



THE ENGINEERING SOCIETY  
OF QUEEN'S UNIVERSITY

THE Engineering Society OF Queen's University  
General Elections Nomination And  
Campaign Rules 2024

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# Elections Nomination and Campaign Rules 2024

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## 1. THE ENGINEERING SOCIETY ELECTIONS COMMITTEE

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- 1.1 Chief Returning Officer (CRO), Bennett Desmarais, [cro@engsoc.queensu.ca](mailto:cro@engsoc.queensu.ca)
  - 1. 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), Connor Bosy, [speaker@engsoc.queensu.ca](mailto:speaker@engsoc.queensu.ca)
- 1.3 Director of Governance, Andrew Anderson, [governance@engsoc.queensu.ca](mailto:governance@engsoc.queensu.ca)
- 1.4 Deputy Returning Officer (DRO), Sam Demers, [dro@engsoc.queensu.ca](mailto:dro@engsoc.queensu.ca)
- 1.5 Vice President of Student Affairs (VPSA), Sophia Thurston, [vpsa@engsoc.queensu.ca](mailto:vpsa@engsoc.queensu.ca)
- 1.6 Director of Communications, Barbara McLachlan, [comm@engsoc.queensu.ca](mailto:comm@engsoc.queensu.ca)
- 1.7 Social Media Manager, Megan Radocsay, [socialmedia@engsoc.queensu.ca](mailto:socialmedia@engsoc.queensu.ca)
  - 1. The Social Media Manager is responsible for the duties of the Director of Communications should they be unable to fulfill their duties during the election period.

## 2. NOMINATIONS + VOTING PERIOD

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- 2.1 The nomination period officially starts at 8:30am on January 8th, 2024.
- 2.2 The nomination period officially ends at 5:30pm on January 17th, 2024.
- 2.3 The extended nomination period, if needed, will start at 8:30am on January 18th, 2024.
- 2.4 The extended nomination period, if needed, will end at 5:30pm on January 21st, 2024.
- 2.5 50+ nomination signatures must be collected by a Microsoft Form as a part of a complete nomination package.

2.6 Absolutely no nominations can be collected within campus pubs, cafes, and cafeterias.

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

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

2.9 A violation of rules 2.6. up to and including 2.8. will result in a reduction in allotted campaign budget (see Line 8.21.).

1. Repeated violation of rules 2.6. 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 29th, 2024, at 8:30am to January 30th at 11:59 p.m. using the AMS Simply Voting software.

2.11 Elections Reveal Night will occur on January 31st, 2024, in the Atrium of Beamish-Munro Hall, immediately followed by a celebration at Clark Hall Pub.

### 3. BUDGET

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3.1 The Engineering Society agrees to subsidize each candidate, that fulfills the signature criteria, to an amount not exceeding 70.00\$ for all 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.

1. Violation of rule 3.2. will result in one or more of the following penalties: 8.21. - 8.23. (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.

### 4. CAMPAIGNING

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4.1 Candidates must step down from all other positions within the Engineering Society during the campaign period and voting period, until the conclusion of Elections Reveal Night.

1. In the case of paid positions in which stepping down is not enforceable, candidates cannot use their position to advertise their candidacy.
  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 are prohibited from harassment and discrimination, which include harassment and discrimination based on 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.
1. Any violation of rule 4.2 will result in penalty 8.3.
- 4.3 Campaigning officially starts at 8:00am on January 22nd, 2024.
- 4.4 Campaigning officially ends at 11:59pm on January 28th, 2024.
- 4.5 No campaigning within campus pubs or cafeterias.
1. Violating rule 4.5 will result in penalty 8.25.
  2. Repeated violations of rule 4.5 will result in one or more of the penalties: 8.22. - 8.24.
- 4.6 No off-campus campaigning or door-to-door campaigning is permitted.
1. Violating rule 4.6. will result in penalty 8.25.
  2. Repeated violations of rule 4.6. will result in one or more of the penalties: 8.22. - 8.24.
- 4.7 The Golden Words "This is for Real" section is not to be used for campaigning.
1. Violating rule 4.8 will result in penalty 8.25.
  2. Repeated violations of rule 4.8 will result in one or more of the penalties: 8.22. - 8.24.
- 4.8 The weekly All-Eng, PD Connects, DOFY Digest Emails or faculty newsletters are not to be used for campaigning.
1. Violating rule 4.9 will result in penalty 8.25.
  2. Repeated violations of rule 4.9 will result in one or more of the penalties: 8.22. - 8.24.
- 4.9 Candidates must abide by campus residence rules if campaigning in campus residences.

1. 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.

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

1. Violating 4.10. will result in penalties 8.22. - 8.24. (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.

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 23rd, 2024, at 5:30pm. The contents of the slide must conform with the Engineering Society's visual identity guide.

4.13 No person who currently holds or has held a position present in ByLaw 3.H may actively endorse any candidate unless they are running for an elected position themselves, in which case, they may endorse themselves.

1. The following individuals and groups are prohibited from actively endorsing candidates in any manner during Executive & Senator elections:

1. Members of the Executive
2. Senators
3. Members of the Director Team
4. Members of the Elections Committee
5. Members of the Engineering Society Review Board
6. Chair of the Advisory Board
7. Chair of the Engagement Committee
8. Service Head Managers and Assistant Managers
9. Science Formal Convener, and Chairs
10. Orientation Chair, Chief FREC, and FREC Committee
11. Year Executive and Discipline Club Presidents and Vice Presidents

2. All individuals who hold an appointed or hired position within the Engineering Society not listed in By-Law 3.H.1 are prohibited from using their position to actively aid in campaigning or endorsing candidates during Executive & Senator elections. This includes, but is not limited to, an

individual's use of the position's title, image, or their position within the group or service to endorse a candidate.

3. All Engineering Society-affiliated groups and portfolios are prohibited from actively endorsing candidates during Executive and Senator elections. This includes, but is not limited to, an individual's use of the group or portfolio's name, image, or their position within the group to endorse a candidate.

4. Active campaigning and endorsing are defined as overtly supporting or denouncing a candidate in a public forum.

5. Active campaigning and endorsing do not include membership in social media groups of candidates for informative purposes.

6. Before the campaign period begins, individuals that are currently holding or have held a position present in ByLaw 3.H, and have not yet graduated, will be alerted via email by a member of the Elections Committee that they cannot actively endorse candidates.

7. If the Elections Committee notices or becomes aware of an individual listed as a neutral party in ByLaw 3.H, who is actively endorsing a candidate, a member of the Elections Committee will contact them and ask them to cease actively endorsing the candidate.

1. If the individual in question ceases their endorsing within 4 hours, no penalty will be dealt to the candidate.

2. If the individual in question does not cease their endorsement after 4 hours, a member of the Elections Committee will ask the candidate being endorsed to contact the individual and request the ceasing of the endorsement.

1. If the individual in question ceases their endorsing within an additional 2 hours, no penalty will be dealt to the candidate.

2. If the individual in question does not cease their endorsing after the additional 2 hours, the candidate can provide evidence (for example: a screenshot of a private message) that they contacted the individual in question, and the candidate will receive no penalty.

1. Failure to do this will result in penalty 8.2.5. Continued violation will result in penalty 8.3.

3. Should the individual in question be a someone currently holding a position present in ByLaw 3.H, failure for the individual to cease the endorsement within the additional 2 hours after being asked by the candidate will result in a member of the Elections Committee will

consult the Engineering Society Review Board and processed as outlined in Policy Manual e.

**4.14** No person shall distribute any food or drink as part of a campaign or in support of a campaign.

1. Violation will result in penalty 8.25. Continued violation will result in penalty 8.3.

**4.15** Multiple candidates are not permitted to campaign as a slate of individuals.

1. Violation will result in penalty 8.2.5. Continued violation will result in penalty 8.3.

**4.16** Celebrity endorsements of any kind are not permitted.

1. Violation will result in penalty 8.2 inclusive. Continued violation will result in penalty 8.3.

**4.17** Candidates may campaign in social media group chats or platforms intended for academic or extracurricular purposes, provided that the candidate provides the link to the centralized campaign material of all candidates outlined in 6.8 and no other forms of media.

1. Violation will result in penalty 8.2 inclusive. Continued violation will result in penalty 8.3.

## 5. DEBATES

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**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, the CRO, and the DRO

1. If the Speaker is not able to make it, then the Deputy Speaker will conduct the debates.

2. If the Deputy Speaker cannot make it to debate night, then a member of the Elections Committee (CRO, DRO) will lead the debates.

**5.4** Prior to the debate, questions will be submitted through an online form and selected by the Elections Committee.

1. Each Candidate must come prepared with one question to ask the other candidates.

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.
1. A maximum of one rebuttal is allowed per question.
  2. Each candidate will be given an additional turn to speak after the rebuttal.
  3. A rebuttal can only take place after all candidates have answered the question.
- 5.11 The debates must be livestreamed on 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.
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 22nd, if necessary, and 23rd, 2024. More information regarding the event will be released seven days prior to the event.

## 6. CAMPAIGN MATERIALS

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- 6.1 All advertising materials used for a campaign must be pre-approved by an Elections Committee member.
1. Unapproved advertising materials are strictly prohibited and will not be reimbursed.
- 6.2 Stickers, buttons, pins, and other merchandise are not permitted and will not be reimbursed by the Engineering Society.
1. Violation of rule 6.2. will result in penalty 8.21. 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

1. Content must be approved by either the CRO or the CEO before uploading.
  1. Candidates will be asked to remove any unapproved content.
2. Website cannot be up before campaigning period and must be taken down before end of campaigning period.
  1. Websites that are live prior to, or after the campaigning period will be requested to be taken down immediately by the CEO.
    1. Violation of rule 6.4. will result in penalties 8.2.2. - 8.2.4. (inclusive) or penalty 8.3. depending on the severity of the interference.
3. Websites cannot contain any account creation, notification lists, or any other data collection interfaces.

## 6.5 Social Media

1. Campaign content must be posted during the campaigning period and must be approved by either the CRO or the CEO beforehand.
  1. Unapproved campaign content is strictly prohibited and will be taken down immediately.
  2. Depending on the nature of the unapproved content, additional penalties may be applied.
2. The use of social media platforms not listed in 6.5.4.-6.5.6 is against campaign rules and will be removed immediately.
3. Campaign Accounts
  1. The CRO and CEO must be given login credentials for all campaign accounts.
  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.
  3. All changes must be sent to the CRO or the CEO before they go online.
    1. Unapproved campaign content is strictly prohibited and will be taken down immediately.
    2. Depending on the nature of the unapproved content, additional penalties may be applied.
  4. Campaign accounts must be shut down before the campaign period ends on January 28th by 11:59 p.m.
    1. If Rule 6.5.3.4. is violated, penalties 8.22. - 8.24. (inclusive) will be enforced at the discretion of the CEO.

#### 4. Instagram

1. No personal accounts may be used for any campaigning.
2. All posts/stories on a personal account made for campaigning purposes during the campaigning period must be approved by the CRO or the CEO.
3. All posts, stories, usernames, and profile pictures on a personal account on voting days must remain non-partisan.

#### 5. Facebook

1. Only Facebook pages, complimentary messages, and advertising may be utilized for campaigning.
  1. Violation of rule 6.5.3.1. will result in penalty 8.25. at the discretion of the CEO.
  2. 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.
  3. Events, pages, and groups must be shut down one hour before the Campaign Period ends.
    1. Otherwise, events would send out automatic reminders on voting days.
  4. Admins for other Facebook groups cannot use their power as admins to invite the people in the event to their campaign Facebook pages.
    1. Violation of rule 6.5.5.4. will result in penalty 8.25. at the discretion of the CEO.
5. Campaign Events/ Pages/Groups
  1. The CRO and the CEO must be admins of all events/pages/groups used for campaigning purposes.
  2. All changes must be sent to the CRO or the CEO before they go online.
  3. Unapproved campaign content is strictly prohibited and will be taken down immediately.

#### 6. TikTok

1. No personal accounts may be used for any campaigning.
2. No Stitch or Reply Videos can be created commenting on campaign material from another candidate.

1. Violation of 6.5.2.1 or 6.5.6.2 will lead to enforcement of penalty 8.22.

7. All social media status's/profile pictures must be non-partisan on voting days, for example they cannot say "Vote for Person X".

8. No messages can be sent to any Engineering group chats, servers, or group platforms requesting campaign material to be reposted on social media.

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.

1. If Rule 6.6 is violated, penalties 8.22. - 8.24. (inclusive) will be enforced at the discretion of the CEO.

6.7 Poster Rules

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. Other Residence buildings 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.

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

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

4. All posters/signs must be brought to the Engineering Society Office by 8:00 pm on January 28th, 2024.

6.8 Centralized Campaign Material

1. Each candidate will be given the opportunity to provide the Elections Committee with one page (8.5 x 11 inches, single sided). This page will be used to provide candidates with a centralized 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.

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.

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

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

4. Timeline of submission

1. All submissions for the centralized-campaign material OneDrive will be accepted until January 26th, 2024, at 5:00 pm and must be submitted as a word document.

2. The Elections Committee will review all content and notify candidates if their submission has been approved.

3. If a centralized-campaign submission has been rejected, the candidate will have until January 28th, 2024, at 5:00 pm to submit a revised version.

5. The OneDrive folder will be made public by January 22<sup>nd</sup>, 2024, at 8:00 am.

6. Candidates are allowed to share the link to the OneDrive to EngSoc members in a non-partisan manner during the voting period. No candidate shall directly share the link to their personal file. Instead, all candidates must only share the link provided by the Elections Committee.

6.9 The Engineering Society Communications Team and IT Team cannot be requested to create any campaign material for any candidates.

6.10 No current member of the Neutral Parties list outlined in By-Law 3.H, unless they are running for an elected position themselves, can endorse any candidates or repost any partisan content on their personal Instagram account.

6.11 No current member of the Neutral Parties list outlined in By-Law 3.H can endorse any candidates or repost any partisan content on their Engineering Society Instagram account.

## 7. VIDEO

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7.1 Video consent forms must be signed before video content is allowed online. Any individuals present in photo and video content must sign the respective consent form, as provided by the Engineering Society's Communications Team.



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## 8. VIOLATIONS OF CAMPAIGN RULES

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**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:

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.

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

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

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

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.

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

2. 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.

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

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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

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

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