

Election Nomination and Campaign Rules 2023

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 + Voting Period
 - 2.1. Nomination period officially starts at 8:30am on January 12th, 2023.
 - 2.2. Nomination period officially ends at 5:30pm on January 18th, 2023.
 - 2.3. Extended nominations, if needed, will start at 8:30am on January 19th, 2023.
 - 2.4. Extended nominations, if needed, will end at 5:30pm on January 22nd, 2023.
 - 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.
 - 2.9. A violation of rules 2.5. up to and including 2.8. will result in a reduction in allotted campaign budget (see Line 8.2.1.).
 - 2.9.a. Repeated violation of rules 2.5. up to and including 2.8 will result in one or more of the following penalties: 8.1. – 8.3. (inclusive).
 - 2.10 Voting will take place from January 30th 2023 at 8:30am to January 31st at 11:59pm using the AMS simply voting software
 - 2.11 Election reveal night will occur on February 1st 2023 at Clark Hall Pub
3. Budget
 - 3.1. The Engineering Society agrees to subsidize each candidate to an amount not exceeding \$80.00 for all President and Vice-President Candidates and \$55.00 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.
 - 3.2.a. Violation of rule 3.2. will result in one or more of the following penalties: 8.2.1. - 8.2.3. (inclusive)
 - 3.3. No campaign materials can be bought after the campaign period ends and will not be subsidized and will be forfeited.
 - 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 receive 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.

4.2.a Any violation of rule 4.2 will result in penalty 8.3.

4.3. Campaigning officially starts at 8:00am on January 23rd, 2023.

4.4. Campaigning officially ends at 11:59pm on January 27th, 2023.

4.5. No campaigning within campus pubs or cafeterias.

4.5.a. Violating rule 4.5 will result in penalty 8.2.5.

4.5.b. Repeated violations of rule 4.5 will result in one or more of the penalties: 8.2.2. - 8.2.4.

4.6. No off-campus campaigning or door-to-door campaigning is permitted.

4.6.a. Violating rule 4.6. will result in penalty 8.2.5.

4.6.b. Repeated violations of rule 4.5 will result in one or more of the penalties: 8.2.2.- 8.2.4.

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.

4.7.b. Violating rule 4.7. will result in penalty 8.3

4.8. The Golden Words "This is for Real" section is not to be used for campaigning.

4.8.a. Violating rule 4.8 will result in penalty 8.2.5.

4.8.b. Repeated violations of rule 4.8 will result in one or more of the penalties: 8.2.2.-8.2.4.

4.9 The weekly All-Eng, PD Connects, DOFY Digest Emails or faculty newsletters are not to be used for campaigning

4.9.a. Violating rule 4.8 will result in penalty 8.2.5.

4.9.b. Repeated violations of rule 4.8 will result in one or more of the penalties: 8.2.2.-8.2.4.

4.10. Candidates must abide by campus residence rules if campaigning in campus residences.

4.10.a Campaigning in residences must be limited to common areas (entry floors or common rooms). No door to door campaigning within residence is allowed. Violation will be treated the same as violation of 4.6

4.11. Do not misrepresent or interfere with another group/person's campaign.

4.11.a Violating 4.10. will result in penalties 8.2.2. - 8.2.4. (inclusive) or penalty 8.3. depending on the severity of the interference.

4.11. Classroom appearances must be cleared with the lecturer/professor in advance. Proof of this permission must be provided to the CRO prior to the appearance. The candidate must make it clear that it is a speech to garner support for your candidacy and keep your speeches to no more than 2-3) minutes.)

Commented [KE1]: Probs give 2-3 mins

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 25th, 2023 @ 5:30pm.

4.13 No person who currently holds or has held a position present in ByLaw 3.h may actively campaign for or endorse any candidate

4.14 No person shall distribute any food or drink as part of a campaign or in support of a campaign. Violation will result in penalty 8.2.5. Continued violation will result in penalty 8.3

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 and YouTube (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.)

5.12.1 In the case where this is not possible, the Engineering Society will provide equipment necessary for the candidate's participation.)

5.13. The tentative date for debate nights will be January 25th 2023. More information regarding the event will be released seven days prior to the event.

Commented [CB2]: I believe it was posted on YouTube last year. Should we amend this to reflect that

Commented [KE3R2]: YES – ADD TO YOUTUBE

Commented [CB4]: What happens if their internet is not reliable? Like sometimes stuff happens

Commented [KE5R4]: We can have a discussion on this during council, there is a certain responsibility for people to ensure they have this, the same way where in-person you needed to physically be there and be on time

Commented [KE6R4]: We can discuss individual cases but I think that clause would be excessive for the purpose of the policy

Commented [KE7]: Possible solution? Like we can def provide webcam in the case they don't have one... may also be situations in which a candidate does not have a laptop in which case we would address this on an individual basis

Commented [CB8]: Is there a penalty to seeing this?

6. Campaign Materials

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

6.1.a Unapproved advertising materials are strictly prohibited and will not be reimbursed.

6.2. Stickers, buttons, or pins are not permitted and will not be reimbursed by EngSoc

6.2.a Violation of rule 6.2. will result in penalty 8.2.1 and repeated offences will lead to more severe penalties.

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

6.4. Campaign Websites

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

6.4.1.a. Candidates will be asked to remove any unapproved content

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

6.4.2.a. Websites that are live prior to, or after the campaigning period will be requested to be taken down immediately by the CEO.

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.

6.5.1.a. Unapproved campaign content are strictly prohibited and will be taken down immediately.

6.5.1.b. Depending on the nature of the unapproved content, additional penalties may be applied.

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.

6.5.2.1.2. All posts, stories, usernames, and profile pictures on a personal account 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 and the login credentials have been acquired.

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

6.5.2.2.3.a. Unapproved campaign content are strictly prohibited and will be taken down immediately.

6.5.2.2.3.b. Depending on the nature of the unapproved content, additional penalties may be applied.

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

6.5.2.2.4.a. If Rule 6.5.2.2.4. is violated, penalties 8.2.2. – 8.2.4. (inclusive) will be enforced at the discretion of the CEO.

6.5.3. Facebook

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

6.5.3.1.a. Violation of rule 6.5.3.1. will result in penalty 8.2.5. at the discretion of the CEO.

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

Commented [KE9]: Do they have to take down this content during voting days?

6.5.3.3. 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

6.5.3.3.a. Unapproved campaign content are strictly prohibited and will be taken down immediately.

6.5.3.3.b. Depending on the nature of the unapproved content, additional penalties may be applied.

6.5.3.4. 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.

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

6.5.3.6. Events, pages, and groups must be shut down one hour before the Campaign Period ends

6.5.3.6.a. Otherwise, events would send out automatic reminders on voting days.

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

6.5.3.7.a. Violation of rule 6.5.3.7. will result in penalty 8.2.5. at the discretion of the CEO.

6.5.3.8. 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.

6.5.3.9. Personal Pages

6.5.3.9.1. 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.

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

6.5.3.9.a. If Rules 6.5.3.9.1. or 6.5.3.9.2. are violated, penalties 8.2.2. – 8.2.4. (inclusive) will be enforced at the discretion of the CEO.

6.5.3.10. Campaign Events/ Pages/Groups

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

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

6.5.3.10.3. Unapproved campaign content is strictly prohibited and will be taken down immediately.

6.5.2. TikTok

6.5.2.1. Personal Accounts

6.5.2.1.1. No personal accounts may be used for any campaigning.

Violation will to enforcement of penalty 8.2.2

6.5.2.2. Campaign Accounts

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

Commented [KE10]: This results in penalty...

Commented [KE11]: We are not actually allowed to campaign in teams (100%) or promote other candidates (pretty sure)

6.5.2.2.2. The account must be private until its content has been reviewed by either the CRO or the CEO and the login credentials have been acquired.

6.5.2.2.3. All changes must be sent to the CRO or the CEO before they are posted

6.5.2.2.3.a. Unapproved campaign content are strictly prohibited and will be taken down immediately.

6.5.2.2.3.b. Depending on the nature of the unapproved content, additional penalties may be applied.

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

6.5.2.2.4.a. If Rule 6.5.2.2.4. is violated, penalties 8.2.2. – 8.2.4. (inclusive) will be enforced at the discretion of the CEO.

6.6. Use of social media platforms not listed is against campaign rules and will be removed immediately.

6.7 No current member the current Executive Director team may repost any partisan content on their personal or Engsoc Instagram account

6.7. 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.a. If Rule 6.7 is violated, penalties 8.2.2. – 8.2.4. (inclusive) will be enforced at the discretion of the CEO.

6.8. Poster Rules

6.8.1. 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.

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

6.8.3. Missing posters must be reported to the Election Committee by midnight of the last day of campaigning.

6.8.4. All posters/signs must be brought to the Engineering Society Office by 8:00 pm on January 29th, 2023.

6.9. Post-Campaign Material

6.9.1. Each candidate will be given the opportunity to provide the elections team with one page (8.5 x 11 inches, single sided). This page will be used to provide candidates a location for voters to see their platform. Each candidate's page will be uploaded in a public OneDrive where voters can have access to all platforms of candidates competing in that position.

6.9.2. The OneDrive file will contain folders for each position. Within these folders, the one-page platform created by each candidate for the respective positions will be uploaded.

6.9.3. All submission should strictly highlight the candidate's platform. Content will be reviewed by the CRO and CEO.

6.9.3.1. If a submission is declined. The candidate will be given the opportunity to resubmit a document.

6.9.4. Timeline of submission

6.9.4.1. All submissions for the post-campaign material OneDrive are due January 27th, 2023, at 5:00 pm and must be submitted as a word document.

6.9.4.2. The elections team will review all content and notify candidates if their submission has been approved by January 28th, 2023, at 12:00 pm.

6.9.4.3. If a post-campaign material has been rejected, the candidate will have until January 29th, 2023, at 5:00 pm to submit a revised version.

6.9.5. The OneDrive folder will be made public by January 29th, 2023, at 11:59 pm.

6.9.6. Candidates are allowed to share the link to the OneDrive to EngSoc members in a nonpartisan manner. No candidate shall directly share the link to their personal file. Instead, all candidates must only share the link provided by the elections team.

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.

8.2.4. Advertisement of the infraction on Engineering Society General Elections Ballots

8.2.5. Candidate is suspended from campaigning for up to 8 hours. During this time frame, no new materials (posters, social media posts, class talks, etc.) may be distributed.

8.2.5.a. The suspension will begin at the time that the CEO notifies the candidate.

8.2.5.b. No campaign materials which are already public will be removed, such as posters or social media posts.

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.