



SGPS
Society of Graduate &
Professional Students



39th Queen's University Rector Nomination Package

February 2024 Election

Thank you for your interest in being Queen's University's 39th Rector. This package contains all the information and forms that you will need to participate in the election process. Please read this document in its entirety and fully understand its contents, paying particular attention to the *Dates* section, as you will be held completely responsible for all the material contained herein. Please note that all times for information sessions, debates and deadlines are in Kingston time (EST). Make sure to check out our How to Run Guide on our website, myams.org/elections, for resources, tips and more! Also, follow us on Instagram, @amsgovernance to keep up with dates, news, and events.

If you have any questions or run into any problems, the Elections Team will be more than happy to help you out. We can be reached by using the contact information below. We strongly encourage you to ask for clarification of any of the rules or regulations regarding soliciting nominations or campaigning and encourage you to discuss your campaign strategy with us to ensure that you are within campaign rules and regulations. Also, we look to you for comments or suggestions to help make elections and referenda run more smoothly. Thank you for being patient through the process of our election! Please look at every aspect of this document. It lists platform requirements, policy and procedure and cheat sheets!

Please fill out the Nomination Form to submit your intention to run.

Good luck!

AMS and SGPS Elections Team Contact Information:

Calder Bryson, Chief Electoral Officer (ceo@ams.queensu.ca)

Alysha Ahmad, Secretary of Internal Affairs (secretariat@ams.queensu.ca)

Katie Zutautas, SGPS Deputy Speaker (deputy.speaker@ams.queensu.ca)

IMPORTANT DATES

- January 10th** **Information Session**
The information session will take place online and will begin at 4:00 PM. This event will feature a Q&A period where you can ask the current Rector and a former Rector about their experiences.
- January 14th** **Nomination Period Opens**
Starting at 12:00 AM on January 14th you are permitted to gather signatures using the instructions found in this document.
- January 18th** **Nominations Close**
Nomination packages are due on this day before 12:00 PM EST. Please ensure you have 281 or more signatures (1% of AMS and SGPS members).
- January 23rd** **Validation Day**
The Elections Team will verify all the collected nomination signatures. All candidates will go before AMS Assembly to be ratified thus allowing campaigning to begin. **Please submit any graphics, campaign materials, and websites you would like approved at this time to guarantee they are ready for the start of campaigning.**
- January 29th** **Campaigning Begins**
Please refer to the AMS Rector Elections Policy for regulation on campaigning. Campaigning may begin at 12:00 AM EST.
- January 30th** **All Candidates Debate**
The All-Candidates Debate will begin at 6:00 pm in Convocation Hall. This is mandatory to attend for all candidates. **Please note that your platform is due no later than 24 hours before the debate.**
- February 5th** **Campaigning Ends**
This is just the last day before voting commences. In-person campaigning must be stopped at 8:00 PM EST. Campaigning can still take place **online** during the election days.
- February 6th – 7th** **VOTING DAYS**
Voting closes at 8:00 PM EST on the second day. Please be available for a phone call within the hour of closing. Results will be released later Thursday night.
- February 8th** **Expenses Receipts Due**
Turn in all campaign receipts to ceo@ams.queensu.ca **BEFORE** 5:00 PM. The campaign-spending limit is **\$400**. If you do not submit expenses by this date, you will not be reimbursed.

HOW SHOULD I GET SIGNATURES?

We require you to submit the list of signatures (name, student number and email) in a table format, either attached to this document or submitted separately. It will all be online.

Important information:

- Anyone can nominate you, as long as they are a fee-paying AMS/SGPS member.
- You are required to get at least 281 valid signatures.
- A reminder that campaigning during this time will result in consequences. While you can share the information of “My name is X, and I am looking to run for Rector,” you cannot disclose any of your platform.
- Please try to uphold anonymity for signatories. It is discouraged to share a document where everyone can fill in their information. Rather, it is encouraged to have them fill out a form or give you the information directly.
- Ensure that students fill out the email section of the form so that we can verify the validity.

Example of a way to solicit nominations and required format:

Nomination Form

Hi! My name is X and I am planning to run for the position of Y. Please fill out the information below to help nominate me!

First and Last name
Short answer text

Student Number
Short answer text

Queen's Email
Short answer text

Name	Student Number	Email
Person One	1111111	00XYZ@queensu.ca
Person Two	2222222	00ZYX@queensu.ca

CLARIFICATIONS

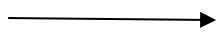
- ✓ You need to collect 281+ (1%) signatures from members of the AMS and/or SGPS. When obtaining nominations, please ensure that all names and student numbers are clearly legible. Please ensure that nominators write their student number, not their phone number.
- ✓ Non-compliance with nomination rules may result in disqualification of your candidacy, as there are no other forms of control available until after validation. Appeals may be directed to the Chief Electoral Officer (ceo@ams.queensu.ca).
- ✓ The campaign-spending limit has been set at \$400. Please keep ALL receipts and note what you spent on the Expense Summary Form. Hand in both receipts and the Expense Summary Form on February 8th.
- ✓ All campaign materials (including any advertisements you may want to place in campus publications, etc. and any new social media presence [Instagram accounts, events, groups and profiles]) must be approved by the CEO.
- ✓ There is to be **no campaigning during the nomination periods**. You can only ask people to sign your nomination form, and, if they ask, explain what you are doing (i.e. running for an elected position).
- ✓ You are responsible for the activities of all individuals associated with your campaign and providing such a list to the CEO within 8 hours of request.
- ✓ Please ensure that all individuals associated with your campaign fully understand the rules and regulations regarding the soliciting of nominations and campaigning.
- ✓ This is NOT a complete list of rules and policy, so it is IMPERATIVE that you read and understand all parts of the Constitution, AMS Student Activity Fee policy, Rector Policy and Elections Policy and other information contained within this package. All relevant AMS Policy can be found under the governance section of myams.org.
- ✓ Complaint forms for candidates and members at large can be found at myams.org/elections to submit infractions of elections policy or the Queen's Student Code of Conduct.

CAMPAIGNING “CHEAT SHEET”

I want to...

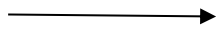
You must...

Collect signatures



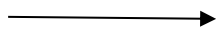
Ask students to give name, student number and email. Collect more than 281 in case of fake/incorrect/repeating names.

Post on social media



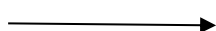
Send all photos, blurbs and posts to the CEO for approval. Once something has been approved once, you do not have to get it re approved. It is suggested to make a plan ahead of time to get everything approved on time.

Run any other campaigning event (ex. platform talk)



Have event approved by elections team.

Campaign over social media



Get all accounts and websites approved by the Elections Team.

Lodge a complaint



Email ceo@ams.queensu.ca and cc the secretariat@ams.queensu.ca. Complaints are generally answered within an hour.

Create a platform but need help



Look at the platform guide on the AMS website!

EXPENSE INFORMATION

Rector candidates: \$400 campaign-spending limit

1. Keep track of ALL expenses and corresponding receipts related to the campaign, both paper and electronic. Make sure to stay below your spending limit! Collect receipts for all donations as they count against the spending limit.
2. Notify the Elections Time before use of any materials that do not incur a cost. These **must** be approved by the CEO prior to use. The CEO can sanction you if you do not notify them of these materials.
3. Submit your completed Expense Summary Form and campaign expense receipts in a single email to ceo@ams.queensu.ca on **February 8th**. No reimbursements will be issues to any expenses submitted past this date or without a receipt. Paper forms or receipts may be scanned and attached in PDF or JPEG format.

AMS Secretariat
ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

2024 Expense Summary Form

Please attach and itemize all receipts. Submit form and receipts in a single email to ceo@ams.queensu.ca and CC secretariat@ams.queensu.ca. You may photocopy this sheet or write on the back. You are permitted to provide this information in a spreadsheet form.

Contact Information

Name: _____

Phone Number: _____

E-mail: _____

Campaign: _____

Item Description	Receipt✓	Per Unit Cost	Number	Total Item Cost
E.g. Facebook ads, website hosting, etc...	✓	\$5/day	7 days	\$35

Total Expenses: _____

Infraction of Elections Policy Complaint Form

Please include as much information as possible and reference AMS policy where applicable. The name of the complainant and respondent is necessary for the case to be processed. Please note that all complaints will be kept confidential and will only be shared with members of the Elections Team. You can also fill out an anonymous complaints form [here](#).

Contact information

Your name:

Your email:

Your phone number:

If applicable, please provide the team/group with which you are affiliated:

Which group/individual are you filing this complaint against?

Explain the incident pertaining to this complaint. If applicable, please include the specific section of AMS policy you believe was violated.

(Complaint must be filed within 24 hours of the incident coming to your attention):

Please advise as to how the Elections Team can alleviate this issue:

Write-up Submission for the Queen's Journal

Please write a 300-word submission on your candidacy for Rector! This will be used in the ***Journal***, at AMS Assembly, as well as your ballot. This is due at the same time as your nomination package.

TO DO LIST

- Solicit 281+ signatures on the nomination forms for your candidacy. Be sure to collect more than the number of signatures that is required as some people will provide false information, sign your sheets more than once, or sign illegibly. If a signature cannot be verified against our student list, it will not count.
- Check your email. We will confirm that you acquired at least 281 signatures. That's your go-ahead to attend Assembly on January 23rd at 6:00 PM in Dunning Hall, room 12.
 - Attendance is **mandatory** for all candidates. If you cannot attend, you must notify the CEO by emailing them 24 hours before Assembly informing them that you cannot attend. Failure to do so may result in disqualification.
- Run a campaign, paying attention to the campaign expense limits of \$400. In addition, pay close attention to all campaign rules and regulations outlined in the AMS Constitution, Policy, and Procedures Manuals.
- Attach a 300-word write-up about your team/campaign to be published in the Queen's Journal.
- Understand AMS elections campaigning policy and procedure.
- Attend the AMS Rector Debate on January 30th, 2024 at 6:00 PM.

- Things that must be handed in:
 - Nomination form, which can be found and completed [here](#) (January 18th, 2024 at 12:00 PM)
 - 281+ signatures (January 18th, 2024 at 12:00 PM)
 - 300-word write-up for the Queen's Journal (January 18th, 2024 at 12:00 PM)
 - This package, signed at the end (January 18th, 2024 at 12:00 PM) and send to ceo@ams.queensu.ca and secretariat@ams.queensu.ca.
 - Your platform (January 29th, 2024 at 5:59 PM **at the latest**) and sent to ceo@ams.queensu.ca and secretariat@ams.queensu.ca.

SIGNATURE

I have read and understood the terms and conditions of this nomination package. I will uphold all of the policies in place.

Prospective Rector Candidate Name: _____

Signature: _____

MORE RESOURCES

[AMS Constitution](#)

The AMS Constitution is the primary governing document of the Society. It contains both the AMS mission and operating statements and broadly delineates the fundamental principles by which the Society is governed. Any part, section, subsection or paragraph of the constitution may only be amended following two readings held at two separate regular meetings of Assembly.

[Rector Policy](#)

The Rector Policy is the central governing document over the four part elections process, through nominations, validation, campaigning and voting. This policy is also designed to incorporate all online, hybrid and in-person elections. Ultimate authority is granted to the Rector Elections Team.

[Rector How to Run Guide](#)

[Rector Platform Template](#)