



# Electoral Report Summary

## 2018 UVSS REFERENDA and BOARD OF DIRECTORS ELECTION

Submitted: April 13<sup>th</sup>, 2018

Revised: April 24<sup>th</sup>, 2018

A handwritten signature in blue ink, appearing to read 'K. Potts', written over a horizontal line.

Prepared By: Chief Electoral Officer, Karen L. Potts.

A handwritten signature in black ink, appearing to read 'C. Fox', written over a horizontal line.

Accepted By: Chair, Cameron Fox,

on behalf of the 2017-18 UVSS Electoral Committee.

## 2018 UVSS ELECTORAL REPORT: EVENTS AND RESULTS

### The 2018 UVSS Spring Electoral Events

Over 51 hours, from February 28th 9 am to 12 pm March 2nd, 2018, 17717 UVSS members had the opportunity to vote in the following Electoral Events:

1. UVSS Referenda (Three Questions)
2. UVSS Board of Directors Election
3. UVic undergraduate Board of Governors Student Representatives Election
4. UVic undergraduate Student Senators Election

In accordance with the 2018 Letter of Understanding (Appendix A) between the UVSS and the University of Victoria's University Secretary's Office, voting was conducted online using UVic's WebVote system, [www.webvote.uvic.ca](http://www.webvote.uvic.ca).

The University Secretary's Office administered the Board of Governors and Senate votes, while the UVSS Electoral Office administered the UVSS Referenda and the annual UVSS Board of Directors Election under the mandate of UVSS Bylaws and Electoral Policy.

This document is a summary report of the UVSS Electoral Events.

### 2018 Spring Vote – Member Participation

As of February 21<sup>st</sup>, 2018, there were 17717 UVSS members eligible to vote in the spring Electoral Events. 3216 members (18.2%) logged into the UVic webvote system, and thus were counted as having 'participated' for the purpose of determining quorum (15%), a required criteria for referenda results to be considered valid and binding.

There were a total of 8 ballot questions put to the membership. Not all 3216 voters chose to cast a valid vote in all 8 questions. Over 1000 members did not cast a valid vote for any Lead Director elections or approval votes. Members were more likely to cast valid votes on the referenda ballot questions, with less than 140 members choosing to spoil or leave these ballot questions blank. Historically, this information has not be requested or reported by the Electoral Office so comparative data is not available.

To provide some context to understand participation in the 2018 Electoral Events, data from the past two years as well as the historical (recorded) high and low participation rates (for UVSS elections) are presented below.

Of note is that the Fall 2017 UVSS Referenda achieved the third highest voter participation rate in UVSS history, surpassed only by the 1999 election and the 2001 CFS referendum.

The Spring 2018 voter participation rate ranked 11<sup>th</sup> in 37 years of recorded UVSS participation history. Historically, by-elections and elections with fewer candidates yield lower voter turnout.

2018 UVSS Member Participation - Compared						Election Turn Out Records 1976-2018	
	Fall 2015	Spring 2016	Spring 2017	Fall 2017	Spring 2018	HIGH 1999	LOW 1998
<b>UVSS Members Eligible to Vote</b>	18,106	17620	17361	18409	<b>17,717</b>	14984	15098
<b>Number of UVSS Members Who Participated*</b>	3069 (16.9%)	3542 (20.1%)	2604 (14.9%)	<b>3955</b> (21.5%)	<b>3216</b> <b>(18.2%)</b>	4757 (31.8%)	1166 (7.7%)

### 2018 Spring Referenda Summary

On January 15<sup>th</sup>, 2018 the UVSS Board of Directors approved three questions to be put to membership referenda. As per UVSS Electoral Policy, all questions were answerable with YES or NO. The CEO approved the referendum questions on January 16<sup>th</sup>.

In the Call for Nominations, the Electoral Office received, and accepted, one Official Proponent application for each of the three referendum questions. There were no nominations received for Official Opponents. Alexandra Ages was accepted to be the Official Proponent for the Food Bank referendum question. Mackenzie Cumberland was accepted as the Official Proponent for both UVSS Health and Dental Plan referenda. The UVSS Board endorsed both Proponents for their respective questions.

Following UVSS Bylaws, for the results of any referenda to be valid and binding, 15% of the voting membership (quorum) must participate in the vote. For the Spring 2018 referenda, the UVSS voters list was determined to be the UVSS members on February 21st, 2018. Participation is determined to be any member who logs into the webvote and allows their ballot to be cast, including the option to leave a ballot question blank or spoil the entire ballot.

With 3216 UVSS members participating in the vote, quorum (2577) was met. Therefore the following referenda results are binding for UVSS in the upcoming 2018-19 year.

BALLOT REPORT	
UVSS Members Eligible to Vote as of February 21st, 2018:	17,717
Number of UVSS Members Who Participated <b>(18.2%)</b> :	3216
Number of UVSS Voters Required to Participate for Quorum (15%):	2577
<b>RESULT: Quorum was reached. The results of the referenda are binding.</b>	

The results for the referenda votes were as follows:

<b>Referendum Question 1:</b>					
Do you support an increase to the Food Bank Fund of 75 cents per full-time student and 37 cents per part time student for the purpose of addressing student food insecurity? Proponent: Alexandra Ages		Percent	Votes Cast	<b>STATUS</b>	
		YES	84.2	2666	<b>PASSED</b>
		NO	15.8	502	
Ballots that were spoiled or left blank		48			

<b>Referendum Question 2</b>					
Are you in favour of restructuring the fees for the UVSS Health and Dental Plan to create a fee for enhanced coverage in the amount of \$360 per academic year (Sept 1st – Aug 31st), with the option to pay less for basic coverage in the amount of \$290 per academic year, or, to opt out entirely if you have equivalent coverage? Proponent: Mackenzie Cumberland		Percent	Votes Cast	<b>STATUS</b>	
		YES	86.1	2696	<b>PASSED</b>
		NO	13.9	436	
Ballots that were spoiled or left blank		84			

<b>Referendum Question 3</b>					
Do you support the UVSS having the ability to adjust fees for the Health and Dental Plan up to 5% per year, starting during the 2019-2020 school year, to keep up with rising premiums? Proponent: Mackenzie Cumberland		Percent	Votes Cast	<b>STATUS</b>	
		YES	59.8	1839	<b>PASSED</b>
		NO	40.2	1238	
Ballots that were spoiled or left blank		139			

The Electoral Office received no official complaints regarding the referenda campaigns or proponents.

### 2018 Spring Board of Directors Election Summary

Annually, seventeen positions are available for election on the UVSS Board of Directors:

- Five Lead Directors (one Director of Campaigns and Community Relations, one Director of Events, one Director of Finance and Operations, one Director of Outreach and University Relations, one Director of Student Affairs),
- Eleven Directors-at-Large; and,
- One Director of International Student Relations.

## Lead Directors

At the close of nominations for the Lead Director positions, three positions were contested, and two positions had only one nominee. However, after complaints and appeals were finalized, there remained two contested lead director positions, and three uncontested lead director positions. From the UVSS bylaws, section 6.8.e states: "If only one nomination is received for a particular Executive position, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of ballots cast to be declared duly elected." Therefore, UVSS members had two ballot questions asking them to elect one of two candidates, and three ballot questions asking them to approve or disapprove of the sole nominee.

At the close of voting, the following results were declared as preliminary:

<b>Lead Director – Campaigns and Community Relations</b>			
	Percent	Votes Cast	Status
Ciel Arbour-Boehme - Purple Party	47.0	993	
<b>Ainsley Kerr - Envision UVic</b>	<b>53.0</b>	<b>1121</b>	<b>Elected</b>
Ballots that were spoiled or left blank			1102

<b>Lead Director – Director of Student Affairs</b>			
	Percent	Votes Cast	Status
<b>Isabella Lee – Envision UVic</b>	<b>58.9</b>	<b>1248</b>	<b>Elected</b>
Dirk Slot - Independent	41.1	871	
Ballots that were spoiled or left blank			1097

<b>Lead Director – Director of Events</b>			
	Percent	Votes Cast	Status
<b>Noor Chasib – Envision UVic</b>			
<b>Approve</b>	<b>79.5</b>	<b>1636</b>	<b>Elected</b>
Disapprove	20.5	421	
Ballots that were spoiled or left blank			1159

<b>Lead Director – Director of Finance and Operations</b>			
	Percent	Votes Cast	Status
<b>Curtis Whittla – Envision UVic</b>			
<b>Approve</b>	<b>79.7</b>	<b>1645</b>	<b>Elected</b>
Disapprove	20.3	420	
Ballots that were spoiled or left blank			1151

<b>Lead Director – Director of Outreach and University Relations</b>			
	Percent	Votes Cast	Status
Pierre-Paul Angelblazer – Envision			
<b>Approve</b>	<b>79.4</b>	<b>1648</b>	<b>Elected</b>
Disapprove	20.6	427	
Ballots that were spoiled or left blank			1141

## Directors-at-Large

For the 2018 UVSS Board of Directors election, 11 nominations were received for the 11 Director-at-Large positions. Therefore, all nominees were acclaimed at the close of nominations on February 5<sup>th</sup>, 2018, as per UVSS Bylaw, section 6.8.d: "If only one nomination is received for each Director-at-Large position, the candidates will be acclaimed and considered duly elected".

The following will be the 2018-19 UVSS Directors at Large:

<b>Directors at Large (Acclaimed):</b>
Tyler Arnold Envision UVic
Gulseerat Boparai Envision UVic
Jordan Gilson Envision UVic
Adrienne Graham Envision UVic
Eric Jakubowski Envision UVic
Jonathan Loring Envision UVic
Jasmine Pathak Envision UVic
David Stevanovic Envision UVic
Julia Witte Envision UVic
Mary Wood Envision UVic
Haichuan (Shaun) Zhang Envision UVic

## Director of International Student Relations

During the regular call for nominations, the UVSS Electoral Office received no nominations for the Director of International Student Relations position. A second call for nominations was issued February 8<sup>th</sup>, 2018, specifically targeted to international students. After 7 days, still no nominations were received. Therefore, at the close of the 2018 Spring Election, the Director of International Student Relations position on the UVSS Board remains vacant until a By-Election can be held.

## Results Official upon Resolution of Complaints and Appeals

The UVSS Electoral Office received nine (9) complaints regarding election candidates and slates during the campaign period. They were as follows:

- Two official decisions were sent to the Elections Adjudicator for review, and one was appealed to the Arbitration Panel. The Elections Adjudicator and Arbitration Panel upheld the Electoral Office decisions that one member was not allowed to be a nominee due to an incomplete and late nomination submission, and one nominee was disqualified from candidacy due to nomination irregularities and failure to attend the mandatory candidate information meeting.
- One complaint was withdrawn.

- Three were quickly resolved through candidate acknowledgement of error and co-operation in achieving a resolution.
- Three were complex in scope and involved complaints by Electoral Office partners when the initial response from candidates/slates was deemed insufficient. Complaints were regarding prohibited campaigning, damage to university property, harassment and bullying, and defamation. Rather than writing final decisions on these three complaints, the Electoral Office supported negotiated resolutions between the partner organizations and candidates involved.

Under the condition that all candidates/slates named in the complaints fulfill their obligations of the resolutions, in good faith, the results of the 2018 Board of Directors election were declared official on March 27, 2018.

## Electoral Administration

During the 2018 Spring Electoral Events, the UVSS Electoral Office faced significant time constraints, budget limitations, technological inadequacies, and a membership movement to boycott the election due to a perceived lack of candidates and choice. However the UVSS Electoral Office was able to meet these challenges, achieve quorum, and ensure the principles of the UVSS Electoral Policy and standard election administration ethics were upheld, as well as achieving significant voter engagement.

Mechanisms were used to collect formal observations and counts from the UVSS members who worked as Voting Information Officers (a newly designed position) at fixed information stations as well with roaming/mobile stations, as well as the candidates/proponents, and from the UVSS IT advisor. This feedback, as well as notes and observations from the Appeals Team and the Electoral Office staff will be used to form policy, procedural and administrative recommendations for the Electoral Committee.

At the time of this report, due to administrative changes underway in the UVSS Accounting Department, the financial information for a statement on the cost of the 2017-18 Electoral Events was not available. Recommendations arising from the Electoral Events, were submitted and accepted by the Electoral Committee. Further details on the operations of the Electoral Office are in the attached appendices.

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## APPENDIX A: 2017-18 USEC LETTER OF AGREEMENT

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Student Union Building – Room B211  
3800 Finnerty Road. Victoria BC V8P 5C2

January 19, 2018

Julia Eastman  
University Secretary  
University of Victoria

Dear Ms. Eastman:

For the 2018 student vote for UVic Senate and Board of Governors (BoG) student elections, and, the UVSS member vote for Referenda, and, Board of Directors, I am sending this letter, in keeping with the annual practice of articulating the reciprocal agreement of exchanged services between the University of Victoria Students' Society (UVSS), and the University Secretary's Office (USEC).

In keeping with past practice, the UVSS Electoral Office will continue to provide assistance to the USEC with Senate and BoG student representative elections. Accordingly, the UVSS through the UVSS Electoral Office will:

- Host a mandatory training session for all candidates. For Spring 2018, candidates will have the choice to attend one of two sessions in early February.
- Include organizing and moderating a Senate/BoG candidates public forum, to be held in conjunction with the UVSS Board of Directors debates.
- Include Senate and BoG candidates' platforms/photographs in the Martlet Electoral Supplement (to be published on February 22, 2018).
- Review, regulate, authorize, and keep a sample copy of Senate/BoG candidates' material to be posted. Samples will be available for USEC review.
- Refer any complaints against Senate and BoG candidates that come to the attention of the Electoral Office to the USEC for resolution.

The UVSS Electoral Office will not be responsible for:

- Guaranteeing the content of any Senate or BOG candidate's campaign material is truthful and free of libel/defamation/slander;
- Monitoring any Senate or BOG candidate's electronic or social media campaign material;
- Investigating complaints made against Senate and BoG candidates;
- Disciplining Senate and BoG candidates for policy infractions; or
- Monitoring any off-campus campaign activity by or on behalf of Senate and BOG candidates.

The University Secretary will be responsible for:

- Advising Senate/BoG candidates of photographic, platform, forum, and supplement publication guidelines/timeframes as communicated by UVSS;



- Providing the UVSS Electoral Office with a list of all candidates for Senate and BoG elections prior to the commencement of Senate/BoG campaign period;
- Providing the UVSS Electoral Office with a digital copy of the Senate and BoG candidates' platforms (separated) by February 7<sup>th</sup>, 2018, for inclusion in the Elections Supplement;
- Providing the UVSS Electoral Office a digital copy of Senate and BOG candidates' electronic photographs by no later than February 7<sup>th</sup>, 2017 for inclusion in the Electoral Supplement;
- Ensuring that a Senate/BoG representative will be present at both candidate training sessions to advise on Senate/BoG candidate responsibilities.
- Sending a Senate/BoG representative to attend the Senate/BoG Candidate Forum;
- Administering and informing candidates of other Senate and BOG elections procedures, and,
- Providing a webvote service to the UVSS for its' independent Board of Directors election, and any referenda. This service includes:
  - Generating the UVSS eligible voter list as per UVSS Constitution and Bylaws,
  - relaying broadcast emails from the UVSS Electoral Office to the UVSS membership,
  - providing the Electoral Office logistical advice on the organization of the ballot,
  - providing an accessible webvote service to UVSS eligible voters during the designated voting period,
  - protecting the secrecy of the ballot so that no single ballot cast can be attributable to any one UVSS member,
  - providing the results (number of voting members, number of spoiled ballots, results of the ballot count) of the UVSS Electoral Events to the UVSS CEO as soon as possible after the close of voting, and,
  - providing the UVSS with a voters record for electoral event auditability.

On behalf of the UVSS Electoral Office, I would like to express appreciation for the continuing, reciprocal relationship with the University Secretary's Office and staff.

Should you, or any of the USEC office staff wish to meet at any time, to clarify or discuss details, please contact me, at the UVSS Electoral Office at your convenience.

Sincerely,

Karen L. Potts  
Chief Electoral Officer (2017-18)  
[election@uvss.ca](mailto:election@uvss.ca)

Cc: Carrie Andersen, Associate University Secretary  
Kathy MacDonald, Office of the University Secretary  
Morgan Slavin, Governance Services Manager  
Blake Rose, Office of the University Secretary  
Cameron Fox, Chair, UVSS Electoral Committee  
Dale Robertson, UVSS General Manager

## APPENDIX B: CONTEXT – SIGNIFICANT FACTORS AFFECTING THE 2017-18 ELECTORAL EVENTS

Spring 2018 saw the convergence of several significant events and factors that greatly impacted the UVSS Electoral Office, including:

- The resignation of the UVSS Executive Director and Research and Communications Managers, meant the loss of the key staff for shepherding the work of the Electoral Committee, the relationship between the Electoral Office and the UVSS Board and negotiating labour management issues.
- The new UVSS employment policies had not considered the unique circumstances of Electoral Event employment, and did not provide the flexibility needed for short term, specializing hiring in a year with record low unemployment making it difficult to attract high quality, experienced, eligible election officials.
- The Electoral Office opened the year deficient and depleted of resources, supplies and equipment. To meet shrinking budgets, short cuts had been taken in previous years, issues had not been dealt with, supplies were not replenished and equipment had not been maintained.
- The UVSS faced a crisis in its major service, the health and dental insurance plan, as well as funding for its food bank. This meant three referenda questions were included for the Electoral Office to administer along with the annual Board of Directors election. (The last time three referenda questions were administered in addition to an election was 2013.)
- Undergraduate students' engagement with governance bodies at UVic reached a record low response for nominations for Senate, Board of Governors as well as the UVSS Board. For UVSS this led to an unprecedented acclamation of 11 Directors-at-Large, no nominations received in two calls for the International Director of International Student Relations position, and only two contested Lead Director positions.
- Looking for avenues to express frustration with a lack of choice on the ballot, a student movement to boycott the vote emerged.
- During the campaign period, a high number of official complaints were made to the Electoral Office, unprecedented in nature and scope which de-railed other staff priorities.
- Continued concerns for UVSS funding put significant pressure on the Electoral Office to make procedural and strategic decisions based on concern for cost implications.
- Years of piece-meal amendments to the Electoral Policy, with confusion between policy and procedures, hit a tipping point where there was little latitude for the Electoral Office to be proactive and creatively respond to the current year's context.

However, with the support of the UVSS Electoral Committee and UVSS General Manager, these challenges were mitigated, quorum was obtained, and the principles of the UVSS Electoral Policy and standard election administration ethics were upheld. The CEO provided recommendations arising from this year's events to the UVSS Electoral Committee on April 24<sup>th</sup>, 2018.

## APPENDIX C: 2018 UVSS ELECTORAL OFFICIALS

The 2018 UVSS Electoral Officials were:

- The Chief Electoral Officer (CEO), Karen L. Potts;
- A Senior Electoral Officer (SEO) responsible for candidate support, Erin Crowley;
- A Senior Electoral Officer (SEO) responsible for voter support, Karen Stack;
- A Deputy Electoral Officer (DEO) providing Electoral Office assistance, Carlos Berti;
- Voting Information Officers: Shamapto Anthon, Lauren Christensen, Mattigly Duddrige, Michael Kedge, Salena Dhillon, Sophie Lund, Samuel Pratt, Kaycee Ikeonu, Tharani Mehendran, Ruvimbo Kaviya, and Janine Rzeplinski; and,
- The Appeal Team: Randy Parker, Elections Adjudicator, Marcus Hadley, Matt Watters and Ron Yee, Arbitration Panel.

## APPENDIX D: 2018 SPRING ELECTORAL KEY DATES

\* Dates and deadlines of the UVSS Electoral processes and events are determined by the UVSS Board and Electoral Policy.

Dates for 2018 Spring Elections Determined by UVSS Board MOTION 2017/05/08: 05 – FAIRLEY/FOX

BIRT the Board set the following dates for the 2018 UVSS elections to the Board of Directors:

Nomination Period Monday January 29, 9am – Monday February 5, 9am

Campaign Period Monday February 19, 9am – Friday March 2, 9am

Voting Days Wednesday February 28, 9am – Friday March 2, 9am

UVSS Electoral Office Officially Opened for Spring 2018: January 8, 2018.

Referenda Questions Approved by UVSS Board: January 15, 2018

Referenda Questions Submitted and Approved by Chief Electoral Officer: January 15, 2018.

Updated UVSS Electoral Policy in force: January 16, 2018

Call for Nominations (Candidates, Proponents, Opponents) Posted: January 22, 2018

Nominations Opened: January 29, 2018 at 9:00 am

Nominations Closed: February 5, 2018 at 9:00 am

Preliminary Announcement of Candidates/Proponents/Opponents: February 7, 2018

Candidate Training Sessions: February 8: 9:30 – 11:30 am, and, 3:30 – 5:30 pm

Campaign Period (11 days) Start: February 19, 2018 at 9:00 am

Martlet Supplement with Voting Information, Published: February 22, 2018

Candidate Forums, Hosted by CFUV and The Martlet:

Referenda Proponents, Board of Governors/Senate Candidates: February 26, 2:30 – 4:30 pm

UVSS Board of Directors: February 27, 2:30 – 4:30 pm

The Voting Period:

Webvote Opened: February 28, 2018 at 9:00 am

Webvote Closed for UVSS Events: March 2, 2018 at 12:00 pm

UVSS Election and Referenda Campaigns Closed: March 2, 2018 at 12:00 pm

Candidate/Proponent/Opponent Expense Submissions: March 2, 2018 at 12:00 pm

Deadline for Removal of all UVSS Campaign Material: March 2, 2018 at 4:30 pm

Release of Preliminary Results: March 2, 2018 6:00 pm

Announcement of Official Results: March 27, 2018 preliminary results were declared official upon negotiated resolution of all complaints and appeals.

## APPENDIX E: 2017-18 ELECTORAL OFFICE ACTIVITY HIGHLIGHTS

- Letter of Understanding, USEC – updated and addressed need for an auditable record of voters
- Job descriptions – updated for CEO, Appeals team, new exempt SEO, new VIO position
- Electoral administration ethics – Oath of Office developed as part of Electoral Officials training
- Call for Nominations
  - Reinstatement of verification of nominators
  - Development of materials targeted to international students and outreach to international student services
- Poster and Banner Control – process developed to record posters and campaign materials
- Ballot Education – focus of Voting Information Stations
- Collaboration with SSD for accessibility accommodation – sign language interpretation brought in to Board of Directors candidate forum
- Martlet Supplement – redesign with focus on readability, ballot education, content re-written
- Voting Promotions – creation of a selfie station and development of “I Vote” stickers (using low adhesive making them temporary and permissible for UVic) were warmly received
- Voting Information Stations – fixed and roaming, maximizing outreach and voting promotion
- Expanded Voting Period – 51 hours of voting time
- Spoiled and Blank Ballots – information requested and reported, illustrating issues for audit and follow up
- Format of Electoral Reporting – restructuring of reporting from Electoral Office to provide a short form results report allowing for results to be entered into Board record and an administrative report designed for internal use.
- Electoral Office Closing Procedures Implemented including:
  - A full inventory of all Electoral Office equipment and supplies, with serial numbers, condition report and photos when important for insurance or warranty purposes.
  - Confidential material secured on the Electoral Office netdrive, paper material secured in a locking file cabinet.
  - Closing notices on the Electoral Office door, website and social media.
  - Email forwarding for all Electoral Office accounts.
  - An up to date master list of accounts, user names and passwords on the netdrive.
  - Lists of follow up items for the incoming Electoral Committee, and next CEO.

## APPENDIX F: OATH OF OFFICE FOR ALL ELECTORAL OFFICIALS

The Electoral Office is an independent, non-partisan office of the University of Victoria Students Society (UVSS). Accordingly, it is of the utmost importance that all persons employed within the Electoral Office maintain independence in both fact and appearance. This means that for the duration of your employ as an electoral officer, you must be impartial, respectful and fair regarding any candidate, proponent or opponent, slate, referendum platform, or stakeholder organization or issue. This not only relates to specific work hours, but in any capacity where your comments, opinions and behaviors may reflect on the integrity of the Electoral Office.

**Accordingly, you must:** *(Please initial each point)*

Avoid influencing any UVSS member as to how they should vote. \_\_\_\_\_

Never attempt to find out how a person voted. \_\_\_\_\_

Protect any sensitive or confidential information that you may have access to as part of your duties. To not disclose this information unless requested by the Chief Electoral Officer. \_\_\_\_\_

Never accept any inducement, gifts from candidates or other electoral participants during your work with the Electoral Office. \_\_\_\_\_

Avoid speaking about any candidate, slate, or referendum question in public or in any private setting (on or off campus) that does not directly relate to the administration of the elections process and might have the potential to influence UVSS voters. You should not speak to the merits or detriments of any one person, slate, or referendum question side. This includes discussion between Electoral staff. \_\_\_\_\_

Avoid posting any personal views on any social media platform which includes: “liking” any candidates posting on Facebook, blogs, or tweets related to the issues and parties of the referendum. As many elections staff may know or even be friends with one or more candidates, it may be helpful (although not required) to temporarily “unfriend” such persons on Facebook during the electoral period to avoid any potential inadvertent mishaps and to remove a potential appearance of bias. \_\_\_\_\_

Avoid having personal communication (i.e., on personal email, text) with candidates on any matter concerning the elections. Use official electoral office email for all such communication. \_\_\_\_\_

Never speak for, or make purchases on behalf of the Electoral Office unless authorized to do so. \_\_\_\_\_

I \_\_\_\_\_, have read the points above, and swear to uphold the impartiality, independence and integrity of the UVSS Electoral Office.

## APPENDIX G: ADVANCE RULINGS

All Electoral participants are encouraged to consult with the Electoral Office on issues arising to ensure compliance with Electoral Policy. This spring the Electoral Office received two requests that merited substantial consultation. The following is a summary of the issue and response as appeared on the Electoral Office website. As past practice and Electoral Policy states the following rulings should not be taken as precedent are not binding on for future Electoral Office decisions.

### **Advance Ruling #1: Participation of Persons who have been Acclaimed in the Electoral Event**

**Query:** Could people who were acclaimed as Directors at Large still participate in the campaign, and therefore would their associated slate be allowed to use their budget and poster allowance?

**Decision:** Candidates who have been acclaimed to be Directors at Large for 2018-19, are no longer candidates. They are not eligible to receive student (public money) to campaign for an office they have already been assigned.

However, the UVSS Electoral Office believes there is value in having Directors-at-Large who are acclaimed, publicly present their platforms, meet the UVSS voter-members, answer their questions, and make themselves accountable for their term of office.

Therefore, it is the decision of the UVSS Electoral Office that any Director-at-Large who has been acclaimed can ask to be granted “acclaimed-candidate status”. The acclaimed Director-at-Large must notify the Electoral Office before the opening of the campaign period on February 19<sup>th</sup>, at 9am, in writing, that they wish to continue to participate as a candidate and will abide by all regulations of the Electoral Policy. This includes a clear understanding that all rules and penalties apply, up to, and including, disqualification.

An acclaimed candidate must actively participate in all meetings called by the CEO, including the mandatory candidate training, as well as participate in the candidates’ forum. To support their participation in campaign activities, an acclaimed candidate will be eligible to use and claim up to \$50 of their own money, and still participate in a slate’s coordinated efforts. Failure to participate in the candidate training, candidate forum etc. negates any ‘acclaimed candidate’ status.

### **Advance Ruling # 2: Candidates/Proponents with Privileged Media Access**

**Query:** was regarding whether campus media should be making special arrangements during the Electoral Event if electoral participants (candidates/proponents) had a re-occurring column/show.

**Decision:** The UVSS Electoral Office will follow the CRTC regulations regarding political election candidates and media access, as these add detail to the UVSS Electoral Policy, 5.9.5 b on prohibited campaigning.

From the CRTC website <https://crtc.gc.ca/eng/television/publicit/pol.htm>:

"On-air personalities are people who are seen or heard on radio, TV or community programming channels. Even if the person's voice is only heard as a commercial announcer, that person is still considered to be an on-air personality.

If an on-air personality becomes a candidate in a [provincial or federal] political election, his/her on-air duties must stop:

- as soon as his/her candidacy is announced, OR
- once the election is officially called, whichever is later.

The election policy states that broadcasters must provide equitable access to all political candidates. In the case of a [municipal] election, equitable coverage does not formally begin until two months before the date of the election. This policy also applies to [federal, provincial and municipal] referenda.

In these cases, on-air personalities who become candidates must go off the air. On-air personalities enjoy unique public exposure, and broadcasters aren't able to offer other candidates similar on-air opportunities.”

Therefore, the UVSS Electoral Office, as of 9:00 am, February 19, 2018, the official start of the UVSS Campaign period, declares that all official UVSS candidates or proponents, including acclaimed-candidates are required to adhere to the essence of the CRTC regulation, specifically anyone with an “on-air personality” as defined above, must suspend their on-air time for the duration of the campaign.

The UVSS Electoral Office is appreciative of CFUV’s commitment to a fair and transparent campaign period in raising this question, and thanks all candidates and UVic and campus related media for their cooperation.



## APPENDIX H: ISSUES, COMPLAINTS, APPEALS AND RESOLUTIONS

The following is the summary of the Electoral complaints, appeals and resolutions, as presented on the Office website. As per UVSS Electoral Policy 8.2 h, the Electoral Office published complaint decisions online without revealing individual names or the details of the original complaints and responses.

**Complaint # 1:** The Electoral Office/CEO did not accept a submission as a complete nomination. Appealed to the Elections Adjudicator.

Decision: Complainant was in violation of UVSS Electoral Policy sections 3.3 a ii 1, 4.2 a i, 4.2 a ii, 4.3 c and 5.1 a. Ruling of the Electoral Office/CEO upheld.

**Complaint #2:** The Electoral Office/CEO disqualified a nominee from being an official candidate. Referred to the Elections Adjudicator.

Decision: Complainant was in violation of UVSS Electoral Policy 5.1 a while violations of 4.2 a i and 4.3 a, were under review. Ruling of the Electoral Office/CEO to disqualify upheld by Elections Adjudicator. Appealed to the Arbitration Panel.

Decision: Panel confirms the Electoral Office/CEO's decision that the Appellant's nomination must be disqualified for breaches of Electoral Policy sections 4.2 a i, 4.3 a and 5.1 a. Unanimous.

**Complaint #3:** Complaint was made that a candidate had print material posted in violation of Electoral Policy section 5.4 (o).

Resolution: In response to initial contact, candidate immediately admitted error, removed and recycled materials in violation within 30 minutes, and self-imposed a penalty of not replacing the materials for over 24 hours.

The Electoral Office considers this issue closed.

**Complaint #4:** Complaint was made that a candidate had print material posted in violation of Electoral Policy section 5.4 (k).

Resolution: Materials in question had already been removed, and recycled, by the candidate before this complaint could be investigated.

The Electoral Office considers this issue closed.

**Complaint #5:** Retracted.

**Complaint #6:** Complaint was made that a slate had campaign material posted in violation of UVic Signage Policy which had caused damage to University property.

Resolution: Slate members have admitted violation, have written letters of apology, have offered to compensate for damages, and have participated in additional training on the Electoral Policy. The complainant has requested compensatory donations to the food bank in lieu of payment for damages. Accepted by complainants and respondents.

Assuming the slate members fulfill the obligation of compensatory donations, the Electoral Office considers this issue closed.

**Complaint #7:** Complaint was made regarding treatment of staff at a SUB business by two candidates of a slate.

Resolution: Candidates have apologized for their behaviour and actions, and have agreed to take leadership roles in developing anti-bullying policy and procedures for UVSS. Accepted by complainants and respondents.

Assuming the candidates fulfill the obligations of leadership work on anti-bullying, the Electoral Office considers this issue closed.

**Complaint #8:** A UVSS fee-levied organization informed a slate that statements made in their campaign platform were defamatory. When the response by the slate was deemed inadequate by the organization's Board of Directors, a formal complaint was made.

Resolution: All slate members have submitted a letter to the Board of Directors, acknowledging the error in their platform and the potential for the statement to cause damage to the organization's reputation. This letter will also be publicly posted. On their own time and expense, all slate members will be taking additional training related to non-profit governance. Resolution accepted by all complainants and respondents.

Assuming all slate members fulfill the obligation of publicly posting their statement of apology and participate in the governance training, the Electoral Office considers this issue closed.

**Complaint #9:** Two candidates self-identified as having committed two infractions of the Electoral Policy.

Resolution: As soon as the candidates identified that their actions were in violation of the campaign rules, the candidates took steps to clarify and reverse their actions with a UVSS member who was involved, and reported the incidents to the Electoral Office. Both candidates wrote statements on how they found themselves to be in violation of the Electoral Policy to be used in training materials for candidates for future years.

The Electoral Office considers this issue closed.

## APPENDIX I: EXPENSE REPORT

As mentioned, changes within the UVSS Accounting Department has delayed any reporting of accurate expense figures. At this time of this writing, the Electoral Office does not yet have final income/expense reports for the 2017 Fall Referenda.

The following presents a list of significant issues which will affect the budget/actual reports, and the final income/expense statement.

The budget presented in September 2017 for the 2017-18 Electoral Events was described as 'unrealistic and unworkable' by the UVSS Executive Director. The initial budget did not account for:

- Electoral Events in both Fall and Spring,
- Required replacement of the 2011 Electoral Office voting devices/netbooks,
- Depletion of Electoral Office supplies, and deteriorating condition of the Electoral Office (e.g. no working secure storage/locking cabinets),
- Costs associated with each of the requirements of the Electoral Policy (e.g. minimum hours of Voting Information Stations, minimum advertisement purchases, equipment rentals for forums),
- Costs associated with meeting the terms of the Collective Agreement, and,
- Current labour market conditions for recruiting qualified exempt and student staff.

In October 2017, the Executive Director approved the CEO to expend what was necessary to meet the requirements of the Electoral Policy, meet the contractual obligations and the Collective Agreement, and operate a functioning Electoral Office.

The following activities, discussed with the Electoral Committee and/or Chair, and UVSS management, also increased expenses for the Electoral Office:

- updates to the Electoral Policy (labour) – approved December 2017
- redevelopment and rewriting of the Martlet supplement (labour, graphics) for voter education - approved December 2017
- development of voting promotions (labour, graphics, materials) – approved December 2017
- redevelopment of Electoral Office staffing (poll sitter last updated 2011) – approved December 2017
- decision to hire, train, and provide at least one shift to all qualified applicants for Voting Information Officers to promote interest and understanding of electoral processes amongst as many members as possible – approved December 2017
- a second call for nominations was issued (labour, graphics, advertising costs) – unanticipated, approved February 2018
- the high number, complexity, the involvement of key electoral partners as complainants, and extended time to resolve complaints was unprecedented and greatly increased labour costs (estimate 25%) – unanticipated

With hindsight, the Electoral Office would not have proceeded with some of the above planned and approved initiatives if there had been any indication that a high number of complaints would be forthcoming. However, with only 2 contested positions, this was not anticipated.

The following were some of the actions and strategies taken to mitigate costs for the Electoral Office:

- iPad purchases were negotiated for a discounted price. Office supplies were only purchased on sale. Courier charges for the Martlet supplement were avoided.
- whenever possible, the CEO used or borrowed personal items for the Electoral Office and roaming mobile stations e.g. carts, portable tables, lawn signs, display racks.
- the CEO staggered her hours to allow the other three Electoral Office staff have access to the two workstations during regular business hours.
- poster and banner approval was held at one set day/time at the opening of campaign which decreased staffing costs.
- complaint resolutions were negotiated and accepted by all parties avoiding high appeal costs or potential costs of outside litigation.
- implementation of an audit of the voters who voted list was not undertaken.
- planned redevelopment of the DEO job description was not done.
- planned for updates of the Electoral Office procedures manual, encyclopedia of UVSS referenda, and Electoral Office webpages were postponed.