Guide to Forming your LICM Referendum Committee

Disclaimer: Please note that this document is only a summary and helpful guide and that the Legal Information Clinic at McGill (LICM) Winter 2019 Referendum Bylaws and Winter 2019 Referendum Campaign Rules should be relied upon, over this document, as the ultimate authority.

Important dates (as of February 18, 2019)

Referendum question due: Monday, February 11 @ 5 PM
Listserv: Monday, February 25 @ 9 AM
Nomination period: Monday, February 25 @ 9 AM to Wednesday, March 6 @ 11:59 PM
Elect chairperson: Thursday, March 7 @ 9 AM to Sunday, March 10 @ 5 PM
Campaign period: Wednesday, March 13 @ 9 AM to Sunday, March 24 @ 11:59 PM
Polling period: Monday, March 25 @ 9 AM to Friday, March 29 @ 5 PM

Information meeting

Information meeting (as per B.10): Monday, March 11 @ 5:30 PM, NCDH 102 (Faculty of Law).

Deadlines

Ballot / Committee statement: Friday, March 22 @ 9 AM
Expense itemized list: Wednesday, March 27 @ 9 AM
Contestation: Friday, April 5 @ 11:59 PM

Committees

Selecting your committee chairperson

On Thursday, March 7 @ 9 AM, the “no” committee will receive an email, including all of the emails of the committee members. The committee is responsible for selecting their chairperson by Sunday, March 10 @ 5 PM. They must notify the CEO via email by Sunday, March 10 @ 5 PM. If no notice is given with a selected chairperson, the CEO will randomly select a member of the committee to be the chairperson.

Committee Information meeting

It is mandatory that the chairperson of both committees attend the information meeting, according to the Bylaws. This will take place on Monday, March 11 @ 6 PM in room 102 NCDH.

Publicity

Campus media

Committees can contact student groups and associations for endorsements for both sides. “Committees can write letters to editors of campus media, which must be published by the end of the campaign period.” Individuals are permitted to submit opinion pieces, however, must state that it is their opinion. Moreover, they must be able to prove or justify any claims made.
Budget

Committees are advised to use the $500 budget for campaigning purposes. Committees can use the budget to purchase advertising materials, purchase advertisement spots on advertising platforms, etc. Committees, however, are not permitted to use more than 20% of their budget on food and beverages. They must also report any food and beverages provided during committee meetings.

Spirit of fair campaign

The quorum for this referendum is set at 5% of the eligible electorate, meaning if the referendum fails to meet the quorum of 5% of the eligible electorate, the referendum will fail to pass. In the spirit of fair campaign, committees cannot promote to or encourage the electorate to refrain from voting. Rather, committees should promote their cause and their mandate to ensure the participation of the voter.

Postering

Committees can put up posters around the downtown campus. Committees can utilize the list below, but they are not limited to this list. Please ensure that you obtain permission before putting up the poster, if necessary.

https://www.mcgill.ca/studentleaders/handbook/communications/posters

Contestation

It is recommended that committees contact the CEO first and attempt to resolve the issue or complaint before filing a formal contestation. At this level, the CEO will communicate with the parties involved and attempt to resolve the situation. If this fails, committees can file a formal contestation.

Committees can submit contestations during the referendum and up to the contestation deadline (refer to “Important dates” above). Committees can only make contestations by writing to the CEO via email.

The CEO

Fairness and responsibility

While the CEO has been hired by the LICM to run the referendum, the CEO will act as an independent and impartial party to the referendum. He will not impose his beliefs and values and he is committed to running a fair and impartial referendum. In addition, the CEO and independent parties have reviewed the Bylaws to ensure that all parties involved are held accountable and that the Bylaws remain impartial.

Contacting the CEO

The contact person for the referendum for committee members should be the committee chairperson. Then, the committee chairperson will relay questions and concerns to the CEO. If
there is a concern or complaint with regards to the chairperson, the member(s) can contact the CEO directly via email (elections.licm@mail.mcgill.ca).

Please contact the CEO via email only (elections.licm@mail.mcgill.ca). You will receive a reply within two business days up to the nomination period and after the polling period, and one business day during the campaign period and the polling period.

In the event that you need to contact the CEO in an emergency up to the nomination period and after the polling period, please flag your email and write on the subject line, “Urgent” or “Important.” Please do not reach the CEO through his personal social media accounts or telephone.