

Election Nomination and Campaign Rules 2021

1. The Engineering Society Elections Committee consists of the following persons

1.1. Chief Returning Officer (CRO)

1.1.a. The Chief Returning Officer is responsible for the duties of the CEO or DRO should one of these members be unable to fulfill their duties during the election period.

1.2. The Council Speaker who serves as the Chief Electoral Officer (CEO)

1.3. Director of Governance

1.5. Deputy Returning Officer (DRO)

1.6. Vice President of Student Affairs (VPSA)

1.7. Director of Communications

2. Nominations

2.1. Nomination period officially starts at 8:30am on January 4th, 2021.

2.2. Nomination period officially ends at 5:30pm on January 13th, 2021.

2.3. Extended nominations, if needed, will start at 8:30am on January 14th, 2021.

2.4. Extended nominations, if needed, will end at 5:30pm on January 17th, 2021.

2.5. Absolutely no nominations can be collected within campus pubs or cafeterias.

2.6. No door-to-door collecting of nominations is permitted.

2.7. Nomination collecting must not violate and public health guidelines in place during the nomination period.

2.7.a. Candidates who are outside of Kingston shall adhere to the guidelines of their respective region.

2.8. Do not misrepresent or interfere with another group/person's collection of nominations.

3. Budget

3.1. The Engineering Society agrees to subsidize each candidate to an amount not exceeding \$70.00 for all President and Vice-President Candidates and \$50.00 for all Senator Candidates upon submission of receipts of expenses incurred from the campaign.

3.2. Maximum spending permitted is to be no more than the amount the Engineering Society will subsidize, defined as the total value of all campaigning materials used over the campaigning period.

3.3. No campaign materials can be bought after the campaign period ends.

3.4. All candidates must declare all costs for campaigning, if a cost is not explicit, their cost should be declared at their estimated value at the discretion of the CEO.

3.5. EngSoc agrees to subsidize each candidate to an amount approved by Council annually upon submission of receipts of expenses incurred from the campaign. This subsidy will be granted only if the candidates receives a portion of the first round voting total equal to at least fifty per cent (50%) divided by the total number of candidates running for their nominated position.

4. Campaigning

4.1. Candidates must step down from all other positions within the Engineering Society during the election period.

4.1.1. In the case of paid positions in which stepping down is not enforceable, candidates cannot use their position to advertise their candidacy.

4.1.2. A candidate will be permitted to discharge or perform a specific aspect of a position that they have stepped down from with the approval of the CEO. The specific duties that

may be performed will be publicly reported to the Engineering Society Council by the CEO.

- 4.2. Candidates and their campaigns must refrain from harassment and discrimination, which include harassment and discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identification, sexual orientation, age, marital status, family status and handicap (disability) as per the Queen's Harassment/Discrimination Complaint Policy.
- 4.3. Campaigning officially starts at 8:00am on January 18th, 2021.
- 4.4. Campaigning officially ends at 11:59pm on January 24th, 2021.
- 4.5. No campaigning within campus pubs or cafeterias.
- 4.6. No off-campus campaigning or door-to-door campaigning is permitted.
- 4.7. No candidate's campaign shall violate any public health guidelines related to COVID-19.
 - 4.7.a. Candidates who are outside of Kingston shall adhere to the guidelines of their respective region.
- 4.8. The Golden Words "This is for Real" section is not to be used for campaigning.
- 4.9. Candidates must abide by campus residence rules if campaigning in campus residences.
- 4.10. Do not misrepresent or interfere with another group/person's campaign.
- 4.11. Classroom appearances must be cleared with the lecturer/professor in advance, make it clear that it is a speech to garner support for your candidacy and keep your speeches to no more than one (1) minute.
- 4.12. All candidates may provide a single slide to be displayed on the TV outside the lounge, to be submitted to the DRO by January 19th, 2021.

5. Debates

- 5.1. Debates will be run as a question and an answer period.
- 5.2. Each candidate will get a maximum 5-minute opening and a 5-minute close.
- 5.3. The debates will be conducted by the Speaker
 - 5.3.1. If the Speaker is not able to make it then the Deputy Speaker will conduct the debates.
 - 5.3.2. If the Deputy Speaker cannot make it to debate night then a member of the Elections Committee (CRO, DRO) will conduct the debates.
- 5.4. Prior to the debate, questions will be submitted through an online form and selected by the elections committee.
 - 5.4.1. Each Candidate must come prepared with one question to ask the other candidates
 - 5.4.2. Additional questions may be asked by the audience.
- 5.5. The Speaker reserves the right to not allow a question.
- 5.6. The decision of who will start first will be decided by picking a name out of a hat.
- 5.7. Closing remarks will be in the reverse order of the opening.
- 5.8. There will be a rotation between which candidate answers the question first.
- 5.9. Candidates will have a maximum of three (3) minutes for every question.
- 5.10. A Candidate has the option to ask the Speaker for a rebuttal.
 - 5.10.1. A maximum of one rebuttal is allowed per question.
 - 5.10.2. Each candidate will be given an additional turn to speak after the rebuttal.
 - 5.10.3. A rebuttal can only take place after all candidates have answered the question.
- 5.11. The debates must be filmed and will be put on Facebook (with candidate consent). They will be taken down one week after the end of the election period.
- 5.12. If the debate is held online, all candidates are responsible for sourcing their own microphone, webcam, and reliable internet connection.

6. Campaign Materials

6.1. All advertising materials used for a campaign must be pre-approved by an Elections Committee member.

6.2. Stickers are not permitted.

6.3. The number of printed items to be stamped is limited to a maximum of 100 items per candidate.

6.3.a. If the election is held while in-person activities are prohibited, physical campaigning materials may not be used.

6.4. Campaign Websites

6.4.1. Content must be approved by either the CRO or the CEO before uploading.

6.4.2. Website cannot be up before campaigning period and must be taken down before end of campaigning period.

6.5. Social Media

6.5.1. Campaign content must be posted during the campaigning period and must be approved by either the CRO or the CEO beforehand.

6.5.2. Instagram

6.5.2.1. Personal Accounts

6.5.2.1.1. All posts/stories on a personal account made for campaigning purposes during the campaigning period must be approved by the CRO or the CEO.

6.5.2.1.1.a. The creation of campaign materials to be posted on social media spaces not controlled by the candidate or EngSoc is prohibited.

6.5.2.1.2. All posts/stories on a personal account made on voting days must remain non-partisan.

6.5.2.2. Campaign Accounts

6.5.2.2.1. The CRO and CEO must be given login credentials for all campaign accounts.

6.5.2.2.2. The account must be private until its content has been reviewed by either the CRO or the CEO.

6.5.2.2.3. All changes must be sent to the CRO or the CEO before they go online.

6.5.2.2.4. Campaign accounts must be shut down before the campaign period ends.

6.5.3. Facebook

6.4.3.1. Only Facebook pages, complimentary messages and advertising may be utilized for campaigning.

6.4.3.2. The CRO and the CEO must be an admin officer of all candidates' Facebook pages.

6.4.3.3. Your Facebook pages must be closed/secret until the CRO or the DRO has approved of its content. Any further content revisions must be sent to the CRO or the DRO before they go online

6.4.3.4. Once the campaign period ends the wall/discussion topics must be disabled, no more people may join, and all descriptions/pictures of the event must not be changed.

6.4.3.5. Facebook status's/profile pictures must be non-partisan on voting days, for example they cannot say "Vote For Team/Person X" .

6.4.3.6. Events must be shut down one hour before the Campaign Period ends otherwise, they would send out automatic reminders on voting days.

6.4.3.7. Admins for other Facebook groups cannot use their power as admins to invite the people in the event to their campaign Facebook pages.

6.4.3.7. There will be a general Facebook event where information on the elections will be located. All individual Facebook events will be linked to this group.

6.5.3.1. Personal Pages

6.5.3.1.1. Any material used for campaigning that is shared on personal Facebook pages during the campaigning period must be deleted before the end of the campaigning period.

6.5.3.1.2. Any material used for campaigning that is shared on personal Facebook pages on voting days must remain non-partisan.

6.5.3.2. Campaign Events/ Pages/Groups

6.5.3.2.1. The CRO and the CEO must be admins of all events/pages/groups used for campaigning purposes.

6.5.3.2.2. All changes must be sent to the CRO or the CEO before they go online.

6.5. Use of social media platforms not listed is against campaign rules

6.6 Online advertisements that cannot be completely removed from the website they were posted on must be pre-approved by either the CRO or the CEO.

6.7. Poster Rules

6.7.1. Residences and most buildings on campus have poster and advertising policies and must be abided by. For Main Campus Residences, posters must be approved prior to posting and can be approved at the MCRC office located in Victoria Hall. West Campus, Mac-Corry and the JDUC have similar polices. Consult with the office staff in each building. Campaign materials removed by building officials or the Elections Committee will be counted towards your election expense limit and the Elections Committee is not responsible for your losses.

6.7.2. All posters/signs must be down by midnight of the last day of campaigning.

6.7.3. Missing posters must be reported to the Election Committee.

6.7.4. All posters/signs must be brought to the Engineering Society Office by 12:30am on January 26th, 2020.

6.7.5. Posters are considered a physical campaigning material and may be prohibited if item 6.3.a is in effect.

7. Video

7.1. Video consent forms must be signed before video content is allowed online.

8. Violations of Campaign Rules

8.1. The CEO, at their discretion, may penalize, or in severe cases disqualify, candidates for violations of campaign rules. Before a penalty or disqualification is assigned, the CEO will contact the candidate to discuss the infraction.

8.2. Possible penalties include:

8.2.1. A fine in the form of a deduction from the candidate's campaign expense limit. If financial commitments have been made such that the expense limit would be exceeded by the imposition of this penalty, the equivalent value of the fine in campaigning materials may be forfeited.

8.2.2. Advertisement of the infraction in official elections advertisement material.

8.2.3. Advertisement of the infraction to all Engineering Society members via email.

8.3. The CEO, at their discretion, may disqualify a candidate for severe and/or repeated violations of campaign rules as well for violations of campaign rules with malicious intent.

8.3.1. Before disqualifying a candidate, the CEO must consult with Elections Committee, the Executive, and the Engineering Society Review Board as well as with the candidate.

8.4. Any assigned penalty may be appealed to the Engineering Society Review Board.

8.5. A candidate will be considered responsible for any rule violations committed as part of their campaign, which includes violations made by campaign team members.

9. Tie Breaker

9.1. At the beginning of the voting period the CRO will cast a ballot that will be kept secret. It will only be released in the event of a tie.

10. Questions

10.1. All questions are to be directed to the CRO via email

10.1.1. If the CRO is unavailable or unable to respond, questions are to be directed to the DRO via email. The elections committee must notify all candidates if this occurs.

10.2. The CRO (or DRO if applicable) will respond to emailed questions via email within 18 hours.