

(The following is an excerpt from the EUS Policy Manual)

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EXECUTIVE OFFICER ELECTIONS POLICY

This policy defines the formal procedures for eligibility, application, selection and removal of Executive Officers of the Society. This policy applies to all Executive Officers of the Society and has no bearing on the appointment process for Ex-Officio Officers or Coordinating & Managing Officers.

7.1 Schedule

- 7.1.1 General Elections are to be held once per academic year, in late February to mid-March. Specific dates are to be set by the Elections Administrator.
- 7.1.2 The Elections Administrator shall act as both the Chief Electoral Officer and Elections Returning Officer.
- 7.1.3 Voting shall take place over one week. Presidential and Vice Presidential elections shall occur during the same week.
- ~~7.1.4~~ The campaign period for each position shall be no more than two weeks, starting 1 week before the polls open, and ending when the polls close.
- 7.1.5 Nominations shall be opened no less than 2 weeks prior to the commencement of the campaign period.
- 7.1.6 Nominations shall close at 4:00pm the Friday two weeks prior to the commencement of voting.
- 7.1.7 Voting shall be carried out for a minimum of 3 days during the week.
- 7.1.8 Elections shall be preferentially carried out online utilizing WebVote or a similar secure and regulated system to ensure only eligible students can cast a vote. For online elections, the vote shall be accessible for at least one week.
- 7.1.9 There shall be at least one station with a computer available if voting is available online, or at least three physical ballot boxes in separate Engineering locations if voting is not available online.

- 7.1.10 The results shall be communicated to candidates within one business day of the close of voting (or as soon as the results are available to the Executive, in the case of an online election).
- 7.1.11 Candidates will be given three business days to contest any results.
- 7.1.12 Results will be announced immediately following one day after the notification of candidates provided there are no issues raised, or as soon as issues are resolved if the results are contested.
- 7.1.13 The Elections Administrator shall ensure that the Society's website contains all relevant elections information, including digital copies of all candidates' statements, photographs and posters.
- 7.1.14 The Elections Administrator shall take direction from the Board in cases where the Elections Administrator requests direction.
- 7.1.15 The Elections Administrator shall be the final authority in all election decisions.
- 7.1.16 The Elections Administrator will organize at least one All Candidates Meeting and one All Candidates Forum during the two week campaigning period. See section 8.8 and 8.9 for more details.

7.2 Nominations

- 7.2.1 Nominations shall be submitted on official forms provided by the Elections Administrator.
- 7.2.2 Nominees will be required to supply their UBC Student Number, full name, and contact information consisting of a phone number and email address.
- 7.2.3 Nominees will be required to sign their nomination form, which shall be taken as an indication of their willingness to stand for election, their understanding of their duties as defined in the Policy Manual and Constitution, and confirmation of their eligibility according to the Policy Manual and Constitution.
- 7.2.4 Nomination forms must be signed by at least ten Active Members of the Society who are not current Board or Executive Officers.
- 7.2.5 The Elections Administrator shall be responsible for checking Nominations to ensure that the form is complete, all provided information is correct, and the student number corresponds to an Engineering Student.
- 7.2.6 Completed nomination forms may be submitted in person to the Elections Administrator, scanned and emailed to the Elections Administrator or placed in a predetermined receptacle as indicated by the Elections Administrator.

7.3 Withdrawal of Nomination

- 7.3.1 Candidates intending to withdraw prior to the election are required to notify the Elections Administrator in writing.
- 7.3.2 If a candidate withdraws after the ballots have been printed, the Elections Administrator is responsible for ensuring notice of withdrawal at each polling location. The withdrawal and the Candidate's name on the ballot shall not invalidate the election.
- 7.3.3 Votes cast for a candidate who has withdrawn shall not be counted.

7.4 Campaign Regulations

7.4.1 General

- 7.4.1.1 Candidates may not libel or slander other candidates.
- 7.4.1.2 Campaigning shall take place only during the campaign period as specified in section 8.1.4. Candidates found to be campaigning outside of the specified period will be subject to disqualification as per section 8.4.3. This includes other persons or organizations campaigning on the behalf of candidates.

Polling staff are not to offer opinions on the election, or the candidates. If polling staff or electoral officers are asked questions about the candidates, they shall direct the voter to a poster representing the candidate, or the elections webpage.
- 7.4.1.3 Each candidate is required to submit a 250 word (maximum) statement and photograph to the Elections Administrator at least one week prior to voting.
- 7.4.1.4 Any campaign or voting irregularities are to be reported to the Elections Administrator.
- 7.4.1.5 Candidates are encouraged to use methods of campaigning other than just postering, such as classroom appearances.
- 7.4.1.6 Electronic forms of campaigning are encouraged. See section 8.4.3 for details.
- 7.4.1.7 Although no reimbursements will be made for campaign expenses, each candidate is restricted to spending \$150 at fair market value on campaign materials.
- 7.4.1.8 Failure to adhere to the regulations specified in this policy may result in disqualification from the election.
- 7.4.1.9 The Elections Administrator is the ultimate authority in determining the repercussions of breaking these regulations.
- 7.4.1.10 Candidates shall not run in slates, real or apparent, or share expenses for campaign materials. A slate shall mean a group of candidates who run for elected office on a similar

platform for mutual advantage.

7.4.2 Posters

- 7.4.2.1 Posters may not contain any libel regarding other candidates.
- 7.4.2.2 Posters cannot contain material that is offensive due to its sexist, racist, pornographic, homophobic, or otherwise inappropriate content, as described in the EUS Publications Policy.
- 7.4.2.3 Candidates must submit a digital version of their poster in PDF format to the Elections Administrator at least three business days prior to voting. The Elections Administrator shall ensure that these posters are displayed at the voting stations.
- 7.4.2.4 Candidates are responsible for their own poster distribution and are encouraged to keep poster distribution minimal. Candidates must adhere to the UBC Postering Policy.
- 7.4.2.5 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.
- 7.4.2.6 Posters 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.
- 7.4.2.7 All posters shall contain the EUS Elections logo.
- 7.4.2.8 All posters, leaflets or other campaigning materials must be approved by the Elections Administrator before being distributed. 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 exact lines in policy the material is violating.

7.4.3 Online Campaigning

- 7.4.3.1 Candidates are not permitted to use pre-existing electronic mailing lists, or pre-existing groups on social networking sites for the purpose of campaigning
- 7.4.3.2 Candidates are not permitted to use any form of "spamming" – unsolicited bulk email.
- 7.4.3.3 The campaigning period also applies to online campaigning. Candidates may only keep pre-existing online communication mediums running without any updates or messages sent. This would include getting 3rd party members or organizations to send updates or messages

from campaigning mediums.

7.4.3.4 Online campaigning material 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.

7.4.3.5 All online campaigning mediums shall contain the EUS Elections logo.

7.4.4 Endorsements

7.4.4.1 Candidates are allowed to have endorsements from individuals or from groups, provided that the endorsing party does not violate section 8.4.1.2.

7.4.4.2 As per section 8.4.3.1 Candidates may not use the mailing lists or messaging mediums of these groups for the purposes of campaigning, however 3rd parties are allowed to use their own pre-existing mailing lists to announce endorsements.

7.4.5 Warnings and Disqualification

7.4.5.1 Candidates found to be violating any of the campaign or poster regulations shall be issued a formal written warning.

7.4.5.2 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.

7.5 Voting Procedure

7.5.1 For each position, a "No" or "Reject" option shall be made available, regardless of the number of candidates running.

7.5.2 It is the responsibility of the Elections Administrator to ensure that:

7.5.2.1 The polling stations are staffed by a minimum of two people at all times.

7.5.2.2 The polling staff is instructed of their duties and the regulations outlined in this policy.

7.6 Election Results

7.6.1 The election results are to be communicated to the candidates immediately following tabulation.

7.6.2 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.

7.6.3 In the event of a tie, the voting is to be re-run for that position.

- 7.6.4 The results are to remain confidential until all candidates have been notified.
- 7.6.5 Any allegations of irregularities must be submitted to the Elections Administrator in writing within 24-hours of notification of the results.
- 7.6.6 Upon receipt of an allegation submitted, a meeting of the Board shall be called and the results of the election shall be withheld pending the decision of the Board as to whether the election shall be declared void.
- 7.6.7 The decision of the Board shall be final and shall be submitted to the Engineering Undergraduate Society at its next informational meeting.
- 7.6.8 All appeals, and replies to said appeals, will be made available to the public.

7.7 By-Elections

- 7.7.1 In the event that an Executive Officer of the Society resigns or is removed from their position, a by-election shall be organized within a week by the Elections Administrator.
- 7.7.2 Sections 8.3-8.8 shall apply to By-Elections. The schedule for By-Elections shall be as follows:
 - 7.7.2.1 The Elections Administrator shall act as both the Chief Electoral Officer and Elections Returning Officer.
 - 7.7.2.2 Voting shall take place over one week.
 - 7.7.2.3 The campaign period shall be neither less nor more than one week and shall be the week immediately before the voting period.
 - 7.7.2.4 Nominations shall be opened no less than two weeks prior to the commencement of voting.
 - 7.7.2.5 Nominations shall close at 4:00pm the Friday one week prior to the commencement of voting.
 - 7.7.2.6 Elections shall be preferentially carried out online utilizing WebVote or a similar secure and regulated system to ensure only eligible students can cast a vote. For online elections, the vote shall be accessible for at least one week.
 - 7.7.2.7 There shall be at least one voting station available if voting is available online, and at least three physical ballot boxes in separate Engineering locations if voting is not available online.
 - 7.7.2.8 The results shall be communicated to candidates within one business day of the close of voting (or as soon as the results are available to the Executive, in the case of an online election).
 - 7.7.2.9 Candidates will be given one business day to contest any results.

- 7.7.2.10 Results will be announced immediately following one day after the notification of candidates provided there are no issues raised, or as soon as issues are resolved if the results are contested.
- 7.7.2.11 The Elections Administrator shall ensure that the Society's website contains all relevant election information, including digital copies of all candidates' statements, photographs and posters.

7.8 All Candidates Meeting

- 7.8.1 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.
- 7.8.2 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

7.9 All Candidates Forum

- 7.9.1 General
 - 7.9.1.1 The Elections Administrator will ensure adequate advertising to the all candidates forum.
 - 7.9.1.2 The forum shall be carried out in a neutral location, preferably a large classroom or small lecture hall.
 - 7.9.1.3 The Elections Administrator will provide a minute taker for the forum who will post the transcription of the event on the EUS website within 48 hours.
- 7.9.2 Rules
 - 7.9.2.1 All candidates must adhere to UBC's Respectful Environment policy.
 - 7.9.2.2 All candidates must be given equal opportunity to speak and answer their questions.
 - 7.9.2.3 Specific rules and format will be made clear to candidates by the All Candidates Meeting.
 - 7.9.2.4 In the event a candidate cannot make the meeting, they may designate a proxy to answer questions. This proxy must be preapproved by the Elections Administrator.
 - 7.9.2.5 The Elections Administrator has the right stop the forum if candidates or audience members do not adhere to UBC's Respectful Environment Policy.

7.10 Elections Administrator Disputes

- 7.10.1 If there are any disputes with the Elections Administrator's rulings or behavior, a candidate may bring up concerns, in writing, to the EUS Elections Committee.
- 7.10.2 In the event that the Elections Administrator is deemed unfit or unavailable to do their job by the elections committee, the EUS Executive may designate a successor that must be approved by the Board. This approval may come in email format.