Fall Elections Guidelines 2018

Important Dates

Friday, Sept 14th, 5:00pm - Deadline for submission of completed nomination forms

Saturday Sept 15th, 12:00am - Campaigning begins

Sunday, Sept. 16th, 3:00pm - Deadline for submission of blurbs to elections@sus.ubc.ca.

Wednesday, Sept 19th, 12:00am - Voting opens

Friday, Sept 21st, 4:00pm - Voting closes and unofficial results released later that day

Sept 28-30 - Council Retreat

Council Meetings (every other Mondays, 5-7pm at the Michael Kingsmill Forum at the AMS Nest)
   Oct. 1, 15, 29
   Nov. 12, 26
   Jan. 7, 21
   Feb. 4, 18
   Mar. 4, 18
   Apr. 1

Voting will take place online via Simply Voting at https://amsvoting.as.it.ubc.ca/.

Contact Information

Elections Administrators:
E-mail Address: elections@sus.ubc.ca

VP Internal: Emma Karlsen
E-mail Address: vpinternal@sus.ubc.ca

Nominations

1. Forms are available at the SUS office in the Abdul Ladha Science Student Centre. They can also be found on the SUS Website (www.sus.ubc.ca/elections).
2. Nomination forms must be returned to the SUS office (Abdul Ladha Centre) before 5:00 pm on Friday, September 14th.
3. All nomination forms will be held in confidence until the evening of September 14th.
4. No changes can be made to nomination forms (including position switching) after 5:00 pm.
Campaigning

1. Campaigning is limited to the campaigning period, Saturday, Sept. 15th at 12:00 am to Friday, Sept. 21 at 4:00pm. Note that the end campaign date is on the last day for voting.
2. During voting days, Wednesday, Sept. 21 to Friday, Sept. 21, campaigning is prohibited within 5 meters of a public computer, and candidates may not make their own personal computer a voting station for others. Violation of this rule will result in penalties at the discretion of the Elections Administrator.
3. Campaigning is defined, but not limited to, as the distribution of any written or electronic material or speaking about one’s candidacy. This includes emails, promotional videos, poster, flyers, handouts, Facebook pages, events, and groups, Tweets, etc.
4. Candidates may not form a slate or party and promote themselves as an organization.
5. Moving, altering, defacing or interfering with approved campaign material of another candidate in any way, the running of slanderous or libelous material, or a campaign of questionable or poor taste will not be tolerated. Each candidate is responsible for ensuring that their campaign remains within these guidelines.
6. Campaigning is forbidden in any official SUS medium including, but not limited to, official SUS social media accounts, SUS-related websites, etc. Note: the SUS and Simply Voting website blurbs are not considered as campaigning.
7. All candidates are responsible for the removal of all campaign material no later than Saturday, Sept. 22 by 5:00 pm.
8. The use of SUS supplies or resources in the creation or distribution of campaign material is prohibited.

Note: A candidate is personally responsible for all campaign materials associated with their campaign regardless of whether or not they personally posted the material.

Designing Materials

1. Printing of campaign materials in the SUS office, even for test purposes, is not permitted.
2. All campaign material must include the dates of voting and instructions on how to vote ([https://amsvoting.as.it.ubc.ca/](https://amsvoting.as.it.ubc.ca/)).
3. All campaign material must include the candidate’s email address. Please create a temporary account if needed. This is to encourage questions from the voting public.
4. The use of the Science Shield, Science Star, other SUS logos, The 432 logo or columnist byline is prohibited.
5. Candidates are required to include the Science Elections Logo, and may not modify the logo in any way. An electronic form of the logos (.png format) is attached.
6. All campaign material must be submitted to the Elections Administrator of the VP Internal for approval before distribution) Violation of this rule will result in penalties at the discretion of the Election Administrators.
**Postering**

1. The maximum size of all posters is 11”X17”. Assembling individual posters into a larger poster is not permitted.
2. Postering is restricted to one poster per board per candidate. University poster restrictions apply. No postering is permitted on University property not designated as a poster area.
3. Postering is not allowed on any SUS bulletin boards or in the Abdul Ladha Science Student Centre.
4. Defacing of property or covering the posters of other candidates is NOT permitted.
5. **ALL candidates are encouraged to poster a minimum of 20 posters**

**Print Advertising**

All candidates may submit a blurb of no more than 200 words and a graphic with resolution no less than 300 dpi by Saturday, Sept. 15th at 11:59pm. (NOTE: BLURB LENGTH WILL BE STRICTLY ENFORCED). Submissions, which need to include your full name and position you are running for, must be emailed to the Elections Administrators (elections@sus.ubc.ca). These blurbs will be made available on the Simply Voting website. Late submissions will NOT be accepted.

**Chalking**

Chalking is not permitted on surfaces other than a chalkboard. This includes building walls, pavement, sidewalks, monuments, statues, garbage cans, trees and cars. Use of any chalkboard, though, should be approved by the primary user of it.

**Electronic Media**

1. Candidates may send campaign-related emails provided they are not using a closed e-mail list; please use the "bcc:" function to preserve the privacy of all recipients.
2. The Elections Administrator must be copied on any promotional campaign e-mails.
3. Facebook, Instagram, and Twitter are recognized mediums for campaigning upon the condition that the use of these sites does not contravene this document, SUS Governance Documents or other superseding documents.
4. Facebook groups and events are acceptable media for campaigning upon the condition
that the Elections Administrator or Vice President Internal is invited to join the group for supervisory purposes only. This counts as “approval of campaign material.” Facebook group/event messages can only be addressed to members of the group and not members who have pending invitations or have yet to indicate attendance.

5. Facebook profile pictures, group and event photos, and flyers are acceptable media for campaigning upon the condition that these materials must adhere to the Fall Elections Guidelines 2018, in particular, sections regarding Designing Materials and Print Advertising.

6. Candidates are not allowed to use their Administrator-specific privileges on any Facebook event, page, or group to advertise their own candidacy or campaign, including but not limited to mass private messaging, modifying the description or photo for events/pages/groups, or modifying membership/attendees of events/pages/groups. However, basic privileges available to non-administrators, such as writing on walls or posting in events/pages/groups, are suitable avenues for campaigning.

Expenses

1. All candidates must keep a written record of all expenses incurred. For commercial services or purchases, the original receipt is required. For internal expenses such as printing, a written record is acceptable.

2. The written record of expenses must be submitted to the Elections Administrators by no later than 5:00pm on Sept. 28th, 2018.

3. The total amount spent on the campaign must not exceed $54.32 based on fair market value information provided with these guidelines. Tape and staples are not considered to be part of these expenses. This money will NOT be refunded.

Results

1. Election results will be announced after the completion of ballot counting and published on the SUS website. Announcements can be delayed by election irregularities at the discretion of the Elections Administrators.

2. Election results are not official until accepted by majority vote of SUS Council.

3. In the event of a tie, the AMS election guidelines will be followed.

Complaints and Protests

1. Complaints should be made in writing or via email to the Elections Team no more than 24 hours from the time the violation is noted.

2. The Elections Team will investigate all complaints and make a ruling within 24 hours of receiving the complaint as to whether or not the action contravenes any election guidelines.

3. Appeals of SUS Elections Team rulings may be made in writing to the AMS Election Team, no more than 48 hours after the first ruling.
Interpretations

The Elections Administrator is the sole judges of the interpretation of these guidelines.

Penalties

1. The Elections Team will determine penalties for violations of these Guidelines by majority vote.
2. Penalties will be recorded in the SUS Registry of Electoral Offences and will be publicly available. All candidates will automatically be notified of all penalties imposed by the Elections Administrators.
3. Penalties imposed by the Elections Administrators include but are not limited to the following:
   ● Posting a notice of the infraction on the SUS website
   ● Removal of campaigning materials or campaigning privileges
   ● Disqualification

Note: Ignorance of the guidelines is not an excuse. Failure to comply with the above regulations will result in penalties or possible disqualification.