

# **EUS Elections Guidelines and Regulations**

For the following positions:

**EUS Executives**

**EUS Representatives to AMS Council**

**Applied Science Senator**

**February 2009**

## Introductory Information

The Engineering Undergraduate Society executive and the Elections Administrator wish to extend a welcome to all candidates in this year's EUS elections.

The primary contact for this entire election will be Andrew Kvyatkovski, the Elections Administrator (EA). The EA can be reached by email at [elections@ubcengineers.ca](mailto:elections@ubcengineers.ca) or by phone at (604) 836-4046.

This document states the important regulations and guidelines for this election, as proscribed by the EUS Policy Manual. Further information can be found in Section 8.0: Executive Officer Elections Policy of the EUS Policy Manual. Candidates are asked to take specific note of the regulations regarding acceptable forms of campaigning, and the limits placed on campaign expenditures.

Please make note of the attached timeline and deadlines for submissions. In all cases, no late submissions will be accepted unless arranged in advance with the EA. Candidates are highly encouraged to attend the candidate forum as well, as both the forum and the statements are easily available means for candidates to publicize themselves. It will not be held against the candidates if they do not wish to submit the information, or attend the session, but it does reflect badly upon them and their campaign.

The primary means of communication throughout the election process will be email. If the email specified on the nomination form is not a candidate's preferred contact point, it is asked that they contact the EA with a preferred address immediately. Candidates are asked to check their email at least twice daily so any important communications will not go unread. Candidates are asked to notify the EA in advance if they will be away or out of contact for any extended period of time during the election process.

Any serious violations of the elections procedure or regulations are to be submitted to the Elections Administrator immediately. Please use common sense in considering violations to submit, as the EA will be unable to deal with a massive influx of very minor complaints. Candidates are also encouraged to attempt to sort out any conflicts between themselves prior to contacting the EA.

Thank you to all candidates for their interest and enthusiasm in this election thus far. We wish all of you the best of luck in the upcoming weeks.

## Election Timeline

### **February 13<sup>th</sup> 2009, 4:00pm – Close of Nominations**

Nomination forms due. Forms must be submitted to the box labeled “EUS Election Form Drop-Off” in the Cheeze, or submitted in person to the EA by 4:00pm on Friday, Feb. 13<sup>th</sup>.

### **February 15<sup>th</sup> 2009, 9:00pm – Candidate Information Due**

Candidates must submit the following to the Elections Administrator by 9:00pm on Monday, February 15<sup>th</sup>.

- Candidate statement (No more than 250 words)
- Candidate photograph

### **February 22<sup>nd</sup> 2009, 8:00am – Start of Presidential Campaign Period**

Campaign period begins. Please note that campaigning outside of the permitted period, or in contravention to any guidelines is strictly forbidden.

### **February 22<sup>nd</sup> 2009, 4:00pm – Digital Posters Due**

Candidates are asked to submit a digital copy of their poster to the EA by 4:00pm on Sunday, February 22<sup>nd</sup>. This poster will be available for download on the elections website, and a copy will be printed and displayed at the physical polling locations.

### **March 8<sup>th</sup>, 2009: 8:00am – Start of Campaign Period for Other Positions**

Campaign period begins. Please note that campaigning outside of the permitted period, or in contravention to any guidelines is strictly forbidden.

### **March 8<sup>th</sup> – 14<sup>th</sup> 2009 – Presidential Election Voting**

### **March 3<sup>rd</sup> 2009, 2:00-3:00pm – Candidate Forum**

### **March 22<sup>nd</sup> – 25<sup>th</sup> 2009 – Other Position Election Voting**

## Candidate Forum

One candidate forum will be held on Tuesday March 3<sup>rd</sup> from 2:00-3:00pm in the Cheeze Factory. This forum will be for candidates in all executive races as well as candidates for the Applied Science Senator position. All candidates in these races are encouraged to attend, as the forum provides a good opportunity for members of the engineering student body to ask questions of all the candidates in turn. Candidates will each be permitted 1 minute for an opening statement, 2 minute responses to each questions, and 1 minute for a closing statement. Unless time permits otherwise, there will be a limit of 3 questions per race. Questions may not be directed to any individual candidate, and each candidate will be given an opportunity to respond to every question.

## Required Submissions

Candidates are *required* to submit the following to the Elections Administrator by **4:00pm, Friday Feb. 22<sup>nd</sup>**:

- Candidate statement of 250 words or less. This will be displayed on the official elections website and published in the elections supplement of the EUS Newspaper. If a statement is not received from a candidate, it will be published that nothing was received from the candidate.
- A photograph (150x150) of the candidate to accompany the statement. Photographs larger than 150x150 pixels will be indeterminately scaled to fit, so candidates are encouraged to crop and scale their photographs to the correct size prior to submission.

Candidates are permitted to submit the following to the Elections Administrator by **4:00pm, Friday Feb. 22<sup>nd</sup>**:

- Optional digital copy of candidate's poster. Please submit posters in pdf form with a file size no greater than 5Mb. These posters will be made available to download on the election website, and one copy per candidate will be printed out and displayed at each physical ballot box. Note that digitally submitted posters are still governed by the standard poster regulations.

*All submissions are to be made by email to [elections@ubcengineers.ca](mailto:elections@ubcengineers.ca). Confirmation of submissions will be made within one hour of the submission deadline. If you do not receive a confirmation, please resubmit your files immediately.*

## Campaigning

### **Email Policy**

1. Candidates are strongly encouraged to use methods of campaigning other than mass emailing.
2. Candidates are asked to use common sense in composing campaign emails, to ensure that they are not detrimental to the image of the electoral process.
3. Campaign emails may *not* promote or mention candidates other than the sender.
4. Candidates are forbidden from using “pyramid” or “chain” emails where recipients are asked to forward the email onwards.
5. Campaign emails may *not* be sent outside of the specified campaign period. This includes messages from candidates reminding students to vote.

### **Poster Policy**

1. All posters must conform to the guidelines set out in the UBC Postering Policy.
2. Posters may not contain any libel regarding other candidates.
3. 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 and may not attack or libel other candidates.
4. Candidates are encouraged to keep poster distribution minimal. Candidates are reminded that according to UBC policy posters are not permitted on any glass surfaces around campus.
5. Candidates are required to remove all posters put up by them or their associates within two business days following the end of the election.
6. Posters must be no larger than 11” x 17”, with a maximum of one poster per bulletin board.
7. Candidates are asked to include a link to [www.ubcengineers.ca/elections](http://www.ubcengineers.ca/elections) on their posters.

### **General Guidelines & Requirements**

1. Candidates may run for as many Executive positions as they wish, but must submit separate nomination forms. Candidates *are* permitted to run for Executive position and an AMS Rep position or the Applied Science Senator position. Separate nomination forms must be submitted for each position of interest.
2. Slates are forbidden. Candidates may not endorse or give the appearance of endorsing other candidates, whether they be in the same race or not.
3. No campaigning may be conducted outside of the official campaign period which begins on the date given above and ends once voting for the position begins.

## Voting

Voting will be conducted online through the use of the University's WebVote system. This is accessible by signing into the Student Service Center and clicking the WebVote link at the bottom. Candidates are asked to direct students to [www.ubcengineers.ca/elections/](http://www.ubcengineers.ca/elections/) for election information, and not directly to WebVote. Candidates may *not* vote on behalf of students, and any attempts to compromise the WebVote system will carry severe penalties. Any problems with the online voting system should be directed to the EA or the EUS Secretary.

A physical voting station will be set up on March 13<sup>th</sup> and 24<sup>th</sup> in the Kaiser atrium (Time TBA). Candidates are permitted to have one scrutineer present at the voting station if they so wish.

## Withdrawal

Any candidates who no longer wish to participate in their race should notify the EA immediately of their intent.

## Campaign Violations

All campaign violations are to be reported to the EA. Please use common sense in reporting violations, as the EA and the EUS Executive do not have time to investigate each and every little detail. The final decision on all violations will rest with the EA and the CRO. The EA is accountable to the EUS Council regarding all parts of the electoral process.

Violations will be investigated in a timely manner, and penalties will be applied by the EA and CRO as deemed appropriate. The EA retains the ability to disqualify or penalize all candidates for serious rule violations. All parties accused of or connected to violations will be given a chance to offer a defense to the EA and CRO prior to a ruling being made. If no response is received within a reasonable amount of time, a ruling will be made in absentia.