

# 2017 Allard Law Students' Society Elections: Information and Policies

From March 6<sup>th</sup> to March 10<sup>th</sup> 2017, the members of the Allard Law Students' Society will elect representatives for offices on ALSS Councils and Careers Committee for the 2017-2018 term. Josh Abaki, the current ALSS President, will act as Chief Returning Officer in setting the elections procedures and in certifying the results in 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. Voter information

### (a) Elections timeline

The ALSS Elections will run from March 7<sup>th</sup> to March 10<sup>th</sup> with nominations and the posting of candidates' papers 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 27, 9:00 am	Nominations period opens	Elections notice board
Friday, March 3, 4:00 pm	Nominations period closes	Elections notice board
Tuesday, March 7, 12:30pm	Rock the Vote Elections Speeches	TBD
Tuesday, March 7, 2:00pm	Voting opens	Bottom of central staircase
Friday, March 10, 3:00pm	Voting closes	Bottom of central staircase
Friday, March 10, 3:00pm	Democracy Friday Social starts	Franklin Lew Forum
Friday, March 10, 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 7	2:00 pm	3:00 pm
Wednesday, March 8	2:00pm	3:00pm

Thursday, March 9	10:00am	2:00pm
Friday, March 10	10:00am	2:00pm

### (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 (location TBD) **on Tuesday, March 7**. 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.

## 2. Nomination and candidacy

### (a) Procedure

Nominations for positions with the Allard Law Students' Society or Careers Committee will be open from **Monday, February 27 to Friday, March 3**. 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 3 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:

- Candidates must submit a short statement of maximum 200 words with information about themselves and what their plans for the position they are running for on Monday, **March 6 by 9:00 am**.
- 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 Josh at [president@allardlss.com](mailto:president@allardlss.com) by Monday, March 6 at 9:00 am. Only one 8 ½ " x 11" black and white poster is allowed.
- Candidates (except candidates for Valedictorian, who will not give speeches) must deliver a short speech at the Rock the Vote event on **Tuesday, March 7 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](mailto:president@allardlss.com).

### (b) Eligibility

Any first or second-year student may run for an elected office for the 2017-2018 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 one of the Student Affairs Coordinator position.

#### **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 26 positions available on the various Allard Law Students' Society councils and the Careers Committee for 2017 – 2018 as well as the honour of Valedictorian at the 2017 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 and Academic Councils, and a member of the Equity and Diversity Committee, Wellness Committee, Grad Committee, Faculty Council, and the Allard Alumni Association Board. 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 Josh at [president@allardlss.com](mailto: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 Megan at [academic@allardlss.com](mailto: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 Madison at [students@allardlss.com](mailto: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 Jenny at [finance@allardlss.com](mailto:finance@allardlss.com).

## **Director of Wellness**

The Director of Wellness 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 Wellness also chairs the Wellness Committee and is responsible for planning and promoting wellness related matters. The Director Wellness is a member of the ALSS Executive Council and Social Council. For more information, please send an email to Elise at [clubs@allardlss.com](mailto: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 Sophie at [info@ubclss.com](mailto:info@ubclss.com).

## **VP External Affairs**

The VP External Affairs is the ALSS's delegate to the University's student association, the Alma Mater Society and the ALSS representative to CBA's National Law Students Forum. The VP External Affairs 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 VP External Affairs is a member of the ALSS Executive Council and Academic Council. For more information, please send an email to Josh at [president@allardlss.com](mailto:president@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 Alex at [indigenous@allardlss.com](mailto: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 represent 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 Ben at [senator@allardlss.com](mailto: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 member. 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 Erin at [ombuds@allardlss.com](mailto:ombuds@allardlss.com).

## **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 Megan at [academic@allardlss.com](mailto:academic@allardlss.com) or Madison at [students@allardlss.com](mailto:students@allardlss.com).

## **Student Affairs Coordinator (2 positions)**

The Student Affairs Coordinator positions replace the previous Director of ALSS Services and the Upper Year Social Council Representative. The Student Affairs Coordinators will be Upper Year students who will be members of Social Council. The Student Affairs Coordinators will oversee major social events and will liaise between upper year students, student groups and the Social Council. The Coordinators will work with the VP 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 as well as chairing the Grad Committee. 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 Jen or Jeff at [alssgradcommittee@gmail.com](mailto: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.

## **Allard Law's Careers Committee (8 Positions)**

### **What is the Careers Committee?**

The Careers Committee (CC) is an elected body of law student representatives who assist Allard Law's 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 Career Fairs (for small and large legal employers from Vancouver, elsewhere in BC, Toronto, and Calgary), Social Justice Forum, Canadian Bar Association (CBA) Mentorship Reception, panel presentations, information sessions, 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 currently meets monthly on Tuesdays at lunch (12:30-1:30) during the school year.

Elections for the CC are held at the same time as those for the ALSS (early March), with the exception of the First Year and Graduate Student Representatives, who are elected in September.

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](mailto:careers@allard.ubc.ca).

### **Chairperson (1 Position)**

The Careers Committee Chair is responsible for organizing the meetings of the Careers Committee in conjunction with the staff from the Career Services Office. The Chair ensures the organization of, oversees and attends all Career Committee events and represents the Careers Committee to the student body, faculty, alumni and professional community. In addition, the Chair solicits student input in developing and implementing new career-related activities, and communicates student input to the ALSS Executive, CSO and Careers Committee.

### **Career Events Representative (2 Positions)**

Liaises with law firms, sole practitioners, non-traditional employers, and local Bar Associations. Assists the CSO with the planning of On-Campus Interviews (September), non-traditional careers programming (Term 1), Large Employer Career Fair (January), Small & Boutique Firm Career Fair (February), and numerous associated panels and skills development events.

### **Social Justice and Public Interest Representative (1 Position)**

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

### **Canadian Bar Association Representative (1 Position)**

Promotes and organizes the CBA Mentorship Program and annual Reception (October) to Allard Law students. Serves on the CBA Membership Committee (monthly meetings via teleconference) and acts as the principal student liaison between the CBA, Careers Committee, and student body. 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 2<sup>nd</sup> year summer positions, potential nominees should be aware of the heavy workload.

#### **Head Careers Guide Editor (1 Position) –**

Oversees the organization and publication of Allard Law's annual *Legal Careers Guide*, a key resource for students seeking summer and articling positions across Canada. Responsible for the *Legal Careers Guide* in its entirety: contacting law firms to update their NALP firm profiles, soliciting sponsorship, delegating to Associate Editors and supervising their work, preparing a final draft, sending it to print, and selling the publication. The bulk of the work is completed from November to March.

#### **Associate Careers Guide Editor (2 Positions) –**

Works with the Head Editor and CSO staff to assemble information for the organization and publication of the *Legal Careers Guide*.

### **Valedictorian**

The Valedictorian must be a member of the Allard School of Law Class of 2017 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 students 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 Josh Abaki, 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 25, 2017.