

2016 Allard Law Students' Society Elections: Information and Policies

From March 8th-11th 2016, the members of the Allard Law Students' Society ("ALSS") will elect representatives for offices on ALSS Councils and Careers Committee for the 2016 – 2017 term. Kristy Faris (Tymos), the current ALSS President, will act as Chief Returning Officer in setting the elections procedures and in certifying the results accordance with the ALSS Constitution and Bylaws. This document sets out information for candidates and electors regarding voting, available positions, candidacy, and other policies.

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1. Note on ongoing referendum

This document reflects information based on the current ALSS Constitution. However, candidates and voters ought to be aware that the ALSS Executive will be continuing the governance referendum to ratify the proposed changes to the following positions:

- Director of Sports and Clubs,
- Director of ALSS Services,
- Upper Year Social Council Representative, and
- Director of AMS Relations.

The referendum will be conducted concurrently with the General Elections. Should any of the referenda items be successful, the ratified changes to titles and responsibilities will take effect upon the start of the new term. Should any of the referenda items be unsuccessful, the titles and responsibilities will remain as currently outlined in the ALSS Constitution. When candidates consider running for a position, they ought to be aware of the proposed changes.

2. Voter information

(a) Elections timeline

The ALSS Elections will run from March 8 to 11, 2016 with nominations and the posting of candidates happening the week prior. Voters should be aware of the following events and dates:

<u>Date</u>	<u>Event</u>	<u>Place</u>
Monday, February 29, 9:00 am	Nominations period opens	Elections notice board
Friday, March 4, 4:00 pm	Nominations period closes	Elections notice board

Monday, March 7, 9:00 am	Poster and statement deadline	Email submission
Tuesday, March 8, 12:30pm	Rock the Vote Elections Speeches	TBD
Tuesday, March 8, 2:00pm	Voting opens	Bottom of central staircase
Friday, March 11, 3:00pm	Voting closes	Bottom of central staircase
Friday, March 11, 3:00pm	Democracy Friday Social starts	Franklin Lew Forum
Friday, March 11, 4:00pm	Election results are announced	Franklin Lew Forum

(b) Voting times

Voting will be by paper ballot at a single polling station located at the bottom of the central staircase in Allard Hall. Students will be able to vote at the following times:

<u>Date</u>	<u>Opening Time</u>	<u>Closing Time</u>
Tuesday, March 8	2:00 pm	3:00 pm
Wednesday, March 9	2:00pm	3:00pm
Thursday, March 12	10:00am	3:00pm
Friday, March 13	10:00am	3:00pm

(c) Informing yourself

Students will be informed by email and on the ALSS website about which positions are contested. Candidates for contested positions will provide brief written statements (maximum 200 words) about themselves and their priorities in running for a particular office.

Those candidates will also be invited to give a short speech at the Rock the Vote event over the lunch hour on Tuesday, March 10 (location TBD). Speeches will be limited to 45 seconds, except for candidates for President, who will be given 75 seconds. Candidates for Valedictorian will not give speeches. Students can also consult the elections notice board located just outside the Forum and across from the entrance to Room 106 for information on the candidates.

3. Nomination and candidacy

(a) Procedure

Nominations for positions with the ALSS or Careers Committee will be open from Monday, February 29th to Friday, March 4th. Students can self-nominate or nominate a peer by completing a nomination form and obtaining the signatures of ten fellow JD students in addition to the signature of the nominee. Nomination forms will be available from the elections notice board in Allard Hall or from the ALSS website. Only completed nomination forms that are posted on the elections notice board on Friday, March 4th at 4:00 pm will be valid nominations.

If a position has only one nominee, he or she will win that contest by acclamation. If a position is contested between two or more persons, all candidates will be responsible for fulfilling the candidacy requirements in these rules, namely:

- a. Candidates must submit a short statement of maximum 200 words with information about themselves and their desire to fill the position they are running for by Monday, March 7th at 9:00 am.
- b. Candidates may prepare a poster to be posted on the elections notice board either by the candidate himself or herself, or by emailing it to Kristy at president@allardlss.com by Monday, March 7th at 9:00 am. Only one 8 ½" x 11" black and white poster is allowed.
- c. Candidates (except candidates for Valedictorian, who will not give speeches) must deliver a short speech at the Rock the Vote event on Tuesday, March 8 at 12:30 pm. Speeches are limited to 75 seconds for candidates for President and 45 seconds for all other positions.

If a position does not receive any nominations by the end of the nomination period, the positions remain available and nominations may be submitted by email to president@allardlss.com.

(b) Eligibility

Any first or second-year student may run for an elected office for the 2016 – 2017 year. Only third-year students may run for Valedictorian.

A student who is part of an externship, clinic, or externship program such that he or she will not be able to be on campus for more than two days per week will not be eligible to run for a position. Any student who is elected to a position and later accepts a position with externship, clinic, or externship program, such that he or she will not be able to be on campus shall be deemed to resign.

No student may run for multiple positions except:

- A person running for Vice President – Academic may also run for the position of Academic Director
- A person running for Vice President – Social may also run for Upper Year Social Council Representative

4. Policies regarding campaigning

In accordance with past practice, campaigning activities are strictly limited. The following activities are not permitted:

- Postering or the distribution of printed or electronic materials except for a single campaign poster place on the elections notice board (see above).
- Campaign websites or other social media promotion.
- Hanging around the polling station.

If you are a candidate, please advise your friends that they also cannot campaign for you. Violation of these rules may result in disqualification at the discretion of the Chief Returning Officer. Candidates are limited to the three points listed under Section 2 of this document (Nominations) in order to get their message out.

5. Positions available

There are 29 positions available on the various ALSS councils and the Careers Committee for 2016 – 2017 as well as the honour of Valedictorian at the 2016 Graduation Dinner. Position descriptions are listed below:

Allard Law Students' Society Executive (10 positions)

President

The President is the chair of the ALSS Executive Council and an ex officio member of the Social Council, Academic Council, Equity and Diversity, Faculty Council, and the Allard Alumni Association. In addition to coordinating the activities of the student administration generally, the President is also the chief representative of ALSS members to the Faculty of Law administration, the University and the legal community generally. The President is also charged with the responsibility for upholding the ALSS Constitution and Bylaws, the Statement of Values on Student Conduct, and working with members of the ALSS Executive to set key policies in a way that promotes fairness and accountability. For more information, please send an email to Kristy at president@allardlss.com.

Vice President Academic

The Vice President Academic is a member of the ALSS Executive Council and the chair of Academic Council. The Vice President is charged with a range of academic and administrative issues that affect the Faculty of Law generally and students in particular: admissions, curriculum, examinations, equity, appointments, research, libraries, etc. This entails partnering with faculty and staff in various committees to set policy and address the needs of students. The Vice President also organizes important informational events for students and marshals student representation on Faculty Council, where students hold one-fourth of the voting seats. For more information, please send an email to Matthew at academic@allardlss.com.

Vice President Social

The Vice President Social is a member of the ALSS Executive Council and the chair of Social Council. The Vice President is responsible for a variety of events and activities that enhance the student experience at Allard Hall: Friday Socials and other special events, the funding and administration of sports teams and clubs, and the engagement of students generally in programming at Allard Hall. The position also entails managing the operations of the ALSS, soliciting sponsorship, maintaining relationships with partners and suppliers, and getting students pumped about what the ALSS has to offer. For more information, please send an email to Benjamin or Scott at students@allardlss.com.

Director of Finance

The Director of Finance manages the financial business of the student administration and oversees the budgeting and funding for students clubs and sports teams at the law school. As the chair of the ALSS Finance Committee, the Director of Finance prepares the budget for student activities and careers services at the law school for approval by a quorum of students and oversees the implementation of that budget throughout the year through the careful supervision of inflows and outflows, the administration of finance rules, and the management of the ALSS account with the AMS. The Director of Finance is a member of the ALSS Executive Council and Social Council. For more information, please send an email to Jennifer at finance@allardlss.com.

Director of Sports and Clubs*

The Director of Sports and Clubs oversees the creation, regulation, and registration of student organizations at the law school. This entails, among other things, organizing Clubs Day(s), ensuring that clubs fulfill funding requirements, liaising with club presidents, and sitting on the ALSS Finance Committee along with the President, the Director of Finance, and students-at-large. The Director of Sport and Clubs is a member of the ALSS Executive Council and Social Council. For more information, please send an email to Mischa at clubs@allardlss.com.

Director of Communications

The Director of Communications oversees and operates information channels between the ALSS and its members and well as with Faculty and the community generally. The Director of Communications is responsible for the ALSS's mailing lists and website, social media groups for students, disseminating information through the Newsflash and around Allard

Hall, and the operation the all-important CANs database. The Director of Communications is a member of the ALSS Executive Council and Social Council. For more information, please send an email to Allanah at info@ubclss.com.

Director of AMS Relations*

The Director of AMS Relations is the ALSS's delegate to the University's student association, the Alma Mater Society. The Director of AMS Relations attends various committee meetings to represents the interests of law students, participate in administration and policy creation for affecting all students at UBC, and relaying information between Allard Hall at the AMS, of which the Allard Law Students' Society is a constituent. The Director of AMS Relations is a member of the ALSS Executive Council and Academic Council. For more information, please send an email to Benjamin at ams@allardlss.com.

Indigenous Director of Student Affairs

The Director of Indigenous Student Development is an important voice for indigenous students within the ALSS Executive and Academic Councils to promote equity initiatives and to foster cultural and social inclusion of indigenous students at UBC Law. In addition to sitting on ALSS Academic and Social Councils and Equity and Diversity Committee, the Director of Indigenous Student Development is the liaison to the Indigenous Legal Studies Program. For more information, please send an email to Carly at indigenous@allardlss.com.

Senator

The Senate is the ALSS's delegate to the University's highest governing body, the UBC Senate. The Senator attends various committee meetings to represents the interests of law students on important governance issues and also sits on student appeals committees to review issues of academic misconduct or academic standing. The Senator is a member of the ALSS Executive Council and Academic Council. For more information, please send an email to Joshua at senator@allardlss.com.

Ombudsperson

The Ombudsperson plays a number of key roles in student administration at the law school, including the confidential hearing and investigation of complaints within the law school, the oversight of equity issues within the student administration, and the advising of its Councils as a non-voting members. The Ombudsperson is charged with organizing the Legal Buddies program and is Chair of the Diversity and Equity Committee. For more information, please send an email to Catriona at ombuds@allardlss.com.

*Position or responsibilities may be altered in upcoming governance referendum

Allard Law Students' Society Council (8 positions)

There are eight positions available on the ALSS Social and Academic Councils to fulfill important functions in student administration, ranging from event planning and executive to participation in faculty committees. For more information, please send an email to Matthew at academic@allardlss.com or Scott or Benjamin at students@allardlss.com.

Director of ALSS Services*

The Director of ALSS Services is a member of Social Council who works with the Vice President Social and the Upper Year Social Council Representative to oversee the operations of the ALSS and its events. The Director of ALSS Services is responsible for event scheduling and licensing, supplier relations, and marshaling volunteers to set up and operate events.

Upper Year Social Council Representative*

The Upper Year Social Council Representative is a member of Social Council who represents upper year students and works with the Vice President Social on event planning, sponsorship, and event operations.

Graduation Committee Co-Chair (2 positions)

The Graduation Committee Co-Chairs are members of Social Council who are tasked primarily with the organizing the Graduation Dinner and Dance for 3Ls every March. The Co-Chairs are responsible for, among other things, the preparation of the Legal Who and the Yearbook, as well as a variety of fundraising events and activities leading up to the event. For more information, please send an email to Rosalyn or Melissa at alssgradcommittee@gmail.com.

Academic Director (4 positions)

Academic Directors are upper year students who are members of Academic Council and who participate in one or more faculty committees that set policy and address issues like admissions, curriculum, examinations, equity, appointments, research, libraries in partnership faculty and staff. Academic Directors also occupy a voting seat on Faculty Council as a student representative.

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Careers Committee (11 positions)

The Careers Committee (CC) is an elected body of law student representatives who assist the Allard Law Career Services Office (CSO) in the planning, organization, and execution of various activities throughout the year with the aim of helping students to plan and build a traditional, non-traditional, or public interest legal career. These events include the wine & cheese receptions (for small and large legal employers from Vancouver, elsewhere in BC, Toronto, and Calgary), Social Justice Forum, Canadian Bar Association (CBA) mentorship reception, peer advice sessions, panel presentations and on-campus interviews (OCIs). The CC also works with the CBA to match Allard Law students with mentors in the legal community and assists the CSO with the annual publication of Allard Law's Legal Careers Guide.

The CC meets biweekly on Tuesdays at lunch (12:30 to 1:30 pm) during the school year.

Additionally, all Allard Law students are welcome to volunteer and assist the CSO and the CC. If you would like to get involved or learn more about the CSO's activities and how the office can assist you with your job search, please visit <http://www.allard.ubc.ca/career-services> or email careers@allard.ubc.ca.

Careers Committee Chairperson

The Careers Committee Chairperson is responsible for organizing meetings of the Careers Committee in conjunction with staff from the faculty's Career Services Office. In addition to assisting in the organization and oversight of careers events, the Chair is the chief student careers representative to the administration and the Allard Law Students' Society and solicits student input into the development and implementation of careers programs at Allard Law. More specifically, the Careers Committee Chairperson is responsible to:

- chair biweekly meetings of the Careers Committee, including drafting agendas and sending reminders in advance of the meeting;
- ensure the organization of, oversee, and attend all Careers Committee events;
- represent the Careers Committee to the student body, faculty, alumni, and the professional community;
- liaise regularly with Allard Law's Career Services Office;

- solicit student input in developing and implementing new career-related activities, and communicate student input to the ALSS Executive, Career Services, and Careers Committee;
- maintain adequate and correct books of accounts showing the receipts and disbursements of the Careers Committee, and allow any Member access to such books of account; and
- be responsible for such other duties as may be assigned.

Secretary

The Secretary ensures that meeting minutes are taken and emailed promptly and that all CC members understand their responsibilities.

Large Firm Representative (2 positions)

The Large Firm Representative liaises with law firms and local Bar Associations with regard to promoting articling and summer positions. The Large Firm Representative assists the CSO with the planning of the Out of Province Wine and Cheese Reception (September), On-Campus Interviews (September), and Vancouver Wine and Cheese Reception (January).

Small and Solo Firm Representative

The Small and Solo Firm Representative liaises with law firms, sole practitioners, and Bar Associations with regard to promoting articling and summer positions. The Small and Solo Firm Representative assists the CSO with the planning of the Small and Boutique Firm Wine and Cheese Reception and Small Firm Panel (February).

Social Justice and Public Interest Representative

The Social Justice Representative develops and implements events/forums relating to careers in social justice and public interest law. The Social Justice Representative assists the CSO with the planning of the Social Justice Forum (January) as well as numerous public interest panels.

Non-Traditional Careers Representative

The Non-Traditional Careers Representative develops and implements events/forums relating to non-traditional careers. The Non-Traditional Careers Representative assists the CSO with the planning of the Non-Traditional Careers Panel (Term 1).

Canadian Bar Association Representative

The CBA Representative promotes and organizes the CBA mentorship program and annual reception to the student body. The CBA Representative serves on the CBA Membership Committee (monthly meetings via teleconference). Note that the student must be available in July and August to work on the CBA Mentorship Program (if not in Vancouver, then available via regular internet access). The workload is substantial from late August to late October until the conclusion of the CBA Mentorship Reception, as the student is responsible for entering data from ~300 mentor & mentee application forms and individually matching over 150 mentor-mentee pairs. While it is possible for the student to undertake this role while also going through On-Campus Interviews and in-firm interviews for 2nd year summer positions, potential nominees should be aware of the heavy workload.

Head Handbook Editor

The Head Handbook Editor oversees the organization and publication of the UBC Legal Careers Guide. The Head Handbook Editor chairs Handbook Editor meetings, ensures that the Editors understand their responsibilities, delegates and supervises work, and solicits sponsorship for the Handbook. The bulk of the work is completed from November to March.

Handbook Editor (2 positions)

The Handbook Editors work with the Head Editor and Career Services Office staff to assemble information for the organization and publication of the UBC Legal Careers Guide.

Valedictorian

The Valedictorian must be a member of the Allard School of Law Class of 2016 who will be attending the Graduation Dinner and will be responsible for delivering the valedictory address to students, faculty, and guests at the event. The Valedictorian should be well-regarded among faculty and staff and must be prepared to speak for approximately ten minutes with remarks that are appropriate, inclusive, and representative of the class. Any third year student may be nominated for this position.

6. Election results

The Chief Returning Officer is Kristy Faris (Tymos), the current ALSS President. Election Results will be delivered at approximately 4:00 pm at the annual Democracy Friday Social in the Franklin Lew Forum. The results will be certified by the Chief Returning Officer and two other appointees of the ALSS Executive who are not candidates or nominees for any position elected or acclaimed.

Pursuant to the ALSS Constitution and Bylaws, the terms of all offices to be elected will begin and the offices of the incumbents will end on the Saturday of the last full week of March. This year, the changeover date is March 26th, 2016.