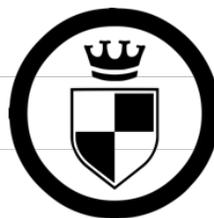


Elections & Referenda

**QUEEN'S**  
**COMMERCE**  
**SOCIETY**





# INDEX

- 1 Eligibility
- 2 Nomination Process
- 3 Campaign Teams
- 4 Campaigning
- 5 Voting Procedures
- 6 Disclosure
- 7 Acclamations
- 8 Referenda
- 9 Authority



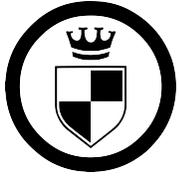
# ELIGIBILITY

- 1.1** Any member of the Society in good academic standing as determined by the School of Business may submit themselves as a candidate for any elected positions. With the exception of Society Executive roles, members on exchange or otherwise not on campus during any portion of the full academic year in which they hold office must run for the semester in which they are present.
- 1.2** Students on exchange during the election process may run for any elected position on the Society.
- 1.3** Should an individual be holding or applying for any position(s) in ComSoc for the year in which they seek election to become a part of the executive of the society, they must provide a written statement disclosing their current position(s) and outstanding application(s), along with their willingness and intent to resign, should they be elected.



# NOMINATION PROCESS

- 2.1** An info-session for all interested individuals must be held by the Chief Policy & Returning Officer to provide information, outline the nomination process, and answer any questions or inquiries.
- 2.2** Society Executive candidates must run in full teams of three (3) consisting of: one (1) President candidate, one (1) Vice President Student Affairs candidate and one (1) Vice President Operations candidate.
- 2.3** Nominations will be made by submitting a completed nomination form with at least eighty (80) signatures to the Chief Policy & Returning Officer before the end of the nomination period. For Society Executive elections, a minimum of 250 signatures per team is required. The nomination period shall be determined by the Chief Policy & Returning Officer and publicized in advance. Nomination forms must be available for a minimum of seven (7) days before the end of the nomination period. The same rules apply for both the Society and Year Executive election periods.
- 2.4** If the nominations for any position need to be re-opened for any reason, including due to uncontested positions as described in section 7.1, the entire campaign period shall be delayed until such time that the nominations for all positions available are closed.
- 2.5** Students on exchange may use a proxy to complete the nomination process.
- 2.6** Students may only nominate themselves for one elected position during an election.
- 2.7** Students on exchange or under time constraints may use online collection methods to obtain signatures for nomination forms, at the approval of the CPRO. Only Google Forms may be used to collect this information, and the link may be circulated through various Facebook channels at the approval of the CPRO.



# CAMPAIGN TEAMS

**3.1** Individual candidates or Society Executive teams may appoint a campaign team, composed of a maximum of one (1) Campaign Manager per individual or three (3) campaign managers per Executive team (who may be a member of the Executive Team), and an unlimited number of volunteers, to assist in the elections process. Campaign managers and volunteers must be Society members and cannot be running for any other elected Society position. This team may:

- Hand-out appropriate promotional material;
- Put up and take-down posters in the appropriate places;
- Campaign on behalf of the candidate;
- Assist in the structuring of a candidate's campaign and other administrative tasks.

**3.2** The Campaign Manager is designated full decision making power on behalf of candidates or Society Executive team members.

**3.3** A listing of campaign teams (including the campaign manager) must be sent to the Chief Policy & Returning Officer by the start of the campaign period.



# CAMPAIGNING

**4.1** The campaign period shall last for a period of seven (7) days. The campaigning period for society executive shall be completed prior to the beginning of the campaign period for all other elected positions within the Commerce Society. All campaign periods are chosen by the Chief Policy & Returning Officer and must be publicized in advance. Candidates must receive permission from the Chief Policy & Returning Officer to begin campaigning.

**4.2** Society Executive candidates will be asked to submit an additional unified written statement about their aggregate goals for the upcoming year.

**4.3** Candidates will have the opportunity to conduct classroom speeches during designated times organized by the Chief Policy & Returning Officer. Speeches must be less than 45 seconds in length for individuals, or 2 minutes for teams. Exchange candidates may appoint a proxy from their campaign team who will deliver the speech on the candidate's behalf, or may play a pre-recorded video of his/her speech.

**4.4** Acceptable types of promotion include, but are not limited to the following:

- Posters
- Pamphlets
- Plasma Screens
- Fliers
- Leaflets
- Websites
- Brochures
- Buttons

Promotional materials not listed above must be approved by the Chief Policy & Returning Officer prior to circulation. Promotional materials may only be distributed in Goodes Hall. All campaign signage, including those on plasma screens or similar, must be taken down by the end of the voting period.

**4.5** A maximum of 15 posters per individual or 30 per team may only be hung in designated areas within Goodes Hall, only once approved by the CMO's. Designated areas are:

- Outside the Commerce Society office
- Bulletin boards in the student lounge and outside the food kiosk
- Rolling bulletin boards in the atrium
- Bulletin boards in classrooms

**4.6** Posters are NOT to be hung elsewhere unless otherwise specified. The maximum allowable poster size is legal-sized (8.5 x 14 inches). Posters are to be hung and removed during precise times as outlined by the Chief Policy & Returning Officer. Any posters left hanging after specified times will be removed immediately and the candidate will be notified.

**4.7** Posters and other promotional material must represent candidates in a truthful and appropriate manner. Content must also meet any criteria set out by the Equity Issues



# CAMPAIGNING

Committee. Promotional materials, excluding posters, are to be handed out in person by the candidate him/herself or his/her campaign team. Promotional materials, excluding posters, may not be left unattended.

**4.8** Candidates may set up a website to promote themselves and their candidacy. Websites, however, are subject to the same restrictions on content as written promotional materials. Websites must also not be active prior to the start of the official campaign period. The Chief Policy & Returning Officer must be notified and sent the link to the website.

**4.9** Candidates or their campaign team may not use mass unsolicited e-mails (or “spam”) to promote themselves or their candidacy. Candidates may however, use e-mails to coordinate campaigning efforts with their campaign team only. Mass messaging on social networks is permitted where the recipient has accepted membership into a group, indicating their desire to receive such messages. Mass e-mails that contain generic messages of any sort are prohibited.

**4.10** Candidates may use instant messaging software in order to promote themselves or their candidacy during the campaigning period. Candidates may use instant messaging software to promote the election, but not their candidacy, during the voting period. Candidates may not, however, use mass messaging features.

**4.11** Candidates may use social networking sites to promote themselves or their candidacy during the campaigning period, however they may only promote the election during the voting period. All physical evidence of a candidacy (posters, class talks, booths) must not be accessible outside of the official voting period, as specified by the CPRO. Failure to remove promotional materials by the date specified by the CPRO will be seen as a breach of Elections Policy and treated as such under Section 9.

**4.12** Candidates may not use any form of monetary bribery (ex. Gift cards) in order to obtain votes.

**4.13** Candidates will be allocated a campaign budget of forty dollars (\$40) and can only spend up to that amount for campaign purposes only. Society Executive teams will be allocated a budget of one hundred and fifty (\$150) each and can only spend up to that amount for campaign purposes only. An itemized budget must be presented to the CFO(s) and CPRO for approval prior to the beginning of the campaign period. Only items approved will be reimbursed and any non-approved campaign expenditures will be seen as a breach of Elections Policy and treated as such under Section 9. After the budget has been approved, any changes candidates may wish to make must be approved by the CPRO. Failure to do so will be seen as a breach of Elections Policy and treated as such under Section 9.



# CAMPAIGNING

**4.14** The CPRO will coordinate all logistics regarding a daily booth in the atrium for candidates during the campaign period.

**4.15** Third Year President candidates must run as individual candidates with individual campaigns to hold the position the semester they will not be on exchange. Should a student not be participating in exchange, they may run as an individual candidate to hold the position for the entire year.



# VOTING PROCEDURES

- 5.1** Polls will be open for two (2) days.
- 5.2** All voting will be done using an electronic voting system managed by the CPRO. A secondary e-mail account will be created to receive ballots if the electronic system malfunctions. The body of the e-mail will contain the votes.
- 5.3** Voting will be done by plurality, where voters select only one candidate/team.
- 5.4** Visiting exchange students shall not vote in any elections.
- 5.5** Senator, Upper AMS Representative, and Third Year President ballots will be split by semester as followed:
- Senator – Full Year
  - Upper AMS Representative – Full Year
  - Third Year President – Fall
  - Third Year President – Winter

The count for each ballot will be treated as an individual candidate. Candidates who are not on campus during the full academic year of his/her term will follow guidelines under Section 1.1. One candidate may run for both semesters if he/she will be on campus during both terms.



# DISCLOSURE

- 6.1** Candidates may request from the Chief Policy & Returning Officer their personal results in the election (in terms of the percentage of voters who voted for them).
- 6.2** The voter turnout (in percentage terms) shall be made public in the Assembly following the election.
- 6.3** Prior to announcing the successful candidates, the Chief Policy & Returning Officer shall provide full details of the election results to the VP Operations for verification and approval.
- 6.4** A member of the executive cannot hold ComSoc positions concurrently. Should an individual be holding any position(s) for the year in which they are elected as an executive, they must formally declare their resignation from the position prior to accepting the position within the executive and transition out of their role before May 1st of the year they are elected. However, the transition should be made as quickly as possible.



# ACCLAMATIONS

**7.1** Acclamation to an individual elected position will occur if only one nomination form per individual or Society Executive team is submitted at the time of the deadline. If one or no nominations are submitted for a particular position, nominations will be re-opened for the duration of three (3) days after which nominations will be closed.

**7.2** If two (2) or more candidates or teams run for a Society Assembly position and candidates renounce their candidacy, leaving one candidate or team remaining at least four (4) days prior to the opening of the polling booths, nominations shall be re-opened for a duration of three (3) days if nominations have not previously been re-opened.

**7.3** To proceed with individual acclamation, a question of confidence shall be placed on the ballot. The question will be worded in the following manner:

“Do you have confidence that person X can successfully fulfill the position of position Y?”

For Society Executive acclamations, the question will be worded in the following manner:

“Do you have confidence that the members of team X can successfully fulfill the Society Executive positions of President, Vice President of Operations and Vice President of Student Affairs?”

**7.4** A 65% plus one majority vote of “yes” is required for a successful individual or Society Executive team acclamation

**7.5** If the acclamation is not successful, the position will be re-opened for election.



# REFERENDA

**8.1** Referendum questions may be posed as set out in section 4.03 of the Constitution. Referenda shall occur concurrently with elections where possible, but may be held independently if required.

**8.2** Plebiscite questions may be placed on the ballot of any election or referenda subject to approval of the Assembly.

**8.3** Campaigns for referendum or plebiscite questions must occur in accordance with section 4 of the Elections and Referenda Policy which sets out the guidelines for campaigning.



# AUTHORITY

**9.0** The Chief Policy & Returning Officer retains the right to investigate and rule on any issues regarding the election, campaign and referenda process, including the right to issue sanctions.

**9.1** Progressive discipline will be applied in the case of any breaches of the election policy, dependent on the degree of the breach, at the CPRO's reasonable discretion.

The procedure will be as follows:

- 1st breach-verbal warning
- 2nd breach-written warning
- 3rd breach-written warning
- 4th breach-candidacy void

After the 3rd breach, the campaign budget will be reduced by 50%. If the breach is severe, appropriate disciplinary action will be taken, according to the Discipline Policy.

**9.2** The candidate may appeal a voided candidacy resulting from a breach of election policy by bringing forth a motion to the Society Discipline Committee, which must act in accordance with Part 3 of the Society Discipline Policy. The Discipline Committee has the ability to (1) reverse the voided candidacy, or (2) let the voided candidacy stand.