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The Commerce Undergraduate Society, hereinafter addressed as “the CUS” will endeavour to ensure an equitable, sustainable, and transparent voting procedure for various elections conducted within itself. These procedures, must be obeyed by the members of the Elections Committee, all candidates, and voters to guarantee the elections are conducted in an efficient manner; this entails that all candidates are equally represented and that all voters have the ability to gain sufficient knowledge to make an educated vote.

**1) The Elections Committee**

- a) The Elections Committee shall be composed of the Elections Officer and at least three other members of the CUS
- b) The structure, powers, and duties of the Elections Committee shall be consistent with the rules outlined in the CUS Constitution (Article XV.A)
- c) With respect to the CUS Elections Policy, the Elections Officer shall have supreme authority on all matters relating to elections and maintain a fair and equitable elections process at all times

**2) Candidate Eligibility**

- a) All students who are currently members of the CUS, by definition of the CUS Constitution (Article II.A), in the year of their candidacy may be nominated for election
- b) Exchange students shall not be permitted to run in the CUS elections
- c) Candidates must declare any plans, confirmed or otherwise, in the next year for exchange or co-op placements prior to election
- d) In the case where elections overlap standard hiring, no candidate actively running in an election shall be considered for an Executive or Service Council position

**3) Pre-Nomination Procedures**

- a) The Elections Officer shall organize an informational meeting for all the members of the CUS who are interested in running for a position in the impending elections
  - i) The informational meeting has a purely informative purpose and attendance is optional

- b) The informational meeting shall take place first two weeks of the first term for the fall elections, and first two weeks of the second term for the winter elections
- c) At the informational meeting, the Elections Officer shall provide students with information including, but not limited to:
  - i) Availability and description of positions
  - ii) Electoral and turnover procedures
  - iii) The CUS Elections Policy
  - iv) Position duties as outlined in the CUS Constitution and any related policies

#### **4) Nomination Process**

- a) Every eligible member of the CUS shall be permitted to run for only one position in a given election
- b) The deadline for all nominations shall be announced by the Elections Officer at least seven days prior to the determined date
- c) In order to be nominated, each candidate shall submit the following items as proof of intent prior to the nomination deadline:
  - i) An endorsement sheet, available online, with 20 student signatures applicable to the position for which the candidate is being nominated
    - (1) Endorsers' eligibility is outlined in the CUS Constitution (Articles XV.C and XV.D)
    - (2) Each member of the CUS can only sign the endorsement sheet of one candidate running for the same position
    - (3) Candidates must inform those signing his/her endorsement sheet of the above restriction
  - ii) A 150 word write-up stating their platform and/or autobiography
  - iii) A photo
  - iv) A signed copy of the Candidate's Agreement agreeing to all its contents
- d) For an election to begin in a particular riding, there must be a certain number of candidates as defined below
  - i) Not less than one candidate shall run for the positions of the President, Senator, AMS Representative, and Ombudsperson

- ii) Not less than three candidates shall run for the positions of each First, Second, Third, and Fourth Year Representatives with respect to the number of positions available
- e) If there are not enough candidates intended to run for certain positions by the nomination deadline as determined by the Election Officer, a further election shall be conducted for the affected positions after the principle elections
- f) Candidates may withdraw from the elections at any time prior to, but not after, the ballot opening by submitting a letter of resignation to the Elections Officer

## **5) Campaign Conduct and Procedures**

- a) Campaigning is defined as active attempt to advertise one's candidacy or intentions to run in an election, including any form of online, in print, or verbal communication
- b) Prior to campaigning and no more than 24 hours after the nomination deadline, an All Candidates Meeting shall be held to review elections procedures
- c) The official campaigning period shall begin immediately after the conclusion of the All-Candidates Meeting and last until the end of the voting period
- d) If it is found that a candidate or any individual or organization acting on behalf of a particular candidate has campaigned in any form in support of a candidate or against a candidate in support of other candidates, directly stated or otherwise, before the conclusion of the All-Candidates Meeting, the offending or supported candidate(s) will be disqualified from the election
  - i) If it found that a member of the CUS has campaigned in support or against a candidate in attempt to disqualify another candidate before the conclusion of the All-Candidates Meeting, the affected candidate(s) shall be allowed to run in the election
- e) All candidates shall have a financial limit for campaign expenses as determined prior to elections by the Elections Officer
  - i) Campaign expenses include:
    - (1) All direct expenses paid by the candidate
    - (2) Any outside contributions to the campaign, monetary or in kind
  - ii) Campaign expenses exclude:
    - (1) Non-professional labour
    - (2) Non-professional design

- f) The value of printed materials shall be judged based on the AMS Printing Services prices, whereas the value of other promotional items shall be at the discretion of the Elections Officer
- g) The CUS shall reimburse candidates for a percentage of their spending as determined prior to the nomination deadline by the Elections Officer
- h) All campaign material, printed or otherwise, must be approved by the Elections Officer before use
- i) Candidates shall submit all posters to the Elections Officer before the All-Candidate Meeting to be marked by a unique stamp ensuring all posters have been approved to be posted
- j) Campaign materials shall not be added or changed without approval from the Elections Officer
  - i) The Elections Office may, at their discretion, specify a time during the campaigning period where candidates may resubmit posters or new materials for approval
- k) The maximum number and size of approved posters per candidate shall be established by the Elections Officer prior to the nomination deadline
- l) The distribution of leaflets is forbidden
  - i) Leaflets are defined as printed or handwritten pieces of paper of various sizes, sometimes folded, containing any information or advertisement
- m) Classroom speeches shall be governed by the following conditions:
  - i) Candidates are forbidden to make formal speeches during class time
    - (1) Class time is defined as the period of time that class is in session as per the UBC Calendar
  - ii) Candidates may make a speech before and after class time if permitted by the instructor
  - iii) Classroom speeches must be limited to 60 seconds per candidate
- n) Candidates may not form or participate in a slate or party
  - i) A slate or a party is defined as an organization to gain political power comprised of persons united in opinion or action that makes a concerted effort to promote itself as an organization or each other member
  - ii) Any candidate found to be in a slate or party shall be disqualified immediately
- o) Candidates shall ensure that all campaigning materials are removed within one week after the results of the elections have been publically announced

## 6) Forum Procedures

- a) A multiple forum system shall be used with the intent of making it more facile for voters to gain sufficient knowledge and make an educated vote
- b) One forum shall be held for all candidates running for the positions of the President, Senator, AMS Representative, and Ombudsperson
- c) At least one more forum shall be held for all candidates running for the positions of First, Second, Three, and Fourth Year Representative
  - i) If there are five or more candidates running for the same position, there may be one more separate forum held for these candidates at the discretion of the Elections Officer
- d) All candidates running for the same position shall be present for the duration of their respective forum
- e) All forums shall be held on different days and held in the same location
- f) The location and time of an All-Candidate Forum shall be publically announced by the Elections Officer at least seven days prior to the first forum
- g) Length of speeches shall be determined by the Elections Officer contingent on the number of candidates
- h) If a certain candidate is more than 30 minutes late from the beginning of the All-Candidate Forum, this candidate shall be disqualified from the elections

## 7) Voting Procedures

- a) All voting in the CUS shall be conducted as follows:
  - i) Voting shall be conducted online through a secure website or a secure paper ballot
  - ii) Each ballot form, online or otherwise, shall have a only a single page per position with all candidates for whom the student is eligible to vote
  - iii) The names of the candidates shall appear on the page surname first, alphabetized by surname
  - iv) The voting system shall have the names of all candidates shown only once and of equivalent typography
  - v) A “none of the above” or “no” option shall be displayed at the bottom and counted as one vote

- vi) Voters may choose only one candidate from the list when voting for the positions of President, Senator, AMS Representative, and Ombudsperson
- vii) When voting for the Year Representatives, voters may choose up to three candidates to vote for simultaneously, but may only vote for a single candidate once
- viii) The voting system shall be thoroughly tested before each election to ensure quality control, accuracy, and security
- b) The Elections Officer shall determine the number, location, and hours of operation of any polling stations for the duration of the voting period
- c) The use of electronic devices (e.g. laptops, cell phones, etc.) with the intention of using them as voting devices to solicit other students without the permission of the Elections Officer is strictly prohibited
- d) All members of the Election Committee including the Elections Officer are not allowed to vote

#### **8) Voting Results**

- a) The accuracy of the voting results shall be verified by the Elections Officer prior to public release
- b) A breakdown of the results shall be distributed to the outgoing CUS Board of Directors within 12 hours of the final results becoming available to the Elections Officer
- c) The Elections Officer shall individually contact each candidate immediately after voting results have been compiled to inform them of the election results
- d) The voting results shall be publically released only after the Elections Officer contacts all candidates or 24 hours after the results have become available for the Elections Officer, whichever comes first
- e) Results shall be publically released via the CUS website, Cavalier, CUSunday, and public announcement
- f) If elected for a position in the CUS Board of Directors, a certain individual cannot apply for a position in either the Executive Council or in the Service Council
- g) In the case of a tie, the following procedures must be followed:
  - i) A tie is defined as a situation in which two or more candidates received exactly the same number of votes in a given election

- ii) If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is less than the number of available positions, then all tied candidates shall be declared the winner
- iii) If there is a tie, the tied candidates have the highest number of votes, and the number of tied candidates is greater than the number of available positions, where the winner of the election is impossible to determine, the Elections Officer shall determine the winner of the election according to the following:
  - (1) If there are two candidates who tied in the election, the winner shall be determined by way of a coin toss
  - (2) If there are more than two candidates tied in the election, the winner(s) shall be determined by way of “drawing straws”
  - (3) In either case of a coin toss or “drawing straws”, the following people must be present:
    - (a) The tied candidates
    - (b) All members of the Elections Committee
    - (c) Two representatives of the outgoing CUS Board of Directors
    - (d) One representative of the outgoing Executive Council
- iv) Prior to any action concerning a tie, it shall be verified that no member of the Elections Committee including the Elections Officer has voted

## 9) Appeal Procedures

- a) Any candidate may challenge the results of the elections by submitting a written letter of appeal to the Elections Officer
- b) The appeal should include clearly stated reasons for candidate’s appeal as well as the following information:
  - i) Full name
  - ii) Student number
  - iii) Phone number
  - iv) Email address
  - v) Mailing address
- c) Appeals shall be submitted within 24 hours after the results of the election have been publically released

- d) The Elections Committee shall make ruling within 24 hours of receiving an appeal
- e) Candidate may object to the decision made by the Elections Committee relating to his/her appeal by submitting another written appeal to the outgoing Ombudsperson within 24 hours after the Elections Committee ruling has been released
- f) The outgoing Ombudsperson must decide on the verdict within 24 hours after the applicant has submitted the appeal

#### **10) Penalties for Policy and Elections Infractions**

- a) Any penalties for the violations of the Elections Policy, or any other CUS Policy during elections, shall be at the discretion of the Elections Committee
- b) All penalties shall be in proportion to the seriousness of the offence and consistently applied to all similar offences
- c) Evidence of any offences shall be attested by the Elections Committee prior to the penalty imposition
- d) Depending on severity and likelihood of repeated offences, a progressive sanction system shall be effectuated by the Elections Committee, as defined by the following
  - i) A formal warning
  - ii) Removal of one campaign rights including, but not limited to, the right to poster, make classroom speeches, or have online content
  - iii) A prohibition on campaigning
  - iv) A disqualification from the election
- e) In situations where offences or irregularities may have seriously skewed the election results, the Elections Committee may declare the election invalid and call for a re-election
- f) Any deduction and/or reallocation of votes shall not be permitted
- g) No unwritten rules shall be valid
- h) New rules written during the election will not be valid during that election

#### **11) Enforcement of the Elections Policy**

- a) Elections within the CUS shall be kept a high standard and in accordance with AMS Electoral Code
- b) Deviations from the Elections Policy shall not be tolerated at any time

- c) The Elections Officer and the Elections Committee are consultants and enforcers of the Elections Policy
- d) Any concerns with the Elections Policy should be directed towards the Elections Officer

## **12) Referenda**

- a) All referenda shall be conducted in accordance with the CUS Constitution (Article XX)
- b) During the campaigning period, a “yes” campaign and a “no” campaign shall be conducted
  - i) With exception to the CUS Elections Committee, any student within the general membership of the CUS shall be allowed to campaign in favour or against the referendum question
  - ii) Any student wishing to campaign on behalf of the referendum must register with the Elections Officer to receive reimbursement for campaign expenses
- c) All procedures in Sections 5 through 11 of the Elections Policy shall apply and any adaptations of the Elections Policy shall apply with consultation of the Elections Officer