Agreement and Acknowledgment Clause on behalf of the Candidate and their Campaign, then the Candidate agrees to abide by all the rules, regulations, policies etc. stated in this Handbook, AMS Bylaws, AMS Code and any other relevant documents.

All rules, regulations, policies, etc. stated in this Handbook, AMS Bylaws, AMS Code and any other relevant documents will apply to the Candidate, their Campaign Manager, their Volunteers and all others acting for and/ or on behalf of the Candidate.

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;

February 17th onwards: Campaign material for approval

February 19th at 11:59PM: 200-word blurb, candidate photo for website

February 21st at 11:59PM: List of campaign volunteers with emails and endorsement forms

February 21st at 11:59PM: 100-word blurb for online ballot

February 24th at 12:01AM - March 6th at 5:00PM: Campaign period

March 2nd at 12:01AM - March 6th at 5:00PM: Voting period

March 13th at 12:00PM: Expenditure and reimbursement declaration form with receipts

March 13th at 5:00PM: All campaign material must be taken down

Late April: Councillor 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 2020 Handbook, AMS Bylaws, AMS Code of Procedure, and all other relevant documents. I agree that anyone assisting me on my campaign will follow the rules and conditions outlined in the AMS Elections 2020 Handbook, AMS Bylaws, AMS Code of Procedure, and all other relevant documents.

Race: (circle all that apply)

Executive UBC Board of Governors Senate Student Legal Fund Society

Position(s) running for in Executive (if applicable): _____

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 an Elections Committee member(s)?

YES

NO

If so, with whom? _____

Signature: _____

Date: _____