



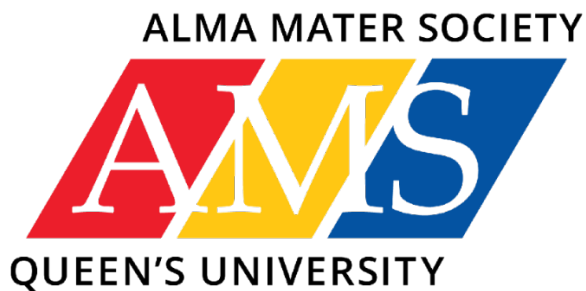
# **CIVIC ENGAGEMENT POLICY**

## **OF THE**

# **ALMA MATER SOCIETY**

## **OF QUEEN'S UNIVERSITY**

<b>Responsibility</b>	Secretary of Internal Affairs
<b>Approved by</b>	Assembly
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## **Land Acknowledgement**

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee 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. As a policy centred on civic engagement with AMS governance, we must strive 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 reflection on the privileges that have been afforded to us on this land and are committed to using 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.

## **Purpose**

The purpose of the Civic Engagement Policy is to provide conscience and clear guidance on the administration of elections and referendums within the Alma Mater Society. The policy aims to balance and create space for free expression on-campus, with the student-centred nature of the described processes. The ultimate purpose and goal of this policy is fair, transparent and equitable elections. Additionally, the policy aims to ensure there is a safe space for healthy and productive dialogue and debate on-campus in which the diversity of thought and perspectives of undergraduate students at Queen’s are advanced.

This policy works in tandem with the *Elections and Referenda Policy*, and *Assembly Policy*. This policy exists as a stand-alone document to make civic engagement with AMS governance easier, and more accessible. This document will therefore contain the relevant information that a Campaign Group or Nominee requires and/or needs to know for purposes of engagement with civic processes for the Society.

## Scope

The Civic Engagement Policy applies to the election of positions governed by the AMS Constitution, and all referendums within the scope of the Society. Where a Faculty Society does not have their own policy on elections and referenda, this policy may be applied as deemed appropriate by the Civic Affairs Office. The scope of this policy extends to all members of the Society, campaigning groups, and other person(s) interacting with the Society for a civic process regardless of their membership status in the Society.

## Terminology

1. **AMS Assembly ("Assembly"):** refers to the Assembly of the Alma Mater Society (AMS) as defined by the AMS Constitution.
2. **All Candidate Meeting:** refers to a meeting which takes place prior to the Ratification Assembly, which is outlined by Part B, Section 5.
3. **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.
4. **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/ information, paid advertising in campus media, online material (e.g., social media), websites, etc.
5. **Campaign Manager:** is defined as the individual designated by the Campaign Group to represent the campaign to the Civic Affairs Office. Campaign Managers must be a member of the AMS. However, Campaign Managers for Groups designated as "external" under the Student Activity Fee Policy of the Board need not be members of the AMS.
6. **Campaign Materials:** are defined as any items that, in and of themselves, publicize or promote an individual's or organization's position.
7. **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 Election Candidates or Referenda Groups after their

Ratification at Assembly, and during the Campaigning period. For further clarity, when used in the context of the Campaigning Days, this term also refers to the Campaign Team of a Candidate or a Referenda Group if they are different.

8. **Campaign Team:** refers to the list of members disclosed as the official team of an Election Candidate or Referenda Group as disclosed to the Civic Affairs Office.
9. **Campaigning Days:** refers to the days in which Campaigning is allowed, as outlined by Part A, Section 3 of this policy.
10. **Candidate:** refers to an individual participating in an election and running for an identifiable contested position. The use of this term is generally restricted to the electoral candidates.
11. **Civic Affairs Office:** refers to the team co-chaired by the Chief Electoral Officer and Chief Returning Officer, who are responsible for the administration all society elections and referenda as outlined by the Constitution.
12. **Civic Officers ("Officers"):** refers to both the Chief Electoral Officer and Chief Returning Officer.
13. **Constitution or AMS Constitution:** refers to the governing document of the Alma Mater Society.
14. **Consultations:** are defined by the gathering of public information, recommendations and feedback from individuals, student groups and community members.
15. **Election:** is defined as the voting process by which a Candidate is appointed to an elected position.
16. **Information Session:** is defined as a meeting where the Election Team presents information surrounding Elections and Referenda.
17. **Nominee:** refers to an individual or group intending to participate in an election or referendum, during the period leading up to the Ratification Assembly. This term shall be used to refer to all individuals and groups up to and including during the Ratification Assembly.
18. **Nomination Period:** is defined as the interval of time when Nominees are completing the nomination requirements set out in this policy.
19. **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.
20. **Plebiscite:** is defined as the voting process by which a non-binding question is presented on a ballot.
21. **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. This is outlined by the *Assembly Policy*, and *Elections and Referenda Policy*.
22. **Referenda:** is defined as the voting process by which a binding or non-binding question is presented on a ballot.

- 23. **Residence:** refers to the accommodation, and its respective space, allotted to students by the Queen's University Housing and Ancillary Services.
- 24. **Secretary of Internal Affairs ("Secretary"):** refers to the Secretary of Internal Affairs, who oversees the Internal Affairs Office, and Election Team in an advisory and administrative capacity. The Secretary, should at no point, be considered a member of the Election Team.
- 25. **Civic 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.
- 26. **Voter:** refers to a member of the AMS, as defined by the AMS Constitution, who will be voting in Elections and Referenda.
- 27. **Voting Days:** is defined as the interval of time when AMS members vote on a ballot.

## Roles and Responsibilities

**Civic Officers (Chief Electoral Officer, Chief Returning Officer):** are responsible for the enforcement of this policy and ensuring that all participants are aware of their rights and responsibilities under this policy. The authorities and rules governing the civic officers are further elaborated on in the *Elections and Referenda Policy*.

**Chief Governance Officer:** serves the Civic System as the complaint manager and assesses all complaints to determine if there is a reasonable ground to believe that an infraction has taken place. The Chief Governance Officer may also provide administrative support to the Civic Affairs Office at the discretion of the Secretary of Internal Affairs.

**Secretary of Internal Affairs:** is ultimately responsible for the administration and compliance for this policy, and their roles and responsibilities are outlined by the *Election and Referenda Policy*. The Secretary is not a member of the Civic Affairs Office.

**Judicial Affairs Office:** The Judicial Affairs Office may be referred complaints or cases under this policy, as outlined by Part E of this policy and/or the Constitution. The Judicial Disputes Manager may act as an advisor to the Civic Affairs Office where there are concerns about procedural fairness, or the nature of complaint(s) is serious or requires further expertise that the Judicial Affairs Office has.

**Judicial Council:** The final level of appeal for all matters relating to Elections and Referenda. The Judicial Council is governed by the *Charter of the Judicial Council*, and derives its jurisdiction from the Constitution.

**Campaign Groups, and Candidates:** 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 Civic Officers.

## **Part A: General**

### **Section 1: Jurisdiction**

1. Assembly will set the dates for Elections and Referenda held within the year no later than the June meeting.
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 Constitution. The Assembly should approve the timelines for such referendums.

### **Section 2: Notification**

1. There shall be two Civic Periods for the Society, one in the Fall and one in the Winter, as follows:
  - a. The first day of the Fall Civic Period must be no earlier than the first Monday after the Fall Reading Week, as scheduled by the University.
  - b. The first day of the Winter Civic Period must be no later than the second Monday of classes in the Winter term as scheduled by the University.
2. The Chief Electoral Officer will issue on the first Tuesday of September (for the Fall Civic Period), and first Tuesday after the conclusion of the Fall Civic Period (for the Winter Civic Period) an Election Proclamation that outlines the following:
  - a. The positions that may be contested;
  - b. The Civic Timeline, as approved by Assembly;
  - c. Where/how election material can be obtained;
  - d. The Voting Days of the period;
  - e. Any relevant due dates;
  - f. Any additional sessions or training that must be completed.
3. The Chief Returning Officer, will issue, on the first Tuesday of September, a Referendum Proclamation that outlines the following:
  - a. The three different types of questions possible on the ballot (fee binding referendums; non-fee binding, and plebiscite questions) and any relevant requirement(s) to place questions on the ballot;
  - b. The Civic Timeline, as approved by Assembly;



- c. Where/how referendum material can be obtained;
- d. The Voting Days of the period;
- e. Any relevant due dates;
- f. Any additional sessions or training that must be completed.

### Section 3: Civic Timelines

1. The Fall and Winter Civic Periods of the Society will follow the timelines established below.
2. All timelines established will follow the formula below. In extenuating or special circumstances, these timelines may be adjusted subject to approval by the Secretary of Internal Affairs, and subject to the following:
  - a. Under no circumstance should the Campaigning Days be extended if Campaigning will be permitted in the Civic Period. This is to ensure that all Campaign Groups receive the same opportunity to engage with campaigning. Notwithstanding the above, if a civic process will not allow Campaigning (ex., for plebiscite referendums), the timelines may be adjusted by the Secretary of Internal Affairs subject to approval by Assembly.
  - b. Timelines may be adjusted at the recommendation of the Civic Officers, subject to Part A, Section 3, subsection 2(a) and by approval of the Secretary of Internal Affairs. Such decisions are final and not subject to appeal.
  - c. Day 1 of any week is considered to be the Monday of that week.

Week	Day	Event
<b>1</b>	1	First Day & Information Session
<b>2</b>	1-4	Nomination Period
	5-8	Extended Nomination Period (if applicable)
<b>3&amp;4</b>	1	Ratification at Assembly and All-Candidates Meeting
	2	Pause
	3-9	Campaigning Days
	10-11	Voting Days
	12	Expense Forms Due

### Section 4: The Queen's Journal

1. The Chief Electoral Officer 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 Chief Returning Officer must ensure that submitted campaign statements are sent to *The Queen's Journal*, in time to be published via the free advertising space provided by *The Queen's Journal* during the Civic Period.

## Part B: Pre-Campaigning

### Section 1: Information Session

1. The Information Session exists for educational and informational reasons. The Civic Officers will organize a mandatory Information Session meeting on the first day of the Civic Period. Different sessions must be held for elections, and referendum, and multiple options provided to accommodate for different availabilities.
2. The Information Session will give 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 Civic Affairs Office of their inability to attend any of the Information Sessions by any deadline(s) set,
  - b. Any Nominee who misses an information session can request an alternative session. Nominees who start the electoral process after the start of the Nomination Period are not entitled for extensions for the Nomination Period.
  - c. Attendance of an Information Session and/or an alternative meeting is mandatory.
3. **Other Sessions:** Each year, the Civic Affairs Office, at the direction of the Secretary of Internal Affairs, 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 A, Section 2. The Civic Affairs Office will make every effort to provide at least two different time options to accommodate their schedules.
4. **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, before the start of the Nomination Period, by a deadline set by the Civic Officers 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.
  - 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 Civic Affairs Office. The Campaign Manager is responsible for receiving and disseminating relevant information from the Civic Affairs Office. Notwithstanding this, Election Candidates are the main point of contact with the Civic Affairs Office.
    - ii. Any changes to the Campaigning Team must be communicated within 24 hours of the change.
    - iii. Upon request, an updated list of Nominee team membership must be provided within 8 hours.
  - d. A statement not to exceed 200 words to be published in the Queen's Journal. For groups engaged in a Fee Referendum, this will be submitted during the Validation Period.
- 2. Failure to submit the forms according to the deadline set will result in a disqualification.
  - 3. In the event of a discrepancy between this policy and the deadline communicated, the deadline of the Civic Officers should be followed.

### ***Election Candidates***

- 4. 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. Candidates must take a leave of absence effective the day after the Ratification Assembly and inclusive of Voting Days from all extracurricular activities that, in the judgement of the Civic Officers convey an unfair advantage or establish or imply a conflict of interest. A copy of Notices of Leave must be provided prior to the start of the Campaigning Days.
  - a. It is the responsibility of the Civic Officers to review the forms and make such determinations within forty-eight (48) hours of the form being submitted.
- 5. For Election Candidates only, a disclosure of whether members of their Campaign Teams are considered members of:

- a. AMS Assembly, including Ex-Officious
  - b. AMS Senior Management, as defined by the Constitution
  - c. Student Senators representing their Faculty Society to the University
  - d. Executives of a Faculty Society, or the Residence Society
  - e. Any other role or position, as a result of which, the person would not be allowed to provide a nomination signature or endorsement as outlined by Part B, Section 3; and Part C, Section 6 of this policy respectively.
6. Individuals listed under Part B, Section 2, subsec. (5) may be permitted to remain on the Campaign Team of the candidate provided that:
  - a. They take a leave of absence from their role, and provide the proper documentation to the Election Officers; AND
  - b. They continue to maintain the neutrality required of their positions publicly. For further clarity, a leave of absence is deemed satisfactory to allow the Election Candidate to receive private support through their Campaign Team. However, the endorsement restrictions as outlined by Part C, Section 6 will still apply even in the event the person takes a leave of absence. This is because students-at-large will be unaware of whether their student leaders have taken a leave of absence, and doing so does not change the material affect of public support from the listed individuals. On the other hand, this policy allows for an avenue for the persons listed in section. 5 above to engage with elections and offer private support to Candidates.
5. Election Candidates are also required to sign a Media Release form if they will be participating in the Election Debates.

### **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 Civic Officers 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. Where a Nominee is unsure if approval is needed, it is advisable to contact the Civic Officers in advance. 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.
- 5. Nomination signatures by any of the following are not permitted:
  - a. Secretary of Internal Affairs.
  - b. All members of the Internal Affairs Office.
  - c. All members of the Judicial Affairs Office.
  - d. All members of the Civic Affairs Office.
  - e. All members of the Judicial Council.
  - f. All members of the Judicial Appeals Board.
  - g. The Chair and Vice-Chair of the AMS Board of Directors.
- 6. Notwithstanding Part B, Section 3, subsection 4(c) the Civic Officers may allow 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 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 Civic Officers and will be approved on a case-by-case basis.

- d. The Secretary of Internal Affairs must be notified any time the Civic Officers grant an exception under this clause. The Secretary may only entertain appeals if their decisions is to not grant an exception. Appeals in which the person(s) affected want an exception must be heard by the Judicial Council.
7. The Civic Officers will provide all Nominees with the form and specify the method by which signatures are to be collected. collected. Nomination Form must include the Name, Net ID and Student Number, and a valid @queensu.ca email address.

#### **Section 4: Withdrawal**

1. A Nominee may withdraw at any point in the Civic Period.
2. A notice of withdrawal must be given in writing to the Civic Affairs Office.

#### **Section 5: All-Candidates Meeting**

1. Prior to the start of the Ratification Assembly, the Civic Officers will organize an All-Candidate Meeting. The purpose of this meeting is to go over campaign regulations, the debate (for elections), Voting Days, and procedures for appeals and policy infractions.
2. It is the responsibility of Nominees to notify the Civic Officers of their inability to attend any of the meetings with the submission of the agreement forms listed in Part B, Section 2.
  - a. Attendance by the Nominee and/or their Campaign Managers is sufficient to satisfy the mandatory requirements.
  - b. Sending a proxy or another representative will not fulfill this requirement if the Campaign Manager of a referendum group is absent for any reason.
  - c. Nominees failing to connect with the Civic Officers within 24 hours of missing the all-candidates meeting will be disqualified.

#### **Section 6: Ratification by Assembly**

1. The *Elections and Referenda Policy* will outline any requirements by Campaign Groups to be approved by Assembly. The *Assembly Policy* will outline the procedures of such motions planned for Assembly. It is the responsibility of the Chief Governance Officer to provide the Election Officers accurate information for dissemination on what the Ratification Assembly procedures are. However, the responsibility to identify and ensure compliance with the *Elections and Referenda Policy* remains with the Election Officers.

## **AMS Campaigns**

2. 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.
  - a. This authority is limited for the time of Ratification. The AMS Assembly may not retroactively add rules.
  - b. During the Referenda period, any Voting Member of Assembly can request that the Council of Order make additional rules specifically for the AMS campaign. Such rules will follow procedures for making rules subject to the *Elections and Referenda Policy*, and Part A, Section 1(6).
3. 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 Council of Order and Judicial Council should approach additional rule making with the view of ensuring Referenda remains fair for both the AMS and other Campaign Groups.

## **Part C: Campaigning Days**

### **Section 1: General Principles**

1. In interpreting the *Civic Engagement Policy*, the Civic Officers will consider the spirit, intent and purpose of each section. Where a situation arises that is not specifically covered by the policy, the Officers will *read-in* such that their decisions is consistent with the general principles of this policy.
2. Each Campaign Group will be overseen by one of the Election Officers. In general, this will be the Chief Returning Officer for Referenda Groups, and Chief Electoral Officer for Election Candidates. This may be subject to adjustment, as communicated by the Secretary of Internal Affairs.
3. While Campaign Groups can submit their material at any time during the Campaigning Days, the Civic Officers will only approve material during their scheduled office hours, which will be communicated 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.
  - d. Concerns relating to the Civic Officers may be raised to the Secretary of Internal Affairs.
- 4. Similarly, all Campaign Groups are under no obligation to respond to communication by the Civic Officers under twenty-four (24) hours. However, all Campaign Groups must respond to communication by the Civic Officers within thirty-six (36) hours.

### **General Rules**

- 5. **Early Campaigning:** Campaigning must not begin until the beginning of the Campaigning Days. Campaigning prior to this start date may result in a disqualification.
  - a. In making a decision, the Civic Officers 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 Civic Officers will not disqualify a Campaign Group 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 Council will hear all cases related to early Campaigning regardless of the decision within 24 hours of the Civic Affairs Office being informed of a potential infraction. The Secretary of Internal Affairs must be notified of any such case(s) and is responsible for facilitating the meetings of the Judicial Council. The Secretary may waive the 24-hour rule, in exceptional circumstances.
  - b. When unsure, Campaign Groups should seek the guidance of the Civic Officers prior to engaging in activities that may violate this clause.
- 6. **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 Civic Officers asking that the event be considered a non-campaign event. If the Civic Officers determine 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.



- b. A Deputy Governance Officer representing the Civic Affairs Office must be admitted to the event, free of charge, to ensure compliance with this policy.
7. **Approval and Monitoring:** All campaign material and promotions are subject to the approval of the Civic Officers. A sample of all Campaign Materials must be submitted to the to be kept on file for the duration of the campaign. Unapproved Campaign Materials are strictly prohibited and will not be reimbursed.

### ***Non-AMS Members***

8. 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.
9. Non-AMS members wishing to participate in a Referenda process must submit an intent to the Civic Affairs Office before the end of the Nomination Period. External participation may be permitted at the discretion of the Council of Order provided that it is limited to the provision of factual information and does not include financial assistance or Campaigning.
  - a. 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.
10. Violations of this clause are investigated by the Judicial Affairs Office.

## **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. **Class Visits:** Any classroom appearance, both on and offline, must be cleared through the instructor in advance of the scheduled time. The Civic Officers reserve

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 Campaign Team. All content must be consistent with all approved material.

2. **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.
3. **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.
4. **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.
5. **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.
6. **Pubs, Cafeterias:** Campaign material must not be distributed in pubs, or cafeterias.

#### Section 4: Digital Campaigning

1. **Websites:** All websites must be approved by a Civics 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 a Civics 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 Days will be requested to be taken down immediately by a Civics 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 a Civic Officer.
  - 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 Days and must be approved by a Civics 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 Civic 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 the Civics Officers 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 Civic Officers.
  - 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.

### ***Instagram***

3. All posts/stories on a personal account made for Campaigning purposes during the Campaigning days must be preapproved.
4. All posts, stories, usernames, and profile pictures on a personal account on Voting Days must remain non-partisan.

### ***Facebook***

5. Only Facebook pages, complimentary messages, and advertising may be utilized for Campaigning.
  - a. Violation of this rule will result in campaign black-out.
6. 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.
7. 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.

8. Admins for other Facebook groups cannot use their power as admins to invite people in the event to their campaign Facebook pages.
  - a. Violation of this rule may result in a campaign black-out.
9. The Civic Officers must be admins of all events/pages/groups used for Campaigning purposes.

### ***TikTok***

10. No Stitch or Reply Videos can be created commenting on campaign material from another Campaign Group.
  - a. Violation of this rule will lead to a campaign black-out.
  - b. Notwithstanding the above, No-Vote Campaigns are exempt.
11. Online advertisements that cannot be completely removed from the website they were posted on must be pre-approved by a Civics Officer.

## **Section 6: Endorsements**

1. Campaign Groups may seek endorsement from the following:
  - a. On-campus organizations, student clubs, students-at-large and/or any organization that is affiliated with Queen's University or the AMS except Offices, Services and Commissions of the AMS who must remain neutral at all times subject to Section 7 of Part C. Determination of ineligible organizations is up to the discretion of the Civic Officers, whose decision is final and not subject to appeal.
  - b. All members of the Assembly of a Faculty Society, except those designated as the Executives of that Society or serving as a Senator to the Queen's University Senate, for their respective Society.
  - c. Any individual or student-at-large subject to the following restrictions:
    - i. They are considered a member of the Alma Mater Society per the Constitution.
    - ii. They are not prohibited from providing Nomination signatures under Part B, Section 3.
    - iii. They are not SGPS students, alumni, or non-student employees of Queen's University. Student employees of Queen's University may make endorsements as long as they have paid their AMS Membership Fees and are considered members of the Society subject to paragraph (i) of this subsection.
  - d. All employees of the Alma Mater Society, who for greater certainty are members of the Society as defined by the Constitution, except those designated as a part of the Senior Management team by the Constitution.

2. Faculty Societies-at-large are not permitted to endorse teams in either personal or positional capacity.
3. This section should not be interpreted in a manner that undermines the ability of the AMS or a Faculty 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 Civic Officers retain the authority to make determinations relating to Referenda endorsements.

## Section 7: AMS Campaigns

1. Alma Mater Society, affiliated Offices, Services and Commissions will at all times, remain neutral.
2. No Campaigning activities or material may be displayed at AMS spaces, both on and offline.
  - a. No exception to this clause may be granted to the following under any circumstance to the: Internal Affairs Office, Human Resource Office, the Common Ground, The Queen's Pub, The AMS Media Centre, and the Tricolour Outlet.
  - b. All AMS Offices, Services and Commissions are exempt from neutrality clauses only for the purpose of establishing, continuing or increasing their own fee; or for the purposes of participating in a referendum as permitted by the *Elections and Referenda Policy*.
    - 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.
3. In the event that the Civic Affairs Office must utilize the same communication channel(s) as an AMS Campaign Group, the Civic Affairs Office is granted full autonomy in the dissemination of information which must be made in consultation with the Secretary of Internal Affairs and/or Council of Order.

4. In general, the Civic Officers should interpret this policy consistent with its intents and purpose(s). Any matters pertaining to an AMS Campaign not addressed by the Ratification Assembly must be discussed by the Council of Order.

## Section 8: Impermissible Activity

1. **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 Civic Affairs Office will reject any requests for a campaign material, statement or material published by a Campaign Group deemed 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 Civic Officers 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. **Incentives:** Giveaways of gift-cards, cash, in addition to other financial or material incentives by a Campaign Group are not permitted. Campaign Groups are also not permitted to misrepresent any incentives being offered by the Civic Affairs Office in any capacity. Doing so will result in a disqualification.
  - a. The Civic Officers may choose to permit the distribution of non-partisan material incentives by all Campaign Groups, to encourage student engagement in the overall AMS Elections & Referenda process. This decision must be made at the discretion of the Civic Officers, who shall ensure that all participating Campaign Groups receive an equal number of items to preserve fairness.
  - b. For further clarity, non-financial giveaways such as stickers, pamphlets and other items may be given at booths, provided that the spending remains within the Campaign Spending Limit. The Civic Officers have the final decision on approving said material, and expensing items previously owned against the spending limit.

## 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 *Election and Referenda Policy* providing written notice of their intent to do so to the Civic Affairs Office. Notice may be provided at any time prior to the Voting Days.
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 Civic Officers will request that these Campaign Groups merge to run a single campaign.
3. If the Nominees are unable to reach agreement, the Civic Officers will determine which group will run the “No” campaign. The Officers 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. Such rulings are 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.

## Part D: Post-Campaigning

### Section 1: 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 Civic Affairs Office 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 2: Expenses

1. The Campaign 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.
  - a. The spending limit for Campaign Groups will not be affected by alterations or extensions of polling.
2. The Civic Officers are 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 Civic Officers will normally be guided by what they determine 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.
3. A Campaign Group 's expenditures will be reimbursed by the Secretary of Internal Affairs for all authorized campaign expenses if:
  - a. They submit all requirements by the deadline to submit expenses;
  - b. The Civic Officers confirm that all expenses were previously approved;
  - c. They provide a receipt or bill showing the cost; and
  - d. The Secretary of Internal Affairs 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. The Secretary of Internal Affairs will first deduct any fines or financial penalties from the reimbursement value, prior to determining the final value of the reimbursement.
4. **AMS Campaigns:** The AMS and its affiliated groups are not eligible to receive reimbursement from the Secretary of Internal Affairs, though they must follow all campaign spending limits determined by the Civic Affairs Office.



- 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. 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.
- c. Regardless, the AMS or its affiliated groups are ineligible to receive reimbursements from the Secretary of Internal Affairs, but must follow all other rules relating to expenses, and submit receipts to the Civic Affairs Office for verification of spending at the discretion of the Civic Affairs Office.

## **Part E: Policy Infractions and Sanctions**

### **Section 1: General**

1. The Secretary of Internal Affairs may waive or adjust all timelines listed under Part E, which pertain to the Judicial Council, at their discretion, to ensure the efficiency of the Civic System and in recognition of the challenging availabilities of members of the Judicial Council to meet on short notice. Any adjustments to timelines must be made in consultation with the Judicial Disputes Manager.
2. Campaign Groups are responsible for the conduct of their members and volunteers listed in their Campaign Team as submitted to the Civic Affairs Office through the agreements outlined in Part B, Section 2. Any violation of policy by said members and volunteers are regarded as a violation by the Campaign Group.
  - a. For Referenda groups, 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 Chief Governance Officer will refer such conduct to the Judicial Affairs Office for investigation.
  - b. Individuals who are not members of a Campaign Group and who are found to have violated this policy will be referred to the Judicial Affairs Office for

### Suspected Policy Infringement (SPI).

3. Any member of the AMS, the public or a Campaigning Group may submit complaints or allegations of policy infractions. All disputes or complaints regarding the violation of AMS Election Policy must be submitted in the manner determined by the Secretary of Internal Affairs. Complaints must identify the Campaign Group, or Candidate the allegedly involved in a violation.
  - a. Complainants may choose to remain anonymous and/or waive their right to receive follow up relating to the complaint.
  - b. The Civic Officers, may at their discretion, 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 Civic Officers upon being aware of the decision of the Officers.
4. A complaint can be received up to forty-eight (48) hours after the conclusion of the Voting Days, and no more than twenty-four (24) hours after an infraction has taken place through a written notification delivered by the form available on the AMS website.
5. Intake and Referral The Chief Governance Officer will serve as complaint manager for all complaints received. The Chief Governance Officer will review all complaints submitted and determine whether there is reasonable grounds to believe that a violation has taken place.
  - a. If a determination has been made that there is no reasonable grounds for a violation, the Chief Governance Office must notify the Secretary of Internal Affairs and write a response dismissing the complaint.
  - b. If a determination is made that there is reasonable grounds for a violation, the Chief Governance Officer will contact all necessary parties to get a better understanding of the situation and supporting evidence or documentation. The Chief Governance Officer will then refer the case to the Civic Officers, who have the sole authority to make determinations of a finding of a violation and issue the appropriate or necessary sanctions.
6. Where a complaint requires interpretation and/or there is repeated and serious misconduct, lack of co-operation from a Campaign Group the Chief Governance Officer at the direction of the Civic Officers 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.
  - a. 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 Secretary of

Internal Affairs, if the Secretary of Internal Affairs requests involvement from the Judicial Affairs Office.

7. All decisions rendered are subject to appeal to the Judicial Council. An intent to appeal must be communicated within twenty-four (24) hours of a receipt of a decision.

## **Section 2: Standards**

1. During deliberations the Civic Officers should first decide whether the Campaign Group is responsible for the alleged violation by reviewing the information gathered during the investigation.
2. The Civic Officers will consider, but not be limited to, the following criteria to determine the appropriate sanctioned to be applied to a Campaign Group:
  - a. Degree of scope: the number of students impacted by the violation.
  - b. Degree of influence: The influence or impact of the violation on the final election results.
  - c. Degree of intent: Whether the Campaign Group intended to commit the violation or whether the violation was preventable. In the event the Officers believes there was no malicious intent, the Officers should assess whether the Campaign Group lacked the intent to take reasonable precautions to prevent the violation from occurring.
  - d. Degree of repetition: Whether the Campaign Group in question committed a violation similar in nature to the one in question during the Campaigning Days.
  - e. Degree of obstruction: Whether the Campaign Group in question attempted to impede the Civic Officers' ability to investigate the violation at any point during the investigation.
3. Where the Campaign Group has been found responsible for a violation, the Election Team shall determine the appropriate sanction(s) as available in Part E, Section 3.

## **Section 3: Sanctions**

1. Any violation with this policy may result in sanctions, or in severe cases disqualifications by a Civics Officer. Before a penalty or disqualification is assigned, the Civic Officers will contact the Campaign Group to discuss the infraction.

2. The Civic Officers shall be empowered to exercise any combinations of the following:
  - a. Issue a warning.
  - b. Issue a meeting with the Civic Officers
  - c. Invalidate Nomination signatures.
  - d. Issue a campaign blackout period. A Campaign Group may be 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 a Civics Officer notifies the Campaign Group.
    - ii. No Campaign Materials which are already public will be removed, such as posters or social media posts.
  - e. Demand a formal apology.
  - f. Levy a loss of bond.
  - g. Levy a fine, not to exceed \$400. 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.
  - h. Invalidate a referendum.
4. The Civic Officers, at their discretion, may disqualify Campaign Group for severe and/or repeated violations of campaign rules as well for violating campaign rules with malicious intent. This should require a hearing with the Judicial Council within 24 hours of a decision being released.
  - 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 Council is unable to convene prior to the start of Voting Days. In such instances, Campaign Groups will appear on the ballot as usual, and the results may be amended if the Judicial Council upholds the disqualification.
  - b. Before disqualifying a Campaigning Group, the Civic Officers must consult with the Secretary of Internal Affairs as well as with the Campaigning Group.
5. A Referenda group and/or an Election 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 5: Appeals**

1. All concerns or intents to appeal the results of a ballot must be communicated to the Secretary of Internal Affairs within 24 hours of the announcement of results and

heard by the Judicial Council within 72 hours of the announcement.

2. In all Elections and Referenda of the AMS or its member societies, the Judicial Committee is the final level of appeal.
3. The Judicial Council may only overturn a decision of the Civic Officers 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 Civic Affairs Office. 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 Civic 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 Civic 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 Civic Officers.

## **Part F: Rules of Debate**

### **Section 1: General**

1. The Civic Affairs Office shall conduct one debate for all respective positions being elected during the Campaigning Days, a townhall for all fee-related referendums, and a debate for binding questions if a written request is made by any member of the Society.
  - a. In the event that multiple positions are being elected during the Elections Period, the Civic Affairs Office may choose to conduct position-specific debates on separate days.
  - b. The Civic Officers must set the dates for debates and announce them no later than the All-Candidate Meeting.
2. The Civic 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 Civic Officers as outlined below will act as 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 Campaign Groups.
  - a. The responsibility for election debates remains with the Chief Electoral Officer;
  - b. The responsibility for referendum debates and the fee-referendum townhall is the responsibility of the Chief Returning Officer;
  - c. A Deputy Governance Officer must be present to support the Civic Officers at all such events.

## **Section 3: Questions**

1. Prior to the debate, the Secretary of Internal Affairs will make a form available through which students and members of the AMS will submit question(s).
2. The Election Officers will review the question(s) and determine a set number of question(s) to ask the candidates.
3. At the discretion of the Debate Speaker, audience members may ask all candidates in a debate, question(s). The Speaker of a debate 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 B, 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. All participants are required to sign a media release form with the submission of agreements, or prior to the start of the debate.
2. Should any issue arise during the debate, the Speaker of the Debate 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 Secretary of Internal Affairs.

## **Part G: Boothing Procedure**

### **Section 1: Tables and Boothing**

1. The Civic Affairs Office will coordinate the booking of table spaces during Elections and Referenda. Campaign Groups must book all table space for use during the campaign period through the Civic Affairs Office.
  - a. The allocation of table and banner space will be done through a lottery process determined by the Civic Affairs Office and approved by the Council of Order.
  - b. If, prior to the campaign and for reasons unrelated to the campaign, a Campaign Group books table/banner space for use during the Campaigning Days, 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.
  - c. Campaign tables or booths must be staffed by the Campaign Groups involved, at all times. Promotional materials may not be left unattended.
  - d. Boothing hours are restricted to the hours between 9:00 A.M. and 6:00 P.M.
2. 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 Civic Officers prior to the All-Candidate Meeting and subject to approval from the Secretary of Internal Affairs, for purposes of financial oversight. The Internal Affairs Office will incur all costs related to boothing.
3. The Civic Affairs Office must maintain a list of bookable spaces, to be presented to Assembly on an annual basis.

## Section 2: Distribution

1. The Civic Affairs Office shall strive to make as many bookings as possible, within fair reason and personal capacity, at diverse locations across on-campus.
2. The Total number of hours shall be divided by two and rounded down; one half being dedicated towards Election Candidates, and the reminder being allotted to Referenda Groups.
  - a. Following the initial division, the available bothing hours will be allocated to candidates shall be split further and equally amongst all the Campaigning Groups, rounded down, in Elections and Referenda respectively.
  - b. Notwithstanding the above, the Civic Officers may adjust the distributions of hours for the purposes of maintaining fairness and consistency between Fee Referendum Groups between the Fall and Winter Referendums. This is subject to approval by the Secretary of Internal Affairs.
3. Any remaining bothing hours shall be returned to the Civic Affairs Office, open for exchange to interested campaigning groups in subsequent rounds of the lottery system at the discretion of the Civic Affairs Office.



## Monitoring

The Election Officers (Chief Electoral Officer, Chief Returning Officer) are empowered to enforce this policy on all person(s) engaging with a civic process affecting the Alma Mater Society, and to make additional rulings as outlined by this policy.

The Secretary of Internal Affairs is responsible for ensuring that the Election Officers comply with this policy in the execution of their duties and retains the authority to direct them to adhere to this policy where deviations are identified.

All changes to this policy should be made whenever a gap in policy is identified. Any substantial changes to this policy must be approved by the Council of Order prior to their presentation to Assembly. The Council may issue a statement of support, opposition or choose to remain impartial with respect to the change(s) being proposed. Reviews of this policy should occur every two years, to ensure that up-to-date information is included.

Contact person	<i>Civic Affairs Office (<a href="mailto:civic@ams.queensu.ca">civic@ams.queensu.ca</a>)</i>
Date of next review	<i>April 2027</i>
Related policies, procedures and guidelines	<i>AMS Constitution Student Activity Fee Policy Appointment Policy Rector Elections Policy Elections and Referenda Policy Charter of the Judicial Council</i>
Policies superseded by this policy	<i>N/A</i>