Instructions:
The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Code and Policy Committee can be emailed at cpcom@gss.ubc.ca.

As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society’s website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with putting forms on the website, you may contact the Communications and Marketing Director at communications@gss.ubc.ca.

Date: 2021-02-18
Submitted by: Code & Policy Committee

What type of change is this?
☒ Amending an existing policy
☒ Addition of a new policy
☒ Removal of a policy

| Original Policy #: 4.1.3, 8.5.2-3, 8.5.4, 12.1.1.c, 12.2.2-3, 12.3.7, 12.4.1-2, 12.4.11, 12.5.3.a, 12.6.2, 12.6.4-5, 12.7.1, 12.8.1, Appendix V | New Policy # (if applicable): |

Proposed Revised or New Policy:
Policy 4.1.3.c to be removed

4.1.3 The Vice-President, University and Academic Affairs shall, in addition to the duties outlined in the Bylaws:

...  
(c) Serve as Electoral Officer in the event that no suitable candidate is available.

Policy 8.5.2 to be added and read:

8.5.2 If the Electoral and Student Engagement Officer is unable to complete their duties or a suitable candidate is not available to be appointed, the Elections Committee Chair shall fulfill the duties of the Electoral and Student Engagement Officer until the end of the election period. The EC Chair shall receive the Electoral and Student Engagement Officer pay while completing the duties and will not receive the Chairship honourarium until the end of the election period.
Policy 8.5.2 to be added and read:

8.5.2 The Elections Committee deputy chair, if available, shall perform the duties of Elections Committee Chair until the end of the election period if the Elections Committee Chair must fulfill the duties of the Electoral and Student Engagement Officer. If no deputy chair is available, the Elections Committee must appoint a temporary Chair to fulfill the duties until the end of the election period. This person will receive the Chairship honourarium until the end of the election period.

Policy 8.5.2 to be renumbered to 8.5.4 and amended to read:

8.5.4 The ex officio members of the Elections Committee shall be the President and the Electoral Officer, Electoral and Student Engagement Officer.

Policy 12.1.1.c to be amended to read:

12.1.1 The Elections Committee shall:

... (c) have a **Electoral Officer, Electoral and Student Engagement Officer** who shall be:

i. appointed no later than three months before the election of each year

ii. appointed by council by a special resolution,

iii. disallowed to stand for election, and

iv. whose duties shall, if a suitable candidate is not available, be fulfilled by the **Vice President, University and Academic Affairs** Chair of the Elections Committee, in accordance with Bylaw 6.6.5 8.5.2.

Policy 12.2.2 to be amended to read:

12.2.2 The period of nominations shall be set and announced to the membership of the Society by the **Electoral Officer, Electoral and Student Engagement Officer** no later than one week prior to the start of the nomination period.

Policy 12.2.3 to be amended to read:

12.2.3 The period of campaigning shall be set and announced by the **Electoral Officer, Electoral and Student Engagement Officer** no later than one month prior to the start of the campaigning period.
Policy 12.3.7 to be amended to read:

12.3.7 Nominations shall be filled with the **Electoral Officer** **Electoral and Student Engagement Officer** or their designate.

Policy 12.4.1 to be amended to read:

12.4.1 The period of campaigning may extend until the closing of polls at the discretion of the **Electoral Officer** **Electoral and Student Engagement Officer**.

Policy 12.4.2 to be amended to read:

12.4.2 The cost of a candidate’s campaign shall not exceed one hundred and fifty dollars. Material used in previous campaigns shall be valued at original cost. The Society will reimburse candidates up to one hundred and fifty dollars for new campaign materials. A signed statement of expenses with receipts must be submitted to the **Electoral Officer** **Electoral and Student Engagement Officer** at the close of the campaigning period, and will be subject to audit.

Policy 12.4.11 to be amended to read:

12.4.11 Candidates are required to attend the All-Candidates Meeting or should they be unable to attend the scheduled time of this meeting, they are required to make alternate arrangements for a make-up meeting with the **Electoral Officer** **Electoral and Student Engagement Officer** that must take place no later than five business days after the general All-Candidates Meeting. If a candidate misses the All-Candidates Meeting and has not made alternate arrangements for a make-up meeting with the **Electoral Officer** **Electoral and Student Engagement Officer** that shall take place within the specified five business days after the general All-Candidates Meeting, their name shall be withdrawn from the elections by the Elections Committee.

Policy 12.5.3 to be amended to read:

12.5.3 The ballots shall carry two extra options for each position, called "Reopen Nominations" and “Abstain”. Whenever possible, the ballots should include an explanation of these two options for voters.

(a) The purpose of “Reopen Nomination” is to allow members to call a new election if all the candidates for a position are unsuitable. The votes for “Reopen Nominations” shall be counted as if it were a candidate. If “Reopen Nominations” wins an election, then that position shall be declared vacant, and a new election (for the respective position only) shall be called by the **Electoral Officer** **Electoral and Student Engagement Officer**.

Policy 12.6.2 to be amended to read:
12.6.2 The candidate shall forward in writing the name of their scrutineer to the Electoral Officer Electoral and Student Engagement Officer.

Policy 12.6.4 to be amended to read:

12.6.4 After the polls have closed on the last day of polling, the Administrator and the Electoral Officer Electoral and Student Engagement Officer shall collect the elections results. There shall be at least 2 members of the Elections committee present at the collection of electronic voting system results.

Policy 12.6.5 to be amended to read:

12.6.5 In the event of a tie for the most number of votes, the vote shall be decided by the toss of a coin by the Electoral Officer Electoral and Student Engagement Officer.

Policy 12.7.1 to be amended to read:

12.7.1 At the conclusion of counting, the Electoral Officer Electoral and Student Engagement Officer shall draft a report of the preliminary results and announce the preliminary results. This report shall be signed by all present at counting, including scrutineers. It shall follow the form outlined in Appendix V and shall be made public no later than 72 hours following the closing of the polls.

Policy 12.8.1 to be amended to read:

12.8.1 Any complaint by a member of the Society regarding the elections shall be reported in writing to the Electoral Officer Electoral and Student Engagement Officer as soon as possible, but not later than five business days after the preliminary announcement of the election results (the “Complaints Period”).

Appendix V to be amended to read:

There were a total of X ballots cast. Attested to by:

[name] (Electoral Officer Electoral and Student Engagement Officer)

Election Committee:

[names] [signatures]
Rationale Behind Proposed Changes:

Previously, the VP UAA was the backup Electoral Officer (EO) for situations where no EO can be found. There has been agreement between previous VP UAA’s and CPC that the backup role should not be placed on the VP UAA. Working with the Elections Committee, we have determined that the best backup EO should be the chair of the Elections Committee. While completing the tasks of the EO, they will be compensated at the same level as an EO would be for the duration of the elections period.

The position of Electoral Officer has been updated to the title “Electoral and Student Engagement Officer” and therefore the Policy Manual must be updated to reflect this title change.