



Elections and Referenda OF THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Secretary of Internal Affairs
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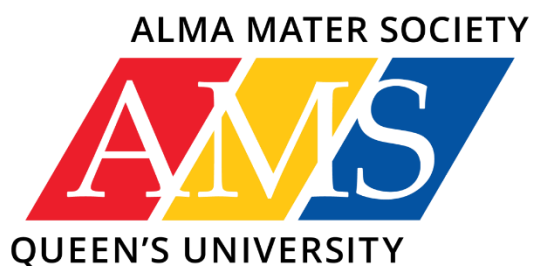


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Mississauga of the Credit, Huron-Wendat, Anishinaabe (Ojibwe) and Haudenosaunee (Iroquois) peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

As a branch of the society that strives to connect student leaders and facilitate positive change and student advocacy on Turtle Island, we strive to maintain the core values and teachings from Indigenous peoples. We are incredibly grateful for the ability to do so. As the Secretariat Office facilitates Assembly, Elections and Judicial Affairs, it is our duty to ensure that the voices of Indigenous and marginalized peoples are amplified, as well as provide resources on how we can facilitate and help in advocacy that is important. We are set to encourage all members of the Office and student leaders such as Assembly members to reflect on the privileges that they have been on afforded on this land, and use them to ensure campus safety, accessibility, and impact for all students. As settlers on the stolen lands of the Anishinaabe and Haudenosaunee peoples, we must continue to educate ourselves and strive to decolonize every layer of our governance system and curricula to Indigenize our learning.

Purpose

The purpose of this policy is to provide a clear and concise set of rules to be used for the conducting of Elections and Referenda at the Alma Mater Society (AMS). This policy governs the operations of the AMS Election Team, and the administration of elections, fee and non-fee related referendums. This entire policy, except for Part C, D and E, applies to all processes outlined and governed by this policy. Part C, D and E make it clear where they apply and under what circumstances.

Terminology

1. **AMS Assembly:** refers to the Assembly of the Alma Mater Society (AMS) as defined by the AMS Constitution.
2. **Boothing:** is defined by the presence of campaign representatives at a table or tent for the purposes of Campaigning. This may include, but is not limited to, visible representation of the campaign such as posters, banners, etc. Campaign Groups may only booth at locations and times allocated to them by the Election Team.
3. **Campaigning:** is defined as any activity that, in and of itself, serves to publicize or promote an individual or group's candidacy in an AMS Election. It includes, but is not limited to, booking rooms for gatherings, public appearances, issue of policy statements, distribution of promotional materials/ Candidate information, paid advertising in campus media, online material (e.g., social media), websites, etc.
4. **Campaign Manager:** is defined as the individual designated by the Campaign Group to represent the campaign to the Election Team. Campaign Managers must be a member of the AMS. However, Campaign Managers for Entities participating in Referenda are not required to be an AMS member.
5. **Campaign Materials:** are defined as any items that, in and of themselves, publicize or promote an individual's or organization's position.
6. **Campaign Group ("Group"):** is defined as the individual(s) responsible for or involved in running a campaign in an AMS Election, or Referenda as the case may be. This term refers to candidates or groups after their Ratification at Assembly, and during the Campaigning period.
7. **Nominee:** refers to an individual or group who have not yet completed the nomination requirements set out in this policy. This term shall be used to refer to all individuals and groups up to and including during the Ratification Assembly.
8. **Candidate:** refers to an individual participating in an election governed by Part C of this policy. The use of this term is generally restricted to the electoral candidates for Executive or other positions within the Alma Mater Society.

9. **Consultations:** are defined by the gathering of public information, recommendations and feedback from individuals, student groups and community members.
10. **Election Team:** refers to the team co-chaired by the Chief Electoral Officer and Chief Returning Officer, who, in tandem with Election Deputies, are responsible for the administration all society elections.
11. **Election Officers:** refers to both the Chief Electoral Officer and Chief Returning Officer.
12. **Platform-in-full:** is defined as a document released by Candidates that outlines a biography of each individual Candidate and a description of major campaign ideas.
13. **Secretariat:** refers to the Secretary of Internal Affairs, who oversees the Internal Affairs Office, and Election Team in an advisory and administrative capacity. The Secretariat, should at no point, be considered a member of the Election Team.
14. **Ratification:** is defined as the process by which the AMS Assembly approves Nominees to appear on a ballot, upon meeting the nomination requirements and successfully submitting the required documents.
15. **Election:** is defined as the voting process by which a Candidate is appointed to an elected position.
16. **Referenda:** is defined as the voting process by which a binding question is presented on a ballot. Referendum questions may be fee-related, in which case they are governed by Part D of this policy or non-fee related, in which case they are governed by Part E of this policy.
17. **Plebiscite:** is defined as the voting process by which a non-binding question is presented on a ballot. Such questions are governed by Part E of this policy.
18. **Information Session:** is defined as a meeting where the Election Team presents information surrounding Elections and Referenda.
19. **Election Period:** is defined as the interval of time that encompasses the entirety of an Election process, from the beginning from the day the Information Session is held, up to and including the day expenses are due.
20. **Nomination Period:** is defined as the interval of time when Nominees are completing the nomination requirements set out in this policy.
21. **Voting Days:** is defined as the interval of time when AMS members vote on a ballot.
22. **Plurality:** refers to the voting method used for Yes/No questions on a ballot.
23. **Ranked:** refers to the voting method used for Elections with two Candidates or more. Ranked voting requires Voters to rank their preference for each question option.
24. **Single Transferable:** refers to the counting method in Ranked voting where if a Voter's preferred Candidate does not get enough votes to stay in the election, their vote can be given to their second choice of Candidate.

25. **Voter:** refers to a member of the AMS, as defined by the AMS Constitution, who will be voting in Elections and Referenda.
26. **Contested:** refers to an Election with at least two Candidates or more.
27. **Uncontested:** refers to an Election with one Candidate.
28. **SimplyVoting:** refers to an online balloting software used to conduct AMS Elections.
29. **Residence:** refers to the accommodation, and its respective space, allotted to students by the Queen's University Housing and Ancillary Services.
30. **Abstain:** Abstentions from voting is a form of exercising one's right to vote. When someone confirms that they are abstaining from voting, it means they are voting neither for nor against the options on the ballot.

Policy Statement

Elections and Referenda are critically important functions of the Society. The AMS is committed to open and transparent processes that ensure sustainable governance and operations. Active student participation in the governance of the AMS is essential for maintaining vital programs and services to serve students. Elections and Referenda This policy provides information to students who want to be involved in student government and affirms that the AMS supports their endeavours. Further, this policy documents the protocols to be followed to manage a fair and truly representative election for the benefit of all students.

Scope

This policy covers all aspects of AMS Elections and Referenda, including policies on nomination, validation, campaign, finances, polling, and violations and penalties. This policy has influence over the AMS Election Team (and Rector Election Team in conjunction with Rector Elections Policy as the case may be), and Candidates running in an AMS Society Election, Undergraduate Trustee Election, and the electorate. Where a Member Society as defined by the AMS Constitution does not have an Elections procedure, this policy applies and governs elections of that society.

This policy, in context of referendums works in tandem with the Student Activity Fee Policy, which is under the purview of the AMS Board of Directors.

This policy is the document referred to in the University Rector Elections Policy and Procedures Manual and outlines the policies surrounding Campaigning and finances for the Rector election.

Roles and Responsibilities

Secretary of Internal Affairs (“Secretariat”)

- ☯ The AMS Secretariat will maintain strict neutrality at all times in relation to all parties participating in an Election or Referenda and must not be considered a member of the Election Team at any point.
- ☯ The Secretariat will monitor the Election Team for compliance with this policy. In the event that the Secretariat suspects a violation of this policy and/or concerns are raised by a member of the society about potential infractions, the Secretariat can direct the Election Team to comply with this policy and/or may request Judicial Committee oversight.
- ☯ The Secretariat will offer advisory support for the Election Team. However, all final decisions relating to elections and Referenda, are to be made by the Election Team. The Secretariat will not have the right to overturn any of their decisions except through an appeal to the Judicial Committee.
- ☯ The Secretariat will not be considered a member of the Election Team. However, the Secretariat may represent the Election Team to the Judicial Committee in the event of an appeal or as the need may be.
- ☯ The Secretariat provides administrative and financial oversight for the team within their capacity as the manager of the Internal Affairs Office.
- ☯ The Secretariat has the signing authority for the Election Team finances. They prepare all contracts between the AMS and other groups and carry out logistical preparation that takes place over the summer months when the Election Team is not available. The Secretariat is responsible for setting the dates for the Election Period, as well as spending limits, to be approved by Assembly.

Chief Electoral Officer & Chief Returning Officers (“Co-Chairs”, “Election Officers”)

- ☯ The Chief Electoral Officer “CEO” is the main point of contact for Part D and E of this policy, and all questions relating to Student Activity Fees and/or AMS Referenda. The Chief Electoral Officer is responsible for the overall marketing efforts of the Election Team and drafting and executing a Marketing Strategy approved by the Secretariat
- ☯ The Chief Returning Officer “CRO” is the main point of contact for all non-executive elections of the Society, as well as the elections of Member Societies. The Chief Returning Officer is responsible for the development of educational resources for students engaged in an Election, and supporting review of this policy and/or other election related processes.
- ☯ The CEO and CRO must work in tandem to ensure that elections are fair, and all decision making is impartial.

Election Deputy “Deputy”

- ☯ The Election Deputies will attend any in-person Campaigning events held by Candidates to monitor compliance with policy and provide personnel support for the in-person election outreach effort at the direction of the Co-Chairs.
- ☯ Election Deputies act at the direction of the Election Officers, to monitor compliance with this policy.

Candidates, and Campaign Groups

- ☯ All Candidates, and Campaign Groups to whom this policy applies are responsible for reading, understanding and complying with this policy. It is the responsibility of Candidates to seek support with understanding, applying or interpreting the policy where it is unclear from the Election Team.

Part A: Responsibilities and Authority

Section 1: AMS Assembly

1. Assembly will ratify dates for Elections and Referenda held within the year no later than the August meeting. Referenda
2. The campaign spending limit for the Elections and Referenda will be ratified by Assembly with the presentation of the Internal Affairs Office Budget.
3. Assembly will act as a neutral body with respect to all elections and Referenda.
4. The AMS Assembly reserves the right to call a special referendum on a matter within the purview of the Society at any time, as per the AMS Constitution.

Section 2: Election Team

1. There must be an Election Team under the Secretariat appointed per terms outlined in the Appointment Policy This team will:
 - a. Bear ultimate responsibility for conducting all society wide Elections and Referenda processes with integrity and impartiality.
 - b. Aim to increase the awareness of and participation levels of the student body elections and referendum
 - c. Prepare a budget for its operations at the direction of the Secretariat
 - d. Report the results of any election or Referenda
 - e. Have the power to apply elections policy and procedures and have the final say on all such decisions
 - f. Have the power to penalize Candidates for violations of the policy
 - g. Be accountable to the AMS Judicial Committee
 - h. Interpret this policy in a manner consistent with its intentions.

- i. Exhaust all efforts to reduce barriers in AMS Elections and Referenda, through accessibility considerations in documentation, promotional material, campaign and voting environments, as well as insure inclusivity for all AMS members.
2. The Election Team will be co-chaired by the Chief Electoral Officer and Chief Returning Officer and supported by up to four election deputies. The responsibilities of members of this team are outlined under the “Roles and Responsibilities” section. These may be amended or redistributed within the team to reflect the skills and interests of members, at the discretion of the Secretariat.
3. The Election Officers may make any additional rules or stipulations not contained within policy in accordance with the spirit, mission and mandate of AMS policy and Constitution.
 - a. If this clause is used during the Election Period, the Judicial Committee must convene within 24 hours to uphold the decision with a 2/3 approval. The Election Officers may place an interim rule with unanimous approval from:
 - i. Chief Electoral Officer;
 - ii. Chief Returning Officer; and
 - iii. Secretary of Internal Affairs.

In the event one of the above recuses themselves due to a conflict of interest, one of the following individuals may act as substitute to authorize the interim measures, in this order:

- iv. Chief Governance Officer; or
 - v. Judicial Committee Chair
 - b. The Judicial Committee may only repeal a rule or stipulation if it violates or contradicts another section of this policy, or other relevant AMS policies and/or presents a misinterpretation of the spirit of this policy or is implemented in a manner which undermines the integrity of the election or for all grounds listed under Part F, sec. 3.
 - c. Any rules made under this clause must be reviewed by the Assembly in the March Assembly, after the conclusion of all election and Referenda. Assembly should have the power to accept or reject the addition of these rulings as society policy. Should Assembly reject the rule, the Election Team must refrain from re-adding it for 1 academic year (which is defined as the period starting on May 1st and until April 30th of the following calendar year).
 - d. Outside of Election Periods, any additional rules or stipulations must follow society procedures on amending policies. This does not restrict the right of the Election Team to request support from the Judicial Committee as outlined in the AMS Judicial Policy via a Constitutional Interpretation. In the event that the Election Team wishes to add a rule or stipulation, and after a

JCOMM hearing has taken place, Assembly must be provided a copy of the decision, and any new rules should consider the spirit of the decision.

Section 3: Judicial Committee

1. Per the AMS Constitution, the Judicial Committee is responsible for “the overseeing of all Society Elections and Referenda to ensure that they are being run in accordance with the Society Policy on Elections and Referenda.”
2. All decisions of the Judicial Committee are final and not subject to appeal.
3. Quorum for election related hearings, is 2/3 of the Judicial Committee members, and require 2/3 approval by the present members.
4. The Judicial Committee must hear all cases relating to disqualification within 24 hours of the decision once it is made by the Election Officers. Questions may not be removed from the ballot until the Judicial Committee has had the opportunity to confirm and uphold the decision to disqualify any question(s).

Section 4: Conflicts of Interest

1. The Internal Affairs Office through the Election Team will strive to provide students with fair elections upholding the highest levels of integrity and impartiality.
2. It is the responsibility of the Secretariat to address any potential, real or perceived conflicts of interest in the Election Team by enforcing the rules and procedures outlined in the Appointment Policy.
3. Each Campaign Group will be assigned to one of the Election Officers, at the discretion of the Secretariat, in a manner which minimizes real or perceived conflicts of interest. This will not present an opportunity for Campaign Groups to *request* that they be assigned to either Officer, nor will the Secretariat entertain such requests which are made on baseless grounds or frivolously. Such assignments will be determined and made available to Campaigning Groups prior to the start of the Nomination Period.

Section 5: Society Policy Infringement

1. In the event that there are concerns about the Election Team deviating from this policy, groups may submit complaints to the Judicial Affairs Office, who must notify the Secretariat immediately. If possible, the Secretariat is empowered to direct the Election Team to comply with this policy as needed to correct a potential breach of this policy before it occurs. If it is possible to correct the error, the Secretariat will sign an informal resolution with the Judicial Affairs Office on behalf of the Election Team.

- a. However, in the event that a violation of this policy undermines the integrity of the electoral process, the Judicial Committee must convene to hear the case within 36 hours of the receipt of a complaint; **AND**
 - b. All cases must be resolved by a full Judicial Committee hearing except where the violation was an individual error and does not undermine the integrity of the electoral process. It should be at the discretion of the Judicial Officers to determine how to proceed in a case with guidance from the Judicial Committee Chair and Judicial Advisory Board Chair; and as governed by the Judicial Policy of the AMS.
2. Should the Secretariat fail to take action to correct a potential breach of this policy and/or respond to a complaint relating to the Election Team, the Judicial Affairs Office is empowered to take actions as permitted by the policies governing the Judicial Affairs Office.

Part B: General Guidelines

Section 1: Notification and Timeline

1. The Election Team will issue on the first Tuesday of September (for the Fall Election Period) and Second Tuesday of November (for the Winter Election Period) a proclamation opening the Election Period and specifically outlining the following:
 - a. The positions that may be Contested and opportunity to place referendum questions
 - b. The dates and times of the Nomination Period
 - c. Where elections material can be obtained.
 - d. The dates of the vote.
 - e. Due dates and information on how to submit relevant material
 - f. Any additional sessions or training that will need to be completed by Nominees prior to the submission of election agreements.
2. All society Elections and Referenda will follow the formula below. The Election Officers may change the below timing, giving due notice, if extenuating circumstances are evident. Decisions to alter the timeline are final and not subject to appeal.
 - a. Under no circumstance should the Campaigning Days be extended. This is to ensure that all Referenda organizations receive the same opportunity.
 - b. Referenda organizations seeking to place questions on the ballot will have additional deadlines relating to validation, as outlined under Part D.
 - c. Day 1 of any week is considered to be the Monday of that week.

Week	Day	Event
1	1	Information Session
2	1-4	Nomination Period
	5-8	Extended Nomination Period
3&4	1	Ratification at Assembly and All-Candidates Meeting
	2	Pause
	3-9	Campaigning Days
	10-11	Voting Days
	12	Expense Forms Due

Section 2: The Queen’s Journal

1. The Election Team must ensure that there is notification of an election in the Queen’s Journal at least one (1) week prior to the first day of voting.
2. The Election Team will negotiate a signed agreement with the editor(s)-in-chief of the Journal each year to secure free space for the advertisement of a campaign statement submitted by each Campaign Group at least once during the Referenda period.

Part C: AMS Elections

Section 1: Notification and Timelines

1. Advertising for the executive elections should take place at the end of the fall term, after the Fall Referendum, to inform students of positions available and important dates.
2. The Executive Election Period should normally open on the first day of classes in the Winter Term as shown in the timeline below.
3. In order to ensure there is sufficient time for transition and hiring, elections for AMS Executive should be concluded prior to reading week.

Section 2: Eligibility

1. Eligibility to run in an AMS Election is restricted to the following:
 - a. Students who have paid their AMS Membership Fee in the year they are participating in an election, and who would be considered as “AMS Members” as defined by the Constitution.
 - b. Are not constitutionally prohibited from running in elections.
 - c. Are not simultaneously running in any other campus election

- d. Attestation that the Candidate has not been found of a violation of the *Policy on Sexual Violence Involving Queen’s University Students, or the Harassment and Discrimination Prevention and Response Policy*.
 - e. Individuals whose employment was terminated by the AMS are ineligible to seek candidacy for the year following their termination.
2. Individuals holding AMS salaried positions should not be prevented from running for any elected office unless constitutionally prohibited. However, insofar as this is likely to result in a conflict of time and/or interest, the AMS should protect the best interests of the Society by applying the stipulations as found in this policy. Please refer to Part J for further details.

Section 3: Nominations

1. **Number of Signatures:** Nominees must receive nominations by 0.6% of the students they represent. The exact number of signatures needed will be determined by the Election Officers and must be made known no later than the Information Session for the Contested position.
2. **Extending Nominations:** Should any elected position receive one Candidate or less, an extended Nomination Period will be extended to start at noon of day 5 of week 2 and conclude at noon on the same day of the Ratification Assembly.
3. **Withdrawals after Nominations (Day 1 or 2 of Campaigning):** If any only one Nominee completes the nomination requirements for any position and is ratified by the Assembly and withdraws their candidacy on the first or second day of the campaign period, the following condensed timeline will be adopted.

Week	Day	Event
3&4	5	Information and Ratification Assembly
	6-10	Campaigning period for the Election
	11-12	Voting Days
	12	Expense Forms Due

4. Should only one Nominee be ratified by Assembly, a vote of confidence will be held at the set election dates.
5. If no Nominee fulfills nomination requirement during the set dates or extended window, and no nominees are ratified at the above timeline, the AMS Assembly reserves the right to appoint the Executive at a Special Assembly Session, which is governed by *AMS Executive Appointment Procedure*. For all other positions, the Election may be delayed to the next Election Period scheduled by the Election Team or the Election Period may be reopened at the discretion of the Secretariat.

Section 4: Ratification by Assembly

1. Assembly should ratify all Nominees as Candidates to appear on the election ballot, upon receipt of written confirmation from the Election Team that the Nominees have complied with nomination requirements, and submitted all required documents
2. Assembly should only refuse to put a Nominee on the ballot where there is clear and compelling evidence that they are ineligible.

Section 5: Transparency and Conduct

1. All Candidates for any election are required to provide an estimate of their expected commitments for the Voters to review on the ballot.
2. Candidate commitments will be presented in the format of the following table and estimated (on the assumption that they are elected) to the best of the candidate's ability. If a term does not cover a semester, that semester column should be excluded from the estimate. The blanks in the table will be filled with numbers corresponding to the hours per week that the Candidate expects to commit to that category averaged over the semester.

	Summer	Fall	Winter
Extracurriculars			
Academics			
Work			

Section 6: Ballot

1. **Contested Elections:** Where there are multiple Candidates and/or options, Candidates must appear on the ballot in an order determined by lottery. This order must be determined at the Ratification Assembly in an open session. It is imperative that randomization of the ballot take place publicly, and in the presence of witnesses to protect the integrity of the electoral process.
 - a. If for whatever reason, this cannot take place at the Ratification Assembly and/or unforeseen circumstances prevent this from occurring; the ballot randomization must take place in the presence of the following:
 - i. AMS President
 - ii. Chair or Vice-Chair of the Board of Directors
 - iii. Secretariat
 - iv. Speaker of Assembly
 - v. A representative of the Queen's Journal
 - vi. Election Officers

- vii. 3 Members of Assembly
 - viii. 3 Members of the Judicial Committee, at least one of whom is the Judicial Committee Chair or Vice-Chair
 - ix. All Candidates and/or their Campaign Manager
- b. Ranked ballots are to be used in the event two or more Candidates are contesting an election. The ballot must include a “none of the above” option, which counts as a vote against all Candidates and is included in the Voter turn out. There shall also be an abstain option. These must be tabulated using the **Single Transferrable** vote system.
 - c. **Disqualifications:** If a Candidate or Campaign Group is disqualified, the ballot is interpreted as if the disqualified team had been removed from contention in the first counting round.
2. **Confidence Vote:** In the event a confidence vote needs to occur, the wording should be: *“Do you have confidence in [names] to fulfill the duties of (position name)?”*.
 - a. If the outcome of the vote is negative, then AMS Assembly will appoint a team to the Executive at a Special meeting of Assembly, as outlined *AMS Executive Appointment Procedure*.
 - b. No person may be appointed to the Executive in a session of Assembly in which they have been defeated in a confidence vote. If the outcome of the vote is positive, the Nominee will be acclaimed to the nominated position.
 - c. The question will be asked with a **Preferential Voting system** and have a “None of the above” and an abstain option.

Part D: Student Activity Fees

Section 1: Mandate and Eligibility

1. This section applies to the questions to establish, increase or continue Student Activity Fees which are governed by the Student Activity Fee Policy
2. Eligibility to place a student fee question on the ballot will be determined by the Student Activity Fee Policy (SAF) of the AMS Board of Directors.

Section 2: Validation Package Deadlines

1. Organizations that wish to partake in an AMS Referendum, must submit the validation package no later than 12:00 PM on the Third Friday after the release of the Election Proclamation.
2. Upon submission of the package, the Student Activity Fee Review Committee will make recommendations to groups as per Student Activity Fee Policy.

Section 3: Nominations

1. The AMS or its Member Societies, or groups affiliated with either who receive approval by the Student Activity Fee Review Committee to establish a mandatory fee are exempt from the nomination requirements. The Student Activity Fee Review Committee Chair or delegate will communicate exemptions at the time the validation form and budget are approved.
2. The AMS or its Member Societies, or groups affiliated with either who wish to establish an optional fee, must receive nomination signatures by 0.6% of the membership of the Society.
3. All other groups, including groups affiliated with the University and/or groups considered as "External" by the Student Activity Fee Policy must receive nomination signatures by 1% of the student population.
4. All groups undergoing a Triennial Review where their fee is not increasing, are exempt from the nomination requirements as there has already been demonstrated support through the establishment of a fee. All groups seeking to increase a fee, regardless of whether this occurs in the year of their Triennial Review, must follow nomination requirements that are applicable to their group type as outlined in this section.
5. The CEO will communicate nomination requirements to groups clearly, with the communication of the decision of the Student Activity Fee Review Committee. The Election Team has the final say on the exact number of signatures needed.

Section 4: Ratification by Assembly

1. Assembly will be notified of any Campaign Organization which failed to meet the validation or nomination requirements and why through a written and oral report given by the Chair of the Student Activity Fee Review Committee at the Assembly immediately following the Nomination Period.
2. For those Nominees that meet the Ratification and nomination requirements, Assembly should be notified of which questions will be placed on the ballot.
4. Assembly reserves the right and the authority to reject any new or changing student fees to be placed on the ballot only where there is clear and sufficient evidence brought forward that the Student Activity Fee Review Committee failed to properly vet the fees in the validation period.
5. Approval by the Assembly is not required for triennial review student fee questions approval as the Assembly has already voted on the legitimacy of the fee during its establishment. The Assembly will only vote (in accordance with the Student Activity Fee Policy) to place a triennial review question on the ballot where the Student

Activity Fee Review Committee has determined one of the following through the validation period:

- a. The status of Ratification or affiliation of the Nominee has substantially changed since it last went to referendum.
- b. The mandate or operations of the Nominee has substantially changed since it last went to referendum.
- c. The way the fee is expended by the Nominee has substantially changed since it last went to referendum.
- d. There has been a significant change to AMS policy on eligibility requirements for student fees which would affect that fee since it last went to referendum.

Section 5: Transparency

1. For all fee referendums, the Election Team will release budget submissions, and the 300-word Queen's Journal Description by 12:00 PM on the first day of Campaigning Days on the AMS website. The Chair of the Student Activity Fee Review Committee retains ultimate discretion on the material released.

Section 6: Provisions Related to Member Societies

1. This section applies in the event that a Member Society or an affiliated group, as defined by the AMS Constitution is participating in a fee referendum and whose participation in the referendum is only of interest to the members of that Society (not the entire undergraduate body).
2. All rules and regulations outlined by this policy relating to participation in a referendum must be followed. In addition to this, each Member Society may have additional rules that also apply and must be followed.
 - a. In the event there is a discrepancy between this policy and the policies of a Member Society, this policy prevails. The Election Team may make exceptions to this clause at their discretion, subject to procedure surrounding making additional rules under Part A.
3. **Timeline:** Member Societies, and affiliated groups (if applicable) may deviate from the AMS Elections and Referenda Timelines, with:
 - a. 2/3 Approval of the Student Activity Fee Review Committee, made at the time the fee's validation was approved.
 - b. For the purpose of aligning referendums with the executive elections of their Society. Where this occurs, Ratification by Assembly may be replaced by Ratification by the Assembly of the Member Society.
4. **Ratification:** The AMS Assembly retains the final authority to reject any question that goes on the ballot of any Member Society per the Ratification guidelines.

- a. Where a Member Society deviates from AMS timelines per Part D, Section 7(b), the question(s) being placed on the ballot of a Member Society are exempt from the requirement to be ratified by the AMS Assembly, and must instead, be ratified by the Assembly of the Member Society. This should occur at a meeting where a member of the Election Team is invited as an observed of the Assembly, and minutes, and records are accurately made and forwarded to the Secretariat for retention within ten (10) business days of the meeting. The CEO will work with the Campaign Groups to determine an appropriate all-candidate Meeting time.
 - b. Where a Member Society deviates from the AMS timelines for any other reason and has received approval by the Student Activity Fee Review Committee to hold a referendum that does not align with AMS timelines, question(s) may be ratified by the AMS Assembly.
5. In all cases, the Election Team is responsible for ensuring that this policy is adhered to by all Member Societies. This authority is not delegated to the CEO of the Member Society under any circumstance as only the Election Team is vested with the authorities under this policy.
6. In the event that a group affiliated with a Member Society wishes to add a fee to the fee slate to of that Member Society, the group may be permitted to follow procedures outlined in this section at the discretion of the Chair of the Student Activity Fee Review Committee, who retains the final authority to make such determinations.

Part E: Non-Fee Referenda Questions

Section 1: Mandate

1. "Non-Fee Referenda Questions" may include either one of the following question types:
 - a. Binding non-fee related questions ("binding questions")
 - a. Non-binding Plebiscite questions ("non-binding questions")

Section 2: Eligibility

1. Plebiscite and non-fee related questions may only be requested by a member of the AMS who has paid the full slate of mandatory fees.

Section 3: Ratification by Assembly

1. All non-fee questions require a majority approval of the Assembly prior to being placed on the ballot.
2. Assembly does not have the authority to reject or fundamentally change the substance of a Plebiscite or non-fee related referendum question unless it finds clear and compelling reason to believe that the question itself constitutes or otherwise suggests or endorses a violation of the mission or operating statement of the Society; a violation of law; a violation of contractual, financial or other obligations undertaken by the Society; or would otherwise pose a clear, well-defined and significant threat to the best interests of the Society and the welfare of the Queen's undergraduate student body. Any such rejection requires a two-thirds (2/3) vote in support from all voting members of the Assembly. Assembly reserves the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.

Section 4: Ballot Requirements

1. Binding questions must be indicated on the ballot, and it should be made clear that the question is binding.
2. Non-binding questions must be indicated on the ballot with "AMS Plebiscite" appearing before the specific question.
 - a. Abstentions are not allowed for non-binding questions.

Section 5: Additional Guidelines for Binding Questions

1. 'No' campaigns may register and follow regular campaign policies.
2. AMS representatives working in their capacity may register and run 'No' campaigns governed by this policy, and will be treated as any other 'No' campaign.

Section 6: Additional Guidelines for Non-Binding Questions

1. There can be no official or recognized Campaigning for or against Plebiscite questions. However, the facilitation of a certain level of educational information dissemination for the benefit of an informed student vote is to be permitted, at the direction and discretion of the Election Team
2. The AMS Assembly reserves the authority to place a Plebiscite Question directly on the ballot. All Plebiscite questions approved for a referendum ballot are to be published in The Queen's Journal at the same time that referendum questions/write-ups appear. The Election Team will endeavor to widely publicize the

existence of any Plebiscite Questions immediately upon their approval for the ballot. This will include posting the Plebiscite question(s) on the AMS website.

3. The Election Officers, through unanimous approval, have the discretion to disqualify any Plebiscite question, where they find clear grounds to believe that the nature of any unofficial “campaign” activity has compromised the integrity of the Plebiscite process and/or skewed the vote or opinion of the student body rendering the result unrepresentative of student opinion. Disqualification may entail the removal of the question from the ballot or a decision to not count/publish the vote.

Part F: Pre-Campaigning

Section 1: Information Session

1. **Information Session:** The Information Session exists for educational and informational reasons. The Election Team will organize a mandatory Information Session meeting on the first day of the Election Period. At least two different sessions will be offered to accommodate differing availabilities. The Information Session will give Nominees a brief overview of the policy, any deadlines for submission of documents.
 - a. Given these timelines are announced in advance, it is the responsibility of Nominees to notify the Election Team of their inability to attend any of the Information Sessions by a deadline set by the Election Team.
 - b. Any Nominee who misses an information session for an election or a referendum, can request an alternative session. Nominees who start the electoral process after the start of the Nomination Period are not entitled for extensions. Under no circumstance may the Election Officers approve an extension to any date(s) outlined or announced.
 - c. Attendance of an Information Session and/or an alternative meeting is mandatory for participation in an electoral process.
2. **Other Sessions:** Each year, the Election Team, at the direction of the Secretariat, may require that Nominees complete other training and/or attend additional sessions. Additional requirements under this clause are limited to elections and will be communicated with the proclamation under Part B. The Election Team will make every effort to provide candidates with at least two different time options to accommodate their schedules.
3. **Attendance:** For Elections, the individual Nominee must attend the Information Session. For Referenda, a Designated Representative of the group and/or the Campaign Manager may attend the Information Session.

Section 2: Agreements

1. At the conclusion of the Information Session, and 24 hours before the start of the Nomination Period, each Nominee will be required to sign a document which includes:
 - a. A statement of responsibility for the contents of any information released to the public, and a commitment to uphold all rules, stipulations and values governing the AMS.
 - b. Confirmation of completion of an Information Session and any additional training required by the Election Team, to be co-signed by an Elections Deputy.
 - c. Information about the Campaigning Team and a statement of responsibility that the Nominee is responsible for the conduct of all their team members.
 - i. Each Nominee should identify a Campaign Manager to liaise with the Election Team. The Campaign Manager is responsible for receiving and disseminating relevant information from the Election Team.
 - ii. Any changes to the Nominee's team must be communicated to the Election Team within 24 hours of the change.
 - iii. Upon request, an updated list of Nominee team membership must be provided to the Election Team within 8 hours.
 - d. A statement not to exceed 300 words to be published in the Queen's Journal.
 - e. A \$100 deposit which will be returned after the election, unless the Nominee receives fines or other financial penalties
 - f. For Election Candidates only, a disclosure of all extra-curricular activities the Candidate is currently involved in. This information will include the nature of the work (paid, volunteer), the role of the individual, as well as the time commitment.
 - i. Candidates must take a leave of absence during the campaign period from all extracurricular activities that, in the judgement of the Election Team convey unfair advantage or establish or imply a conflict of interest. A copy of Notices of Leave must be provided to the Election Team.
 - g. For elections Nominees only, disclosures under Part C, Section
2. Failure to submit the forms according to the deadline set by the Election Team will result in a disqualification.
3. In the event of a discrepancy between this policy and the deadline communicated by the Election Team, the deadline of the Election Team should be followed.

Section 3: Nominations

1. The Nomination Period is purely for organizational purposes and for collecting nomination signatures
2. The purpose of the nomination process is to ensure that Nominees are known to a subset of students on-campus. This process is not meant to be a popularity contest, but simply to encourage Nominees for continuous student engagement.
3. The following activities are permitted during the Nomination Period:
 - a. Nominees can state their intention to run for an election, or the amount or changes of fees they are hoping to implement through a referendum in the solicitation of signatures.
 - b. Nominees may sign their own nomination forms.
 - c. Nomination forms may only be signed by members of the AMS. The Election Team will verify the status of each signatory and disqualify any invalid signatures.
4. All communication released publicly (including through a Nominee's social media, including private social media), must be pre-approved by the Election Team. Where a Nominee is unsure if approval is needed, it is advisable to contact the Election Team. The following activities are not allowed during the Nomination Period:
 - a. Campaigning.
 - b. Consultations.
 - c. Collecting of nomination signatures at any assembly and/or in classrooms, campus pubs, cafeterias, AMS Offices, AMS Services and/or any other service or location which is student run or associated by a member society as defined by the AMS Constitution.
 - d. Nomination signatures by any of the following:
 - i. Secretary of Internal Affairs.
 - ii. All members of the Governance Team of the Internal Affairs Office.
 - iii. All members of the Judicial Affairs Office.
 - iv. All members of the Election Team.
 - v. All members of the AMS Judicial Committee.
 - vi. All members of the AMS Judicial Advisory Board.
 - vii. The Chair and Vice-Chair of the AMS Board of Directors.
5. Notwithstanding Part F, sec. 3, subsec. 3(c), the Election Team may permit exceptions, a decision which will be final and subject to appeal only if it fails to uphold any of the following principles:
 - a. This restriction exists to prevent situations in which students who do not understand or know the nominee from signing the nomination form to ensure that students who nominate the nominee are doing so based on a respectful and trusting relationship they have with the nominee.
 - b. In reviewing questions, the Election Team should consider that the groups mentioned above provide essential and/or beneficial services to students on-

campus, and the addition or amendment for a fee may be necessary. The Election policy should not restrict these groups from being able to participate in a democratic process simply because of their affiliation with the AMS or a member society.

- c. Groups should generally be allowed to solicit signatures from their student staff, volunteers, personnel, and any other student with whom they have regular contact. Questions should be directed to the Election Team and will be approved on a case-by-case basis.
6. At the conclusion of the Nomination Period, and by a deadline which will be communicated by the Election Team, all Nominees are required to submit the Nomination Form. The Election Team reserves the rights to specify the manner in which signatures are collected. Nomination Form must include the Name, Net ID and Student Number, and a valid @queensu.ca email address.
7. Failure to submit the required documents and information according to the deadline set by the Election Team will result in a disqualification.

Section 4: Withdrawal

1. A Nominee may withdraw their candidacy up to 24 hours prior to Ratification by Assembly, without penalty. Should a Nominee or group withdraw after this deadline, they will lose their deposit
2. A notice of withdrawal must be given in written form to the Election Team.

Section 5: Ratification by Assembly

1. Assembly plays a different role in exercising its authority for different question types that are placed on the ballot. Refer to Part C, D and E for more information.

Section 6: All-Candidates Meeting

1. Prior to the start of Assembly when Nominees are being ratified, the Election Team will organize an all-candidates meeting. The purpose of this meeting is to go over campaign regulations, the debate (for elections), and Voting Days in depth.
2. It is the responsibility of Nominees to notify the Election Team of their inability to attend any of the meetings by a deadline set by the Election Team. Nominees and/or their Campaign Managers may attend the All-Candidate Meeting to satisfy the mandatory requirement.
3. Exceptions may only be allowed in the event that an extenuating circumstance takes place that would reasonably prevent a Nominee from attending the meeting.

- a. Sending a proxy or another representative will not fulfill this requirement if the Campaign Manager of a Referenda Nominee is absent for any reason.
- b. Nominees failing to notify the Election Team within 24 hours of missing the all-candidates meeting will be disqualified.

Part G: Campaigning

Section 1: General Principles

1. **Early Campaigning:** Campaigning must not begin until the beginning of the campaign period. Campaigning prior to this start date may result in a disqualification.
 - a. In making a decision, the Election Team will consider whether the Campaign Group ought to have reasonably known that their activity would fall under the definition of Campaigning. In rare and limited circumstances, the Election Team will not disqualify a Candidate if, after conducting a reasonable person test, they determined it would not be reasonable to expect that the behaviour would qualify as Campaigning. The AMS Judicial Committee will hear all cases related to early Campaigning regardless of the decision of the Election Team within 24 hours of the Election Team being informed of a potential infraction.
 - b. When unsure, Candidates should seek the guidance of the Election Team prior to engaging in activities that may violate this clause.
2. **Non-Campaigning Events:** Should an event, organized prior to the Nomination Period for reasons unrelated to the referendum or an election, be scheduled to take place during the campaign period, the Campaign Group responsible for it can submit a request to the Election Team asking that the event be considered a non-campaign event. If the Election Team determines that the event cannot be rescheduled, the request may be granted, so long as no mention of the campaign is made at the event.
 - a. All Campaign Materials and promotions of the event are subject to the approval of the CEO or authorized designate.
 - b. An Elections Deputy representing the Election Team must be admitted to the event, free of charge, to ensure compliance with policy and directions.
3. **Approval and Monitoring:** All campaign material and promotions are subject to the approval of the Election Team. A sample of all Campaign Materials must be submitted to the Election Team to be kept on file for the duration of the campaign. All updates will be closely monitored by an Election Deputy after approval, to ensure compliance.

- a. Unapproved Campaign Materials are strictly prohibited and will not be reimbursed.
- 4. **Mutual Respect (Timelines):** Each Campaign Group will be overseen by one of the Election Officers. While Campaign Groups can submit their material at any time during the Campaigning period, the Election Officers will only approve material during their scheduled office hours, which will be communicated to the Nominees at the All-Candidate Meeting.
 - a. The Election Officers are under no obligation to approve requests outside of their working hours or in less than 24 hours.
 - b. Election Officers must respond to all requests within 48 hours. Campaign Groups wishing to post material should keep these timelines in mind and submit them ahead of time.
 - c. Campaigning Groups may begin submitting requests for approval after the Ratification Assembly after a window determined by the Election Team.
- 5. **Integrity:** In interpreting this policy, the Election Team will consider the spirit, intent and purpose of each section. Where a situation arises that is not specifically covered by the policy, the Election Team will *read-in* such that their decisions is consistent with the general principles of this policy.
- 6. **Non-AMS Members:** Participation by non-AMS members is not permitted, in order to ensure electoral processes are decided by the Queen's student community in an environment free from external influence.
 - a. Non-AMS members wishing to participate in a Referenda process must submit an intent to the Election Team before the end of the Nomination Period. External participation may be permitted at the discretion of the Election Team and subject to Part A, sec. 2, subsec. 3 provided that it is limited to the provision of factual information and does not include financial assistance or Campaigning. Notwithstanding the above, external groups that have passed the validation by the Student Activity Fee Review Committee and have been ratified by Assembly are considered the same as any other Campaigning Group.
 - b. Violations of this clause are investigated by the Judicial Affairs Office. The Election Officers retain the right to disqualify any Campaign Group subject to Part F of this policy.

Section 2: Printed Material

- 1. All posters must be stamped to indicate approval. Placement and distribution of posters and campaign material must adhere to all University and building policy.
- 2. All posters must be printed on 100% recyclable paper and must be recycled after the end of the campaign period.

3. Posters may not be affixed to painted areas, doors, or glass. Campaign Groups are responsible for ensuring that Campaigning conforms to individual building policy.
4. There will be a limit of 75 posters per Campaign Group. Posters larger than 11" x 17" are to be considered a Banner. There can be no more than two banners permitted per Campaign Group.
5. **Off-campus Campaigning:** No form of off-campus Campaigning is permitted. Campaigning Groups can not place Campaign Materials on trees or utility poles either on or off campus. This includes stringing banners from utility poles.
 - a. Violating this clause will result in penalty per Part H, Section 3(c)

Section 3: Physical Campaigning

1. **Tables and Boothing:** Campaign Groups must book all table space for use during the campaign period through the Election Team. The Election Team will also coordinate the booking of banner spaces in the John Deutsch University Centre (JDUC).
 - a. The allocation of table and banner space will be done through a lottery process determined by the Election Team. If, prior to the campaign and for reasons unrelated to the campaign, an organization books table/JDUC banner space for use during the campaign period, it may forfeit right to allocated banner space, provided that the space it previously booked is roughly equivalent to the space it would be allocated.
 - i. Campaign Groups are entitled to a set number of hours of table space for the duration of the campaign period. The maximum number of hours is set by the Elections Officers prior to the All-Candidate Meeting and subject to approval from the Secretariat, for purposes of financial oversight. The Office of the Secretariat will incur all costs related to boothing.
 - ii. The Election Team must maintain a list of bookable spaces, to be presented to Assembly on an annual basis.
 - b. Campaign tables or booths must be staffed by the Campaign Groups involved, at all times. Promotional materials may not be left unattended.
 - c. Boothing hours are restricted to the hours between 9:00 A.M. and 6:00 P.M.
2. **Class Visits:** Any classroom appearance, both on and offline, must be cleared through the instructor in advance of the scheduled time. The Election Team reserves the right to require the Group to submit proof of approval/permission. This contact may be made during the Nomination Period. Arrangements for classroom talks are the responsibility of the Candidate's election team. All content must be consistent with all approved material.

3. **Residence:** All Campaigning in Residence must conform to Residence policies. Campaigning in residences must be limited to common areas (entry floors or common rooms). No room-to-room Campaigning in Residence is permitted.
4. **Line Ups:** Campaigning is permitted in line-ups but can not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups is also subject to any applicable residence or university regulations.
5. **In-person Outreach:** Campaign/promotional materials may not be distributed to any residential or off-campus mailbox, and no form of door-to-door Campaigning will be permitted on or off campus.
6. **Events:** Campaign Groups looking to hold campaign events must seek approval for any event (online or otherwise) being held, no less than 24 hours ahead of the scheduled time.
7. **Pubs, Cafeterias:** Campaign material must not be distributed in pubs, or cafeterias.

Section 4: Digital Campaigning

1. **Websites:** All websites must be approved by an Elections Officer prior to posting. All updates must also be approved and will be closely monitored by an Elections Deputy.
 - a. Content must be approved by an Elections Officer before uploading. Candidates and Campaign Groups will be asked to remove any unapproved content.
 - b. Websites cannot be up before the Campaigning days.
 - c. Websites that are live prior to, or after the Campaigning period will be requested to be taken down immediately by an Elections Officer.
 - d. Websites cannot contain any account creation, notification lists, or any other data collection interfaces.
2. **Email:** All email content must be consistent with previously approved campaign material must be above reproach and require approval by the Election Team.
 - a. Campaign Groups may request an individual with a reasonable level of authority within an organization to forward an email to their organization using a mass email list.
 - b. Use of AMS mass email lists is restricted to campaigns initiated by the AMS.
 - c. Campaign Groups are not permitted to send mass emails through their own accounts to students that have not consented to receive information from the Campaign Group.

Section 5: Social Media

1. **Social Media:** The use of social media platforms not listed in this section is against campaign rules and will be removed immediately. Campaign content must be posted during the Campaigning period and must be approved by either Elections Officer beforehand.
 - a. This includes any election, or Referenda related material posted on the private social media accounts of Candidates or Campaign Groups.
2. **Access to Social Media:** The Elections Officers must be given login credentials for all campaign accounts. The account must be private until its content has been reviewed by Elections Officer and the login credentials have been acquired. All changes must be sent to an Elections Officer before they go online.
 - a. All groups participating in a referendum governed by Part D are exempt from this clause because they will likely be using their organizational account. Should a group make a separate account for the purposes of marketing for the referendum, the credentials must be provided to the Election Team.
 - b. Unapproved campaign content is strictly prohibited and will be taken down immediately. Depending on the nature of the unapproved content, additional penalties may be applied.

The following additional provisions apply:

3. **Instagram:**
 - a. All posts/stories on a personal account made for Campaigning purposes during the Campaigning days must be preapproved.
 - b. All posts, stories, usernames, and profile pictures on a personal account on Voting Days must remain non-partisan.
4. **Facebook:**
 - a. Only Facebook pages, complimentary messages, and advertising may be utilized for Campaigning.
 - i. Violation of this rule will result in penalty Part H, Section 3(c) at the discretion of the Elections Officers.
 - b. 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.
 - c. Events, pages, and groups must be shut down one hour before the Campaigning days end. Otherwise, events would send out automatic reminders on Voting Days.
 - d. Admins for other Facebook groups cannot use their power as admins to invite people in the event to their campaign Facebook pages.

- i. Violation of this rule will result in penalty per Part H, Section 3(c) at the discretion of the Elections Officers.
 - e. The Elections Officers must be admins of all events/pages/groups used for Campaigning purposes.
- 5. **TikTok:**
 - a. No Stitch or Reply Videos can be created commenting on campaign material from another Candidate.
 - i. Violation of this rule will lead to enforcement of penalty per Part H, Section 3(c)
 - b. Online advertisements that cannot be completely removed from the website they were posted on must be pre-approved by an Elections Officer.

Section 6: Endorsements

1. Campaign Groups may not seek endorsement from the following:
 - a. Off-campus organizations, including off-campus media organizations, celebrities, political parties, and/or any organization that is not affiliated with Queen's University or the AMS. Determination of ineligible organizations is up to the discretion of the Election Team, whose decision is final and not subject to appeal.
 - b. Any individual who is not currently a member of the Alma Mater Society. This includes but is not limited to SGPS students, alumni, and Queen's University staff.
 - c. Any individual prohibited from providing Nomination signatures under Part F, Section 3.
 - d. All members of the AMS Assembly, including voting, non-voting and ex-officio members in both their positional and personal capacities.
 - e. All members of the Assembly of a Member Society, who are elected and considered to be voting members of the respective Assembly.
 - f. The Alma Mater Society, affiliated Offices, Services and Commissions who must at all times, remain neutral subject to exceptions under Part G, Section 7
2. This section should not be interpreted in a manner that undermines the ability of the AMS or a Member Society from participating in Referenda governed by Part D or E. It is generally understood that such groups are exempt from endorsement restrictions for the purposes of their rightful participation in a Referenda. The Election Team retains the authority to make determinations relating to Referenda endorsements.

Section 7: Provisions Related to the AMS

1. Alma Mater Society, affiliated Offices, Services and Commissions will at all times, remain neutral. No Campaigning activities or material may be displayed at AMS spaces, both on and offline.
2. **Exceptions for AMS and affiliated Offices, Services and Commissions:** The section provides for exceptions to the clause above which apply in the event that an AMS-affiliated group (service, office or commission) is participating in the Referenda.
 - a. The Election Team may not grant an exception to the following, who must, at all times, remain neutral and refrain from directly supporting the Referenda effort:
 - i. The Internal Affairs Office, and Human Resources Office.
 - ii. Common Ground, The Queen's Pub, the Media Centre, and Tricolour Outlet
 - iii. An AMS affiliated group, which is not listed above, and which is not participating in a referendum.
 - b. All AMS affiliated groups are exempt from neutrality clauses only for the purpose of establishing, continuing or increasing their own fee.
 - i. This permission is granted on the basis that all other Referenda Campaign Groups, are permitted to campaign in their own physical spaces.
 - ii. AMS groups which are granted an exemption may not place or allow Campaigning of other Campaign Groups in their own spaces, under any circumstance and must continue to remain neutral with respect to all other Referenda Campaigning.
 - iii. In general, such Campaign Groups should seek the permission of the Election Team prior to undertaking any activities which may reasonably be perceived to cause scandal. If permitted, the decision of the Election Team is final and subject to appeal per Part F, sec. 3.
3. **Marketing Office:** The AMS Marketing Office may support AMS affiliated offices, commissioners or services with campaign planning but must otherwise, refrain from providing any support during the election and Referenda period.
 - a. Notwithstanding the above, the AMS Marketing Office may be considered a Campaign Group in campaigns initiated directly by the AMS (ex. For the purposes of increasing the student fee) and subject to all other Campaigning policies.
 - b. At the beginning of each Referenda cycle, the Election Team will determine the role the Marketing Office will play, and whether it should be considered a Campaign Group for the duration of the Referenda. If deemed as a Campaign

Group, all material (campaign or non-campaign) must be approved by the Election Team prior to public dissemination.

3. **AMS-Campaigns:** In the event that the AMS initiates a campaign, the following restrictions apply:
 - c. **Expenses:** Upon participation in a campaign, the salaries AMS employees are excluded from counting as campaign expenses. Use of any other resources in the AMS must be approved by the CEO and/or be expensed as normal campaign expenditures following the same guidelines and procedures of this policy.
 - d. **Assembly:** Upon Ratification of an AMS campaign, the AMS Assembly reserves the right to establish further guidelines or alter existing rules regarding the campaign activities and expenses of the AMS. These further guidelines or alterations will supersede this policy.
 - i. This authority is limited for the time of Ratification. The AMS Assembly may not retroactively add rules.
 - ii. During the Referenda period, any member of Assembly can request that the Election Team make additional rules specifically for the AMS campaign. Such rules will follow procedures for making rules during the Referenda period, subject to Part A, sec. 2, subsec. 3 and require a 2/3 approval by the Judicial Committee.
4. Additional rules for the AMS should not significantly undermine the normal rights the AMS would have if it were any other Campaigning organisation. Assembly, the Election Team and Judicial Committee should approach additional rule making with the view of ensuring Referenda remains fair for both the AMS and other Campaign Groups.
5. **Expense Reimbursement:** The AMS and its affiliated groups are not eligible to receive reimbursement from the Secretariat, though they must follow all campaign spending limits determined by the Election Team.
 - a. Notwithstanding the above, the AMS or an affiliated group, may make an appeal to Assembly to permit spending with a higher amount during the Ratification Assembly, with the presentation of a budget on how the campaign expenses will be spent. The AMS Assembly may exempt the AMS from the campaign spending limit, subject to 2/3 approval, and determine a new campaign spending limit.
 - b. Regardless, the AMS or its affiliated groups are ineligible to receive reimbursements from the Secretariat, but must follow all other rules relating to expenses, and submit receipts to the Election Team for verification of spending at the discretion of the Election Team.

Section 8: Impermissible Activity

3. **Violations of Values:** It is expected that all Campaigning Groups carry themselves in a way that represents the values of the AMS and Queen's at-large. Campaigning Groups are required to respect the Student Code of Conduct and not engage in behaviour that breaks said code. The Election Team will reject any requests for a campaign material, statement or material published by a Campaign Group to be in violation of such values and mission, or which uses threatening or intimidating language.
 - a. Without limiting the freedom of speech or expression of any Campaign Group, the Election Team will ensure that all Campaign Material adheres to the values of the AMS and promotes an electoral environment aligned with these values.
2. **Misrepresenting Other Campaigns:** The content and methods of Campaigning should be beyond reproach. Campaign Groups may not misrepresent the character or policies of other Campaign Groups, nor may they interfere in any manner with the Campaign Materials of other Groups. Campaign Groups may not make statements that they know are untrue.
3. **Financial Incentives:** Giveaways of gift-cards, cash, or other financial incentives by a Campaign Group are not permitted. Campaign Groups are also not permitted to misrepresent any incentives being offered by the Election Team in any capacity. Doing so will result in a disqualification.

Section 9: No-Vote Campaigns

1. Any AMS member or AMS-affiliated group is eligible to campaign against any question where a no-campaign is permitted by policy providing written notice of their intent to do so to the Election Team. Notice may be provided at any time during the nomination or campaign periods.
2. Only one group may campaign against any question. In the event that more than one group provides notice of their intent to run a "No" campaign against the same question, the Election Team will request that these Nominees merge to run a single campaign.
3. If the Nominees are unable to reach agreement, the Election Team will determine which group will run the "No" campaign. The Election Team will rule in favour of the first group to provide written notice of intent, unless they determine that a subsequent applicant has a significantly greater interest in the outcome of the question, or significantly greater willingness and ability to affect the outcome. The CEO's ruling in this matter is not subject to appeal.

4. "No" campaigns will be provided with the same resources made available to the group placing the question.
5. No member of the Society is eligible to run multiple "No" campaigns at the same time.

Section 10: Voting Days

1. Each Campaign Group must remove all physical campaign material produced on their behalf by 8:00pm on the day prior to the first day of voting.
2. Campaigning through the use of websites and other online media may not continue for the duration of the Voting Days.
 - a. All Campaigning Groups will be provided with approved material from the Election Team that can be posted during Voting Days to encourage voting. Posting any other material is prohibited and may result in disqualification.
 - b. Notwithstanding the above, no polls or surveys of public opinion can be published on the day(s) of the voting.
3. No physical Campaigning may take place on campus during the Voting Days.

Section 11: Expenses

1. The spending limit must remain constant from year to year unless otherwise specified by AMS Assembly. The maximum amount will be ratified by the AMS Assembly with the approval of the Internal Affairs Office Budget.
2. The spending limit for Referenda Campaign Groups will not be affected by alterations or extensions of polling.
3. The Election Team is empowered to assign a cost to any Campaign Materials and services received for free or at a discounted price that is not offered to all Campaign Groups (e.g., employee discounts).
 - a. The total cost of Campaign Materials used in support of the referendum campaigns includes the assigned costs of all gifts, donations, and any other materials already owned by Campaign Groups or their campaign volunteers.
 - b. In assigning costs, the Election Team will normally be guided by what they he/she determines would be the cost incurred by another campaign for obtaining the same materials or services. Where only one Campaign Group has access to a discount, the full price will be applied against the spending limit.
4. **Reimbursement:** An individual's Campaign Group 's expenditures will be reimbursed by the Secretariat for all authorized campaign expenses if:
 - a. They submit all requirements by the deadline to submit expenses and;
 - b. They provide a receipt or bill, so long as they receive

- c. Have received more than 10% of the non-spoiled ballots and:
 - i. They receive at least 20% of the vote in an election Contested by two Candidates or group of Candidates.
 - ii. They receive at least 10% of the vote in the first round of counting in an election Contested by three or more Candidates or groups of Candidates.
 - iii. If neither threshold is met, Candidates may also be reimbursed at the Secretariat
- d. Secretariat will not reimburse any amount exceeding the maximum amount ratified by Assembly.
- e. All Groups considered “external” by the Student Activity Fee Review Committee, as well as Groups affiliated with the University, and non-student groups are not eligible for reimbursement. Such groups must still comply with this policy, and provide receipts and proof of remaining within the spending limit; but are not eligible for a reimbursement.
- f. Secretariat will first deduct any fines or financial penalties from the deposit, and then from the reimbursement value. and comply with the Referendum Finance Procedure as set by The Election Team.

Part H: Policy Infractions and Sanctions

Section 1: General Principles

1. Campaign Groups are responsible for the conduct of their members and volunteers. Any violation of policy by said members and volunteers are regarded as a violation by the Campaign Group.
 - a. In the event of repeated, reckless or willful campaign policy violations by a side whose desired result is the same as the result if the question had not been asked, commonly referred to but not necessarily being the “No” side, and in recognition that disqualifying a referendum question from a ballot can constitute an adverse consequence only for the “Yes” side, the offenders will be held individually accountable. The Election Team will refer such conduct to the Judicial Affairs Office for investigation.
2. Individuals who are not members of a specific Campaign Group and who are found to have violated this policy will be referred to the Judicial Affairs Office for investigation under the Society Policy Infringement (SPI).
3. Any member of the AMS, the public or a Campaigning Group may submit complaints or allegations of policy infractions.
 - a. Complainants may choose to remain anonymous and/or waive their right to receive follow up relating to the complaint.

- b. The Election Team may disclose the details of sanctions assigned for any Campaigning Group. Any member of the AMS has the right to appeal a decision made by the Election Team.
4. A complaint during the Election Period can be received up to forty-eight (48) hours post-election, no more than twenty-four (24) hours after an infraction has taken place:
 - a. Submission of a complaint form made available on the AMS website; or
 - b. The Election Team identifying a policy infraction.
5. Disqualification is subject to appeal to the AMS Judicial Committee. Any appeals of disqualification must be heard by the AMS Judicial Committee within 24 hours of notice pending. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.

Section 2: Investigation

1. All disputes or complaints regarding the violation of AMS Election Policy must be submitted in the manner determined by the Election Team. Complaints must include the Candidates or groups involved in the violation and the reference of policy section(s) of which they are in violation.
2. All complaints will be investigated by the Election Officer assigned to a Candidate or Campaign Group. Where the complaint can be addressed by explicit reference to policy, the Election Officer can make a finding of a violation and impose sanction(s) as listed by this policy.
3. Where a complaint requires interpretation and/or there is repeated and serious misconduct, lack of co-operation from a Candidate or Campaign Group the Election Officer may choose to forward a complaint to the Judicial Affairs Office and/or seek the guidance of the Judicial Affairs Office on how to proceed. Any case handled by the Judicial Affairs Office will follow the Judicial Policy of the AMS.
4. This clause should only be used in serious and exceptional circumstances, or at the discretion of the Election Officer or at the direction of the Secretariat, if the Secretariat requests involvement from the Judicial Affairs Office.
5. All decisions rendered by the CEO are subject to appeal to the AMS Judicial Committee. The AMS Judicial Committee reserves the right not to hear an appeal if it believes such an appeal is not rooted in policy or is deemed otherwise frivolous.

Section 3: Sanctions

1. Any violation with this policy, as determined by the Elections Officers, may result in sanctions, or in severe cases disqualifications, by an Elections Officer. Before a

penalty or disqualification is assigned, the Elections Officer will contact the Candidate to discuss the infraction.

2. The Elections Officers shall be empowered to exercise any combinations of the following:
 - a. Issue a warning.
 - b. Issue a meeting between the Candidates and the Elections Officers.
 - a. Invalidation of Nomination signatures.
 - c. Issue a campaign blackout period. A Candidate and their Campaign Group are 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.
 - i. The suspension will begin at the time an Elections Officer notifies the Candidate.
 - ii. No Campaign Materials which are already public will be removed, such as posters or social media posts.
 - d. Demand a formal apology.
 - e. Levy a loss of bond.
 - f. Levy a fine, not to exceed \$400.00. A portion of this fine may be levied against the campaign spending 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 Campaign Materials may be forfeited.
 - g. Invalidate a referendum.
3. The Elections Officers, at their discretion, may disqualify a Candidate and/or Campaign Group for severe and/or repeated violations of campaign rules as well for violating campaign rules with malicious intent. This should require a Judicial Committee hearing within 24 hours of a decision by the Election Officers.
 - a. This may include, but is not limited to, the removal of the question from the ballot. Removal from the ballot may not occur if the Judicial Committee is unable to convene within 24 hours prior to the start of Voting Days.
 - b. Before disqualifying a Campaigning Group, both the Chief Electoral Officer and the Chief Returning Officer must consult with the Election Team, the Secretariat, the Judicial Committee Chair, as well as with the Campaigning Group.
4. A Referenda group and/or a Candidate will be considered responsible for any rule violations committed as part of their campaign, which include violations made by Campaign Group team members.

Section 4: Appeals of the decisions of the Election Team

1. All concerns or intents to appeal the results of a ballot must be communicated to within 24 hours of the announcement of results and heard by the Judicial Committee within 72 hours of the announcement.
2. In all Elections and Referenda of the AMS or its member societies, the Judicial Committee is the only level of appeal.
3. The AMS Judicial Committee may only overturn a decision of the Election Team on the following grounds:
 - a. If the appellant can establish to the Committee's satisfaction that the cited violation(s) occurred as a result of actions or factors outside the knowledge and beyond the control of the appellant or the Election Team. All members of a team shall be held equally accountable for any of their actions (i.e. an individual's actions cannot be said to be outside of a team's campaign).
 - b. If it can be deemed to the Committee's satisfaction that the Election Officers had a clear and definitive bias in making their ruling.
 - c. Where there is clear and compelling evidence that the appellant has been treated unjustly. The appeal does not constitute an opportunity for the committee to simply second guess the judgment of the Election Officers but rather exists to ensure there has not been a breach of justice based on the facts.
4. The Judicial Committee shall have the authority to impose a lesser penalty than disqualification in overturning a decision of the Election Team.

Part I: Balloting and Polling

Section 1: General Principles

1. **Right to Vote:** All members shall have the opportunity to cast **one** vote on the polling days through SimplyVoting or a method approved by the Secretariat.
 - a. The Election Team will prepare the online ballot following procedures and deadlines in accordance with the online voting system.
2. **Right for Notice:** Any changes in polling days, as ordered by the CEO shall be made known at least twenty-four (24) hours before the time normally scheduled for the opening of polls.
3. **Right to Inspect:** Any online voting/ballot services and/or software used by the CEO shall be available to any member of the society on demand for the purpose of inspecting it and perusing its constituting code.
4. **Ties:** In the event of a tie, the Election Team must announce that here is a

- tie.
5. There should be an All-Candidates meeting that takes place with the presence of 2/3 of the Judicial Committee members within 24 hours to review, and view the results of the election.
 - a. Should the AMS Judicial Committee approve and confirm that there is a tie, the Judicial Committee Chair and Vice-Chair will sign an order to re-open the ballot.
 - b. The order to reopen the ballot will be submitted to the SimplyVoting Support Team by the Secretariat, and the ballot will be reopened at a time for a full **24 hours** to allow students who have not voted to cast their vote.
 - c. No Campaigning (in-person or online) will be permitted in any form. Any attempts will result in a disqualification subject to approval of the Judicial Committee per guidelines and terms established by the Election Policy.
 - d. This procedure would be repeated until the election results in no ties and/or everyone has voted.
 6. **Failure in the System:** In the event of a failure with the online voting system, the election will be postponed for one (1) week from the scheduled date of the election, to allow technical support to address the failure of the system. The Election Officers retain full authority on the new Voting Days, which must respect the *Right to Notice* under Part G of this policy.
 - a. In the event the failure persists, the Election Team is authorized to run a paper ballot election with terms and guidelines established by the Election Officers, subject to a 2/3 approval of the Judicial Committee. Terms and conditions of paper balloting will be made available no later than (3) days prior to the start of the paper ballot poll published through the AMS website and Queen's Journal.

Section 2: Ballot Approvals

1. **Ballot Sliding Scale:** Approval of each individual fee shall be subject to the following sliding scale based on total Voter turnout:
 - a. Non-binding Plebiscite questions will not be deemed "Pass" or "Fail". Instead, the number and percentage of "Yes" and "No" votes will simply be reported.
 - b. Any ballot that is spoilt or rejected, including a blank ballot, shall be considered in the total number of ballots cast.

Turnout Percentage	Percentage Needed to Pass
Less than 5%	70%
5% to 9.9%	65%
10% to 14.9%	60%
15% to 19.9%	55%
20%+	50%+1

- c. Abstentions will not count as a vote for or against a question, but are included in the Voter turn out.
- d. When the sliding scale is used, the percentage of Voters must be at or above the threshold stipulated above. Numbers may not be rounded up or down or changed in any way that could affect the results.
2. **Public Announcement:** The Election Team shall publicly announce the results only after each Campaign Group has been informed. Should representatives of a Campaign Group not be available the results will be made public no less than two (2) hours after they have been confirmed by the Election Team.
 - a. Any Campaign Group requesting clarification about the referendum results must do so by submitting a formal written request to the CEO within 48 hours of the release of the results.
3. **Records:** The CEO shall compile a recording of the results of the Referenda to be made available to Assembly and retained in the Internal Affairs Office.

Part J: Miscellaneous

Section 1: Other Elections

1. When an election for a position other than the Society Executive is being conducted by the Society, the above describes rules and regulations for Executive elections should be followed as far as possible or reasonable. The Election Team is empowered to deviate from these rules for other elections if it is required by the Constitution, the University or the reality of the situation.
2. The election of the Undergraduate Trustee should follow the rules and regulations of this policy.
3. The CRO is responsible for co-ordinating logistics and communication with Member Societies for the running of the elections; and may act as an interim CEO for the Member Societies if needed.

Section 2: Participation in Elections and Referenda

1. AMS Senior Management
 - a. Leave of Absence
 - i. The individual shall announce their intention to run in an election as early as possible.

- ii. The individual shall take an unpaid leave of absence from his/her position during the campaign period.
 - iii. The individual shall ensure that his/her responsibilities will be adequately covered during the imposed leave of absence without inflicting excessive stress or workload on those assuming their duties.
 - iv. The individual shall be prepared to resign his/her position immediately if requested to -do so by the Executive in the event their campaign is successful. Ultimately, it is the responsibility of the Executive to ensure that responsibilities are adequately met during an imposed leave of absence or resignation.
 - b. AMS Senior Managers are not permitted to support or endorse any AMS Executive team running, even in a personal capacity.
2. AMS Waged Staff and Volunteers
- a. A leave of absence must be taken, following Part E, Section 1a of this Policy.
 - b. AMS Waged Staff and Volunteers may assist and volunteer with campaigns outside of work hours.
 - c. Campaign work or endorsements must be done outside any positional capacity of the AMS.
3. AMS Assembly Members
- a. AMS Assembly members must take a leave of absence, and declare in writing to the Secretariat their intention to run
 - b. Members and Faculty Societies-at-large are not permitted to endorse teams in either personal or positional capacity.
4. Members-at-Large
- a. Any member-at-large is permitted to run so long as they meet the nomination and eligibility requirements as outlined in this policy.
 - b. Any member-at-large can support, volunteer, or endorse Candidates.
 - c. Only fee-paying members of the AMS are permitted to volunteer for campaigns.
 - d. All behaviour must follow the Queen's Student Code of Conduct and AMS Elections Policy. Any departure from these policies will be reported and heard by the Election Team or AMS Judicial Committee

Part I: Rules of Debate for Elected Positions

Section 1: Defining Rules and Stipulations

1. The Election Team shall conduct one debate for all respective positions being elected during the Election Period.
 - a. In the event that multiple positions are being elected during the Elections Period, the Election team may choose to conduct position-specific debates on separate days.

- b. At the discretion of the Election Team, the debates for multiple positions can be held on the same day.
 - c. The Election Team must set the dates for debates and announce them no later than the Information Session of the Election Period.
2. The Election Officers may make any additional rules or stipulations not contained within policy in accordance with the spirit, mission and mandate of AMS policy and Constitution. Refer to Part A, Section 2 of this policy for more detail.

Section 2: Moderation

1. The Chief Returning Officer will be the Speaker and Moderator of the Debate; and shall have the authority to apply and interpret these rules during the Debate in a manner consistent with the intent and spirit of these rules, to ensure for a fair debate and experience for all candidates.

Section 3: Questions

1. Prior to the debate, the Secretariat will make a form available through which students and members of the AMS will submit question(s) for all candidates.
2. The Election Officers will review the question(s) and determine a set number of question(s) to ask the candidates.
3. Each Candidate is invited to submit one question to be asked to all candidates in advance and by a deadline determined by the Chief Returning Officer. Candidates are not permitted to ask each other question(s); and any question(s) during the debate must be stated by the Chief Returning Officer.
4. At the discretion of the Chief Returning Office, audience members may ask all candidates in a debate, question(s). The Chief Returning Officer retains the right to limit or disallow question(s).

Section 4: Randomization

1. The order of speech will be the same as the order in which Candidates will appear on the ballot (See Part C, Section 6)
2. There will be a rotation amongst Candidates. It should be the responsibility of the Moderator to keep track of the order.
3. Closing remarks will be made in the reverse order of the opening statements.
4. Each candidate will have a maximum of three (3) minutes for each statement, or answer during the debate.

Section 5: Rebuttals

1. Candidates may request up to one rebuttal per question. The requester will get the right to speak first; and the order will rotate per the one determined earlier.
2. The rebuttal can only take place after all candidates have answered the question.

Section 6: Additional Information

1. The debates may be filmed and recorded. Candidates are required to sign a Media Release form prior to the debate.
2. Should any issue arise during the debate, the Chief Returning Officer as the Speaker and Moderator, is empowered to make a decision in applying and interpreting these rules. During the debate, if there are concerns about the Speaker/CRO following these rules, candidates may raise a *Point of Order* to the Secretariat.

Monitoring

Compliance with this policy will be monitored by the Secretariat of the AMS to ensure that groups and the Election Team are following all proper procedures and rules. Generally, this policy should be reviewed at least (1) Assembly prior to an Assembly where Candidates or groups are being ratified to ensure that the policy reflects best practices and is fully up to date. Every effort should be made to ensure that the fall and winter Referenda follow a similar process and procedure, and that rules do not substantially change between the two periods in any academic year except for addressing serious and pressing issues. In motioning for changes, the Secretariat will attempt to ensure that there is consistency between the two Referenda periods as much as possible.

Any changes for this policy must be approved by a simple majority vote of the Assembly in order to take effect. Additional rules or stipulations not included in this policy may be added during an active election or Referenda cycle, as outlined by Part A of this policy. The AMS Judicial Committee may only reject an additional rule or stipulation if the rule or stipulation violates another section of this or another AMS policy in a manner which is inconsistent with the spirit of this policy. The AMS Assembly will review any additional rules made at the Assembly following the conclusion of the election cycle and should have the right to uphold the rule by adding it into policy or reject it, in which case, that rule may not be implemented again for 1 academic year.

All substantial changes to the policy require the approval of the Secretariat, prior to their presentation to the AMS Assembly.

Contact person	<i>Secretary of Internal Affairs</i>
Date of next review	<i>August 2027</i>
Related policies, procedures and guidelines	<i>AMS Constitution Student Activity Fee Review Policy Appointment Policy Rector Elections Policy</i>
Policies superseded by this policy	<i>N/A</i>