



Bylaw Revision Form

Date: September 16, 2021

Submitted by: Code & Policy Committee Chair

What type of change is this?

Amending an existing bylaw

Addition of a new bylaw

Removal of a bylaw

Original Bylaw #:

New Bylaw # (if applicable):

Proposed Revised Policy: (bolded indicates new text)

Bylaws:

9.1.1 The Society shall have the following standing committees: ...

(g) Governance and Accountability; **and,**

(h) Engagement and Elections Committee.

Policy Manual:

7.9.1 Any ordinary member of the society may appeal any Committee decision to Council; **with the exception of the Engagement and Elections Committee whose decision shall be final.**

Policy 8.5 to be added, stating:

8.5 Engagement and Elections Committee

8.5.1 The Engagement and Elections Committee shall:

(a) carry out the duties on organizing elections and referenda as outlined in Section 12 of this manual,

(b) strike the Elections Policy Panel as an ad-hoc committee at least one week prior to the campaigning period,

(c) write and annually update a graduate student engagement plan (e.g. increase event participation, election visibility and accessibility, voter turnout, and candidate nominations) to be presented no later than October in a Council meeting. The plan will be developed in consultation with the executives,

(d) assist VP Students, other executives, and staff members in the implementation of the engagement plan,

(e) assist in the planning and implementation of programs for the academic, social, cultural, recreational, and wellness needs (e.g. the emotional and financial health) of the members of the Society,

(f) oversee the annual Society Orientation, advise how to improve it, and endeavour to provide welcoming events for students entering at all academic terms,

(g) evaluate events, classes and programming based on collected data and make suggestions for improvement,

(h) contribute to marketing of programs and event including the social media, and



(i) assess student proposals for events, classes and programming.

8.5.2 The Electoral and Student Engagement Officer is unable to complete their duties or a suitable candidate is not available to be appointed, the Elections and Engagement Committee Chair shall fulfill the duties of the Electoral and Student Engagement Officer until the end of the election period. The Elections and Engagement Committee 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.

8.5.3 The Elections and Engagement Committee Chair Deputy Chair, if available, shall perform the duties of Elections and Engagement Committee Chair until the end of the election period if the Elections and Engagement Committee Chair must fulfill the duties of the Electoral and Student Engagement Officer. If no deputy chair is available, the Elections and Engagement Committee Chair 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.

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

Policy 8.5-8.7 to be renumbered to Policy 8.6-8.8.

Policy 9.3.2 to be added, stating:

9.3.2 Rebate shall be based on the guidelines devised by the Vice President Students and Events Manager during the annual budgeting process. It is the Vice President Students' responsibility to communicate these guidelines, which may include publishing reimbursement criteria or calculator on the GSS website, and to provide updates on this process to **Engagement and Elections Committee**.

Policy 9.3.4-5 to be added, stating:

9.3.4 If the Vice President Students and Finance and Executive Oversight Officer do not agree, the application shall be deferred to the **Engagement and Elections Committee** for approval.

9.3.5 The AO may appeal to the **Engagement and Elections Committee** to reconsider the result of the application within 14 days of the initial application decision.

Policy 9.3.8 to be added, stating:

9.3.8 The Vice President Students shall report to the **Engagement and Elections Committee** monthly on all processed applications.

Policy 12 to be added stating (red indicates new text):

12 Election Procedure

12.1 Engagement and Elections Committee

12.1.1 The Engagement and Elections Committee shall:



- (a) be responsible for conducting Society elections in accordance with Bylaw 8.2 and with the procedures described in section 12 of this manual, and
- (b) not impose any additional rules or procedures other than those defined here, unless Council delegates responsibility for conducting the election to an organization outside of the Society. Any new rules or procedures must be proposed as amendments to this manual as per section 1.2 and approved by Council.
- (c) have a 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
- (d) whose duties shall, if a suitable candidate is not available, be fulfilled by the Chair of the **Engagement and Elections Committee**, in accordance with 8.5.2,
- (e) report to the Council during the next Council meeting following the election and make recommendations on the election process and procedure as it deems proper,
- (f) prescribe and employ the necessary advertising strategies to call for nominations and to announce the date, time and place or method of polling,
- (g) prescribe the procedures for counting the ballots and communicate these procedures to the Candidates before the counting begins, and
- (h) announce the results of the election to the Society membership via the Society website.

12.1.2 The **Engagement and Elections Committee shall:**

- (a) meet with all candidates to present the rules and procedures governing the Elections after the nomination period closes.
- (b) organize at least one meet-the-candidates meeting and/or candidates' debate before the opening of the polls. These events can be held on-campus or off-campus.
- (c) organize an Elections page on the Society website with a section that provides the candidates an opportunity to present their backgrounds, platforms, and intended goals for their term should they be elected.

12.2 Elections Policy Panel

12.2.1 The Elections Policy Panel shall:

- (a) be formed no later than one week before the campaigning period,
- (b) consist of the Electoral and Student Engagement Officer, **Engagement and Elections Committee** Chair, one member from **Engagement and Elections Committee**, and one member from Code and Policy Committee. It can be chaired by either the Elections Committee chair or the Electoral and Student Engagement Officer,
- (c) be responsible for the expedient resolution of complaints regarding candidates' campaigning, and monitoring candidates' campaign material throughout the election cycle,
- (d) be responsible for the approval of campaign material within one week of receiving if there are no violations of policies described in Section 12.5 of the Policy Manual,
- (e) review complaints regarding candidates' campaigning behaviour,



(f) demand retraction or rectification of campaign materials if it found a violation of policies described in Section 12.5 of the Policy Manual within forty-eight (48) hours of reviewing the complaint,

(g) enforce policy 12.5.18 regarding disqualification of candidates after failure to retract or rectify campaign materials,

(h) cease to exist once the Election Report is presented to Council following the elections.

12.3 Dates for Elections

12.3.1 The dates for Society elections shall be set and announced to the membership of the Society by the President no later than 30 calendar days prior to the start of voting.

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

12.3.3 The period of campaigning shall be set and announced by the Electoral and Student Engagement Officer no later than one month prior to the start of the campaigning period.

12.4 Nominations

12.4.1 Any ordinary member of the Society may be nominated for any position to be contested in the election

12.4.2 Nominations shall be effected by submission of a completed copy of the approved nomination form with signatures of three ordinary members in support of the nomination and the nominee themselves.

12.4.3 The form can be picked up in person from the Society office or downloaded from the Society website, and it shall be returned in person by candidates to the Society office so a Society staff member may witness the candidate signature.

12.4.4 The nomination form shall follow the format in Appendix III. It may be incorporated as a part of other materials, and aesthetic adjustments are allowed.

12.4.5 Nominations are to be open for at least a period of two weeks and shall close one week prior to the opening of Polling. Nominations are to close on the last day of the nomination period at the close of business of the Society's office.

12.4.6 Extensions to the nomination period, for all positions together as a whole, up to the last business day prior to the opening of Polling, may be allowed in extraordinary circumstances at the discretion of the **Engagement and Elections Committee**. Any decision taken for extending the nomination period, along with the relevant reasons, must be presented to Council.

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

12.5 Campaigning

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

12.5.2 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 and Student Engagement Officer at the close of the campaigning period and will be subject to audit.

12.5.3 Candidates may not use any portion of their campaign budget to provide financial or in-kind benefit as an incentive for votes.



12.5.4 Campaign material must be posted in accordance with UBC Building Policy.

12.5.5 There shall be no campaigning within ten metres of the polling booth when polls are open.

12.5.6 Candidates may not use Society or any email distribution lists administered by UBC, its Faculties, or Departments during their campaign.

12.5.7 Candidates may not run in slates, real or apparent, or share expenses for campaign material. A slate means a group of two or more candidates that campaign together for any position elected during the Society's elections on a similar platform for mutual advantage. This includes, but is not limited to, the following activities:

(a) appearing on another candidate's campaign materials, including but not limited to posters, banners, flyers, handouts, websites, and social media campaign groups;

(b) producing posters or other campaign materials that closely resemble those of another candidate in design, colour, branding or appearance; and

(c) using the same slogan or slogans as one or more other candidates.

12.5.8 At its discretion, the **Engagement and Elections Committee** may prohibit other activities that resemble a slate.

12.5.9 Candidates are expected to campaign independently, but if joint campaign activities, including but not limited to classroom announcements and leafleting, do occur, they must be reported to the **Engagement and Elections Committee**. Such reports must be made as they happen every seventy-two (72) hours. At its discretion, the **Engagement and Elections Committee** may approve such activities or order them to cease.

12.5.10 Notwithstanding the rules against slates in Policies 12.5.7 through 12.5.9 above, candidates may endorse a maximum of two other candidates.

12.5.11 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 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 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 **Engagement and Elections Committee**.

12.5.12 Candidates are required to attend the Elections Debate(s). If a candidate is absent from a Debate, their name will be withdrawn from the elections by the **Engagement and Elections Committee**, if the candidate does not provide a legitimate reason for their nonattendance to the committee. The decision of the **Engagement and Elections Committee** in discerning the legitimacy of a reason will be final.

12.5.13 **Engagement and Elections Committee** may require Candidates to submit one or more brief personal statements and a photograph, for purposes of advertising the election and informing voters regarding candidates. These materials may be published on GSS online communications channels and on the ballot, provided that candidates for the same office are featured equally in such communications.

12.5.14 Candidates shall not in any way force, dishonestly influence, or materially induce a member into making a voting decision. This includes making unsubstantiated claims about other candidates, the GSS, or GSS members.

12.5.15 Candidates are responsible for informing themselves and anyone campaigning on their behalf as to the contents of this Policy Manual.



12.5.16 Candidates may be held responsible for inappropriate conduct by themselves or anyone campaigning on their behalf.

12.5.17 Prepared campaign materials (including but not limited to posters, pamphlets and social media posts, must be approved by the Elections Policy Panel prior to distribution.

12.5.18 In the event the Elections Policy Panel deems a candidate has violated a policy in their campaign material, said candidate is required to take down or otherwise retract the material within 24 hours of notification. Failure to do so will result in disqualification from the election.

12.5.19 Candidates who wish to appeal a decision made against them by the Elections Policy Panel are entitled to do so, and the appeal will be reviewed by both the **Engagement and Elections Committee** and the Elections Policy Panel. Said candidates are also entitled to receive a response within 48 hours of filing the appeal.

12.6 Ballot and Voting Procedure

12.6.1 Ballots shall follow the format in Appendix IV; the only changes allowed are the listing of candidate names, unless approved by Council.

12.6.2 The ordering of candidates shall be random whenever possible.

12.6.3 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 and Student Engagement Officer.

(b) The purpose of "Abstain" is to allow members to decline voting for or against the candidates for a position.

12.6.4 Candidates for Student Senators shall be appointed by acclamation if there are only two candidates for the two position openings.

12.6.5 The GSS shall use the AMS SimplyVoting software for its polling purposes.

12.6.6 The **Engagement and Elections Committee** shall:

(a) designate one of its members to be the electronic voting system administrator (the "Administrator"),

(b) instruct the Administrator to use one of the following options:

(i) a local administration: oversee the installation and configuration of the electronic voting system administration software, ensure the safekeeping of the elections administration software on a computer available for audit, using an account with a unique login and password known only to the **Engagement and Elections Committee**, or

(ii) a remote administration: secure a contract for the services of the electronic voting system personnel, where the electronic voting system Administrator can monitor the configuration of the electronic voting system election, population of the voters list, security of the software, and counting of ballots. Furthermore, the contract should make the electronic voting system available for audit.

12.6.7 If a polling station is employed to provide access to the electronic voting system, the station must be kept secure and any materials at the polling station must be neutral and not influence the voter's decision in any way.



12.7 Counting of the Votes

12.7.1 Each candidate may have one scrutineer present at any stage of the polling, including the collecting of an electronic voting system election results. The candidates shall not be present at the collecting of an electronic voting system election results.

12.7.2 The candidate shall forward in writing the name of their scrutineer to the Electoral and Student Engagement Officer.

12.7.3 No member shall be allowed more than one vote in any Society election. If a member is found to have cast more than one vote, all votes shall be voided, and Council may, at their discretion, penalize the member.

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

12.7.5 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 and Student Engagement Officer.

12.8 Announcing Results

12.8.1 At the conclusion of counting, the 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.

12.8.2 The results are deemed official once ratified by Council.

12.9 Complaints

12.9.1 Any complaint by a member of the Society regarding the elections shall be reported in writing to the Electoral and Student Engagement Officer no later than five business days after a specific incident if the complaint concerns another candidate's behavior. If the complaint concerns the general election procedure, not later than five business days after the preliminary announcement of the election results.

12.9.2 A candidate may appeal the election results to Council, which may appoint an ad-hoc committee to conduct an official recount.

12.9.3 The **Engagement and Elections Committee** may penalize a candidate in the event of a breach of any policies outlined in this section. The **Engagement and Elections Committee** shall determine the penalties for such breaches. Any decision taken along with the reasons for such action must be presented to Council. Penalty options include, but are not limited to:

- (a) removal of campaign material,
- (b) retraction of campaign material,
- (c) correction of campaign material,
- (d) withholding re-imbusement of campaign expenses,
- (e) disqualification of the candidate from the election, or
- (f) any combination of the aforementioned penalties.

12.9.4 Complaints and Appeals are to be filed using an Elections Complaint Form (Appendix VI), sent by email to the Electoral and Student Engagement Officer. All Elections Complaint Forms will be relayed to the



Elections Policy Panel. The Electoral and Student Engagement Officer also reserves the right to file complaints themselves.

12.9.5 If a complaint is not within the purview of the Election Policy Panel it will be handled by the Engagement and Elections Committee.

12.9.6 If a complaint is about the Electoral and Student Engagement Officer or the Election Policy Panel, the complaint will instead be filed to the chair of the Governance and Accountability Committee.

12.10 Ratification

12.10.1 Council shall vote whether to ratify the legitimacy of the Society elections process at the first Council meeting after the conclusion of the elections process and in any event, before the next term begins.

12.11 By-elections

12.11.1 By-elections may be called by Council to fill any executive vacancy, subject to Bylaw 8.4.

12.11.2 By-elections shall be conducted under existing Elections Procedure, and shall be conducted by the existing Engagement and Elections Committee.

12.11.3 Subject to Council's discretion, the By-Election period may be shorter than the regular election period.

Policies **12-19** will be renumbered to **13-20**.

Appendix VI and V to be added as presented in "Appendix V. Preliminary Announcement of Election Results.pdf" and "Appendix IV. Ballot Layout for GSS Elections.pdf".

Insert the name of Engagement and Elections Committee in **Appendix VII** as presented in "Appendix VII. Standard Council Agenda.pdf".

Rationale Behind Proposed Changes:

The above changes reflect the addition of the Engagement and Elections Committee to replace the current Elections Committee and Services Committee. The addition of Policy 12 is the same wording as previously stated aside from renaming Elections to the new E&E Committee. This new committee will functionally replace the Services and Elections Committees.

Note: As there is no standardized format for presenting rationale for Bylaw amendments, this form has been adapted from the Policy Revision Form.