



# IX - EUS Elections

	<b>Committee</b>	<b>Council</b>	<b>Version</b>
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<b>Responsible Body</b>	<b>Designated Execs &amp; Volunteers</b>		
Elections Committee	EUS Elections Administrator		

# IX - EUS Elections

## 1 Description

This policy defines the formal procedures for all EUS Elections. The Elections Policy as a whole applies to each type of EUS Election.

## 2 Types of EUS Elections

### 2.1 EUS General Elections:

- 2.1.1 EUS General Elections include all Executive Officers of the Society.
- 2.1.2 EUS General Elections are to be held once per academic year from late February to mid-March.
- 2.1.3 EUS General Elections will follow the General Election Timeline.
- 2.1.4 In the event that an EUS Executive position has no candidates by the end of the nominations period, the nominations period for that position shall be extended until the beginning of the voting period and the extension shall be advertised.

### 2.2 EUS PP Council Elections:

- 2.2.1 EUS PP Council Elections include all elected Positions on the EUS PP Council.
- 2.2.2 EUS PP Council Elections are to be held once per academic year in September.
- 2.2.3 EUS First Year Elections will follow the Special Election Timeline.
- 2.2.4 The Elections Administrator will hold at least one informational event during Week E<sup>0</sup> in collaboration with the previous year's PP Council to increase awareness of PP Council positions and to open nominations.

### 2.3 EUS By-Elections:

- 2.3.1 In the event that an Executive Officer of the Society resigns or is removed from their position, or if no candidates are nominated for a position, a by-election shall be organized within a week by the Elections Administrator.
- 2.3.2 Until the by-election results have been ratified, EUS Council may choose to appoint an interim to the unfilled position.
- 2.3.3 In the event that a tie occurs in the EUS General Elections, a by-election shall be organized without a nominations period between only the tied candidates within a week by the Elections Administrator.
- 2.3.4 EUS By-Elections will follow the Special Election Timeline, outlined in Election policy.

### **3 General**

- 3.1 Elections for all positions shall take place concurrently.
- 3.2 The Elections Administrator shall be the chief elections officer of the Society and, in coordination with the Elections Committee, oversee the implementation of elections policy.

### **4 Timelines**

#### **4.1 General Election Timeline**

- 4.1.1 Nominations shall be open for no less than one week, and shall close before the start of the campaign period.
- 4.1.2 The campaign period shall be two weeks. The campaign period shall start one week before voting opens and close with the voting period.
- 4.1.3 Voting shall take place over one week. Voting shall be carried out for a minimum of 3 days during the week.

#### **4.2 Special Election Timeline**

- 4.2.1 Nominations shall be open for no less than one week, and shall close before the start of the campaign period.
- 4.2.2 The campaign period shall be a minimum of four days. The campaign period shall start a minimum of two days before voting opens and close with the voting period.
- 4.2.3 Voting shall take place over a minimum of two weekdays.

### **5 Nominations**

#### **5.1 General**

- 5.1.1 Nominations shall be submitted on official forms provided by the Elections Administrator.
- 5.1.2 Nominees will be required to supply their UBC Student Number, full name, and contact information consisting of a phone number and email address.
- 5.1.3 Nominees will be required to sign their nomination form, which shall be taken as an indication of their willingness to stand for election and confirmation of their eligibility.
- 5.1.4 Nomination forms must be signed by at least ten Members who are not current voting Members of Council and are eligible to vote for the respective role.
  - 5.1.4.1 The Elections Administrator will inform the nominee when they have collected ten signatures.

- 5.1.5 The Elections Administrator shall be responsible for checking nominations to ensure that each form is complete, all provided information is correct, and the student number corresponds to an Engineering Student.
- 5.1.6 Completed nomination forms may be placed in a predetermined receptacle as indicated by the Elections Administrator.
  - 5.1.6.1 In extenuating circumstances this may allow submission of a scanned PDF may be emailed to the Elections Administrator.

## **5.2 Withdrawal of Nominations**

- 5.2.1 Candidates intending to withdraw prior to the election are required to notify the Elections Administrator in writing.
- 5.2.2 If a candidate withdraws after the ballots have been finalized, the withdrawal and the Candidate's name on the ballot shall not invalidate the election.
- 5.2.3 Votes cast for a candidate who has withdrawn shall not be counted.

## **6 Campaign Regulations**

### **6.1 General**

- 6.1.1 Campaigning shall take place only during the campaign period as specified by the election timeline . This includes other persons or organizations campaigning on the behalf of candidates.
- 6.1.2 Any campaign irregularities are to be reported to the Elections Administrator.
- 6.1.3 Candidates may not spread libel or slander other candidates.
- 6.1.4 Candidates shall not run in slates, real or apparent, or share expenses for campaign materials.
  - 6.1.4.1 A slate shall mean a group of candidates who run for elected office on a similar platform for mutual advantage.
- 6.1.5 Electoral officers and Executive Officers are not to offer opinions on the election, or the candidates. If electoral officers are asked questions about the candidates, they shall direct the voter to candidate materials, or the elections web-page.

### **6.2 Campaign Materials**

- 6.2.1 No materials may contain any libel regarding other candidates.
- 6.2.2 The Elections Administrator must approve all materials before distribution. The Elections Administrator will take no longer than 24 hours from the time of submission to make a decision on the material, and if rejecting the material, will specify the violation.
- 6.2.3 No materials may contain material that is blatantly offensive or discriminatory, as adjudicated by the Elections Administrator.

- 6.2.4 Although no reimbursements will be made for campaign expenses, each candidate is restricted to spending \$150 at fair market value on campaign materials.
  - 6.2.4.1 Spending shall be restricted to \$25 for PP Council Elections
- 6.2.5 Materials shall not contain the EUS logo, the UBC Engineering logo, the UBC Alma Mater Society logo or The University of British Columbia logo, or any branding associated with those entities in such a way that implies an endorsement from these organizations.
- 6.2.6 All non-text materials shall contain the EUS Elections logo, which shall be provided to candidates by the Elections Administrator one week before the start of the Campaign period.

### **6.3 EUS Publicity**

- 6.3.1 The Elections Administrator shall ensure that the Society's website contains all relevant elections information, including digital copies of all candidates' statements and photographs.
- 6.3.2 Each candidate may submit a 250 word maximum statement and photograph to the Elections Administrator at least two days prior to voting for the EUS Website.
- 6.3.3 Each candidate may submit a 100 word maximum statement and photo of their likeness to the Elections Administrator at least two days prior to voting for the Ballot.
- 6.3.4 Once submitted, updates or changes will not be made to the statement or photo.

### **6.4 Posters**

- 6.4.1 Candidates must submit a digital version of any posters to the Elections Administrator. The Elections Administrator will approve or reject the poster with reasoning within 24 hours of submission.
- 6.4.2 Candidates are responsible for their own poster distribution and are encouraged to keep poster distribution minimal. Candidates must adhere to the [UBC Postering Policy](#).
- 6.4.3 Candidates are highly encouraged to remove all posters put up by them or their associates within two business days following the end of the election.

### **6.5 Online Campaigning**

- 6.5.1 Candidates are not permitted to use pre-existing lists for the purpose of campaigning. Lists shall be defined as:
  - 6.5.1.1 Mailing lists, including email
  - 6.5.1.2 Pre-existing social media groups or pages
  - 6.5.1.3 Group chats or channels
  - 6.5.1.4 Similar concepts as determined by the Elections Administrator
  - 6.5.1.5 An exception to this is personal social media pages which may be used to promote voting but only during the campaigning period.

- 6.5.2 Candidates are not permitted to use any form of “spamming”, or unsolicited bulk messaging.
- 6.5.3 If endorsed by an organization, the organization may send out campaign materials over their existing mediums.

## **6.6 Endorsements**

- 6.6.1 Current Executive Officers cannot endorse candidates in EUS General, First-Year or By-Elections.
- 6.6.2 Outgoing Executive Officers who are not returning to the Board can endorse candidates in Program Club Elections.
- 6.6.3 Incoming Executive Officers Elects or return Executive Officers cannot endorse candidates in Program Club Elections.
- 6.6.4 Candidates may receive endorsements from individuals or from groups.
- 6.6.5 Candidates may not directly use the mailing lists or messaging mediums of these groups for the purposes of campaigning.

## **6.7 Warnings and Disqualification**

- 6.7.1 Failure to adhere to the regulations specified in this policy may result in disqualification from the election.
- 6.7.2 The Elections Administrator is the only person authorized to determine repercussions of breaking these regulations and shall apply similar penalties for similar infractions.
- 6.7.3 Candidates found to be violating any of the campaign or poster regulations shall be issued a formal written warning.
- 6.7.4 If a candidate is still found to be in violation after two days, they will be disqualified from the election unless otherwise decided by the Elections Administrator.

## **7 Voting Procedure**

- 7.1 Elections shall be preferentially carried out online via a secure, regulated system to ensure only eligible students can cast a vote.
- 7.2 For each position with more than one candidate standing for election, a “Reopen Nominations” option shall be made available, regardless of the number of candidates running. Should this option receive the most votes in a given race, a by-election shall be held for that position as soon as possible.
- 7.3 For each position with one candidate standing for election, a question asking for the approval of the candidate that can be answered “Yes” or “No” shall be posed. Should the “No” option receive the most votes in such a race, a by-election shall be held for that position as soon as possible.

## **8 Election Results**

- 8.1 Unofficial election results will be announced the day voting closes at an in person event as well as online through the website and social media.

- 8.2 The winner of the election for each position is the candidate with the most votes. This candidate must win by a margin that is greater than the number of spoiled ballots.
- 8.3 In the event of a tie, a by-election shall be held between the candidates that tied, without a new nomination period.

## **9 Appeals**

- 9.1 Any appeal of a decision by the Elections Administrator, including the release of final results, must be submitted to the Chair of the Elections Appeal Committee in writing within 72 hours of notification of the unofficial election results.
- 9.2 Upon receipt of an allegation submitted, a meeting of the Elections Appeal Committee shall be called to consider the appeal.
- 9.3 The decision of the Elections Appeal Committee shall be the final body to hear an appeal within the Society and only subject to further appeal through the mechanism of the Alma Mater Society.
- 9.4 All appeals, and replies to said appeals, will be made available to the public at the exhaustion of any further appeal.

## **10 Election Events**

### **10.1 All Candidates Meeting**

- 10.1.1 All candidates shall attend a meeting after the close of nominations but before the start of campaigning for the purpose of explaining rules, regulations, scheduling and any other details regarding the elections.
  - 10.1.1.1 If the All Candidates Meeting must take place remotely, it shall be held via video chat or conference call, and the meeting details shall be distributed to nominees no less than 24 hours before the beginning of the meeting.
- 10.1.2 Candidates must arrange to meet with the Elections Administrator in the event that they are unable to attend the All Candidates Meeting as soon as possible after the close of nominations.

### **10.2 Candidate Debates**

- 10.2.1 The forum shall be carried out in a neutral location, preferably the Engineering Student Center.
- 10.2.2 Debate Rules:
  - 10.2.2.1 All candidates must be given equal opportunity to speak and answer their questions.
  - 10.2.2.2 In the event a candidate cannot make the meeting, they may designate a proxy to answer questions. The Elections Administrator must pre-approve this proxy.
  - 10.2.2.3 The Elections Administrator has the right to stop the forum if candidates or audience members do not adhere to [UBC's Student Code of Conduct](#).

10.2.3 In the event the candidate debates must be conducted remotely, the Elections Administrator may decide on an appropriate debate method considering the number of candidates and available technology. This method must allow:

10.2.3.1 All UBC Engineering students to view and participate in real time;

10.2.3.2 All candidates to address points made by other candidates;

10.2.3.3 The Elections Administrator to moderate discussion;

10.2.3.4 A record to be kept of the debate; and

10.2.3.5 For this record to be made accessible to all UBC Engineering students.